

Minutes
Rappahannock County Library
Library Board
September 26, 2019

A. Call To Order

President Janet Davis called the meeting to order at 4:31pm.

B. Confirmation of Quorum

Present: Library Board members Marcie Brandriff, Janet Davis, Victoria Fortuna, 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: Garrey Curry, Beth Gainer.

C. Approval of the Agenda

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

D. Minutes From The Last Meeting

Terri moved to accept the minutes from the August 22, 2019 meeting, and Debbie seconded. The motion carried unopposed.

E. Public Comment

None.

F. Report of the President

Janet shared about her recent experience visiting the Greene County library. She said it has the feel of a community center and would like to see Rappahannock Library become something similar, just on a smaller scale. She urged Board members to visit other libraries, introducing ourselves as such, and talking to other staff and looking around to get ideas for our own upcoming building project.

G. Report of the Librarian

David handed out copies of the newly revised *Virginia Public Library Trustee Handbook*.

He and Victoria had attended the Friends meeting earlier in September. The new AV equipment will be coming soon. (The Friends had designated their Give Local Piedmont donations for this project.) Dominion Tech will be doing the installation, and the Friends will also have the Jamieson Room painted. The Friends' annual appeal will be going out soon. The Book Barn anniversary reception will be Oct. 26 from 9-4. Victoria and Janet suggested that Board members stop by in support of the Friends.

David still has not gotten a bill from Shentel for the Internet. He thinks they are still talking to the state about using the e-rate monthly instead of the Library getting a reimbursement at the end of the fiscal year.

Amanda shared that the Teen Advisory Board had 7 kids at the first meeting. The kids wanted to meet more often, so she settled on every two weeks. 5 kids came to the second meeting, and they are trying to work out a schedule that will accommodate interested teens who also play sports. Headwaters is helping with the costs. The teens are planning to be involved with the PTO's Trunk or Treat event around Halloween. Amanda also wants to host some gaming and/or movie nights, and she may offer a hangout event on Halloween.

H. Report of the Treasurer

Debbie handed out the budget report. She pointed out the \$1400 deposit to Early's for the office carpet (there is a balance to be paid soon), and she will pay Baker Tilly soon for the compensation study they are doing.

I. Committee Reports

1. Finance -- none

2. Personnel -- Victoria reported that the Baker Tilly contract was approved, and they have started their work. John Bennett was the attorney reviewing the contract instead of Mike Brown. Baker Tilly will hopefully have their final report done in December.

3. Building and Grounds --

--Office painting and carpeting-- Early's put down linoleum in the staff kitchen and bathroom. This project came up only recently, but the cost of removal and replacing was only \$700. The carpet will be installed tomorrow. David said it was too hard to coordinate any teens moving the furniture, so Early's will do that. The total of Early's doing all this work was \$3300, which was under the \$5000 approved by the Board. The Library staff will begin looking for new office furniture.

--Gutter repairs-- Ricky from County Maintenance will be replacing some flashing, probably next week. Debbie suggested asking Jeremy, who did the original gutter work, to do the flashing if Ricky can't be out soon. Work on the roof will also start next week.

4. *Policy* -- Victoria handed out copies of the by-laws with all the changes. There was no discussion. Janet moved to accept all the changes, and Terri seconded. The motion passed unopposed. Janet and Marcie will sign a clean copy. David will keep a copy and file one with the State Library.

5. *Expansion* -- Victoria handed out copies of the RFP with the updates to the Terms and Conditions. John Bennett had reviewed the TaC instead of Mike Brown and made some additional suggestions. Victoria will incorporate those suggestions and send the new document to Garrey and Janet for final review, then the RFP can be posted. Janet moved to accept the RFP as written but also with the changes from Mr. Bennett and then will post it soon after. Randi seconded, and the motion carried unopposed.

J. Old Business

None.

K. New Business

Maureen showed copies of her new book, *Washington, VA: A History, 1735-2018*. It is available for \$10 on Amazon. She wants to have copies in surrounding county libraries as well as the Library of Congress and the Virginia State Library. Rappahannock Library will also add copies to its collection.

L. Open Discussion

None.

M. Adjournment -- Victoria moved to adjourn, and Janet seconded. The motion passed unopposed, and the meeting ended at 5:29pm.

The next meeting will be October 24, 2019 at the Library.

Submitted by Marcie Brandriff, Secretary

Signed _____ Dated _____
President