

Minutes
Rappahannock County Library Board
Meeting
September 24, 2020

A. Call To Order

Victoria Fortuna called the meeting to order at 4:33 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, Janet Davis (arrived late at 4:40).

Staff present: Library Director Amanda Weakley.

Public present: None

C. Approval Of The Agenda

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

D. Disposition of Minutes

Judy moved to accept the minutes from the August 27, 2020 meeting. Victoria seconded and the motion passed unopposed.

E. Public Comment

None

No Comment

F. Report of the President

Victoria met with Chuck Akre and discussed the possibility of relocating the Library to his Black Kettle property. Mr. Akre will develop a proposal for the Library Board to consider.

Victoria's husband made a directional sign, which has been installed, instructing patrons regarding the one way drive for the Library.

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 reported her completion of a session of New Director Orientation training (ongoing) and a training on De-Escalating Difficult Covid-19 customer behaviors.

- She stated that Bibliostats has opened and she is currently preparing all the information needed to report to the State to receive funding for this fiscal year.
- She reported that the County's VACORP fine arts coverage amounts to \$10,000,000 minimum. Due to this policy, no additional coverage will be sought, at this time, for the Library.
- Amanda noted that she has advertised the Youth Services Position and has received 3 applicants to date. She will try advertising in additional locations to promote this opening.
- Amanda stated that she is creating a take home story time packet for children that will include a book that they can keep.
- She advised the Board that the Friends of the Library are starting their letter fundraiser on September 30, 2020.
- Amanda discussed her leave plan which includes additional duties for Denise. These duties have been relayed to and accepted by Denise. Amanda has empowered Denise to sign invoices and performed additional administrative duties. Along with Denise, some volunteers will be working to assist with the Library's workload while Amanda is on leave. Her initial plan is to be out for 8-12 weeks.
 - Judy motioned that during the time that the Library Director is out on family medical leave that Denise's salary be increased by \$500 month, prorated by pay period for Interim Director duties. Victoria seconded and the motion passed unopposed.
- Amanda passed on the responsibility for the Library Board's meeting folders to Maureen who will make copies of any needed documents and provide them, in the folders, to the Board members at each full Board meeting. Regarding these and other documents, a discussion was had regarding which records need and should be kept by the Library Board. It was determined that only official Board records would be retained according to LVA records management retention schedules. Beth with reach out to Lauren May to confirm which schedules apply to the Board.

H. Report Of The Treasurer

Debbie presented the year to date FY21 report and investments' profile reports. She noted that the transfer from the investments of \$31,526.30 was made to the County, which was reflected in the investment balance.

I. Committee Reports

- Personnel Committee -Victoria motioned that we adopt Amendment 1 to the Rappahannock County Library Personnel Policy (adopted April 19, 1994) as distributed on September 14th, 2020 via email to all Board members. Janet seconded and the motion passed unopposed.
- Expansion Committee – Judy reported that she spoke with Gil from Enteros about the first stage of the contract. She noted that if the Board adds a second site (Black Kettle) to the proposal, there will be a minimum additional cost of \$5000. The cost will increase if the site prep work is not completed by Mr. Akre. The possible addition of the Black

Kettle site to the contract will be considered by the Board after the proposal from Mr. Akre is received. Judy noted that she will have the attorney finish her review of the current contract and any possible additions (Black Kettle site) to provide the Board with a completely reviewed contract as soon as possible.

- Building and Grounds Committee –Garrey noted that the Library’s boiler will be serviced next week.
- Finance Committee Report-No report.
- Policy Committee Report-No report.

J. Old Business

None

K. New Business

A draft of the Library’s 5-year and Strategic Plan was provided to the Board members to review. Any changes/suggestions to the document will be sent to Janet prior to the next Board meeting.

L. Open Discussion

None

M. Adjournment

Terri moved to adjourn the meeting. Judy seconded and the motion passed unopposed. The meeting was adjourned at 6:08 pm.

The next meeting will be Oct 22, 2020, 4:30 pm at the Library.

Submitted by Beth Gainer, Secretary

Signed _____ Dated _____

President