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Virginia Public Library Trustee Handbook: Governing Boards, revised by Kim
Armentrout, Library of Virginia

**PITTSYLVANIA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
2024-2025**

[Appointment is for a four-year term]

Chatham/Blairs District

Karen Eades
4028 Bridgewood Drive
Danville, VA 24540
(714) 588-6063
Karen.s.eades@gmail.com
Term expires June 30, 2025

Town of Gretna

Shelby Jean Buffington
205 Washington Street
Gretna, VA 24557
(570) 449-0609
Shelby41jb@gmail.com
Term expires June 30, 2027

Banister District

Portia Fitzgerald
P.O. Box 871
Chatham, VA 24531
432-9418 (h)
Portia.fitzgerald1947@gmail.com
Term expires June 30, 2026

Callands/Gretna District

York Pilson
1233 Wynnell Drive
Callands, VA 24530
724-7527 (h) 250-0652 (c)
pilsonyork@gmail.com
Term expires June 30, 2025

Town of Chatham

Alice Shelton
238 Peach St
Chatham VA 24531
433-2669
sheltonalice@comcast.net
Term expires June 30, 2027

Dan River District

Janice Fitts
257 Old Cabin Trail
Ringgold VA 24586
822-6255 (h)
janicefitts@hotmail.com
Term expires June 30, 2026

Town of Hurt

Phyllis Roach
207 Ramsey Road
Hurt, VA 24563-2214
(510) 508-3367
Roachphyl1@yahoo.com
Term expires June 30, 2025

Staunton River District

Mr. David Law
1902 Moons Road
Long Island, VA 24569
vaadventure03@yahoo.com
Term expires June 30, 2026

Tunstall District

Debra Turner
4572 Whitmell School Rd
Dry Fork VA 24549
724-2183 (h), 724-2666 (w)
Debra.turner@pcs.k12.va.us
Term expires June 30, 2024

Westover District

Sandy Mitchell
145 Afton Road
Danville, VA 24540
(434) 251-8160
Ssmitchell108@comcast.net
Term expires June 30, 2024

**Board of Trustees Committees
2024-2025**

Karen Eades, Chair
Janice Fitts, Vice-Chair

Committee	Membership	Phone Number
Executive Committee	Karen Eades, Chair Janice Fitts, Vice Chair Phyllis Roach	(714) 588-6063 822-6255 (510) 508-3367
Finance Committee	Portia Fitzgerald Chair Janice Fitts	432-9418 822-6255
By-Laws Committee	York Pilson, Chair Janice Fitts Debra Turner	724-7527 822-6255 724-2183
Personnel Committee	York Pilson, Chair Alice Shelton	724-7527 433-2669
Marketing Committee	Portia Fitzgerald, Chair Sandy Mitchell	432-9418 251-8160
Long Range Planning Committee	David Law, Chair Sandy Mitchell	944-5123 251-8160
Building Committee	Shelby Buffington-Chair Sandy Mitchell Janice Fitts Debra Turner Karen Eades	(570) 449-0609 251-8160 822-6255 724-2183 (714) 588-6063
PPL Foundation	Mary Wertz, President Debra Turner, Vice President Rhonda Griffin, Secretary Bert Eades R. Steve Scruggs Alice Shelton Phyllis Roach Karen Eades	656-2412 724-2183 432-3271 558-6063 656-6069 432-9641 (510) 508-3367 (714) 588-6063

Library Staff as of 9/16/2024

Kristin Anderson, Assistant Branch Manager, Chatham FT
Adrian N. Badgett, Branch Manager, Gretna FT
Macy Brumfield, Library Assistant, Gretna PT
Tara Carter, Library Assistant, Chatham PT
Sydney Crews, Library Assistant, Gretna, PT
Melinda Doss, Technical Services Coordinator FT
Haley Farthing, Library Assistant, Mt. Hermon PT
Ron Francis, Branch Manager, History Research Center PT
Earline Grant, Library Assistant, Mt. Hermon PT
Rhonda Griffin, Director, Chatham FT
Myrna Herndon, Bookmobile Driver, Bookmobile FT
Allison Irby, Youth Services Specialist, Chatham FT
Sharon Jamison, Youth Services Specialist, Mt. Hermon PT
Cammie Johnson, Youth Services Specialist, Gretna FT
David Kahler, Library IT Systems Administrator FT
William Leftwich, Library Assistant, Chatham PT
Angela Longerbeam, Assistant Branch Manager, Mt. Hermon FT
Beth Marsh, Branch Manager, Chatham FT
Tamila Martin, Circulation Clerk, Brosville/Cascade PT
Kimberly Matthews, Branch Manager, Brosville/Cascade FT
Struan McConahey, IT Support Specialist, Chatham FT
Katie Mitchell, Assistant Branch Manager, History Center PT
Cheryl Montgomery, Senior Administrative Assistant, Chatham FT
Hannah Moser, Outreach Services Coordinator FT
Katie Reynolds, Assistant Branch Manager, History Center PT
Barbara Roberts, Library Assistant, Gretna PT
Daniel Rogers, Library Assistant, Brosville/Cascade PT
Timothy Rogers, Branch Manager, Brosville/Cascade FT
Alyssa Schmidt, Youth Services Specialist, Brosville/Cascade FT
Heather Searls, Library Assistant-Technical Services, Chatham PT
Jeanette Short, Assistant Branch Manager, Gretna FT
Abigail Wallace, Library Assistant, Gretna, PT

Library Staff by Location, Position, Name, and Status, 2024

Library System (40 hours/week)

Director	Rhonda Griffin	Full Time (exempt)
Senior Administrative Assistant	Cheryl Montgomery	Full Time
Technical Services Coordinator	Melinda Doss	Full Time (exempt)
Library Assistant-Technical Services	Heather Searls	Part Time
Library IT Systems Administrator	David Kahler	Full Time (exempt)
Library IT Support Specialist	Struan McConahey	Full Time

Brosville/Cascade Branch (44.5 hours/week)

Branch Manager	Kimberly Matthews	Full Time (exempt)
Youth Services Specialist	Alyssa Schmidt	Full Time
Library Assistant	Tammy Martin	Part Time
Library Assistant	Daniel Rogers	Part Time

Chatham Branch (56 hours/week)

Branch Manager	Beth Marsh	Full Time (exempt)
Assistant Branch Manager	Kristin Anderson	Full Time
Youth Services Specialist	Allison Irby	Full Time
Library Assistant	William (Bill) Leftwich	Part Time
Library Assistant	Abigail Wallace	Part Time
Computer Lab Aide	Tara Carter	Part Time

Gretna Branch (48 hours/week)

Branch Manager	Adrian Badgett	Full Time (exempt)
Assistant Branch Manager	Jeanette Short	Full Time
Youth Services Specialist	Cammie Johnson	Part Time
Library Assistant	Macy Brumfield	Part Time
Library Assistant	Barbara Roberts	Part Time
Library Assistant	Sydney Crews	Part Time

History Research Center & Library (20 hours/week)

Branch Manager	Ron Francis	Part Time
Assistant Branch Manager	Katie Mitchell Reynolds	Part Time

Mt. Hermon Branch (52 hours/week)

Branch Manager	Tom Rogers	Full Time (exempt)
Assistant Branch Manager	Angela Longerbeam	Full Time
Youth Services Coordinator	Sharon Jamison	Full Time
Library Assistant	Earline Grant	Part Time
Library Assistant	Haley Farthing	Part Time

Bookmobile (24 hours/week)

Outreach Coordinator	Hannah Moser	Full Time
Bookmobile Driver	Myrna Herndon	Part Time

2024 - 2025 Pittsylvania County Public Library Board Meeting Schedule

Year	Month	Day	Type of Meeting	Committee Meetings
2024	July	17	NO BOARD MEETING	
	August		Board Meeting (annual meeting)	Board Meeting at 3:00 (Chatham)
	September	16	Board Meeting	Board Meeting at 3:00 (Chatham)
	October	7	Executive Committee Meeting	Personnel Committee meets re Director's evaluation – 3:00
	November	18	Board Meeting	Nov 11 th – Veterans Day PPL/Building Committee at 3:00 Personnel Committee Meeting with Board in closed session
	December	11	NO BOARD MEETING / Social	Called Meeting – Happy Holidays
2025	January	13	Executive Committee Meeting	PPL/Building Committee may meet before Board Meeting
	February	10	Board Meeting	PPL/Building Committee at 3:00 before Board Meeting
	March	10	Executive Committee Meeting	Executive Committee at 3:00
	April	14	Board Meeting	Joint PPL/Building Committee Board Meeting at 3:00
	May	12	Executive Committee meeting	Set date at April meeting to address end of fiscal year needs
	June	9	Board Meeting	Board Meeting 3:00

Personnel Committee meets between September and November re Director's evaluation

Finance Committee meets prior to budget submission (November or December)

By-Laws Committee meets once yearly to review and submit changes to Board as needed

Marketing Committee meets TBA

Long Range Planning Committee meets TBA

PPL Foundation meets December, March, and June, plus other meetings as needed

LIBRARY CLOSINGS FOR OBSERVANCE OF NATIONAL HOLIDAYS
July 2024- June 2025

<i>INDEPENDENCE DAY</i> Thursday	July 4
<i>LABOR DAY</i> Saturday & Monday	August 31 and September 2
<i>COLUMBUS DAY & YORKTOWN VICTORY DAY</i> Monday	October 14
<i>ELECTION DAY</i> Tuesday	November 5
<i>VETERANS DAY</i> Monday	November 11
<i>THANKSGIVING DAY</i> ½ day Wednesday, Thursday, Friday & Saturday	November 27 - 30
<i>CHRISTMAS EVE and CHRISTMAS</i> Tuesday and Wednesday	December 24-25
<i>NEW YEAR'S DAY</i> Wednesday	January 1
<i>MARTIN LUTHER KING DAY</i> Monday	January 20
<i>PRESIDENT'S DAY/GEORGE WASHINGTON DAY</i> Monday	February 17
<i>EASTER (New to Pittsylvania County only)</i> Monday	April 21
<i>MEMORIAL DAY</i> Saturday & Monday	May 24-26
<i>JUNETEENTH</i> Thursday	June 19

Saturday Closings: If a holiday falls on a Friday, the library also closes on the following Saturday. If a holiday falls on a Monday, the library does not close on the leading Saturday except on Memorial Day and Labor Day weekends, due to staffing shortages and low patron traffic.

Pittsylvania County Public Library System
Board of Trustees Meeting Calendar
2024-2025

- Second Monday of the month at 3:00 p.m. unless otherwise announced [August, September, November, February, April, and June]
- Executive Committee meeting times are set by the committee [October, January, March, and May]; no scheduled Board or Executive Committee meeting in July or December
- Meetings are in the Chatham Library meeting room unless otherwise announced

July 17 No Board Meeting

August 12 **Board meeting: Annual organizational meeting**

- Approval of minutes of June meeting
- Approval of financial report
- Approval of operations report
- Election of officers
- Appointment of committees and chairs:
 - ◆ Executive Committee
 - ◆ Finance Committee
 - ◆ By-laws Committee
 - ◆ Personnel Committee
 - ◆ Marketing Committee
 - ◆ Long-range Planning Committee
 - ◆ Building Committee
- Appointments to PPL Foundation Board
- Collection of Trustees Manual for update

September 16 **Board meeting**

- Approval of minutes of August meeting
- Approval of financial reports
- Approval of operations reports
- Committee reports and meeting schedules

October 7 **Executive Committee** Approval of minutes of September meeting

- Approval of financial report
- Approval of operations report

November 18 **Board meeting**

- Approval of the minutes of the October Executive Committee meeting
- Approval of the financial report
- Approval of the operations report
- Committee reports and meeting schedules

December **No Board Meeting for Holidays**

January 13

Executive meeting

- Approval of the minutes of the December meeting
- Approval of the financial report
- Approval of the operations report

February 10

Board meeting

- Approval of the minutes of the January Executive Committee meeting
- Approval of the financial report
- Approval of the operations report

March 10

Executive Committee meeting

- Approval of the minutes of February meeting
- Approval of the financial report
- Approval of the operations report

April 14

Board meeting

- Approval of the minutes of the March Executive Committee meeting
- Approval of the financial report
- Approval of the operations report
- Committee reports and meeting schedules
- Bylaws revisions [if needed]—first reading—presented by committee

May 12

Executive Committee meeting

- Approval of the minutes of the April meeting
- Approval of the financial report
- Approval of the operations report
- Approval of transfers
- Approval granting power to Director to make final budget transfers for the fiscal year

June 9

Board meeting

- Approval of the minutes of the May Executive Committee meeting
- Approval of the financial report
- Approval of the operations report
- Committee reports
- Trustee mileage claims
- Approval of bylaws changes if any
- Year-end wrap up; announcements of new members, reappointments