

Minutes
Blue Ridge Regional Library Governing Board
Collinsville Library
October 18, 2023

Board members Margaret Caldwell, Rives Coleman, Greg Peitz, Lewis Turner, Sherry Vestal, and Donata Worrell attended.

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

Board members Rebecca Adcock, Felita Claybrooks, Karen Despot, Lora Mahaffey, and Yluelhaldi Rose unable to attend.

Call to Order:

Board Chair Margaret Caldwell called the meeting to order at 12:05 and welcomed those in attendance.

Minutes:

The minutes from the August 16th and September 20th meeting were unanimously approved.

Financial Report:

George Gutshall reviewed the library's financial report.

He reported that we had paid some large bills that are due annually at the first of the fiscal year such as OCLC.

He noted that we had received our quarterly payments from Martinsville and Henry County.

On a motion by Sherry Vestal, seconded by Rives Coleman, the financial report was approved unanimously.

Committee Reports:

Margaret Caldwell, reporting for the Marketing Committee, said the Women in Philanthropy had donated \$10,000 and the Charity League \$800 for the Bassett Expansion Fund. She had been in contact with the West Piedmont Planning District Commission about a possible grant and had spoken with DeWitt House from the Harvest Foundation who will be giving us access to their grant writer and talked about an upcoming program called Catch a Fire which may be able to help.

Rives Coleman, reporting for the Facilities Committee, said he had been in touch with Frith Construction about remodeling the library system's bathrooms but had not heard back yet. Rick Ward and George Gutshall reported that we had contacted Comfort Systems to get an estimate on the replacement cost of a new chiller at the Martinsville branch in case it failed due to the age of the system. The library will look into carpet replacement in 2024 as well as new LED lighting at the Ridgeway branch.

Lewis Turner requested the board allocate \$25,000 to replace the outdoor library sign at Bassett with a new LED electronic sign. After sharing photos of the current Bassett sign, he moved to allocate \$25,000 from the rainy-day funds to replace the existing sign with a modern electronic digital messaging sign. Sherry Vestal seconded. After discussing how the sign could be used the board agreed by consensus to move the project forward as requested. Rives Coleman added that he use the competition process and get the best product and best price. On a motion by Rives Coleman, seconded by Sherry Vestal, the board affirmed the proposal from Lewis Turner. On a motion by Sherry Vestal, seconded by Margaret Caldwell, the board voted unanimously to pass a resolution to take up to \$25,000 from the reserve account (rainy day fund) to purchase the sign.

Photos of the gutters at the Bassett branch were introduced to the board showing weeds and grass growing. Rives Coleman asked the director if he was aware of the issue. The director acknowledged that he was aware and had attempted to find someone to clean the gutters but was unsuccessful. He concluded that he then forgot to follow up on the problem. Rives announced that he would take care of the issue. No opposition was voiced to this course of action.

Old Business:

Lewis Turner, reporting for the Bassett Expansion Steering Committee, said they had received a \$100 donation and the Touch a Truck event will be held November 4th from 2-6. Rick Ward reported he had heard from Kate McEvoy we are eligible for an ARC grant with a concentration on space for programs. The timeline for the five-year plan from the branch managers and director were presented and the topic has been tabled until a later date.

New Business:

The Finance Committee presented a Strategic Financial Budgeting proposal requesting a number of items be added to the budget. The proposal is listed below.

Friends Report:

Lewis Turner reported the Friends book sale this month was successful.

Director's Agenda:

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

Adjournment:

Sherry Vestal moved that the meeting be adjourned at 1:32, Donata Worrell seconded, and the meeting was adjourned.

Recorder
Rick Ward

Yluelhaldi Rose
Secretary

Strategic Financial Budgeting - 2024-25 and 2025-26

Finance Committee 9/20/2023

Event Horizon

Jan 1, 2026 - \$15/hr Minimum Wage (~ \$33,000 over 2023-24 Budget}

July 1, 2025 - 2025-26 Budget Established (~\$31,000 Health Insurance over 2023-24 Budget}

Jan 1, 2025 - \$13.50/hr Minimum Wage (~ \$8,000 over 2023-24 Budget)

July 1, 2024 - 2024-25 Budget Established (~ \$23,000 Health Insurance over 2023-24 Budget)

April 1, 2024 - BRRL Budget plan for 2024-25 complete

Proposed: Before APRIL 1, 2024 - Budget Plans for 2024-25 and 2025-26 reconciled with Board

Items for budget consideration:

- Full Time Administrative Assistant @17.67/hr (~\$34,000 over 2023-24 Budget)
- Full Time System Wide Floater(~ \$41,000 over 2023-24 Budget}
- Employee wage increase - 2%+2% (~ \$30,000 in 2024-25 and ~\$70,000 in 2025-26 over 2023-24 Budget)
- Escalation of expenses - 5%+3% (~ \$94,000 in 2024-25 and \$191,000 in 2025-26 over 2023-24 Budget)