

**Rockbridge Regional Library System
Board of Trustees Meeting – April 27, 2023**

Board Room, Lexington, 4:15 PM

The Board of Trustees met in the Board meeting room at the Lexington Rockbridge Regional Library on April 27, 2023 at 4:15 PM.

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

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

Margaret Kirkby made a motion to approve the amended agenda to allow Mr. Grist and Ms. Ramsey from Cornerstone Bank to speak first. Bob Kramer seconded. The motion passed unanimously.

Cornerstone accounts and FDIC follow-up

Alex Brown welcomed Mr. Steve Grist and Ms. Karey Ramsey from Cornerstone Bank. Ms. Ramsey works with deposit operations. She reported that business are insured by FDIC for \$250,000. Cornerstone has begun looking at a program called CDARS that would enable businesses to insure a larger amount of their deposits.

CDARS stands for Certificate of Deposit Account Registry Service, which is a program that allows investors to deposit money into different banks without having to go from bank to bank to deposit funds. The program breaks down large deposits into smaller amounts and places them with other banks that are members of the CDARS network, where they issue CDs in amounts under \$250,000, so the entire investment is FDIC insured up to \$50 million. CDARS can help investors take full advantage of FDIC insurance on deposit amounts exceeding \$250,000. By providing access to FDIC insurance, CDARS can help organizations comply with investment policy mandates and reduce collateralization requirements. Certificates of Deposit (CDs) can be purchased for anywhere from 6 weeks to 36 months. Businesses can use the Electronic Deposit Insurance Estimator (EDIE) calculator on the FDIC website to work through potential scenarios.

Mr. Bell stated that a 3 year or 5 year CD was not very liquid and asked if there were shorter term CDs? Ms. Ramsey stated that 6 weeks is shortest term for CDs. She pointed out that, even if a business withdrew the money early, they would still make up the penalty in the amount of interest. Mr. Bell asked how much interest rates were on 6 month or 6 week CDs. Ms. Ramsey stated that this would be negotiated based on amount. She informed the board that a 13 month CD would pay 4.3% interest. Mr. Bell suggested that it might be prudent to take a ladder approach to purchasing CDs in order to have more funds available at any given time. Mr. Grist pointed out that a ladder program was a wise choice. Mr. Bell asked Mr. Grist and Ms. Ramsey if the bank had done a stress test to make sure the bank would be able to cover deposits. Ms. Ramsey stated that she studied the numbers weekly to make sure that the bank was liquid enough to cover the insured deposits. Mr. Grist pointed out that the bank that recently failed was tied up in one product and that Cornerstone was well diversified. Julie Goyette asked if CDAR was the only option for the library. Mr. Grist and Ms. Ramsey recommended it for the Library. Mrs. Goyette asked how many organizations like us are participating in CDAR. Mr. Grist stated that, as Cornerstone is just beginning the program, no organizations are participating yet. There is no

distinction for not for profit organizations vs. other businesses in the CDARS program. Mr. Grist stated that any interest earned can "sweep" straight into the library checking account.

Discussion

Ms. Kirkby expressed her appreciation that Cornerstone was working on ways to help businesses insure their money. Mr. Bell expressed his preference for a ladder approach to purchasing CDs. Mr. Kramer suggested taking advantage of the special 13 month rate, then purchasing some interim CDs. Mr. Kramer also suggested that this information should be handed to the Finance Committee for discussion. Ms. Kirkby stated that it sounded like there was enough interest on the part of the board to pass the discussion to the Finance Committee. Ms. Kirkby moved that the Finance Committee evaluate the CDAR program. Mr. Goodale seconded the motion. The motion passed unanimously.

After discussion of the minutes from the March Board meeting, it was suggested that the sentence, "She will share the letter [to Mrs. Keller] with the Board members to get their approval." be removed to accurately reflect the meeting discussion. Mr. Kampf made a motion to approve the minutes as amended. Mr. Bell seconded the motion. The motion passed unanimously.

Mission Moment

Mrs. Goyette introduced Carol Elizabeth Jones who was in attendance to speak about the new passport photo booth. Ms. Jones stated that there have been problems the photos brought in by passport applicants. Often the applicants would have to have their photos taken again which slows down the process. Passport sessions are scheduled and staff take time from their other duties to assist applicants with this process.

Ms. Jones researched possible solutions and found a company to supply a self-service photo booth. The booth was installed this week. There is no rent for the booth and the company supplies all of the materials. Once a month the Library receives 30% of the money made from the photo booth. The photo booth is equipped with a photo check screen so that applicants can retake photos prior to printing them. They are able to read a checklist regarding what is and is not acceptable for a passport photo. Passport photos cost \$13.99 and are comparable in price to other locations nearby that offer this service. Mrs. Goyette also stated that patrons can take fun photo strips for \$5 and print photos from their phones.

Public Comment

Foundation President, Bruce McWilliams, stated that he had no news to share from the Foundation. The Foundation meeting has been moved from May to June due to scheduling conflicts. Mr. McWilliams stated that the Foundation will begin discuss fundraising in the fall. He asked the Board to take under consideration naming the new board meeting room after Beverly Slaydon. He pointed out that Mrs. Slaydon had worked at the Library for a significant period of time and this would be an opportunity to recognize her for all of her hard work. Mrs. Goyette stated that she would talk with Ms. Slaydon to determine if she would find this acceptable.

Ms. Kirkby asked if the sound in the new board meeting room had been tested with a decibel meter to see if there might be a potential disruption to patrons in the library. Mrs. Goyette stated that she had tested the sound with her daughter and that her daughter was able to hear her voice outside of the room. Mrs. Goyette cautioned that groups meeting in *any* of the library meeting spaces should be aware that their voices could be heard in the

library. If the board needed to go into closed session or if other groups desired more privacy, they could use the Piovano room. Mr. Bell asked if there was enough time when anticipating a large attendance for the Board meeting to schedule another location. Mrs. Goyette stated that both the board room and Piovano Room are booked for board meetings in case a larger space is needed.

Questions regarding Board packet

Ms. Kirkby noted that, under the Buena Vista report, the third paragraph should state Buena Vista staff, not Bath. In response to the information regarding staff training on working with patrons with mental illness, Ms. Kirkby stated that she has always observed staff interacting with patrons in a positive manner. She complimented the staff on working with patrons with patience. Ms. Forde noted that, in the first paragraph of the Director's report, it should say "will speak" rather than "with speak."

Discussion

The Board discussed the slate of officers for FY 2024. Ms. Brown stated that the board needs to begin considering this now so that officers can be in place by the July 2023 meeting. Typically the vice chair steps up into chair position. Ms. Brown will discuss this with Ms. Whipple. Mr. Lominac is the only member leaving the board. Mrs. Goyette has solicited names from the remaining Buena Vista Trustees and Buena Vista branch manager for a replacement for Mr. Lominac. A name will need to be submitted to the Buena Vista City Council for their approval. The Board will vote for a slate of officers in June. Mrs. Goyette noted that the board will need a chair and a deputy treasurer.

Electronic meetings update – The attorney contacted Mrs. Goyette regarding the policy. He stated that board members should be specific when informing the chair of the reason for missing a meeting. However, this specific reason does not need to be recorded in the minutes. Ms. Forde made a motion to approve the policy. Mr. Kramer seconded the motion. The motion passed unanimously.

Board retreat – The Board retreat will take place at the art museum in Staunton, VA. The location was chosen to be closer for the speaker who is coming from Virginia Beach. The retreat will be a half day and the board will be surveyed for their preference of day and time. Possible dates include July 10-13, or 17-20. A Doodle poll will be sent out to gather board input.

Lisa Varga, the guest speaker, is the Executive Director of the Virginia Library Association. Mrs. Goyette informed the board that Ms. Varga is a tremendous advocate for libraries. She will also be speaking to the staff on staff development day. In addition to Ms. Varga's presentation, the board will determine an agenda for the remainder of the retreat. One possible agenda item could be the strategic plan. Mrs. Goyette suggested discussing engaging a non-profit center to help the library develop the strategic plan. She informed the board that they would work on developing the plan and would vote to approve it. They plan would then be posted on the website and Mrs. Goyette reports on the progress yearly to the Library of Virginia. Ms. Kirkby stated that she would like to make certain that the board determined clear and expected outcomes for the retreat.

Audit update – The audit is complete. The accountant needs to certify the report. Mrs. Goyette stated that the accountant had not mentioned any negative findings. The

accounting firm is the same firm the library has been using. Many of our local governments utilize the same firm for their audits.

The order for a new bookmobile was sent to Mathews Specialty Vehicles on Monday. Mrs. Goyette and Outreach Manager, Bo Cunningham, met with the company to go over schematics. The new bookmobile will have a shoreline, public address system, and two mics.

Closed Session

Ms. Kirkby made a motion to move into a closed session for discussion as permitted by Code of Virginia 2.2-3711(A)(1) for the purpose of evaluating the performance of the library director. Mr. Kampf seconded the motion. The motion passed unanimously.

The board entered closed session at 5:29 PM.

Mr. Goodale moved that the board return to open session. Mr. Kampf seconded the motion. The motion passed unanimously.

The board returned to open session at 5:44 PM.

Ms. Forde moved and Mr. Kramer seconded a motion to certify that only lawfully permitted topics were discussed in the closed session. The motion passed unanimously upon a roll call vote of the members.

The roll call vote was all affirmative and completed at 5:46 PM.

Adjournment

Next meeting will be held on June 29, 2023 at 4:15 PM. Meeting was adjourned at 5:47 PM with a motion by Mr. Bell and a second from Ms. Forde.

Respectfully submitted,

Janice Burguieres
Recording Secretary