

**FAUQUIER COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
January 24, 2019**

**REGULAR PUBLIC MEETING
Warrenton Central Library**

Board Members

Pat White, Chairman, Cedar Run District
Elizabeth Henrickson, Marshall District
Feliccia Brooks, Vice-Chairman, Scott 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
Jennifer Diamonti, Senior Librarian

Lisa Pavlock, Public Information Coordinator
Linda Yowell, Support Services Manager
Natalie Damewood, Bealeton Branch Manager

CALL TO ORDER

Mrs. White called the meeting to order at 4:05 p.m. and welcomed Senior Librarian Jennifer Diamonti, the recently hired Warrenton youth services librarian. After board introductions, Ms. Diamonti left the meeting.

ADOPTION OF THE AGENDA

The board adopted the agenda by consensus.

MINUTES

The board approved the October 25, 2018, regular meeting minutes as presented.

Motion: to approve the October 25, 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	M			X
Mrs. White				X
Mrs. Parker	S			X
Ms. Martella				X
Ms. Brooks			Abstain	
Tally				4

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	S			X
Mrs. White				X
Mrs. Parker	M			X
Ms. Martella				X
Ms. Brooks				X
Tally				5

ADMINISTRATIVE REPORT

Virginia Library Association Membership Fees

Mrs. Del Rosso told the board that the Virginia Library Association (VLA) has made an affiliate membership available to all Virginia public libraries. The annual rate, \$600, is less than the organizational rate that the library paid in the past and comes with the added benefit of extending membership in VLA to all library employees.

After discussion, the board agreed that library staff should take advantage of the affiliate rate.

Patron Survey

Mrs. Del Rosso distributed a draft memo to the Board of Supervisors highlighting the results of the 2018 patron survey. She asked that the trustees review the memo and survey comments before the documents are sent to the supervisors.

STATUS REPORT

FY 2020 Operating Budget/Capital Improvement Plan FY 2020-2024

Mrs. Del Rosso confirmed that the Board of Supervisors will hold a work session on February 8 to discuss the FY 2020-2024 Capital Improvement Plan (CIP.) The library board will be notified of the time and location for the meeting.

Hotspots

After discussing the proposed fines and fees for wireless hotspots, the board directed staff to advertise a public hearing for the February meeting.

PR Campaign

Mrs. Del Rosso reported that the marketing scope committee met with the Ivy Group on January 7 to discuss the project scope and objectives for the campaign. Mrs. Del Rosso reviewed the timeline from FY 2019 – FY 2023, highlighting key points. Mrs. White requested revising the timeline to take advantage of time before CIP deliberations begin. (See attached Timeline.)

Personnel

Mrs. White congratulated staff who marked 5, 10, 15 and 20 year employment anniversaries in 2018, and noted her appreciation for the long tenure of library staff.

TRUSTEE'S TIME

The board will meet in regular session on February 28, 2019, at 4:00 p.m. in the Warrenton central library.

CONSENT AGENDA

The board approved the consent agenda items by consensus.

NEW BUSINESS

Friends of the Fauquier Library 990 Form

The Friends of the Fauquier Library requests the library board consider paying the cost, approximately \$400, associated with filing a 2018 Internal Revenue Service (IRS) 990 form. The 990 form is necessary because the Friends' 2018 income exceeded the threshold that would have allowed the organization to file a simpler form.

Following review and discussion of the Friends' request, the board moved:

To approve the Friends request to pay the cost to file a 2018 Form 990 with the IRS, by vote of those present as shown below:

Board Member	Moved/Second	Voted No	Other	Voted Yes
Mrs. Henrickson				X
Mrs. White				X
Mrs. Parker	M			X
Ms. Martella	S			X
Ms. Brooks				X
Tally				5

Proposed Purchases from Evans Bequest

Bealeton library staff proposed several enhancements to the branch that would address aging, inefficient furniture and other equipment needs. Mrs. Parker noted that she visited the Bealeton branch library and reviewed the proposed enhancements with Branch Manager Natalie Damewood, and agrees with all proposed enhancements. The furniture and equipment would be paid for with funds from the Evans bequest that the Bealeton library received in 2018.

Following review and discussion of the proposed enhancements, the board moved:

To approve the request to use Evans bequest funds to purchase, repair and refurbish equipment and furnishings at the Bealeton branch library, by vote of those present as shown below:

Board Member	Moved/Second	Voted No	Other	Voted Yes
Mrs. Henrickson	S			X
Mrs. White				X
Mrs. Parker	M			X
Ms. Martella				X
Ms. Brooks				X
Tally				5

Meeting Rooms Policy

Mrs. Del Rosso reviewed the library's meeting room policy and noted some difficulties the staff has encountered in managing the rooms. She noted that it has become increasingly difficult to manage private parties and to distinguish between commercial vs. non-profit fundraising. Oftentimes, the county attorney's office must be consulted to rule on a proposed use.

The board asked the staff to query Virginia public libraries about meeting room policies and meeting rooms. It asked the staff to report its findings at the February meeting.

The meeting was adjourned at 5:05 p.m. by consensus.

Secretary

Chairman

