



## LIBRARY BOARD MINUTES

March 13, 2023

4:30 p.m.

Snow Branch

### ATTENDEES

**BOARD MEMBERS:** Diana Risavi (Chair), Xavier Richardson (Vice Chair), Martha Hutzel (Secretary-Treasurer), Kerry Devine, Lori Hayes, Cheryl Miller, Mary Becelia, and Monica Gary

**LIBRARY ADMINISTRATION:** Rebecca Purdy, Tracy McPeck, and Tami Cruz

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Diana Risavi called the meeting to order at 4:31 p.m.

Diana Risavi welcomed Mary Becelia and Monica Gary to the Library Board, both representing Stafford County. Risavi informed the Board Monica Gary serves on the Stafford Board of Supervisors and Mary Becelia is a Stafford resident who works for the University of Mary Washington.

There was no public comment.

Tracy McPeck, CRRL Adult Services Coordinator, presented an overview on serving our rural customers in Spotsylvania at the Snow Branch and at two satellite locations. Tracy McPeck left the meeting following her presentation.

Martha Hutzel presented the Director's Report. Hutzel informed the Board that when compared to pre-pandemic statistics (Oct.-Dec. 2019), library visits are up 20% and public computer use has increased more than 44%. Hutzel also reported CRRL has restarted visits to the Rappahannock Juvenile Center in February. Hutzel stated the Rappahannock Juvenile Center (RJC)

no longer needs books from CRRL as they have state funding for their own library. Hutzel also informed the Board that Fredericksburg's Department of Social Services will have a table set up in the Fredericksburg Branch atrium a few hours every other week.

Martha Hutzel informed the Board Westmoreland County has this month begun to reinstate the court legal fees that jurisdictions may pay CRRL for law library costs which will allow CRRL to establish a law collection at the Montross Branch.

Martha Hutzel reported CRRL is very fortunate to be the beneficiary of a financial bequest from a local family who loved the library. Hutzel stated CRRL doesn't have the final figures, as the estate is still being settled, but should know by the next board meeting.

Martha Hutzel stated the CRRL mobile app has a reordered main screen for the Android version, with Staff Lists and Events moved to the top. CRRL's app provider, BiblioCommons, is still working on the iOS version. Hutzel stated CRRL submitted requests to change the age ratings, but that has not yet been changed in the app stores.

Diana Risavi requested a motion to take the second item (item B) out of New Business on the Agenda and allow the presentation of the Audit Report. Kerry Devine made this motion and it was unanimous. The motion was adopted.

Elaine Farmer of Bishop, Farmer & Co. presented the FY22 Audit Report. Kerry Devine asked if we had any worries about our funds, given the recent banking crisis. Farmer explained that banks have to have collateral for government funds and the funds at PNC are protected as required and monitored at the state level.

Diana Risavi thanked Ms. Farmer for her presentation. Ms. Farmer thanked the Board and left the meeting.

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. Lori Hayes asked to pull the board minutes from December, as she wasn't present. Xavier Richardson made a motion to approve the Consent Agenda minus item 1 (which included 5 items: December 12, 2022 Board Meeting minutes, Director's Written Report, Q2 Financial report, Q2 Special Use report, and Q2 Circulation report). Kerry Devine seconded the motion, which was passed unanimously.

## Old Business

Martha Hutzel presented an update on the FY24 budget. Hutzel informed the Board the Spotsylvania County Administrator is recommending full funding of the library's request, the Stafford County Administrator recommended full funding of the library's request, and the City Manager for Fredericksburg should publish his recommendation soon. Hutzel reported Westmoreland County always fully funds CRRL, and she understands Mr. Risavi is recommending the same this year. Hutzel stated

CRRL has provided the Board with a second version of our FY24 Budget proposal that includes the Direct and Indirect Expenses as discussed at the September and December meetings. Hutzel ensured going forward this detail will be included in each of CRRL's Budgets from the outset. Hutzel stated she hopes to be meeting with local jurisdictions again soon.

Lori Hayes asked if Spotsylvania County does not fully fund, what would the library do. Hutzel stated that the \$235,732 insurance expansion and the \$35,000 for furniture and computer equipment can be cut, but it will be hard to cut computer equipment any further. Martha Hutzel declared library employees continue to take lower COLA increases than employees working for local government agencies. Spotsylvania County is recommending a 6% COLA, and Stafford County is recommending an 8% COLA for their staff. Hutzel reminded the Board that the materials budget was cut last time and would not want to do so again. Hutzel pointed out that branches are already closed 2 nights/week in Spotsylvania County. Hutzel stated CRRL can leave open positions unfilled and the increase for part time staff to get benefits would not happen if not fully funded. Hutzel stated we have to hold the line on giving staff a decent raise of 4.5 or 5%. Hutzel stated other libraries have not had 5 years of budget cuts, FY24 will be 5 years in a row for CRRL and in our region, other library's budgets have not been hit as hard as CRRL.

Martha Hutzel gave an update on the issue of Board Meeting Recordings. Hutzel stated as discussed in the December board meeting, the intended use for audio recordings of board meetings would dictate what type of equipment would need to be purchased. Discussion followed about cost, use of any recordings, transparency, and whether or not other libraries and regional agencies were recording their meetings. Diana Risavi asked Hutzel to inquire with other libraries about recording board meetings, and report findings at the June meeting.

Diana Risavi asked if there were any comments to the Bylaws Update regarding electronic meeting attendance. Lori Hayes stated she would like to review the bylaws for alternates to attend board meetings. A brief discussion followed about alternates versus proxies and if the library agreement impacted the possibility of having alternates. Hutzel offered to check with other libraries to see whether or not they have alternates for their boards. Risavi suggests this item be put on agenda for the next Board meeting. Risavi asked for a motion to adopt the bylaws update as we are not currently in compliance. Lori Hayes made a motion to approve the bylaws update. Kerry Devine seconded the motion. The motion passed unanimously.

## New Business

Diana Risavi stated Lori Hayes asked to pull the December 12, 2022 board meeting minutes from the Consent Agenda. Hayes stated she asked to have them pulled because she needs to abstain as she was not present at the meeting.

Diana Risavi asked for a motion. Xavier Richardson made a motion to approve the December 12, 2022 meeting minutes and Kerry Devine seconded the motion. Becelia, Gary, and Hayes abstained. The

motion was adopted.

Diana Risavi asked about a board retreat this summer and stated the Board would need a decision tonight on whether or not to hold one. After some discussion, Risavi stated there would not be a board retreat this year and offered that there can always be a special meeting if needed.

Lori Hayes brought forward the option of Board members having time to discuss any specific issue of what is being talked about or being working on in their county. Discussion followed as to whether or not this is a bylaw issue or if there are other places this reporting could occur. Hayes also suggested consideration of additional Board meetings. Risavi asked Hutzel to include this in her questions to other libraries and to add further discussion on this to the June agenda.

The next Board meeting is scheduled on June 12, 2023, at 4:30 p.m. at the Cooper Branch.

Lori Hayes made a motion to adjourn the meeting. Kerry Devine seconded the motion. The meeting was adjourned at 6:34 p.m.