

Richmond County Public Library Board of Trustees  
Minutes – March 26, 2024  
RCC Warsaw Room 118

**Members Present:** Marilyn Carter, Chair  
Carolyn Bailey  
Dr. Shannon Kennedy, RCC President  
Joanne Cox, Vice-Chair  
Susan Gouldin  
Suzanne Shrader

**Non-members present:** Elizabeth Hadley, Public Library Director; Linda Taylor, Recorder.

**Members not present:** Terri Jones, family medical; Hyte Smith.

M. Carter called the meeting to order at 4:02p.m. and welcomed all.

### **Minutes**

January 23, 2024, Meeting Minutes were reviewed. J. Cox moved to approve as presented. S. Shrader seconded the moved. Motion carried.

**Financial Reports** – E. Hadley reviewed the 2024 Cash Reports for January 2024 and February 2024 provided by Hyte Smith.

#### **January 2024** Cash Report:

Beginning Balance: \$36,775.81; Total Deposits: \$39,609.81; Total Disbursements: \$23,918.00 and an Ending Balance of \$52,467.62.

#### **February 2024** Cash Report:

Beginning Balance: \$52,467.62; Total Deposits: \$263.32; Total Disbursements: \$1,523.18 and an Ending Balance of \$51,207.76.

S. Gouldin moved to accept the Cash Reports as presented. J. Cox seconded. Motion carried.

### **Old Business**

**Signage** – Discussed signage including the logo design. Dr. Kennedy expressed her desire that the signage coordinates with RCC’s signage. E Hadley noted discussion with Hope Mothershead, the inclusion of the county seal was not a requirement. E. Hadley shared a handout with various sample logos from Julie Stanley. The logo chosen will appear on the website, letterhead, and various signage inside and outside of the building. After discussion, it was agreed that E. Hadley would make the recommended adjustments and send the updated logo samples to trustees by email for feedback. Trustees are to be prepared for a final logo vote at the May meeting.

**Trustee Nominating Committee** – C. Baylor distributed resumes for trustee candidates, Mr. Charles H. Blake, and Mr. Darnell Clayton. After discussion, both candidates were supported by the trustees. M. Carter will submit Mr. Blake’s nomination to the Board of Supervisors for approval with term of 05/09/2024 -05/08/2028. M. Carter will then submit D. Clayton’s nomination to the Board of Supervisors for approval with the term running 07/01/2024 – 06/30/2028.

S. Gouldin reported that Joanne Cox agreed to serve as Chairperson beginning July 1, 2024, as M. Carter's term ends June 30, 2024, and she is ineligible for renewal. Official nominations and votes will occur at the May 28th meeting for Chairperson and Vice-Chairperson positions.

## **New Business**

**President report** – Dr. Kennedy reported: the General Assembly has not presented a final budget, so no budget update available. Current Warsaw campus projects include the developmental/funding stages of the Health Science Building. The Town of Warsaw's sidewalk construction is underway. The Glens campus offers technical courses like welding and HVAC which will help support the employment needs of area businesses.

**Library report** - E. Hadley reported: E. Hadley presented at the Board of Supervisors budget hearing and gave support for the 2.75% increase requested. A 24-hour position has been filled by Cesca Waterfield; a vacant 29-hour Glens position will be transferred to Warsaw. The Dolly Parton Imagination Library program has 163 active children with 229 graduates; the program has over \$14,000 in the account held by the foundation; the General Assembly continues to provide 50% monthly reimbursement into our account; our annual contribution will be transferred to our foundation account before June 30, 2024. As soon as a final logo decision is made, the public library's website design will be updated. The Printing policy is still being finalized; Dr. Kennedy noted that the state auditors are saying no to handling cash. The Central Rappahannock Regional Library reciprocal agreement is on hold, contact person out on medical leave.

**Outreach Report** – E. Hadley reported for R. Lynn. Attendance numbers for Preschool Storytime are growing. The Transitions Support Day group visits the library every other Tuesday. R. Lynn provides craft, story time and guidance for using the library facility and services. R. Lynn will have activities for our local school age children during their Spring break. Summer Reading plans are being finalized; Ruth is collaborating with staff from Cuddlebugs Daycare and the Boys & Girls Club YMCA Summer camp in hopes of their attendance at the programs being offered. Eclipse glasses have been ordered and will be given to patrons when requested. At the March Food Bank 81 books were dispersed.

**FOL Report** – M. Howell reported: The FOL Used Bookstore is doing well, and volunteers are needed.

**Announcements** – M. Carter asked trustees to review the enclosed copy of the Memorandum of Understanding and be prepared to discuss it at the next meeting. M. Carter announced the next meeting will be May 28, 2024, at 4:00 p.m. in room W118.

**Adjournment** - With no further business, S. Gouldin moved to adjourn. J. Cox seconded. The meeting was adjourned at 5:30 p.m.