

**Minutes**  
**Blue Ridge Regional Library Governing Board**  
**Ridgeway Branch Library**  
**August 16, 2018**

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

Also attending were Director Rick Ward, Staff Administrative Assistant George Gutshall and Branch Librarian Amy Bunn.

Board member Kathy Hodges and Bernice Scales were absent.

**Call to Order:**

Board Chair Betsy Haskins called the meeting to order at 12:02 and welcomed those in attendance.

**Minutes:**

The minutes from the July 18<sup>th</sup> 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 library's financial report.

He presented the board with two reports. The first wrapped up the end of our last fiscal year that ended in June and the second was a report of our current revenues and expenses. He noted that we had received our first quarter funding from Patrick County and the Library of Virginia. Mary Ruth Reynolds questioned the expense related to electrical service in Martinsville being higher than the rest of the system and George explained that the building is much bigger than the rest of the buildings. Betsy Haskins asked about the branch managers' category and George explained that the City moves some of our information to where they think it belongs in the budget and we use a different way of accounting for it therefore causing some confusion.

For the FY2018-2019 budget he reported that we will receive more E-rate monies than we had budgeted for thus giving us around \$4,000 - \$5,000 more in funding. He also has received two bids for the maintenance of the HVAC systems in Martinsville, Bassett and Ridgeway. We will ask for a bid from another company before deciding.

The auditors are currently conducting our audit and they have requested that we have a new form filled out and signed by a member of the Board of Trustees. Bill Kirby has been asked to take a look at the forms and sign for the library. Gary Collins from Stifel will be at the next board meeting to give us a report on our capital accounts.

Margaret Caldwell moved that the financial report be accepted as presented, Janet Demiray seconded, and the motion passed unanimously.

**Committee Reports:**

Margaret Caldwell, on behalf of the Marketing Committee, reported that the committee met before the board meeting and discussed the Speaker's Bureau. They are compiling talking points for the bureau. On behalf of the committee, she made a motion to create the Speaker's Bureau and the motion was approved on a unanimous vote. Ridgeway Branch Librarian, Amy Bunn, was recognized for her work on the library's Facebook page and can be contacted to post information there for the committee.

**Old Business:**

On a motion by Carol Meyer, seconded by Jim Allen, the board voted unanimously to take \$32, 857 from the capital accounts to replace the lighting in the Bassett and Martinsville branches with the work to be done by Washington Electric.

**New Business:**

There was a discussion on the condition of the carpets in all the branches of the library system. On a motion by Janet Demiray, seconded by Margaret Caldwell, the board voted unanimously to have all the carpets in the library branches cleaned and then try to replace the carpet in all branches in phased steps starting with children's areas and sections with high activity.

**Friends Report:**

Mary Campbell Stromire reported that the sale on August 14<sup>th</sup> at the Martinsville branch brought in \$1,186.35. The next sale in Martinsville will be Friends members' pre-sale on November 2<sup>nd</sup> from 2 – 5:30 and the public sale on the 3<sup>rd</sup> from 9:30 – 2.

**Director's Agenda:**

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

Rick responded to his evaluation citing the success of the Bookmobile Fund campaign raising over \$162,000 in 18 months to meet its goal and the success of the JOIDES Resolution programs with staff members from all the branches pulling together to make it a big hit with the public. We were the first library system in the country to hold this program and the staff did a tremendous job putting it together.

**Adjournment:**

Bill Kirby moved that the meeting be adjourned at 1:22, Carol Meyer seconded, and the meeting was adjourned.

Recorder  
Rick Ward

Carol Meyer  
Secretary