

**Minutes**  
**Blue Ridge Regional Library Governing Board**  
**Collinsville Library**  
**January 20, 2016**

Board members Margaret Caldwell, Janet Demiray, Betsy Haskins, Bill Kirby, Carol Meyer, Mary Ruth Reynolds, Melanie Soulos, Mary Campbell Stromire, and Linda Wilson were in attendance.

Also attending were Director Rick Ward, Staff Administrative Assistant George Gutshall, Collinsville Branch Manager Kim Martin, and IT Tech Brian Robinson.

Board members Dave Cuthbertson and Kathy Hodges were absent.

**Call to Order:**

Board Chair Janet Demiray called the meeting to order at 12:08 and welcomed those in attendance.

She then presented Brian Robinson with a plaque recognizing his ten years of service to the library. Kim Martin was then presented with a plaque recognizing her fifteen years of service to the library.

**Minutes:**

The minutes from the December 16<sup>th</sup> meeting in Martinsville were presented and Betsy Haskins moved that the minutes be approved, Margaret Caldwell seconded, and the motion passed unanimously.

**Financial Report:**

George Gutshall reviewed the financial report.

He reported that our revenues are up just a bit due to an increase in donations and factoring in the Patrick County Historical Museum's copay on the HVAC system at the Patrick branch and the Friend's \$5,000 donation to the Summer Reading program.

Expenses are on track though he did note that Buildings and Grounds expenses are above budget expectations. We should be aware that unforeseen expenses such as snow removal could push that even higher.

Melanie Soulos moved that the financial report be accepted as presented, Mary Campbell Stromire seconded, and the motion passed unanimously.

**Committee Reports:**

The Finance Committee met with Rick and George and Linda Wilson went over the minutes of the meeting. After some discussion, Melanie Soulos made a motion and Carol Meyer seconded, to approve the budget proposal presented and send it to the localities as our funding request for FY2016 – 17. It was approved unanimously. The proposal requests a projected increase of our group health insurance costs by 10% to all three localities. It also includes a request to Henry County for the \$7,500 shortfall we had this year due to health insurance costs and an increase of \$8,000 to extend the hours of the three Henry County branches which were cut back in FY2012 – 13 by five hours each. This comes to an overall increase of \$20, 989 in our budget requests.

Melanie Soulos volunteered to chair the Policy Committee and she plans to call a meeting to discuss creating a policy that will address how we invest or spend our capital accounts.

**Old Business:**

Rick went over the three bids that we received for the repaving of the parking lot in Ridgeway from J.C. Joyce, Mills Paving, and Kendrick Paving. After some discussion, Bill Kirby made a motion to accept the low bid from Kendrick Paving, Linda Wilson seconded and the motion passed unanimously.

**New Business:**

Rick went over the Virginia Holiday Calendar to see if there were any adjustments we wanted to make to the holiday schedule for our staff. The only change the board made was, on a motion by Carol Meyer, seconded by Margaret Caldwell, to make permanent the Friday after Thanksgiving as a staff holiday. The motion passed unanimously.

Margaret Caldwell had several good suggestions on how to market the library to the communities and volunteered to contact Jennifer Doss at the Martinsville Henry County Tourism office and see if we can get on some of their community calendars. She also suggested we put up signs at the branches to get patrons to “like” our Facebook page.

**Friends Report:**

Mary Campbell Stromire reported that the Friends did not meet in December and the next sale in Martinsville will be April 15<sup>th</sup> for a preview night for members of the Friends and April 16<sup>th</sup> for the general public. They will also have a sale in Patrick County sometime in March.

She also noted that the group gave the library \$5,000 for the Summer Reading program and they will once again be giving all staff members a Valentine’s Day gift.

**Director’s Agenda:**

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

Rick reported that he had been contacted by board member Dave Cuthbertson who stated he had “so many irons in the fire” he did not feel he could adequately give the time it deserved to serve on the board any longer and was resigning.

Rick also reported the department heads had voted to raise the fine limit to \$5.00 which is more in line with other libraries in the area. The Martinsville branch has removed the locks from the bathroom doors as it was more trouble than it was worth to keep up with the keys, etc.

**Adjournment:**

Linda Wilson moved that the meeting be adjourned at 1:10, Margaret Caldwell seconded, and the meeting was adjourned.

Recorder  
Rick Ward

Carol Meyer  
Secretary