

Minutes
Rappahannock County Library Board
February 27, 2020

A. Call To Order

President Victoria Fortuna called the meeting to order at 4:30 pm.

B. Confirmation of Quorum

Present: Library Board members Garrey Curry, 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.

Absent: Janet Davis

Visitor/Public: Steve Miner

C. Approval Of The Agenda

Garrey moved to approve the agenda. Randi seconded. The motion passed unopposed.

D. Minutes From The Last Meeting

Maureen moved to accept the minutes from the January 23, 2020 meeting. Terri seconded. The motion carried unopposed.

E. Public Comment-None

F. Report Of The President

Victoria relayed that Janet Davis did a wonderful job presenting information regarding the Library Board's work to the County Board of Supervisors.

G. Report Of The Librarian

David explained the new Who-Fi system which should start the week of March 2nd. This system will allow the Library to track Wi-Fi usage twenty-four hours a day. It will allow for custom reports to be created. The system will mask IP addresses for privacy, but will identify and list return users, session length, and session dates. The state requires the Library to give an accounting of Wi-Fi usage annually. This system will help provide accurate data for that report and will allow for monthly reporting of usage to the Library Board. David will check to see if VPN's affect the return user data. The service will cost \$950 a year.

David provided a “State of America’s Libraries 2019” document to the Board members as general information.

Amanda reported that the children’s programming is progressing well and that the teen activity group is meeting once or twice a month.

H. Report Of The Treasurer

Debbie passed out her report, which included the budget for FY2021. She noted that repair and maintenance, telephone service, internet, and office supplies expenses were over budget. She noted that the FY2021 budget reflected the adjustments approved at the last meeting.

The Board discussed the possibility of getting an e-rate for internet phones/phone service, which could possibly reduce telephone expenses. David will look into it this option.

I. Committee Reports

1. Finance-None

2. Personnel

Steve Miner of Baker and Tilly presented the completed Personnel Compensation Study to the Board. He provided a printed copy of the study and of a power point presentation to each Board member. As part of the presentation he discussed the methodology used to collect and analyze data. The study classified each library position, developed a pay scale, and provided recommendations for changes. Mr. Miner answered questions from Board members and received requests for documentation used for the study. He will send the requested information to the Board. David will provide the Board with the PAQ’s used for the study.

A special Library Board meeting is scheduled for March 6th 4:30 pm. This meeting will be used to discuss the approval/denial the implementation measures suggested by the compensation study.

3. Buildings And Grounds-None

4. Policy-None

5. Expansion

The Library Board Expansion Committee reviewed proposals, presentations, additional questions, and references from the firms which responded to the RFP.

Garrey, as Expansion Committee Chair, proposed that Enteros Design be accepted as the Library Board of Trustees top ranked offeror for RFP#20-01L and authorize the purchasing agent to begin negotiations with them pursuant to the competitive negotiation process included in the

Code of Virginia (2.2-4302.2). Beth motioned to accept the proposal and Maureen seconded. The motion carried unopposed.

Once an agreement is received from Entros Design, Victoria will start with working on the agreement in preparation for negotiations.

David will send notifications to the firms regarding our current situation.

J. Old Business-None

K. New Business

Garrey motioned that the Library Board conduct regularly scheduled meetings every month, Terri seconded. The motion carried unopposed.

Terri motioned that all Board members report to the president annually regarding the number of hours given to Board work outside of regular and committee meetings. Randi seconded. Beth abstained. The motion carried unopposed.

L. Open Discussion-None

M. Adjournment

Terri moved to adjourn, and Garrey seconded. The motion passed unopposed, and the meeting ended at 6:25 pm.

The next meeting will be March 6, 2020, 4:30 pm at the Library.

Submitted by Beth Gainer, Secretary

Signed _____ Dated _____

President