

**Minutes**  
**Blue Ridge Regional Library Governing Board**  
**Bassett Branch Library**  
**December 17, 2025**

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

Also attending were Director Melissa Chapman, Administrative Assistant George Gutshall, and Branch Manager Karen Barley.

Charisse Hairston and Hanna Vinova were unable to attend.

**Call to Order:**

Board Chair Rebecca Adcock called the meeting to order at 3:12 pm and welcomed those in attendance.

**Minutes:**

On a motion by Lori Hundley, seconded by Donata Worrell, the minutes from the November meeting in Collinsville were approved unanimously.

**Public Comment:**

Branch Manager Karen Barley thanked the library board on behalf of all the staff for the bonus and all the work they do.

**Treasurer's Report:**

George Gutshall reviewed the library's financial report.

December was a quiet month as well. We do have a revenue surplus, but received no additional revenue that month. There are some outstanding expenses that will hit the revenue surplus. Comfort Systems had sent invoices to an old e-mail address and George Gutshall has corrected it and received the invoices. Inflation hasn't been too bad and the library has received all purchases from Baker & Taylor.

Rives Coleman moved to accept the treasurer's report with Lori Hundley seconding. The treasurer's report was approved unanimously.

**Committee Reports:**

Finance Committee: The finance committee had met earlier to discuss the proposed budget for FY26-27. The finance committee approved the working budget at the end of the meeting.

Rives Coleman shared that he ran into Interim City Manager Rob Fincher and said that he would like to speak with him about the chiller in the future. Melissa Chapman and George Gutshall compiled a list of expenses the library paid since 2017 and he felt that would be a compelling conversation piece with the city.

George Gutshall discussed the working budget, that it is temporary until we know what the localities plan to give. We are asking for a 6% increase to provide staff with the cost of living increase and to account for rising inflation. Patrick asked for their contribution by December 31<sup>st</sup> so we needed to approve it earlier than in the past.

Donata Worrell moved to approve the working budget with Twyla Dillard seconding. The motion was unanimously approved.

Policy Committee: The policy committee reviewed the policies on Internet Use and Privacy. It was recommended that an appropriate form of identification be changed to a driver's license or an ID card. Board members expressed concern about the safety of user's data and Melissa Chapman reassured them that they are protected but will double check with the head of IT, Brian Robinson. (That data is protected behind a firewall.)

Lori Hundley moves to approve the Internet Use and Privacy policies with Christopher Gardner seconding. The motion passes unanimously.

### **Old Business:**

Chiller: Rives had previously spoken with Interim City Manager Rob Fincher so he knows that representatives of the library are coming to discuss the chiller. Christopher Gardner expressed appreciation for the list compiled by Melissa Chapman and George Gutshall. Melissa Chapman had reached out to Comfort Systems, Southern Air, and Davis Heating and Air to get estimates for a new chiller. Davis said that they do not replace chillers. Southern Air has not responded to the voice mail. And Melissa Chapman has been playing phone tag with Comfort Systems to get the updated estimate. She will update the board with the new estimate when she receives it.

### **New Business:**

Melissa Chapman asked the board if the library could close at 6 pm on December 23<sup>rd</sup>. Bassett, Martinsville, Patrick, and Ridgeway are open until 8 pm and very few people come in after 6 the day before Christmas eve. Christopher Gardner moved that all branches of the library close at 6 pm on December 23<sup>rd</sup> with Lori Hundley seconding it. The motion passes unanimously.

Melissa Chapman asked on behalf of Branch Manager Somer Ojodeagua the possibility of changing Patrick hours, particularly closing at 6 pm on Tuesday instead of 8 pm. Melissa Chapman recommended that, if the hours do change, they be added to their short day on Friday. The board asked that Somer Ojodeagua bring data showing evidence that nobody comes in after 6 pm on Tuesday. They recommended that the hours be distributed through the week based on Patrick's need. Christopher Gardner recommended that we table this discussion and allow Somer Ojodeagua to speak with her staff and gather evidence.

### **Friends Report:**

The Friends of the Library will be holding a book sale on Friday, January 30<sup>th</sup> from 1-5 pm for members and Saturday, January 31<sup>st</sup> from 9:30am-2pm for the general public.

### **Director's Agenda:**

Melissa Chapman referred the board members to the director's report in the board packet. She highlighted her presentation at the Patrick County Board of Supervisors, posting the cataloger position and collecting applications, and participation in the Patrick County Christmas parade.

### **Adjournment:**

On a motion by Lori Hundley, seconded by Rives Coleman, the meeting was adjourned at 4:16.

Recorder  
Melissa Chapman

Monica Hatchett  
Secretary