

## LIBRARY BOARD

### MINUTES

February 11, 2019

The meeting was called to order at 4:02 P.M. at the Library Administration Center by Cheryl Miller. Also present were Kerry Devine, David Ross, Meg Bohmke, Sam Smart, Kathryn Miller, Xavier Richardson, Martha Hutzel, Chris Glover, and Rebecca Purdy. Also present was Elaine Farmer.

The minutes from the November 5, 2018 Board meeting were adopted with no corrections.

Cheryl Miller recognized Sam Smart at his last meeting with a gift for his sixteen years of service on the Board.

Cheryl announced that Kimberly Young, from UMW, will replace Sam Smart, representing Stafford County.

Martha Hutzel introduced Elaine Farmer of Bishop, Farmer & Co. Elaine Farmer presented a handout summarizing the results of the FY2018 audit.. Ms. Farmer thanked the administration and staff of the library for their full and enthusiastic assistance with the audit. She stated that the audit found no deficiencies. Ms. Farmer explained that due to changes in Governmental Accounting Standards Board auditing standards, the LAC lease will be included on the financial statement in the future.

Meg Bohmke asked Ms. Farmer how the monetary gift from a local citizen was reflected in the audit. Ms. Farmer directed her to the section of the audit where the gift was reflected. Ms. Bohmke then inquired if without the gift the Library would have shown a deficit for FY18. Ms. Farmer stated that the library did expend additional funds in the amount of \$24,965 based on the

\$249,967 income received from the gift. Ms. Bohmke mentioned the regional agreement establishing CRRL and expressed concern that it has not been revised recently and mentioned the possibility of opening the agreement.

Elaine Farmer thanked the Board and excused herself from the meeting.

Xavier Richardson moved that the Board enter closed session, and Kerry Devine seconded the motion. The vote was unanimous. Xavier Richardson read the following closed session statement:

The Central Rappahannock Regional Library Board of Trustees wishes to convene a Closed Meeting under the Virginia Freedom of Information Act in order to address concerns regarding CRRL's procedures for the hiring and supervision of family members:

Code of Virginia § 2.2-3711(A)(1).

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

Rebecca Purdy and Chris Glover remained in the room for the closed session. The Board of Trustees ended the closed session and Xavier Richardson read the following statement ending the closed session.

The Board of Trustees of the Central Rappahannock Regional Library does hereby certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting to which this certification applies, and (ii) only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed or considered by the Board.

Kerry Devine made a motion to return to open session and Sam Smart seconded the motion. The vote was unanimous.

Kathryn Miller had to leave the meeting at 5:14.

Since the Library Board no longer had a quorum, Martha Hutzel suggested that the Board review the reports and email any questions.

Martha Hutzel presented the quarterly circulation report. Martha Hutzel noted that eMaterial circulation is up by 59.4% and noted that eAudios are up by 55.6% and eVideos are up 75.3%.

Martha Hutzel presented the Special Use Statistics.

Martha Hutzel presented the Fiscal Report. Revenues are as anticipated. Second quarter payments have been received from all jurisdictions. Reviewing the line item expenditures, Martha Hutzel said that spending is on target at less than 50%. Hutzel noted that the high expenses in Computer Services are due primarily to one time costs associated with switching over to new internet providers.

Due to delays in Verizon's implementation, CRRL had to support two providers during the transition. All old providers' services have now been eliminated and expenses going forward will be below the previous levels. The Library also anticipates additional eRate refunds in FY19.

Martha Hutzel reviewed the Law Library account noting that expenses were below income, and then called attention to the Designated Accounts. Hutzel mentioned at the time that it was due to the fact that Stafford County sends a single quarterly payment without differentiating between funding for the Law Library versus funding specific to the operating budget. Ms. Bohmke stated that she would inquire with Stafford County staff and report back.

The Information Access account expenses are for costs associated with the replacement of 10 year old self-checkout system.

Martha Hutzel mentioned that the FY20 budget has been sent to the jurisdictions. The

Library has not yet received any information regarding budget recommendations from the jurisdictions.

The remainder of the agenda was postponed until the May meeting.

Board Chair, Cheryl Miller, announced that the May 13 Board meeting will be held at 4:00 P.M., at the Library Administration Center.

The meeting was adjourned at 5:28 P.M.