



Central Rappahannock Regional
Library

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Proudly serving Fredericksburg, Stafford, Spotsylvania, and Westmoreland

LIBRARY BOARD MINUTES

August 13, 2018

The meeting was called to order at 4:18 P.M. by Kathryn Miller. Also present were Kerry Devine, Cheryl Miller, Sam Smart, David Ross, Martha Hutzel, Xavier Richardson, Meg Bohmke, Rebecca Purdy, and Chris Glover.

Delegate Robert Thomas and Legislative Assistant M. C. Morris were also in attendance.

Meg Bohmke moved to amend the May 14, 2018 to indicate that no action was taken in closed session. The minutes from the May 14, 2018, meeting were adopted with that change on a motion by Xavier Richardson and seconded by Sam Smart. The motion carried unanimously. The minutes from the Special Board Meeting on July 26, 2018 were distributed and approval postponed until the next Board meeting.

Delegate Robert Thomas presented the Board with a Proclamation from the Virginia House of Delegates honoring the Library for its achievement in being awarded the four star library status by Library Journal.

Kathryn Miller discussed Mr. Bob Thomas, (a citizen, not to be confused with Delegate Robert Thomas) who has concerns about the law library. He indicated he would come, but was not present.

Kathryn Miller announced elections and called for nominations for Chair and Vice Chair. Meg Bohmke requested information regarding the process. David Ross suggested considering a change to the bylaws to allow for rotation of Chairmanship between jurisdictions and to allow Board members to participate in meetings virtually. Sam Smart nominated Cheryl Miller for Chair, Xavier seconded. The motion carried unanimously. Kathryn Miller nominated Xavier Richardson for Vice Chair, Kerry Devine seconded, and the motion carried unanimously.

Martha Hutzel thanked Kathryn Miller for her support and her years of service as Board Chair.

Martha Hutzel presented the Fiscal Report. The library has received all payments from the jurisdictions and the state as anticipated. In addition, Spotsylvania contributed an additional \$48,496 towards the opening of the Spotsylvania Towne Centre (STC) Branch. On the expense



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page, Martha Hutzal noted that some expenses were over spent while others were under spent and those line items have been adjusted in the FY19 budget. The publicity budget has been updated for FY19 to support the continued promotion of the library system. The Library Administration Center is overspent due to the expansion and move of additional departments to the LAC. Martha Hutzal noted that the annual FY18 budget was overspent by 0.72%, which comes to \$49,598, a very small figure considering the accomplishments of the past year. That amount will be removed from the fund balance in order to balance the budget.

Martha Hutzal noted that the Law Library fund is healthy.

Martha Hutzal directed the Board's attention to the Designated Accounts. The \$7,995 spent from the Vehicle Fund was used for half of the expense of purchasing a new passenger vehicle to be used by the Westmoreland branches supervisor and staff. The other half was provided by a generous donation from Sherryl Woods.

Martha Hutzal presented the Quarterly Circulation Reports. EMaterials continue to increase. eAudios were up 65.11% and eMaterials overall were up 72.21%. Print material circulation is down 5.7%.

Martha Hutzal presented the Annual Circulation report. The Library continues to invest in the eMaterials collection, as demonstrated by the dramatic increase in eMaterials circulation of 53.6%. The combined annual Physical and eMaterial circulation is up 1.3%. Overall annual circulation is over 4 million.

Martha Hutzal presented the Special Use Statistics. Martha Hutzal reports that meeting room use and classes and events are all up in Q4. Visits are lower due in part to some issues with outdated people counters which are now being replaced, and due to parking lot work at the Fredericksburg Branch which is now complete. As usual, visits to the web site are up significantly and mobile visits are up greatly due to the inclusion of web visits by mobile users and a more user-friendly mobile app. Holdings decreased due to weeding at the Fredericksburg Branch of low circulating and outdated nonfiction materials in preparation for the collection's move to the third floor.

Overall, Annual Special Use reflects the same trends as the fourth quarter special use numbers.

Martha Hutzal announced that planning has begun on the FY 20 budget. Priorities continue to be materials and salaries.

Cheryl Miller suggested that the policy for public comment at board meetings be updated from five minutes to three minutes in the library's policy manual. Meg Bohmke recommended giving five minutes to a leader or representative of an organization. Xavier Richardson moved to accept both of those changes and David Ross seconded the motion. The motion passed unanimously.

Martha Hutzel announced that the Spotsylvania Towne Centre Branch opening was a great success and that in the first five days of service, sixty-two new library cards were given, seven hundred and seventy-five items were checked out and nearly 2,000 customers visited the location. Hutzel thanked Spotsylvania County for their support.

Martha Hutzel thanked the City of Fredericksburg for the new carpeting on the 3rd floor and the beautiful new parking lot which doubles the amount of parking available at the Fredericksburg Branch. Hutzel announced that the City has allocated funds in their Fiscal 2020 budget to expand the theater seating from 180 to 250 by removing the two meeting rooms off the theater; and renovations to two former office spaces on the lower level will be timed to replace those meeting rooms.

Martha Hutzel would like to thank Stafford County for installing a badged access control system at the Porter Branch.

Martha Hutzel informed the Board that the Joint Use Branch with Germanna Community College's Barbara J. Fried Center in Stafford will open next Monday, August 20. CRRL will staff the library Monday - Thursday from 4:00 P.M. to 8:00 P.M. and Saturday's from 9:00 A.M. - 5:00 P.M. Hutzel announced that there will be a very small collection, copying, scanning, faxing and notary services, homework and research assistance, laptops, WiFi, and programming.

Martha Hutzel asked Board members to call with suggestions, ideas, or concerns.

The next regular meeting is scheduled for Monday, November 12. Martha Hutzel suggested that since that date falls on Veterans Day, that perhaps the the meeting should be rescheduled for November 5 at 4:00 P.M. at the LAC. The Board agreed and the meeting was rescheduled.

The meeting was adjourned at 5:13 P.M.