

Minutes
Rappahannock County Library
Library Board

April 25, 2019

A. Call to Order

President Janet Davis called the meeting to order at 4:32 pm.

B. Roll Call

Present: Library Board Members Garrey Curry, Janet Davis, Victoria Fortuna, Beth Gainer, Maureen Harris, Debbie Knick and Randi Shumate. President Janet Davis asked if someone could take minutes as Board Member Marcie Brandriff would be a few minutes late. Victoria Fortuna volunteered to prepare the minutes.

Library Board Director, David Shaffer.

Library Assistant Director/Youth Services Childrens' Librarian,
Amanda Weakley.

Director of Government Consulting for VML/VaCo Finance, Beau Blevins.

Board Member Marcie Brandriff arrived at 4:55pm.

C. Approval of the Agenda

After discussion about whether the order of the agenda should be changed to accommodate the presentation by Mr. Blevins Randi moved to approve the proposed agenda. Debbie seconded, and the motion passed unopposed.

D. Minutes from the Last Meeting

Garrey moved to accept the minutes from the March 28, 2019 meeting, and Maureen seconded, and the motion passed unopposed.

E. Report of the President

Janet reported that since the last meeting she sent a letter to the Friends of the Library thanking them for removing the dead ash trees and all their support over the last year.

F. Beau Blevins - Virginia Investment Pool

Mr. Blevins distributed the attached presentation and account statement for the Library funds invested with the Virginia Investment Pool (VIP). VIP is governed by a Board of Trustees consisting of Investment Officers and Treasurers from various localities in Virginia who are elected by the fund participants. The Board of Trustees has selected VML/VaCo as the fund administrator, and PTA as the fund Investment Advisor. PTA is also a fiduciary and has served as the Investment Advisor to the fund since 2013. VIP has two investment portfolios: a Stable NAV Liquidity Pool (Stable Value) and a 1-3 Year High Quality Bond Fund (Bond Fund). The Library's funds are currently invested in the Stable Value fund.

After discussion and clarifying questions, Mr. Blevins exited the meeting.

G. Report of the Librarian

Amanda reported that the Summer Reading Program planning was complete and communication to the schools has begun. Beth suggested that the Library have a booth at the "DARE Day" event and that information about the Summer Reading Program should be sent to the Social Services office. Maureen asked about last year's program and Amanda reported that 103 children and 21 teens signed up last year, and 72% of the children and 71% of the teens completed the program. This year, like last year, there will be prizes

given for completion, Amazon gift cards for teens, and various prizes for the younger children. Funds which support this program come from the Friends of the Library.

David reported that the State Aid Application was completed and had been sent to the State.

H. *Report of the Treasurer*

Debbie reviewed the Budget Report dated 25 Apr 2019 and stated that we will be close to the break even mark. Maureen asked why the telephone charges were high. David said that's what CenturyLink charges but the wiring had been done for Internet phone service and eventually the telephones would be moved to an Internet provider as part of the county's changes to a new system. Debbie said she would contact CenturyLink to see if they could offer us lower rates.

I. *Committee Reports*

1. *Finance* - nothing to add after the report given by Mr. Blevins.

2. *Personnel* - no news.

3. *Building and Grounds* - David reported that the air handler for the heating/air conditioning broke and parts were no longer available because it is so old, so some parts had to be retrofitted. Lights in the Library were replaced and Janet's husband fixed the window cranks that were broken. New toilets for the restrooms had been ordered. Discussion ensued about the backlog of maintenance, and Janet moved that price quotes be obtained for steam cleaning the tile floors and carpet, and for painting and re-carpeting the staff room. Debbie seconded the motion, and the motion passed unopposed.

David also reported that the Friends of the Library had engaged the County's new provider for landscaping and grass cutting and that Spring clean up had begun. Garrey mentioned that for FY 2021 the inmates will be back.

4. *Policy*

Garrey distributed and reviewed a revised draft Small Purchasing Policy that was based on a policy adopted by the Rappahannock County Recreational Facilities Authority. He noted that the Board may choose to change the amounts set forth in the draft that the Purchasing Agent is authorized to spend. Marcie noted that we needed to review the By-laws to ensure that the Purchasing Policy and the By-laws did not conflict with each other. Victoria made a motion that the Board take and study the draft for discussion next month, which was seconded by Janet, and the motion passed unopposed.

5. *Expansion*

Garrey reported that he had not yet reached out to the architects who are on the list of contractors for the county. Janet requested that Board members should send their suggestions for Library expansion to her.

J. *Old Business*

None.

K. *New Business*

None.

L. *Open Discussion*

None.

M. *Adjournment.*

Janet moved to adjourn, and Garrey seconded. The motion passed and the meeting ended at 6:30pm.

The next meeting will be May 23, 2019 at the Library.

Submitted by Victoria Fortuna, Vice President.

Signed: _____ Dated: _____
President