

**Minutes**  
**Blue Ridge Regional Library Governing Board**  
**Martinsville Library**  
**November 14, 2018**

Board members Jim Allen, Margaret Caldwell, Janet Demiray, Betsy Haskins, Carol Meyer, Mary Ruth Reynolds, and Bernice Scales were in attendance.

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

Board members Kathy Hodges, Bill Kirby and Mary Campbell Stromire were unable to attend.

**Call to Order:**

Board Chair Betsy Haskins called the meeting to order at 12:04 and welcomed those in attendance. Director Rick Ward presented Bassett Branch Manager Karen Barley with her 25 year service award.

**Minutes:**

The minutes from the October 17<sup>th</sup> meeting in Bassett were presented and Carol Meyer moved that the minutes be approved, Bernice Scales seconded, and the motion passed unanimously.

**Financial Report:**

George Gutshall reviewed the library's financial report.

He noted that October showed a deficit in revenue due to Henry County and Patrick County not having sent their quarterly payments though they are pending. We did finally get our E-rate revenue that had been delayed due to processing at the City.

Our expenses looked rather high due to a compressor in the HVAC system in Martinsville needing to be replaced plus we've paid the annual maintenance fee for the microfilm readers at the Martinsville and Patrick branches. We also paid for CPR/Narcan training for the staff training day.

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

**Committee Reports:**

Margaret Caldwell, on behalf of the Marketing Committee, reported that the committee is collecting patron success stories from the branches and are in the process of setting up training for the Speaker's Bureau.

**Old Business:**

Rick reported that the staff had been discussing having the new bookmobile painted another color than white and the cost would be \$2,600 for a single color and \$2,800 if we wanted it to be two colors. Margaret Caldwell made a motion to approve the funding of \$2,800 with the understanding that the board wants the library's logo on it as well. Bernice Scales approved the motion and it was approved unanimously.

**New Business:**

George reported that the HVAC system in Martinsville has gotten to the point where we have three options: constant heat, constant cooling, or shut the system down altogether and it will only get worse. We've had the help of Tom Uhlman, who is consulting on the situation for us, and he, George, Brian Robinson and I met with representatives from Comfort Systems who currently do our HVAC maintenance. They presented us with a bid for what it will take to fix the system. The Plant/Facilities Committee met before the board meeting and recommended we pursue bids from at least two other companies as soon as possible. Tom Uhlman had graciously offered to prepare the RFP for us.

On a motion by Mary Ruth Reynolds, seconded by Carol Meyer, the board approved having the HVAC system at the Bassett branch fixed which will entail replacing a compressor. The funding will hopefully come from end-of-year excess funds.

**Friends Report:**

There was no Friend's report.

**Director's Agenda:**

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

The board agreed by consensus to give staff New Year's Eve, December 31<sup>st</sup>, off this year as it will fall on a Monday. It was noted that our next meeting will be December 19<sup>th</sup> in Martinsville.

Administrative Assistant George Gutshall announced his retirement from the library effective on January 1, 2019.

**Adjournment:**

Jim Allen moved that the meeting be adjourned at 1:20, Janet Demiray seconded, and the meeting was adjourned.

Recorder  
Rick Ward

Carol Meyer  
Secretary