

LIBRARY BOARD MINUTES

August 14, 2017

The meeting was called to order at 4:17 P.M. by Kathryn Miller. Also present were Kerry Devine, Cheryl Miller, Sam Smart, David Ross, Xavier Richardson, Bob Thomas, Martha Hutzel, Rebecca Purdy, and Chris Glover.

Also in attendance were two members of the public, Spotsylvania County residents Harry and Frank Landimore. Harry is working on his Boy Scout Merit badge.

The minutes from the May 15, 2017, meeting were adopted on a motion by David Ross and seconded by Sam Smart. The motion carried unanimously.

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. Sam Smart nominated Cheryl Miller for Vice Chair, Kerry Devine seconded and the motion carried unanimously.

Martha Hutzel reminded the Board that they were emailed a Conflict of Interest document. The auditor strongly recommends that the Library Board has such a document signed by every member. Martha Hutzel asked if they had any questions prior to voting on the Conflict of Interest document. Today's date will be put on the document pending adoption. David Ross made a motion to accept the document as written and Kerry Devine seconded the motion. The motion was carried unanimously. The board members were asked to complete the questionnaire and return it to the library before the end of August. That will allow the library to present these documents during the audit in early September.

Martha Hutzel announced that unfortunately the Quarterly Fiscal reports are not yet available, but will be sent out via email later this month. The move to the Library Administration Center and the implementation of the new payroll system took more time than anticipated. Martha Hutzel reported that the library expects to end FY17 slightly under budget.

Martha Hutzal presented the Quarterly Circulation Reports. EMaterials continue to increase. EAudioBooks were up 36.2% and eMaterials overall were up 9.4%. Print material circulation is down 7.6%. The increase in the materials budgets in Q4 will likely be reflected in print circulation during FY18Q1. The increase is already reflected in the FY17Q4 eMaterials numbers due to the immediate availability of eMaterials after purchasing.

Martha Hutzal presented the Annual Circulation report. She noted that the handout in the packet has been updated to include FY17 numbers in the graphs. The annual trends are similar to the quarterly numbers. The library continues to invest in the ematerials collection. Overall annual circulation is over 4.2 million.

There followed a discussion of acquisition of eResources and the decrease in print circulation. Library staff reported that Lynda.com accounts increased from 111 in January to 364 in April. Total uses in June was 499. Kerry Devine suggested the library promote Lynda with a banner at the intersection of William Street and the Blue and Gray Parkway. There was also a discussion of adding the library to the regional alert systems.

Martha Hutzal presented the Special Use Statistics. Martha Hutzal reports that visits to library buildings, meeting room use and classes and events are all up in FY17Q4. While school outreach visits are lower in the spring, attendance is higher. As usual, visits to the web sites are up. Mobile visits are down slightly. The library plans to roll out a new more user friendly mobile app by FY18Q2. Holdings decreased due to a change in our eAudio collection strategy, moving from a large collection of older items in OneClick Digital to more popular materials in Overdrive. This change resulted in a large eAudiobook circulation increase.

Overall, Annual Special Use transactions were up significantly in almost all areas.

Martha Hutzal announced that planning has begun on the FY19 budget. Priorities continue to be materials and salaries. One of our goals in FY19 is to continue our progress towards the cost of living issue so we will be asking for an increase in salaries. We would also like to ask for an increase in our materials budget, especially for eResources, to continue to move us closer toward the average collection spending of library systems in Virginia.

Martha Hutzal announced that the City has completed their takeover of the Headquarters Building maintenance for which we are extremely grateful, Martha Hutzal thanked Kerry Devine, Cheryl Miller, and Tim Baroody. This has resulted in a savings of approximately \$54,000 in the library's budget, which is greatly needed for the book budget. Martha Hutzal

asked for Board approval to move \$30,000 from Temporary Services and \$24,000 from Equipment Contracts, since those funds will no longer be required for Headquarters Maintenance, into the Books and Materials budget. This budget adjustment was adopted on a motion by Sam Smart and seconded by Xavier Richardson. The motion carried unanimously. Martha Hutzel explained that the Library anticipates even more savings, but this is a preliminary step until we can evaluate again further in the fiscal year.

Martha Hutzel announced that for the first time staff have been offered a choice in health insurance policies and that many staff chose the less expensive HMO option. As a result, the Library has realized a savings of nearly \$107,000 that we anticipate continuing in future years. Although staff have recently received a 3% raise, we still have work to do on the library's entry level salaries. Martha Hutzel announced that Library staff recently completed a salary survey of comparable library systems in our region and that based on those results, CRRL entry level positions are between 2.3% and 12.5% below other systems' minimum salaries. Martha Hutzel announced that in addition, many CRRL entry level salaries do not meet our area's living wage threshold. She shared that CRRL, despite being one of the few four star libraries in the state of Virginia, continues to have difficulty attracting and retaining entry level professional staff, (for instance it has taken more than four months and repeated interviews to fill a recent professional vacancy). Martha Hutzel asked for Board approval to use the \$107k savings to upgrade the salary levels at the lower end of the pay scale, and to reduce the percentage increase between steps from 5% to 2.5% to more realistically reflect future raises based on the Boards recommendation from last spring. Martha Hutzel pointed out that the library does not give automatic annual step increases. This change would be effective at the first pay period of the second quarter. She mentioned that unfortunately, even with this adjustment, many of our staff will still not be making a living wage, but this will put us a step closer.

A discussion of positions ensued. The salary scales were reviewed. Board requested additional data including retention data and positions at each salary level and will review the request at the next board meeting. Library staff will provide the requested information prior to the next board meeting.

Martha Hutzel thanked the City of Fredericksburg for the new boiler and first ever ductwork cleaning at the Headquarters Branch. The City has made progress on the removal of the 1208 and 1210 Sophia Street properties. Asbestos abatement is in progress and demolition will begin this fall. The City has also taken over maintenance of the Headquarters library.

Martha Hutzal would like to thank Stafford County for the major shelving upgrades at Porter library, allowing the library to put lower display style shelving in the majority of the building. An invitation to the grand reopening celebration is included in the board packet.

Martha Hutzal informed the board that progress continues on the Germanna Community College Stafford facility joint use library. Currently Germanna anticipates the facility opening in late spring of 2018.

Martha Hutzal informed the board that the Library has entered a new partnership with Spotsylvania Parks and Recreation for programming and publicity, some of which will take place in the Marshall Center auditorium adjacent to the Snow Branch.

Martha Hutzal stated that Cooper Branch has been the beneficiary of a generous donation from local author Sherryl Woods which has allowed us to refresh the branch and order new children's and teen's furniture, equipment and hands-on educational materials which will be installed soon.

Martha Hutzal reported that this year's summer reading participation stats for all age levels are already up 47% from 2016 and the program extends through the end of August. The library purchased a new type of Summer Reading software, which has proven to be very popular with all ages.

Martha Hutzal also reported that three library branches have been partnering with community organizations to provide food to children and teens this summer. The England Run Branch is partnering with Heartwood Center and has served 2,343 lunch bags to 179 children so far this summer. The Salem Church Branch is partnering with the Fredericksburg Area Food Bank, serving 100-150 meals a day for a total so far 2,335 lunches served. The Headquarters Library is partnering with Fredericksburg City Schools and has served over 1,000 children and teens with their Mobile Cafe.

Martha Hutzal stated that she has been asked by Caroline County Library Director for the costs of joining the CRRL. Caroline County Library's 501c3 status is ending June 30, 2018, and their Library Director and County Administrator have inquired on the feasibility of joining our system. Library staff have provided an estimate of the cost to provide service in Caroline. Martha Hutzal informed the Board that this is a preliminary discussion and reminded the Board that all parties in the current agreement would have to approve Caroline County joining the regional system.

The Board also received invitations to the grand opening of the Library Administration Center on September 8th and the visit by author Jamie Ford on October 10th.

Martha Hutzal informed the board that library staff have found several historical documents regarding library collection development policies from the 1940's, which were included in the packet.

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

Kathryn Miller provided the Board with copies of Martha Hutzal's annual evaluation to consider prior to the November board meeting and requested their return by the start of October.

The next regular meeting is scheduled for November 20 at 4:00 P.M. at the new Library Administration Center.

The meeting was adjourned at 5:35 P.M.