

Minutes
Rappahannock County Library
Library Board
December 5, 2019

A. Call To Order

President Janet Davis called the meeting to order at 4:33pm.

B. Confirmation of Quorum

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

C. Approval of the Agenda

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

D. Minutes From The Last Meeting

Garrey moved to accept the minutes from the October 24, 2019 meeting, and Victoria seconded. The motion carried unopposed.

E. Public Comment

Bill said the Friends' Book Barn anniversary party held on October 26 raised about \$300. He thanked the Library Board members who helped spruce up the Book Barn beforehand. The hours for the Book Barn are Saturdays from 9-3. The Friends have sent out their annual appeal and have received about \$7000 so far, which is more than last year.

F. Report of the President

Garrey asked about the Comcast cable at the end of the driveway. Janet responded that her husband had rolled it up out of the way. Janet and Victoria are working on a brochure/presentation to share with the Board of Supervisors. Janet will continue working with David on incorporating statistics. Two Library Board members (Debbie and Maureen) were reappointed by the Supervisors, and their new terms will end Dec. 31, 2023.

G. Report of the Librarian -- Christmas Storytime -- Amanda will be hosting a Christmas storytime next week, which includes a visit from Santa. There will be a teen game night in January, and the planning meetings are going well. She went to Literacy Night at the elementary school. Her book character game was well-attended. She also recently completed online training from the Library of Virginia on making libraries dyslexia-friendly.

H. Report of the Treasurer

Debbie was absent, but she provided copies of the budget report. Garrey said that he spoke with Debbie earlier in the day. He pointed out the elevated expenses in the Repair and Maintenance line and passed on Debbie's recommendation to transfer \$17,000 from Strategic Planning to cover repair, phone, and Internet costs. After discussion the Board decided to table a decision on the transfer until the next meeting. Meanwhile, David will meet with Debbie to clarify the specifics of the transfer. Debbie also got the final reimbursement amount that the Library Board needs to pay to the County for expenditures in 2019, which is \$54,793.52. Garrey moved to allow Debbie to transfer funds from the investment account, and Janet seconded. The motion passed unopposed.

I. Committee Reports

1. Finance -- none

2. Personnel -- Compensation Study Update -- Victoria has been in contact with Steve from Baker Tilly. Some of the counties targeted for salary comparison have not yet responded to his request for data, so the draft report has not been done yet. Garrey will try to use his contacts in those counties to get the information. Since Rappahannock County is also doing a study with BT, Victoria has said to Steve that the library staff should ultimately be part of that same compensation scale.

3. Building and Grounds -- The Jamieson Room has been painted. David mentioned that a patron was concerned that there is no handrail leading up the steps to the outside book drop. Janet will look into the process of installing one, and David can check with Ricky. Terri asked about getting a stand-alone book drop that would sit away from the building to prevent harmful or hazardous devices tossed in and damaging the building. David and Amanda will price them.

4. Policy -- none

5. Expansion -- RFP Update -- Garrey reported that the Expansion Committee met and with combined rankings from each member plus David, came up with four firms. The Committee recommends that the Board invite those four firms to give presentations to the Committee in a closed session. (Other Board members and library staff would be welcome to attend but as observers only. Although David, as purchasing agent, can participate.) There was a discussion on the next process of selection and the total amount of the project. Janet moved to accept the recommendation of the Expansion Committee of the four firms. Victoria seconded, and the motion passed unopposed. Janet then moved for the Committee to hear presentations from the four firms, with the date and time of the meeting(s) to be made

available to other Board members and library staff. Victoria seconded, and the motion passed unopposed. If other firms had responded to the RFP but were not in the top four, David will notify them. Garrey and David will work out a notification process to invite the four chosen firms to give presentations and will schedule that Committee meeting.

J. Old Business

None.

K. New Business

None.

L. Open Discussion

None.

M. Adjournment -- Garrey moved to adjourn, and Janet seconded. The motion passed unopposed, and the meeting ended at 5:43pm.

The next meeting will be January 23, 2020 at the Library.

Submitted by Marcie Brandriff, Secretary

Signed _____ Dated _____
President