

**FAUQUIER COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
October 25, 2018**

**REGULAR PUBLIC MEETING  
Warrenton Central Library**

**Board Members**

Pat White, Chairman, Cedar Run District  
Elizabeth Henrickson, Marshall District

Ann Martella, Center District  
Lawrie Parker, Secretary, Lee 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 meeting to order at 4:00 p.m.

**ADOPTION OF THE AGENDA**

The board adopted the agenda by consensus after moving the FY '18 Annual Report discussion to before the Consent Agenda.

**MINUTES**

The board approved the September 27, 2018, regular meeting minutes as presented.

*Motion: to approve the September 27, 2018, regular meeting minutes as presented. Moved, seconded and passed by vote of those present as shown below:*

Member	Moved/Second	Voted No	Other	Voted Yes
Mrs. Henrickson	S			X
Mrs. White				X
Mrs. Parker			Not yet present	
Ms. Martella	M			X
Ms. Brooks			Absent	
<b>Tally</b>				3

**APPROVAL OF PURCHASE ORDERS**

After review and discussion, the board moved:

*To approve the FY 2019 purchase orders as presented, by vote of those present as shown below:*

Board Member	Moved/Second	Voted No	Other	Voted Yes
Mrs. Henrickson	M			X
Mrs. White				X
Mrs. Parker	S			X
Ms. Martella				X
Ms. Brooks			Absent	
<b>Tally</b>				4

**STATUS REPORT**

**Hotspots**

Mrs. Del Rosso reported that the library staff drafted a PATH Make-It-Happen grant seeking roughly \$8,000 to purchase 20 wireless hot spots. The requested amount would cover acquiring the devices, supplies and the data plan for year one. The roughly \$5,000 in ongoing costs after the grant period ends would be covered by reassigning funds from the library's current technology budget.

County Administrator Paul McCulla has reviewed and approved the application. Once the budget office approves, the application will be submitted to the PATH Foundation for consideration.

## PR Campaign

Mrs. Del Rosso reported that a PATH Technical Assistance Grant to develop a public relations campaign can be as much as \$25,000, however, the funds cannot be used to pay for advertising, etc. PATH staff said that the required 20% cash match can be used to implement the campaign. After discussion, the board agreed to help with the cash match.

Mrs. Del Rosso also reported that on October 5, Public Information Coordinator Lisa Pavlock and she met with representatives from The Ivy Group, a Charlottesville marketing firm that specializes in libraries to discuss a campaign for Fauquier library.

Mrs. Del Rosso said that the Friends board would be willing to act as the fiscal agent for the PATH grant. She suggested a committee made up of a library board trustee, a Friends board member and library staff could develop a scope of work for the marketing campaign.

## Facilities

Mrs. Del Rosso reported that exterior remediation work to correct mold damage and drainage at the Warrenton library has begun. Interior work will be completed in the next few months. Mrs. Del Rosso said that she would keep the patron who voiced concerns about mold in the library apprised of progress.

## Personnel

Mrs. Del Rosso commended public service staff for their efforts to keep desks staffed and shifts covered while several positions remained vacant. Mrs. Sowers thanked Human Resources Generalist Angie Betsko for her help in attracting applicants.

## TRUSTEE'S TIME

Mrs. White inquired if adjusting the time for monthly meetings would suit trustees' schedules. After discussion, the board agreed to keep 4 p.m., the current start time.

The board will meet in regular session on November 15, 2018, at 4:00 p.m. in the Warrenton central library. The board will not meet in December.

Mrs. Del Rosso reported that Collection Services Development Librarian Jennifer Schultz married in September and is now known as Jennifer Schultz Angoli.

## CONSENT AGENDA

### FY 2020 Operating Budget

After review and discussion, the board moved:

*To approve the FY 2020 Operating Budget as presented, by vote of those present as shown below:*

<i>Board Member</i>	<i>Moved/Second</i>	<i>Voted No</i>	<i>Other</i>	<i>Voted Yes</i>
<i>Mrs. Henrickson</i>	S			X
<i>Mrs. White</i>				X
<i>Mrs. Parker</i>	M			X
<i>Ms. Martella</i>				X
<i>Ms. Brooks</i>			Absent	
<b>Tally</b>				4

### Capital Improvement Plan FY 2020-2024

Mrs. White and Mrs. Del Rosso reported that Center District Supervisor Chris Granger supports inclusion of a new Warrenton central library in the FY 2020-2024 CIP. Mrs. White encouraged board members to meet with their respective supervisors. Following this discussion, the board moved:

*To ratify the library's FY 2020-2024 Capital Improvement Plan as submitted, by vote of those present as shown below:*

<i>Board Member</i>	<i>Moved/Second</i>	<i>Voted No</i>	<i>Other</i>	<i>Voted Yes</i>
<i>Mrs. Henrickson</i>				X
<i>Mrs. White</i>				X
<i>Mrs. Parker</i>	S			X
<i>Ms. Martella</i>	M			X
<i>Ms. Brooks</i>			Absent	
<b>Tally</b>				4

The board approved by consensus the two remaining items, Delinquent Patrons and Use of the John Barton Payne Hall for New Year's Eve festivities.

**NEW BUSINESS**

**Fine-Free Status for Volunteers**

Mrs. Del Rosso gave an overview of the volunteer policy and noted that it has been unevenly applied since it was created in 1998.

After further review and discussion, the board moved:

*To amend the volunteer policy to remove the fine-free status language and that the status of current fine-free volunteers shall be grandfathered in. Moved, seconded, and passed by vote of those present as shown below:*

<i>Board Member</i>	<i>Moved/Second</i>	<i>Voted No</i>	<i>Other</i>	<i>Voted Yes</i>
<i>Mrs. Henrickson</i>	S			X
<i>Mrs. White</i>				X
<i>Mrs. Parker</i>				X
<i>Ms. Martella</i>	M			X
<i>Ms. Brooks</i>			Absent	
<b>Tally</b>				4

**FY 18 Annual Report**

After review and discussion of the proposed FY '18 Annual Report, and minor revisions from board members, the board moved:

*To adopt the FY 18 Annual Report, with suggested revisions. Moved, seconded, and passed by vote of those present:*

<i>Board Member</i>	<i>Moved/Second</i>	<i>Voted No</i>	<i>Other</i>	<i>Voted Yes</i>
<i>Mrs. Henrickson</i>	M			X
<i>Mrs. White</i>				X
<i>Mrs. Parker</i>				X
<i>Ms. Martella</i>	S			X
<i>Ms. Brooks</i>			Absent	
<b>Tally</b>				4

The meeting was adjourned at 5:00 p.m. by consensus.

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Secretary

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Chairman