



Central Rappahannock Regional
Library

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Proudly serving Fredericksburg, Stafford, Spotsylvania, and Westmoreland

LIBRARY BOARD MINUTES

March 14, 2022

4:30 p.m.

IdeaSpace

ATTENDEES

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

LIBRARY ADMINISTRATION: Rebecca Purdy, Chris Glover, Anita Reynolds

GUESTS: Elaine Farmer; Bishop, Farmer & Company, LLC (Auditor) (via audio call)

Kimberly Young called the meeting to order at 4:29 p.m.

There was no public comment.

Meg Bohmke made a motion to change the order of the Agenda so that the Closed Session: Director's Evaluation and Goals would be the first item under New Business. Lori Hayes seconded the motion, which was passed unanimously.

Hutzel presented the Director's Report. Hutzel informed the Board that the 2022 Employee Survey closed today. She mentioned that CRRL met with the company who completed the previous Strategic Plan and expects to finalize the agreement in the coming weeks. The work will include meeting with the Board to discuss strategic direction, as well as, staff and customer focus groups. Costs will be spread across this fiscal year and FY23. Any costs that cannot be covered out of the operating budget will be taken from the fund balance. Hutzel informed the Board that staff are also beginning a study of the collection of overdue fees. She stated a decision needed to be made on the fees to reinstate them, change them, or discontinue them. Due to the pandemic, CRRL has not reinstated overdue fees yet, since they were suspended. The usage of physical materials is at decreased levels and usage of eMaterials, which do not accrue fines, is



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540-372-1144

steadily increasing. She stated that pre-pandemic overdue fines were steadily decreasing. Hutzel mentioned it may not be cost effective to ever reinstate the fines as far as the amount of staff time required to collect and process them. She informed the Board that it is a growing trend in libraries nationwide to eliminate overdue fines as a barrier to access materials. Twenty-two Virginia libraries have eliminated overdue fines, including the Prince William County Library System. She also stated CRRL would still collect fees for materials that are lost or damaged, and staff will bring a recommendation to the Board in FY23.

Young congratulated CRRL on the Community Foundation Grant and the launch of the Digital Deaf Culture website. Hutzel also stated that IdeaSpace won an award for repurposing the IdeaSpace building.

The Board Members went on a tour of IdeaSpace. The tour ended at 4:55 p.m.

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.

Meg Bohmke made a motion to approve the Consent Agenda (which included 5 items: December 13, 2021 Board Meeting minutes, Director's Written Report, Q2 Financial report, Q2 Special Use report, and Q2 Circulation report.) Cheryl Miller seconded the motion, which was passed unanimously.

Old Business

Martha Hutzel informed the Board that the Fredericksburg City Council and the Stafford Board of Supervisors have funded four nights a week at their branches beginning in January, and that has happened at the Fredericksburg Branch and the three Stafford libraries. She mentioned that the additional nights have already proven popular with customers and over 500 customers visited during the additional nights in the month of February. CRRL had multiple communications with the Spotsylvania Board of Supervisors, the Fredericksburg City Council and their staff. Spotsylvania County has indicated they will not restore the \$181,987 in FY22 or FY23. The Spotsylvania Board of Supervisors has stated they are satisfied with the reduced hours. Cheryl Miller asked were there other hardships for the other branches with reduced hours. Hutzel informed the Board there was no significant impact.

Martha Hutzel informed the Board that Westmoreland's budget presentation meeting scheduled for March 14th, has been canceled and it has not yet been rescheduled. She mentioned that Fredericksburg, Spotsylvania, and Stafford have all released their recommended budgets for FY23. Fredericksburg is recommending \$1,400,000, an increase of \$35,994 over the FY22 budget, but \$106,269 less than our request. Spotsylvania is recommending \$4,580,422, an increase of \$272,595 over the FY22 budget, but \$69,518 less than what was requested. Stafford is recommending \$5,819,669, an increase of \$443,116 over the FY22 budget. Hutzel stated that the recommended funding is \$70,772 less than requested, and to date, CRRL's FY23 budget request is facing a \$246,559 reduction.

Meg Bohmke recommended placing budgetary numbers within reports to the Board. She also asked about pay increases for personnel and was there a plan for adjustments to line items with reduced funding. Hutzel replied that some budgetary cuts could be made with professional development, supplies, cuts in the book budget, and in postponing some technology replacement. CRRL will have to look at line

items for furniture and equipment. Lori Hayes mentioned that nationally, everyone is experiencing tight budget cuts.

Hutzel informed the Board that there is a huge gap in salaries and if something is not done soon, CRRL may experience a compression in the salary scale. Salaries for Clerks I and Clerks II need a 15% increase to be competitive. Hutzel stated CRRL is behind on the pay scales from other counties and a pay increase will help shorten the margin.

Lori Hayes asked if there is an opportunity to move administrative staff back to one of the branches instead of being in the Library Administration Center. Hutzel replied that the branches do not have the space for additional staff. She stated that the leasing opportunity with Smart Beginnings will bring in \$6,000 next year.

New Business

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.

Kerry Devine moved that the Board enter a closed session. Xavier Richardson seconded the motion. The motion passed unanimously by a roll call vote (YEA - Young, Bohmke, Devine, Hayes, Miller, Richardson, Risavi). Hutzel and CRRL staff left the meeting. The Board convened a closed session at 6:15 p.m.

Martha Hutzel and CRRL staff members Rebecca Purdy, Chris Glover, and Anita Reynolds rejoined the meeting at 6:25 p.m.

The closed session was ended and passed unanimously by a roll call vote (YEA - Young, Bohmke, Devine, Hayes, Miller, Richardson, 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.

Diana Risavi made a motion to award the Director a 2-step increase on the salary scale. Meg Bohmke seconded the motion, which was passed unanimously.

Young informed the Board that the June meeting would need to be rescheduled as the Westmoreland representative has an unavoidable conflict and otherwise there would not be a quorum. Xavier Richardson proposed that the meeting be rescheduled on June 15, 2022, at 4:00 p.m., at the Cooper Branch. Lori Hayes seconded the motion, which was passed unanimously.

Martha Hutzel introduced Elaine Farmer of Bishop, Farmer & Co. to present the FY21 Audit Report. Elaine Farmer presented the summary of the results of the FY21 audit. Ms. Farmer thanked the administration and staff of the library for their full and enthusiastic assistance with the audit. She stated that the audit found no deficiencies. Ms. Farmer explained the opinion of the auditor is unqualified, meaning that there were no negative qualifications. Ms. Farmer reviewed the audit statements. She explained that leases will show up as a liability in FY22 due to new standards. Ms. Farmer stated there were no issues with internal compliance or internal controls.

Kimberly Young thanked Ms. Farmer for her presentation. Ms. Farmer thanked the Board and disconnected from the meeting.

Meg Bohmke left the meeting at 6:30 p.m.

A discussion was opened about public statements on behalf of the library. Hutzel informed the Board that a statement of Diversity and Censorship was placed on CRRL's librarpoin.org website and it was requested that the statement be removed. Hutzel mentioned the statement has since been removed from the homepage as anything posted rolls off after a period of time, but can still be found by searching the site. Hutzel stated that CRRL strongly supports diversity in the communities and in library collections. Lori Hayes stated she had concerns in relation to the school library censorship. Hayes mentioned she feels that CRRL needs to be out of the arena and remain neutral. Hayes stated that commenting on censorship will add fuel to the fire.

Xavier Richardson stated he was not comfortable with the censorship of books.

Diana Risavi stated that this was not political activism, but a call for procedures to be used that were already in place. The library asked for the status quo which is not activism and she could think of no other discussion that implies or requires the library to speak up when the suggestion that books should be burned. She stated that silence doesn't always imply wisdom. In today's world it can suggest acquiescence. She stated that she believes this was a measured response in terms of the timeline, shared after two subsequent Spotsylvania School Board meetings. Risavi stated that her position is that this is the

exact kind of topic the library should comment on, and she, as a Trustee, did not object to the statement. She also mentioned that the statement did not condone the books.

Kimberly Young stated that she wondered if there was a statement from the industry and whether or not CRRL's response was consistent with the industry. The industry did make statements. She reminded the Board that no one among us has the knowledge of the Director and the organization, and our role is to coach and support the Director.

Kerry Devine said that she believes the response was appropriate and that it is the responsibility of the library to make a statement and Xavier Richardson and Diana Risavi agreed.

The next Board meeting was scheduled on June 15, 2022, at 4:30 p.m.

Diana Risavi moved to adjourn the meeting. Kerry Devine seconded the motion. The meeting was adjourned at 6:50 p.m.