

LIBRARY BOARD

MINUTES

February 13, 2017

The meeting was called to order at 4:06 P.M. at Salem Church Branch by Kathryn Miller. Also present were Kerry Devine, David Ross, Xavier Richardson, Bob Thomas, Sam Smart, Cheryl Miller, David Ross, Chris Glover, Rebecca Purdy and Martha Hutzel.

The minutes from the November 14, 2016 meeting, in your packets, were adopted on a motion by Sam Smart, seconded by Kerry Devine, Bob Thomas abstained.

Cheryl Miller moved that the board enter closed session and read a closed session statement. Bob Thomas seconded the motion. Martha Hutzel, Rebecca Purdy and Chris Glover left the room; the remaining Board of Trustees entered closed session.

The Board of Trustees ended the closed session and Martha Hutzel, Rebecca Purdy and Chris Glover reentered the room. Elaine Farmer also joined the meeting. Cheryl Miller read the statement concluding the closed session. Kathryn Miller asked for a motion to approve the salary adjustment for the Library Director. Sam Smart so moved. The motion was seconded by Xavier Richardson. The motion passed unanimously. Kathryn Miller stated that the board would like to discuss the salary scale. Martha Hutzel stated that she will work with library staff and bring recommendations to an upcoming meeting.

Martha Hutzel introduced Elaine Farmer of Bishop Farmer & Co. Elaine Farmer presented the results of the FY2016 Audit. She stated that the audit found no deficiencies. The board discussed the VRS pension and leave balance liabilities.

Kathryn asked Elaine Farmer if there were any recommendations for changes in library processes. Elaine Farmer said HR and Accounting software and procedures should be examined. Martha Hutzel assured the Board that efforts were underway to address both of those concerns.

Martha Hutzel proposed changes to the overdue material fines. Martha Hutzel stated that the Library has not increased fines in approximately 25 years and the total amount of fines collected has continued to decrease in part because of our increase in checkout of electronic resources. Martha Hutzel reminded that fine money is deposited into the Information Access (IA) account which is used to fund major

technology upgrades. She informed the board that staff has surveyed Virginia libraries for current overdue rates and CRRL is among the lowest in the state overall including comparably sized library systems. The recommended policy changes were distributed. Martha Hutzel recommended changes included on this handout if approved, to begin July 1, 2017. Bob Thomas made a motion to accept the proposed changes to the fines policy with a review of financial implications in six months. David Ross seconded. The motion was approved unanimously.

Martha Hutzel proposed clarification of the definition of “virtual cigarettes.” The recommended policy changes were distributed. David Ross made a motion to accept the proposed changes to the tobacco use policy. Sam Smart seconded. The motion was approved unanimously.

Martha Hutzel presented the quarterly circulation report noting that the in branch circulation is down by 9.3%. The winter holidays were on the weekend this year which are typically the Library’s busiest times. The Library was also closed an additional day due to the Holiday Schedule. The presidential election also required the closing of three of the largest branches, which always affects our circulation. Kathryn Miller asked about Montross previous quarter circulation. Chris Glover stated that Montross circulation had fallen 13.7% in the previous quarter. Martha Hutzel noted that eMaterial circulation is up by 10.3% and noted that eAudioBooks are up by 24%,

Martha Hutzel presented the Special Use Statistics. She noted that Desk transactions have increased; and that library holdings are down slightly. Classes and Events attendance have increased due to increased marketing and partnerships. The same is true of community events. Computer and WiFi usage have increased as usual.

Martha Hutzel presented the Fiscal Report. Revenues are as anticipated. Third quarter payments have been received from all jurisdictions. As is their practice, Stafford has reserved 5% until a mid year review of county finances. The reserved amount will be included in Stafford’s fourth quarter payment. We have received one half of the additional balance from Spotsylvania. The second half will be paid with the fourth quarter payment. Reviewing the line item expenditures, Martha Hutzel said that spending is on target. Burglar alarm, insurance, membership dues, and equipment contacts are upfront costs. A significant portion of staff training expenses will be reimbursed by the Friends of the Library.

Martha Hutzel reviewed the Law Library account. The Library has added a new law database and additional law materials and is investigating additional opportunities.

Martha Hutzel called attention to the Designated Accounts. The Library

continues to add \$2000 per quarter to the Vehicle account as previously directed by the Library Board. The Information Access account expenses were for public computers. Chromebook laptops will be added to the HQ and Salem Church teen rooms.

Under Budget Update, Martha Hutzal reported that the Board approved budget was submitted to the jurisdictions. The library has responded to questions from the localities and now they are preparing to present the budget to their Boards. Kathryn requested that the presentations focus on the collection deficit and emphasize our lean management.

Martha Hutzal stated that the library has had a very strong indication from the City that they wish to take over maintenance of the Headquarters building. They intend to include that expense and the cost of creating a parking lot in the space currently occupied 1208 and 1210 Sophia St. properties in their FY2018 budget. The City has asked us to contribute approximately \$6,640.00 to the cost of demolishing the 1208 building. If no one purchases the 1210 building, the city will cover the entire cost for its removal. Martha asked that the Board approve the use of up to \$10,000 of the fund balance in FY17 to cover the demolition of 1208 Sophia Street and possible archaeological survey of that property. The library would like to retain any relics. Bob Thomas moved to utilize the fund balance to cover the demolition and survey, the motion was seconded by Kerry. The motion was adopted unanimously.

Under Other Business, Martha Hutzal mentioned the following items:

Board of Supervisors and City Council Presentations: Spotsylvania on February 28, Stafford on March 7 and Fredericksburg on March 28.

Stafford Public Safety Committee Presentation on February 21 regarding a partnership with the Rappahannock Regional Jail that would allow adult jail residents to read stories to their children over video. Also on February 21, the Stafford Board of Supervisors will vote on final approval for new shelving for the Porter Branch.

Martha Hutzal announced that the May 8 Board meeting would need to be rescheduled to May 15 at 4:00 P.M., hopefully at the Porter Branch Library.

Martha Hutzal asked the Board for suggestions, ideas, or concerns. She urged the members to call anytime.

The meeting was adjourned at 5:49 P.M.