

LIBRARY BOARD

MINUTES

February 26, 2018

The meeting was called to order at 4:01 P.M. at the Library Administration Center by Kathryn Miller. Also present were Kerry Devine, David Ross, Meg Bohmke, Sam Smart, Cheryl Miller, Martha Hutzler, Chris Glover, and Rebecca Purdy. Also present were Kathleen Dooley, Mark Whitley, and Elaine Farmer.

The minutes from the November 20, 2017 board meeting, in your packets, were adopted on a motion by Sam Smart, seconded by David Ross. Meg Bohmke abstained.

Martha Hutzler introduced Mark Whitley, the Assistant City Manager and Kathleen Dooley the City Attorney for Fredericksburg. Martha Hutzler presented the Deed of Gift and Resolution conveying 1208 Sophia Street to the City of Fredericksburg for the purpose of creating additional parking for the use of the library. Kerry Devine made a motion to adopt the resolution. Sam Smart seconded the motion. The resolution passed unanimously. Mark Whitley and Kathleen Dooley thanked the board and excused themselves from the meeting.

Martha Hutzler introduced Elaine Farmer of Bishop Farmer & Co. Elaine Farmer presented the results of the FY2017 Audit. Ms. Farmer provided a handout summarizing the results of the 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. Meg Bohmke asked who updates the VRS statements. Elaine Farmer stated that it is done by VRS. Meg Bohmke asked about expenses. Martha Hutzler explained that they were adjusted to meet requirements each budget year. Elaine Farmer thanked the board and excused herself from the meeting.

Martha Hutzler presented the quarterly circulation report noting that the in-branch print circulation is down less than 1% overall.

Martha Hutzal noted that eMaterial circulation is up by 45.8% and noted that eAudioBooks are up by 53.7%. Martha Hutzal pointed out that eMagazines continued to decrease.

Martha Hutzal presented the Special Use Statistics. She noted that online access, including web visits and mobile use, has continued to increase, and community use has also increased as well as visits to library buildings. While desk transactions are down, reserves have increased due to the ability to place them online.

Martha Hutzal presented the Fiscal Report. Revenues are as anticipated. Second 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.

Reviewing the line item expenditures, Martha Hutzal said that spending is on target at less than 50%. Insurance, membership dues, and computer services are upfront costs. A significant portion of staff training is spent in the fall due to the annual State Library Conference. The publicity line item will need to be increased next year, but will be offset by decreases in the equipment contract line item due to smaller xerox machines being purchased rather than leased. The library needs to publicize CRRL services and events. The furniture/equipment fund included new, lighter meeting room tables at the Fredericksburg Branch. The LAC budgeted amount did not include the additional Suites 155 and 150, for which the Friends of the Library is reimbursing one-third of the cost.

Martha Hutzal reviewed the Law Library account and 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 a new, cloud based telephone system which will save thousands of dollars in operating costs; upgraded network equipment, and additional laptops for MakerLabs.

Martha Hutzal mentioned that the FY19 budget has been sent to the jurisdictions. Spotsylvania County Administrator Mark Taylor presented his budget on February 13 and has recommended full funding as well as funding for the Spotsylvania Towne Centre Branch, funding for the third phase of the comprehensive study for a branch in the Massaponax area, and funding for an additional satellite library in the Berkeley district. We have not yet heard about budget presentations from the other jurisdictions.

David Ross asked if we had information on the Spotsylvania Towne Centre project. Martha Hutzal stated that the library was waiting for additional information from Spotsylvania County. David Ross said he will discuss this with Spotsylvania County Administrator Mark Taylor.

Martha Hutzal informed the Board that State Aid will not be cut an additional \$12,086 as CRRL was initially informed.

Martha Hutzal called the Board's attention to the handout in their packet containing the updates to the Board of Trustees section of the Policy Manual. Proposed changes to the policy are highlighted in blue.

David Ross suggested that the next to the last sentence in the document be removed.

David Ross moved to approve the changes to the policy manual with the exception of removing the next to last line. Kerry Devine seconded the motion. The motion passed unanimously.

Cheryl Miller moved to discuss the pros and cons of the possible expansion of the library system to include the County of King George. Kathryn Miller seconded. The motion passed unanimously.

Martha Hutzal reminded the Board that King George County asked last fall for estimated start up and annual costs to bring the Smoot Library into the Central Rappahannock Regional

Library system. Hutzel reminded the Board that on November 30 she emailed the cost estimates to them. Martha Hutzel stated that she had preliminary conversations with the King George County Administrator, and the King George County Board of Supervisors has voted unanimously to pursue joining CRRL based on preliminary cost estimates sent to them. Hutzel reminded the Board that those annual cost estimates are based on a formula similar to Westmoreland County since they are approximately the same population. Hutzel stated that using this formula is the most beneficial approach for CRRL. Martha Hutzel requested Board approval to pursue adding King George to the contract.

Cheryl Miller moved to direct the Library Director to open and conduct negotiations with the County of King George with the direct purpose of bringing King George's sole library into the Central Rappahannock Regional Library system as a contract member. Kerry Devine seconded the motion. The motion passed unanimously. It was decided that upon agreement to terms between CRRL and the County of King George, the Board of Trustees will take a final vote upon those terms, and at that time, the Director will begin the discussion process with the other jurisdiction members within the CRRL system for their approval of the expansion of the CRRL system and agreement to the terms.

Martha Hutzel also mentioned the following items:

Board of Supervisors and City Council Presentations have been scheduled for Stafford on March 6, Spotsylvania on March 13, and Fredericksburg on March 27. A presentation for Westmoreland County has tentatively been scheduled for March 12.

Martha Hutzel and Rebecca Purdy will be guests on the Town Talk radio program on February 27.

Spotsylvania County's recarpeting of the Snow Branch is almost complete. Fredericksburg will begin the new parking lot in early March while renovations to convert the 3rd floor of the Fredericksburg Branch to public space are well underway.

The Library is working with Stafford County to upgrade access controls at the Porter Branch to use the badging system currently in use at the Howell Branch.

The Library continues to enjoy the benefit of generous donations from local author Sherryl Woods for improvement of the three Westmoreland branches.

Kathryn Miller brought to the board's attention that advertising by third parties is using the Library info.

Meg Bohmke had to excuse herself at 5:47 to attend another meeting.

Cheryl Miller asked about Friends of the Library. Martha Hutzal gave an explanation of how the Friends organization works. Larry Towne, President of Friends of the Library, is forming an advisory committee.

Martha Hutzal announced that the May 14 Board meeting will be held at 4:00 P.M., 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 5:51 P.M.