



**Board of Trustees Meeting
Board Room, Rockbridge Regional Library
May 23, 2024 4:15 PM**

Members present included Alexandra Brown, Jessica Whipple, Bret Kampf, Gail Heslep, Melanie Forde, Tom Goodale, Thomas Bell, McKinley Williams, Sherri Wheeler, and Margaret Kirkby. Staff members present were Julie Goyette, Library Director, and Janice Burguieres, Office Manager.

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

The minutes of the April 25, 2024 meeting were approved as presented. Alex Brown made the motion to approve and Gail Heslep seconded the motion.

Mission Moment

Shane Clarke, Library Assistant, shared information about the Tech Power Hour that he offers at the branches. He stated that these sessions have become increasingly popular and that he is now booked through the second week in July at the Lexington branch. Tom Goodale asked about the ages that make up his clientele. Shane indicated that most of the people he helps are somewhat older. Margaret Kirkby inquired about adding more appointment times in the face of the popularity of the program. Julie Goyette informed the board that the library does not have the personnel needed to add more spaces to the program.

Public Comment

There were no public comments.

Questions regarding board packet

The Board did not have questions regarding the board packet.

Discussion

Budget Allocations Update

Julie Goyette reported that the allocation from Rockbridge County would be \$644,336, \$26,630 less than requested. The allocation from the Rockbridge Regional Library Foundation is higher than anticipated. Julie reported that there has been no final word on state aid to date. Margaret Kirkby made a motion to approve the proposed budget. Tom Goodale seconded the motion. The motion passed unanimously.

Nominating Committee

The Nominating Committee presented the following slate of officers for FY 2025.

- Chair Tom Goodale
- Vice Chair Bret Kampf
- Treasurer McKinley Williams
- Deputy Treasurer Bob Kramer
- Past Chair Jessi Whipple

Margaret Kirkby made a motion to approve the slate as presented. Gail Heslep seconded the motion. The motion passed unanimously.

Updated Policies

Mission and Vision Statements

Julie stated that the previous mission statement was outdated. She recommended keeping the mission and vision statements meaningful but brief. Jessi stated that the new one seemed all encompassing.

Borrowing Policy

Julie stated that the library stopped charging overdue fines as they were a barrier to those patrons who do not have the financial means to pay and who have difficulty returning books to the library because they have no reliable transportation. The library does charge fees for lost or damaged books. Alex Brown asked about ILL fees. Julie stated that ILL fees are determined by the location loaning the materials. She also informed the board that passport fees have more than covered any lost revenue from overdue fines.

Sick Leave Policy

Julie stated that a majority of employees were not in favor of switching to one paid time off policy and preferred to continue with the current sick and vacation policies. Tom Goodale asked about maternity leave. Julie stated that we don't have a specific maternity leave policy, however, employees can use sick leave. Alex Brown asked if we were legally obligated to have a maternity policy. Julie stated that Virginia employers are not required to have one. Through Rockbridge County, we offer all employees the opportunity to enroll in policies for hospitalization and short term disability which include maternity.

Vacation Leave Policy

The board did not raise any question or discussion regarding the vacation leave policy.

Thomas Bell made a motion to approve the four policies. Gail Heslep seconded. The motion passed unanimously.

Alex Brown asked about the Progressive Discipline Policy from the Policy Committee Meeting minutes. Julie Goyette stated that the committee recommended having an attorney review the policy prior to presenting to the board. Jessi Whipple offered to have her husband, an attorney, review the policy. Julie thanked her and said she would be in touch.

Adjournment

McKinley Williams made a motion to adjourn. Melanie Forde seconded the motion. The motion passed unanimously.

The next meeting will be held on June 27, 2024 at 4:15 PM at the Glasgow Library. The meeting was adjourned at 4:50 PM.

Respectfully submitted,

Janice Burguieres
Recording Secretary