



Central Rappahannock Regional
Library

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Proudly serving Fredericksburg, Stafford, Spotsylvania, and Westmoreland

LIBRARY BOARD MINUTES

December 13, 2021

Salem Church Branch

ATTENDEES

BOARD MEMBERS: Kimberly Young (Chair), Diana Risavi (Vice Chair), Martha Hutzel (Secretary-Treasurer), Meg Bohmke, Kerry Devine, Cheryl Miller, Xavier Richardson

ABSENT: David Ross

LIBRARY ADMINISTRATION: Rebecca Purdy, Chris Glover, Kathy Roberts

GUESTS: Adriana Puckett

The staff presentation by Adriana Puckett, Collection and Customer Services Coordinator listed on the Agenda was given prior to the meeting to be called to order while waiting for a quorum.

Kimberly Young called the meeting to order at 4:50 P.M.

There was no public comment.

Martha Hutzel presented the Director's Report. She stated that almost 2,900 free COVID-19 test kits have been distributed to customers in all localities. These are provided to the library by the Virginia Department of Health at no cost. CRRL is currently the only local library system participating. Hutzel also stated that after staff presented at the VLA Annual Conference about IdeaSpace, the MakerLab on Princess Anne Street, staff from Prince William County have visited to get ideas for their own maker spaces as well as a representative from UMW's Digital Knowledge Center. Staff from York County Public Library plan to visit IdeaSpace soon. The Middlesex County Public Library Director also came to see the Library on the Go and Lobby Stops vehicles, and received a tour of the entire outreach process after seeing our vehicle at the conference.



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Hutzel mentioned and showed the Board information for three certificates CRRL received recently. One from Stafford County Public Schools Certificate of Recognition from the New Teacher Institute; one from Unique Management for Defender of the Collection, and Hutzel's Lead Virginia graduation certificate.

Martha Hutzel informed the Board that as of Tuesday, January 18, 2022, the day after Martin Luther King Day, Fredericksburg, Howell, Fried and Porter Branches will add the fourth evening that Fredericksburg and Stafford funded in the FY22 budget. She stated that staff have been working hard on recruitment and training of additional staff to make this possible as well as to open all of the budgeted hours at Cooper Branch in Westmoreland.

Kimberly Young directed the Board's attention to the next order of business and asked if there were any members wishing to pull an item from the Consent Agenda.

Martha Hutzel shared with the Board members that several typos were corrected in the September 13, 2021 draft meeting minutes and the revised version was distributed to the members. Young asked for a motion to approve the Consent Agenda with the revised draft September 13, 2021 Library Board meeting minutes included. Bohmke made a motion to approve the Consent Agenda (which included four items: September 13, 2021 Board Meeting minutes, Q1 Financial report, Q1 Special Use report, and Circulation report.) Xavier Richardson seconded the motion, which was passed unanimously.

Old Business

Young directed the Board to the FY23 budget. Hutzel clarified that version 2 reflects updates based on approved State Aid and recalculated insurance increases. The Benefits line item has been reduced by \$17,270, due to a recalculation of medical insurance costs. Since version 1 of the budget was presented at the September meeting, the Virginia Bureau of Insurance 2022 Rate Summary released its report for ACA Small-Group Markets that indicates the expected increase will be 4%. Since the last meeting, CRRL has learned that the anticipated State Aid for FY23 increased by \$4,298, thereby lowering the local funding request by the same amount. Fredericksburg, Spotsylvania, and Stafford's requested funding increases were each reduced by 0.2%. Hutzel informed the Board that last week CRRL's budget team met with the jurisdictional finance managers for Fredericksburg, Spotsylvania and Stafford, and the meeting went well. The managers requested additional information that is being worked.

Kimberly Young opened the floor for discussion.

Meg Bohmke said that the \$181,987 that Spotsylvania didn't pay last year, is impacting all of the jurisdictional budgets this year. Bohmke made a recommendation to request Spotsylvania to make up that payment in FY22 or July of FY23. Bohmke added that having three months of the annual library budget set aside as requested by the auditor seems excessive. Hutzel responded that Library administrators have met with the auditor to discuss the amount of funding set aside in reserve.

Bohmke said that the 457 Cash Match and Post Employee Health Plan (PEHP) also seem excessively high and added that neither is offered to part-time employees in Stafford County. Hutzel responded that the cash match program is offered to full-time and part-time employees and is quite low at a maximum of \$30/pay period. The FY23 budget proposal before the board would raise that figure to

\$50/pay period. Regarding the PEHP, Hutzal explained only full-time employees are included in the PEHP at a rate of 1% of the employee's salary. Hutzal reminded the Board that CRRL does not offer health benefits to retirees and the PEHP offers assistance in paying premiums and uncovered health care expenses. The FY23 budget proposal would increase that to 1.5% and expand to include part-time employees working 25 hours or more per week. Hutzal said that we are trying to draw and retain good part-time employees and that in the staff climate survey conducted earlier this year, part-time benefits was a repeated request. Rebecca Purdy reminded the Board that the library has approximately 200 part-time employees and only 80 full-time employees.

Bohmke said she would approve the budget subject to an additional \$181,987 be paid in FY22 or July of FY23 with the expectation that this would reduce the financial burden on Stafford County and Fredericksburg County, and requested that Hutzal revisit this matter with Spotsylvania County officials. Hutzal confirmed that she would reach out to Spotsylvania County with a request to restore this funding. Hutzal explained to Bohmke that the restored funding from Spotsylvania County would not necessarily reduce the funding required from Stafford and Fredericksburg, because those funds were already utilized in the proposed budget, but rather would allow services currently reduced in Spotsylvania to be restored. Bohmke replied that restored funds from Spotsylvania should alleviate some of the burden on Stafford and Fredericksburg in the general operating portion of the budget.

Meg Bohmke made a motion to approve the FY23 budget with the understanding that the Director will revisit the \$181,987 reduction in funding by Spotsylvania County requesting that funding be paid before the end of FY22 or in July of FY23. Xavier Richardson seconded the motion, which was passed unanimously.

Young asked Hutzal to provide a Library Agreement update. Hutzal stated that she recently received an update with suggestions from the City of Fredericksburg and copies were shared with all Board members a few days ago. All jurisdictions have now weighed in. She also stated that per the Board's approval, she has reached out to an attorney in Fairfax with experience in these areas and is waiting to hear back from her.

Young opened the floor for discussion. Several clarifying questions were asked and answered.

New Business:

Young asked Hutzal to share an update on the Strategic Plan. Hutzal stated that due to all of the changes the library experienced in the last two years, we have an opportunity to think about the strategic future of the library in light of the pandemic. We can think about what the library of the future looks like and how it is different due to COVID-19. In the meantime, throughout 2021, we have continued to follow our current Strategic Plan by completing such innovative projects as opening IdeaSpace in December 2020, offering curbside service at the start of the pandemic (a service we will offer permanently), reopening the Fried Center, receiving an IMLS grant for \$50,00 for a second Library On the Go vehicle, receiving a Community Foundation grant for \$10,000 for Smart Boards in our study rooms and partnering with the Virginia Department of Health to distribute free COVID-19 test kits. In addition, in preparation for a new Strategic Plan, we have nearly completed a Comprehensive Technology Plan as well as a new 5

year CIP, and I hope to be able to share those with you very soon. Hutzel advises that an entire new Strategic Plan will be pursued in 2022 that will involve the Library Board, staff and customers, assuming the funding is available. With that in mind, Hutzel has reached out to a local Strategic Planner to gather some initial details and a meeting is scheduled for early January.

Kimberly Young announced that the Central Rappahannock Regional Library Board of Trustees wishes to convene a Closed Meeting under the Virginia Freedom of Information Act in order to discuss matters of personnel and cited:

Code of Virginia § 2.2-3711(A)(1).

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

Xavier Richardson moved that the Board enter closed session. Meg Bohmke seconded the motion. The motion passed unanimously by a roll call vote (YEA - Young, Richardson, Bohmke, Devine, Miller, Risavi.) Hutzel and CRRL staff left the meeting. The Board convened a closed session at 5:32 p.m.

Martha Hutzel and CRRL staff members Rebecca Purdy, Chris Glover, and Kathy Roberts rejoined the meeting at 6:02 p.m.

Meg Bohmke moved to certify the closed session and return to regular session. Kerry Devine seconded the motion, which was passed unanimously by a roll call vote (YEA - Young, Richardson, Bohmke, Devine, Miller, Risavi.)

Kimberly Young reconvened the regular meeting and announced the Board of Trustees of the Central Rappahannock Regional Library does hereby certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting to which this certification applies, and (ii) only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed or considered by the Board.

The next Board meeting will be March 14 at 4:30 P.M., at the Fredericksburg Branch.

Diana Risavi moved to adjourn the meeting. Kerry Devine seconded the motion. The meeting was adjourned at 6:05 P.M.