

**Minutes**  
**Blue Ridge Regional Library Governing Board**  
**Martinsville Library**  
**December 19, 2018**

Board members Jim Allen, Margaret Caldwell, Janet Demiray, Betsy Haskins, Bill Kirby, Carol Meyer, Bernice Scales, and Mary Campbell Stromire were in attendance.

Also attending were Director Rick Ward and Administrative Assistant George Gutshall

Board members Kathy Hodges and Mary Ruth Reynolds were unable to attend.

**Call to Order:**

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

**Minutes:**

The minutes from the November 14<sup>th</sup> meeting in Martinsville were presented and Margaret Caldwell moved that the minutes be approved, Bill Kirby seconded, and the motion passed unanimously.

**Financial Report:**

George Gutshall reviewed the library's financial report.

He noted that we had received quarterly payments from Henry County and Patrick County. We now have received all our first six months of payments from the three localities and the state.

Our expenses are in line with expectations though we did incur the expense of replacing a part of the HVAC system in Bassett and the quarterly maintenance done at Martinsville, Bassett, and Ridgeway by Comfort Systems.

On a motion by Bill Kirby, seconded by Margaret Caldwell, the board agreed unanimously to authorize the Director to work out a suitable solution for training George's replacement including incurring additional salary expense.

Mary Campbell Stromire moved that the financial report be accepted as presented, Bernice Scales seconded, and the motion passed unanimously.

**Committee Reports:**

Margaret Caldwell, on behalf of the Marketing Committee, reported that she had received a letter of support from the EDC on the importance of the library to the community and she had requested they put the library on their Lifestyle page with a link to our homepage.

**Old Business:**

George reported that we were going to send a RFP to three companies for the work on the HVAC system at the Martinsville library. The companies are Comfort Systems, Southern Air, and Whitescarver.

On a motion by Jim Allen, seconded by Bill Kirby, the board voted unanimously to approve having decals placed on the new bookmobile at a cost of \$3,500.

**New Business:**

Rick reported he had talked with Tommy Slaughter who is on a committee with the Bassett Historical Center. Mr. Slaughter said that the Center wanted to eliminate two or three of the parking spaces in front of the new Vietnam War Memorial to prevent vehicles from running into it and knocking it over. Lee Clark, Director of Planning, Zoning and Inspections with Henry County requested they have an agreement drawn up with the library to allow some extra parking in the Bassett Library's parking lot. Though the library board is agreeable, they want to see the document before formally signing off on it. There will need to be a clause stating that Historical Center staff or volunteers monitor the library's lot during a big event to make sure there is adequate parking for library patrons.

Rick asked the board to revise the policy that states that part-time staff is not paid for days missed for inclement weather as they do get days they are scheduled to work when there is a holiday. He also asked that an age be set for unattended children in the library. The Policy Committee will meet to discuss it and make a recommendation to the board.

**Friends Report:**

Mary Campbell Stromire reported the next Friend's Sale will be in February.

**Director's Agenda:**

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

Rick reported the Christmas Open House in Martinsville was a big success and he has suggested the other branches look into doing one next year and he noted that the Patrick Branch has a Bookmobile Open House on the day of the Christmas Parade in Stuart.

He also reported the Food for Fines campaign was very successful with 1015 cans of food collected for the Salvation Army.

There was a reception after the meeting for Administrative Assistant George Gutshall who announced his retirement from the library at the last board meeting and will be effective on January 1, 2019.

**Adjournment:**

Carol Meyer moved that the meeting be adjourned at 1:19, Margaret Caldwell seconded, and the meeting was adjourned.

Recorder  
Rick Ward

Carol Meyer  
Secretary