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LIBRARY BOARD MINUTES

November 5, 2018

The meeting was called to order at 4:06 P.M. by Cheryl Miller. Also present were Meg Bohmke, David Ross, Martha Hutzler, Sam Smart, Xavier Richardson, Kathryn Miller, Rebecca Purdy, and Chris Glover. Also present was Kim Armentrout from the Library of Virginia.

The minutes from the July 26, 2018 meeting were adopted on a motion by Kathryn Miller and seconded by Meg Bohmke. The minutes were approved unanimously. The minutes from the August 13, 2018 meeting were adopted on a motion by Kathryn Miller and seconded by Xavier Richardson. The minutes were approved unanimously.

Cheryl Miller introduced Kim Armentrout, Public Library Consultant with the Library of Virginia. Kim Armentrout presented training materials to the Library Board.

Meg Bohmke asked about posting Board minutes on the Library's website. Martha Hutzler stated that this could be implemented on our new website.

Xavier Richardson asked about the Board being involved in fundraising. Kim Armentrout said that this was not the Board's responsibility and that the Board should instead focus on securing funding from the local and state governments.

Xavier Richardson excused himself and left at 4:20 due to an emergency.

David Ross asked about having an elected official serve as chairperson of the Library Board. Kim Armentrout replied that typically an elected official serves in the role of liaison and that it would be a conflict of interest due to it allowing too much power and authority in one person on two Boards.

Meg Bohmke stated that she feels that the process is not sufficiently formal. She stated that she would like to consider an approval of the agenda at the beginning of the meeting which would allow for last minute adjustments if necessary.

Martha Hutzler said the agenda is sent out approximately a month ahead of the meeting and items can be added by request of Board members.



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Kerry Devine arrived at 4:53.

Martha Hutzel invited the Board to attend the annual Virginia Library Association conference.

The Board thanked Kim Armentrout.

David Ross asked Kim Armentrout for information on the Library of Virginia site for legislative information updates. Kim Armentrout directed the Board to the VLA site under the legislative committee tab.

Martha discussed National Library Legislative Day. The library sends a representative to Washington to encourage our legislators to continue providing federal library funding.

David Ross moved that the Board enter closed session to discuss the Director's evaluation and salary, and David read a closed session statement. Meg Bohmke seconded the motion. Martha Hutzel, Rebecca Purdy and Chris Glover left the room; the remaining Board of Trustees entered closed session.

Meg Bohmke made motion to return to open session and Sam Smart seconded. The vote was unanimous. The Board of Trustees ended the closed session and David Ross read the statement ending the closed session. Martha Hutzel, Rebecca Purdy and Chris Glover reentered the room.

Kathryn Miller moved to approve a step increase for the Director to Step 17; and Kerry Devine seconded the motion. The vote was unanimous.

Under FY20 Budget Proposal, Martha Hutzel presented the FY 2019-2020 budget proposal.

Hutzel announced the goals for this year's budget are:

- a 3% salary increase for staff
- a \$100,000 increase for books and eMaterials. Hutzel stated that this will bring us back to FY07 levels and allow us to reach our stated goal of Collection Level AA per the Library of Virginia state standards.
- bringing the budget in line with current spending and initiatives such as a:
 - \$20,000 increase in publicity to reflect current spending on promotion

- \$12,000 increase in programming to reflect additional classes and events

Martha Hutzal informed the Board that the goals above lead to a 2.85% overall budget increase. Hutzal stated that this is substantially less than last year's requested increase of 4.69%. Martha Hutzal directed the Board's attention to the first page of the budget packet and discussed the variety of the jurisdictional increases. Hutzal pointed out that the 3rd bullet under Stafford, should read "includes contributions to the law library" instead of "use of the law library." Hutzal mentioned that there is an increase in the operating budget request from the three large jurisdictions by the following percentages: a 6.81% from Stafford, 12.52% from Fredericksburg, and .77% from Spotsylvania. Martha Hutzal stated that this year's budget represents a return to the funding formula as spelled out in the Library's agreement with the participating jurisdictions.

Hutzal reminded the Board that for the past four years Stafford has contributed 1.22% and the City 4.04% each year due to the increased Spotsylvania funding of 10.14% needed to bring their contributions back into line with the regional agreement. This year represents a one-time adjustment as we bring the funding back in line with the regional agreement.

David Ross encouraged the Library to emphasize with the localities that while the requested COLA increase is 3%, the actual salary line item increase is actually just a 1.2% increase due to streamlining of staff operations and managing vacancies. Kerry Devine stated that there could be concerns regarding the increase for the City. Hutzal replied that the City also has a 25% larger facility now that all administrative staff have moved the LAC.

Meg Bohmke requested that Martha Hutzal send increases for the past 5 years.

Kerry Devine asked if there were any new positions in the budget. Martha responded that there were not, however some positions may have changed function to support new initiatives.

Cheryl Miller called for a motion to approve the budget. The motion was made by Sam Smart and seconded by Kathryn Miller and passed unanimously.

Martha Hutzal presented the Quarterly Circulation Reports. She noted that the format had changed slightly to include a new bar chart which shows the combined circulation of physical and eMaterials. This change was made to reflect the emphasis of eMaterials and the fact that

they're where our circulation growth lies. Martha Hutzal stated that eMaterials circulation continues to increase, with eAudiobooks up dramatically due to the move to Overdrive. Hutzal stated that we now have a year's comparison for our streaming video service which includes Kanopy, Lynda.com, and Britannica videos. Martha Hutzal stated that while circulation of physical materials at the branches continues to decrease those decreases are now being made up for by increases in eMaterial circulation.

Martha Hutzal presented the Special Use Statistics. She reported that total research transactions have risen by 6,000. Martha Hutzal stated that meeting room groups are up in part due to additional meeting room space at Porter and Fredericksburg. Outreach events, web visits and mobile app use also increased.

Martha Hutzal presented the Fiscal Report from the first quarter. Revenues were as anticipated. She stated that the fund balance remains at a healthy level. The bottom line for expenditures is 26%. Martha Hutzal reminded the Board that the line-item report reflects up-front payments for insurance, computer services, and memberships. Hutzal stated that continuing education is up because the Virginia Library Association annual conference was held earlier this year than in the past. Furniture and equipment expenses were due in part to the opening of Fried Center Branch.

Martha Hutzal stated that the addition of the part time law specialist is now being reflected in the Law Library fund and that revenue appears ample to cover that addition.

Moving to Designated Accounts, Hutzal stated that the vehicle fund continues to be increased in anticipation of the purchase of replacement courier vans. Martha Hutzal stated that the expenditure credit in the Information Access fund was due to a refund from a software vendor, Proquire. Hutzal informed the Board that the library anticipates a significant expenditure from the Information Access fund in the upcoming quarter to replace the current self-checkout machines which are now between 8 and 10 years old.

Under Other Business, Martha Hutzal announced that work on the 3rd floor of the Fredericksburg Branch is proceeding. Hutzal stated that the staff breakroom has been moved to its new location on the other side of that floor and that some of the renovated space is actually being used by the City of Fredericksburg for a series of community meetings. Hutzal reported

that the expanded parking lot continues to be well received. Hutzel thanked the City of Fredericksburg for the addition of a retaining wall along Sophia Street and the planting of trees and shrubs.

Martha Hutzel announced that she and Rebecca Purdy were invited to meet with Bill Freehling, the Director of Economic Development and Tourism, and Angela Freeman, the Business Development Manager, to discuss a possible role for the Library in the City's planned Maker District. Hutzel shared that they expressed interest in the Library manning a separate MakerLab in the District itself which is expected to run along Princess Anne St. from Route 1 to the Canal Path. Martha Hutzel stated that discussion is all very preliminary and assured the Board that she would keep them informed of any developments.

Martha Hutzel thanked Stafford County for installing a door on the new MakerLab at the Porter Branch. Hutzel reported that this would allow the room to be used for meetings when not in use as a MakerLab.

Martha Hutzel thanked Spotsylvania County for replacing flooring in the lobby area of Salem Church Branch. Hutzel stated that attendance at the Spotsylvania Towne Centre Branch continues to grow as does attendance at storytimes.

Martha Hutzel stated that the Town of Colonial Beach has completed mold remediation at the Cooper Branch and the library re-opened on Monday, November 5th.

Martha Hutzel announced that we will be making arrangements to present at local Board of Supervisors and the City Council on CRRL's growth and services.

The Board agreed to meet at 4:00 P.M. on Monday, February 11 at the Library Administration Center. Martha Hutzel reminded the Board that Elaine Farmer from Bishop, Farmer & Co, will attend to present the FY 18 audit. Hutzel invited the Board to call anytime with suggestions, ideas, or concerns.

Sam Smart moved to close the meeting and Kerry Devine seconded. The motion was approved unanimously. The meeting was adjourned at 6:15 P.M.