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## LIBRARY BOARD MINUTES

September 8, 2025

4:30 p.m.

Fredericksburg Branch

### ATTENDEES

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

**LIBRARY ADMINISTRATION:** Adrianna Puckett, Chris Glover, Amy Faulkner-Hart, Tracy McPeck, Raya Nickerson and Laura Baxter-Christopher

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### CALL TO ORDER

Christy Maupin called the meeting to order at 4:49 p.m.

Maupin led the Pledge of Allegiance.

Maupin announced Dr. Yeung was participating in the meeting virtually.

### PUBLIC COMMENT

There were no public comments.

### BOARD COMMENTS

Maupin opened the floor for Board member comments.

Maupin noted excitement for the Library On The Go Westmoreland Van.

### EXECUTIVE DIRECTOR'S REPORT

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

Purdy noted the updated meeting room and notary policies went into effect last Wednesday and the Westmoreland Library on the Go vehicle has started providing service to the rural areas of Westmoreland County.

Purdy stated the implementation of the new accounting software is progressing with an expected switch over date of November 1st. Accounting staff are training on the new software. The Board can expect to see the first updated financial reports before the end of the fiscal year.

Purdy mentioned the audit will begin at the end of this month and will be reported to the Board at the March meeting.

Purdy announced a second work session will be Monday, February 9 at 4:30 at Howell Branch. Members indicated at the August work session they would like to review the Strategic Plan at this work session.

Purdy noted staff have held a couple of meetings with the Community Foundation to improve understanding of the criteria grant funders are using to evaluate applications. Staff have also talked with the Community Foundation about the possibility of creating a fund for the library they would hold and administer. A Library Fund would create another targeted point of donation for the library system. Staff are still evaluating this option.

### **Staff Report: VA250 Presentation**

Tracy McPeck, Adult Services Coordinator, presented on CRRL's work to commemorate Virginia's 250th anniversary.

### **CONSENT AGENDA**

Lori Hayes motioned to approve the Consent Agenda and was seconded by Cheryl Miller, it passed unanimously. The motion was adopted.

### **OLD BUSINESS**

#### **FY26 Budget Update v. 3**

Amy Faulkner-Hart stated CRRL received \$7,895 more than expected from State Aid therefore, staff are resubmitting an updated FY26 Budget for approval. At the recent budget work session, staff mentioned a few smaller technology and equipment needs from the Technology plan so it is to use this unexpected windfall to offset some of those smaller technology costs CRRL needs to complete in this fiscal year.

Cheryl Miller made a motion to approve the FY26 Budget Update v.3 and was seconded by Lori Hayes, it passed unanimously. The motion was adopted.

### **NEW BUSINESS**

#### **Capital Requests for Technology and Equipment Fund**

Purdy noted at the request of several Board members an email has been sent of the three year request plan and additional information to each administrator including Westmoreland has been sent.

Purdy asked the Board for guidance on what amount to ask for from the jurisdiction's budget request. Two possible options include; one to start in FY26 and the other in FY27.

Purdy reminded the Board, these are projected costs for all of the projects based on initial quotes. Once funding is secured it would be able to post any necessary Request For Bids (RFBs), finalize costs and make any adjustments.

Board members noted consensus these funds would need to be included in the FY27 budget proposal.

## **FY27 Proposed Budget**

Purdy provided an update regarding the Strategic Plan. Purdy contacted the Library of Virginia about the administrative code requirements for public libraries to see if it might be possible to delay the update by a year or two. It was very clear the LVA expects CRRL to update the plan every five years. Staff did state focus groups and surveys are optional and could reduce final costs; it was also mentioned there is an option to use State Aid to pay for a consultant for the plan.

Purdy also spoke with the consultant the library has worked with previously to learn about other possible options if funding of a full-blown update isn't possible. The consultant graciously offered to conduct a complete update for the same rate as in 2022 with no increase for inflation. The consultant also mentioned if the cost is still a concern there were some options such as doing just a refresh with fewer focus groups and surveys or even hiring a consultant to coach us through an update.

Purdy added the last Strategic Plan was written in early-mid 2022 when CRRL was just coming out of COVID and would anticipate any staff surveys and customer focus groups would have very different responses this time.

Purdy recommended the cost of the Strategic Plan at the reduced rate of \$59,000 remain in the FY27 budget request and then is re-evaluated after the jurisdictions have voted on their funding in spring 2026.

Faulkner-Hart stated the FY27 Budget Proposal reflects the goals presented at the June 9th Board Meeting and discussed at the August 13th Work Session. It was noted the Budget Change Highlights shows all of the proposed budget changes were presented and discussed to-date including the budget priorities and a few other items are adjusted due to projected cost increases. The proposed Revenue showed what CRRL is requesting from each jurisdiction to make budget priorities a reality.

Dr. Yeung requested any changes in budget documents be sent to the County Administrator's office. Dr. Yeung also asked when the email is sent to include details about the requested funds for Stafford.

Lori Hayes noted the Library Administration Center costs seem high and asked what is included in those expenses? Faulkner-Hart noted included expenses are rent, utilities, supplies specific to the LAC, phone, internet and furniture. Hayes asked about the Friends of the Library being housed there? Purdy said they have a separate suite and they pay their own rent. The library also uses a portion of the space for storage. Hayes asked how much they pay in rent? Faulkner-Hart was able to provide a figure of \$2,292.00 per month.

Hayes asked for clarification about the specific request amount for Spotsylvania. Hayes also mentioned several funding opportunities.

Lori Hayes made a motion to approve the FY27 Budget proposal and was seconded by Cheryl Miller , it passed unanimously. The motion was adopted.

## **Finley Trust Proposal**

Purdy requested the Board approve the remainder of the Finley Trust balance be used to create a Technology and Equipment Fund. These funds will cover some of the smaller one-time projects from CRRL's Technology Plan. The amount is \$129,296.28. Purdy reminded the Board this money was

received by the library in the second half of FY23 as a bequest from the Trust of Christopher Finley and Mary Campbell Finley and the Board approved use of half of the fund at their December 2023 meeting.

Lori Hayes made a motion to approve the proposal and was seconded by Dr. Yeung, it passed unanimously. The motion was adopted.

### **Election of Officers**

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

Christy Maupin called for nominations for Vice Chair. Dr. Janet L.S. Brown-Page was nominated by Cheryl Miller, Brown-Page accepted. Lori Hayes seconded the motion. There was no discussion and the motion passed unanimously.

### **ADJOURNMENT**

The next Board meeting is scheduled on December 8, at 4:30 p.m. at the Salem Church Branch.

Lori Hayes made a motion to adjourn the meeting. Cheryl Miller seconded the motion. The motion was adopted unanimously. The meeting was adjourned at 5:24 p.m.