

Minutes
Rappahannock County Library Board
Meeting
July 22, 2021

A. Call To Order

Victoria Fortuna called the meeting to order at 4:30 pm in the Library's meeting room.

B. Confirmation of Quorum

Library Board Members present: Maureen Harris, Victoria Fortuna, Terri Sidrow, Randi Shumate, Debbie Knick, Judy DeSarno, Patti Peterson, and Beth Gainer.

Absent: Garrey Curry

Staff present: Amanda Weakley-Library Director.

Public present: Bill Nenninger.

C. Approval Of The Agenda

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

D. Disposition of Minutes

Patti moved to accept the minutes from the June 24, 2021 meeting. Judy seconded and the motion passed unopposed.

Terri moved to accept the minutes from the June 23, 2021 special meeting. Judy seconded and the motion passed unopposed.

E. Public Comment

Bill advised the Board about a memorial open house, to be put on by the Friends of the Library, for Lois Snead at the book barn on July 23rd from 1-5pm. At 3pm, there will be a reading from one of Lois' books in the meeting room of the Library followed by light refreshments. Three Board members (Terri, Maureen, and Randi) volunteered to attend this memorial service.

The Board wished to express their appreciation for the life and contributions to the Library of Lois Snead. Victoria will express this sentiment in a note to Lois' family which will also be placed on the Library's homepage.

F. Report of the President

Victoria noted that she, along with Judy, will be working with Gil to produce a final draft of the Enteros report for the Board's review. She also spoke with Betsy Dietel about the possibility of a

technical assistance grant to help pay for some of the civil engineering costs relating to the current Library.

G. Report of the Librarian

Amanda noted the following in her report:

- State Aid allocation for FY2022 will be \$70,773.
- She applied for and received a PATH Foundation grant for \$2,500. This will support multiple library events/programs. The first event will be an upcoming community celebration on July 28 from 11:30am-1:30pm. There will be refreshments, raffles, music, and Library information for the community. MooThru ice cream, paid for by PATH, will also be available.
- She attended an ARPA webinar on June 29th.
- She submitted an application for an ARPA Grant for seating and study carrels valued at approximately \$8,900.
- Statistics for July (1-21) are: Overdrive- 258 checkouts; WiFi-28 unique users per day (average) and 721 users for the month; reference questions- 329 questions; circulation-1381 checkouts; patrons-673 (2 curbside only); computers-62 users; non-library meeting room reservations-26.

H. Report Of The Treasurer

Debbie provided copies of her FY22 report from year to 7/31/2021, along with the most recent investment report to each Board Member.

I. Committee Reports

- Personnel Committee -Victoria noted that the committee is waiting on the County's new personnel policies to be passed by the Board of Supervisors before any changes are recommended to be made to the Library's current personnel policies. Victoria will ask Lauren May if it would be advisable to submit accurate job descriptions for the County's new compensation study. Terri moved that the Board request that Amanda create and present new job descriptions for the Library Staff at the September regular Library Board meeting. Victoria seconded and the motion passed unopposed.
- Expansion Committee –No report.
- Building and Grounds Committee – No report. Amanda noted that the bushes were trimmed back and overhanging branches were removed from around the parking lot.
- Finance Committee Report-No report.
- Policy Committee Report- No report.

J. Old Business

Expansion and Renovation Project - Review Report, Next Steps

The Board reviewed the draft report from Enteros and recommended changes to be made for the final draft.

Victoria moved to adopt the draft report as the final space needs report for the Rappahannock County Library as presented on 7/22/21 and further amended by the Board of Trustees. Judy seconded and the motion passed unopposed.

Next steps will be discussed in New Business

K. New Business

The review of the draft memorandum of understanding to be sent to the Friends of the Library will be tabled until the next regular Board meeting.

Expansion and Renovation Project-Next Steps

Judy discussed the next steps of the project which include an engineering site assessment/study of the Library's current location, to determine if this site could accommodate a 12,000 ft renovated building.

Victoria moved that the Board authorize Judy to provide Enteros written notice to authorize the start of phase two with the additional expenditure of \$5000 for the civil engineering preliminary study of the present site. Judy seconded and the motion passed unopposed.

Judy moved that the Board authorize Victoria to pursue a technical services grant for \$5000 to cover the cost of the civil engineering preliminary study of the present site from the Path Foundation. Patti seconded and the motion passed unopposed.

L. Open Discussion

None

M. Adjournment

Maureen moved to adjourn the meeting. Victoria seconded and the motion passed unopposed. The meeting was adjourned at 6:44 pm.

The next meeting will be August 26, 2021, 4:30 pm at the Library.

Submitted by Beth Gainer, Secretary

Signed _____ Dated _____

President