

**FAUQUIER COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
September 26, 2019  
REGULAR PUBLIC MEETING  
Warrenton Central Library**

**Board Members**

Pat White, Chairman, Cedar Run District  
Lawrie Parker, Secretary, Lee District  
Elizabeth Henrickson, Marshall District

Feliecia Brooks, Vice-Chairman, Scott District  
Christopher M. Ward, Center District

**Staff**

Maria Del Rosso, Library Director  
Linda Yowell, Support Services Manager  
Lisa Pavlock, Public Information Coordinator

Dawn Sowers, Public Services Manager  
Terri Garonzik, Administrative Specialist  
Natalie Damewood, Bealeton Branch Manager

**Other**

Joan Farragher - citizen  
James Ivancic – *Fauquier Times* reporter

**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.

**MINUTES**

The board reviewed the July 25, 2019, meeting minutes and the July 30, 2019, work session minutes as presented, and moved:

*Motion: to approve the July 25, 2019, meeting minutes and the July 30, 2019, work session minutes as presented. Moved, seconded and passed by vote of those present as shown below:*

<i>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>	S			X
<i>Dr. Ward</i>				X
<i>Ms. Brooks</i>			Not yet present	
<b><i>Tally</i></b>				4

**ADMINISTRATIVE REPORT**

After discussing the role of libraries in the 21st century, the board suggested partnerships with Fauquier County Office of Economic Development and the Fauquier Chamber of Commerce (the Chamber). Mrs. Del Rosso discussed the library's active participation with both Economic Development and the Chamber. Library staff will look into membership with the Chamber and opportunities to work with Economic Development.

**STATUS REPORT**

**PR Campaign**

Mrs. Pavlock discussed the visual elements of the marketing campaign designed by The Ivy Group, the timing of promotional material, online ads and use of the library's digital displays.

The board agreed with Mrs. Del Rosso's suggestion to contract with The Ivy Group for a brochure and annual report that will use campaign elements.

**Staff Development**

Mrs. Del Rosso noted the addition of "Staff Development" to the Status Report as a way to highlight staff training on various topics.

**CONSENT AGENDA**

The board moved:

*To ratify its decision to allow the U.S. Census Bureau to use the John Barton Payne building on successive Tuesdays from September 10 through October 15, 2019, and to waive rental fees, 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>	M			X
<i>Dr. Ward</i>	S			X
<i>Ms. Brooks</i>				X
<b>Tally</b>				5

After discussing the U.S. Census Bureau’s additional request to use the John Barton Payne building for training throughout October and November, the board moved:

*To allow other use by the U.S. Census Bureau of the John Barton Payne building for additional training, and to waive rental fees, 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>	M			X
<i>Mrs. White</i>				X
<i>Mrs. Parker</i>				X
<i>Dr. Ward</i>				X
<i>Ms. Brooks</i>	S			X
<b>Tally</b>				5

**NEW BUSINESS**

**Report of Ad Hoc Nominating Committee/Election of Officers**

The ad hoc committee presented the following slate of officers for a one-year term from October 1, 2019 through September 30, 2020:

- Chairman: Lawrie Parker
- Vice-Chairman: Patricia White
- Secretary: Feliecia Brooks

Hearing no nominations from the floor, the board moved:

*To accept and elect the slate of officers as presented. 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>	M			X
<i>Mrs. White</i>				X
<i>Mrs. Parker</i>				X
<i>Dr. Ward</i>	S			X
<i>Ms. Brooks</i>				X
<b>Tally</b>				5

**FY 2021-2022 Operating Budget**

Mrs. Del Rosso reported that operating budget requests for fiscal years 2021-2022 must be submitted by October 17, 2019. The board discussed the library’s operating budget request, including a list of new spending initiatives. Following that discussion, the board moved:

*To authorize staff to prepare a draft FY 2021-2022 Operating Budget, for approval at the October board meeting, 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>Dr. Ward</i>	M			X
<i>Ms. Brooks</i>	S			X
<b>Tally</b>				5

**Capital Improvement Plan FY 2021-2025**

Mrs. Del Rosso reported that capital improvement plan (CIP) requests for fiscal years 2021- 2025 must be submitted by September 27, 2019. After reviewing the proposed CIP and suggesting minor revisions, the board authorized Mrs. Del Rosso to submit the FY 2021-2025 CIP as revised. The board also signaled its intent to write a memo requesting that the Warrenton library be moved from the “out years” to the funding years of the plan.

Following these discussions, the board moved:

*To adopt the revised FY 2021-2025 CIP and to include a cover memo requesting that the Warrenton and New Baltimore libraries be moved to the funding years of the CIP. Moved, seconded, and passed by vote of those present:*

Board Member	Moved/Second	Voted No	Other	Voted Yes
Mrs. Henrickson	S			X
Mrs. White				X
Mrs. Parker				X
Dr. Ward	M			X
Ms. Brooks				X
<b>Tally</b>				5

Mrs. Del Rosso reported that Mr. Doug Larson was willing to spearhead an ad hoc committee to raise private and foundation funding for a new Warrenton library. Following that discussion, the board moved:

*To appoint Doug Larson as head of an ad hoc committee charged with raising private and foundation funding for a new Warrenton library. Moved, seconded, and passed 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				X
Dr. Ward	M			X
Ms. Brooks				X
<b>Tally</b>				5

**Mission Statement**

The board reviewed the proposed mission statement and offered minor revisions. The trustees agreed to send their suggested revisions Mrs. Del Rosso. The revised statement will be placed on a future agenda for discussion.

**OLD BUSINESS**

The board discussed the draft meeting room policies and proposed rental fees and asked library staff to schedule a public hearing in November for the revised fees.

The board also asked Mrs. Del Rosso to provide the Board of Supervisors with a copy of the draft policies and proposed rental fees.

Following these discussions, the board moved:

*Motion: to forward the draft meeting room policies and fee schedule to the Board of Supervisors, and to schedule a public hearing during its November board meeting for the revised fees. Moved, seconded, and passed 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				X
Dr. Ward				X
Ms. Brooks	M			X
<b>Tally</b>				5

**TRUSTEE’S TIME**

The board agreed to meet in regular session at 4 p.m. on Thursday, October 24, 2019, in the Warrenton central library.

Mrs. Del Rosso noted that the 4<sup>th</sup> Thursday in November falls on Thanksgiving and asked board members to provide other dates for a November board meeting.

The meeting adjourned at 5:15 p.m. by consensus.

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Secretary

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Chairman