

Richmond County Public Library Board of Trustees
Minutes – January 23, 2024
RCC Warsaw Room 118

Members Present: Marilyn Carter, Chair
Hyte Smith, Finance-Chair
Susan Gouldin
Suzanne Shrader
Joanne Cox, Vice-Chair
Carolyn Bailey
Tammy Lee

Non-members present: guest, Jim Thomas, artist; Marian Howell, RCC Friends President; Elizabeth Hadley, Public Library Director; Ruth Lynn, Outreach Coordinator; Linda Taylor, Recorder.

Members not present: Terri Jones, family medical; Dr. Shannon Kennedy, RCC obligation.

M. Carter called the meeting to order at 4:00p.m. and welcomed all.

Our guest, Jim Thomas created the original street sign on the lawn of the Chinn House. Thomas explained the sign had a paint adhesive failure. Thomas' presentation included sharing his massive art portfolio, talking about his hand-lettered art being a lost profession, the importance of his reputation and his desire to make right with a second sign at a discounted price. Thomas thoughtfully walked through the production process and gave the pros and cons of choices that would be necessary for consideration. Trustees thanked Thomas for his most informative talk.

Minutes

September 26, 2023, Meeting Minutes were reviewed. S. Shrader motioned to approve as presented. S. Gouldin seconded the motion. Motion carried.

As there was no quorum for the November 28, 2024, meeting, no official minutes were presented. However, due to the importance of the meeting, Notes from the November 28, 2024, meeting was distributed.

Financial Reports – H. Smith presented 2023 Cash Reports for September, October, November, and December.

September 2023 Cash Report showed the following:

Beginning Balance: \$24,319.46; Total Deposits: \$8,167.24; Total Disbursements: \$2,917.61 and an Ending Balance of \$29,569.09.

October 2023 Cash Report showed the following:

Beginning Balance: \$29,569.09; Total Deposits: \$39,540.63; Total Disbursements: \$27,230.56 and an Ending Balance of \$41,879.16.

November 2023 Cash Report showed the following:

Beginning Balance: \$41,879.16; Total Deposits: \$4,276.27; Total Disbursements: \$4,848.46 and an Ending Balance of \$41,306.97.

December 2023 Cash Report showed the following:

Beginning Balance: \$41,306.97; Total Deposits: \$6,718.84; Total Disbursements: \$11,250.00 and an Ending Balance of \$36,775.81.

After discussion of the reports, J. Cox moved to accept the Cash Reports as presented. S. Shrader seconded. Motion carried.

Old Business

Signage – E. Hadley noted for clarity that Thomas would only be doing the lawn sign. Dr. Kennedy wants all signs, including the parking lot and entrance signs, to be consistent. And due to the guidelines of the Grant, installation needs to be completed by June 30, 2024. Trustees discussed Barclay's presentation and Thomas's presentation. It was agreed that they would like to support local business, and prefer to keep the county logo.

S.Gouldin moved to go with Mr. Thomas replacing all signs using the monetary funds. S. Shrader seconded. Motion carried.

C. Bailey motioned to move forward with the design Mr. Thomas proposed. H. Smith seconded. Motion carried.

Placement of Remote Meeting policy within By-Laws – H. Smith moved to add to Article V, Section 1: -- **C. Refer to the Code of Virginia 2.2.3708.3 – Meetings held through electronic means**. Also, add a hyperlink for quick access. J. Cox seconded. Motion carried.

New Business

Trustee replacement – C. Bailey and S. Gouldin agreed to serve as the nominating committee for trustee replacement. Currently there is one vacancy to fill. After June 30, there will be two more vacancies as the terms for the two trustees are not renewable. It was noted that voting for a new chairperson must take place at the May meeting, so they will be in place to preside over the July 2024 meeting.

Library report – E. Hadley -- See attachment dated 1/23/2024 which covers staffing, reducing hours, budget request, website updates, printing policy, Reciprocal Agreement with CRRL, the Memorandum of Understanding, and signage.

Outreach Report – R. Lynn reported: the December Santa program had 130 participants; the December Food Pantry had 83 participants; the January Food Pantry had 59 participants; Ruth is currently offering a Winter Read program using Bingo cards and prizes; and the coffee/tea bar is being offered.

FOL Report – M. Howell reported: volunteers are needed for the FOL Bookstore; appeals for donations are being made; a \$500 check was given to the public library to help with purchasing supplies/crafts as needed; bookstore hours are Fridays and Saturdays 10:00 am – 2:00 pm.

Announcements – M. Carter announced the next meeting will be March 26, 2024, 4:00 p.m. in room w118.

Adjournment - With no further business, S. Gouldin motioned to adjourn. H. Smith seconded. The meeting adjourned at 5:59 p.m.