

Minutes
Blue Ridge Regional Library Governing Board
Patrick County Library
November 15, 2023

Board members Margaret Caldwell, Rives Coleman, Karen Despot, Lora Mahaffey, Greg Peitz, Lewis Turner, and Sherry Vestal attended.

Also attending were Director Rick Ward and Administrative Assistant George Gutshall.

Board members Rebecca Adcock, Felita Claybrooks, Yluelhaldi Rose, and Donata Worrell were unable to attend.

Call to Order:

Board Chair Margaret Caldwell called the meeting to order at 12:20 and welcomed those in attendance.

Minutes:

After additions and corrections, on a motion by Greg Peitz, seconded by Karen Despot, the minutes from the October 18th meeting were unanimously approved.

Financial Report:

George Gutshall reviewed the library's financial report.

On a motion by Karen Despot, seconded by Greg Peitz, the financial report was approved unanimously.

Committee Reports:

Margaret Caldwell, reporting for the Marketing Committee, said she and Karen Despot had been researching a Louise Penny play that the author had offered to libraries royalty free as a fund raiser. They were going to look into seeing if TheatreWorks would be interested in partnering with the library system to put on the production.

Rives Coleman, reporting for the Facilities Committee, said he had been consulting with Frith Construction and Andy Quirk Design Build Construction about remodeling the library system's bathrooms and would report back when he heard more. He also reported that we had contacted Comfort Systems to get an estimate on the replacement cost of a new chiller at the Martinsville branch in case it failed due to the age of the system and the estimate was \$235,000.

Old Business:

Margaret Caldwell, reporting for the Bassett Expansion Steering Committee, said Karen Barley had sent out an updated list of donors so there would not be any duplication of soliciting funds from people who had already been contacted. She also mentioned that we should get other fund-raising organizations annual reports to get some ideas of who to contact for donations. She noted that the Grinch will be at the Bassett Branch Library after the parade on December 2nd so patrons could get their picture made for a donation to the Bassett Expansion Fund.

On a motion by Rives Coleman, seconded by Sherry Vestal, the board voted unanimously to affirm the proposal for the new Bassett sign from Lewis Turner. On a motion by Sherry Vestal, seconded by Margaret Caldwell, the board voted unanimously to pass a resolution to take up to \$25,000 for a new sign in Bassett from the reserve account.

New Business:

The Finance Committee presented an updated Strategic Financial Budgeting proposal requesting a number of items be added to the budget. The proposal is listed below. They will also compile a letter to the localities stating our needs for the upcoming fiscal year by December 1st. George Gutshall agreed to have financial figures for the committee by December 10th.

Greg Peitz bought up the proposal as a point of order and the board approved the addition of the items on the proposal over the 2023-24 budget for the 2024-25 budget, and the creation of a letter to each funding entity regarding their financial responsibilities for the 2024-25 budget.

Friends Report:

Lewis Turner reported the Friends book sale this past month plus book sales from the branches brought in \$1,500. The next sale will be December 9th from 9:30-2 at the Martinsville branch. The Friends also voted to give the staff the annual Valentine's gift next year that they have given in the past.

Closed meeting under § 2.2-3711(A)(1) for discussion of personnel matters.

Lewis Turner moved that the board enter closed session, Rives Coleman seconded, and the board entered closed session.

Lewis Turner moved that the board leave closed session, Karen Despot seconded, and the board left closed session.

All board members certified that the board discussed only the business for which they entered closed session.

The board agreed by consensus to not meet in December and move the January meeting to the 10th which will be held in Martinsville.

Director's Agenda:

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

Adjournment:

Lewis Turner moved that the meeting be adjourned at 2:08, Sherry Vestal seconded, and the meeting was adjourned.

Recorder
Rick Ward

Yluelhaldi Rose
Secretary

Strategic Financial Budgeting - 2024-25 and 2025-26

Finance Committee 11/15/2023

Event Horizon

Jan 1, 2026 - \$15/hr Minimum Wage (~~" \$33,000~~ **29,000** over 2023-24 Budget)

July 1, 2025 - 2025-26 Budget Established (~~" \$31,000~~ **48,000** Health Insurance Benefits over 2023-24 Budget)

Jan 1, 2025 - \$13.50/hr Minimum Wage (~~" \$8,000~~ **14,500** over 2023-24 Budget)

July 1, 2024- 2024-25 Budget Established (~~" \$23,000~~ **48,000** Health Insurance Benefits over 2023-24 Budget)

April 1, 2024 - BRRL Budget plan for 2024-25 complete

Proposed: Before APRIL 1, 2024 - Budget Plans for 2024-25 and 2025-26 reconciled with Board

Items for budget consideration:

- Full Time Administrative Assistant (36 hours) @17.67/hr (~~~\$34,000~~ **11,000** over 2023-24 Budget)
- Full Time System Wide Floater (~~" \$41,000~~ over 2023-24 Budget)
- Employee wage increase – ~~2%+2%~~ 5%+5% (~~~ \$30,000~~ **33,000** in 2024-25 and ~~~\$70,000~~ **66,000** in 2025-26 over 2023-24 Budget)
- Escalation of expenses - 5%+3% (~~~ \$94,000~~ **30,000** in 2024-25 and ~~~\$191,000~~ **60,000** in 2025-26 over 2023-24 Budget)
- Maintenance Person - \$18/hr wage with benefits- **\$54,000** over 2023-24 budget
- Bassett employees for expanded facility- Min wage (no benefits) for 2040 hours/yr (no benefits) total **\$33,000** over 2024-2025 budget
- Electrical costs for Collinsville - **\$12,000** over 2024-2025 budget

Budget Additions above 2023-24 budget

2024-25

Benefits - \$48,000

Minimum Wage \$13.5/hr - \$14,500

Administrative Assistant - \$11,000

System Wide Floater - \$41,000

Employee Wage increase -\$33,000

Escalation of Expenses - \$30,000

Maintenance Person - \$54,000

Electrical Collinsville - \$12,000 **Total**

- \$243,500

2025-2026

Benefits - \$48,000

Minimum Wage \$13.5/hr - \$14,500

Minimum Wage \$15/hr - \$29,000

Administrative Assistant - \$11,000

System Wide Floater - \$41,000

Employee Wage increase -\$66,000

Escalation of Expenses - \$60,000

Maintenance Person - \$54,000

Electrical Collinsville - \$12,000

Bassett Employees - \$33,000

Total - \$368,500