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Library

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LIBRARY BOARD MINUTES

March 9, 2020

Howell Branch

ATTENDEES

BOARD MEMBERS: Cheryl Miller (Chair), Martha Hutzel (Secretary-Treasurer), Meg Bohmke, Kerry Devine, Xavier Richardson (arrived 4:38), Diana Risavi, David Ross (left 5:45)

ABSENT: Kimberly Young (Vice Chair)

LIBRARY ADMINISTRATION: Rebecca Purdy, Chris Glover

GUESTS: Elaine Farmer, Bishop, Farmer & Company (Auditor); Tracy McPeck, Adult Services Coordinator

The meeting was called to order at 4:05P.M. at the Howell Branch by Cheryl Miller.

The minutes from the December 9, 2019 Board meeting were adopted with no corrections.

Cheryl Miller welcomed Diana Risavi, the new Westmoreland County representative to the Board and asked each Board member to introduce themselves.

Martha Hutzel introduced Adult Services Coordinator Tracy McPeck, who reported on CRRL's partnership with local and regional committees and internal efforts to promote the 2020 United States Census.



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Cheryl Miller then asked for a motion to adjust the agenda so that the Auditor's presentation could be presented after the Director's Report. The motion was made by Kerry Devine, seconded by David Ross, and passed unanimously.

Martha Hutzel introduced Elaine Farmer of Bishop, Farmer & Co. Elaine Farmer presented a handout summarizing the results of the FY2019 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 the opinion of the auditor is unqualified, meaning that there were no negative qualifications. Ms. Farmer reviewed the audit statements. She explained that leases will show up as a liability in FY21. Meg Bohmke shared that Stafford County's Finance Manager, Andrea Light has questioned the three months reserve in fund balances. Ms. Farmer says that decision would lie with the library and the localities, but that it could be a decision to be evaluated once the FY20 payouts are done and on a yearly basis thereafter. She cautioned that the reevaluation should occur with other big expenses in mind. Meg Bohmke asked about post employment health benefits. Ms. Farmer stated that the library's healthcare benefits do not extend to retirees. Ms. Farmer stated there were no issues with internal compliance or internal controls.

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

Martha Hutzel then presented the Director's Report. She added that staff recently presented the required annual Bibliostat report to the Library of Virginia. She explained that we are required to collect certain statistics, many of which are duplicated in the quarterly reports that the Board receives, such as number of visitors to our buildings, circulation, and attendance at our classes and events. She announced that the IdeaSpace grand opening celebration will be Thursday, April 16 at 4:30 p.m. and that the Board is invited. She mentioned that equipment would be circulated from IdeaSpace and that there would be a recording studio. Kerry Devine suggested that the Library consider lending energy monitoring devices. Xavier Richardson suggested that music content may need to be monitored.

Martha Hutzel reported that staff are monitoring the coronavirus and following the advice of the CDC and the Virginia Department of Health. She stated that the Administration is staying in close communication with all of our library staff and requiring that they stay home if they are sick. All branches have hand sanitizer and clorox wipes at all public service desks and the jurisdictions are providing additional deep cleaning of all branches. Meg Bohmke offered to loop the Library into Stafford County's discussions regarding the coronavirus and Martha Hutzel thanked her for the offer.

There was no public comment.

Martha Hutzal presented the Fiscal Report from the second quarter and announced that revenues were as anticipated. She stated that the fund balance remains at a healthy level, but reminded the Board that according to the library policy manual, leave payouts can be made out of the fund balance. She stated that this will be necessary this year since June 30, 2020 is the end of the grandfathered-in period for retirements under the old leave policy and that estimated payouts for known retirements and resignations for twenty-four staff is \$270,176.94.

Martha Hutzal announced that the bottom line for expenditures is 49.24%. She reminded the Board that the line-item report reflects up-front payments for insurance and membership/dues which are both done for the year. Hutzal announced that CRRL is expecting approximately \$85,000 in eRate reimbursements for computer services, and that the professional services line item does not yet reflect fees for the annual audit. Hutzal reminded the Board that the staff training and continuing education line item is up because the Library sent additional staff to the Virginia Library Association conference in October. The Library is not expecting additional large expenses in that line item. She announced that System Upkeep is at 84% due to additional expenses for IdeaSpace and the previously mentioned security work at the Fredericksburg Branch and Salem Church.

Martha Hutzal stated that the Law Library fund balance is ample to cover expenses. Stafford's second quarter payment is not reflected as we anticipate receiving it with the third quarter allotment.

Moving to Designated Accounts, Martha Hutzal stated that the vehicle fund continues to be increased in anticipation of the purchase of replacement courier vans. She announced that the fund would be sufficient by the end of the fiscal year and that she would be asking the Board for permission to discontinue the previously approved annual transfer of \$8,000 from the Information Access fund. The quarterly expenses from the Information Access fund include funds for upgrades to public meeting room AV equipment, additional computers for teens, Library-on-the-Go, and IdeaSpace.

Martha Hutzal presented the Special Use Statistics. Visits to library buildings have decreased slightly but holds have increased. We increased our visit to community based events significantly over last year this quarter. Use of the CRRL mobile app and use of the Library's public computers have dramatically increased. Library programs have been separated out from meeting room use leading to the lower numbers of meeting room groups attendance. The decrease in Librarypoint sessions is due to Bibliocommons combining website and catalog sessions.

Martha Hutzal presented the Quarterly Circulation Reports. Hutzal stated that eMaterials circulation continues to increase dramatically and the library continues to focus the materials budget on increasing this collection. We project the overall increase of physical and eMaterial circulation should surpass FY19. As circulation of eMaterials continues to skyrocket, circulation of print materials, including DVDs, continues to fluctuate. Our streaming video services, including Kanopy, have increased by nearly 27% this quarter. Total circulation is nearly one million items this quarter.

Under Old Business, Kerry Devine shared that there is no update on the Board retreat because those planning the retreat have not yet had the opportunity to meet.

Martha Hutzal shared a Macmillan eBooks update. She explained that CRRL is not boycotting Macmillan based on their limitations. She explained further that this decision is partly because our book budget is so tight, CRRL usually only purchases one copy in ebook format from them, which fits their new limitations. She stated that Macmillan is going to make adjustments to the policy and updated the Board on these changes. She shared that she attended a session at ALA's Midwinter Conference in Philadelphia in January presented by Macmillan CEO John Sargent; and that during the presentation, Mr. Sargent reiterated many times that library purchasing hurts them, they are a for-profit business and have no current plans to change the policy, and that they are doing this for their authors. Martha Hutzal shared with the Board that she spoke to Brian Heller, Macmillan's VP for Academic, Library, Wholesale and International, after the meeting, and suggested they consider dropping the 8 week embargo (or "windowing" as Macmillan insists on calling it) and offer quantity pricing on their ebooks, the same way we buy many other items; something like one ebook is \$45, 2 costs \$40 each, three costs \$35 each, etc., suggesting that they can easily figure out the right numbers and caps. Martha Hutzal shared further that discussion on this issue grew heated and ALA and PLA leadership are continuing to work with Macmillan regarding this very unpopular policy. Macmillan admitted they only spoke to 35 libraries across the entire country before making their change, and they also admitted that they did not yet have enough data to decide if the policy was helping or hurting them and that they hope to know by the end of March. Martha Hutzal said *Publisher's Weekly* sent out an article Friday afternoon indicating Macmillan now had additional data and is seeking feedback from a select group of librarians to possibly come up with three different pricing scenarios, all of which abandon the 8 week embargo.

Martha Hutzal mentioned that the FY21 budget has been sent to the jurisdictions and they are in the process of finalizing their budgets. She provided an update on each locality.

Martha Hutzal shared that Spotsylvania presented its proposed budget on February 11. They are recommending full funding for the additional \$224,378 that was requested. We are

scheduled to present a Library update at the March 24 Board meeting. The first vote on the budget is anticipated April 9. Westmoreland has not yet released their proposed budget nor their budget calendar. We are scheduled to present an update on Library services.

Martha Hutzel shared that Fredericksburg's City Manager is scheduled to present Fredericksburg's proposed budget tomorrow, March 10. We are awaiting confirmation of our request to present a Library update to the City Council on April 14 or 21. The first vote on their budget is anticipated May 12.

Martha Hutzel explained that when Stafford presented its proposed budget February 18, the County Administrator recommended an increase of \$102,587, which is \$99,011 less than we requested. CRRL requested an increase of \$201,598. Martha Hutzel explained further that shortly after the proposed budget was presented, she received an email from Stafford's Finance Manager stating that since Stafford had not funded the Law Library for several years, \$42,438 of that increase would be designated for Law and that the operating budget would only receive a \$60,149 increase. Martha Hutzel reminded Library Board members that a question regarding Stafford's Law contribution arose at our November 2018 Library Board meeting and as a result we contacted Stafford's Comptroller. Since that time, the Comptroller has been notifying our Finance Manager of Stafford's law contribution, which has since been reflected in our quarterly fiscal reports. We have informed the Stafford Finance Manager of this but have not yet heard back. We are scheduled to present a Library update to the Stafford Board of Supervisors at their March 17 Board meeting. Stafford's first vote on the budget is anticipated to be April 21.

Under New Business, Board Chair Cheryl Miller announced that there is a request from Colonial Beach Town Manager, Quinn Robertson, for the Library to sign a lease for the building that holds the Cooper Branch. She requested that Martha Hutzel present the details to the Board.

Hutzel announced that the Town of Colonial Beach notified the library in the fall of 2019 that the twenty-year lease had expired the previous year. She explained that the lease was signed by the Town of Colonial Beach and the County of Westmoreland and the library was not a signatory to the lease, did not have a copy, and was not aware that the lease existed. The building itself is owned by the Town of Colonial Beach, and the building is divided into the Library space and the Town Council space. The Town will be replacing the roof now and repairing or replacing the windows in the next fiscal year. Per the expired lease, Colonial Beach paid all utilities, maintenance, and repairs. The lease required Colonial Beach to pay custodial expenses but the County has been paying those. Mr. Robertson has asked if the Library Board would consider signing the lease in lieu of the Town signing a lease with the County. Currently the Library has not signed leases for county or city owned properties. The only lease agreements that we currently have are for private property and are for the Library Administration Center, the

Spotsylvania Towne Centre Branch, and IdeaSpace. Diana Risavi made a motion to decline the request for the Library to enter into a lease agreement with the Town of Colonial Beach. Meg Bohmke seconded the motion, which was passed unanimously.

Xavier Richardson moved to close the meeting. Meg Bohmke seconded the motion, and the motion passed unanimously. The meeting was adjourned at 6:16P.M.

Board Chair, Cheryl Miller, announced that the next Board meeting will be held June 8, 4:00 P.M., at Salem Church Branch, Room A.