

Rockbridge Regional Library System
Board of Trustees Meeting – March 27, 2023
4:15 PM

The Board of Trustees met in the Piovano Room at the Lexington Rockbridge Regional Library on March 27, 2023 at 4:15 PM.

Members present included Alexandra Brown, Tim Eldredge, Melanie Forde, Jessica Whipple, Bret Kampf, Tom Goodale, Bob Kramer, Thomas Bell, McKinley Williams, Bruce McWilliams, and Margaret Kirkby. Staff members present were Julie Goyette, Library Director, and Janice Burguières, Recording Secretary.

Ms. Brown, Chair, called the meeting to order at 4:18 PM.

Several corrections were made to the minutes of the February 23, 2023 meeting. Melanie Forde noted that the time on the February minutes needs to be changed from 4:15 AM to 4:15 PM. Margaret Kirkby noted that the March meeting date at the end of the minutes was incorrect and needed to be changed from March 23, 2023 to March 27, 2023. Several members of the board requested that the phrase “smart a__” be changed to “smart ass” to avoid any confusion regarding what was said.

Tom Goodale made a motion to approve the minutes with the corrections and amendment. The motion passed unanimously.

Mission Moment

Mrs. Goyette introduced Janice Burguières, Secretary. Ms. Burguières stated that she has taught first grade in the Lexington City School System for 31 years and will be retiring at the end of the school year. She has previously worked at the Lexington branch of the Rockbridge Regional Library. She worked at the circulation desk and in the children’s department.

Foundation Update

Foundation President, Bruce McWilliams, stated that members of the Foundation Board have committed to remaining in their current roles. He reported that, despite fluctuations in the market, the Foundation Board takes a long-term view on investments. Foundation Board Treasurer, Ross Waller, is the point person on monitoring investments.

Artifacts from Thornhill Estate

Anne Mason Taylor Keller joined the meeting via Zoom and itemized artifacts that she found on the Thornhill Estate which she owned previously. She would like to donate the items to the library on a permanent loan. She requested that they be kept in a locked display case so that they can be shared with the community. Ms. Kirkby thanked her for her generosity. She asked Ms. Keller if she had considered the W&L Special Collections. Ms. Keller stated that her devotion was to the library, and she wanted the items to be available to a wide range of people in Rockbridge County.

Discussion

Permanent loans to the Library

Mr. Bell asked if there was a clause in the gift policy stating that we could return the items to Ms. Keller if we were no longer able to house them. Mrs. Goyette explained that the policy states that when

something is donated to us, it becomes property of the library system. Mrs. Goyette expressed her concern that the library is not a museum, library staff are not trained to handle artifacts, and it would be difficult insuring items like this. Several Board members expressed concern that this would set a precedent to accept other permanent loans. Mrs. Goyette will draft a letter to Ms. Keller and express our gratitude while graciously declining the permanent loan of the artifacts.

Mr. Goodale moved that the library not accept the permanent loan of the items to the library. Ms. Kirkby seconded the motion. The motion passed unanimously.

Policies review

- Capitalization – Based on recommendations from the library accountant, the Policy Committee changed the amount in the policy from \$500 to \$2,500.
- Confidentiality of Patron Records – Patrons are offered the option to keep their circulation history when signing up for a library. Mrs. Goyette noted that this would make the circulation history available if there are subpoenas for patron records. She stated that patrons will need to understand that their history will become part of the public record if they choose to maintain their circulation history. They can opt in when they set up their library card but must contact library personnel to opt out.
- Display – no recommended changes from committee; The Board recommended adding a period to create the following sentence, “RRLS reserves the right to refuse display space to exhibits.”
- Electronic Meetings – Mrs. Goyette suggested that the library needs to develop a policy to present to the attorney for approval. Mr. Kampf asked if the policy applies to committee meetings. Mrs. Goyette stated that it applied to any meeting of the Board or its committees. The Board determined that an attorney would need to give guidance on the policy in order to ensure that they comply with the Code of Virginia.

Action items

Policies

Electronic Meetings - Mr. Eldredge made a motion to present the Electronic Meetings policy to the attorney for review. Ms. Forde seconded the motion. The motion passed unanimously.

Capitalization and Confidentiality of Patron Records – Ms. Forde made a motion to approve the policies. Mr. Bell seconded the motion. The motion passed unanimously.

Display – Mr. Bell made a motion to approve the policy with the change to one sentence. Mr. Eldredge seconded the motion. The motion passed unanimously.

Additional discussion items

Mr. Kampf asked if, in light of recent bank failures, the library’s accounts were protected. Mrs. Goyette stated that she will check on FDIC rules.

Ms. Whipple stated that she is currently working to set up a meeting with the city manager of Buena Vista in order to maintain open lines of communication.

Mrs. Goyette reported that there have been some issues with computers in BV but they would, hopefully, be worked out in a few days.

Mrs. Goyette reported that she would be attending the Virginia Public Library Directors Association meeting this week. She will serve on the executive committee of the organization as secretary.

Ms. Brown inquired about the status of the bookmobile. Mrs. Goyette informed the Board that an order had been placed for one bookmobile. She reported that, due to current staffing levels, she was concerned that the library may not be able to run two bookmobiles at this time. She also reported that the cost was slightly lower than initially anticipated. Ms. Brown asked how the purchase of the bookmobile was being funded. Mrs. Goyette stated that the funds came from the Fleanor bequest.

Ms. Forde asked if the back door to the Buena Vista branch had been sealed as was suggested by the Buena Vista mayor at the February board meeting. Mrs. Goyette stated that she had spoken to the mayor and requested that the city not take that particular step as a solution to the flooding. She stated that, currently there are sandbags at back door in case of flooding. Mr. Bell expressed concern that he noticed a large crack in closet on the third floor of the Buena Vista library. Ms. Forde suggested drawing a lateral line across the crack to measure any changes in the alignment of the wall. It was also suggested to measure and observe any changes in the width of crack as well.

Mrs. Goyette stated that Lisa Varga, Executive Director of the VLA, is a possible speaker at the Board retreat. She reported that the best month for Ms. Varga's schedule would be July. She could share information about recent legislation and the future of smaller libraries

Public Comment

No public attended.

Adjournment

Next meeting will be held on April 27, 2023 at 4:15 PM. Meeting was adjourned at 5:25 PM with a motion by Mr. Goodale and a second from Ms. Forde

Respectfully submitted,

Janice Burguires
Recording Secretary