

Minutes
Blue Ridge Regional Library Governing Board
Collinsville Branch Library
January 16, 2019

Board members Jim Allen, Margaret Caldwell, Janet Demiray, Betsy Haskins, Bill Kirby, Carol Meyer, Mary Ruth Reynolds, and Bernice Scales were in attendance.

Also attending were Director Rick Ward, Administrative Assistant George Gutshall, new Administrative Assistant Elizabeth Prillaman, and Branch Manager Kim Martin.

Board members Kathy Hodges and Mary Campbell Stromire were unable to attend.

Call to Order:

Board Chair Betsy Haskins called the meeting to order at 12:06 and welcomed those in attendance.

Minutes:

The minutes from the December 19th meeting in Martinsville were presented and Carol Meyer moved that the minutes be approved, Bernice Scales seconded, and the motion passed unanimously.

Financial Report:

George Gutshall reviewed the library's financial report.

There was a discussion about the audit and what it contains as well as how it is performed in conjunction with the City of Martinsville's audit.

Janet Demiray moved that the financial report be accepted as presented, Bill Kirby seconded, and the motion passed unanimously.

Committee Reports:

Margaret Caldwell, on behalf of the Marketing Committee, reported that she had successfully gotten a link to the library's website on the EDC's visitmartinsville.com page. She suggested that all the branches send their monthly calendars to the Virginia.org page and it will automatically be sent to YesMartinsville.com for inclusion on their website. The committee is also trying to set up a meeting to discuss talking points with the volunteers who will be on the Speaker's Bureau.

The Policy Committee has not met to discuss the unattended children's policy but did recommend that the policy restricting part-time staff from receiving credit for time missed due to inclement weather be changed. On a motion by Janet Demiray, seconded by Jim Allen, the board voted unanimously to change the policy to read that any staff member scheduled to work on a day that the library is closed due to holidays, inclement weather or some other situation where the library building is closed shall be paid for the time they are scheduled to work that day.

Old Business:

George reported that we have sent a RFP to three companies for the work on the HVAC system at the Martinsville library. The companies are Comfort Systems, Southern Air, and Whitescarver.

On a motion by Margaret Caldwell, seconded by Janet Demiray, the board voted unanimously to approve two resolutions to move funds from the unallocated account to help pay for the new bookmobile. (See attached)

New Business:

Rick reported that Ridgeway Branch Manager Amy Bunn had found a contractor out of Danville who could work on the copper gutters at the branch as well as repair the rotten sections of the fascia boards and soffits. The company is Moss Home Improvement & Roofing, Inc. and the estimate is for \$990.

There was a discussion of the budget requests we will send to the localities for the next fiscal year. George presented figures for an estimated 5% increase for health insurance, a 3% pay increase for the staff and the cost of creating a new position of Program Coordinator for the entire system. Due to the high estimated cost, the board decided to just ask for the insurance and pay increase in our requests.

Friends Report:

There was no Friend's report.

Director's Agenda:

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

Rick passed out copies of his goals for the upcoming fiscal year and copies of our current 5 year plan that needs to be upgraded by the end of June. Board Chair Betsy Haskins scheduled a board retreat to be held at Starling Avenue Baptist Church starting at 9:30AM on February 2nd to discuss the board's goals for next year as well as the 5 year plan.

Adjournment:

Bernice Scales moved that the meeting be adjourned at 1:33, Jim Allen seconded, and the meeting was adjourned.

Recorder
Rick Ward

Carol Meyer
Secretary

I, Carol Meyer, Secretary of the Governing Board of Blue Ridge Regional Library, certify that the following resolution was presented, duly seconded and unanimously approved at the regular meeting of the Board held on January 16, 2019:

WHEREAS the Patrick County Board of Supervisors graciously approved a contribution of \$35,000 to the Library for the purpose of purchasing a new Bookmobile and,

WHEREAS those funds were paid to the Library as a part of the regular quarterly contribution from the County during FY2018 and are now held in the Library's unreserved fund balance, and

WHEREAS the Bookmobile is nearing completion by Moroney Bookmobiles of Worcester, Massachusetts with delivery expected in the next several months

THEREFORE, BE IT HEREBY RESOLVED that the \$35,000 be reallocated for the purpose of purchasing the new Bookmobile during FY2019 and that those funds be transferred to Moroney Bookmobiles upon presentation of the proper documentation.

Signed,

Carol Meyer
Secretary
Blue Ridge Regional Library

I, Carol Meyer, Secretary of the Governing Board of Blue Ridge Regional Library, certify that the following resolution was presented, duly seconded and unanimously approved at the regular meeting of the Board held on January 16, 2019:

WHEREAS the Governing Board of Blue Ridge Regional Library previously approved the use of \$10,000 from the Library's unreserved fund for the purpose of purchasing a new Bookmobile and,

WHEREAS the Bookmobile is nearing completion by Moroney Bookmobiles of Worcester, Massachusetts with delivery expected in the next several months

THEREFORE, BE IT HEREBY RESOLVED that the \$10,000 be reallocated for the purpose of purchasing the new Bookmobile during FY2019 and that those funds be transferred to Moroney Bookmobiles upon presentation of the proper documentation.

Signed,

Carol Meyer
Secretary
Blue Ridge Regional Library