

Board of Trustees Meeting
July 23, 2026 4:15 PM

Rockbridge Regional Library
138 S Main Street
Lexington, VA 24450

Present: Harper Donahoe, Bob Kramer, Sherri Wheeler, Pete Pitard, McKinley Williams, Alexandra Brown, Terry Ammons, Ann Adams, Julie Goyette, and Katie Ramsey.

Absent: Janice Burguires, Steve Webb, Mary Jo Brinkley, Drusie Milford

Call to Order, Approval of agenda

Harper Donahoe, Chair, called the meeting to order.

Terry made a motion to approve the agenda. Pete seconded the motion. The motion passed unanimously.

Approval of Minutes – May 28, 2026 & June 25, 2026

Ann had a correction to the minutes from May 28, 2026. Bath Friends have not purchased the diaper genie. They have authorized the purchase of the diaper genie.

Ann requested the trustees vote on the August meeting as mentioned in the June 25, 2026 minutes.

Sherri made a motion to approve the May 28, 2026 and June 25, 2026 minutes. Bob seconded the motion. The motion passed unanimously.

Bob made a motion to approve the discussion held on June 25, 2026 as we did not have a quorum. Sherri seconded. The motion passed unanimously.

Mission Moment

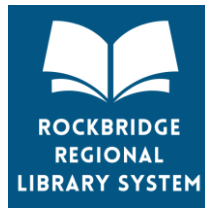
Rachael Goetzke, Bath Library Branch Manager

Rachael introduced herself and distributed packets about Bath Library to the trustees. She shared information and updates about the branch, staff, library traffic, and the acquisition of an axolotl named Axel. Bath Library had 12,718 patron visits during FY 2026 from July 1, 2025 through June 30, 2026.

Harper asked about the number of staff. There are two assistants, two substitutes, and three or four volunteers, including a teen. Harper asked about traffic into the library. Rachael stated that Monday is usually the busiest day. Julie added there are about 1,000 patrons visit a month with an average of 40 visits per day.

Ann asked about having two staff members working at a time, as she has only seen one staff member working. She asked about the Buena Vista Children's Library having two staff members working together. Julie stated that that is a church policy. United Methodist Churches follows *Safe Sanctuaries Policies and Guidelines*. Ann asked if other branches have one working staff member at a time. Julie confirmed that other branches do have one person working at times.

Julie asked about the summer reading prize. Rachael reached out to 15 businesses to get prizes from the area for summer reading incentives. The Omni gave a round of golf for four and lunch.



Harper asked about the facility as it was originally a bank with a portion built to be a library space later on. Rachael discussed the layout of the library and how it functions.

Bob talked about his visit to the Bath Library this summer. He was greeted by staff. He visited the axolotl. Rachael talked about the reason Bath Library has an axolotl. She discussed her axolotl research. She also mentioned that they are endangered. Julie added that the Friends were a great help in getting the axolotl to Bath. Harper asked about feeding. Rachael stated that they use worms primarily, brine shrimp, and fish food as needed.

Pete asked about the puzzle table. Rachael said that the puzzle table is going well. They have had a couple puzzles completed.

Ann asked about programs. Rachael stated that story time is going strong on Tuesdays. Lego Club and Nintendo Club after school programs are also going well. Children can ride the bus to the library after school. Ann asked about Pond Explorers being suspended. Rachael confirmed that the program was suspended due to the rise of ticks in the area. Rachael also mentioned a showcase of local authors in the area, including herself. Harper asked about her writing experience. Rachael writes fiction, poetry, etc.

Public Comment

Board members asked for any participants. There were none this month.

Harper brought to the attention of the board that there has been a turnover in city managers and planners. Spencer Suter, Rockbridge County Administrator, is retiring in September. Buena Vista City Manager, Jason Tyree, left to take a job with Rockbridge County. A new city manager for Buena Vista has been hired. Bath County Administrator, Mike Bender, has also left. Janet Bryan may be moving into the position. Lexington has experienced a great loss with the passing of Mayor Frank Friedman.

Foundation Update

Tom Camden, Foundation President, was not in attendance.

Bath Friends of the Library Update

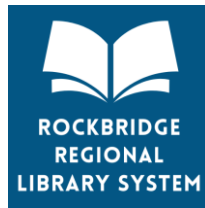
Pete Pitard, President of the Bath Friends of the Library, stated that he is stepping down to vice president. Ann Adams and Mindy Brooks will serve as Co-Presidents of the Bath Friends. The group has passed the bylaws. They are getting more people on their website to get updates. Pete stated that the desk will be replaced with a new desk from Demco, and they will repurpose the current desk. Ann added that they are working with Rachael to organize the office area for staff. They got help with Shane Clark, Technology Coordinator, to reorganize the server area to provide more space in the office. They would also like to make a staff area in the office; make a kitchenette with a microwave and small refrigerator.

Terry added that he has been working with Janet Bryan, Interim County Administrator, on maintenance. He has been creating a floor plan to aid maintenance issues that arise. Janet has institutional knowledge of the library over many years.

Questions regarding board packet

Julie asked for questions about the board packet.

Terry commented on the finance report. He suggested that the flood repair and bathroom renovations should not be under maintenance because they were one-time events. Julie added that some of the



money for these projects came from unrestricted funds and will not affect the maintenance budget. The reports will be updated.

Discussion and announcements

Julie gave the board an update about the lawsuit and the FOIA request. Both Julie and the library received a summons. She was contacted by The Advocate about comment. She stated it is being handled by attorneys.

The library received a request for reconsideration from a patron at Bath Library. Julie explained what the request for reconsideration is to board trustees and what happens following the submission of a request for consideration.

Policies

- Code of Conduct
- Risk Management
- Progressive Discipline

Steve suggested minor changes to the progressive discipline policy.

Action Items

Vote on policies

- Code of Conduct
- Risk Management
- Progressive Discipline

Bob made a motion to approve the policies. Pete seconded. The motion was passed unanimously.

August meeting

Terry made a request to change one meeting during the year to Bath as August was meant to be in Bath. Julie suggested having the September meeting in Bath.

Harper said that the August meeting needed to be cancelled as he would be away and Bob is unavailable. It is also the time of year when the audit is done. Alex made a motion to cancel the August meeting. Sherri seconded. The motion was passed unanimously.

Bob made a motion to have the September meeting in Bath. Sherri seconded. The motion was passed unanimously.

Julie let the Board know that November and December meetings fall over Thanksgiving and Christmas. The board will need to decide how they want to handle those meetings later this year.

McKinley made a motion to adjourn the meeting. Alex seconded. The motion was passed unanimously. The meeting was adjourned at 5:05 PM

Next meeting: September 24, 2026 at Bath Library in Warm Springs