

LIBRARY BOARD MINUTES

November 20, 2017

The meeting was called to order at 4:07 by Kathryn Miller. Also present were Bob Thomas, David Ross, Kerry Devine, Martha Hutzal, Sam Smart, Xavier Richardson, Rebecca Purdy, and Chris Glover. Cheryl Miller was absent.

The minutes from the August 14, 2017 meeting were adopted on a motion by Kerry Devine, seconded by David Ross.

Martha Hutzal presented the FY18 salary scale which was adjusted as the Library Board requested at the May 2017 meeting at the Salem Church Branch. Steps on the updated salary scale have been adjusted so they are closer together and more easily attainable.

Kathryn Miller called for a motion to approve the FY18 salary scale. The motion by Sam Smart, seconded by David Ross, passed unanimously.

Martha Hutzal presented the Quarterly Circulation Reports saying that the Salem Church and Snow Branches both had increases in circulation. Martha Hutzal stated that she feels confident that the decrease at Porter is due to the installation of the new shelving when most of the collection was in storage. As expected, eMaterials circulation continues to increase, with eAudiobooks up dramatically due to the move to Overdrive. Since the library now has a streaming video service, eVideo checkouts are being reported in the Circulation Report. These include Kanopy, Lynda.com, and Britannica videos.

Martha Hutzal presented the Special Use Statistics. She reported that visits to library buildings have increased, classes and event attendance is up by almost 19,000, and group visits have almost doubled. Although desk transactions have decreased, online reference has increased. Wifi use is also up.

Martha Hutzal presented the fiscal report from the first quarter. Revenues were as anticipated, with Stafford County, as is standard, holding back 5% until their mid-year review. The bottom line for expenditures is 26.42%, including the Library Administration Center. Martha Hutzal reminded the Board that the line-item report reflects up-front payments for

insurance, computer services, and memberships. Hutzel mentioned that the publicity line item is up due to a new Chamber payment system that will save money in the long-run.

The programming line item includes author visits by Emily St. John Mandel and Jamie Ford. The Library is still looking for sponsorships for Emily St. John Mandel and has received some, but is looking for ideas for additional sponsors. Hutzel pointed out a brochure and a flyer in the Board packets and asked the Board to email her any sponsor suggestions. Hutzel also noted that the biggest line items, salaries and benefits, both came in under 25%.

Moving to Designated Accounts, Hutzel noted the expenditure in Information Access was for the purchase of phones, AV, and firewall upgrades.

Under FY19 budget proposal, Martha Hutzel presented the FY 2018-2019 budget proposal. Hutzel announced the goals for this year's budget are:

- 2% salary increase for staff
- 3.91% increase for benefits due to rising costs of health insurance
- 5.78% increase for books and eMaterials

Martha Hutzel informed the Board that the goals above lead to a 4.69% overall budget increase. Hutzel mentioned that there is an increase in the operating budget request from the three large jurisdictions by the following percentages: a 1.22% from Stafford and 4.04% from Fredericksburg. Spotsylvania's contribution includes a 4.66% increase as well as \$240,000 to fund the Spotsylvania Towne Centre branch and Berkeley Community Center satellite library. Hutzel announced that this is the final year to bring the jurisdictional funding back into balance.

Kathryn Miller called for a motion to approve the budget. The motion by Kerry Devine, seconded by Xavier Richardson, passed unanimously.

Under Other Business, Martha Hutzel announced that later this or early next year the remaining system-wide staff will be moving over to the LAC. Hutzel informed the Board that both the 1208 and 1210 Sophia Street buildings have been demolished, and the parking lot construction is top of the City's list and expected to begin in early Spring. Library staff also met last week with staff from the City about the 3rd floor and other renovations on the Fredericksburg Branch.

Martha Hutzel also announced that a new roof is near to completion on the Salem Church Branch and that Spotsylvania has been gathering bids on new carpeting for the Snow Branch. CRRL has been told that the Branch will need to close for a week during the process.

Martha Hutzal mentioned that the Joint Use Library with Germanna Community College and CRRL is expected to open in Stafford summer 2018.

Martha Hutzal informed the Board that the Cooper Branch upgrades of new shelving, updated teen area, and children's early literacy interactives were paid for with a local author donation. There will be a celebration of the new appearance on May 1, 2018. Martha Hutzal invited the Board to mark their calendars and stated that official invitations will follow.

Martha Hutzal recognized that there has been a great deal of media coverage about the opioid epidemic in our community. Hutzal said that thus far this has not been an issue at our branches, but we are monitoring the situation. Bob Thomas suggested that the library contact local law enforcement to discuss appropriate responses.

The Board agreed to meet at 4:00 P.M. on Monday, February 26 at the Porter Branch (2001 Parkway Blvd, 22554) instead of Monday, February 13 due to a scheduling conflict. Martha Hutzal invited the Board to call anytime with suggestions, ideas, or concerns.

The meeting was adjourned at 4:42 P.M.