

**FAUQUIER COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
June 25, 2020**

**REGULAR PUBLIC MEETING
PATH Foundation Building
321 Walker Drive, Warrenton VA 20186**

Board Members

Lawrie Parker, Chairman, Lee District
Christopher M. Ward, Center District
Patricia M. White, Vice-Chair, Cedar Run Dist.

Feliecia Brooks, Secretary, Scott District
Elizabeth Henrickson, Marshall District (attending via phone)

Staff

Maria Del Rosso, Library Director
Lisa Pavlock, Public Information Coordinator
Kim Klepatzki, Accounting Clerk

Dawn Sowers, Public Services Manager
Terri Garonzik, Administrative Specialist

CALL TO ORDER

Mrs. Parker called the meeting to order at 4:00 p.m. She noted that Mrs. Henrickson, who was present by telephone, would participate in discussions but would not vote.

ADOPTION OF THE AGENDA

The board adopted the agenda by consensus.

MINUTES

The board moved:

To approve the February 27, 2020, meeting minutes by vote as shown below:

Member	Moved/Second	No	Other	Yes
Mrs. Henrickson				
Mrs. White	M			X
Mrs. Parker				X
Dr. Ward	S			X
Ms. Brooks			Not yet present	
Tally				3

RATIFICATION OF PURCHASE ORDERS

The board moved:

To ratify March, April and May FY 2020 purchase orders previously approved by email vote as shown below:

Board Member	Moved/Second	No	Other	Yes
Mrs. Henrickson				
Mrs. White	M			X
Mrs. Parker				X
Dr. Ward	S			X
Ms. Brooks			Not yet present	
Tally				3

ADMINISTRATIVE REPORT

Mrs. Del Rosso introduced accounting clerk Kim Klepatzki. She noted that Ms. Klepatzki took over much of support services manager Linda Yowell's duties when she retired earlier this year. Mrs. Del Rosso praised Ms. Klepatzki for expertly handling unusual budget and personnel tasks brought on by the COVID-19 virus' effect on county operations.

Lee District Trustee Reappointed

In June, the Fauquier County Board of Supervisors reappointed Lawrie Parker as Lee District representative to the library board for a four-year term that ends June 30, 2024. Mrs. Parker has served on library board since July 2004.

STATUS REPORT

Personnel

As of July 1, the library will have 11 vacant positions, Mrs. Del Rosso reported. Of those, seven are within the Warrenton circulation department. County Administrator Paul McCulla has given permission to fill three Warrenton circulation positions.

NEW BUSINESS

Library Reopening Plan

After discussing the library's reopening plan, the board agreed to begin accepting reservations in early July for computers use, if all necessary safeguards and adequate staffing are in place. Staff will also continue to provide curbside service.

Mrs. Parker asked when the Book Cellar might reopen. The Friends board decided, according to Mrs. Del Rosso, not to open the store in the near future because lack of space does not allow the required social distancing. She said the Friends board is exploring using a vacant Warrenton storefront to accept donations and sell books. The storefront should be big enough to allow social distancing.

Amended 2020 Holiday Schedule

The 2020 Virginia General Assembly amended the state's observed holidays by replacing Lee-Jackson Day with November Election Day, Mrs. Del Rosso reported. In April, the county amended its holiday schedule to include Election Day, November 3, 2020.

Mrs. Del Rosso recommended, despite the county's amended schedule, all library branches remain open on Election Day 2020. Eligible staff will be granted a floating holiday to be used at their convenience with the permission of their supervisor.

Following this discussion, the board moved:

To adopt staff's recommendation that no changes be made to the library's adopted 2020 holiday schedule and that eligible staff be granted a floating holiday to be used at their convenience with permission of their supervisor by vote as shown below:

Board Member	Moved/Second	No	Other	Yes
Mrs. Henrickson				
Mrs. White	M			X
Mrs. Parker				X
Dr. Ward				X
Ms. Brooks	S			X
Tally				4

FY 2021 State Aid Budget

After review of the FY 2021 State Aid budget, the board moved:

To adopt a FY 2021 State Aid budget that designates funds be used for books and materials, by vote of those present as shown below:

Board Member	Moved/Second	Voted No	Other	Voted Yes
Mrs. Henrickson				
Mrs. White				X
Mrs. Parker				X
Dr. Ward	M			X
Ms. Brooks	S			X
Tally				4

First Quarter FY 2021 Books & Materials Appropriation

Mrs. Del Rosso reviewed the Board of Supervisors' policy for FY 2021 that authorizes appropriations by fiscal quarter. She reported county agencies must submit spending plans that evenly divide their FY 2021 budget into 4 quarters. No exceptions are accepted.

Mrs. Del Rosso said most library expenditures in the first quarter can be managed under the new guidelines but the amount allotted for books and materials budget will not allow the library to meet contractual obligations and still leave enough unencumbered funds to buy current book releases.

To help ease the bind, Mrs. Del Rosso asked the board to consider paying the FY 2021 magazine subscription bill, one of the first quarter's contractual obligations, from its trust fund.

After discussion, and noting its strong concern that this not set a precedent for the next fiscal year, the board moved:

To approve the proposal to pay for FY 2021 magazine subscriptions from undesignated trust funds, 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>				
<i>Mrs. White</i>	S			X
<i>Mrs. Parker</i>				X
<i>Dr. Ward</i>	M			X
<i>Ms. Brooks</i>				X
Tally				4

Before the meeting adjourned, Mrs. White commended library staff for its work to provide curbside service and to build positive public awareness of the library. All board members joined Mrs. White in thanking staff for their efforts during this challenging time.

ADJOURNMENT

The board will meet in regular session at 4 p.m. on Thursday, July 23, 2020, in the PATH Foundation building.

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

Secretary

Chairman