

**Minutes of the  
Rappahannock County Library Board of Trustees  
Meeting on February 22, 2024**

**1. *Call to Order***

Victoria Fortuna called the meeting to order at 4:34 p.m.

**2. *Confirmation of Quorum***

Library Board members present: Victoria Fortuna, Maureen Harris, Deborah Napier, Randi Shumate, Kit Johnston, John Beardsley, Bonnie Jewell, Patti McGill Peterson

Staff present: Amanda Weakley

Members of the public present: Ruth Welch, Friends of the Library (FOL); Debbie Knick, serving as Library Board Treasurer

**3. *Approval of the Agenda***

John motioned to approve the agenda, Deborah seconded, and the agenda was approved.

**4. *Disposition of Minutes of the January 25, 2024 Meeting***

John motioned to approve the minutes, Patti seconded, and the minutes were approved without discussion.

**5. *Election of Secretary to the Board of Trustees***

There was discussion of options for accomplishing this year's minutes such as seeking volunteers from community, payment to a Board member to take them, rotating the task among members. The matter will be reconsidered at a future meeting. Maureen suggested that the Board may want to consider tasking the Secretary, another member, or a volunteer with the responsibilities of the Board's archivist.

**6. *Public Comment***

*Friends of the Library (FOL) Report –*

Ruth reminded the Board that the FOL will make a donation of \$7,214 to the Library in FY 2025 to support programs. She announced that a seed swap offered by the FOL, the Garden Club, and the Library will take place on March 2 from 10:00 am to 1:00 pm at the Library. She reported that FOL will provide refreshments at the Library's Local Authors Forum to be held April 13 beginning at 11:00 at the Library. To date, 10 authors have committed to the event. Ruth concluded her update, noting that the FOL is preparing to write several grants this year.

**7. *Report of the President***

Victoria had no report.

**8. *Report of the Librarian***

Amanda announced that February is Library Lovers Month and patrons are sharing their love of the Library by writing notes on paper hearts placed throughout the building.

Amanda reported that she has had Dementia-Friendly Library Training and shared examples of Memory Kits which will soon be available for checking by those with dementia, other cognitive impairments, and their caregivers. The materials in the kit bring people together as an opportunity for reminiscence.

Amanda will meet with the architect from Enteros on February 23 regarding collection space needs as the schematic design process is currently underway for the building expansion. Later in March, she will attend a meeting of the Virginia Public Library Directors Association in Harrisonburg.

Amanda announced multiple programs being offered at the Library in March and April and noted that the PATH Foundation will provide an ice cream truck at the Community Event to be held this summer. She concluded her remarks by highlighting several recent well-attended programs such as the Dolly Parton's Imagination Library event, the Headwaters READ tour and scavenger hunt, and the senior paint program.

#### **9. *Report of the Treasurer***

Debbie Knick provided a report showing Library Fund revenues and expenses for FY 2024 as of February 22. She noted that because the month is not yet finalized, the report does not yet reflect payroll expenses or the transfer from the General Fund for February. She commented that once these entries are made at month's end, activity will be generally aligned with budget expectations. She reported on the Library investment account balance as of the January 31, noting that the monthly interest yield was 5.53% with monthly interest earnings totaling \$8,783. Debbie provided a monthly performance report narrative from the VACo/VML Virginia Investment Pool (VIP) where the Library's investments reside. Board members commented that they like the additional information on the VIP.

Patti noted that she would like the Finance Committee to meet in June to discuss budget trends and to begin thinking about changes in operating costs that can be expected with expansion of the building.

#### **10. *Committee Reports***

##### Personnel Committee:

Victoria reported that she is reviewing recently revised personnel policies from Clarke and Culpeper counties in an effort to draft updates to the Library Board's personnel policies.

##### Expansion Committee:

John reported that work continues with Enteros on the schematic design.

##### Buildings and Grounds Committee:

Bonnie had no report.

##### Finance Committee:

Patti had no report.

##### Policy Committee:

Maureen had no report.

## 11. *Old Business*

John noted that space needs and necessary adjacencies for teen programming are needed for the schematic design process. Amanda informed the Board that the Library's Teen Advisory Group will be meeting beginning in March to advise on desired programming, space needs at the Library, volunteer opportunities in which they'd like to be involved, etc. Discussion ensued on the need to be able to get young people to the Library's programs as not all have access to transportation. John commented that there needs to be consideration of how best to "synergize" the Library's teen/young adult programming with other local agencies' (i.e. Schools, RAAC) offerings and planned programs.

## 12. *New Business*

### Discussion of Goals for 2024

Victoria noted her goals for the Library Board for 2024:

- Complete schematic design and get approval from the Board of Supervisors
- Initiate a fundraising committee and work with FOL to identify sources of funding for the expansion project
- Revise the personnel policies

Deborah questioned if space would be available in the expanded building for a properly conditioned room for rare books. John wondered what rare books are currently in the collection and Amanda responded that there are several Civil War books that are considered rare. There was discussion of perhaps making future use of what will initially be the roughed-in basement space, but funding isn't likely to exist to allow for such a space to be fully built-out/completed as part of the expansion project. Deborah suggested Board members tour the National Sporting Library & Museum in Middleburg.

Board members did not add any other goals.

### Discussion of Report to the BOS

Victoria and Amanda are working on a report for the March 4 Board of Supervisors meeting. Discussion ensued as to what information would be included in the report. Patti suggested keeping it to three primary themes:

- How is the Library serving citizens?
- How is the use of the space by the public, programming, and other aspects of the Library evolving?
- Immediate and long-term horizons

Amanda noted that she will provide the Board of Supervisors with the statistics card previously provided to Library Board members. Maureen suggested that showing how the statistics are changing year over year/trends is more informative than a one-year look.

Victoria encouraged other Library Board members to attend the Board of Supervisors meeting on March 4 for the presentation. She supposed such attendance would require noticing a Library Board meeting. Bonnie responded that the County has provided notice in similar situations by notifying the public of the possibility of two or more members of the public body being gathered at a particular location/event at the same time.

**13. Open Discussion:**

None.

**14. Adjournment**

Patti moved that the meeting be adjourned, Randi seconded, and the motion passed. The meeting was adjourned at 5:38 p.m.

The next meeting will be held on Thursday, March 28, 2024, at 4:30 p.m.

Submitted by Bonnie Jewell

Signed:   
President

28 March 2024  
Date