

Minutes
Rappahannock County Library
Library Board
October 24, 2019

A. Call To Order

President Janet Davis called the meeting to order at 4:32pm.

B. Confirmation of Quorum

Present: Library Board members Marcie Brandriff, Garrey Curry, Janet Davis, Victoria Fortuna, Beth Gainer (arrived 4:45), Maureen Harris, 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: Debbie Knick.

C. Approval of the Agenda

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

D. Minutes From The Last Meeting

Randi moved to accept the minutes from the September 26, 2019 meeting, and Victoria seconded. The motion carried unopposed with Garrey abstaining.

E. Public Comment

Bill reminded everyone of the Friends of the Library reception at the Book Barn on Saturday October 26 from 9-4.

F. Report of the President

Janet mentioned that the Comcast cable is still haphazardly sticking out of the ground at the bottom of the driveway. Garrey offered to contact them to coil it up and move it out of the way.

G. Report of the Librarian

1. *Bibliostat* -- David said he is in the middle of compiling statistics for *Bibliostat*, the annual report showing where the state aid money has gone. It is due November 22, and Victoria asked that a copy be sent to all Board members when finished. Maureen would like it to be an agenda item at the January meeting, by which time it should have been approved by the state.
2. *Teen Program Update* -- Amanda shared that there will be a Game and Movie Night for teens on Halloween, and the teens will also have a car at the PTO Trunk or Treat event at the elementary school on Saturday October 26. There is also a Halloween-themed story time on October 31.

H. Report of the Treasurer

Debbie was absent, but she had provided copies of the budget report. David said the budget is tracking on point. The roofer has been paid half of his costs. The monthly e-rate cost for the Internet has been settled. It will be applied monthly, and the library will get a bill for the remainder not covered. Garrey mentioned that the boiler will need repair before use.

I. Committee Reports

1. Finance -- none

2. Personnel -- Steve from Baker Tilly has been in contact with the staff. They are working on their initial questionnaires, due October 25. Each staff member will then be contacted by phone, and Baker Tilly will move from there. They hope to have the report done by early December. Victoria asked about when a good time would be to meet with the Board of Supervisors with the results of the study, and Garrey suggested February, during budget season. Victoria asked for Library Board members to send her ideas by November 7 about what else should be included in this first annual report to the Supervisors, and Terri and Maureen volunteered to form an *ad hoc* committee with Victoria and David and/or other staff to put the report together. Ultimately this report will also be made public.

3. Building and Grounds -- *Entryway* -- Amanda and David powerwashed the outside of the front entrance.

Randi shared that Early's had to install some subflooring in the office at a cost of \$375. They also threw in some free floor and carpet cleaners. Southern States topped off the oil. The Jamieson Room will be painted, thanks to the Friends, with the AV equipment installed soon after.

4. Policy -- none

5. Expansion -- *RFP Update* -- David has gotten a good response to the RFP. November 6 is the deadline. He also had a copy of the *American Libraries* magazine annual design showcase issue and urged the Board to take a look. It is also available online.

J. Old Business

None.

K. New Business

1. *Terms of Office* -- Two members have terms ending December 31. Garrey shared that the Board of Supervisors is drafting a policy for advertising for such positions and said that incumbents wishing to return should contact their representative. He also said a letter from the Library Board President to explain the Board's preference in allowing incumbents to return would be appropriate. Much discussion ensued, in which most members agreed that endorsing particular current members was not a good idea but that stating the position of considering incumbents over appointing new members was desirable. Continuity is important with a building project in the works, and it also happens that these two current members have not served a full term yet as both were appointed to finish terms of members who had resigned. Beth moved to allow Janet to write such a letter, and Randi seconded. The motion passed unopposed with Maureen abstaining.
2. *Nov/Dec Meeting Date* -- There was much discussion on when to have the next meeting since Thanksgiving and Christmas interfere with the regular schedule. David and Amanda consulted the library meeting room calendar, and everyone settled on Thursday December 5 at 4:30.

L. Open Discussion

None.

M. Adjournment -- Beth moved to adjourn, and Garrey seconded. The motion passed unopposed, and the meeting ended at 5:48pm.

The next meeting will be December 5, 2019 at the Library.

Submitted by Marcie Brandriff, Secretary

Signed _____ Dated _____
President