

Minutes
Rappahannock County Library Board
Meeting
October 22, 2020

A. Call To Order

Victoria Fortuna called the meeting to order at 4:34 pm in the Library's meeting room.

B. Confirmation of Quorum

Library Board members present: Judy DeSarno, Beth Gainer, Terri Sidrow, Randi Shumate, Victoria Fortuna, Maureen Harris, and Garrey Curry.

Library Board members absent: Debbie Knick, Janet Davis.

Staff present: Denise Kruczynski, Acting Library Director.

Public present: None

C. Approval Of The Agenda

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

D. Disposition of Minutes

Judy moved to accept the minutes from the September 24, 2020 meeting. Victoria seconded and the motion passed unopposed.

Maureen moved to accept the minutes from the October 14, 2020 meeting. Victoria seconded and the motion passed unopposed.

E. Public Comment

None

F. Report of the President

No report

G. Report of the Librarian

Denise reported the following:

- Amanda has submitted the first round of reports to Bibliostats and has submitted e-rate forms.
- Amanda has completed her new director training with the Library of Virginia.
- Amanda completed a take home story time activity packet for children, which included a book and a small pumpkin. All packets have been given out.

- Amanda is looking into grants for upgrading the Library's ILS and computers.
- Maureen has volunteered to assist Denise to cover times when she may need to be out of the Library during open hours.
- Denise will purchase an answering machine to allow patrons to leave messages and to let people know the hours and days of operation.
- The Library's open days total checkouts for October (to date) are 703.
- The Library's closed days total curbside checkouts for October (to date) are 201.

Victoria will reach out to Amanda to request that her Library email account be automatically forwarded to Denise.

H. Report Of The Treasurer

Debbie was absent but provided the year to date FY21 report and investments' profile to the members prior to the meeting. In the report, it was noted that the Library received a bequeath [from Barbara Scherer] for \$74,190.13 which has been transferred into the investment fund. These funds are unrestricted.

I. Committee Reports

- Personnel Committee -no report
- Expansion Committee – no report
- Building and Grounds Committee –Garrey noted that a uv ionization air purification system was installed in Library by the County using CARES act funds.
- Finance Committee Report-No report.
- Policy Committee Report-Maureen provided a list of all current Library policies, including their revision/reaffirmation dates to the Board members. All policies are now available to the public by hard and electronic copy (flash drive) located in a binder in the Library. Policies which need revision will be addressed when Amanda returns from leave.

J. Old Business

Review of Strategic and 5 Year Plan-A copy of Strategic and 5 Year Plan draft was provided to the Board members. Any comments/changes will be sent to Janet and the plan will be reassessed at the December meeting.

Review Comments on the Enteros Contract-Victoria noted some of her concerns regarding the contract and letter provided by Enteros. Utilizing this contract and other blank contracts, Victoria will create a new contract that will address the issues/omissions found in the current contract. A

draft of this contract will be sent to the Board members in December/January for discussion at the January meeting.

K. New Business

Judy moved that an additional \$5000 be allotted to be spent on legal services for the expansion project at the Library Board president's discretion. Garrey seconded and the motion passed unopposed.

L. Open Discussion

It was noted that the term for three of the Board members (Janet, Randi, Terri) will expire at the end of 2020.

M. Adjournment

Judy moved to adjourn the meeting. Victoria seconded and the motion passed unopposed. The meeting was adjourned at 5:57 pm.

The next meeting will be December 3, 2020, 4:30 pm at the Library.

Submitted by Beth Gainer, Secretary

Signed _____ Dated _____

President