

Minutes
Blue Ridge Regional Library Governing Board
Bassett Branch Library
May 20, 2026

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

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

Rives Coleman, Charisse Hairston, and Hanna Vinova were unable to attend.

Call to Order:

As Board Chair Rives Coleman was unable to attend and Vice-Chair Rebecca Coleman attended via Zoom, Library Director Melissa Chapman conducted the meeting. Prior to the call to order, a question was raised as to whether we had quorum. We determined that we did, but the library board requested that Melissa Chapman send an electronic copy of the bylaws to them at her earliest convenience. Melissa Chapman called the meeting to order at 3:08 pm and welcomed those in attendance.

Minutes:

On a motion by Lori Hundley, seconded by Donata Worrell, the minutes from the April meeting in Collinsville were approved unanimously with corrections to typos.

Public Comment:

Melissa Chapman provided the library board an update on the migration to Book Systems. Overall, the migration went relatively well. There have been hiccups, but this is the system's first migration to a different system and, with this in mind, the staff are doing well. We are using the latest version of Atrium so there are a few bugs, but we have been in communication with the developers and they will be resolved. A few issues that have been identified are users only being able to place 3 holds when they should be able to place 10 holds, a few patron records getting merged, and a few issues with book records. These issues have either already been resolved or are in the process of being resolved.

Our cataloger is pleased with the modules that she has in Stax and Atrium. We have run into an issue with book labels as they do not have a template available for our particular labels. We are working on a solution and hope to begin cataloging children's books shortly.

The new online catalog is very user friendly. Melissa Chapman pulled it up on an iPad and shared it with the board members present to see the new interface. The new catalog has more functionality than the old and even allows us to create book lists, add news and events, and include branch listings and hours. We do plan to create videos for our users on how to use the new system, i.e. how to log onto your account, how to place a hold, etc. We hope to create some and get them shared on Facebook.

The acquisitions module in Stax is in development, but will be ready by June. Our acquisitions department will receive virtual training in Stax acquisitions and will be using it starting in July. Due to our fiscal year, we deemed it best to wait until July to begin. It appears that acquisitions in Stax has more functionality that our acquisitions team is currently using so they are excited about it.

Lori Hundley asked about training for future staff. Melissa Chapman replied that Book Systems has a wide variety of video tutorials available and we will share them with future staff.

Christopher Gardner stated that it was good to see Bassett and Ridgeway collaborate with local preschools and early learning centers during National Library week. Programs such as Saturday and

Leandio's tea event show the value of the library in the community. He also asked if Melissa Chapman followed up on sending summer reading fliers to the local schools. Melissa Chapman responded that she did reach out to the central office of the public schools and submitted fliers to Patrick County Schools and Henry County schools once the requirements were met. She also reached out to Trinity Christian School and Carlisle School and sent them fliers to distribute. She did not hear back from Martinsville City Schools.

Lori Hundley asked about marketing for National Library week. Melissa Chapman said that she will work on improving marketing for it in the future, including press releases and etc.

Christopher Gardner recommended that Collinsville Library attend Collinsville SpringFest in the future. They had a very good attendance. Melissa Chapman replied that she reached out to the organizers to be included in the future and the library plans to attend next year.

Treasurer's Report:

Things are a big hectic at the library as we are approaching the end of our fiscal year. It appears that we have a lot of extra money available, however that will be offset by outstanding expenses and bills that have been delayed due to the ransomware attack. We have received our last quarter contributions from Henry County, Patrick County, and the Library of Virginia. We should receive Martinsville's contribution shortly.

Lori Hundley questioned George Gutshall about the size of the water bill. George Gutshall replied that in the past the water and sewer were separate bills, but have been combined so the bill has increased. Additionally, Lori Hundley asked about the non-capital expense accounts and George Gutshall responded that they are a catch-all for purchases that don't fit into the identified budgeted expense accounts, i.e. bills for the security cameras.

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

Committee Reports:

Building and Grounds Committee:

Martinsville: Comfort Systems came the first week in May and replaced the fan motors so the air is working again in Martinsville. Another problem has been identified with the chiller; the Variable Frequency Drive needs to be replaced. This part controls adjusts the speed of fans, compressors, and pumps so they are used as needed (i.e. speeds up when it's hot, etc.). If not replaced, it could lead to further wear and tear on parts. The cost to replace it is \$11,200.

Questions were raised about the Martinsville shortfall and its impact on the city contributing money to the chiller. Melissa Chapman responded that, according to Rives Coleman in his meeting with Rob Fincher, the city is planning to secure grant money to help pay to replace the chiller.

Policy Committee:

Donata Worrell will follow up with the Policy Committee via the e-mail chain about the material reconsideration policy and request for reconsideration of library materials form.

Old Business:

Signature cards: The Carter Bank signature cards need to be updated to remove Elizabeth Prillaman and Betsy Haskins (Elizabeth Haskins) and add Rives Coleman, Lori Hundley, George Gutshall, and Melissa Chapman on the accounts.

Christopher Gardner moves to remove Elizabeth Prillaman and Betsy Haskins (Elizabeth Haskins) from the Blue Ridge Regional Library capital accounts and add Rives Coleman, Lori Hundley, George Gutshall, and Melissa Chapman as new signatories on the capital accounts. Monica Hatchett seconds. The motion passes unanimously.

New Business:

Melissa Chapman reported that she followed up with our auditor on the status of the library's audit. Our auditor stated that they will begin our audit soon and should have it completed by June 30th. She reached out to the Library of Virginia to let them know about our audit status and the Library of Virginia stated that the delay may affect the date we receive our first quarter payment of state aid (instead of receiving the money in early July, we may receive it in mid-July or a bit later).

In the past, the city's and library's audits occurred concurrently with the same auditor. At some point, we were split and the auditor performed the city's audit first and later the library's. Melissa Chapman reached out to the city's Chief Finance Officer Richard Stanfield to see if our audits could come back in alignment in the future so our state aid will not be delayed. He responded that our audit should be completed in a timely manner for FY 2026.

Friends Report:

The Friends of the Library will be holding their next book sale on Friday, May 29th from 1 pm to 5 pm for members and on Saturday, May 30th from 9:30 am to 2 pm for the general public.

The next bingo event for the Bassett Expansion will be on August 29th. Christopher Gardner reported that they raised \$5,500 from the bingo event in April. From experience, the Expansion Committee offers concessions like hot dogs, BBQ, pizza, etc. that are easy food to eat while playing. Sherry Vestal handles concessions. Christopher Gardner also suggested that the Expansion Committee look into partnering with a local restaurant for a spirit night. Karen Barley responded that they reached out to Papa's Pizza (who did agree but have not set up a date), Checkered Pig and the Railway Café. Others recommended reaching out to the Factory Roast or Ground Floor to see if they might partner with the Friends for an off-site sale.

Director's Agenda:

Melissa Chapman referred the board members to the director's report in the board packet. Lori Hundley asked about the Harvest match for the Bassett Expansion and Melissa Chapman and Karen Barley replied that we needed to raise about 80% before the Harvest match would kick in for the Bassett Expansion. Rebecca Adcock stressed the importance of having an outside assessment as grants of some organizations may have been denied due to the lack of a 3rd party assessment. There was discussion over DeWitt's idea of doing a system-wide campaign. The library board believes we should investigate this. A question arose about whether the feasibility study would cover the eastern side of Henry or focus primarily on the branches.

Discussion of the strategic plan also arose during the director's report. According to Rebecca Adcock, the Mosaic plan was more specific. The library board wished for Melissa Chapman to reach out to directors who contracted with Mosaic Solutions to see if they were satisfied with their assessments. The recommendation is that organizations stay about 6 years ahead for infrastructure. George Gutshall reiterated that it is good to think ahead, but Karen Barley and the other branches have serious needs currently and what can we do to help them now.

Lori Hundley also expressed concerns about comments in the branch reports. One comment made light of a child's intellect and the other wasn't appropriate language for supporting staff. Melissa Chapman said that she would address this in the upcoming interdepartmental meeting.

Adjournment:

On a motion by Lori Hundley, seconded by Christopher Gardner, the meeting was adjourned at 4:03.

Recorder
Melissa Chapman

Monica Hatchett
Secretary