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**Library**

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## LIBRARY BOARD MINUTES

December 11, 2023

Salem Church Branch

### ATTENDEES

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

**LIBRARY ADMINISTRATION:** Rebecca Purdy, Chris Glover, Sean Bonney, and Laura Baxter-Christopher

**GUESTS:** Christine Maupin

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Diana Risavi called the meeting to order at 4:30 P.M.

There was no public comment.

Diana Risavi introduced Christine Maupin as the incoming Westmoreland Library Board representative.

A Colonial Beach resident, Maupin designed and developed and now maintains the Colonial Beach Community Foundation website and has developed and distributes the Foundation's monthly newsletter. Maupin volunteers at several of the local festivals and actively participates in the Art walks. Risavi stated that Maupin stays educated about significant matters addressing town government issues.

Prior to retiring to Westmoreland County, Maupin resided in Spotsylvania County with her now deceased husband Ron Maupin, who served as County Attorney for Spotsylvania for many years and who served on the Board of Legal Aid Society with Risavi.

Maupin has a B.A. in English from Mary Baldwin University and thirty years of professional experience including adult training design and development, technical writing and editing, quality assurance, proposal development, client relations and team leadership. Maupin's work history includes Newport News Shipbuilding, CAE-Link Corporation, Star Mountain Inc., Circle Solutions, Global Learning



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Systems, PerfromTech Inc., and self-employment for Fredericksburg and Spotsylvania as an Independent Training Consultant, Instructional Designer and Technical Writer. Risavi concluded by stating that Maupin will be a valuable addition to this board.

Martha Hutzal presented the Director's Report.

Hutzal stated the Library of Virginia has appointed Dennis Clark to succeed Sandy Treadway as the Librarian of Virginia, effective January 25th. Mr. Clark is currently at the Library Of Congress and has experience at the University of Virginia and Virginia Commonwealth University libraries. Hutzal will likely meet him at the spring director's meeting.

Hutzal had no other updates that weren't already included in the Director's Report that went out with the board packet.

Diana Risavi welcomed other Board comments. Gary, Hayes and Devine all stated that there were changes to their elected boards as a result of the election. Newly elected representatives would be sworn in soon and are expected to take office in January.

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.

Mr. Richardson joined the meeting.

Diana Risavi mentioned Cheryl Miller was very ill and could not attend the meeting. Risavi was asked to chair the meeting in Miller's absence. Risavi asked if there was any objection, none being taken and the meeting continued.

Monica Gary mentioned pulling the draft minutes due to a misspelling in her last name.

Diana Risavi requested a motion to approve the Consent Agenda minus Draft Minutes from the September 11, 2023 Board Meeting. The motion was accepted by Monica Gary and seconded by Lori Hayes. The motion passed unanimously.

Old Business:

FY24 Budget Update v.5

Diana Risavi asked Martha Hutzal to present the FY24 Budget Update, Version 5. Hutzal reported Version 5 of the current FY24 budget is necessary as it reflects the increase in State Aid by \$151,890 for the year. These additional funds allowed CRRL to leave \$10,000 in books and materials. Reduce the amount that was taken from the fund balance. Bringing the total use of the fund for salaries to \$89,943 to reopen the hours that were closed at the three branches in question. Increases in 4 other areas. Mainly due to inflation in those line items being low.

Lori Hayes asked, what does publicity include? Hutzal detailed that publicity includes advertising in local publications, the CRRL magazine and the annual report.

Kerry Devine asked, whether computer services describe services given or provided? Hutzel explained computer services are services we provide. Items include new software/hardware, public catalog, backend systems from Google etc.

Diana Risavi requested a motion to approve the adjusted FY24 budget. The motion was accepted by Lori Hayes and seconded by Monica Gary. The motion passed unanimously.

#### FY25 Budget Update v.2

Diana Risavi asked Martha Hutzel to present the FY25 Budget Update, version 2. Hutzel reported the second version of the FY25 budget proposal reflects a projected increase of \$141,915 in State Aid next year. The projected increase will allow for a reduction in proposed funding by Fredericksburg, Spotsylvania and Stafford. Hutzel also reported that because the FY25 budget has not yet been approved by our funding localities, the anticipated increase in State funding provided an opportunity to lower our requests to the three jurisdictions while still maintaining the strategic goals.

Monica Gary asked, if staff are able to project how long we may or may not have these state funds? Hutzel noted the Virginia Library Association funds a lobbyist to work in Richmond. The state aid has increased to about 87.5%. Staff are expecting to continue to see increases in state aid funding. The Association's goal is to obtain state aid for 100%.

Lori Hayes asked, what is the ask for Spotsylvania County? The projected funding request for Spotsylvania is \$5,038,434.

Diana Risavi requested a motion to approve the adjusted FY25 budget. The motion was accepted by Monica Gary and seconded by Mary Becelia. The motion passed 5 to 1 with Lori Hayes voting no. Hayes stated that her descending vote was due to unknown stances from newly elected members of her board.

#### New Business:

##### Consent Agenda Items:

Diana Risavi requested a motion to approve the Consent Agenda with the adjusted minutes correcting the misspelling of Monica Gary's name to the Draft Minutes from the September 11, 2023 Board Meeting. The motion was accepted by Monica Gary and seconded by Lori Hayes. The motion passed unanimously.

Martha Hutzel presented a proposal regarding potential usage of funds from the Finley Trust. CRRL accepted a bequest from the Christopher Finley and Mary Campbell Finley Trust in the amount of \$249,000. In keeping with the Strategic Plan, Hutzel presented a list of items that staff have suggested about \$122,268. Items included: Privacy Pods, IdeaSpace rent, Library on the Go retrofit, Storywalk and Picnic Tables.

As part of the proposal, Hutzel presented data reflecting the usage of study rooms.

Data included the percentage of hours within a specific week study rooms are booked by customers. The data did not include the large meeting rooms at those three locations.

The proposal includes 4 pods each (2 singles and 2 doubles) at Porter, Salem Church and Fredericksburg branches.

Diana Risavi asked for details about the installation of the pods and if they can be moved? Hutzel stated the pods are professionally installed and would be hard to move. The pods are equipped with a desk and chairs and are equipped with electricity and wifi.

Risavi stated she used a pod during a special meeting in July at one of the Westmoreland branches and it was very nice.

Xavier Richardson asked about the pod ventilation? Hutzel said the pods are ventilated.

Lori Hayes asked since this is one time money what plans are being made to secure funds for the IdeaSpace rent in the future? Hutzel explained funds from the larger grant received from the city have been exhausted and most of that grant funded the rent. CRRL does have smaller grants and funds that have been set aside for equipment and supplies. Staff would like to use a portion of trust funds for rent as the IdeaSpace is very popular. In the future, staff would need to obtain another grant or would need to include the cost as part of the operating budget.

Hutzel detailed the remaining items included in the proposal including: Library on the Go Retrofitting, Storywalk and Picnic tables for Westmoreland County. Hutzel noted there is a small park located beside the Montross branch that includes a green space with picnic tables. The proposal includes replacing the current tables with metal CRRL branded picnic tables.

Xavier Richardson asked if the tables will be secured to the ground? Hutzel noted that staff do plan to secure the tables to the ground. Devine asked how many tables the proposal includes? Hutzel confirmed that the proposal included 2 tables.

Diana Risavi requested a motion to approve the Finley Trust Proposal. The motion was accepted by Monica Gary and seconded by Kerry Devine. The motion passed unanimously.

Following the motion Xavier Richardson asked if something could be done to show appreciation to the Finley's? Hutzel stated they are deceased however, a fiscal acknowledgement would be appropriate. Rebecca Purdy suggested noting the Finley's on the privacy pods placed at the branches.

Closed Session

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.

Mary Becelia moved that the Board enter a closed session. Xavier Richardson seconded the motion. The motion passed unanimously by a roll call vote (YEA - Richardson, Devine, Becelia, Hayes, Gary and Risavi). Hutzel and CRRL staff left the meeting. The Board convened a closed session at 5:00 P.M.

Martha Hutzel, Rebecca Purdy and Chris Glover rejoined the meeting at 5:43 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 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 - Richardson, Devine, Becelia, Hayes, Gary and Risavi).

A motion was made by Monica Gary to increase the Library Director's salary by two steps. The motion was seconded by Kerry Devine and passed unanimously.

Monica Gary requested salary information and supportive documentation be shared with the board a month in advance of future meetings for reference purposes.

The next Board meeting will be March 11, 2024 at 4:30 P.M., at the Fredericksburg Branch.

Lori Hayes moved to adjourn the meeting. Monica Gary seconded the motion. The meeting was adjourned at 5:49 P.M.