

Rockbridge Regional Library System
Board of Trustees Meeting – November 2, 2023

The Board of Trustees met at the Goshen Fire Department on November 2, 2023 at 4:15 PM.

Members present included Thomas Bell, McKinley Williams, Tim Eldredge, Melanie Forde, Tom Goodale, Gail Heslep, Bret Kampf, Margaret Kirkby, Sherry Wheeler, Bob Kramer, and Jessie Whipple. Staff members present were Julie Goyette, Library Director, and Janice Burguières, Recording Secretary.

Mr. Kampf, Board Vice-Chair, called the meeting to order at 4:15 PM.

Approval of Minutes

Mr. Goodale made a motion to approve the minutes from August 31, 2023 as presented. Mrs. Kirkby seconded the motion. The motion passed unanimously.

Mission Moment

Ruth Tolson, Goshen Branch Manager, gave an update on the Goshen library. They are growing their partnerships with Campus Kitchen and Project Horizon. They are also working on a local historical projects which is researching the history of the property two houses down from the Fire Department that was purchased by the town of Goshen to use for the new community center. Ruth will be working with Tom Camden from the Rockbridge Historical Society on a program about the history of the town of Goshen.

The classes from Castle Christian School visit the library on an alternating weeks (K-3 and 4-8). The students check out books and attend story time. Ms. Tolson has met with a focus group to collect information for the five0year plan. She will bring the results from that meeting to planning committee in Lexington. She also reported that the Lexington Women's Club has been supporting the Goshen Head to Toe tree which supplies the local residents with hats, mittens, scarves, gloves, and socks. The library will wrap up some items for residents to choose as a present for Christmas morning. The pre-school classes also visit and "shop" for items from the tree for their family members. Last year the library gave away over 300 items from the tree.

Audit Presentation

Saidee Begoon, CPA from Robinson, Farmer, Cox & Associates, gave a summary of FY 2022 and a preview of FY 2023. The FY 2022 report is completed. The FY 2023 report is being finalized. The auditors issued an unmodified opinion for FY 2022. Mr. Bell questioned the \$86,000 overage in expenditures. Ms. Begoon reported that this was partly due to overages in compensation and benefits, maintenance, and professional fees. Mrs. Goyette explained that this was due to the replacement of an HVAC systems and attorneys' services when moving two branches. The report for FY 2023 is still in a preliminary phase but will include an unmodified opinion. Expenditures for FY 2023 were over budget by \$547,000, driven by the shift of \$236,000 in funds to the Foundation and the expense of the bookmobile funded by the Fleenor bequest.

Public comment

Ms. Whipple read into record the public comment policy. Mr. Hugh Henderson gave an overview of his role in the community and a background of his family. He stated that his comments would focus on the principles of common sense and safety when choosing books on gender fluidity and sex education for grades K-5 as it relates to age appropriateness and a child's sense of security. He expressed concern that the introduction of books on LGBTQ topics could persuade children and lead them into modeling a lifestyle that could be very risky. He began to cite the National Library of Medicine as a source for a report that he wanted to present to the Board. The three minute time period expired before he was able to present the report. Ms. Whipple suggested that he email the report to the Board.

Questions regarding the Board packet

Ms. Kirkby asked when the new bookmobile will be ready for use. Mrs. Goyette reported that the Bookmobile would be finished in approximately 6 months. Ms. Kirkby reported that her favorite part of the Director's Report are the summaries of activities from the branches. Mr. Bell commented on the success of the Chat and Craft program in Buena Vista. Mrs. Goyette reported that the Halloween activities in Buena Vista and Lexington were well attended, with Lexington's attendance over 1,000 visitors. Mrs. Goyette also reported on the community survey conducted by the library. The survey was implemented to gain input for the 5 year plan. Over 400 surveys from all of the branches were submitted. Mrs. Goyette informed the Board that she hopes to have a draft of the 5 year plan for the Board to review at the December meeting. Mrs. Forde questioned whether all of the libraries have notary services. Mrs. Goyette reported that all of the branches will have a notary in the near future.

Discussion

Acceptable Internet Use Policy – Mrs. Forde noted that the goal of the Policy Committee was to reduce redundancy. Mrs. Goyette pointed out that all computers at the library, not just the children's computers, are filtered. Mr. Eldredge made a motion to approve the new policy. Ms. Kirkby seconded the motion. The motion passed unanimously.

Financial Administration Policy – Ms. Kirkby had recommended that the library change auditors every few years. Mrs. Goyette informed the Board that the auditor that we use is also employed by the surrounding localities. This provided a continuity of service by a trusted accountant firm. Mrs. Heslep made a motion to approve the new policy. Mrs. Forde seconded the motion. The motion passed unanimously.

Gifts Policy – Mrs. Goyette pointed out the addition of the statement that the library is not required to accept all gifts. Mr. Goodale asked how gifts to the Foundation and to the Library are differentiated. Mrs. Goyette reported that it is up to the donor. The Foundation fundraises for the endowment which funds the operating budget and restricted funds. Mr. Goodale asked if there is anyone at the library who can advise a donor on the best way to donate larger gifts to the library. Mrs. Goyette said they should contact her and she could explain the difference between the endowment and the library and direct them to the financial advisors at eCIO if necessary. Mr. Goodale made a motion to approve the new policy. Mr. Eldredge seconded the motion. The motion passed unanimously.

Jury Duty Policy - The policy was changed to allow employees to retain the stipend they are paid for jury duty. Ms. Kirkby made a motion to approve the new policy. Mr. Kampf seconded the motion. The motion passed unanimously.

Mrs. Goyette presented the Board with an updated budget for FY 2025. The updated budget includes funds to restore all locations to their original operating hours with additional 3% salary increase for staff. Mr. Kramer asked how long the library will have to wait to find out the funding amounts from the localities. Mrs. Goyette informed the Board that it can be different for each locality. Most respond by April but it can sometimes take until June. Ms. Whipple asked what the plan is to communicate our request and reasoning to the localities. Mrs. Goyette stated that the localities receive written documentation and reports, as well as meetings with her to discuss the budget request. Mrs. Heslep made a motion to approve the amended budget. Mr. Goodale seconded the motion. The motion passed unanimously.

Mr. Eldredge brought up a concern about a parking issue at the Bath County library. He stated that an individual is using the parking lot for his personal vehicles. Mrs. Goyette stated that she will speak with Mike Bender, the county administrator for Bath County, to confirm the individual has not received permission to use the library parking lot.

Adjournment

Mr. Williams moved to adjourn the meeting. Mr. Eldredge seconded the motion. The motion passed unanimously.

Next meeting

The next meeting will be held at the Lexington Branch of the library on December 7, 2023 at 4:15.

Respectfully submitted,

Janice Burguières
Recording Secretary