

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

June 21, 2024 | 3 – 4 p.m.

Electronic Meeting via Zoom

Minutes

Members Present: Laura L.L. Blevins; L. Preston Bryant Jr.; Robert L. Canida II; Maya Castillo; Lana Real; Blythe Ann Scott (Committee Chair) **Members Absent:** Suzette Denslow; Malfourd W. “Bo” Trumbo
LVA Staff Attending: Nan Carmack, Dennis Clark, Kim Armentrout

- I. **Call to Order:** The meeting was called to order by Chair Blythe Scott at 3:05 p.m. on Friday, June 21, 2024. She noted the virtual meeting is being livestreamed, and all votes must be conducted by roll call. Participants were asked to keep their video cameras on during the meeting.
- II. **Technical Waivers:** Ms. Armentrout, state grants and data coordinator, presented the state aid waiver requests received from public libraries. Technical waivers are triggered by decreases in local expenditures due to normal business fluctuations, and the following technical waiver requests were presented:
 1. Culpepper, Danville, Franklin, Heritage, and Hamner had lower expenditures due to position vacancies and lower salary hires.
 2. Bland had lower expenditures because the director is also working as the county administrator and has been unavailable to approve routine purchases.
 3. Last year, Blue Ridge Regional and Clifton Forge had large expenditures for capital improvements, and this year’s expenditures are lower.
 4. Lunenburg is a small nonprofit library. Nonprofits have slightly different accounting practices, and this year, they had a lower carry-over of payroll expenses which appears as a decrease in expenditures.

Ms. Scott moved the committee approve of the technical waivers as presented and recommend the final approval by the full Library Board, and the motion was seconded. The roll call vote was recorded as follows: **Ayes** – Blevins, Bryant, Canida, Castillo, Real, and Scott. The committee voted to approve the technical waivers as presented and recommend final approval by the full board.

- III. **Non-Technical Waivers:** Ms. Armentrout presented the non-technical waivers that are considered individually by type of non-technical waiver:
 1. Franklin County requested a waiver for staying open for evening hours and provided traffic data to support their request. Ms. Scott moved the committee approve the waiver for Franklin County and report a recommendation for approval to the full board, and it was seconded. A roll call vote was called and recorded as follows: **Ayes** – Blevins, Bryant, Canida, Castillo, Real, and Scott
 2. Alleghany Highlands and J. Roberts Jamerson requested waivers for certification of their new directors. Both directors are working towards their certifications. Ms. Scott moved that the committee approve waivers for director certifications and report a recommendation for approval to the full board, and it was seconded. A roll call vote was called and recorded as follows: **Ayes** – Blevins, Bryant, Canida, Castillo, Real, and Scott

3. Amherst, Clifton Forge, Colonial Heights, Pamunkey, Petersburg and Russell requested waivers for missing audits. Funding will be withheld until receipt of the audit. Ms. Scott moved that the committee approve waivers for library systems with missing audits and report the recommendation for approval to the full board, and it was seconded. A roll call vote was called and recorded as follows: Ayes – Blevins, Bryant, Canida, Castillo, Real, and Scott
4. Northumberland requested a waiver for the requirement that two-thirds of a library's funding come from local taxes or an endowment. Last year, they received a letter from the Board and a recommended 5-year plan for improvement. LVA staff recommend giving Northumberland more time to improve their financial situation. Ms. Scott moved the committee approve the waiver for Northumberland and report a recommendation for approval to the full board; the motion was seconded. A roll call vote was called and recorded as follows: Ayes – Blevins, Bryant, Canida, Castillo, Real, and Scott

The committee approved all waivers presented and reported a recommendation for approval of each nontechnical waiver to the Library Board.

- IV. **State Aid Application for King & Queen County:** Ms. Armentrout reported a request for state aid from a newly formed system in King and Queen County. The county was formerly part of Pamunkey Regional, but recently created its own system. Ms. Scott moved the committee approve the request for state aid from King and Queen County and report a recommendation for approval to the board; the motion was seconded. Roll call vote was recorded as follows: Ayes – Blevins, Bryant, Canida, Castillo, Real, and Scott.
- V. **State Aid Allocations:** The committee reviewed the state aid estimate outlining each library system's allocation for the coming fiscal year. Ms. Scott moved the approval of the allocations as presented, and the motion was seconded. The committee approved the allocations by a roll call vote: Ayes – Blevins, Bryant, Canida, Castillo, Real, and Scott.
- VI. **Adjournment:** Hearing no additional business, Committee Chair Scott thanked everyone for their time and adjourned the meeting at 3:50 p.m.