

Minutes
Blue Ridge Regional Library Governing Board
Collinsville Branch Library
January 18, 2017

Board members Margaret Caldwell, Janet Demiray, Betsy Haskins, Kathy Hodges, Carol Meyer, Mary Ruth Reynolds, Bernice Scales, Mary Campbell Stromire, and Linda Wilson were in attendance.

Also attending were Director Rick Ward, Staff Administrative Assistant George Gutshall and Branch Manager Kim Martin.

Board member Bill Kirby was absent.

Call to Order:

Board Chair Janet Demiray called the meeting to order at 12:03 and welcomed those in attendance.

Minutes:

As there was no quorum last month, the minutes from the November 16th meeting in Martinsville were presented and Mary Campbell Stromire moved that the minutes be approved, Mary Ruth Reynolds seconded, and the motion passed unanimously.

Financial Report:

George Gutshall reviewed the financial report.

He reported that revenues were slightly ahead of schedule though donations have not been that strong so far but noted that we usually get more donations in the second half of the year. He again reiterated that we have taken care of some of our larger one time/yr. expenses during the first half of the year.

Regarding the FY2018 budget requests that he and Rick have been working on, we already know that we will experience approximately a \$5,000 cut from State Aid along with projecting a 10% increase in staff health insurance though that is anyone's guess with the new administration taking office. We also have issued an RFP for Internet service as our current contract with CenturyLink will expire at the end of June. With the increase for insurance, we are currently looking at a deficit of around \$8,000.

The library system's audit has been completed and all three localities plus the Library of Virginia have been sent a copy.

Bernice Scales moved that the financial report be accepted as presented, Kathy Hodges seconded, and the motion passed unanimously.

Committee Reports:

Rick reported for the Buildings and Grounds committee as he has talked to Patrick County Administrator Tom Rose about the replacement gutters for the PC Branch. Tom and his maintenance foreman assessed the building's roof and determined the pitch of the roof is so steep, a heavy snowfall would take the new gutters off the building. He suggested that we use gravel around the perimeter of the building and they plan on power washing the building to remove the moss and mildew that has accumulated on the outside walls.

Old Business:

Regarding the Bookmobile Fundraising Drive, Rick reported he is working on a USDA grant that is full of red tape and will be a challenge to get through though we remain hopeful.

It was decided that we need to take the BRRL's donation to the Bookmobile Fund from the unallocated funds we have with the City as opposed to the Computer Replacement Fund and therefore, on a motion by Mary Ruth Reynolds, seconded by Linda Wilson, the board voted unanimously to rescind the motion to take the \$10,000 donation from the Computer Replacement Fund. On a new motion by Linda Wilson, seconded by Bernice Scales, the board voted unanimously to take the \$10,000 donation to the Bookmobile Fund from the unallocated fund located with the City of Martinsville.

Janet Demiray presented the board with a draft resolution for the ongoing efforts of the Bookmobile Fundraising Committee. On a motion by Linda Wilson, seconded by Carol Meyer, the board passed the following resolution unanimously:

1. The BRRL Board of Trustees reaffirms its decision (taken at the August 2016 Board meeting) to purchase a replacement bookmobile for use by the Patrick County Branch Library. The Board also resolves to seek the funding needed for this purchase.
2. The Board authorizes a fundraising effort to include seeking donations from individuals and business, centered on Patrick County, applying for grants from private and governmental entities, and requesting a one-time, special allocation from the Patrick County Board of Supervisors.
3. The Board authorizes a Bookmobile Fundraising Committee to carry out the day-to-day fundraising operations. Initial members of the committee shall be: BRRL Executive Director Rick Ward, BRRL Board members Linda Wilson and Janet Demiray, and Patrick County Branch Library staff members Garry Clifton and Tammy Cope, assisted by pro bono consultant Diane Adkins (former director of the Pittsylvania County Library System). The Committee may ask other persons to join in its work, as appropriate. The Committee shall report to the BRRL Board on a regular basis.
4. The Committee's responsibilities include: setting up appropriate systems for soliciting and receiving contributions (e.g. letters, website), acknowledging contributions and depositing contributions in a designated bank account. The Committee will keep an active data base of contributors and contributions.
5. The BRRL Board designates the BRRL Foundation as its partner in this fundraising effort. The Foundation Board will decide the extent of its participation in direct fundraising activities. The Foundation has agreed that monies raised by the Fundraising Committee will be deposited in the Foundation's bank account, earmarked for the Bookmobile Fund, and that the Foundation Board Chair will sign, jointly with the BRRL Board Chair, letters of solicitation and acknowledgement of contributions.
6. Any communication with the public about the Bookmobile Project should note that fundraising for the project is being conducted under the authority of the BRRL Board of Trustees in partnership with the BRRL Foundation and direct potential donors to the appropriate persons and/or mechanisms (e.g. website) to make a donation.

New Business:

Rick reported that he had received an email from the Library of Virginia that the Conflict of Interest Advisory Board had made some changes to the requirements for those who had to fill out financial disclosure forms and our board may be subject to this new requirement. He contacted Eric Monday, Martinsville City Attorney, and Eric said, "It is my opinion that the BRRL library board, while created under the Regional Cooperation Act, is not an "authority" but merely a board, and that the plain language of the statute refers only to the legal concept of an actual "authority." Therefore, your board members may rely upon my opinion that they need not file,". I was very glad to hear that.

The FY2016 audit has been completed and presented to the board and, on a motion by Linda Wilson, seconded by Bernice Scales, the board voted unanimously to accept it.

The library has received a dividend of approximately \$1,600 from BB&T for the Dorothy Wells Trust and these funds are usually deposited in a capital account. Rick requested that the board allow him to put those funds in the general fund so that we can use it for such things as advertising or any other project that will benefit the entire library system. On a motion by Mary Ruth Reynolds, seconded by Carol Meyer, the board voted unanimously to do so.

Friends Report:

Mary Campbell Stromire reported that the next Friends' book sale will be in Martinsville on February 4th from 9:30 – 2 and the next book sale in Patrick will be on March 18th from 10 – 2.

Director's Agenda:

Director Ward referred the board to the printed director's report.

Betsy Haskins suggested we start having all the branches create a brochure/calendar listing all the upcoming programs so that patrons can take one with them when they leave the library.

She also came up with a great idea of forming a Marketing Committee so that board members can brainstorm on how to promote the library to our communities and local officials. The inaugural committee will be comprised of Betsy Haskins, Chair; Margaret Caldwell; and Mary Ruth Reynolds

Adjournment:

Betsy Haskins moved that the meeting be adjourned at 1:11, Margaret Caldwell seconded, and the meeting was adjourned.

Recorder
Rick Ward

Carol Meyer
Secretary