

Minutes
Rappahannock County Library Board
Meeting
Dec 3, 2020

A. Call To Order

Janet Davis called the meeting to order at 4:33 pm in the Library's meeting room.

B. Confirmation of Quorum

Library Board members present: Janet Davis, Judy DeSarno, Beth Gainer, Randi Shumate, Maureen Harris, Garrey Curry, and Debbie Knick (joined at 4:37 pm).

Library Board members absent: Victoria Fortuna, Terri Sidrow.

Staff present: Denise Kruczynski, Acting Library Director.

Public present: Chuck Jackson, MadRap Reporter.

C. Approval Of The Agenda

Garrey moved to approve agenda with an amendment to add a discussion of Record Retention to new business. Maureen seconded and the motion passed unopposed.

D. Disposition of Minutes

Garrey moved to accept the minutes from the October 22, 2020 meeting. Judy seconded and the motion passed unopposed.

E. Public Comment

None

F. Report of the President

No report

G. Report of the Librarian

Denise reported that in November 1200 items were checked out and 379 patrons utilized the Library. This patron use is down from November 2019 when it was 1108 patrons.

H. Report Of The Treasurer

Debbie provided the year to date FY21 report and investments' profile to 11/30/2020. Garrey will send out a letter in December regarding the 2022 budget planning.

I. Committee Reports

- Personnel Committee -no report
- Expansion Committee – Garrey noted that the draft contract for Enteros has been completed by Victoria. Judy will forward it to the Library's attorney for review.
- Building and Grounds Committee –Janet noted that the drains and grates will be inspected by her husband to determine if they need to be cleaned.
- Finance Committee Report-No report.
- Policy Committee Report- No report.

J. Old Business

Review of Strategic and 5 Year Plan- Judy moved to adopt the Rappahannock County Public Library 5-year and Strategic Plan as presented at this board meeting with the ability to correct non-substantive errors or mistakes. Maureen seconded and the motion passed unopposed.

Janet will provide this finalized and adopted document to Victoria who will work with the Library staff to have it submitted to the State.

K. New Business

Records Retention-Beth discussed her research into the records that the Library and Library Board are required to keep according to the records retention schedules provided by the Library of Virginia. Some of these records are kept by the County while some should be retained in the Library office. An audit of the Library and Library Board's records are required to see if they are in alignment with the retention schedules. Beth recommends that the Library Board create a position of Records Officer who can make an initial audit and then continual periodic audits of these records. She recommended that this position be created once Amanda returns from her leave, so that Amanda can assist in locating records currently held in the Library office. This recommendation will be discussed again at the January meeting.

Good-bye and Thanks to Janet Davis- Janet Davis will be leaving the Library Board at the end of her term in December. Janet reminisced about some of her memories on the Board and expressed her continual concern for the Library and her desire to be of assistance in the future. The Library Board thanked her for her work and support of the Library and wished her well in her future endeavors.

L. Open Discussion

None

M. Adjournment

Janet moved to adjourn the meeting. Randi seconded and the motion passed unopposed. The meeting was adjourned at 5:32 pm.

The next meeting will be January 28, 2020, 4:30 pm at the Library.

Submitted by Beth Gainer, Secretary

Signed _____ Dated _____
President