

**Minutes**  
**Blue Ridge Regional Library Governing Board**  
**Ridgeway Branch Library**  
**August 20, 2015**

Board members Margaret Caldwell, David Cuthbertson, Janet Demiray, Kathy Hodges, Bill Kirby, Carol Meyer, Mary Ruth Reynolds, Mary Campbell Stromire, and Linda Wilson were in attendance.

Also attending were Director Rick Ward, Staff Administrative Assistant George Gutshall and Branch Librarian Amy Bunn.

Board member Betsy Haskins and Melanie Soulos were absent.

**Call to Order:**

Board Chair Janet Demiray called the meeting to order at 12:03 and welcomed those in attendance.

**Minutes:**

The minutes from the July 15<sup>th</sup> meeting in Martinsville were presented and Mary Campbell Stromire moved that the minutes be approved, Linda Wilson seconded, and the motion passed unanimously.

**Financial Report:**

George Gutshall reviewed the financial report.

He reported that we ended the year with a \$5,000 surplus after all expenses had been paid which will automatically be put in our unallocated reserve account. For a \$1.7 million budget, that is getting it pretty close. There were several end-of-year purchases that were made with a surplus we realized from donations, DSO, and e-rate.

We did not receive all our revenue in July as we expected but we had enough funds to pay our expenses. Some of the expenses will look rather high due to them being a one-time payment for the year such as subscriptions and maintenance contracts.

Due to Summer Reading straddling the end and beginning of two fiscal years, we moved the Friends donation of \$5,000 to a capital account so we would have the money during this fiscal year to pay those expenses. On a motion by Bill Kirby, seconded by Mary Campbell Stromire, the board voted unanimously to move the money from the capital account to the general fund.

Our yearly audit is currently underway.

One of our jobbers, EBSCO, informed us that we had a surplus of \$1,001.01 that goes back to 2013 and will be issued as a credit to our account.

Linda Wilson moved that the financial report be accepted as presented, Carol Meyer seconded, and the motion passed unanimously.

**Committee Reports:**

The Foundation Committee met and adopted a set of bylaws and elected officers.

The Finance Committee met just before the regular meeting to discuss the funds in our capital accounts that are the result of our bonds being called. It was decided to recommend that these funds be put into an Income Fund of America account that is a conservative fund.

On a motion by Mary Campbell Stromire, seconded by Margaret Caldwell, the board voted unanimously to move the funds from Stifel into the Income Fund of America account on a schedule and to also move some of the funds from the two accounts in Carter Bank and Trust into this account on a schedule to be determined at a later date.

### **Old Business:**

There was no old business.

### **New Business:**

To help fill out the different committees now that we have a full board, David Cuthbertson was appointed to the Finance Committee, Kathy Hodges and Mary Ruth Reynolds were appointed to the Plant/Facilities Committee and Mary Ruth Reynolds was also appointed to the Personnel Committee.

Margaret Caldwell reported that the merchants in uptown Martinsville would like to partner with the library to possibly have reading programs and author events at their locations to help promote the library as well as their businesses. It was suggested we could perhaps provide the materials for a children's program or coordinate with some authors for events. The idea received board approval by consensus.

Carol Meyer pointed out that the potholes in the Ridgeway Branch parking lot were getting bad again and suggested we look into having the whole lot paved. On a motion by Linda Wilson, seconded by Carol Meyer, the board voted unanimously to have a RFP issued to have the lot repaved with the funds to come out of the Great Expectations capital account.

### **Friends Report:**

Mary Stromire reported that the last Friends' sale brought in \$1,067 in book sales and \$126 in new memberships. There will be a sale at the Patrick branch at the end of October with the exact date to be determined. They also acquired new bookends for the Patrick Bookmobile and she thanked all the branches for having displays of books for sale to help them during the year.

### **Director's Agenda:**

Director Ward referred the board to the printed director's report.

Rick noted that the Martinsville branch will be once again having their Dance Your Fines Away during the Culture Crawl and the branches are planning on doing the Food for Fines promotional again this year.

It was decided to try sending the board packets electronically on a trial basis next month.

### **Adjournment:**

Linda Wilson moved that the meeting be adjourned at 1:20, Carol Meyer seconded, and the meeting was adjourned.

Recorder  
Rick Ward

Carol Meyer  
Secretary