

Minutes
Rappahannock County Library
Library Board
February 28, 2019

A. Call To Order

President Janet Davis called the meeting to order at 4:35pm.

B. Roll Call

Present: Library Board members Marcie Brandriff, Janet Davis, Victoria Fortuna, Beth Gainer, Maureen Harris, Debbie Knick, Randi Shumate.

Library Director David Shaffer.

Absent: Garrey Curry, Stephen Slade.

C. Approval of the Agenda

David needed to add an item under the Building and Grounds Committee report on the septic tank. *See Section H, Item 3.* Randi moved to accept the amended agenda, and Victoria seconded. The motion passed unopposed.

D. Minutes From Last Meeting

Victoria moved to accept the minutes from the January 24, 2019 meeting, and Janet seconded. The motion carried unopposed.

Janet moved to accept the minutes from the February 7, 2019 special meeting, and Victoria seconded. The motion passed unopposed.

E. Report of the President

Janet welcomed Beth Gainer. She also mentioned that she has been in contact with an architect who has prior experience with library buildings and expansion projects, so the Board can keep him in mind as we move forward with our own project.

F. Report of the Librarian

The Virginia General Assembly passed their budget and included a little more in State Aid for libraries than originally thought, so Rappahannock Library will be getting over

\$48,800.

G. Report of the Treasurer

Debbie explained that the County uses two forms that the Library Board should consider using: a budget transfer form to move money between line items, which creates a paper trail; and a supplemental appropriation form, which the Board would use to move money from the investment accounts to the budget. She will bring copies to the next meeting.

- Investment Update

The Wells Fargo investment account managers are in the process of selling the assets, and it should be completed in a week or so. Debbie will be getting a check, which she will then deposit into a Union Bank account before transferring to the Virginia Investment Pool. The accounts will stay open at Wells Fargo for 30-60 days to collect any trailing dividends. The Investment Pool accounts and subaccounts are ready; everything will go into a liquidity pool for now. The account manager may come to the April meeting to discuss options.

H. Committee Reports

1. *Finance* -- none

2. *Personnel* -- none

3. *Building and Grounds*

-Parking Lot Lights -- Two lights across the parking lot do not work because the driveway has settled and crushed the conduits. The contractor can do the retrenching work for \$2500 and will come when the ground is dry enough.

- Ash Trees -- The Friends of the Library offered to pay an arborist to cut down and remove the two ash trees at either end of the building. The trees are dying due to the ash borer. They got a quote for \$925. Maureen moved to accept the Friends' offer on the condition that the arborist is licensed and insured and will coordinate the removal schedule with David. Janet seconded. The motion passed unopposed.

-Septic Tank -- The Book Barn septic tank was pumped recently, and David realized the Library's tank also should get pumped soon. The cost to the Friends was \$325, but Victoria mentioned a rebate offered through the Culpeper Soil and Water Conservation District. David will ask if the Friends are eligible to apply on the Library's behalf. Janet moved that David be authorized to spend up to \$325, and Beth seconded. The motion carried unopposed.

4. *Policy* -- Victoria asked about the purchasing policy Garrey had mentioned previously, and Debbie had a copy. Victoria will look at it, and the Policy Committee may meet to discuss any changes.

I. Old Business

-Committee Assignments

Finance: Victoria Fortuna, Maureen Harris, Debbie Knick
Personnel: Marcie Brandriff, Beth Gainer, Randi Shumate
Building and Grounds: Janet Davis, Debbie Knick, Randi Shumate
Policy: Marcie Brandriff, Victoria Fortuna
Expansion: Marcie Brandriff, Beth Gainer, Debbie Knick

J. New Business -- Janet and David announced that Stephen Slade will be stepping down from the Board, so the Board of Supervisors will be taking steps to appoint a new member shortly.

K. Open Discussion -- none

L. Adjournment -- Janet moved to adjourn, and Beth seconded. The motion passed unopposed, and the meeting ended at 5:36pm.

The next meeting will be March 28, 2019 at the Library.

Submitted by Marcie Brandriff, Secretary

Signed _____ Dated _____
President