

**FAUQUIER COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
January 19, 2017**

**REGULAR PUBLIC MEETING  
Warrenton Central Library**

**Board Members**

Patricia White, Chair, Cedar Run District  
Feliccia Brooks, Scott District  
Lawrie Parker, Lee District

Jonathan Slaton, Vice-Chair, Marshall District  
Ann Martella, Secretary, Center District

**Staff**

Maria Del Rosso, Library Director  
Dawn Sowers, Public Services Manager  
Terri Garonzik, Administrative Specialist

Lisa Pavlock, Public Information Coordinator  
Linda Yowell, Support Services Manager

**CALL TO ORDER**

Mrs. White called the regular session to order at 4:05 p.m.

**ADOPTION OF THE AGENDA**

The board adopted the agenda by consensus.

**MINUTES**

The board approved the November 17, 2016, minutes as presented.

*Motion: to approve the November 17, 2016, regular meeting minutes as presented. Moved, seconded, and passed by vote as shown below:*

Member	Moved/Second	Voted No	Other	Voted Yes
Mr. Slaton	M			X
Mrs. White				X
Mrs. Parker			abstain	
Mrs. Martella				
Ms. Brooks	S			X
<b>Tally</b>				4

**APPROVAL OF BILLS**

The board approved by consensus the FY 2017 purchase orders.

**ADMINISTRATIVE REPORT**

Public Information Coordinator Lisa Pavlock spoke about the recent debut of "The Library Page" in the *Fauquier Times* newspaper. The page will appear weekly with information about library resources and services supplied by library staff. Mrs. Del Rosso praised Mrs. Pavlock's work to prepare the initial page for publication. Mrs. Martella asked if something similar would be placed in *FauquierNOW*, the electronic publication that covers local news and events. Mrs. Pavlock replied that the library would like to place content on the electronic newspaper site as well and will contact the publisher with a proposal.

**STATUS REPORT**

**FY '18 – '22 Capital Improvement Projects**

The Board of Supervisors plan to meet in work session on February 1 to discuss the FY '18 – '22 Capital Improvements Projects. Mrs. Del Rosso will notify the board of the time and location for the session.

**Community Survey**

Mrs. Del Rosso reported that Research America completed a draft analysis of the survey results. Next steps include preparing a report to the PATH Foundation, sending an executive summary to the Board of Supervisors, and hosting a town hall meeting to present survey results. Mrs. Del Rosso distributed a timeline with survey milestones to the board. (Copy attached.)

**Personnel**

The trustees asked Mrs. Del Rosso to prepare congratulatory letters for library staff who marked employment milestones in 2016. The trustees agreed that they would all like to sign the letters.

**TRUSTEE'S TIME**

The next meeting is scheduled for 4 p.m. on Thursday, February 16, 2017, at the Warrenton library.

Mr. Slaton remarked that he was recently browsing the Warrenton library's CD movie collection but found the materials' organization confusing. He suggested that signs explaining the organizational system might be helpful. Mrs. Del Rosso agreed to ask staff to work on signage that might help patrons browse the collection more easily.

**CONSENT AGENDA**

The board approved the consent agenda item by consensus.

The meeting was adjourned at 5 p.m. by consensus.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

Fauquier County Public Library  
 PATH Community Survey  
 Milestones

	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18
Submit Interim Report to PATH Foundation															
Draft press release to include executive summary from Research America (RA), link to full Research America report, and library intent to integrate next steps into facility and service plans															
Submit final RA report to Board of Supervisors with cover letter from Library Board Chairman															
Make results (summary with link to full report) via eblast known, house ad on website, print newsletter, article on library website and announcement in FT Library Page															
Conduct internal assessment of RA report to identify most-requested services and scheduling preferences															
Adjust current programs, services and future library plans to reflect survey priorities and preferences															
Update Program of Work (POW) to reflect identified action items (see above)															
Adopt POW (Library Board)															
Conduct Town Hall meeting to inform community of action plan based on survey results															
Educate community about library programs and services (ongoing)															
Submit final report to PATH Foundation															
Conduct followup survey to gauge community's level of awareness (based on ongoing education efforts)															
Compare level of community awareness (using RA survey as benchmark)															

Required by grant agreement

Library generated