

Minutes
Rappahannock County Library Board
Meeting
February 24, 2022

A. Call To Order

Victoria Fortuna called the meeting to order at 4:31pm in the Library's meeting room.

B. Confirmation of Quorum

Library Board Members present: Victoria Fortuna, Randi Shumate, Patti Peterson, Garrey Curry, Beth Gainer, Debbie Knick, Maureen Harris, Terri Sidrow, Judy DeSarno (4:38pm).

Absent: None

Staff present: Amanda Weakley-Library Director.

Public present: Bill Nenninger.

C. Approval Of The Agenda

Patti moved to approve the agenda as amended. Victoria seconded and the motion passed unopposed.

D. Disposition of Minutes

Maureen moved to accept the minutes from the January 27, 2022 meeting as amended. Garrey seconded and the motion passed unopposed.

E. Public Comment

No public comment

F. Report of the President

Victoria reported that she met with Amanda to create the 2021 activity report for the Rappahannock County Board of Supervisors. She provided the report to each member for their comments.

G. Report of the Librarian

Amanda reported:

- Sharon coordinated with a representative from SperryFest and the Library will have a presence at the event on April 30, 2022.
- The Library has started planning and scheduling for Spring and Summer events.

- A children's program, Possibilities for Pollinators with Jerry Schneider, will be on June 22 at 5:30pm.
- She attended a Region 6 Directors Meeting on February 18, 2022.
- Storytime attendance numbers are steady.
- Facebook page usage is growing.
- Circulation numbers are steady but there has been a decline in curbside service.
- Patrons numbers are steady/increasing.
- Wireless user sessions are trending up
- In-house Library computer user numbers are increasing.
- 95 kids have been registered for Dolly Parton's Imagination Library program and registration will remain open.

Amanda gave a presentation for a proposed part-time library assistant position. She explained the safety, staff, and service reasons why a part-time employee is needed including:

- Need for two deep staff at all times for safety
- Staffing during emergencies or training away from the Library
- Current difficulty of staff using leave and losing accrued leave
- Desire to expand Library programming and services
- Need to have staff always at the desk, which conflicts with other duties with limited staff

She asked the Board to consider hiring a part-time employee for upto 20 hours a week. She noted that if a part-time employee were not hired, the Library would need to limit evening hours and change some long standing programming.

Garrey stated that he felt the current staff schedule was not structured correctly for the Library to be open 48-hours each week with the current needs. He noted that scheduling could be more flexible and would be able to provide dual coverage for all open hours if one of the three full-time positions was converted to equivalent (dollar value) part-time positions. He stated that he had past experience where this was done, and they were able to hire 60 hours of part-time work for the same cost as a full-time employee. If this was done here, not only would the Library get additional work hours but the hours would be more flexible compared to the hardship of having a full-time employee working less than an average of 8 hours 6 days a week.

A robust discussion was held by the Board regarding the position and how it could be financed.

Maureen moved that we hire a part-time employee, up to 20 hours a week on average, for up to \$15 an hour for approximately \$16,793.40 a year and take it from the endowment if needed. Judy seconded. The motion passed unopposed, with Beth abstaining.

A discussion was had regarding the HVAC insurance claim. Garrey noted that the Library will only receive a portion of the submitted claim, leaving a shortfall of approximately \$5,500. Judy moved that the Board ask the FOL to fund the insurance shortfall from the HVAC system. Maureen seconded. it passed unopposed.

H. 2022-2023 Budget

Debbie presented the 2022-2023 proposed budget to the members. She described the current proposed budget and any changes that were made from the previous draft presented at the January meeting. She recommended that we approach the FOL to help fund more of the Library's programs for adults and children. Amanda noted that \$8000 should fund all the programs for the next year and that she would like the Board to approach the FOL for these funds. Debbie noted that with the current proposed budget, the Library would be asking the County for a 11% increase in funding.

Debbie moved that the Board accept the proposed budget worksheet, as presented, and forward it to the Board of Supervisors. Judy seconded and the motion passed unopposed, with Garrey abstaining.

I. Report Of The Treasurer

Debbie provided copies of her FY22 report from year to 2/28/2022, along with the most recent investment report to each Board Member. She noted that health insurance, repair and maintenance, energy and electric, and telephone line expenses have all increased from the previous year.

J. Committee Reports

- Personnel Committee-No report
- Expansion Committee-No report
- Building and Grounds Committee-Garrey noted the sprinkler system work was completed.
- Finance Committee Report-No report.
- Policy Committee Report- Maureen noted that Amanda created a volunteer application. The Policy Committee discussed it and it was reviewed by the Library's insurance carrier without any issues. It is currently being reviewed by the Library's legal counsel.

K. Old Business

Development Committee-Discussion regarding this committee will be tabled until the next meeting.

Appointment of Committees-Current slate of committees was reappointed.

2021 Annual Report to Board of Supervisors-Victoria has prepared, with Amanda's help, the annual activity report. She will present this report to the board of supervisors on March 7th, 2pm. She asked for any comments on the report as soon as possible.

L. New Business-No new business.

M. Open Discussion-Debbie provided the FOL's State Corporation Commission documentation to Bill to address issues with its filing.

N. Adjournment

Garrey moved to adjourn the meeting. Victoria seconded and the motion passed unopposed. The meeting was adjourned at 6:26 pm.

The next meeting will be March 24, 2022, 4:30 pm at the Library.

Submitted by Beth Gainer, Secretary

Signed _____ Dated _____

President