

Minutes  
Rappahannock County Library Board  
Meeting  
September 23, 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 (left 6:13), Victoria Fortuna, Terri Sidrow, Randi Shumate, Debbie Knick, Patti Peterson, Garrey Curry (left 6:13), and Beth Gainer.

Absent: Judy DeSarno

Staff present: Amanda Weakley-Library Director.

Public present: Bill Nenninger.

*C. Approval Of The Agenda*

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

*D. Disposition of Minutes*

Terri moved to accept the minutes from the August 26, 2021 meeting. Maureen seconded and the motion passed unopposed.

*E. Public Comment*

Bill Nenninger reported that the Friends of the Library have sent out approximately 280 letters to donors to solicit donations. He also noted that the Friends plan on planting more flowers around the Library.

*F. Report of the President*

Victoria sent out a summary letter and the Enteros space needs studies to each member of the County Board of Supervisors and to all of the stakeholders who had been invited to the various Enteros community meetings. Victoria did not receive any feedback from members of the Board of Supervisors. However, Garrey received a request for Victoria to present the space needs report and summary letter at the October 4th Board of Supervisors meeting. Victoria will attend the meeting on the 4th at 2pm.

Victoria received a meeting request from the Rappahannock Historical Society. Victoria and Amanda met with Judy and John Tole from the Historical Society and discussed previous Library

Board meeting minutes as well as the Enteros space needs study. Victoria noted that the Toles believed the Historical Society's services and resources were currently adequate for the community's needs. Victoria inspected their collection and discussed possible collaboration in the future. Victoria noted that there may be an opportunity for Library historical record services for the community in the future.

### *G. Report of the Librarian*

Amanda noted the following in her report:

- She met with the new Headwaters director.
- She spoke to individuals with Dolly Parton's Imagination Station program to see about the possibility of joining this program..
- She met with Lacy from Family Futures to discuss a possible grant for providing books for children.
- The integrated library management software is still being looked at. She has spoken to different software representatives and will continue to investigate these programs. The current front runner is Biblionix's Apollo program.
- Bibliostats are open and she will be working on getting the report together.
- A Library staff member received a threat of sexual assault via a phone call to the Library. The sheriff's office was notified and a deputy has been at the Library at closing time as a security precaution while staff leaves the building. The deputies will continue to come for a couple of weeks. The Board asked about training for this type of threat and possible panic/emergency buttons. Amanda will contact the sheriff's office about these topics. The Board also noted that the Library's phone system should have a caller id feature so that this information can be given to the sheriff's office in case of future threats. Amanda will look at adding this feature to the Library's phones.
- She will be attending an ARPA meeting, a Library of Virginia Directors meeting, and the Virginia Library Association conference in October.
- Statistics for September (1-22) are: Overdrive-315 checkouts; WiFi- 37 unique users per day (average) and 987 users for the month; reference questions- 386 questions; circulation- 1193 checkouts; patrons- 586 (6 curbside only); computers- 63 users; non-library meeting room reservations-25 reservations.

### *H. Report Of The Treasurer*

Debbie provided copies of her FY22 report from year to 9/30/2021, along with the most recent investment report to each Board Member.

Last month, the Friends donated funds to cover the cost of Library computer needs. The Library's new computers were purchased in FY21. Debbie requested that a new expense line "IT" be created because Amanda will need additional money for information technical needs. For this year, Amanda requested \$3000 for the IT expense line, which would come from the

donation made by the Friends. In future years, this expense line may need to be budgeted for around \$7000.

Randi moved that Debbie be allowed to move \$3000 to the IT expense line item on the budget. Patti seconded and the motion passed unopposed.

### *I. Committee Reports*

- Personnel Committee-No report
- Expansion Committee –Garrey reported that he met with Gil Entzminger (Enteros) and Bill Vest (Timmons). They walked the current site and looked over existing plans along with well and septic information. They discussed the two County owned sites and what may possibly be placed on the second site. Gil will contact emergency services to determine what the site would need to support emergency vehicles entering and exiting. Victoria will get information about the Book Barn’s septic and provide it to Gil. She will also ask Gil for an updated report or visit.
- Building and Grounds Committee – Garrey reported that the Library’s fascia boards were not fixed before the new gutters were put in place. The Board will need to consider fixing them as the renovation project goes forward. It was noted that the inmates need to be cautioned about being careful around the flowers and bushes. The inmates may also be asked to trim back some of the bushes for clearer sight lines (security).
- Finance Committee Report-No report.
- Policy Committee Report- No report.

### *J. Old Business*

Expansion and Renovation Project: already discussed in other reports.

### *K. New Business*

#### MOU with FOL

Victoria worked on the Memorandum of Understanding for the Friends. A copy was provided to the Members of the Board. She noted that one of the issues that would need to be addressed is determining if the Friends have any liability policies. The Library’s liability policy would cover the Book Barn but may not cover individuals. Bill will look into this issue. The Board discussed whether the MOU should be reviewed by the attorney before sending it on as a draft to the President of the Friends. It was determined that Victoria will have the attorney review the draft and will send an outline of the draft to the Friends for their additions to the document.

#### Job Descriptions

Amanda submitted the requested job descriptions to the Board Members for all three current staff positions. The personnel committee will look at the description of duties and recommend any changes. After which, the policy committee will look at the salary structure and make recommendations. After the two committees have each met, the chairpersons, Victoria and

Marueen, together will create new draft job descriptions for each staff position which will be provided to the Board Members at a future meeting.

*L. Open Discussion*

None

*M. Adjournment*

Terri moved to adjourn the meeting. Patti seconded and the motion passed unopposed. The meeting was adjourned at 6:29 pm.

The next meeting will be October 28, 2021, 4:30 pm at the Library.

Submitted by Beth Gainer, Secretary

Signed \_\_\_\_\_ Dated \_\_\_\_\_

President