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**Library**

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## LIBRARY BOARD MINUTES

June 15, 2022

4:30 p.m.

Porter Branch

### ATTENDEES

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

**LIBRARY ADMINISTRATION:** Rebecca Purdy, Chris Glover, Anita Reynolds

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Diana Risavi called the meeting to order at 4:30 p.m.

Kimberly Young was at another meeting and will join the Board meeting afterwards.

Each public speaker was given 3 minutes to speak per library policy. Rebecca Purdy was the timekeeper.

Adela Bertoldi, Dana Brown, Maureen Siegmia, and Monica Gary were present for public comments to discuss how CRRL's online application suggests reading material for children.

Adela Bertoldi is the parent of a third grader who had downloaded the mobile app on her daughter's iPad. Bertoldi stated that she had created a user profile for her daughter, which included her age. She said that the app had in her daughter's suggested reading list the book titled "You Know, Sex". Bertoldi is concerned that the content of the book is inappropriate for children's reading.

Bertoldi spoke for 3 minutes and requested to have additional time allotted so she could finish her comments. She stated that the issue was important enough and she wanted to be heard. Lori Hayes moved that Bertoldi be given additional time to comment. Meg Bohmke seconded the motion, which was passed unanimously.



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Bertoldi stated that she was not trying to change books accessibility and availability, but she wanted to make sure that this situation did not reoccur. Bertoldi is requesting an audit and wants to know what measures CRRL plans to take to safeguard the children. Bertoldi gave handouts to the Board members in reference to the CRRL app suggested reading list, which the book in question was shown.

Dana Brown stated she read the article in the Potomac Local News. She mentioned that the schools seemed to be having the same problem. She stated the book selections sound as if they are being pushed.

Maureen Siegmia stated her child has two library cards. She has incurred a \$15 bill due to an overdue fee. She stated the system is holding the parents responsible for the overdue fees that they do not know anything about. Siegmia also stated that she is unable to see her children's history on books they have read.

Monica Gary stated she is an elected official, but she was coming in the position of a parent. She stated we need to be careful what we expose to our children. She mentioned some parents are not aware of what their children are reading, and children do not tell them everything. Gary mentioned that children these days are exposed to things outside the norm.

Public comments ended at 4:48 p.m.

Meg Bohmke moved to add an Agenda item to discuss the public comment and move it to A under New Business. Diana Risavi requested to add a limit of 10 minutes for the discussion. Lori Hayes seconded the motion, the motion was adopted..

Kimberly Young joined the Board meeting at 4:50 p.m.

Hutzel presented the Director's Report. Hutzel informed the Board that the Strategic Plan timeline is almost finalized and will start this month with a staff survey. A customer survey will also be conducted later this summer, as well as a survey of community partners. Hutzel stated she will reach out to the jurisdictions for help disseminating the survey and would love the Board's assistance as well. The Strategic Plan will be part of the Board's Retreat later this summer.

Hutzel said staff requested and received an extension on the IMLS grant to purchase a vehicle to bring Library on the Go to Westmoreland County. Due to supply chain issues, CRRL is having difficulty finding a vehicle to purchase. Additionally, the cost of the vehicle has drastically increased since the grant was written. Hutzel mentioned there is some money in the Vehicle Fund that could be used. If the Board has any recommendations of possible sponsors to facilitate the purchase of and/or the retrofitting of a cargo van, please let Hutzel know.

Hutzel stated that Germanna Community College plans to move from the current Fried Center, most likely in June 2023. Currently, there is a very small collection, some equipment and a part-time staff member assigned to the Fried Center Branch for limited service hours. Hutzel mentioned that currently, CRRL does not receive any extra funding for the space. Any funds received years ago have been expended in opening the space. Hutzel stated that staff can be reassigned and CRRL's entire collection already floats around the system and would be absorbed at the other branches. Once the plans and the date for the move are finalized, Hutzel will give the information to the Board and discuss how to proceed. Hutzel also stated that if the Fried Center Branch does move close to the Porter Branch, Hutzel will not recommend the Fried Center Branch remain open.

Hutzel informed the Board that the Library of Virginia has notified CRRL that they can receive \$18,000 of ARPA funds for the purchase of three privacy pods to be installed in the Westmoreland branches (the only locality that qualifies). These will hold between 1-4 individuals and will serve as private soundproof spaces for telehealth meetings or job interviews. Hutzel mentioned the largest pod will go to the newly renovated Montross Branch, which currently does not have a meeting room of any kind.

Hutzel mentioned starting July 5th, the hours at IdeaSpace will be expanded an additional 8 hours per week. The only additional cost to CRRL is staff time. This will make the hours 2:00 p.m.-8:00 p.m., Monday-Thursday and 12:00 p.m.-5:00 p.m. on Saturdays.

Hutzel stated that CRRL has been notified that there are major issues with the Marshall Center building which houses the Snow Branch. Spotsylvania County is discussing several temporary solutions and many options for the future of the building, but no decision has been made. Hutzel asked Lori, "Is there anything that you would like to add?" Hayes stated Spotsylvania County is looking into possible solutions for the Marshall Center. The County's staff is putting together different options for the Board to consider at a later date. Hutzel will keep the Board informed on any developments.

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 pull the March 14, 2022 Board Meeting minutes from the Consent Agenda. Kerry Devine seconded the motion, which was passed unanimously. Bohmke made a motion to approve the remainder of the Consent Agenda (which now included 4 items: Director's Written Report, Q3 Financial report, Q3 Special Use report, and Q3 Circulation report). Lori Hayes seconded the motion, which was passed unanimously.

## **Old Business**

Young asked the Board if there were any questions about the proposed FY22 Budget Adjustments.

Kerry Devine moved to approve the FY22 Budget Adjustments. Cheryl Miller seconded the motion, which was passed unanimously.

Hutzel stated that CRRL is facing a local reduction of over \$1M to the original proposed FY23 budget, which addressed all of the Board approved FY23 budget goals. The final approved amount also

results in less funding than was appropriated in FY22, by \$11,101. For the third year, Spotsylvania County approved level funding of \$4,307,827. This remains the lowest amount from this jurisdiction since FY17. Stafford County approved \$5,305,781 for FY23, which is a decrease of \$70,772 to their FY22 funding, and \$584,660 less than CRRL's request. Both Fredericksburg City and Westmoreland County have increased their FY22 funding over FY23. Although Fredericksburg City approved less than what was requested, by \$106,269, the amount is nonetheless \$35,994 more than what was approved for FY22. Westmoreland County has approved CRRL's funding request of \$506,527, an increase of \$23,677 over FY22.

Hutzel informed the Board that the cuts to CRRL's local funding have resulted in a significantly reduced FY23 budget. The salary line item still includes raises for all employees as well as a scale adjustment for all Library Clerk positions, the mandated minimum wage increase for pages, and a 3% COLA for all other positions. Three positions that are needed were frozen to assist with prioritizing raises.

Hutzel mentioned that the benefits line item was decreased significantly, with the removal of the planned benefits expansion. CRRL also made changes to the health insurance plans. Despite these adjustments, the health insurance continues to provide good coverage as well as savings for CRRL employees.

Hutzel stated with the severe reductions in funding from the localities, it was necessary to cut the books and materials line item. Other line items were also reduced in order to balance the budget. CRRL will need to manage those line items carefully over the coming year. Hutzel also stated there is a chance that CRRL's State Aid for FY23 could be slightly higher than originally expected. However, the state budget still needs to be approved by the Governor. CRRL would recommend that any increase to State Aid be put towards books and materials. Hutzel also mentioned there was a decrease in the circulation of print materials and eMaterials use is on a rise.

Young is interested in the drivers (locations, maintenance, etc..) for printed materials and eMaterials. Devine stated that the e-materials are more expensive and asked Chris Glover how long the licenses last. Glover stated that for some materials the licenses last 1 year and then the licenses must be renewed.

Kerry Devine moved to approve the FY23 Budget update. Diana Risavi seconded the motion, which was passed unanimously.

## **New Business**

Hutzel stated that the book "You Know, Sex" is in the teen collection and was included in a list of newly purchased titles and is not recommended for children. The app is not robust enough to filter by age or reading levels.

Bohmke wants an audit done on materials in the children's collection and to find out how the error was made with the book "You Know, Sex" that appeared on the childrens recommended reading list. Hayes agrees and stated that this is not censorship and was what may be described as a glitch in the system. Hayes stated that she believes that this is urgent enough to hold a Special Meeting.

Cheryl Miller agreed and asked Martha to provide additional information at the meeting.

Bohmke made a motion to hold a Special Meeting. Hayes seconded the motion, which was unanimous.

Hayes asked if questions should be provided. Young replied yes, and requested that questions be sent to her and she will place the questions in one document.

Bohmke suggested that a pause be placed on the app. Hutzel expressed concern on the impact that would have on the 185,000 other users. Bohmke asked, "How will the information get out to the public?" Glover stated the information can be placed in the Community Newsletter and on the library's website.

Young asked Reynolds to set up the Special Meeting within the next two weeks.

Bohmke requested two edits to the March 14, 2022 Board Meeting minutes. Lori Hayes seconded the motion, which was passed unanimously.

Young informed the Board that Cynthia Bullock, the HR Consultant who conducted the 2022 Employee Survey was unable to attend the Board meeting due to a conflict and Bullock would be asked to attend this year's Board Retreat.

Hutzel informed the Board that the FY24 Budget seeks to address many of the goals CRRL was hoping to put in place in FY24. Local budget managers have recommended that CRRL tie the raises to jurisdictional increases, so the salary scale does not fall behind. CRRL is proposing an increase of at least 5%, but would like to adjust that percentage should the jurisdictions raise be higher or lower than CRRL's proposal. The salary budget includes staffing for an additional two evenings a week at Spotsylvania branches. Young reminded the Board that Hutzel was presenting the budget goals in response to the Board's request for additional input into the budget planning process and thanked Martha for bringing these goals forward.

Hayes stated that aligning the salaries with County and school staff would be difficult to do.

Hutzel stated following the local budget managers recommendations, historically, jurisdictions do not get high raises.

Meg Bohmke wanted to know how much it costs to run the Porter and Howell branches. Hayes stated she would like a breakdown of numbers for Spotsylvania County. Hutzel expressed concern regarding the ability to calculate those figures for a regional library system. For example, all staff at the Library Administration Center serve every location throughout the four jurisdictions and many part-time staff work in multiple branches. Bohmke requested that the Board receive the budget information for the LAC.

Hutzel stated that the goals for the benefits line item reflects what was proposed in the FY23 budget, expanding the health insurance options for employees working 30+ hours each week, increasing the 457(b) cash match by \$20 to a maximum of \$50 per pay, and increasing the Post Employment Health Plan (PEHP) by 0.5% to 1.5% of employees' pay. CRRL would also like to offer this benefit to all

part-time employees who work 25+ hours per week. PEHP is not insurance, but is a health savings plan that can be used after retirement to pay for associated healthcare costs.

Hutzel said the books and materials line item is a requested increase of \$100,000, to continue to focus on eResources and better meet customer demands. Customer requests were nearly equal in the first 9 months of FY22, as in the same quarter of FY21, demonstrating that the collection still does not meet customer needs. Customer requests represented nearly 28% of first-time checkouts in the first three quarters of FY22. FY23 materials budget is 8.9% of the total operating budget. The most recent average among comparison libraries is 10.4%. Hutzel also mentioned that CRRL anticipates increased costs in furniture and equipment as well as computer services, and proposes slight increases to both line items.

Diana Risavi made a motion that Anita Reynolds would send out a survey to determine the date for this year's Board Retreat. Meg Bohmke seconded; the motion passed unanimously.

The next Board meeting is scheduled for September 12, 2022, at 4:30 p.m.

The public thanked the Board members for taking the time to speak with them.

Meg Bohmke moved to adjourn the meeting. Lori Hayes seconded the motion. The meeting was adjourned at 5:50 p.m..