

Minutes
Rappahannock County Library
Library Board
January 24, 2019

A. Call To Order

Meeting started at 4:32pm.

B. Roll Call

Present: Marcie Brandriff, Garrey Curry, Janet Davis, Nancy Ely-Raphel, Victoria Fortuna, John Head, Debbie Knick, Stephen Slade, David Shaffer.

Absent: None

C. Minutes From The Last Meeting

Victoria moved to accept the minutes from December 6, and Nancy seconded. The motion carried unopposed with Garrey abstaining.

D. Report Of The President

John had no news but welcomed our newest member, Garrey Curry, the Rappahannock County Administrator.

E. Library Investments – Attorney Mike Brown

Mr. Brown is a local lawyer who was recommended by John Bennett, who said he was too busy to handle our financial questions. Mr. Brown, operating under the assumption that the Library Board's investment funds are public money, presented two options: (1) keep the money with our Wells Fargo managers but reinvest it in safe harbor funds according to the Code of Virginia, or (2) move them to the Virginia Investment Pool, where they will automatically be invested according to the Code. Mr. Brown said there is statutory protection against liability for funds that lose value when invested with the pool, though he noted that safe harbor funds will not gain as much in interest as we have been getting with Wells Fargo. Library funds invested with the pool can still be used for library purposes. There were a lot of questions, and Mr. Brown helped clarify the situation. A vote on moving the funds occurred under Open Discussion.

Mr. Brown also addressed the issue of financial disclosure under the State's Conflict of Interest Act. The Board of Supervisors, at the request of Garrey, decided at their January 7, 2019 meeting to require that Library Board members fill out the disclosure form. Several Board members were opposed to the decision; however, the BoS decision stands and forms are due in the County

Administrator's office by February 1.

F. Report Of The Librarian

1. *State Aid* -- The amount was given at \$47,409, though it still has to be voted on at the State's General Assembly. There is no reason to think the amount will change, so this is the number we will use in planning the budget for FY20.

G. Report Of The Treasurer

Debbie reported that revenue is on target for being halfway through the fiscal year. Expenditures look okay for now, but we may need to shuffle money to pay maintenance and repair bills as they come in as that line item is a little high. David has not yet received a bill for the boiler from back in October, so Debbie will look into whether the County received the bill instead. She recommended using the \$10,000 in Strategic Planning to cover the cost of the parking lot lights. (See Building and Grounds Committee report.)

H. Committee Reports -- Marcie noted that committee assignments will need to be updated to reflect the new members coming on the Board. Also the appointment of officers will need to happen soon.

1. *Finance* -- none

2. *Personnel* -- none

3. *Buildings and Grounds*

- *Parking Lot Lights* -- Three lights don't work. Apparently the conduits will need to be replaced, which means digging up the asphalt in the parking lot to connect the lights with the electricity supply at the building. The asphalt will then need to be resurfaced. David will get an estimate for the work. The invoice for the lights is just under \$10,000. Janet moved to use the money set aside for Strategic Planning to pay for the lights, and Nancy seconded. The motion carried unopposed. Debbie recommended creating a separate line item in the next budget for Improvements, which would be for work beyond Repair and Maintenance.

4. *Policy* -- none

I. Old Business -- none

J. New Business

1. *Parking Lot Light Bill* -- see Building and Grounds Committee report.
2. *Attendance* -- Marcie reported the attendance figures for Board members throughout 2018. One member had missed five meetings, others three or fewer. As

our by-laws state that members need to attend at least 70% of meetings, missing more than half seems unacceptable. She will give the names to John, who will contact those members.

3. *FOL Liaison* -- Marcie asked about whether we would have a member of the Friends attend our meetings and whether we would send one of ours to their meetings. David said we didn't need to do this anymore, although in the interest of maintaining a positive relationship between the two groups, Victoria volunteered to attend Friends meetings.

4. *FY20 Budget* -- Debbie handed out a preliminary budget for FY20. She pointed out a new line, Transfer from Investment, which is the interest we might get from our investment funds once they are moved to the state pool. The overall amount for the Library budget is a 16% increase from FY19. Debbie and David will meet to continue working on the budget, and the Board agreed to meet February 7 at 4:30 to go over their changes.

Garrey shared insight into how he puts together the County's budget and recommended putting all library expenses into our own budget to make it more public and transparent. He also recommended creating a small item procurement policy.

K. Open Discussion

1. David offered to be the FOIA officer and will register with the State's FOIA Council.
2. Victoria asked about the Code of Virginia wording that one Library Board member may be from the local governing body as Debbie Knick is already on our Board and is the County Treasurer. Garrey responded that Debbie is a constitutional officer and therefore doesn't report to the Board of Supervisors. Also, she had applied to be on the Board as a citizen and not as an employee. Garrey was appointed because of his role as County Administrator.
3. Garrey mentioned that meeting notices and agendas need to have the date, time, and place listed. He also said we need to put meetings on the library's website.
4. In discussing the investment changes, Janet shared that she feels more confident with the options as presented by Mike Brown earlier in the meeting. Victoria said we need to be able to keep a close track of our funds and how they get spent and also asked if we would now have to pay fees. Garrey and Debbie recommended moving the funds to the state investment pool, and Debbie would become the account manager. Janet moved to transfer all the library's bequest funds (unrestricted, Lucas, Jamieson, and Rudacille) to the Virginia Investment Pool. John seconded. On a roll call vote, the motion passed unopposed.

L. Adjournment

Nancy moved to adjourn, and John seconded. The motion passed unopposed, and the meeting ended at 6:31pm.

The next meeting will be February 7, 2019 at 4:30pm at the library. The regular February meeting will also take place on February 28 at 4:30 at the library.