



Central Rappahannock Regional
Library

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Proudly serving Fredericksburg, Stafford, Spotsylvania, and Westmoreland

LIBRARY BOARD MINUTES September 9, 2019

The meeting was called to order at 4:00 P.M. by Cheryl Miller. Also present were Kerry Devine, David Ross, Kimberly Young, Kathryn Miller, Martha Hutzel, Meg Bohmke, Rebecca Purdy, and Chris Glover. Xavier Richardson was absent.

The minutes from the May 13, 2019 meeting were presented. Kerry Devine moved for approval of the minutes as corrected and Kathryn Miller seconded. Ayes (4) Kimberly Young, Kathryn Miller, Kerry Devine and Cheryl Miller. David Ross and Meg Bohmke abstained.

Martha Hutzel presented the Director's Report. Martha Hutzel thanked the City of Fredericksburg for expanding the theater seating from 180 to 250 by removing the two meeting rooms; work is scheduled to begin this fall. Hutzel reported that the project converting two former offices on the lower level is now complete and they are being used as meeting rooms.

Martha Hutzel was pleased to remind the Board of the American Libraries Library Design Showcase award for the Spotsylvania Towne Centre Branch and that copies of the American Libraries magazine were distributed to the Board. She also thanked Spotsylvania for refinishing the stage at the Salem Church Branch. Spotsylvania has begun monitoring the Salem Church Branch through their new 911 system, saving CRRL the cost of a phone line and the monitoring service previously used. Hutzel reported that CRRL also converted a small room at Snow Branch to a study room and thanked Spotsylvania County Staff for installing a door.

Martha Hutzel reported that CRRL has now installed exterior book returns at Towne Centre and Fried Center locations. Hutzel announced that she met local developer Bill Vakos on the Fredericksburg Regional Chamber of Commerce board and he initiated a conversation about possibly donating land to Spotsylvania County for a Massaponax Branch. She assured the Library Board that she will keep them informed of any developments.

Martha Hutzel thanked Stafford County for converting the former copier room at Porter into a maker lab that can also be used as a study room, giving that branch a 5th meeting room. She reported that CRRL staff moved the computer server rack out of Meeting Room 4 creating a big space. She stated that



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Stafford also installed new flooring and an accordion wall between the two rooms and that the county continues to have furniture at Howell Branch reupholstered.

Hutzel reported that CRRL has replaced computer carrels at Newton Branch and made other improvements at Newton and Cooper branches.

Hutzel announced that thanks to sponsorships from the University of Mary Washington, Germanna Community College, the Friends of the Library, and a private donor, CRRL has purchased a humanoid robot named Pepper that will help teach coding and help the public become more comfortable with artificial intelligence technology. She reported that the CRRL Friends Bookshop is now open and holds pickup is available at this location. Hutzel announced that all but one of the library vehicles are now branded. Hutzel notified the Board that the library's annual audit by Bishop, Farmer & Co., LLP will be conducted the week of September 16.

Martha Hutzel reported that the Library of Virginia Public Library Trustee Manual has been updated and completed and will be distributed this fall. Hutzel mentioned that copies will be available at our next Board meeting in December and thanked Cheryl Miller and Kathryn Miller for dedicating much time and effort to the new edition.

There was no public comment.

Martha Hutzel presented the Fiscal Report and reminded the Board that the end-of-year numbers are not official until the audit is complete. Hutzel reported that the library has received all payments from the jurisdictions and the state. Hutzel reminded the Board that at Meg Bohmke's request CRRL worked with Stafford County to begin differentiating the Law Library revenue for the designated account, in line with the other two jurisdictions. She explained that this results in the FY19 fiscal report showing a shortage in the received revenue from Stafford County. Westmoreland County's received revenue is \$2,700 less than the anticipated revenue. Hutzel reported that CRRL has requested information on this variance but has not yet received an answer. Kathryn Miller stated that she would contact Westmoreland County to inquire about the variance in funding.

Kerry Devine suggested that CRRL staff add a footnote on the revenue pages of Fiscal Reports noting the transfer of Stafford County funds to the Law Library.

On the expense page, Martha Hutzel noted that some expenses were over spent while others were under spent and those line items have been adjusted in the FY21 budget. She explained that the publicity budget has been updated for FY21 to support the continued promotion of the library system. Hutzel noted that the Library Administration Center is overspent due to the additional costs associated with renting Suites 150 and 155. She reminded the Board that the Friends reimburse CRRL for costs associated with the bookshop. Hutzel noted that the annual FY19 budget was overspent by 0.12%, which comes to \$14,777, a very small figure considering the accomplishments of the past year. She stated that the overage was more than covered by the \$65,366 in other income such as donations, interest, and other miscellaneous income.

Hutzel reported that after accounting for the reduced revenue from Stafford and Westmoreland, this will allow CRRL to transfer an overall budget excess of \$18,307 into the Information Access designated fund as approved by the Board at the May meeting. Meg Bohmke requested that Hutzel ask the auditor if CRRL should wait to transfer funds until after the audit is complete. Hutzel stated that she will consult the auditor regarding this question.

Hutzel reminded the Board that at the May 14, 2018 Board meeting the Board approved the spending of the funds received from the Burhans estate and that this is reflected as the Assigned Fund Balance funds of \$249,976. She announced that the bid for library shelving at the Fredericksburg Branch has been released and the Library is awaiting bids.

Martha Hutzel noted that the Law Library fund is healthy and that the library anticipates using Law Library funds to move and expand the Law Library on the third floor of the Fredericksburg Branch. Hutzel noted that the fourth quarter Law Library funds are received in early July accounting for the \$9,925 difference from the reduction in Stafford's contribution.

Martha Hutzel directed the Board's attention to the Designated Accounts. She mentioned that the Vehicle Fund is healthy and the Library doesn't anticipate a vehicle purchase in the current Fiscal Year. She stated that the Information Access Fund was fully depleted due to expenses related to installing a new Express Checkout system in all branches. Hutzel reported that the new system has increased self-checkout usage from approximately 30% to more than 70% of all checkouts and that the installation of these machines has allowed the Customer Service staff to spend more time with customers without holding up the checkout process. Hutzel stated that after transferring the FY19 overage to the Information Access fund, the fund will have a positive balance of \$9,024. She reported that Information Access income has increased since the installation of the Express Checkout machines and the addition of the capability to pay fines with a credit card and from home.

Martha Hutzel presented the Quarterly Circulation Reports. Hutzel noted that this is the second quarter in a row that the circulation of physical materials has increased relative to the previous FY and that eMaterials continue to increase. She reported that eAudios were up 43%, eBooks were up 31%, eMagazines were up 104% and eMaterials overall were up 38%.

Kathryn Miller requested that CRRL staff evaluate the collection at all Westmoreland locations in the hopes of increasing circulation.

Martha Hutzel presented the Annual Circulation Reports. Hutzel noted that overall circulation has risen for the second year in a row, with eMaterials up 48%.

Martha Hutzel presented the Special Use Statistics. She noted that, as always, some numbers are up while others are down slightly. Martha Hutzel reports that outreach events and school outreach are up in Q4 as we pursue our goals of bringing the library to the people. Hutzel reported that as usual, visits to the web site and computer use are up significantly. She stated that overall, Annual Special Use reflects the same

trends as the Q4 Special Use numbers.

Under Old Business Meg Bohmke asked if the latest version of the Library Trustee Manual replaces all other versions of the manual. Hutzel stated that it did.

Under New Business Meg Bohmke suggested that the Library Board say the Pledge of Allegiance at the beginning of each meeting. David Ross asked that it be added to the agenda for discussion at the next Library Board meeting.

Cheryl Miller announced elections and called for nominations for Chair and Vice Chair. David Ross nominated Meg Bohmke for Chair and Kerry Devine nominated Cheryl Miller for Chair. A discussion followed regarding the Library Board bylaw pertaining to the election of Officers. Cheryl Miller conducted a roll call vote for the two candidates for Chair. The results of the roll call are as follows: David Ross - Meg Bohmke; Kerry Devine - Cheryl Miller; Meg Bohmke - Meg Bohmke; Kathryn Miller - Cheryl Miller; Kimberly Young - Cheryl Miller; Cheryl Miller - Cheryl Miller.

Kerry Devine moved that Cheryl Miller, having received the majority of the votes, be elected as Chair of the Library Board. Ayes (4) Kimberly Young, Kathryn Miller, Kerry Devine and Cheryl Miller. Nays (2) David Ross and Meg Bohmke. David Ross stated that he supported Cheryl Miller as Chair but preferred to have the Chair position rotated between jurisdictions. Kerry Devine nominated Kimberly Young for Vice Chair, and the motion carried unanimously.

Martha Hutzel presented the FY21 proposed budget request. She stated that the overall budget increase is less than 5% and includes a 9.85% increase in books and materials as well as needed increases in computer services, continuing education, and training and programming line items. Hutzel stated that the request also includes a 2.5% COLA salary increase, but that only reflects a 1.39% increase in our salary expense due to continued savings in this area. Hutzel stated that priorities continue to be materials and salaries.

Meg Bohmke suggested that the previous fiscal year's actual expenditures be added as a column in budget presentation. Martha Hutzel agreed that such information could be added in the future. Kathryn Miller moved to adopt the budget, Kerry Devine seconded. Ayes (4) Kimberly Young, Kathryn Miller, Kerry Devine, and Cheryl Miller. Nays (2) David Ross and Meg Bohmke.

Martha Hutzel shared the public library community's concerns about the change from the online training platform Lynda.com to LinkedIn Learning which would force customers to create LinkedIn profiles which will be shared as LinkedIn chooses. She reported that staff have met with Gale Cengage Learning and are looking into an alternative through them. Hutzel also shared a policy change from Macmillan Publishers regarding the sale of eBooks to public libraries which may adversely affect customers' access to new titles and library circulation.

Chris Glover and Rebecca Purdy left the meeting.

Cheryl Miller introduced the Director's Evaluation and each Board Member provided feedback.

Kerry Devine moved that the Board enter closed session, and Kimberly Young seconded the motion. The vote was unanimous. Kimberly Young 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 discuss the salary of the Library Director under the following closed session authority

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.

The Board of Trustees ended the closed session and Kimberly Young 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 Kimberly Young seconded the motion. The vote was unanimous.

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

The next regular meeting is scheduled for Monday, December 9 at 4:00 P.M. The location will be announced closer to the date.

The meeting was adjourned at 6:20 P.M.