

Minutes
Rappahannock County Library
Library Board
March 28, 2019

A. Call To Order

President Janet Davis called the meeting to order at 4:30pm.

B. Roll Call

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

Library Director David Shaffer.

C. Approval of the Agenda

Garrey moved to approve the agenda with the addition of a public comment section. See *Section D*. Randi seconded, and the motion passed unopposed.

D. Public Comment

Charles Harris, a self-described library fan and Book Barn lover, asked what the Board was doing with the \$1 million bequest. He was concerned that the money was being taken by the schools and urged the Board to use the money for construction so it doesn't disappear. He said he recognized that more money would probably be needed for an expansion project but that the general public would be supportive.

Janet responded that the money is still under Library Board control. The wifi project, which used some of the bequest money, was a partnership with the schools to get better rates for both organizations for the project; the school did not take any of that money. She told Mr. Harris that the Board has formed an Expansion Committee and that, while some money has already been used for immediate repairs and upgrades, a comprehensive expansion project will be planned with the rest of the money.

Garrey explained that there are procedures to find architects and reassured Mr. Harris that public input will be sought further along in the process.

E. Minutes From Last Meeting

Victoria moved to accept the minutes from the February 28, 2019 meeting, and Beth

seconded. The motion carried unopposed with Garrey abstaining.

F. Report of the President

Janet had no news but said she is beginning to get some comments from the public about the expansion project.

G. Report of the Librarian

No news.

H. Report of the Treasurer

Debbie passed out financial reports. The Library has used about 75% of its budgeted funds, which is on target as we are $\frac{3}{4}$ through the year. She recommended appropriating money to cover remaining expenses and repair projects. See *Section I, item 3, Building and Grounds Committee report.*

- Investment Update

All Wells Fargo money has been transferred to the Virginia Investment Pool funds. Debbie has invited the account manager to the April Library Board meeting.

I. Committee Reports

Garrey will be joining the Building and Grounds and Expansion Committees.

1. Finance -- none

2. Personnel -- David handed out a comparison chart showing Rappahannock Library salaries in relation to those of neighboring counties and also to Rappahannock County teachers and school librarians. As a comparison to job duties, he included staffing levels at Mathews County and King and Queen County libraries because their population sizes are similar to Rappahannock. Rappahannock salaries and staffing levels are low, and David would like to figure out a way to increase the salaries to make them more competitive. Garrey as County Administrator has recommended a 3% increase in salary for all County employees, which includes library staff, but David would like to see the library staff get 5%, which the Library Board had put into its FY20 budget.

Garrey asked what other counties offer in their benefits packages and how that compares to what Rappahannock offers, as healthcare and retirement are important factors along with salary. David said he will check with other library directors to find out about benefits packages. He also wanted to keep more salary increases in mind for FY21.

Victoria moved that the Board prepare a presentation for the Board of Supervisors at their April 4 meeting to ask for the 5% increase for library staff salaries. Janet amended the motion to empower Victoria to represent the Board at that meeting. Maureen seconded the motion from Victoria and Janet, and the motion passed unopposed with Garrey abstaining.

Maureen mentioned that if the Supervisors do not agree to the increase, the Library Board should consider giving staff bonuses.

Beth asked about using volunteers to ease the workload of library staff. David's past experience with volunteers has not been positive.

3. Building and Grounds

-Parking Lot Lights -- The work has been done.

Janet handed out notes from a meeting held on March 22, 2019. Roof work has been budgeted for in FY20, but there is other work that should happen before that or at the same time, such as replacing and painting soffits and painting the front columns. Interior work includes replacing light bulbs, fixing window cranks, fixing electrical outlets and toilets, and replacing carpeting in the staff office.

Janet moved to make a supplemental appropriation of \$30,000 from the investment account in FY19 to cover these repairs and to increase funding for the strategic planning line item from the investment account to \$50,000 for FY20 for expansion/renovation. Beth seconded, and the motion passed unopposed.

Garrey has contacted architect/engineer consultants under contract with the county requesting they provide a description of their experience working on library renovation/expansion projects, but as of yet he has not heard from them.

4. Policy -- Victoria handed out a draft policy for small-item purchasing. Garrey suggested referencing the Virginia Code section 2.2-4303.G that empowers localities to adopt small purchasing procedures. He said the policy should include professional services separate from goods. Victoria will revise the policy with Garrey's help and bring it back to the full Board at the next meeting.

5. Expansion -- Janet handed out notes from a meeting held on March 22, 2019. The Committee discussed the difference between Expansion and Building and Grounds, and the consensus was that there is considerable overlap at the moment. B&G is handling immediate repairs and upgrades, and Expansion will handle the larger-vision project

once that stage is reached.

J. Old Business

-FY20 Budget -- Discussed at various points earlier in the meeting.

K. New Business

None.

L. Open Discussion

None.

M. Adjournment -- Garrey moved to adjourn, and Victoria seconded. The motion passed unopposed, and the meeting ended at 6:20pm.

The next meeting will be April 25, 2019 at the Library.

Submitted by Marcie Brandriff, Secretary

Signed _____ Dated _____
President