

Minutes
Blue Ridge Regional Library Governing Board
Ridgeway Branch Library
September 18, 2025

Board members Rebecca Adcock, Rives Coleman (via Zoom), Hannah Vinova, Christopher Gardner, Monica Hatchett, Donata Worrell, and Twyla Dillard Hundley attended.

Also attending were Interim Director Melissa Chapman, Administrative Assistant George Gutshall, and Ridgeway branch manager Amy Bunn.

Board members Lori Hundley and Harry Rhett were unable to attend.

Call to Order:

Board Chair Rebecca Adcock called the meeting to order at 3:03 pm and welcomed those in attendance.

Minutes:

On a motion by Hannah Vinova, seconded by Donata Worrell, the minutes from the August 20th meeting in Patrick were approved unanimously.

Public Comment:

BRRL Foundation chair Margaret Caldwell discussed the status of the Bassett Expansion project. She spoke of the moneys that have been pledged by the Harvest Foundation, the bingo fundraisers the Bassett Expansion Committee has held, and some of the difficulties they have securing grant money for the expansion project. Margaret stressed the need at Bassett for the renovation (essentially they need more space) and reported that the foundation is working with a semi-retired fundraiser to help find wealthy people in the area to encourage them to donate. She passed out information about the Bassett Expansion project to the board members present and updated the board on the various government officials she spoke with regarding the expansion project. Margaret also reported that the foundation is working on getting an online platform for those to donate online and encouraged those present to support the expansion project.

Treasurer's Report:

George Gutshall reviewed the library's financial report.

The first two months are looking good. We have received all of our local, state, and e-rate moneys. The expenses were not quite as high as expected. He did report that the electric bills are going up so we will be watching that budget category. Other expenses noted are:

- \$2,000 for wireless stations (with support)
- \$6,500 for UPS plugs for all of the branches for the IT department
- \$6,000 for OverDrive to maintain our e-book and e-audiobook collection
- \$2,000 for Comfort Systems for general maintenance

On a motion by Monica Hatchett, seconded by Christopher Gardner, the report was approved unanimously.

Committee Reports:

Personnel Committee: The Personnel Committee met to finalize the interview schedules for candidates for the Library Director position. The first round will be Zoom interviews during the week of October 14th – 17th. From those interviews, the committee will pick their top 2 for onsite interviews on October 20th.

Finance Committee: The Finance Committee will meet before the next board meeting to discuss the budget as they need to give it their stamp of approval prior to the board vote. George Gutshall is available to answer any questions.

Old Business:

Officer and Committee assignments:

The board members discussed the assignments for the Policy, Buildings and Grounds, Marketing, Finance and Personnel committees. The assignments are as follows:

Policy Committee – Donata Worrell, Hannah Vinova, Twyla Dillard, Rives Coleman, and Christopher Gardner

Building and Grounds Committee – Rives Coleman and Harry Rhett

Marketing Committee – Monica Hatchett, Rebecca Adcock, and Twyla Dillard

Finance Committee – Hannah Vinova, Lori Hundley, Rives Coleman, and Harry Rhett

Personnel Committee – Rebecca Adcock, Monica Hatchett, Lori Hundley, Christopher Gardner, and Donata Worrell

Fundraising Committee – all board members

The board also elected officers for Treasurer and Secretary. Harry Rhett will serve as the Treasurer and Monica Hatchett will serve as the Secretary. Rebecca Adcock and Rives Coleman agreed to serve as chair and vice chair. Donata Worrell moved to accept the new officers and committee assignments and Christopher Gardner seconded. The motion unanimously passed.

Interim Director Melissa Chapman will update the committee lists and send them out to the board members.

Board schedule:

Since the new board meeting time has changed to 3 pm, the meetings at Collinsville will need to be moved as Collinsville Branch Library closes at 2 pm on Wednesdays. The board meeting falls during the Zoom interview period so the board agreed to move the October board meeting to Monday, October 13th at 3 pm. Interim Director Melissa Chapman will send out an updated board schedule to reflect the date change for the meetings at Collinsville.

New Business:

Interim Director Melissa Chapman was asked to give an update on the security camera situation for the branch libraries. She reported that, based on the quotes and input from the library's IT staff, we decided to move forward with 24/7 Security. The Martinsville Library has cameras from 24/7 Security and has been pleased with the quality of them. She reached out to 24/7 Security to move forward with the installation of the cameras and asked that they start at the Patrick Branch Library as they had another incident since the last meeting.

Ridgeway branch manager Amy Bunn gave a quick update on the Ridgeway Library. She said that programming at Ridgeway is going well, particularly due to the extra staffing added to the branch. With these extra hours and staff, most of the staff are not working alone anymore. The building has the general maintenance issues and needs updating as well.

Friends Report:

The Friends of the Library recently had a Tuesday evening sale in August that went well. They will look into holding more in the future. Sibylle and Wanda will take over the downstairs for the Friends sales (sorting and organizing the books, etc.). The Bingo fundraiser in August went well and generated about \$4-5,000. They are working on advertising their next Bingo fundraiser in October. Some discussion was raised regarding ways to attract attendees to the book sales and to join the Friends of the Library. Some

mention of holding something specifically for educators was discussed and later tabled. Ruby suggested changing the end time for the members sale from 1-5 to 1-4 as they haven't gotten many people during the last hour. This was also tabled. Wanda and Sibylle also asked that the lights in the Friends area get updated to the new LED lights. Melissa Chapman said that she would reach out to local electricians to get estimates for the cost and pass them along to Lewis Turner.

Director's Agenda:

Interim Director Melissa Chapman referred the board to the printed director's report. She highlighted the impact presentation that she made to the Martinsville City Council on September 16th that was well received. She also met with the Interim City Manager Rob Fincher and had a productive meeting with him as well. He is supportive of the library and will do what he can to assist.

Adjournment:

On a motion by Monica Hatchett, seconded by Christopher Gardner, the meeting was adjourned at 3:57.

Recorder
Melissa Chapman

Monica Hatchett
Secretary