

LIBRARY BOARD MINUTES

August 29, 2016

The meeting was called to order at 4:26 P.M. by Kathryn Miller. Also present were Kerry Devine, Cheryl Miller, Al King, Sam Smart, Martha Hutzel, and Rebecca Purdy.

The minutes from the May 9, 2016, meeting were adopted on a motion by Sam Smart, seconded by Al King.

Kathryn Miller announced elections and called for nominations for Chair and Vice Chair. Sam Smart nominated Kathryn Miller for Chair, Kerry Devine seconded, and the motion carried unanimously. Kerry Devine nominated Sam Smart for Vice Chair, Kathryn Miller seconded and the motion carried unanimously. Martha Hutzel was affirmed as secretary.

Martha Hutzel reminded the Board that they were mailed a hard copy of the finished strategic plan; additional copies were available during the meeting. Kathryn Miller suggested that the library report once a year on how we are using the strategic plan. Al King suggested that we consider the plan when making budget requests. Martha Hutzel assured the Board that we will utilize the plan to set our future priorities. Kerry moved to adopt the Strategic Plan, the motion was seconded by Al King. Martha Hutzel requested that the board adopt the new Mission Statement and Vision Statement. Al King moved to adopt the new Mission and Vision statement, the motion was seconded by Sam Smart. The mission and vision statement were adopted unanimously. The recommended new logo was presented to the Board for discussion. Sam Smart moved to adopt the logo, the motion was seconded by Kerry. The motion was adopted, but Al King abstained.

Martha Hutzel informed the board of ongoing negotiations to move the third floor administrative offices out of the Headquarters building to leased office space adjacent to the Library Service Center in the City of Fredericksburg. The goal is to have all of the administrative offices together and make the Headquarters third floor available to the public. The move would also make additional parking available at the Headquarters facility.

Martha Hutzel informed the board that the additional funding required in FY 17 for the move is estimated to be \$24,000. This would be a one time amount for the current fiscal year. Future expenses would be incorporated into the FY 18 and future budgets. Martha Hutzel requested that the board approve use of the fund balance in FY 17 to cover this

amount. Martha Hutzal requested that the board make a motion to proceed with negotiations for the space and finalize the lease. Al King moved to proceed and finalize with negotiations, the motion was seconded by Kerry Devine. Al King moved to utilize the fund balance to cover the amount of the move, the motion was seconded by Kerry Devine. Both motions were adopted unanimously.

Martha Hutzal presented the Quarterly Circulation Reports saying that the system first time circulation is up 0.6% for the second quarter in a row and circulation of eMaterials is up 10.1%. Annual increase of eMaterials was 5.6%.

Martha Hutzal presented the Special Use Statistics. Martha Hutzal pointed out that desk transactions, meeting room attendance and attendance at classes and events are all up by about 2,000 each in Q4. As expected, web visits are up by over 25,000 and visits by mobile users are up by 8,300. These numbers may help explain why visits to library buildings are down compared to Q4 in 2015. Additionally, the technology we currently use to count visits is outdated and we are looking to replace it.

Al King moved to approve the budget adjustments as submitted subject to the audit, the motion was seconded by Sam Smart. The motion was approved unanimously.

Martha Hutzal presented information on the FY 17 budget. The total expected revenue is \$11,647,718. This reflects an increase from our jurisdictions of \$183,326 plus an additional \$50,000 for the CRRL/Germanna Joint Use Library. State aid increased by \$21,781, bringing the total budget increase to \$205,107. Spotsylvania's contribution was \$124,581 below our request. Martha Hutzal informed the board that she has been in touch with Mark Taylor and David Ross and has been encouraged to request the funding difference in the fall once their final budget numbers are known. This total will allow the library to fully cover the current cost of the Library Service Center without use of the fund balance.

Martha Hutzal announced that Spotsylvania County has been making improvements to their branches. They recently painted the meeting rooms and added brick to the front steps at Snow and will soon begin painting the rest of the Branch as well as replacing all of the ceiling tiles and light fixtures. They're also doing extensive work on the Marshall Center itself. At Salem Church they have been working on the roof, updated the landscaping and will soon begin painting meeting rooms.

At Kathryn Miller's request Martha Hutzel shared a document that outlined potential cuts in library services to Spotsylvania County due to underfunding. Al King made a motion that unless Spotsylvania offsets reduced contribution, the library will reduce hours and services to the Salem Church and Snow branches on October 1, Kerry Devine seconded.

The CRRL's annual staff training day will be September 23. This is the one time each year that the entire system staff comes together for training and appreciation. Martha Hutzel reported that the library has received three grants this calendar year. One from Fredericksburg EDA for \$3600, one for \$1200 for World War I programming to be spent in 2017, and the award of the traveling Native Voices exhibit. 842 people attended related special events presented in partnership with the local Patawomeck Tribe.

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

The next regular meeting is scheduled for November 14 at 4:00 P.M. at the Library Headquarters.

The meeting was adjourned at 5:59 P.M.