



LIBRARY BOARD MINUTES

March 10, 2025

4:30 p.m.

Howell Branch

ATTENDEES

BOARD MEMBERS: David Ross (Chair), Christy Maupin (Vice-Chair), Rebecca Purdy (Secretary-Treasurer), Dr. Janet Page-Brown, Kerry Devine, Lori Hayes, Cheryl Miller and Dr. Pamela Yeung

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

CALL TO ORDER

David Ross called the meeting to order at 4:30 p.m.

Dr. Pamela Yeung led the Pledge of Allegiance.

David Ross welcomed Janet Page-Brown to the Library Board. Page-Brown will be serving as the citizen representative for Stafford County.

PUBLIC COMMENT

Public comment opened at 4:31 p.m.

Christine Whitlow, Stafford County, wrote a letter to the Board expressing interest in library hours on Sundays.

BOARD COMMENTS

David Ross opened the floor for Board member comments.

Lori Hayes spoke about the upcoming budget as it relates to Spotsylvania County's library branch hours. Hayes asked the Board if Spotsylvania County granted the funding request would they reinstate the county's library branch hours?

Rebecca Purdy stated when library branches reopened in FY20, due to staffing levels and FY20 funding reductions, no library location was able to open for all of their current hours. In FY21 Fredericksburg increased library funding and Stafford and Westmoreland fully funded our request. The Library Board voted (June 14, 2021) to reduce services to Spotsylvania branches by the reduced amount of \$181,987. As a result, the branches were not reopened those two additional evenings at Salem Church and Snow and remain open only two nights a week. Spotsylvania Towne Centre is closed one additional night, Mondays.

David Ross noted it might be challenging at this time to take action. However, he noted the discussion might be welcome.

Cheryl Miller asked what the cost would be to restore the hours? Purdy stated the cost would be approximately \$33,000 if CRRL does not post or fill the full time programming position which is currently vacant.

Dr. Yeung asked for clarification about the operating hours and costs associated at all branches.

A motion was made by Kerry Devine contingent upon Spotsylvania providing CRRL's full funding request, the Board shall reinstate branch hours at Salem Church and Snow until 8 p.m. Dr. Yeung seconded the motion, which was passed unanimously.

Dr. Yeung welcomed Dr. Janet Brown-Page to the Library Board. Dr. Yeung asked if there is a new Board member orientation? Purdy stated there is a new member orientation and she will be contacting those participants soon.

Dr. Yeung also asked if any of the library funds have been affected by the state and federal governments. Purdy noted as of right now no funds have been affected. Dr. Yeung asked for members to be kept informed of any changes.

Christy Maupin thanked Rebecca Purdy for presenting at a recent Westmoreland County Board meeting. Maupin noted the presentation was well received.

Kerry Devine asked staff if data was available concerning staff interest in working on Sundays. Devine noted it might be a good idea in the future to revisit opening on Sundays. Purdy noted staff could look into some options while building the FY27 budget.

EXECUTIVE DIRECTOR'S REPORT

Rebecca Purdy thanked Board members for their attendance and serving on the Board.

Purdy informed the Board of a recent meeting with the Spotsylvania County Administrator, Ed Petrovich, and his staff on the reserve study. Purdy hopes to set meetings with staff in the other jurisdictions as well. Purdy has also scheduled a meeting with the Stafford County Administrator and is working to schedule meetings with the City Manager and the Westmoreland County Administrator.

Purdy has been visiting library branches and hosting staff for open office hours at each location. This has provided staff with the opportunity to pop in and say hello, ask questions or share concerns or suggestions. Purdy has visited 3 branches and has the remaining locations scheduled between now and the end of April. Meetings have been successful and she is working on a plan to regularly offer office hours on a recurring basis throughout the year.

Included in this meeting's packet there are updated statistical reports showing how customers use the library. Those were included as item 4 in the consent agenda. Purdy noted the study room and privacy pod usage was not being included in these reports and staff will work to get it added for the June meeting.

Overview of Updated Circulation Report

Chris Glover, Assistant Executive Director, provided feedback on the new format for the circulation reports.

Kerry Devine asked about the number of e-book holds patrons are allotted. Devine asked if it would be more productive to limit the number of holds for e-books? Adrianna Pluckett stated the hold number has recently been changed from 15 to 10. Pluckett also explained how the holds process works across multiple platforms used by CRRL.

Dr. Yeung asked for clarification about the analysis used to reach the new number of holds.

David Ross asked for clarification about the cost of in-print versus electronic books. Glover stated e-book costs are more than the print version as a result of many factors including the number of times an e-book can be circulated. Ross asked staff for specific costs of ebooks.

Dr. Yeung asked if books are cleaned like they were during COVID? Glover noted books are not cleaned or quarantined like they were during COVID.

CONSENT AGENDA

David Ross 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 to be moved. Dr. Pamela Yeung made this motion and was seconded by Kerry Devine, it passed unanimously. The motion was adopted.

Elaine Farmer of Bishop, Farmer & Co. presented the FY24 Audit Report.

Dr. Yeung asked for clarification on statements mentioned in the audit. Farmer elaborated with details regarding the audit process.

Kerry Devine asked for clarification regarding staff substitutes. Purdy was able to provide context regarding staff substitutes.

David Ross thanked Farmer for her presentation. Farmer thanked the Board and left the meeting.

Ross 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. Kerry Devine made a motion to approve the Consent Agenda. Lori Hayes seconded the motion, which was passed unanimously.

OLD BUSINESS

FY26 Budget Update

As Old Business, David Ross asked Rebecca Purdy to provide the Board with an update regarding the FY26 Budget.

Purdy stated the Spotsylvania County Administrator has recommended fully funding the library's FY26 budget request while the Stafford County Administrator recommended a reduction of \$300,324 from the funding request.

Purdy noted the Fredericksburg's City Manager will present his budget tomorrow night and the Westmoreland County Administrator will present his on March 24. Purdy had a brief meeting with the Westmoreland County Administrator in February about the budget, but he gave no indication on what he would be recommending for the library.

Update from Meeting Room Subcommittee

Lori Hayes stated the Meeting Room Subcommittee had met and discussed the current meeting room policy. Staff presented data regarding numerous aspects of meeting room usage. Hayes expressed her concern for businesses using the meeting rooms for profit making purposes. Hayes noted the larger combined meeting spaces were prioritized by the subcommittee for businesses to pay a nominal fee. Dr. Yeung noted the subcommittee also discussed concerns regarding the distinction of profit versus non-profit. Miller expressed concern about how the fees would be collected and if additional staff would be needed. Subcommittee members asked Purdy if a test run could be conducted with the Fredericksburg Theater and the combined spaces at Salem Church, Howell and Porter. Hayes noted these fees would be similar practice to how localities charge for community centers.

Maupin added to the discussion regarding distinction between non-profit versus businesses. Devine noted her concern regarding the scheduling policy. Purdy stated the subcommittee's recommendation to the Board as part of the formal proposal would be that commercial for-profit businesses only book three months in advance unless they would be using the space for a performance in which they could book six months in advance.

CRRL would charge commercial for profit businesses to use those spaces as detailed. CRRL staff have been tasked with researching what other businesses are charging and are recommending fees to the subcommittee. Next steps would be to update the policy to include the proposed changes and bring it to the June meeting while seeking legal counsel prior to a vote.

Devine asked if there is a limit to how many spots could be reserved? Purdy noted there would be a limit of only once a month.

Ross clarified these changes would pertain to the larger combined rooms. He expressed concern the fees remain comparative to similar locality fees.

Several members of the Board noted the importance of presenting transparent information to the public regarding these changes.

NEW BUSINESS

Review of Direct and Indirect Expense Reports

Amy Faulkner-Hart, Director of Finance, presented information regarding direct and indirect expenses.

Ross thanked the staff for the presentation. Ross noted this information might be helpful during budget season concerning expenses per locality.

Dr. Yeung asked about the formula for determining funding requests for Stafford County. Purdy noted she would meet with Dr. Yeung in the future to present details.

Discussion of Library Board Meeting Schedule

Purdy stated the Chair asked staff to look into the meeting schedule of other public libraries and consider how those findings might impact CRRL's Board. It appears a governing Board only meets quarterly is unusual among Virginia public libraries and 6 meetings is more typical.

Purdy noted if the Board were to consider additional meetings, she would request the Board continue to meet the current months of March, June, September and December which are key for report submission. Purdy noted June is also key for making any needed adjustments to the upcoming fiscal year's budget since it's after each of the jurisdictions have finalized their budgets and before the new fiscal year begins on July 1.

Purdy suggested any additional meetings could be work sessions that would provide additional time for budget discussion and for the Board to learn more about the library's work serving the community all to the benefit of the library system. A work session could be added in January or February and Board members could request staff presentations and reports on library services, an update on the Strategic Plan, and perhaps the audit could be moved to this meeting.

Purdy noted Board members also frequently request additional time to review the budget so perhaps the Board could have a work session in August as well. It was suggested during the work session, library staff would be able to give the Board an overview of the actual impact on revenue and expenditures of implementing those budget goals presented in June. Purdy said this would provide Board members with the highlights of the budget request before the draft budget is presented for a vote at the September meeting.

Board members asked for clarification regarding additional specific months for additional meetings.

New Date for June Board Meeting

David Ross stated he would not be able to attend the June meeting as scheduled. Several Board members noted their limited availability throughout the month. It was decided the June meeting would be held as scheduled as Christy Maupin, Vice-Chair, would preside over the meeting.

ADJOURNMENT

The next Board meeting is scheduled on June 9, at 4:30 p.m. at the Cooper Branch.

Kerry Devine made a motion to adjourn the meeting. Dr. Pamela Yeung seconded the motion. The motion was adopted unanimously. The meeting was adjourned at 6:34 p.m.

DRAFT