

Minutes
Blue Ridge Regional Library Governing Board
Martinsville Branch Library
July 15, 2026

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

Also attending were Director Melissa Chapman, Administrative Assistant George Gutshall, and BRRL Foundation board president Margaret Caldwell.

Donata Worrell and Hanna Vinova were unable to attend.

Call to Order:

Board Chair Rives Coleman called the meeting to order at 3:06 pm and welcomed those in attendance.

Minutes:

On a motion by Lori Hundley, seconded by Rebecca Adcock, the minutes from the June meeting in Collinsville were approved unanimously.

Public Comment:

No public comment.

Treasurer's Report:

The surplus that we saw in May has shrunk as predicted. As of this morning, it is down to \$16,000. George Gutshall expects that it will continue to dwindle as the last invoices for FY 2026 are processed and paid. We did spend a significant amount of money, but that is expected at the end of the fiscal year. One of our largest expenditures was to Comfort Systems, but much of it was for work on the Martinsville System (replacement motors, repairs to the reheat boiler, etc.) as well as the quarterly payment for maintenance. The branch managers were also given \$5,000 to purchase any items that they would like/need for their branches and they do appreciate it. Rives Coleman asked if they could see how the branches spent the extra money and Melissa Chapman and George Gutshall said that they would reach out to the branch managers to get a memo detailing how they spent the money. Once Melissa Chapman and George Gutshall receive that information, they would pass it along to the library board.

George Gutshall is also working on the budget for FY 2027. Virginia passed their budget and the Library of Virginia did see an increase so the library should receive a bit more state aid. Since Martinsville City budgeted a 2% increase for the library, we should be looking at a 2% increase in our budget. This is going to be a challenging FY as we are looking at a minimum wage increase starting Jan. 1, 2027 to \$13.75.

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

Committee Reports:

Policy Committee:

Consideration for the material reconsideration policy will be moved to the next board meeting in August.

Buildings and Grounds:

Collinsville Library has been having some HVAC issues. Mason Davis had a possible solution, but unfortunately it did not fix the problem. The Buildings and Grounds committee and the library will continue to monitor the situation and assist in any way they might be able.

Charisse Hairston recommended that the library create a facilities guide for each of the branches. Based on her experiences at FAHI, it would be useful to let future library staff know what are the issues and systems at each library and who to reach out to if there are any issues.

Old Business:

Feasibility study: Enteros Design submitted a second proposal that is approximately \$20,000 lower than the initial proposal given to the library board in June. Monica Hatchett shared Donata Worrell's concerns that the community input was reduced in the revised study. Melissa Chapman acknowledged that it was reduced, however the library would step in to get the community input. Based on feasibility studies from other libraries, the library can develop surveys to help gather information from the community that will be shared with the architect to aid in developing the feasibility study. Additionally, the data will also be utilized to revise the strategic plan as well. Melissa Chapman is planning to use the various festivals the library will be attending as a vehicle to get a wide range of input from the community. She is also hoping to have a prize drawing to add a further incentive for community members to participate. Other board members recommended the library attend parents night at schools as further outreach for the surveys. They also recommended having a laptop or iPad available for people to take the survey.

The second proposal was shared with the BRRL Foundation and some member expressed concern that it was still high, particularly the Dewberry proposal. They wondered if it would be possible to get proposals from other engineering groups. The library board agreed to wait and see these other proposals before moving forward. Melissa Chapman will apply for a Harvest grant to cover a portion of the feasibility studies when the grant cycle reopens in October.

Melissa Chapman shared that she reached out to John Suddes earlier this summer and he responded. John Suddes is the fundraiser that they Martinsville-Henry County YMCA used in their \$21 million campaign to build a new YMCA. The YMCA is breaking ground next year so she expects that he may be available and, with a campaign the size of which we are considering, it would be useful to have a professional fundraiser.

Some concern was expressed of the building ownership in conducting the feasibility studies, in particular if any of the buildings might not be up to code. Melissa Chapman agreed to look into it and notify the City Manager Rob Fincher and County Administrator Mike McGuinness about the possible feasibility studies.

New Business:

Committee assignments: Melissa Chapman asked if any board members wished to make any changes to their committee assignments. Charisse Hairston expressed interest in serving on the Policy or Marketing Committees. Lori Hundley volunteered to serve on the Buildings and Grounds Committee. As Roxanne Reeves should be joining the library board in August, committee assignments may be revisited in the August meeting.

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

Christopher Gardner moved that the board enter closed session with Rebecca Adcock seconding, and the board entered closed session at 3:25 pm.

The library board leaves closed session at 3:51 pm.

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

Friends Report:

Lori Hundley stated that, due to the number of people in the parking lot during the Friends of the Library sale in June, it must have been a big success. Christopher Gardner agreed that it was and will check on the numbers for the sale.

Director's Agenda:

Due to time constraints, the director's agenda was not discussed. Board members can review the printed report in their board packets.

Adjournment:

On a motion be Rebecca Adcock, seconded by Lori Hundley, the meeting adjourned around 4:28.

Recorder
Melissa Chapman

Monica Hatchett
Secretary