Minutes
Blue Ridge Regional Library Governing Board
Bassett Branch Library
January 15, 2025

Board members Rebecca Adcock, Margaret Caldwell, Rives Coleman, Greg Peitz, Harry Rhett, Yluelhaldi Rose, Lewis Turner, Sherry Vestal, and Donata Worrell attended.

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

Board member Felita Claybrooks, and Lora Mahaffey were unable to attend.

Call to Order:

Board Chair Rebecca Adcock called the meeting to order at 12:04 and welcomed those in attendance.

Minutes:

On a motion by Lewis Turner, seconded by Margaret Caldwell, the minutes from the December 11th meeting in Martinsville were approved unanimously.

Treasurer's Report:

George Gutshall reviewed the library's financial report.

On a motion by Harry Rhett, seconded by Rives Coleman, the report was approved unanimously.

Committee Reports:

Rives Coleman, reporting on behalf of Facilities Committee, said the windows and skylights at the Martinsville Library would be repaired when the temperature was 50 degrees or more according to Lee Hussey of Martinsville Glass.

Old Business:

With one amendment to the policy, on a motion by Rives Coleman, seconded by Margaret Caldwell, the Procurement Policy was approved by the board unanimously.

New Business:

Director Rick Ward presented the proposed budget request for FY2025-26. Rick, with George's support, presented an itemized budget in a Finance Committee meeting. The finance committee agreed that the budget detail was correct in relation to the budget request and major changes in the budget items were noted in the minutes, attached.

On a motion by Margaret Caldwell, seconded by Sherry Vestal, the proposal was approved by a majority of the board with Greg Peitz voting nay.

Friends Report:

Lewis Turner reported for the Friends that the next book sale would be February 13th and 14th.

Director's Agenda:

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

Board Chair Rebecca Adcock reminded the board members the next meeting would be February 19th at the Collinsville Branch Library.

Adjournment:

On a motion by Rives Coleman, seconded by Sherry Vestal, the meeting was adjourned at 1:14.

Recorder
Rick Ward

Yluelhaldi Rose
Secretary

Purpose:
This policy outlines the authority and responsibilities for obtaining quotes and signing contracts on behalf of the library, ensuring a clear distinction between operational and governing roles.

Policy Statement:
Only the Library Director and designated library staff are authorized to obtain quotes for goods and services or sign contracts on behalf of the library. The Library Board of Trustees serves as a governing body only and does not have the authority to enter into contracts or negotiate agreements.

Scope:
This policy applies to all purchases, contracts, and agreements made by the library, including but not limited to:

- Procurement of supplies, materials, and services.
- Engagement of contractors and consultants.
- Signing of legal documents, leases, and service agreements.

Authority:

1. Library Director:
    - The Library Director has full authority to obtain quotes and negotiate and sign contracts that fall within the approved budget.
    - The Director may delegate this responsibility to designated library staff as needed, provided such delegation is documented and aligns with library procedures.
2. Library Staff:
    - Designated staff may obtain quotes or assist with the procurement process under the direction of the Library Director.
    - Staff may not sign contracts or agreements unless explicitly authorized in writing by the Library Director.
3. Board of Trustees:

- The Board of Trustees serves as an governing body providing guidance and recommendations on library policy, strategy, and budget.
- The Board does not have the authority to negotiate, obtain quotes, or sign contracts on behalf of the library.

Procedure:

1. Obtaining Quotes:
    - Library staff or the Director will follow the library's procurement procedures, including obtaining competitive quotes when required.
    - All quotes must be documented and submitted to the Library Director for review and approval.
2. Contract Review and Signing:
    - The Library Director will review all contracts for compliance with library policies and budget allocations before signing.
    - Legal counsel may be consulted for review of contracts, as deemed necessary by the Director.
3. Advisory Role of the Board:
    - For large contracts or expenditures, the final decisions rest with the Library Director with the advice and consent of the Board of Trustees.

Compliance and Enforcement:

- Any staff member or trustee found to be acting outside their authority may be subject to disciplinary action in accordance with library policies.
- Contracts signed by unauthorized personnel will be considered invalid and may require corrective action.

Notes from 2025-26 Budget meeting of 1/8/25

Attendees: Rick Ward, George Gutshall, Rebecca Adcock, Rives Coleman, Lewis Turner, Greg Peitz

Review of 2024-25 Budget

Requests from local funders

- Patrick County $19,860 (6.76% over 2023-24 funding)
- Henry County $59,580 (7.69% over 2023-24 funding)
- City of Martinsville $19,860 (6.44% over 2023-24 funding)

Available funds over 2023-24 Budget-(Approximate +/- 10%)

- Patrick County $9,531 (3% over 2023-24 funding)
- Henry County $23,947 (3% over 2023-24 funding)
- City of Martinsville $9,082 (3% over 2023-24 funding)
- Erate $4,884
- State $60,000
- Erate $4,884
- Non-Recurring Costs $14,591
- Fines/Fees ($5000)

2025-26 Budget Proposal

Rick presented his plan to request a 5% increase over the 2024-25 funding from each of Patrick County, Henry County and Martinsville City. This amount in total was presented by George as $70,933.

Rick plans to increase pay for each BRRL employee by 5% of their pay position on June 30,2025, and effective on July 1, 2025. This was estimated at $62,000 +/- which covers direct pay and all benefit and tax increases associated to the 5% increase.

The remaining $8,000 would be used for $2500 summer reading increase, etc.

Due to the expected reduction in Erate, Fines/Fees, Interest on Bank Balances and State Support totaling $29,245 the, Book budget would be reduced by $7,500, On-Line “books” budget would be reduced by $4,000 and some other categories of expenses would be reduced from the 2024-25 budget to balance the budget with expected funding.

There was discussion that the Board members should have more presence in the request of funds from the three local funding entities. This would include participation in the presentation of the ask for funds with the administrative representatives and co-signature of Board Members on the letter from BRRL to each of these administrators: Dale Waggoner (Henry County), Aretha Ferrell-Benavides (Martinsville City) and Beth Simms (Patrick County).