



**Board of Trustees Meeting
Rockbridge Regional Library, Lexington
September 19, 2024 4:15 PM**

The Board of Trustees met at Rockbridge Regional Library in Lexington on September 19, 2024 at 4:15 PM.

Members present included Alexandra Brown, Bret Kampf, Bob Kramer, Thomas Bell, McKinley Williams, Sherri Wheeler, Harper Donahoe, Tim Eldredge, Melanie Forde, and Mary Jo Brinkley. Staff members present were Julie Goyette, Library Director, and Katie Ramsey, Digital Resources Manager, acting as recording secretary.

Bret Kampf, Chair, called the meeting to order at 4:15 PM.

Foundation President, Tom Camden, introduced himself to the Board.

Bret Kampf asked to add a discussion of a board training and retreat to the agenda, as well as nonfiction books in Bath. Harper Donahoe asked to add a discussion regarding library services to the jail to the agenda. Sheri Wheeler motioned to approve the additions to the agenda. Bob Kramer seconded. The motion passed unanimously.

Melanie Forde brought up a correction to the Mayor of Goshen's name in the minutes. She also found a mistake under the mission moment. On page two of the minutes under the discussion of new Board member Sharyn Billings remove the first 'and'.

The minutes of the August 22, 2024 meeting were approved as presented. Tim Eldredge motioned to approve. Melanie seconded. The motion passed unanimously.

Mission Moment

No mission moment

Public Comment

Hugh Henderson spoke to the board regarding his concerns over children's access to library materials.

Foundation update

Tom Camden, Foundation President, informed the Board that the Foundation board will meet in November to plan fundraising for fall. He talked about sending out a letter and other opportunities.

Julie Goyette mentioned that we have updated the donate page on the library website at www.rrlib.net to explain the different giving opportunities to patrons. She also mentioned that staff are looking at other options for fundraising such as selling canvas bags and focusing on recurring donations using a bookmark distributed at each checkout.

Bret Kampf asked how long the Rockbridge Regional Library Foundation has been around. Julie stated the foundation began in 1992.

Questions regarding board packet

Bret Kampf noticed program attendance increased by 40% to 50%. He asked if it was primarily Lexington or all branches. Julie Goyette explained that it is typically Lexington, and then followed up with branch information on program attendance.

Thomas Bell mentioned Buena Vista's Stuffed Animal Sleepover coming up on Friday, 9/20/24.

Tom Camden mentioned that the programs in Glasgow are good quality. He specifically mentioned the train program *Chasing the 611* which had 25 participants, a good number for Glasgow. Julie Goyette mentioned that the Local History Center, located at Glasgow Library, has programs coming up to celebrate the history of the Monacan Indian Nation and one celebrating Black History Month in February.

Bret Kampf asked about an increase in community meetings in the board packet. Julie Goyette explained that community meetings are outside groups that use our meeting rooms. She mentioned that the library meeting spaces are free and are important to our communities. Bret asked what kind of meetings were we seeing in our libraries; Julie explained that we do not know which community groups we see most, but we do not allow groups who wish to sell items.

Discussion

Budget update

Julie Goyette met with Tom Carroll, City Manager of Lexington, and Spencer Suter, County Administrator of Rockbridge County to review the library budget and discuss the full amounts requested by the library. Lexington meets on September 19th to vote on the allocating the full budget request and Rockbridge meets on October 15th to vote.

Julie Goyette also explained that the health insurance has increased by 18%, eight percent higher than budgeted. Julie explained how that affects our budget to Tom Carroll and Spencer Suter. Thomas Bell asked about insurance on family members being the same rate. Julie explained that it is tiered and this year, several staff added insurance for family or increased their contribution to our HSA which the library matches.

Vice Chair and Parliamentary vacancy replacements

Julie Goyette let the Board know that Bret Kampf stepped up to the position of Chair. Open vacancies include Vice Chair and Parliamentary. The Board will need to vote to fill those vacancies.

Bret shared his experience as Vice Chair to other members.

Julie and Bret asked Board members to consider the vacancies and to reach out if they have any interest. Ideally, the board will have some options at the next Board meeting.

Glasgow Library furnace replacement

Glasgow's furnace was replaced. Julie Goyette explained that a seal was not installed properly and there was water damage. Julie will contact the installer to see if they will cover the cost of the damage. Tom Camden knows the owner of the company which installed the furnace and will call them to ask that the library be reimbursed for the cleanup.

Harper Donahoe asked about the cost cleaning up the damage. Julie responded that it was \$500.00.

Bret Kampf asked about leaking/water damage from a skylight in Bath. Amy Porterfield, Bath Branch Manager, met with members of Bath County administration to discuss repairs. First, the roof will be repaired by a contractor and then Bath County Public Works will make repairs to the inside of the building.

Alex Brown asked about mold issues from the Buena Vista Adult Library. Julie explained that the city is going to install guttering. Mary Jo Brinkley mentioned she saw city workers at the Buena Vista Adult Library working.

Update signatories at Cornerstone Bank

Julie Goyette explained that the library needs another signatory for the Cornerstone accounts. She requested that Katie Ramsey, Digital Resources System Manager, be added as a signatory. The list of signatories would be as follows: Carol Elizabeth Jones, Youth Services System Manager; Debi Ratliff, Adult Services System Manager; Katie Ramsey, Digital Resources System Manager; Julie Goyette, Library Director; and McKinley Williams, Treasurer.

eCIO report in October

Julie Goyette is waiting to hear back from Phil Waara from eCIO to see if they will be able to attend the October board meeting on 10/24/24. eCIO is the nonprofit investment firm that manages the library's investment. If eCIO is unable to attend the meeting, the finance committee can meet with Phil and present the information to the Board.

Julie also mentioned that the October meeting will take place in Goshen. She is waiting to hear back from Ruth Tolson, Goshen Branch Manager, about meeting at the Goshen Fire Department.

The Finance Committee will meet after October 15 to discuss the budget for FY 2026.

Bret Kampf asked about adding items needed at locations to budget so that the Board can discuss it in October. Julie explained that Managers submit needs for their locations and any classes or conferences by September.

Updated donation information on the website

Julie Goyette explained that the online donation page has been updated with information on the different ways patrons and visitors can donate to the library.

Goshen Town Building

Thomas Bell noted that Harper Donahoe found issues with the Goshen building that was previously the Goshen Town Hall. Harper further explained the issues that he found within the building, including rotten floorboards and water damage. He estimated the cost to repair damage at over \$10,000.00.

Harper and Julie explained that Goshen Town officials would like to put the library upstairs in their new space. Harper talked about the need for an ADA compliant elevator to be added if the library would be upstairs. Julie mentioned that collections are heavy and the second floor would need to be supported properly. Goshen Town officials do not have a timeline for construction yet.

Julie followed up that our current Goshen Library is in a good location and the property owner has been very good to the library.

Rockbridge Regional Jail

Harper Donahoe inquired about a library program with the Rockbridge Regional Jail. He met with Sgt. Carter to offer library services. The jail declined the offer stating they obtain everything digitally.

Julie explained that the library's Outreach Services used to deliver paperbacks to the library following the limits set up by the jail staff. After a while, the jail ended the program and Outreach staff were asked not to bring items anymore.

Board Retreat

Bret Kampf brought up hosting a Board retreat for new members, and experienced members, to keep the Board informed on important library topics. Possible topics would include getting to know each other, book challenges, policies, budgeting, etc.

Harper Donahoe suggested creating a committee to discuss topics that are most important to the Board.

Bath Nonfiction Section

Bret Kampf suggested updating the nonfiction collection, as some items are outdated or limited. He met with Amy Porterfield, Bath Branch Manager, to discuss ideas. She mentioned that the library may be getting a new integrated library system (ILS) and floating collections. Julie explained what it meant to float collections.

Julie explained where we are in the process of searching for a new ILS. A Request for Proposal has been posted and we have heard from a couple of companies.

Book Budget

Bret Kampf brought up the current book budget and how it was allocated. Julie Goyette explained that the allocations are determined by annual circulation. She also explained that regardless of the budget, our materials are available to all communities and card holders. Julie suggested having Carol Jones and Debi Ratliff come in November and talk about how they determine the book budget for the system.

Action Item

Vote on updated signatories

Harper Donahoe motioned to approve. Tim Eldredge seconded. The motion carried unanimously.

Vote on moving to the previous Goshen Town Building

Harper Donahoe motioned to deny. Thomas Bell seconded. The motion carried unanimously.

Vote on retreat planning

Harper Donahoe motioned to approve. Melanie Forde seconded. The motion carried unanimously.

Adjournment

McKinley Williams motioned to adjourn. Tim Eldredge seconded the motion. The motion carried unanimously. Meeting was adjourned at 5:50 PM.

The next board meeting will be held on October 24, 2024 at 4:15 PM at Goshen Library, pending approval from the Goshen Fire Department.

Respectfully submitted,

Katie Ramsey
Recording Secretary