

**Rappahannock County Public Library
Library Board of Trustees
Meeting Agenda for
Thursday, 27 August 2026, 4:30pm
Rappahannock County Public Library, 4 Library Road, Washington, VA 22747**

1. Call to Order
2. Confirmation of Quorum
3. Approval of the Agenda
4. Disposition of Minutes
5. FOL Report
6. Public Comment
7. Report of the President
8. Report of the Librarian
9. Report of the Treasurer
10. Committee Reports

Buildings and Grounds - Bonnie Jewell
Communications Committee - Liz Conley
Expansion - John Beardsley
Finance - Bonnie Jewell

Review and Approve new Budget based on increase in State Funding
Authorization to pay Gil Entzminger's bill for design development

Negotiating Committee - Victoria Fortuna
Personnel Committee - Victoria Fortuna
Policy - Maureen Harris

11. Old Business - Closed Session (tentative)

VA Code Sections: 2.2-3711A (29) and (8)
Review Draft Gift Lease and Operating Agreement with Counsel

12. New Business

Hiring Counsel - materials attached

13. Open Discussion

14. Adjournment



**McGavin
Boyce
Bardot
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Katz, PC**

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Heather K. Bardot

Attorney at Law

hbardot@mbbtklaw.com

July 28, 2026

Via email – Victoria.fortuna@yahoo.com

Board of Trustees for the
Rappahannock County Public Library
Attn: Victoria Fortuna, President
4 Library Road
PO Box 55
Washinton, Virginia 22747

Re: Request for Proposal to Serve as General Counsel to the Board of Trustees for the
Rappahannock County Public Library

Dear Ms. Fortuna:

Thank you for reaching out to inquire if I would be willing to submit a proposal to serve as General Counsel to the Board of Trustees for the Rappahannock County Public Library. I understand that the Board of Trustees may be seeking to hire an attorney to serve in this role to provide services on an as needed basis. I would be thrilled to be considered to serve the Board of Trustees in this capacity.

By way of background, I have been a practicing lawyer since 1994. I am licensed in Virginia and Maryland and practice in state and federal courts throughout those jurisdictions. The bulk of my legal work for the last fifteen years or so has been almost exclusively representing municipalities, their departments, agencies, elected officials and employees. I also serve as the County Attorney to Clarke County, Virginia and handle conflict work directly for many local jurisdictions. Given the many clients I have been fortunate to serve, I have vast knowledge in many areas of law unique to municipal government. I believe I would be able to serve the Board of Trustees well with its legal needs.

My hourly rate is \$400.00. In addition, my firm charges reimbursable costs, as may be incurred. I will endeavor to bill on a monthly basis, and payment is due within thirty (30) days of invoicing. There will be no commitment on the part of the Board of Trustees to retain me for a specified period or to utilize my services for all of the Board of Trustees' legal needs. I will make myself available on an as needed basis to the Board of Trustees. If I determine that I can no longer serve the Board of Trustees as General Counsel, I will provide no less than thirty (30) days' written notice. That will ensure that the Board of Trustees has adequate time to identify another individual to serve as General Counsel.

In providing legal services to the Board of Trustees, I commit that neither I nor anyone associated with my firm, will discriminate against any member, officer, agent, employee, or volunteer of the Board of Trustees on the basis of race, color, religion, gender, national origin, age, or disability, or any other basis prohibited by Virginia law, and that we will provide reasonable accommodations as

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Board of Trustees for the Rappahannock County Public Library
Attn: Victoria Fortuna, President
July 28, 2026
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necessary.

Please let me know if the Board of Trustees approves my retention, which can be done by having an authorized representative sign this letter where provided below. Additionally, if the Board of Trustees wishes to meet me in person, remotely or to inquire further about potential engagement, I am happy to make myself available.

Thank you for reaching out to me, and I hope the Board of Trustees elects to place its confidence in me to serve as General Counsel on an as needed basis.

Sincerely,
Heather K. Bardot
Heather K. Bardot

ACCEPTED:

DATE

By: _____
PRINT NAME

Title: _____

AGREED:

Heather K. Bardot, Esquire

DATE