



**Board of Trustees Meeting  
Rockbridge Regional Library  
November 21, 2024 4:15 PM**

The Board of Trustees met at the Lexington Branch of the Rockbridge Regional Library System on November 21, 2024 at 4:15 PM.

Members present included Alexandra Brown, Harper Donahoe, Mary Jo Brinkley, Sharyn Billings, Sherri Wheeler, Melanie Forde, Bob Kramer, Thomas Bell, McKinley Williams, and Bret Kampf. Staff members present were Katie Ramsey, Digital Services and Cataloging System Manager, Julie Goyette, Library Director, and Janice Burguières, Office Manager.

Harper Donahoe, Vice Chair, called the meeting to order at 4:16 PM.

Julie Goyette made a motion to change the order of the discussion items in order to facilitate voting on the action items. Alex seconded the motion. The motion passed unanimously.

Bret Kampf made a motion to approve the minutes with the addition of the word *progress* under the eCio section. Melanie Forde seconded the motion. The motion passed unanimously.

**Mission Moment**

Katie Ramsey presented information to the Board on floating collections. The library has a Request for Quote that expires on November 28, 2024 for the purchase of a new integrated library system. A floating library system allows items to remain at the branch where they were last checked in. Library materials will be rotated through the branches more often, giving patrons access to a wider range of materials.

Melanie Forde asked how often the system would update so that patrons and staff will know where a particular item is located. Katie stated that the current system updates every 15 minutes.

Julie Goyette informed the board that the library will be closed for training when the new system is installed. Alex Brown asked how long the library would need to be closed. Julie stated that it would depend on the amount and type of training needed. Alex asked if other systems in Virginia are using this system. Julie stated that the system is used by other libraries in Virginia.

Thomas Bell asked who will be responsible for weeding and repairing books. Julie informed the board the branch managers will follow the current procedures that are in place. Minor repairs will be made at the branch to which the book is returned. More serious repairs will be completed by Pat Leahy at the Lexington branch.

**Public Comment**

Board members read comments from the public comment cards. Based on one of the public comments, Thomas Bell requested that a sign be placed at the circulation desk letting the

public know specific days that photos will be taken. Public comment cards are available to patrons and visitors at each location and on the bookmobile.

### **Questions regarding board packet**

Julie Goyette informed the board that Kelly Mangione, the library bookkeeper, was able to negotiate the cost of Quickbooks from \$99 a month to \$9 a month. The library received a \$5,700 grant from Washington and Lee to purchase furniture for the Young Adult area.

Grace Episcopal Church in Lexington, Mohawk Industries, and St. John's Episcopal of Glasgow fully funded the Monocan Indian program.

The foundation appeal will be mailed tomorrow, Friday, 11/22/2024. Mike Strickler, Foundation Board Vice-Chair, is submitting a letter to the editor about the library to coincide with the mailing.

Justin Steele, the library attorney in Roanoke, is moving to New Zealand. The law firm will continue to represent the library. Justin will assist the library with legal issues via Zoom.

The annual Library of Virginia report, Bibliostat, does not require the library to count give away or deposit station books. They also don't count community stops, or attendance at those stops. Outreach staff will begin reporting those statistics in December or January. Elaina Skovira will be retiring in January. The position will be posted as soon as possible.

Melanie Forde asked about the term *Categorized Funding* in the Finance Committee report and whether or not this policy was directed at the library or all departments. Bret Kampf informed the board that the categorized funding policy was brought up by the Bath County Board of Supervisors and intended for all departments.

### **Discussion**

#### *Library signage*

Julie informed the Board that Carol Elizabeth Jones had researched resources for replacing the Library sign. She designed the new sign in order to blend well with other signage on Main Street. The new sign will cost \$1,048.68, not including installation. Julie shared the design with the board.

#### *Board retreat*

Julie reported that the board retreat committee had met and discussed food, venues, and topics. Harper Donahoe recommended the Center for Innovation at the Rockbridge County High School as a possible venue.

#### *Amended FY2025 budget*

Harper informed the board that, based on the increased funding from Rockbridge and Lexington, the budget was amended, which requires the approval of the board. Sharyn Billings made a motion to approve the amended budget. Bob Kramer seconded the motion. The motion passed unanimously.

#### *Proposed 2026 budget*

McKinley Williams reported on the outcome of the Finance Committee meeting. The committee specifically addressed the idea of HR position. McKinley proposed approving the 2026 budget without the HR position. Thomas Bell raised a question about how

programming for branches is funded. Julie informed the board that programs can be paid out of the programming line or, more often, from restricted or designated account. Mary Jo Brinkley made a motion to approve the 2026 budget. Bob Kramer seconded the motion. The motion passed unanimously.

### **Action Items**

#### *Vote for new officers*

Bob Kramer made a motion to approve Harper Donahoe as the Board Chair. Bret Kampf seconded the motion. The motion passed unanimously.

Sharyn Billings made a motion to approve Alex Brown as Vice-Chair. Melanie Forde seconded the motion. The motion passed unanimously.

### **Adjournment**

Sharyn Billings made a motion to adjourn the meeting. Thomas Bell seconded the motion. The motion passed unanimously.

The next meeting will be held on December 19, 2024 at 4:15 PM at the Lexington Library. The meeting was adjourned at 5:13 PM.

Respectfully submitted,

Janice Burguières  
Recording Secretary