

**Minutes**  
**Rappahannock County Library**  
**Library Board**  
**August 22, 2019**

*A. Call To Order*

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

*B. Confirmation of Quorum*

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

Library Director David Shaffer, Assistant Library Director/Youth Services and Children's Librarian Amanda Weakley.

Friends of the Library Liaison Bill Nenninger.

Absent: None.

*C. Approval of the Agenda*

Randi moved to approve the agenda. Beth seconded, and the motion passed unopposed.

*D. Minutes From The Last Meeting*

Maureen moved to accept the minutes from the July 25, 2019 meeting, and Garrey seconded. The motion carried unopposed.

*E. Public Comment*

None.

*F. Report of the President*

Janet welcomed Friends liaison Bill Nenninger. She explained that the Board is happy for the opportunity to work more closely with the Friends in the upcoming expansion project. The Friends can be a big help with fundraising and also with community outreach.

*G. Report of the Librarian*

Amanda reiterated the final numbers for Summer Reading, that 101 kids had registered and 70 finished (plus 11 who stopped at the midpoint), while 26 teens had registered and 23

completed the program. A total of 165 people attended the special programs. Storytimes are well-attended, even this past week with school back in session. She will be starting a Teen Advisory Board, which will ultimately have input into programming and materials. The age range is seventh-twelfth graders, and so far 10-11 have signed up. The first meeting is September 5. She will be hosting CCLC students in early September for a tour, and she mentioned the Rapp Tomorrow, Read Today program, which is a joint venture with the schools and Headwaters Foundation. This program sends books twice a year and on birthdays to kids in the county who are between the ages of birth and 5 years. About 40 kids participate in this program.

#### *H. Report of the Treasurer*

Debbie handed out a packet with the budget, a more detailed report on the Repair and Maintenance line item, and a snapshot of how the investments have been doing in the last six months. She transferred \$11,800 from the checking account to the unrestricted fund, as per the decision at the July meeting, and closed the checking account. She and David are still working on resolving the high Internet bills, and she mentioned that the Repair and Maintenance costs are starting to get high.

#### *I. Committee Reports*

##### *1. Finance -- none*

*2. Personnel --* The Committee met August 1 and decided to hire the services of Baker Tilly to do the compensation study. Victoria contacted the other firms and also called Baker Tilly's references, which gave glowing reports. She has looked over the contract and will be drafting an amendment to bring it into compliance with the Code of Virginia. Once the contract is signed, the Baker Tilly representative will contact Library staff for do a detailed job duty questionnaire, and the study will move from there.

Garrey moved to authorize the President to approve the contract with Baker Tilly, subject to review and approval as to form by attorney Mike Brown, as it meets the scope and cost (\$3750) approved by the Committee. Victoria seconded, and the motion passed unopposed.

##### *3. Building and Grounds --*

*--Office painting and carpeting--*The office was painted yesterday by the inmates. Randi passed around a sample of the light greenish color. She also had carpet tile samples from Early's. The staff had chosen a color and style, and Early's had quoted \$3400, which included a discount and all work necessary to move furniture, pull up carpet, prepare wood underneath, and put down new carpet. Any sales tax included will need to be taken out. They would like half of the cost as a deposit and the other half upon completion.

There was lengthy discussion on whether the inmates could move the furniture and whether Ricky from County Maintenance could pull up some carpet and inspect the plywood, maybe even replace the plywood if necessary. This work would save on the cost from Early's. Terri offered her assistance with the carpet removal. Janet suggested talking to Early's to

coordinate a timeline with the inmates and Ricky. She then made a motion to transfer \$5000 from Strategic Planning to Repair and Maintenance to cover the carpet cost from Early's and also the cost of replacing the plywood as needed. Maureen seconded, and the motion passed unopposed.

Janet also mentioned the carpet in a corner of the public area where the floor is buckling. It could be moisture from the basement, in which case Garrey suggested getting bigger dehumidifiers, but it could also be water damage from heavy rains. There was no decision on having this repaired yet.

--*Roof*--David posted bids and received three responses. The one he liked best was from Hector Acuna, who would scrape, sand, prime, and paint the roof for \$11,000. Garrey moved to accept the bid, to transfer \$1000 from Strategic Planning to Repair and Maintenance (\$10,000 had already been allocated), and to authorize David to sign the contract after approval as to form by attorney Mike Brown. Victoria seconded, and the motion passed unopposed.

--*Pest control*--David is looking for other options because the current treatment is not working.

4. *Policy* -- Victoria handed out copies of the by-laws, showing all the changes discussed at the July 25 meeting and also with more recent input from the Committee. She will make one more change (Article IX, changing "mailed" to "provided" in reference to amendments to the by-laws) and provide the final draft to Board members at least seven days before the September 26 meeting as required by Article IX of the bylaws to allow a vote on the final draft.

5. *Expansion* -- The Committee met August 7 to go through the RFP, focusing especially on the Scope of Services. Victoria looked over the Terms and Conditions and will add requirements as specified by the Code of Virginia. A form of agreement also needs to be attached, subject to review by Mike Brown. She will bring the completed documents to the September meeting for review and approval.

#### *J. Old Business*

None.

#### *K. New Business*

None.

#### *L. Open Discussion*

None.

*M. Adjournment* -- Randi moved to adjourn, and Terri seconded. The motion passed unopposed, and the meeting ended at 5:46pm.

The next meeting will be September 26, 2019 at the Library.

Submitted by Marcie Brandriff, Secretary

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
President