



Central Rappahannock Regional
Library

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Proudly serving Fredericksburg, Stafford, Spotsylvania, and Westmoreland

LIBRARY BOARD MINUTES

December 12, 2022

Howell Branch

ATTENDEES

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

ABSENT: Lori Hayes

LIBRARY ADMINISTRATION: Rebecca Purdy, Chris Glover, and Tami Cruz

GUESTS: Dr. Cara Parker

Diana Risavi called the meeting to order at 4:33 P.M.

There was no public comment.

Martha Hutzel presented the Director's Report. Hutzel informed the Board that CRRL was notified just a few days ago that CRRL once again received a Three Star Library rating from Library Journal's national ranking of almost 5,400 U.S. libraries, with 258 libraries receiving Stars. This is the first time in 5 years that CRRL has received any stars in this ranking, which is based on print and e-resources circulation, library visits, program attendance, public computer usage, wifi visits, budget and population served. CRRL staff and devoted customers deserve all the credit for accomplishing this national recognition! Hutzel stated of the 94 public library systems in Virginia, only 6 have achieved this national ranking. The other Virginia libraries that received stars are Arlington, Loudoun, Williamsburg, Falls Church (3 Stars each) and Henrico (5 Stars).

Hutzel reported the next update for the BiblioMobile app is ready. CRRL has submitted to Apple and Android stores requests to increase the age rating for the apps. Once the age levels are changed, BiblioCommons will deploy the updated app for CRRL. BiblioCommons has told CRRL this update will reorder some parts on the main page of the mobile app. These include putting Staff Lists, Events, and



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items available from your “For Later” list to the top of the page. New items will be lower on the page. Meg Bohmke asked for a date these updates would be implemented. Hutzel noted we have not been given a definite date.

Hutzel informed the Board that she will be attending the Spotsylvania Board of Supervisors meeting tomorrow evening to talk about CRRL’s budget request.

Hutzel stated the library budget team has had the first meeting with the budget managers of Stafford, Spotsylvania and Fredericksburg to discuss the FY24 budget request and there will likely be 2 more meetings before the process is complete in the Spring.

Hutzel reported that in February CRRL will be hosting Food For Friends at all branches where customers may donate nonperishable food for donation to local food banks.

Diana Risavi recognized a change coming to the Library Board stating that tonight is Kimberly Young’s last meeting with the Board as her four year term has come to an end. Martha Hutzel stated she is certain that we will all miss Young’s leadership, support, and superb guidance and her four years of service to the community. Hutzel stated we are indebted to Young and she will surely be missed very much. Meg Bohmke thanked Young for her service to the Board and Stafford County. Kerry Devine thanked Young for her service and leadership style. Risavi presented a gift to Young from the CRRL Board and staff to show their appreciation.

Diana Risavi 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 6 items: September 12, 2022 Board Meeting minutes, July 22, 2022 Board Retreat Minutes, FY23 Budget, Q1 Fiscal report, Q1 Special Use report, and Q1 Circulation report). Kerry Devine seconded the motion, which was passed unanimously.

Old Business:

Diana Risavi asked Martha Hutzel to introduce Dr. Cara Parker to present the Strategic Plan. Martha Hutzel stated completing the strategic plan has been a major goal for this year and is thrilled that it is nearly complete. Strategic Planner, Dr. Cara Parker, presented the final product which included customer comments about the library of the future. Risavi asked if there were any other comments for Parker. Kimberly Young stated it was very helpful and full of data.

Diana Risavi asked Martha Hutzel for updates to the Library Board agreement. Hutzel reported that, as approved by the Library Board earlier this year, CRRL has engaged an attorney to represent the library’s and the Board’s interests in any changes to the Library Agreement. The lawyer has reviewed copies of the original agreement and the suggested changes and agreed to work with the Board whenever we would need changes. Risavi stated the Westmoreland County Board of Supervisors will be discussing the Library Board agreement tonight. Risavi brought attention to the fact that Westmoreland is asking for 2 seats on the Board. Meg Bohmke stated that Stafford would be against Westmoreland having 2 seats. Risavi stated that this is a Board of Supervisors discussion and not the Library Board’s decision.

Diana Risavi asked for the discussion of direct and indirect expenses. Rebecca Purdy informed the Board that per their request branch breakdown for direct expenses has been added where possible. She also provided the requested follow up information regarding budgeting software which Jefferson-Madison Regional Library system uses. This software is called SAP, is managed by the City of Charlottesville, and is typically used by large businesses and municipalities with much larger budgets than ours. Central Rappahannock Regional Library Finance Manager estimates that a robust software such as SAP is upwards of +\$100K annually.

Meg Bohmke asked what our current accounting program is at CRRL. Martha Hutzel stated that Cougar Mountain is the name of the accounting program being used and that it has been used by the library for a long time.

Diana Risavi moved on to discussion of board meeting format. Risavi asked about audio for the meetings. Martha Hutzel stated the intended use for audio recordings of the board meeting would dictate what type of equipment would need to be purchased. Hutzel stated costs vary between \$200-\$2,000 and the library would also purchase audio transcription software and hardware for use by the executive assistant in preparing the minutes -\$250. There would also be additional costs in terms of staff time to transport, setup, and operate the systems, with the level of effort increasing with the complexity of the setup. Any processing of the recording after the board meeting would also require staff time. The item was moved to the March Board meeting as an action item so that it may be voted on.

New Business:

Diana Risavi asked Martha Hutzel for information on fines on overdue materials. Hutzel gave the proposal of eliminating fines as of January 1, 2023, stating this is a trend across the country and Virginia is part of that. Meg Bohmke made a motion to approve eliminating fines and Kerry Devine seconded the motion. The motion passed unanimously.

Diana Risavi asked Martha Hutzel to update the Board on the Board meeting format, electronic meeting attendance. Hutzel stated that in the bylaws K has been updated and L has been added to reflect changes in Virginia Code. Risavi stated that this item be moved to the March meeting as an action item to be voted on.

Diana Risavi 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. 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 6:04 P.M.

Martha Hutzel and Rebecca Purdy rejoined the meeting at 6:35 P.M.

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

A motion was made by Kimberly Young to increase the Library Director's salary to step 23. The motion was seconded by Xavier Richardson and passed unanimously.

The next Board meeting will be March 13, 2023 at 4:30 P.M., at the Snow Branch.

Meg Bohmke moved to adjourn the meeting. Kimberly Young seconded the motion. The meeting was adjourned at 6:40 P.M.