

## **LIBRARY BOARD MINUTES**

**May 15, 2017**

The meeting commenced at 4:15 P.M. Present were Kathryn Miller, Kerry Devine, David Ross, Xavier Richardson, Cheryl Miller, Chris Glover, Rebecca Purdy, and Martha Hutzal. Bob Thomas arrived at 4:55 P.M. Sam Smart was absent.

Not having a quorum, Martha Hutzal covered other business.

The meeting achieved a quorum at 4:55 P.M. with the arrival of Bob Thomas. Kathryn Miller called the meeting to order at 4:55 P.M.

The minutes from the February 13, 2017 meeting were adopted on a motion by Xavier Richardson, seconded by Kerry Devine. The motion passed unanimously.

Martha Hutzal directed the Board's attention to the packets of the Collection Management portion of the Policy Manual; one handout represents the current policy and the other the requested updates. The majority of the updates are highlighted and reflect current terminology and technological innovations. The Library plans to post our collection development policy on our website. David Ross asked about the circulation of materials to minors. Martha Hutzal explained to the Board that CRRL does not put restrictions on minors' cards. Martha Hutzal requested a motion to accept the policy manual updates. Bob Thomas moved to accept the changes to the policy manual. Cheryl Miller seconded. The motion passed unanimously.

Martha Hutzal presented the Fiscal Report. Martha Hutzal turned to the line items, noting that the bottom line is 73.74%. In accordance with policy and tradition, Martha Hutzal will make any necessary year-end adjustments, and we expect to finish the year in the black. She reported that the library has received the final fiscal year payment of the \$124,581 from Spotsylvania County which brings the library to full funding for the FY17 budget. Martha Hutzal pointed out the library expects the benefits line item to be under budget by nearly \$119,000 due to budgeting for ACA benefits for part time staff that did not end up being utilized. Martha Hutzal reported that the library hopes to apply 50% of the remaining benefits line item towards the materials budget and furniture expenses resulting from the move to the Library Administration Center. Additionally, this surplus can be used to cover the Library Administration Center move, instead of using \$24,000 from the fund balance which was previously approved by the Library Board. Any other remaining funds will be applied to the fund balance. Martha Hutzal requested a motion to approve the move of these funds. Cheryl Miller moved to use the surplus from the benefits category for the materials budget and other line items at the Director's discretion. Kerry Devine seconded the motion. Bob Thomas asked if this would be available for next year's

materials budget. That will be determined in building the FY18 budget. The motion passed unanimously.

Martha Hutzal called attention to the Designated Accounts. The Law Library account is in good shape. Martha Hutzal distributed a handout on the new Law Depot service. The Vehicle Fund continues to grow by \$2000 per quarter. Chris Glover informed the board that the \$168,000 expenditure of Information Access funds covered the purchase of copier/fax/scanner equipment leading to a substantial savings on copier rentals in the operating budget. IA funds were also used to purchase Chromebooks for use in the Teen areas and the Belmont satellite library, as well as system wide WiFi upgrades.

Martha Hutzal presented the Quarterly Circulation Reports saying that the system first time circulation is down by 4.6% and circulation of eMaterials is up 7.5% with eAudioBooks leading the increase. The Library anticipates that the additional funds for the materials budget will help increase circulation numbers.

Martha Hutzal presented the Special Use Statistics. Martha Hutzal pointed out that reference totals are up significantly as were community attendance numbers.

Martha Hutzal then reported on the FY2017-18 budget situation. She is pleased to report that for the first time in many years all of the regional jurisdictions increased their funding of the Library's operating budget. Martha Hutzal thanked the entire Library Board for their support and advocacy. The Library will finalize the FY18 operating budget and present it to the Board at the August meeting. Currently it includes a 3.36% increase in the book budget and as of July 1st a 3% cost of living increase for staff. We have also confirmed that as of July 1 the City of Fredericksburg will be taking over maintenance of the Headquarters Library. We are still working out the specifics, but anticipate this will work much like maintenance for the Stafford and Spotsylvania branches. The City also approved \$175,000 for library parking upgrades once the 1208 and 1210 Sophia Street houses are removed and \$84,000 for ductwork cleaning and roof repair on the Headquarters building.

Under Other Business, Martha Hutzal reported the LAC is nearly complete and we expect to move on Monday, May 29. She also reported that the installation of the new shelving for Porter has been postponed to July. Martha Hutzal reported that the library has purchased updated payroll and human resources software. We have also received multiple cash donations recently including from author Sherryl Woods for the Westmoreland branches and a memorial donation to purchase iPads as children and teen prizes for summer reading. The library has also recently updated the organizational chart and copies of the new chart were distributed to all board members. Martha Hutzal discussed the new positions listed in the Organization Chart.

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

The next quarterly meeting is scheduled for August 14, tentatively scheduled at the Cooper Branch in Colonial Beach at 4:00 P.M. Library staff will contact board members to finalize schedule.

The meeting was adjourned at 5:08 P.M.