



LIBRARY BOARD MINUTES

December 8, 2025

4:30 p.m.

Salem Church Branch

ATTENDEES

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

LIBRARY ADMINISTRATION: Adrianna Puckett, Chris Glover, Anna Lowry and Laura Baxter-Christopher

CALL TO ORDER

Christy Maupin called the meeting to order at 4:30 p.m.

Maupin led the Pledge of Allegiance.

Maupin reminded Board members and attendees the meeting was being recorded and the recording will be posted in the Board of Trustees section of the library's website.

PUBLIC COMMENT

There were no public comments.

BOARD COMMENTS

Maupin opened the floor for Board member comments.

Lori Hayes mentioned the ongoing closure of the Snow Branch and was hopeful services would be back to normal soon. Rebecca Purdy expressed county staff have been very responsive to address concerns.

EXECUTIVE DIRECTOR'S REPORT

Rebecca Purdy noted Board members should have each received a copy of CRRL's Annual Report. Purdy noted the report will be emailed to each jurisdiction and posted on the library's website. Purdy delivered a few of the most impactful year-end statistical changes. In FY25, the number of library card holders increased by almost 5%. Usage of the library increased in many areas including the

circulation of eMaterials about 8.6%; usage of library computers by 8.5%, meeting rooms by 9.69% study rooms by 8.64%; and attendance at library classes and events by 3.74%. Purdy noted use of the website itself decreased by 4.7% while use of the mobile app increased by 12.21%.

Dr. Yeung asked for clarification on where the percentages as described were included in the report? Purdy provided an explanation.

Also, announced Purdy and Adriana Puckett would be interviewed on Wednesday's episode of Town Talk. The pair would be discussing the Annual Report and CRRL's successes over the past year. CRRL staff including Purdy marched in Saturday's holiday parades in Spotsylvania, Fredericksburg and Westmoreland. Staff are expected to march in the upcoming Stafford parade.

As requested at the previous work session, Purdy provided an update on the printing limits implemented in July. Purdy noted staff are seeing a positive impact. The number of pages printed between July and October fell by 15.4% compared to the same time period in 2024. The amount of paper used has also decreased over the same time period.

Purdy noted the Accounting department is continuing work with the new accounting software to establish workflows and to train in the test environment. As anticipated they are already discovering some efficiencies and hope to soon be able to dig into exploring some of the enhanced reporting features.

Purdy announced that since the Board last met, Howell Branch celebrated its 15th Anniversary. Purdy thanked Dr. Yeung for attending and making some remarks in the dual roles as Stafford County Supervisor and Library Board Trustee. Purdy also thanked Cheryl Miller for attending as well.

In November, the new Westmoreland Library on the Go vehicle made a special visit to the Westmoreland Board of Supervisors meeting. Purdy thanked Christy Maupin for attending the event.

It was announced IdeaSpace will celebrate its 5th Anniversary at 4pm on Wednesday, December 17. The Board was invited to attend.

Finally, Purdy noted staff are looking forward to the next Board work session which will be held on Monday, February 9 at 4:30 at Howell Branch. The Board has already requested a presentation on the current Strategic Plan which staff will prepare. Purdy noted it would be beneficial to discuss future priorities for the library system and the role CRRL plays in enriching communities.

Dr. Yeung asked if Purdy could attend and present at the Budget Public Hearings for each jurisdiction? To express directly to the Board of Supervisors the budget needs of the library. Purdy would be happy to come and speak at various meetings.

Maupin suggested out of respect for the speaker's time, a motion to take the second item of New Business out of order and allow a presentation of the Discussion of the Community Foundation Fund with Dr. Jamee Rodgers before continuing with the remaining items on our agenda.

Kerry Devine motioned to approve the change of order to the Community Foundation Fund presentation and was seconded by Dr. Yeung, it passed unanimously. The motion was adopted.

Discussion of Community Foundation Fund with Dr. Jamee Rodgers from the Community Foundation

Purdy noted as the Board is aware CRRL has faced increasing budget challenges in recent years and as a result I have been exploring ways to supplement the budget.

Purdy mentioned at the September meeting staff had reached out to The Community Foundation to explore the possibility of developing a fund for the library.

This would create another avenue for program funding the library would manage. The CEO of the Community Foundation, Dr. Jamee Rodgers, presented a brief overview of the Community Foundation and the initial process of joining the Foundation.

Kerry Devine asked Purdy for clarification about funds being spent for “programming” and if some could be spent for technology? Purdy noted “programming” has a broad reach for various areas and those funds could be used to purchase equipment used for a program.

Devine also asked if CRRL has a set goal to reach before funds are drawn from the account? Purdy noted staff are required to earn \$10,000 within the first three years. A long-term goal would be for funds to help offset additional requests for the programming budget.

Devine asked about current donors and how if they would now be directed to the fund? Purdy noted information would be on the website and sometimes donors are very specific with donations. A certain percentage of unassigned donations would be deposited into the Fund.

Lori Hayes asked how this fund would impact the Friends of the Library (FOL)? Purdy noted the focus of the FOL is primarily book sales. Purdy noted the Friends rarely solicit donations. CRRL asks the FOL to support specific programs like the Teen Art Show. The fund would be a way to give staff a little more independence of how the programming budget is spent.

Hayes asked if the fund could be proffered in the jurisdictions for rezoning? Purdy noted those discussions would need to occur within the jurisdictions.

Dr. Yeung asked if the Foundation has a vetting process for donors? Dr. Rodgers explained donors are processed through structure like you would open a bank account. The Foundation Board oversees and manages donor accounts.

Dr. Yeung asked about the Foundation’s percentage? Dr. Rodgers further explained 1% is charged on an annual basis if your account is under one million dollars based on the rolling three quarters prior. Dr. Yeung requested information be sent to the Board.

David Ross asked what the fee would be over one million dollars? Dr. Rodgers noted the fee is one present across the Board unless it is something like a scholarship.

Ross asked if the monies in the fund would grow interest? Dr. Rodgers noted the Foundation has a team of advisors who manage funding. On average most funds have drawn an estimated 12% annually.

Ross asked about the difference between accepting fund donors directly versus using the fund? Purdy noted the library isn't a 503C and sometimes this is difficult for donors. The fund would allow CRRL an avenue for those donations.

Ross asked if anyone could note a disadvantage to the fund? Dr. Rodgers noted he could not because CRRL would not be endowing these funds. However, investments are based on the stock market and so

those could change. This would give CRRL a way to collect funds and spend more directly.

Dr. Yeung asked how the fund is managed for investments? Dr. Rogers explained advisors manage funds based on certain parameters.

Ross asked if Dr. Rodgers could provide an estimate of donor contributions? Dr. Rodgers noted once a focus is established the Foundation can start promoting the fund.

Hayes asked if the Library Board would be involved in the withdrawal of funds? Purdy noted currently the Executive Director comes to the Board for anything over \$15,000. Purdy suggested the same type of process be followed for the fund. Hayes asked for continued reporting throughout the initial process.

Devine asked if the Foundation receives undesignated funds? Dr. Rodgers provided an explanation regarding how undesignated funds are distributed.

Dr. Yeung asked how the fund would be reported to the Board? Purdy noted currently donations are reported at the year end fiscal report. Purdy expects this fund to be similar in reporting. Details could be reported each quarter in the Fiscal Report to the Board.

The Board thanked Dr. Rodgers for the presentation.

The Board made a motion to join the community Foundation Yeung motion and Yeung seconded. Dr. Pamela Yeung motioned to approve the Consent Agenda and was seconded by David Ross, it passed unanimously. The motion was adopted.

CONSENT AGENDA

Dr. Pamela Yeung motioned to approve the Consent Agenda and was seconded by David Ross, it passed unanimously. The motion was adopted.

OLD BUSINESS

FY27 Budget Update

Rebecca Purdy stated staff have met with the County Administrators from Spotsylvania, Stafford and Westmoreland County.

Purdy noted they were unable to specifically address the FY27 operating budget request at this time, and did thank CRRL staff for making a capital request which will positively impact future operating budget requests. Purdy reported the Westmoreland Board of Supervisors has already approved the library's FY27 capital request.

The Fredericksburg City Manager notified staff all documents needed had been received and declined a meeting.

Staff also met with the budget directors from Spotsylvania, Stafford and the City to answer their questions and are working with jurisdictional staff to provide additional details regarding details for inclusion in their CIP process.

Hayes expressed concern if one or more of the localities doesn't contribute the additional funding request for equipment? Purdy noted there were no specific concerns regarding the CIP during the meetings with the localities.

Devine asked if the self check and RFID have to go together? Purdy noted they do not have to go together. Purdy expressed the need for the RFID machines as this would help with efficiency.

Hayes expressed the importance of investing in new equipment versus outdated systems.

NEW BUSINESS

Next Steps for Director's Evaluation

Maupin detailed, the Executive Director, requires an evaluation as Rebecca's one-year anniversary was October 1st. At my request, staff gathered evaluations from other Virginia library directors and past CRRL director evaluation forms.

Maupin asked for one more volunteer, in addition to the Chair and Vice Chair, to form a subcommittee to develop future Executive Director performance standards and an evaluation form. CRRL's Director of Human Resources Maureen Flaherty will assist.

Dr. Yeung sought clarification on the previous process; Maupin provided details. Dr. Yeung suggested a Board Of Supervisor representative. Hayes suggested David Ross, recommending one representative from each locality. Cheryl Miller volunteered for Fredericksburg.

The goal was to complete the Executive Director's evaluation by the March 9 Board meeting. The subcommittee must meet between December 9 and January 20 to finalize the standards and form. The Executive Director will receive the evaluation on or around January 26 to complete a self-evaluation before the February 9 work session. Board members will receive the self-evaluation then and must return their completed evaluations to the Chair by the end of February.

ADJOURNMENT

A Board Work Session is scheduled on February 9, at 4:30 p.m. at the Howell 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 5:39 p.m.