

**FAUQUIER COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
April 20, 2017**

**REGULAR PUBLIC MEETING
Warrenton Central Library**

Board Members

Patricia White, Chair, Cedar Run District
Jonathan Slaton, Vice-Chair, Marshall Dist.
Felicicia Brooks, Scott District

Lawrie Parker, Lee 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

Other: Doug Larson

CALL TO ORDER

Mrs. White called the regular session to order at 4:05 p.m. and welcomed Doug Larson to the meeting.

ADOPTION OF THE AGENDA

After agreeing to move the Warrenton Library discussion to after the call to order, the board adopted the revised agenda by consensus.

WARRENTON LIBRARY

Mr. Larson, retired Piedmont Environmental Council Vice-President of Development, gave the board an overview of how fundraising for the Warrenton library might unfold. The board thanked Mr. Larson and authorized the formation of a library capital campaign committee. Mr. Larson asked the board to submit names of potential donors to Mrs. Del Rosso or Mr. Larson.

MINUTES

The board approved the March 16, 2017, minutes as presented.

Motion: to approve the March 16, 2017, regular meeting minutes as presented. Moved, seconded, and passed by vote as shown below:

<i>Member</i>	<i>Moved/Second</i>	<i>Voted No</i>	<i>Other</i>	<i>Voted Yes</i>
<i>Mr. Slaton</i>			Abstain	
<i>Mrs. White</i>				X
<i>Mrs. Parker</i>			Abstain	
<i>Mrs. Martella</i>	M			X
<i>Ms. Brooks</i>	S			X
<i>Tally</i>				3

APPROVAL OF BILLS

The board approved by consensus the FY 2017 purchase orders.

ADMINISTRATIVE REPORT

Mrs. White was pleased to learn that the library will offer patrons the option of printed or emailed due date receipts. The new system will result in a savings of roughly \$3,000 per year.

STATUS REPORT

Satellite Law Enforcement Office

Mrs. Del Rosso reported that renovation continues on the satellite law enforcement office at the Bealeton library. Once a new sink is installed, the satellite office should be ready to open. Library Board members will tour the new facility when they next meet in Bealeton.

TRUSTEE'S TIME

Mrs. Parker discussed a recent article about "Lynda.com" software that offers thousands of online courses, such as accounting and PowerPoint. Mr. Slaton was also familiar with the software. Mrs. Del Rosso will research the software.

The next library board meeting is scheduled for 4 p.m. on Thursday, May 18, 2017, at the Warrenton library. Mrs. Parker said that she will be unable to attend the June 15 board meeting. Ms. Brooks may also have a conflict with that date.

CONSENT AGENDA

The board approved the consent agenda item by consensus.

NEW BUSINESS

Fax Services Policy and Guidelines

Mrs. Del Rosso introduced the proposed by fax policy by stating that an objective for fiscal year 2017 of the library’s fiscal year 2017-2021 plan is to develop a policy, fee structure and procedure for fax service.

After reviewing the proposed policies and guidelines on use of library fax services, the board moved:

Motion: to adopt the fax service policy and guidelines, 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				X
Mrs. Martella				X
Ms. Brooks	S			X
Tally				5

Marketing Plan/Advertising

Mrs. Del Rosso reported 2016 community survey results indicate that current library users as well as non-users are unaware of many library services. Based on these findings, library staff requested funds to promote upcoming programs in local media. A more detailed marketing plan will be developed for next fiscal year.

The board moved:

Motion: to allocate \$2,500 from the trust fund for a marketing campaign to promote featured programs and raise general awareness about library services. 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				X
Mrs. Martella				X
Ms. Brooks	S			X
Tally				5

Evaluation of Library Director

Mrs. Parker and Ms. Martella agreed to serve as an ad hoc committee charged with evaluating the library director’s job performance for June 2016 through May 2017. The committee will prepare a draft for review at the May board meeting.

OLD BUSINESS

Warrenton Library

The board discussed the makeup of a committee that would oversee the design and construction of the Warrenton library, including representatives from town, county and the Waterloo/Chestnut Street neighborhood.

The meeting was adjourned at 5:25 p.m. by consensus.

Secretary

Chairman