

Minutes
Blue Ridge Regional Library Governing Board
Patrick Branch Library
August 19, 2026

Board members Rives Coleman, Twyla Dillard, Christopher Gardner, Hanna Vinova, and Lori Hundley attended.

Also attending were Director Melissa Chapman, Administrative Assistant George Gutshall, and Branch Manager Somer Ojodeagua.

Donata Worrell, Rebecca Adcock, Charisse Hairston, Monica Hatchett, and Roxanne Reeves were unable to attend.

Call to Order:

Board Chair Rives Coleman called the meeting to order at 3:05 pm and welcomed those in attendance.

The board meeting did not have a quorum, but continued to discuss important business.

Minutes:

Lori Hundley moved to approve the minutes from the July library board meeting with Christopher Gardner seconding. As there was no quorum, the minutes will need to be approved in the September meeting.

Public Comment:

Christopher Gardner shared a monthly newsletter that the Franklin County Public Library offers at their branches. The newsletter is available at the circulation desk and has a QR code where patrons can register for programs or sign up for newsletters. He recommends that the library look into this in the future.

Treasurer's Report:

FY 2026 is still open since a few invoices came late. George expects that we will likely break even for FY 2026.

FY 2027 is in a deficit because we do not have any revenue. Typically, state aid from the Library of Virginia hits in early July but, due to the delay from our audit, it has not been released until they receive and review the audit. We have also not received our contributions from Henry County and the City of Martinsville. At the moment we are using the rainy-day fund.

Some large expenses for the month of July include: \$2,100 for the maintenance of the book elevator at Martinsville, \$20,295 for VRSA insurance (up approximately 1.5%), \$7,800 for toner cartridges for the new printers, and \$1,600 for Pye Barker's annual inspection of fire and safety equipment at Martinsville (the other branches were completed in FY 2026).

Another significant upcoming expense is the invoice for Book Systems which is expected to be approximately \$31,000. After the first year, the cost should decrease significantly.

Since there was no quorum, the treasurer's report for July will need to be approved at the next board meeting.

Committee Reports:

Policy Committee:

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

Buildings and Grounds:

During the big storm in July, a tree fell down in the Martinsville parking lot. Thankfully, it did not impact any parking spaces or hit any vehicles. Kurtis Ledyard of Ledyard Landscaping removed the fallen tree and cleared the area. At least two other trees still need to be removed and Melissa Chapman will get estimates for removing those trees and submit them to the Buildings and Grounds Committee.

Rives Coleman recommended that the library seek bids to repair the bay window at the children's area as it is in terrible shape and should be repaired this fall. Rives Coleman will reach out to a contractor to get an estimate and Tammy Cope has reached out to Blue Ridge Remodeling to also get an estimate. They will be submitted to the Buildings and Grounds Committee.

Rives Coleman spoke to Mason Davis regarding the HVAC situation at the Collinsville Branch. Mason Davis says that the unit has been repaired, but Melissa Chapman will follow up with Branch Manager Kim Martin to check. Christopher Gardner reported that the temperatures at the Collinsville Branch fluctuate between 74 and 76 degrees.

Lori Hundley asked about the Patrick Branch purchasing a snow shovel and Branch Manager Somer Ojodeagua stated that the walkway for the book drop didn't get shoveled in the last storm so she purchased one so they can clear it more quickly in the future. Patrick County was behind in snow clearing earlier this year as they were short-staffed.

Tammy Cope was approached by a representative of Girl Scout Troop 1345 who wished to install a bee garden so they could receive their Bronze Award. They also wish to install a bee house as well. Tammy Cope is investigating areas to locate the bee garden and will reach out to the Girl Scouts to arrange a meeting. Melissa Chapman and Tammy Cope would also like to have a formal agreement for maintaining the garden as well and will discuss with representatives of the Girl Scouts at the meeting. The library board expressed support for this project and wished to be kept abreast of it.

Finance Committee:

Treasurer Lori Hundley reviewed the discussions of the Finance Committee meeting earlier in the week. The FY 2027 budget does have the 2% increase that we received from the localities. The budget was relatively flat for books and programming, but did have an increase in buildings and grounds to account for HVAC issues and other possible repairs. There is also a budgeted increase to take affect in January 2027 for the minimum wage increase. The advertising budget also increased as Melissa Chapman is investigating a possible newsletter software for the library.

George Gutshall reiterated the inflation is hovering around 4% while the library only received an increase of 2%. The library was able to save money in this budget cycle due to switching to Book Systems and employees not taking insurance, but this is not sustainable. Some staffing changes also contributed to some cost savings as well. Some workplace laws going into effect in the future will likely impact the budget as well.

Also, if you have not done so already, please comment during the FCC's public comment period regarding e-rate funding. The administration is considering sunseting this program and this will impact our budget significantly if it were to happen.

The library board will need to vote in the September meeting to approve the budget and approve a 2% cost of living increase.

Marketing Committee:

The Marketing Committee will discuss their report in the September meeting.

Old Business:

Feasibility study: Enteros Design submitted a third revised proposal using a different engineering firm in their evaluation. This proposal is significantly lower than the initial proposal and hovers around \$100,000. Melissa Chapman also reached out to other architectural firms to submit proposals for feasibility studies for our four branch libraries. HBM, RRMM, and Grim + Parker have expressed interest in submitting proposals. Melissa Chapman will share the proposals to the library board when she receives them.

Additionally, Melissa Chapman reached out to John Suddes, the fundraiser that the YMCA used in their capital campaign, about our possible library system campaign. He is very interested and enthusiastic about our potential project. He generally works on his campaigns in two stages: planning and execution. He stated that if a project does not have a solid plan to begin, the campaign will likely not succeed. He also stated that he will not move into the second phase until he is confident that we have a solid plan. At the time of the meeting, he is working on a proposal and will send it to Melissa Chapman once it is finished. Melissa Chapman will send it to the library board along with her notes from her meeting with John Suddes as soon as she receives it.

Rives Coleman would like to hold a vote on the feasibility studies and the fundraiser's proposal at the September meeting. He asks that everyone try to attend as there will be a lot of business to be discussed. Melissa Chapman will reach out to Mike McGuinness and Rob Fincher about the impending feasibility studies as well.

New Business:

Melissa Chapman informed the library board that a banned patron had recently trespassed on library property in violation of a letter received in 2018. This patron was banned for attempting to leave the library with books without checking them out and damaging them. She recently returned a significant number of books, however she did post some for sale on Facebook. Library staff noticed it and we have taken screenshots of the items to be sold. Some of the items appear to be library property. They were later returned.

Melissa Chapman requested that the library take a no-trespass order on this patron to prevent them from coming on library property (the known total of books take stands at 79). She reached out to other library directors and many recommended the no-trespass order. A few board members expressed concern that other library books may not be returned or that the person could try to damage the library. The no-trespass order would prevent this person from entering library property and the library could call the police if they do. Rives Coleman and Lori Hundley expressed support for it. Melissa Chapman will investigate getting the orders for all of the branch libraries.

Friends Report:

Christopher Gardner reported that the Friends of the Library made about \$880 from their Tuesday sale on August 4th. The next book sale will be on October 9th and 10th and the next Friends of the Library meeting is on September 14th.

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:

The meeting adjourned around 4:22 pm.

Recorder
Melissa Chapman

Monica Hatchett
Secretary