

Minutes
Blue Ridge Regional Library Governing Board
Ridgeway Branch Library
July 13, 2023

Board members Margaret Caldwell, Felita Claybrooks, Karen Despot, Greg Peitz, Yluelhaldi Rose, and Lewis Turner attended.

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

Board members Rebecca Adcock, Rives Coleman, Lora Mahaffey, and Sherry Vestal were unable to attend.

Call to Order:

Board Chair Margaret Caldwell called the meeting to order at 12:01 and welcomed those in attendance.

Minutes:

The minutes from the June 21st meeting in Patrick County were presented. Lewis Turner moved that the minutes be approved with the corrected sale date for the Friends, Yluelhaldi Rose seconded, and the motion passed with Karen Despot and Greg Peitz abstaining.

Financial Report:

George Gutshall reviewed the library's financial report.

He reported that we had received all of our revenue for the previous fiscal year. We are still paying last month's bills as they come in using the last of our funding. We also are using excess funds to buy new computers for patrons in Bassett and Patrick County along with new staff computers. He also noted that inflation is affecting us with OCLC, our cataloging module, going up about 4%.

There was a discussion on how we take in donation money and spend it with regard to the budget.

On a motion by Yluelhaldi Rose, seconded by Karen Despot, the financial report was approved with Greg Peitz abstaining.

Committee Reports:

Margaret Caldwell, reporting for the Marketing Committee, said that Rotary Club has committed to helping us with a 50/50 raffle at a later date.

Old Business:

Lewis Turner, reporting for the Bassett Expansion Steering Committee, reiterated that the fund balance for the project was at over \$40,000 in cash with pledges from the Harvest Foundation and the Friends of the Library of approximately \$400,000. They are planning on doing the 50/50 raffle on July 15th at the Bassett Cruise In and also on July 29th at the Martinsville Mustang game. Margaret Caldwell noted she will be making a presentation to the Women in Philanthropy in August.

New Business:

On a motion by Lewis Turner, seconded by Margaret Caldwell, the board voted unanimously to approve an amendment to the Board By-Laws for a Conflict of Interest Policy which is attached.

Closed meeting under § 2.2-3711(A)(1) for discussion of personnel matters.

Lewis Turner moved that the board enter closed session, Felita Claybrooks seconded, and the board entered closed session.

Lewis Turner moved that the board leave closed session, Felita Claybrooks seconded, and the board left closed session.

All board members certified that the board discussed only the business for which they entered closed session.

Friends Report:

Lewis Turner reported the Friends next book sale will be on July 28th and 29th.

Director's Agenda:

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

He noted that we still had not received our audit for last year and has been in touch with the auditors who have said we should have it in the next few weeks. The Library of Virginia has granted us a waiver for not having the audit yet as there are other library systems who have not received theirs as well.

Adjournment:

Lewis Turner moved that the meeting be adjourned at 1:38, Yluelhaldi Rose seconded, and the meeting was adjourned.

Recorder
Rick Ward

Lora Mahaffey
Secretary

Conflict of Interest Amendment to By-Laws

When any such interest become relevant to any subject requiring action by the Board of Trustees or any of its committees, the board member having a conflict shall call it to the attention of the Board or committee, and the Board member shall not vote on the subject in which the member has a conflict of interest, shall not use personal influence, and in those cases where the quorum of the meeting is called for the purpose of voting on the subject has not been established, the Board member shall not be counted.

If excluded from voting because of a conflict of interest, a Board member will be required to briefly state the nature of the conflict and may be requested to answer pertinent questions of other board members when that Board member's knowledge of the subject will assist the Board or any of its committees. The Board may request that a Board member thus excluded from voting on a subject leave the meeting temporarily while the subject is debated and voted upon. The minutes of the meeting shall reflect that a disclosure was made, that the Board member who stated a conflict of interest did abstain from voting, and, in those cases where the quorum was not already established, that the Board member was not counted in determining the quorum.

In addition, if any Board member, who by reason of his or her institutional affiliation or any other pertinent matter, anticipates that in the future certain issues to be placed before the board may place him or her in a position of conflict of interest, the Board member shall disclose such conflict in writing to the Board and make it a matter of record."

Approved by the Governing Board 7/13/2023