

LIBRARY BOARD MINUTES

May 9, 2016

The meeting was called to order at 4:43 P.M. by Kathryn Miller. Also present were Sam Smart, Al King, Xavier Richardson, Cheryl Miller, Chris Glover, and Martha Hutzel. Kerry Devine arrived 5:30.

The minutes from the February 8, 2016 meeting were adopted on a motion by Sam Smart, seconded by Al King.

Kathryn Miller reminded board members that Martha Hutzel has been reviewed and will receive a step increase on July 1. She also reminded the board that the Deputy Director position may be posted immediately with a start date of July 1.

Martha Hutzel called the Board's attention to the very generous donation from Al King of \$1,300 to benefit the Salem Church vegetable gardens, the produce of which goes to the Fredericksburg Area Food Bank.

Martha Hutzel presented the Quarterly Circulation Reports saying that the system first time circulation is up 1.2% and circulation of eMaterials is up 14.2% . eMaterials were promoted in the VRE Ride magazine. Chris Glover pointed out that the columns for Montross and Newton were reversed on the report.

Martha Hutzel presented the Special Use Statistics. Research transactions and Library Visits are both up. Web visits are up and are now more than half a million visits a quarter and wifi use is over 225 thousand a quarter.

Martha Hutzel presented the Fiscal Report. Martha Hutzel turned to the line items, noting that the bottom line is 73.8%. She noted that an e-Rate reimbursement is expected in the fourth quarter, which will partially offset the Telephone and Computer Services expenditures. In accordance with policy and tradition, Martha Hutzel will make any necessary year-end adjustments. Cheryl Miller asked about how the Temporary Services budget is used. Martha Hutzel replied that those funds were used for some of the branch security guards and the day porter cleaning service at Headquarters.

Martha Hutzel called attention to the Designated Accounts. Martha reminded the Board that a new seven passenger Dodge Caravan is being purchased with funds from the Vehicle Fund. Chris Glover informed the Board that the Information Access expenses were for the WiFi update for the public.

Martha Hutzal then reported on the FY2016-17 budget situation. She is pleased to report that for the first time in many years it appears that all of the regional jurisdictions will increase their funding of the Library's operating budget. The Library is waiting for the final figures from the City of Fredericksburg and the State of Virginia, at which point the Library will finalize the FY17 operating budget which will be presented to the Board at the August meeting.

Xavier Richardson asked about other sources of funding and possible proffer funds from the county. Martha Hutzal stated that the counties do receive proffer money for the libraries. The Library also pursues grant opportunities and has recently tasked the Library planner with grant writing.

Under Building Update, Martha Hutzal reported the successful completion of the Virginia Room refresh, the new enlarged quiet reading room, the opening of the new Headquarters MakerLab, and the ongoing work to refresh the Youth Services rooms on the Headquarters second floor.

Under Miscellaneous, Martha Hutzal called the Board's attention to the Historic Fredericksburg Foundation President's Exceptional Service Award to CRRL Virginia Librarian Nancy Moore. She also informed the Board that the Library partnered with AARP and Rappahannock United Way to offer free tax preparation services for local citizens. This year these programs helped citizens file 2,403 returns, for 2.25 million dollars in refunds received, saving local taxpayers an estimated \$394,600 in tax preparation fees.

Martha Hutzal informed the Board that the Friends of the Library received \$3,906 in donations from the Community Give. She also informed the Board that the Friends of the Library raffled off an antique quilt that had been donated to the Library and raised \$1,745 for the Donna Cote memorial fund. Martha Hutzal informed the Board that she had received a letter of congratulations from Delegate Margaret Ransone.

Martha Hutzal called the Board's attention to the upcoming CRRLCon program at England Run on May 14th. Last year the event had an attendance greater than 1,400.

Martha Hutzal asked the Board for suggestions, ideas, or concerns; she urged the Board to call any time.

The next quarterly meeting is scheduled for August 8. Library staff will contact board members to finalize schedule.

Xavier Richardson mentioned the Potomac Foundation as a possible source of grant funding.

Martha Hutzal informed the Board that Carol and Glenn Richardson will be contacting them via email with questions for the Strategic Plan Library Board focus group.

The meeting was adjourned at 5:40 P.M.