Minutes
Blue Ridge Regional Library Governing Board
Martinsville Library
July 17, 2019

Board members Jim Allen, Margaret Caldwell, Rhonda Casey, Janet Demiray, Betsy Haskins, Bill Kirby, Bernice Scales, Mary Campbell Stromire and Debbie Youngman were in attendance.

Also attending were Director Rick Ward, Administrative Assistant Elizabeth Prillaman and Bassett Branch Manager Karen Barley.

Board member Kathy Hodges was unable to attend.

Call to Order:

Board Chair Betsy Haskins called the meeting to order at 12:00 and welcomed those in attendance and recognized our two new board members, Rhonda Casey and Debbie Youngman.

Minutes:
Two items were added to the agenda. On a motion by Janet Demiray, seconded by Margaret Caldwell, the new agenda was approved unanimously.

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

Financial Report:

Elizabeth Prillaman reviewed the library's financial report.

She reported we received a donation from Melvin Stanley for $2,500 to be used exclusively for materials and supplies for the new Bookmobile.

She noted that there was an increase in revenue for last fiscal year due to donations and that several bills have yet to clear to close out last year's budget and she will report on those changes at the next meeting.

On a motion by Bernice Scales, seconded by Mary Campbell Stromire, the board voted unanimously to approve a resolution to allow Elizabeth Prillaman to do business with Stifel on behalf of Blue Ridge Regional Library.

On a motion by Janet Demiray, seconded by Rhonda Casey, the board unanimously approved a resolution to allow Elizabeth Prillaman and Rick Ward to have access and make any necessary changes to the Blue Ridge Regional Library's credit card account at Bank of America.

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

Committee Reports:

Margaret Caldwell, on behalf of the Marketing Committee, presented a draft of the Marketing and Advocacy Plan for this fiscal year and made a motion to accept the plan. The motion was seconded by Betsy Haskins and passed unanimously by the board.

The Personnel Committee recommended that the job descriptions be updated. Rick will meet with the department heads to have everyone participate in updating them and a committee was appointed to review the recommendations. The committee is comprised of Rhonda Casey, Janet Demiray, Betsy Haskins, Margaret Caldwell, Mary Campbell Stromire and Karen Barley.

Old Business:

There was a discussion on how to get funding increases to give the staff a pay raise. Elizabeth Prillaman was asked to provide a current pay scale for the staff with the names of staff members removed.

In regard to fund raising, a lengthy discussion was held with Elizabeth providing the board with a detailed review of the capital accounts.

Bassett Branch Manager Karen Barley discussed the Bassett Branch Expansion Project. She said that she and Rick had been in contact with architect Glen Reynolds who has extensive experience in this area and has given us a lot of advice without charging us. Rick noted that he did say it would cost $8,000 - $10,000 to begin the process. Karen envisions adding a 40 x 60 foot expansion to the building.

New Business:

Rick passed out a new meeting schedule for the board alternating between branches every month. Board Chair Betsy Haskins stressed the importance of attending the board meetings.

New board member Debbie Youngman volunteered to be on the Marketing Committee and new board member Rhonda Casey volunteered to be on the Personnel Committee.

Friends Report:

Mary Campbell Stromire reported that the Friends are going to try to have a sale in September.

Director's Agenda:

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

The board voted to go into executive session under **§ 2.2-3711(A)(1)** for discussion of personnel matters.

The board voted to come out of executive session.

Adjournment:

Margaret Caldwell moved that the meeting be adjourned at 2:00, Janet Demiray seconded, and the meeting was adjourned.

Recorder
Rick Ward

Jim Allen
Secretary