

Minutes
Rappahannock County Library Board
Meeting
May 28, 2020

A. Call To Order

Victoria Fortuna called the electronic meeting to order at 4:30 pm, pursuant to the continuity of government ordinance adopted by the Board of Supervisors dated May 13, 2020.

B. Confirmation of Quorum

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

Present: Staff- Library Director David Shaffer, Interim Library Director/Youth Services and Children's Librarian Amanda Weakley.

Public: None

C. Approval Of The Agenda

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

D. Disposition of Minutes

Janet moved to accept the minutes from the April 23, 2020 meeting. Garrey seconded and the motion passed unopposed.

E. Public Comment-No comment

F. Report of the President

Victoria noted that Bill Dietel had resigned from the Board. The Board thanked David for his service and wished him well in his new position in the Fairfax Library System.

G. Report of the Librarian

Amanda reported that curbside services were started on Tuesday May 26th, with at least 50 check outs. Overdrive usage for April was 331 and for May (to the 27th) it is 319. It was noted that the use of Overdrive was up from the same period last year. Wi-Fi usage in April averaged 47 unique users per day, and for May (to the 27th) it averaged 42 unique users per day. The library has received 133 reference questions/referrals via phone, email, and Facebook in April and 199 for May (to the 27th). Since the library's closure there have been 627 items circulated and 2109 items weeded from the collections (based on circulation and condition of items). The start of the summer reading program has been postponed to June 15th and the program will be extended to

August 14th. Summer special programming has been cancelled and will be rescheduled at a later date. The library has been prepping for phase 2 of the reopening including removing items (toys, chairs, etc...), purchasing sanitizing supplies, creating new rules for patrons, and creating new procedures for staff.

H. Report Of The Treasurer

Debbie presented her report for FY2020 up to 5/31/2020. The report represents a reallocation of \$7269 from books/collections to salaries due to the covid-19 allowances.

I. Committee Reports

- Personnel/Search Committee Report
 - The Committee continues to receive applications for the director position and is planning on speaking with applicants soon, possibly by zoom. Once the top 4 applicants are selected, interviews with the full board will be scheduled.
- Expansion Committee Report
 - The Committee received the preliminary contract from Enteros to review.
- Building and Grounds Committee Report
 - none
- Finance Committee Report
 - none
- Policy Committee Report
 - none

J. Reconstitution of Committees

Victoria appoints/reappoints the following individuals to their respective committees:

Finance Committee-Janet, Maureen, Debbie (Chair)

Personnel Committee-Beth, Randi, Victoria (Chair)

Search Committee-Maureen, Terri, Victoria, Randi

Buildings and Grounds- Janet (Chair), Debbie, Randi

Policy Committee-Garrey, Maureen (Chair), Terri

Expansion Committee-Beth, Debbie, Terri (Chair), Victoria

K. Old Business

None

L. New Business

The Board members were asked to spread the word about the open Board position to individuals who may have skills/experience that will assist the Board, as the position will be advertised in June. Garrey will send Victoria the previous ad created for Board members so that it may be determine if any additional wordage should be added to the new advertisement.

Janet move to appoint Amanda as the FOIA officer for the library and complete the training, if needed. Garrey seconded and the motion moved unopposed.

M. Open Discussion

None

N. Adjournment

Beth moved to adjourn the meeting. Janet seconded and the motion passed unopposed. The meeting was adjourned at 5:24 pm.

The next meeting will be June 25, 2020, 4:30 pm at the Library.

Submitted by Beth Gainer, Secretary

Signed _____ Dated _____

President