



Board of Trustees Meeting

February 22, 2024 4:15 PM

Rockbridge Regional Library, 138 South Main Street Lexington, VA

Trustees present: Thomas Bell, Alex Brown, Tom Goodale, Gail Heslep, Bret Kampf, Margaret Kirkby, Jessi Whipple, and McKinley Williams. Staff members present were Julie Goyette, Director, and Janice Burguieres, Recording Secretary.

Call to Order, Approval of agenda

Jessi Whipple, Chair, called the meeting to order at 4:15 PM

Margaret Kirkby made a motion to approve the agenda. Tom Goodale seconded the motion. The motion passed unanimously.

Approval of Minutes

Alex Brown made a motion to approve the minutes from January 25, 2024 as presented. Gail Heslep seconded the motion. The motion passed unanimously.

Mission Moment with Carol Elizabeth Jones, Youth Services System Manager

Carol Elizabeth Jones shared a project related to Black History Month being completed by children at the library based on the book *Quilts of Gee's Bend*. The quilts in the book are created in an abstract fashion by African American women in Alabama. Children are encouraged to use colorful scraps of paper to create paper quilts in the style of the quilts in the book. The paper quilt squares will be collected and used to create a large quilt display in the children's section of the library.

Public Comment

Jessi Whipple read the public comment policy aloud.

Hugh Henderson commented on LGBTQ+ materials for K-5 ages. He feels the books psychologically impact young children. He said he was citing guidelines from the United Nations and the Child Abuse Prevention Act. Hugh reiterated the request he made previously for the board to postpone purchasing any materials with LGBTQ+ themes until further research could be done on their impact.

Questions Regarding Board Packet

There were no questions regarding the board packet.

Discussion

Paid time off (PTO) versus sick and vacation policies

Updated policies:

- Sick
- Vacation

- Meeting Room
- Library Board Responsibilities
- Nominating Committee: Slate of Officers for FY 2025
- Retreat

Margaret Kirkby stated that she raised the question about PTO versus separate sick and vacation policies during the Policy Committee meeting. She favored the idea of PTO to give staff more flexibility with their time off.

Tom Goodale moved to approve the sick and vacation leave policy as presented. Thomas Bell raised a question about the clarity of the formula used to determine sick and vacation leave for part-time employees. He stated that he believes employees would be confused by the formula. Julie Goyette explained the basis for the formula that is used in the policy. Thomas reiterated his thoughts regarding the confusion about the formula. Julie Goyette asked Thomas Bell to review the formula and present a new formula at the March board meeting. Tom Goodale called the question. A second was not made to the motion. McKinley Williams asked, if he seconded Tom Goodale's motion, could the board accept an amendment to motion. Mr. Goodale withdrew his motion and agreed to table the vote until the March meeting. Jessi Whipple stated that she also liked the PTO model for employee leave.

Margaret Kirkby asked if there needs to be a quorum for every board meeting and committee meeting. Mrs. Goyette stated that for full board meetings there has to be one member from each locality and three more board members. For committee meetings, there does not need to be a representative from each locality. Mrs. Goyette stated that, even without a representative from each locality, the board can meet. There can be no votes.

Referencing the Library Board Responsibilities, Alex Brown asked for examples of real versus perceived conflicts of interest. Thomas Bell gave examples. Julie Goyette explained that including the word *perceived* came from former chair, Doug Horan. Thomas Bell made a motion to approve the Responsibilities of the Board of Trustees Policy. Gail Heslep seconded the motion. The motion passed unanimously.

Jessi Whipple asked if there was any discussion about the Meeting Room Policy. Gail Heslep made a motion to approve the policy as presented. Tom Goodale seconded the motion. The motion passed unanimously.

Jessi Whipple stated that she was stepping down as Chair of the Board. She is seeking board members to serve on a Nominating Committee and anyone interested in serving as an officer. She would like to have a Nominating Committee established by the March meeting. Margaret Kirkby asked if the Vice Chair automatically took the position of Chair. Julie Goyette informed the Board that this is not always the process.

Jessi Whipple polled the Board members on whether or not they wanted a retreat this fiscal year. Tom Goodale stated that he believes that it would be wise to wait until new trustees are installed on the board before holding a retreat. He discussed the benefits of meeting to discuss goals and objectives and getting to know each other. Julie Goyette suggested that a board retreat might be an opportunity to complete a board self-evaluation recommended by the Library of Virginia guidelines for library boards.

Due to time constraints this can't be completed in a regular board meeting. Thomas Bell agreed that the retreat should be postponed until the new trustee from Rockbridge County is installed in July. He stated that the board makeup would remain unchanged for two years, making this an opportune time for a retreat. Margaret Kirkby stated that, rather than ask what the board trustees want from the retreat, the purpose for the retreat should be established by Julie Goyette. Margaret indicated that she would rather have more meetings or an extra hour after the regular board meeting to cover specific topics. For extended sessions Julie Goyette stated that, since retreats are not considered public meetings, the board would have to adjourn the regular meeting prior to starting a retreat.

Tom Goodale stated that he believes it is important to get away from library to achieve a sense of neutrality. Alex Brown asked Julie Goyette who she wanted to have as a guest speaker for a retreat. Julie stated that she had hoped to invite Lisa Varga, Executive Director of the Virginia Library Association. However, it has been difficult to find a date that Lisa would be able to attend. Jessi Whipple suggested it would be helpful to have someone address the board about the self-evaluation process or optimizing our organization. Alex Brown stated that it would be useful to have a collection of information regarding the roles and responsibilities of the board. Julie Goyette asked if the information in the orientation packet did not contain enough information. Alex Brown indicated that, although the packet was useful, it might be more beneficial to interact with others regarding the information. She agreed with Tom Goodale about being away from library.

Adjournment

Thomas Bell moved to adjourn the meeting. Gail Heslep seconded the motion. The motion passed unanimously.

Next meeting

The next meeting will be held in Buena Vista at the Children's Library on March 28, 2024 at 4:15 PM.