



Central Rappahannock Regional
Library

INSPIRING LIFELONG LEARNING
FOR EVERYONE IN OUR COMMUNITY

Proudly serving Fredericksburg, Stafford, Spotsylvania, and Westmoreland

LIBRARY BOARD MINUTES

September 9, 2024

Fredericksburg Branch

ATTENDEES

BOARD MEMBERS: Cheryl Miller (Chair), Martha Hutzler (Secretary-Treasurer), Kerry Devine, Monica Gary, Lori Hayes, Christy Maupin, David Ross

LIBRARY ADMINISTRATION: Rebecca Purdy, Chris Glover, Sean Bonney, Amy Faulkner-Hart, Maureen Flaherty and Laura Baxter-Christopher

CALL TO ORDER

Cheryl Miller called the meeting to order at 4:35 p.m.
The pledge of allegiance was recited.

PUBLIC COMMENT

Public comment opened at 4:37 p.m.

Paula Chow, Sierra Club, Fredericksburg City resident. Chow was given 5 minutes to speak as she was representing a group per library policy. Laura Baxter-Christopher was the timekeeper. Chow spoke about the library's Meeting Room Policy.

Ann Little, Tree Fredericksburg. Fredericksburg City resident. Little was given 5 minutes to speak as she was representing a group per library policy. Laura Baxter-Christopher was the timekeeper. Little spoke about the library's Meeting Room Policy.

Ralph Joseph, Fredericksburg Neighborhoods Coalition, Fredericksburg City resident. Joseph was given 5 minutes to speak as he was representing a group per library policy. Joseph spoke about the library's Meeting Room Policy.



librarypoint.org

540-372-1144

Mary Becelia, Stafford County resident. She spoke about her former position on the board and requested the Board consider making specific changes to its Bylaws.

BOARD COMMENTS

Cheryl Miller opened the floor for Board member comments.

Moncia Gary asked to present information in response to Ms. Becelia's comment as it relates to policy. Gary stated that not only are CRRL board member roles, procedures and policies all referenced in state code including those members that are appointed by the jurisdictions but also Board of Supervisors positions. Gary noted that those details could be included in the CRRL policy as well, in an effort to make things clearer for the public.

There were no other board member comments.

CONSENT AGENDA

Martha Hutzel presented the Director's Report.

In addition to the information presented in the most recent Director's Report, Hutzel issued a correction of the number of COVID test kits distributed since the last meeting. About 4,920 free COVID test kits have been distributed by CRRL as provided by the Virginia Department of Health.

Lori Hayes asked how long the distribution of COVID tests are expected to continue? Hutzel stated that they had been told by the Virginia Department of Health that distribution would end in June or July of 2024 and CRRL is still receiving them. An exact end date is unknown at this time.

Kerry Devine asked if a staff member can deliver the tests curbside? Hutzel confirmed that staff do have a practice in place to deliver the test curbside for patrons that need that option.

Kerry Devine made a motion to approve the Consent Agenda as published. Monica Gary seconded the motion, which was passed unanimously.

OLD BUSINESS

Martha Hutzel provided an update regarding the FY25 Budget- version 4.

Hutzel noted that included in this version of the FY25 budget is a reduction of \$41,561 in funding. This is the result of a reduction of funds from Westmoreland County. Hutzel noted that included is a list of expenditures of where funds have been cut as a result of the reduction.

Hutzel detailed that the categories of Furniture and Equipment (-\$16,000), Books and Materials (-\$20,000) and Salaries (-\$5,561) were all reduced as a result of the decrease in funds. Hutzel noted the reduction in salaries was for a Part-Time position that will not be filled.

David Ross noted that it looked like cuts were able to be made without reducing any hours at branches. Hutzel confirmed that branch hours were not affected by the cuts and that branches in Westmoreland are already Part-Time.

Lori Hayes requested a motion to approve the adjusted FY25 Budget. The motion was seconded by Kerry Devine. The motion passed unanimously.

NEW BUSINESS

Cheryl Miller announced elections and called for nominations for Chair. David Ross was nominated by Lori Hayes, Ross accepted. Christy Maupin seconded the motion. There was no discussion and the motion passed unanimously. Cheryl Miller called for nominations for Vice Chair. Christy Mapuin was nominated by Kerry Devine, Maupin accepted. David Ross seconded the motion. There was no discussion and the motion passed unanimously.

Martha Hutzel introduced Amy Faulkner-Hart, CRRL Finance Director, to present the FY26 Proposed Budget.

Hutzel noted that a new budget document was created this year and will be used as part of the presentation.

Faulkner-Hart thanked board members for their service and expertise in serving on the board. When detailing the budget she noted the following budget drivers: salaries, employee benefit costs, books and materials and critical software upgrades.

Faulkner-Hart also described the importance of the regional library system and how revenue requests are determined.

David Ross asked if any of these numbers were vetted with the localities or are these just determined internally? Also, he asked if there are any comments from them?

Faulkner-Hart noted that we don't have information from the localities at this time. CRRL staff do meet with budget managers and County Administrators throughout the process. Hopefully staff will have more information from the localities around November/December. At that time staff hope to have a better idea of forecasted numbers.

Lori Hayes stated that voting for a budget is very difficult for her right now. Hayes stated that due to CRRL's budget timeline starting early ahead of the localities, there is no way to determine how things are going to shake out on the County level. She expressed that she doesn't know what the answer is but that every year this is very difficult.

Overall, board members supported moving the budget forward with the information presented at this time. Board members also expressed concerns regarding the budget timeline/process, budget expectations, and communicating the budget with the localities.

Cheryl Miller requested a motion to approve FY26 Budget. The motion was accepted by Kerry Devine and second by Monica Gary. The motion passed unanimously.

CLOSED SESSION

Cheryl Miller announced the Central Rappahannock Regional Library Board of Trustees wishes to convene a Closed Meeting.

Lori Hayes moved that the Board enter a closed session. Monica Gary seconded the motion. The motion passed unanimously by a roll call vote (YEA - Devine, Gary, Hayes, Maupin, Miller, and Ross).

The Central Rappahannock Regional Library Board of Trustees wishes to convene a Closed Meeting under the Virginia Freedom of Information Act in order to address a personnel matter:

Pursuant to Virginia Code § 2.2-3711(A)(1) such discussion may occur in Closed Meeting.

Relevant section 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.

CRRL staff left the meeting. The Board convened a closed session at 5:16 p.m.

CRRL staff rejoined the meeting at 6:22 p.m.

Kerry Devine asked for a motion to leave the Closed Session. David Ross seconded the motion. The motion passed unanimously.

Cheryl Miller 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.

Cheryl Miller asked for a motion to certify the Closed Session. Lori Hayes made the motion to certify the Closed Session. Kerry Devine seconded the motion. The motion passed unanimously by a roll call vote (YEA - Devine, Gary, Hayes, Maupin, Miller, and Ross).

May I have a motion to offer the position of Library Director as agreed upon in closed session?

David Ross made the motion to offer Rebecca Purdy the position of Library Director. Monica Gary seconded the motion. The motion passed unanimously.

ADJOURNMENT

Lori Hayes thanked Martha Hutzel for her service and dedication to CRRL and wished her well in her retirement.

David Ross thanked Cheryl Miller for serving as the chairperson of the board this year.

Cheryl Miller noted that a Retirement Celebration honoring Martha Hutzel will be held on September 16 in the Theater Room at the Fredericksburg Branch.

Miller also noted that the 30th Anniversary of the Salem Church Branch will be held on September 19 at the branch.

The next Board meeting will be December 9th at 4:30 p.m. at the Salem Church Branch.

Kerry Devine made a motion to adjourn the meeting. Monica Gary seconded the motion. The meeting was adjourned at 6:34 P.M.