

Minutes
Rappahannock County Library Board
Meeting
August 27, 2020

A. Call To Order

Victoria Fortuna called the meeting to order at 4:32 pm in the Library's meeting room.

B. Confirmation of Quorum

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

Judy moved to accept Library Board member Janet Davis by electronic teleconference participation pursuant to the Library Board's electronic participation policy adopted by the Library Board dated August 5, 2020. Terri seconded and the motion passed unopposed.

Janet participated via electronic teleconference from Bath County, VA for personal reasons.

Staff present: Library Director Amanda Weakley.

Public present: Christine Smith-County Board of Supervisors; Rachel Needham-Rappahannock News.

C. Approval Of The Agenda

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

D. Disposition of Minutes

A correction to the July 23, 2020 meeting minutes was proposed, to reflect that the general liability policy discussed by Stephanie Heintzleman belongs to the County and not the Library; however, the Library is covered by this policy.

Judy moved to accept the minutes from the July 23, 2020 meeting with the proposed correction. Maureen seconded and the motion passed unopposed.

Garrey moved to accept the minutes from the August 4, August 5, August 11, and August 12, 2020 interview meetings. Janet seconded and the motion passed unopposed.

E. Public Comment

No Comment

F. Report of the President

Victoria noted that Bill Dietel's foundation for Library fundraising has been created and is currently waiting on IRS approval.

G. 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 has met with other library directors in region 6 to discuss current library issues and how they are being handled. She noted some of the similarities and differences of these issues in regards to those affecting our Library. Due to recent studies, Amanda has extended the quarantine time for material returns from 3 to 7 days. She has submitted a request for reimbursement from the Board of Supervisors through the CARES Act for \$1,174.93 worth of expenditures. She noted the low numbers of children that participated/completed the summer reading program and mentioned that some rewards were still available to children who complete their reading, even after the deadline.

H. Report Of The Treasurer

Debbie presented her report for year to date FY21 report and investments' profile reports. In addition, she requested approval for the transfer of \$31,526.30 from the investments to the County general funds account, due to the Library's expenditures for FY 2020 exceeding revenue appropriated by the Library by this amount.

Judy moved that the Board approve the transfer of \$31,526.30 from the investments to the County general funds account. Randi seconded, and the motion passed unopposed.

I. Committee Reports

- Personnel Committee -Victoria reported that Amanda accepted the position of Library Director starting September 1, 2020. She notified the other three top candidates that the position had been filled.
- Expansion Committee – Judy reported that Rick Lessard gave recommendation regarding the contract from Enteros. These included having clear explanations regarding budgets and timelines included in the contract. Judy also reported that Bill Dietel has created a foundation to fundraise for capital costs for the Library. The foundation is waiting on IRS approval, but can currently take in donations. Judy noted that there may be a possible option of land use in Little Washington on the “Black Kettle” land owned by Chuck Akre. Mr. Akre is leasing a portion of this land to the Rappahannock Food Bank for \$1 a year. There is a possibility he may be willing to make the same deal to the Library. Judy and Victoria will try to meet with Mr. Akre to discuss this option. Regarding the Enteros's contract, Judy and Victoria spoke with the Library's attorney who will draft a letter to Enteros regarding where the Library currently stands in regards to the project and the need of having the environmental scan done before any other work is initiated. The letter will also include the desire for budgets and timelines to be included in the contract.

The Director, Board President, and Vice President approved the engagement of the Library's legal counsel up to \$2000.

- Building and Grounds Committee –Janet reported that there maybe an individual living in his van and “living” on the porch. This was just for informational awareness.
- Finance Committee Report-Debbie suggested that the Board allow the Director to transfer budgeted funds between line items excluding salaries and benefits, strategic planning, and books. She recommended limiting the amount to 25% of remaining budget line amounts. This will give the Director flexibility in the budget line amounts without additional approval.

Garrey moved that the Board empower the Director to transfer budgeted funds between line items excluding salaries, benefits, and strategic planning. Victoria seconded and the motion passed unopposed.

- Policy Committee Report-No report.

J. Old Business

Victoria asked the Board to adopt the following resolution:

Resolved, that the Library Board of Trustee's July 23, 2020 adoption of the “August 5 2003 Adopted Employee Benefits Package authored by John W. McCarthy” is hereby rescinded effective immediately.

This resolution was put forth due to the discovery of the existence of a conflicting an older (1994) active policy regarding employee benefits.

Maureen moved to adopt the resolution. Judy seconded and the motion passed unopposed.

The Board discussed the differences between the Library's 1994 policy's leave allowances and the County's policy's leave allowances along with other issues that needed clarity/amendments. Victoria will create a draft of amendments to the 1994 policy and will provide it to the Library Board at least 7 days prior to the next Board meeting.

Victoria asked the Board to adopt the following resolution:

Resolved, that the Rappahannock County Library Board of Trustees hereby requests that the Rappahannock County Board of Supervisors adopt a Parental Leave Policy in accordance with the Commonwealth of Virginia's Executive Order Number 12 dated the 25th of June, 2018, effective October 1, 2020, for all employees of Rappahannock county, including Library employees.

Judy moved to adopt the resolution. Terri seconded the motion passed 7 Aye (Beth, Terri, Randi, Victoria, Maureen, Janet) to 2 Nay (Garrey, Debbie).

K. New Business

Amanda presented the description of the Youth Services Librarian position and recommended that its possible salary should fall within the 13-14 range from the Baker Tilly's assessment. She conducted research regarding similar job postings in surrounding areas to compare the position requirements/descriptions and salary offerings.

Victoria moved that we hire the new Youth Services Librarian at grade 13 and advertise at \$35,000 minimum salary. Judy seconded and the motion passed unopposed.

The Board discussed the current and proposed salaries for all Library staff to see if the current salary budget would cover these costs or if the Library would need to request additional funds from the County. No action was taken at this time.

Amanda will advertise for the position of Youth Services Librarian.

L. Open Discussion

Judy asked if the Board could have a fundraising committee which could include non-Board members. It was noted that there could be an ad hoc, non-official committee, of 2 or less members. It was also noted that no more than two Library Board members should be on any committee formed by Bill Dietel's fundraising foundation.

M. Adjournment

Janet moved to adjourn the meeting. Judy seconded and the motion passed unopposed. The meeting was adjourned at 6:38 pm.

The next meeting will be Sept 24, 2020, 4:30 pm at the Library.

Submitted by Beth Gainer, Secretary

Signed _____ Dated _____

President