



Central Rappahannock Regional
Library

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LIBRARY BOARD MINUTES

May 13, 2019

The meeting was called to order at 4:06 P.M. by Cheryl Miller. Also present were, Xavier Richardson, Kimberly Young, Kathryn Miller, Kerry Devine, Martha Hutzel, Chris Glover, and Rebecca Purdy. Meg Bohmke and David Ross were absent.

The minutes from the February 11, 2019 meeting were amended to add Xavier Richardson to the list of attendees at the meeting.

Cheryl Miller welcomed new Library Board member Kimberly Young, who represents Stafford County.

Martha Hutzel announced that the library recently received four awards; two from the Virginia Municipal League and three from the Virginia Public Library Directors Association.

Martha Hutzel presented the Quarterly Circulation Reports saying that the system first-time circulation is up by 2.2% and circulation of eMaterials is up 53.4% with eAudioBooks leading the increase.

Circulation drops at some of the Westmoreland branches were discussed. At Kerry Devine's suggestion, the Library agreed to purchase refrigerator magnets with the branch hours to distribute to customers.

Martha Hutzel presented the Special Use Statistics. She pointed out that research transactions are up by 20,000 and reserves are up by over 8,400. Group visits nearly doubled. Meeting room use and attendance is also up dramatically. Web visits continue to rise as does mobile use of the Library resources.

Martha Hutzel presented the Fiscal Report. Martha Hutzel turned to the line items, noting that the bottom line is 73.82%. She reported that salary and benefits are both below 73%. Martha Hutzel reported that the budget is expected to finish the year in the black, however we do have several retirements this fiscal year which could impact final numbers. Cheryl Miller introduced the requested budget amendments and asked Martha Hutzel to present them. The Equipment Contracts line item was over-budgeted by at least \$35,000 due to the change to purchased rather than leased copiers. While the Membership/Dues and Furniture/Equipment line items were under-budgeted by \$5,000 and \$30,000 respectively, Martha Hutzel explained that the furniture budget was stretched due to the opening of the Spotsylvania Towne Centre and Fried Center



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Branches. Cheryl Miller requested a motion to approve the budget amendments as presented. Kerry Devine made the motion and Kathryn Miller seconded. They were adopted unanimously.

Martha Hutzel called attention to the Designated Accounts. The Law Library Account is in good shape. The Vehicle Fund continues to grow by \$2000 per quarter. Martha Hutzel informed the board that the two new vehicles are almost ready to go. The Information Access fund has had significant expenditures for the new Express Checkout machines that were deployed last week at all branches, as well as technology expenses for the new Towne Centre and Fried Center Branches.

Martha Hutzel requested that, if the budget finishes in the black, the Board approve transferring any funds remaining up to \$40,000 after all FY19 budget expenditures into the Information Access Fund. This will ensure sufficient funds to cover expenses for Express Checkout machine replacement and technology expenses associated with opening the new branches. Kathryn Miller moved to approve the transfer, Kerry Devine seconded. The motion was approved unanimously.

Martha Hutzel then reported on the FY2019-20 budget situation. She is pleased to report that the Library has received full funding from Spotsylvania, Stafford, and Westmoreland Counties. Martha Hutzel reported that the City Council will vote on their budget tomorrow night, May 14. Martha Hutzel thanked the entire Library Board for their support and advocacy. The Library will finalize the FY20 operating budget and present it to the Board at the September meeting. Cheryl Miller thanked Meg Bohmke and David Ross for their support in passing the budget in Stafford and Spotsylvania.

Under Other Business, Cheryl Miller called the Board's attention to the proposed by-law amendments. She directed the Board's attention to the first paragraph which explains the amendment process according to the current by-laws. Cheryl Miller pointed out that proposed amendment number four needed an immediate adjustment to replace Other Business with Old Business followed by New Business.

Cheryl Miller asked for any discussion of the requested amendments.

Regarding the first proposed amendment, Kathryn Miller commented that the amendment brings the library into alignment with the state recommendations from Kim Armentrout. Kathryn Miller made a motion, Kerry Devine seconded the motion, and the motion was approved unanimously.

Regarding the second proposed amendment, Kathryn Miller stated that this amendment

adopts state code, and the Board would need to approve electronic attendance on a per-instance basis. Kerry Devine stated that this is what localities do. Electronic attendance can be via phone or Google Meetup and the amendment states that Board Chair must be notified on or before the date of the meeting. The Library agreed to have technology ready at each meeting. Upon review it was determined that it was necessary to add the word “and” next to the last bullet point. Kathryn Miller moved to adopt the amendment as amended; Kimberly Young seconded the motion. The motion was approved unanimously.

Regarding the third proposed amendment which changed the schedule of Library Board meetings, Kathryn Miller made a motion to approve; Xavier Richardson seconded. The motion was approved unanimously.

Regarding the fourth proposed amendment, Cheryl Miller recommended an immediate amendment to update the agenda to add “Old Business” before “New Business.” Kathryn Miller made a motion to approve the amendment as amended; Xavier Richardson seconded. The motion was approved unanimously.

Martha Hutzel thanked Westmoreland County for the mulching and landscaping work at Newton and Montross branches. The Westmoreland branches all now have Express Checkout machines and credit card payment capabilities for the first time.

The City of Fredericksburg installed a water bottle filling station on the second floor and will soon be replacing the stairwell tread in the Lewis Street stairwell at the Fredericksburg Branch.

Martha Hutzel informed the Board that the Porter Branch MakerLab will now also be used as a study room. The Porter Branch now has a wonderful new branch manager, Rachel Placcetti, who is replacing our previous branch manager who left to take a job with the Prince William Public Library System.

Martha Hutzel thanked Spotsylvania for installing new blinds in the Children’s room at Snow Branch and repairs to curbs and sidewalks at Salem Church Branch.

Kathryn Miller asked how much the Spotsylvania satellite branch at Partlow cost. Martha Hutzel replied that the county provided \$40,000 for expenses associated with the Partlow satellite location.

Kerry Devine mentioned that Summer Reading may be impacted by the shorter summer vacation scheduled this year by Stafford and Fredericksburg schools. Martha Hutzel stated that

the library was aware and had scheduled the fun fests for early in the summer.

Cheryl Miller distributed the new trustees manual. Martha Hutzel thanked Rebecca Purdy for organizing the new manuals.

Under Old Business, Kathryn Miller mentioned an issue that arose after the last meeting. She stated that she had notified the Chair two weeks in advance of the February meeting that she would need to leave the meeting early, and that the Chair shared that information with the rest of the Board via email. She expressed her frustration at pushback after the meeting from another member and wishes the minutes to reflect that she feels it is necessary for all Board members to stay informed of Board issues.

Xavier Richardson requested that we have names on both sides of the name plates.

Martha Hutzel asked the Board for suggestions, ideas, or concerns; she urged the Board to call any time.

The next quarterly meeting is scheduled for Monday, September 9. Library staff will contact Board members to finalize schedule and location.

Kerry Devine requested that training on library apps be provided for the Board at a meeting.

Xavier Richardson moved to adjourn the meeting, Kathryn Miller seconded the motion. The meeting was adjourned at 5:11 P.M.