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**Library**

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## LIBRARY BOARD MINUTES

December 9, 2019

Fredericksburg Branch

### ATTENDEES

**BOARD MEMBERS:** Cheryl Miller (Chair), Kerry Devine, David Ross, Kimberly Young, Kathryn Miller, Meg Bohmke / **ABSENT:** Xavier Richardson (Vice Chair, family emergency)

**LIBRARY ADMINISTRATION:** Martha Hutzel, Rebecca Purdy, Chris Glover

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The meeting was called to order at 4:08 P.M. by Cheryl Miller.

Kerry Devine moved to adopt the September 9, 2019 minutes, which were adopted unanimously.

Cheryl Miller recognized Kathryn Miller at her last meeting with a gift for her eight years of service on the Board during which time she served as chair for three years.

Martha Hutzel presented the Director's report. Hutzel called the Board's attention to the new Library on the Go vehicle. Hutzel thanked the Community Foundation of the Rappahannock River Region, The Duff McDuff Green, Jr. Fund, and Midge Vittoria. Hutzel thanked the City of Fredericksburg for installing a new flagpole in front of the Fredericksburg Branch. Hutzel noted that the Porter Branch is expecting new Youth Services shelving in January thanks to funding from Stafford County.

Martha Hutzel noted that the Library honored Veterans Day with a fine-free day. Hutzel informed the Board that Salem Church Branch received the Matthew Glenn Award from the



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Fredericksburg Regional Food Bank for serving 3,777 lunches this summer. In addition, Hutzel noted that Simon Watts received the Top 10 of the NextGen award from the Fredericksburg Regional Chamber of Commerce for his efforts to develop the IdeaSpace and helping establish Fredericksburg's Canal Quarter Maker District.

Martha Hutzel also reported that staff have been meeting with jurisdictional finance directors regarding the library's FY21 budget request. She reported that most recently, staff submitted answers to about a dozen questions on various aspects of the request and budget calculations. Hutzel announced that there is a meeting on December 10 to address additional questions.

There was no public comment.

Martha Hutzel presented the Fiscal Report from the first quarter and announced that revenues were as anticipated. She stated that the fund balance remains at a healthy level. Hutzel reminded the Board that at the September meeting, the FY19 fiscal report appeared to show a shortage of \$2,700 less than the anticipated revenue from Westmoreland County. She reminded the Board that an email was sent to all Board Members on October 23rd stating that research showed that there was an error in the approved amount received and that there was no shortage after all.

Martha Hutzel announced that the bottom line for expenditures is 26.92%. She reminded the Board that the line-item report reflects up-front payments for insurance, computer services, and memberships. Hutzel stated that the staff training and continuing education line item is up because the Virginia Library Association annual conference registration and hotel fees were paid in this quarter. She announced that System Upkeep includes the purchase of 11 exterior cameras at FX as well as upgrades to the fire and burglar alarm monitoring hardware at Salem Church, which will result in a reduction of monthly expenses as Spotsylvania is now monitoring the alarm systems.

Hutzel noted that while the salary line item is below 25% for this quarter, the library does expect to exceed the budgeted amount in salaries due to the number of retirements and payouts we will experience before July 2020. She explained that this is the end of the grandfathered-in period for retirements under the old leave policy. Hutzel reminded the Board that according to the library policy manual, leave payouts can be made out of the fund balance if necessary.

Martha Hutzel stated that the Law Library fund balance is ample to cover expenses.

Moving to Designated Accounts, Martha Hutzel stated that the vehicle fund continues to be increased in anticipation of the purchase of replacement courier vans. She stated that the Information Access fund is low due to the recent purchase of new self checkout machines.

A discussion followed regarding fine-free policy. David Ross suggested reducing the cap to \$10. Hutzel stated that staff will research this option and will make a recommendation at a future meeting.

Martha Hutzel presented the Quarterly Circulation Reports. She noted that the format had changed slightly to include new bar charts with more detailed numeric data and to place the previous years numbers to the left of the current data. She explained that this change was made to make it easier for Board Members. Hutzel stated that eMaterials circulation continues to increase and the library will focus the collections budget on increasing this collection. Hutzel 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. The new report now includes the numbers for Library on the Go, which includes lobby stops, satellite locations, and outreach to daycare centers and preschools. Also included are the number of items checked out at the FOL Bookshop. These numbers were previously included on page 4 under the total circulation numbers.

Martha Hutzel presented the Special Use Statistics. She noted that some of the subject headings have been updated to more accurately reflect the statistics being reported. She reported that research transactions have risen by 7%. Hutzel noted that Library programs have been separated out from meeting room use leading to the lower numbers of meeting room groups and attendance. Hutzel noted that public training has risen dramatically due to the increase in Makerlab badging training. Web visits, mobile app, and computer use also increased. Staff training numbers are up due to required HR law training for all supervisors.

Under Other Business, Cheryl Miller opened the floor for discussion regarding the suggestion at the last Board meeting to say the Pledge of Allegiance. Cheryl Miller proposed that the pledge be recited after a quorum is recognized and prior to the meeting commencing. David Ross so moved. The vote was unanimous with Kathryn Miller abstaining.

Under New Business, Cheryl Miller shared the Director's Goals with the board. Kerry Devine asked a question regarding community partners and a discussion followed. Kimberly Young suggested a Board retreat for governance planning and a review of strategic plans and goals. Cheryl Miller suggested inviting Kim Armentrout from the Library of Virginia. Kimberly Young so moved. Kathryn Miller abstained. The motion passed unanimously. Kimberly suggested that a sub-committee plan the retreat. Kimberly Young, Meg Bohmke, and Kerry Devine volunteered to serve on the sub-committee.

Cheryl Miller reminded the Board that the next meeting will be Monday, March 9th at 4:00 P.M. and that the location will be announced.

Cheryl Miller moved to close the meeting. The motion was approved unanimously. The meeting was adjourned at 5:21 P.M.