

Minutes  
Rappahannock County Library Board  
Meeting  
July 23, 2020

*A. Call To Order*

Victoria Fortuna called the electronic meeting to order at 4:30 pm in the library meeting room.

*B. Confirmation of Quorum*

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

Janet moved to accept Library Board member Judy DeSarno by electronic teleconference participation pursuant to the Library Board's electronic participation policy adopted by the by the Library Board dated March 27, 2020. Randi seconded and the motion passed unopposed.

Judy participated via electronic teleconference from her home in Washington Virginia for medical reasons.

Staff present: Interim Library Director/Youth Services and Children's Librarian Amanda Weakley and Library Aid Denise Kruczynski.

Public present: None

*C. Approval Of The Agenda*

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

*D. Disposition of Minutes*

Terri moved to accept the minutes from the June 25, 2020 meeting. Maureen seconded and the motion passed unopposed.

*E. Public Comment*

Denise Kruczynski spoke about her concerns regarding the upcoming hiring of a new Library Director. She expressed apprehension about bringing in an unknown individual during the COVID-19 outbreak as she and Amanda are currently at higher risk for the virus. She also expressed her appreciation for Amanda and recommended that she be hired for the position due to her work/educational experience and dedication to the Library.

*F. Presentation from Stephanie Heintzleman of VACORP*

Stephanie Heintzleman from VACORP provided information regarding the County's general liability policy, under which the Library is covered, and its coverages through electronic connection. She answered questions from the Board members to clarify the policy.

During the discussion, the Board noted that the Library's fine arts should be valued and sent to the insurance company to be listed on the policy. Amanda will look into the fine arts that have been loaned to the Library to determine if any actions need to be taken regarding the Library's liability for these loans.

### *G. Report of the President*

Victoria welcomed Judy to the Board as the newest member. Victoria resigned from the Expansion Committee and appointed Judy to the Expansion Committee and Finance Committee.

### *H. Report of the Librarian*

Amanda presented her report with updated statistics for OverDrive, WiFi, reference questions, circulation, and average number of patrons per day. She noted that participation in the youth/children's summer reading program has been dramatically reduced from its numbers in 2019 (30 vs. 127). The summer program will end on August 14<sup>th</sup>.

She also noted that the Library's state aid was increased from the previous year (\$59,426 vs. \$48,886) and that the Friends of the Library have closed the book barn.

### *I. Report Of The Treasurer*

Debbie presented the end of year report for FY20. She noted that the Library Board will need to move \$31,526.30 from the investment to cover the shortfall in revenue vs. expense. She also presented the first month's report for FY21 and the investments' profile reports.

Debbie provided the Library Board with an Employee Benefit Package memo created on August 5, 2003 by John W. McCarthy which outlines the County employee leave allowances and maximum accruals. She explained that the Library staff had recreated their leave over the past several years to determine their current accruals, since the previous Library Director had not reported these accruals to the county each year. Amanda's current accruals are: vacation-248 hrs, sick-812 hrs. Denise's current accruals are: vacation-248 hrs, sick-940 hrs.

### *J. Committee Reports*

- Personnel Committee -Victoria presented the Annual Performance Review document to the Board members and recommended that the Board adopt the document. Judy recommended that an additional question regarding the employee's greatest achievement for the year be added to the document.

Judy moved that the Board adopt the Annual Performance Review document, with the additional question. Janet seconded and the motion passed unopposed.

After discussion, the Board determined that the performance reviews should be completed by February 1<sup>st</sup> of each year. After the completion of the reviews, the chair of the Personnel Committee will bring any recommendations to the Board. Maureen will create a Performance Review Policy and present it to the Board.

- Search Committee -The top six candidates for the Library Director position were contacted, two of which had already found other positions. The remaining four candidates were interviewed by the Committee via Zoom and found to be competent for the position.

Terri moved that the Board request in-person interviews with all four applicants before the Board and set dates for these interviews. Victoria seconded and the motion passed unopposed.

Beth will create a doodle poll, to determine dates and times (1.5 hr slots) for the interviews in which Board members would be available to attend. She will then give the top dates and times to the Selection Committee to setup appointments.

Maureen expressed her concerns regarding the probability of lengthy discussions and Board members influencing each other's opinions during the selection of the top candidate.

- Expansion Committee - The Expansion Committee met with Gil from Enteros (via zoom). He answered questions from the Committee regarding the preliminary contract and Enteros' methods for moving forward during COVID-19. Gil sent a revised schedule to Victoria noting that payment would be a "pay as you go" situation and that the Board will not be charged for work not yet done.

Judy will ask Rick Lessard to take a look at the contract and RFP and give his professional opinion on issues/amendments that should be made.

- Building and Grounds Committee –Janet reported that the outside lights were not working when she visited one evening, but they have been reported and it is believed that they are fixed at this time. It was also noted that the T12 ballasts inside the Library continue to fail; however, with the pending renovation, maintenance expenses will be minimized to the greatest extent possible and wholesale replacement of the lights will not be pursued until the renovation project.
- Finance Committee Report-No additional report
- Policy Committee Report-No additional

### *K. Old Business*

No Old business

*L. New Business*

Janet moved that the Library retroactively adopt the Employee Benefits Package as noted in the memo to Rappahannock County employees dated August 5, 2003 by John W. McCarthy. Victoria seconded and the motion passed unopposed.

Janet moved that the Library accept the balances for the employee's accrued leave as documented and presented by Debbie. Terri seconded and the motion passed unopposed.

Beth noted an error in the title of the minutes over the past couple of months. She will make the correction to the title and provide an updated copy of the minutes to Amanda for the binder.

Janet noted that Bill Dietel has created a 501c3 to help fundraise for the library. It is currently at the state level waiting approval.

Victoria explained her search for a lawyer/law firm to represent the Library Board, since she was advised by the County to seek separate representation for the Library. She primarily looked for lawyers which had experience representing local government entities but which were not entrenched in Rappahannock County government. She presented two lawyers' CVs to the Board members for their information. She recommended the Board to take on Sharon Pandak with Greehan, Taves & Pandak as counsel.

Garrey moved that under the Library Director recommendation, the Library Board President and Vice President, together, be empowered to engage counsel up to \$2,000, above which a full Board approval would be needed. Judy Seconded and motion passed unopposed.

Janet moved to authorize Victoria to engage Greehan, Taves & Pandak per the agreement dated July 23, 2020 as counsel to the Library Board. Judy Seconded and the motion passed unopposed.

*M. Open Discussion*

None

*N. Adjournment*

Janet moved to adjourn the meeting. Terri seconded and the motion passed unopposed. The meeting was adjourned at 6:29 pm.

The next meeting will be Aug 4, 2020, 6:00 pm at the Library, for the process of interviewing Director applicants.

Submitted by Beth Gainer, Secretary

Signed \_\_\_\_\_ Dated \_\_\_\_\_

President