

Minutes
Rappahannock County Library Board
Meeting
January 28, 2021

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, Maureen Harris, Garrey Curry, and Victoria Fortuna.

Library Board members absent: Debbie Knick, Judy DeSarno.

Staff present: Amanda Weakley, Library Director.

Public present: Terri Sidrow, Bill Nenninger

C. Approval Of The Agenda

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

D. Disposition of Minutes

Maureen moved to accept the minutes from the December 3, 2020 meeting. Garrey seconded and the motion passed unopposed (Victoria abstained).

E. Public Comment

No comment

F. Report of the President

Victoria noted that she and Garrey have been working on the Enteros project and have an upcoming Zoom meeting with Enteros to discuss the contract. Victoria also noted that she and Amanda met with Bill Dietel to discuss the future plans of the Library and how Bill's foundation may support these plans.

G. Report of the Librarian

Amanda noted the following in her report:

- The youth services librarian position is close to being filled. The possible candidate does not have a masters in MLS but is interested in pursuing one.

- The Library computers need to be replaced and she is working with the Friends of the Library and applying for a grant to help cover these costs. She is working with Dominion Tech to get an estimate on the computers.
- The FY2020 biblostats will be certified in February.
- The Library received the state grant estimate for funds amounting to \$62,912.
- Amanda completed a LVA course about “What to Expect When You’re Constructing”.
- The 5 year strategic plan has been submitted to the state.
- The statistics for December and January are: Overdrive Dec-257 and Jan-211 checkouts, WiFi Dec-24 and Jan-21 average number of unique users per day, Reference Dec-370 and Jan-481 questions, Circulation Dec-1000 and Jan-811 items, Patrons Dec-413 and Jan-161 (curbside only), Computer users Dec-33 and Jan-0 (Library closed).

H. Report Of The Treasurer

Debbie was absent but provided copies of her FY21 report from year to 1/31/2021, along with the most recent investment and expenditures report to each Board Member.

I. Committee Reports

- Personnel Committee -no report
- Expansion Committee –Victoria reported that the contract has been redrafted and sent to Enteros. She has received some comments back, and there will be a Zoom meeting with Enteros, Garrey, Victoria, and Amanda tomorrow to discuss the comments and the contract.
- Building and Grounds Committee –Garrey noted that the County is currently using its contractors for issues at the library.
- Finance Committee Report-No report.
- Policy Committee Report- No report.

J. Old Business

Records Officer Position/Records Audit:

Beth noted that a records audit needs to be conducted so the Board and Library can be in alignment with the retention schedules provided by the LVA. To conduct this audit and help with future record retainment and destruction, a records officer needs to be appointed. This will be discussed at the February meeting, once new Board members have been appointed.

Maureen provided the Board with a list of historical archived records/documents currently held by the library.

K. New Business

Victoria motioned that the annual meeting of the Board of Trustees be postponed until we have a full Board of Trustees. Garrey seconded and the motion passed unopposed.

Victoria and Amanda decided to keep the library closed until March 1st, this closure will be reviewed at the February meeting.

Victoria and Amanda will start reviewing the Annual Report with the expectation that it will be presented at the Board of Supervisors meeting in April.

Victoria presented the draft budget for review and noted some changes from the FY21 budget. Victoria motioned that we accept the draft budget as it stands. Maureen seconds and the motion passed unopposed (Garrey abstained).

A concern was relayed to Garrey about vehicles parking overnight in the Library parking lot. The Sheriff's department asked for specifics in regards to when and for how long a vehicle can be parked at the Library during the night. It was determined that the Library would not allow overnight parking. Victoria motioned that overnight parking be defined as more than 2 consecutive hours parked in the library's parking lot between the hours of midnight and 5am. Garrey seconded and the motion passed unopposed.

Victoria motioned that the library allow a USPS blue box to be temporarily installed at a location approved by the President and the Director if it is requested by the USPS. Garrey seconded and the motion passed unopposed.

Garrey noted that there was an overpayment made to Denise for her time as Interim Library Director. Garrey moved that we amend Denise's benefit as Interim Library Director to be \$500 a pay period for 2020 and reverse the 2021 payment. Victoria seconded and the motion passed unopposed.

Amanda reported that she will soon finish her part of her yearly evaluation and will provide that to Victoria. Victoria will present it at the next meeting.

L. Open Discussion

Bill Nenninger noted that the Book Barn will follow the schedule of the Library, meaning they will also be closed until March 1st, as of now. He also expressed the desire of the Friends to be taken into consideration by the Board if/when expansion or new construction happens.

M. Adjournment

Beth moved to adjourn the meeting. Victoria seconded and the motion passed unopposed. The meeting was adjourned at 5:35 pm.

The next meeting will be Feb 25, ~~2020~~^{2021 VF}, 4:30 pm at the Library.

Submitted by Beth Gainer, Secretary

Signed



Dated

25 Feb 2021

President