

LIBRARY BOARD

MINUTES

February 8, 2016

The meeting was called to order at 5:04 P.M. by Kathryn Miller. Present were Anne Beals, Kerry Devine, Al King, Bob Thomas, Sam Smart, Cheryl Miller, Chris Glover, and Martha Hutzel.

Kathryn Miller introduced Cheryl Miller, the new board member from Fredericksburg who was appointed for the remainder of Janet Gibson's term. Bob Thomas was recognized as chairman of Stafford Board of Supervisors.

The minutes from the December 7, 2015 board meeting were reviewed and adopted unanimously on a motion by Al King, seconded by Kerry Devine.

The minutes from the November 9, 2015 board meeting were reviewed and adopted unanimously on a motion by Anne Beals, seconded by Sam Smart. Bob Thomas abstained.

The minutes from the December 7, 2015 board meeting were reviewed and adopted unanimously on a motion by Al King, seconded by Sam Smart.

Martha Hutzel introduced Elaine Farmer of Bowling, Franklin & Co. Elaine Farmer presented the results of the FY2015 Audit.

Elaine Farmer gave an overview of the Audit. It was noted that the key difference from previous years is the inclusion of unfunded pension liabilities.

Martha Hutzel presented the quarterly circulation report noting that the branch circulation is down by 4.5%, with the Westmoreland branches being down even more.

She noted that the library is in discussions with Norm Risavi, Westmoreland County administrator about the possibility of expanding hours and services at the Westmoreland branches.

Decreases are less than in previous years and the circulation appears to be stabilizing over FY15. There is a large outstanding holds list on many popular items. The Library has received a one time \$50,000 payment for the FY16 materials budget

from Stafford County.

She noted that eAudioBooks are up by 7.5%, eMagazine circulation is starting to recover from the elimination of several popular titles.

Martha Hutzal presented the Special Use Statistics. She noted that while reference desk transactions were down, web visits, mobile use and WiFi use continued to see big increases in the quarter.

Al King inquired about the cost of providing WiFi service. Chris Glover will provide cost/access figure for wifi users at the next board meeting.

Martha Hutzal presented the Fiscal Report. Revenues are as anticipated. Third quarter payments have been received from Fredericksburg and Westmoreland. As is their practice, Stafford has reserved 5% until a mid year review of county finances. Bob Thomas stated that Stafford had just voted to release that funding. The reserved amount will be included in Stafford's fourth quarter payment. The bottom line is 51.18%, including the LSC lease.

Reviewing the line item expenditures, Martha Hutzal said that the Telephone and Computer services categories will be offset by e-Rate reimbursements.

Martha Hutzal called attention to the Designated Accounts. There is \$34,000 in the Vehicle fund. The Library station wagon, used for travel to conferences and other staff functions is 10 years old and needs to be replaced. The Library anticipates purchasing another vehicle with more seating for this purpose. Martha Hutzal requested that the Board approved reinstating the transfer of \$2000 per quarter from the Information Access Fund to the Vehicle Fund.

Al King moved to approve a quarterly transfer of \$2000 from the Information Access Fund to the Vehicle Fund. Bob Thomas seconded the motion. The motion was approved unanimously.

Chris Glover informed the Board that the Information Access expenditures were for WiFi, Computer, and network upgrades as well as Collection Management software.

Under Budget Update, Martha Hutzal reported that staff has met with the Mark Taylor, the County Administrator of Spotsylvania. A meeting is scheduled with Bev Cameron, Fredericksburg City Manager, and following that meeting staff will meet with Anthony Romanello, the Stafford County Administrator. The Library is awaiting the release of the recommended budgets from the local administrators starting with Spotsylvania on February 9th, and Stafford and the City early next month.

Kathryn Miller updated the board regarding her meeting with Martha Hutzel and Norm Risavi. Norm Risavi is interested in paying for more hours for the Westmoreland Branches, and expanding the Montross library. He would also like the library to play some role in the new historical law library at the old Westmoreland court house.

Under Building, Martha Hutzel reported that work on the Virginiana Room is nearing completion and there will be an opening reception on March 10th. Work is proceeding on the old Virginiana room which is being repurposed as a quiet reading and magazine room. The Library is using existing carpet and furniture to keep costs to a minimum.

Spotsylvania County repaired plaster and repainted the lower walls in the Snow Branch meeting rooms.

The Library has requested that the Town of Colonial Beach provide additional maintenance at the Cooper branch, including clearing overgrowth from the side of the building and repairing leaks in the roof. Public Works is investigating.

Kathryn Miller stated that she had spoken to Eddie Blunt of the Colonial Beach Town Council. He indicated that he believes that Westmoreland County is responsible for the maintenance of the Cooper Branch building. Katherine suggested that the Library schedule a meeting with the members of the Town Council.

Martha Hutzel informed the board that the Library is no longer using the 1208 Sophia Street building and will be meeting with the City to discuss transferring the property in preparation for an expansion of the parking lot.

Under Other Business, Martha Hutzel noted that the CRRL has added \$325,756 worth of donated material to the collection over the past four and a half years.

Martha Hutzel informed the Board that Christie Hoerneman, head of Adult Research at England Run Branch was awarded "The Top 10 of the Next Gen" award by the Fredericksburg Regional Chamber of Commerce.

Martha Hutzel announced that a current staff member has been tasked as the Grants Administrator for the Library. Three grants are in progress and two under consideration.

Kerry Devine suggested that the Library investigate the possibility of obtaining a new vehicle via a donation from an area dealership.

Martha Hutzal announced that the Library is partnering with UMW and Germanna to sponsor visits by nationally recognized authors in an effort to reduce the costs required to bring in these types of speakers.

As requested by the Board Chair, Martha Hutzal distributed an organization chart for the Library administration and a list of expenses for hiring the new Library Director.

Martha Hutzal presented each Board member with a copy of the new Library Board Member Manual. It was determined that several of the Board Members' contact information was incorrect and that the manual would be updated to reflect the accurate information.

As requested at the November board meeting Chris Glover reported on the current number of Library employees and FTEs. The Library has currently has 329 employees and averaged 212 FTEs in 2015.

Martha Hutzal provided the Board with a progress report on her short term goals as Library Director.

Martha Hutzal announced that Anne Beals will be stepping down from the board after this meeting due to the relocation of her residence from Spotsylvania to Fredericksburg. We have been in contact with a possible replacement in Spotsylvania who has applied to his supervisor to be considered for board membership.

The Board discussed the representation from the various jurisdictions.

The next meeting is scheduled for April 11, 2015 at 4:00 PM at the Snow Branch Library. This meeting will include a focus group session with the Library's strategic planner and may be somewhat longer than a typical board meeting.

The meeting was adjourned at 6:33 P.M.