

Rockbridge Regional Library System
Board of Trustees Meeting – April 25, 2024
4:15 PM

The Board of Trustees met at the Buena Vista Children’s Library in St. John’s United Methodist Church on April 25, 2024 at 4:15 PM.

Members present: Alexandra Brown, Jessica Whipple, Chair, Bret Kampf, Vice-Chair, Gail Heslep, Tom Goodale, Bob Kramer, Deputy Treasurer, Thomas Bell, McKinley Williams, Treasurer, Sherri Wheeler, and Margaret Kirkby, Parliamentarian. Staff members present were Julie Goyette, Library Director, and Katie Ramsey, Digital Services Manager, who recorded meeting minutes. Also in attendance was Bruce McWilliams, President of the Foundation Board.

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

The minutes of the February 22, 2024 meeting were approved as presented. Thomas motioned to approve. Bret seconded the motion. The motion passed unanimously.

Hungsu Lim, Pastor of St John’s, stopped in to say hello and welcome the group. He said the church is very happy to have the library in their education building.

Mission Moment

Elaina Skovira, Buena Vista Branch Manager, gave an update on the Buena Vista Libraries. With the addition of the BV Children’s Library, the staff has been able to offer programs that they were unable to before. Programs offered have been local magician, Logan Combs, as well a program about bats and one about birds.

The weekly story time usually has twenty-five to thirty participants. The *Choose Your Own Adventure Book Club* for children has five participants that attend regularly. Chat & Craft at the Adult Library has twenty people who attend regularly. The lavender program presented by Tantivy Farm brought had twelve participants.

Patrons and community members have spoken to the Buena Vista City Council about Buena Vista being open regular hours. This was very effective as the result was a promise by city council to fully fund the library budget request.

Elaina praised her staff who set up popular book displays like the Blind Date with a Book that came with hot chocolate and popcorn packets. Fifty children usually participate in library scavenger hunts each month.

Public Comment

Members of the public are invited to address the Board of Trustees with brief comments.

Mr. Henderson spoke about LGBTQ materials available in the youth section of the library.

Questions regarding board packet

Melanie Forde asked about the homebound services going up 88%. Julie explained that the Outreach Assistant had retired and for a period of time there was not as many homebound visits. A new assistant has been hired, Kathleen Brookman, and she has started visiting homebound patrons again.

Melanie Forde asked if it was possible to have a list of salary ranges for staff. Julie explained that she did not want to have a set list because salaries are dependent on funding from localities. Melanie asked if there was a policy on the pay scale for the hirer to reference. Julie explained that she looks at libraries of similar sizes to see what their staff is paid. Melanie asked how we determine when and how we give raises to staff. Julie stated that she asks for 3% increase in the budget across the board.

Discussion

Nominating Committee

A Nominating Committee needs to be set up for the new slate of officers. Tom Goodale volunteered for the committee. Jessie Whipple encouraged members to volunteer for officer positions. The new slate of officers needs to be completed by the June meeting due to the start of the new fiscal year.

Margaret Kirkby spoke at the Lexington City Council meeting. Jessie Whipple and Sherri Wheeler spoke at the Buena Vista City Council meeting to support the library. Julie was very grateful for the help coming from trustees. She encouraged board members to attend their board of supervisor or city council meetings to advocate for the library system.

Bath Update

Melanie Forde provided the board with a copy of an article written by the Bath Chamber of Commerce about Amy Porterfield, Branch Manager, and Bath Library staff.

Updated Policies

Alex Brown asked what “literature” meant in the context of the Solicitation and Distribution of Literature Policy. Julie explained that “literature” replaced “materials” and is used to mean library information rather than sales. Alex Brown suggested “materials” over “literature.” Board members agreed to change ‘literature’ to ‘materials’ in the policy.

Tom Goodale had a question about ‘a significant number’ in the second paragraph of the Outreach Policy. Julie explained that the wording allows us to not have a minimum for an outreach stop. Tom Goodale asked how we keep track of the number of people who visit a Bookmobile stop. Julie explained that the Outreach Manager keeps a count of Bookmobile attendance. Alex Brown asked a question about community stops versus nursing homes and preschools. Julie explained that the bookmobile visits community stops. The Outreach Assistant visits preschools and other facilities to deliver books and other materials. Alex Brown asked for clarification on paragraph one. Julie suggested reviewing the policy again by the Policy Committee. Bob suggested the word “easy” means different things to different people. Thomas Bell suggested adding the statement “to increase access to library services” to the first paragraph.

There were no comments on the Risk Management Policy.

Tom Goodale motioned to approve the policies. Gail Heslep seconded the motioned. The motion passed unanimously.

Maintenance

Julie explained that a retaining wall in Lexington was crumbling. Maintenance for the wall has been funded.

Lighting in Lexington will cost \$40,000 to fix all at once. It will likely be done over multiple visits by the electricians.

Bathrooms in Lexington need updating. The bathrooms have received no major updates in 40 years. We are still receiving quotes for updates.

The furnace in Glasgow needs to be replaced. We have a quote from Natural Bridge Heating and Air currently. Jessie Whipple will send one more company to Julie for consideration. The goal is for the furnace to be replaced at the beginning of FY 2025.

There was a question about counting people in the foyer in Lexington. The sensor is located in the middle of foyer ceiling to catch all people who enter the library.

Julie updated the board of trustees on the availability of newspapers at our libraries. The New York Times and Washington Post are no longer available to our area; the closest location to purchase one is Staunton.

Adjournment

McKinley Williams motioned to adjourn. Gail Heslep seconded the motion. The motion passed unanimously.

The next meeting will be held on May 23, 2024 at 4:15 PM in Lexington. The meeting was adjourned at 5:08 PM.

Respectfully submitted,

Katie Ramsey
Recording Secretary