

LIBRARY BOARD MINUTES

May 14, 2018

The meeting was called to order at 4:12 P.M. by Kathryn Miller. Also present were, Meg Bohmke, Xavier Richardson, Cheryl Miller, Sam Smart, Chris Glover, Rebecca Purdy, and Martha Hutzel. Lester Gabriel was in the audience. David Ross arrived at 4:30 P.M.

The minutes from the February 26, 2018 meeting were adopted on a motion by Kathryn Miller, seconded by Sam Smart. They were adopted unanimously.

Kathryn Miller asked if there were any public comments.

Mr Gabriel introduced himself and asked about how donated books were used. Martha Hutzel replied that customers may donate anything. Donated books may be put in the collection, may be put in the book sale, or discarded if not in usable condition. Mr. Gabriel asked if this was a one time decision or if items were matched against a list of required items. Martha Hutzel replied that items were evaluated at the time of donation to determine if they will be added to the collection.

Martha Hutzel thanked members of the public for their interest and commitment to the Library.

Martha Hutzel presented the Quarterly Circulation Reports saying that the system first-time circulation is down by 5.2% and circulation of eMaterials is up 53.5% with eAudioBooks leading the increase. Martha Hutzel noted that the Snow Branch was closed for over a week for carpet replacement.

Martha Hutzel presented the Special Use Statistics. She pointed out that numbers were affected by weather closings and the Snow Branch closing. First quarter FY17 class and event participant numbers were also high due to the Margot Lee Shetterly visit. We anticipate next year's numbers will be up again due to our winning the NEA Big Read Grant and associated programming. Meeting room groups and attendance are down somewhat due to the Fredericksburg third floor conference room being demolished for renovation and the Snow meeting rooms being unavailable for nearly a month due to recarpeting. Web visits continue to rise as does mobile use of the Library resources.

Martha Hutzel presented the Fiscal Report. Martha Hutzel turned to the line items, noting that the bottom line is 75.58%. In accordance with Library policy, Martha Hutzel will make any

necessary year-end adjustments. Salary and benefits are both below 75% and we expect to finish the year in the black. Martha Hutzal requested that the Board approve transferring any remaining funds into the Information Access Fund to insure sufficient funds to cover upcoming expenses for Self-Checkout machine replacement and technology expenses associated with opening the new branches. Kathryn Miller moved to approve the transfer, Sam Smart seconded. The motion was approved unanimously.

Martha Hutzal called attention to the Designated Accounts. The Law Library Account is in good shape. The Vehicle Fund continues to grow by \$2000 per quarter. The Library has purchased a new passenger vehicle on state contract. Expenses for that purchase will be reflected in the fourth quarter. Chris Glover informed the Board that the \$173,235 expenditure of IA funds covered the purchase of new, cloud-based telephone system which will save thousands of dollars in operating costs; upgraded network equipment, additional laptops for MakerLabs, and the implementation fee for our new Biblioweb Content Management System.

Martha Hutzal then reported on the FY2018-19 budget situation. She is pleased to report that the Library has received full funding from all of the jurisdictions for the Library's operating budget. Martha Hutzal thanked the entire Library Board for their support and advocacy. The Library will finalize the FY19 operating budget and present it to the Board at the August meeting. Currently it includes a 5.78% increase in the books and materials budget and, as of July 1, a 2% cost of living increase for staff. Spotsylvania County has also funded our request for funds to open and operate the new branch at the Spotsylvania Towne Centre and the Berkeley satellite site. The Spotsylvania Board of Supervisors has selected the name "Spotsylvania Towne Centre Branch" for the new facility.

Under Other Business, Martha Hutzal is pleased to report that the Library has received approximately \$275,000 as a generous bequest from the Burhans estate. Martha Hutzal requested that the Board approve that the funds from this bequest be used for one-time expenses associated with the renovation of the Fredericksburg Branch, purchasing and outfitting of the new Library-on-the-Go vehicle, renovation of an existing storage room into a new meeting room at Porter Branch, and youth services furniture and equipment for the Spotsylvania Towne Centre Branch. Meg Bohmke moved to approve the stated use of the funds. Sam Smart seconded the motion. The motion passed unanimously.

Sam Smart moved to send a resolution of appreciation to the Burhans family. Cheryl Miller seconded the motion. The resolution will convey a message from the Library Board to the Burhans family regarding how grateful CRRL is for the generous donation.

Cheryl Miller moved to go into closed session. The motion was seconded by Kathryn Miller. The motion was unanimous. Cheryl Miller read aloud the Certification of Closed Session and the Board entered closed session at 4:43 P.M. No action was taken by the Board out of closed session.

The Board came out of closed session at 5:45 P.M. and Cheryl Miller read the statement regarding the closed session.

Martha Hutzel updated the Board on the refresh of the Cooper Branch. New furniture, interactive shelving, and early literacy materials have been acquired and installed with funds from local author Sherryl Woods.

The work on the Fredericksburg Branch parking lot expansion has begun and the third floor renovation continues, with the City allocating funds for the new carpeting in the current fiscal year.

The Library has completed the setup of the new business center at the Porter Branch. The new signage for the Howell Branch has been installed by Stafford County, and the portrait of Bill Howell has been hung.

The installation of new carpeting has been completed at the Snow Branch.

The Library expects to open the new Spotsylvania Towne Centre Branch to the public in early August and the new Germanna Joint Use facility in Stafford soon afterwards. There will be a grand opening of the Spotsylvania Towne Center Branch. Invitations will be sent to the Board after the opening date has been set.

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

The next quarterly meeting is scheduled for August 13. Library staff will contact Board members to finalize schedule and location.

The meeting was adjourned at 5:56 P.M.