

**Minutes**  
**Blue Ridge Regional Library Governing Board**  
**Bassett Branch Library**  
**October 19, 2016**

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

Also attending were Director Rick Ward and Staff Administrative Assistant George Gutshall.

Board members Bill Kirby and Carol Meyer were absent.

**Call to Order:**

Board Chair Janet Demiray called the meeting to order at 12:15 and welcomed those in attendance.

**Minutes:**

The minutes from the September 21<sup>st</sup> meeting in Martinsville were presented and Linda Wilson moved that the minutes be approved, Bernice Scales seconded, and the motion passed unanimously.

**Financial Report:**

George Gutshall reviewed the financial report.

He reported that this is the end of the first quarter and everything seemed to be on track financially.

He pointed out that our expenses were leveling off now that payments we make once a year have been taken care of.

On the revenue side, we have received our first quarter payment from the Library of Virginia for our state monies and we have also received our e-rate reimbursement for this fiscal year. USAC, which controls the e-rate program, started sending payments electronically for the first time this year and it took a while for us to realize we had received our payment since the City was not very familiar with the new program either and had failed to notify us that they had received the funds on our behalf. There was a question on how often we receive payments from the localities and the state and we receive them quarterly.

He noted the auditors had finished and he is now working on DSO.

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

**Committee Reports:**

Though not technically a committee, Linda Wilson reported on the meeting of the Foundation on October 3<sup>rd</sup>. The board decided to have a "soft start" to let the communities know of the Foundation's existence. The Foundation Board is currently comprised of Linda Wilson, Janet Demiray, Betsy Haskins, Bill Kirby, Roscoe Reynolds, Sharon Kirby, Beth Clark and Library Director Rick Ward. Their next meeting will be November 7<sup>th</sup>.

**Old Business:**

Linda Wilson said that she had spoken with Patrick County Administrator Tom Rose about having the Patrick Library power washed where moss and mold had started growing on the building. Nothing has happened yet so the board recommended that Director Rick Ward write him a letter to get it in writing.

**New Business:**

There was a discussion about the condition of the Bassett parking lot. Since we can't really afford to have the lot repaved at this time, by consensus, the Board decided to have the lot's cracks filled in with tar, seal coated and restriped. We have an estimate from Clark Paving and Trucking but since it is over the \$5,000 threshold, we will have to send it out for bid. To save time, on a motion by Bernice Scales and seconded by Margaret Caldwell, the Board voted unanimously to take up to \$10,000 from the capital accounts to have the work done.

**Friends Report:**

Mary Campbell Stromire reported that the recent Friends' book sale at the Patrick branch brought in over \$1,400! She noted that the next sale will be in Martinsville on November 5<sup>th</sup> from 10 – 2.

**Director's Agenda:**

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

Rick announced the resignation of long time Martinsville Branch Manager Jim Woods whose last day is October 21<sup>st</sup>. An internal search has begun for his replacement. He will be missed.

He also briefly went over a wish list that the branches had compiled for the Foundation.

He noted that he will be attending the Virginia Library Association Conference at the Homestead in Hot Springs, VA from October 26 – 28.

**Adjournment:**

Bernice Scales moved that the meeting be adjourned at 1:14, Linda Wilson seconded, and the meeting was adjourned.

Recorder  
Rick Ward

Carol Meyer  
Secretary