



Central Rappahannock Regional
Library

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LIBRARY BOARD MINUTES

June 10, 2024

4:30 p.m.

Cooper Branch

ATTENDEES

BOARD MEMBERS: Cheryl Miller (Chair), Mary Becelia (Vice Chair), Martha Hutzel (Secretary-Treasurer), Kerry Devine, Lori Hayes, and Christy Maupin

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

CALL TO ORDER

Cheryl Miller called the meeting to order at 4:43 p.m.

PUBLIC COMMENT

No public comment.

BOARD COMMENTS

Cheryl Miller opened the floor for Board member comments. There were no Board member comments.

CONSENT AGENDA

Martha Hutzel presented the Director's Report. In addition to the previously distributed Director's Report, Hutzel announced Rebecca Purdy, Deputy Director, recently completed the LEAD Program at The Weldon Cooper Center at UVA. Hutzel also reported the Westmoreland Library On The Go van is scheduled to be on the road in early Fall.

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

Cheryl Miller 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. No items were requested to be pulled from the Consent Agenda.

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

OLD BUSINESS

As Old Business, Cheryl Miller asked Martha Hutzel to provide the Board with an update regarding the FY25 Budget. Hutzel requested the board transfer remaining funds from the FY24 budget to the Vehicle Fund in order to plan ahead for future vehicle purchases.

Lori Hayes asked if vehicles are purchased new and how much is the average courier van. Hutzel confirmed the vehicles are purchased new through state contract procurement procedures and the average cost of a courier van is around \$70,000.

Kerry Devine made a motion to add up to \$70,000 to the vehicle fund then transfer any additional funds to the fund balance. Lori Hayes seconded the motion, which was passed unanimously.

Hutzel presented a summary of the FY25 Budget which included an increase to staff salaries consisting of a 2.5% Cost of Living Adjustment and a 2.5% Merit effective July 1. Hutzel detailed a decrease to the Benefits line item due to a new health insurance with The Local Choice. Hutzel also noted a decrease to several line items including Books & Materials, Memberships & Dues and the Library Administration Center.

Lori Hayes asked if this budget was created assuming level funding or less from Westmoreland County? Hutzel noted this is a balanced budget and includes an anticipated cut from Westmoreland County.

Kerry Devine made a motion to approve the FY25 Budget Update. Christy Maupin seconded the motion, which was passed unanimously.

Hutzel presented information regarding Meeting Room procedures. Hutzel announced CRRL will no longer allow early bookings. This practice worked for some years but meeting rooms are becoming increasingly busy and are used by a wide variety of groups around the region. Hutzel expressed CRRL wants to be responsive to as many requests as possible.

Christy Maupin asked, how early can the rooms be reserved? Hutzel noted the meeting room calendar opens in early Fall.

Kerry Devine asked if the policy addresses cancellations and if there is a waitlist? Hutzel noted the software does not allow an option if a room becomes available due to a cancellation.

Lori Hayes asked how often cancellations occur? Hutzel noted she didn't have this information but stated cancellations might be regular but not frequent.

Kerry Devine asked for clarification about when the calendar opened for reservations? Hutzel noted the calendar opens in the early Fall, usually around September.

NEW BUSINESS

Cheryl Miller asked Martha Hutzel to present information regarding the FY26 Budget.

Martha Hutzel presented the Board with a presentation outlining CRRL's Budget Goals for the 2026 Fiscal year. These goals include: Salary Increases, Benefits Cost Increase, Increase Books and Materials and an Upgrade Critical Software.

Kerry Devine asked if limiting the number of holds a patron can place would be helpful to shorten a waitlist for books? Hutzel stated that might be an option and would have staff follow up. Hutzel also mentioned HOOPLA as another option patrons can access.

Lori Hayes asked if the Board can set Salary Increases as a top priority for FY26? Hutzel noted Employee Compensation is always a top priority for staff when building the budget. Hutzel noted staff continue to look for savings when building the budget.

CLOSED SESSION

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

Lori Hayes moved the Board into a closed session. Kerry Devine seconded the motion. The motion passed unanimously by a roll call vote (YEA - Maupin, Devine, Becelia, Hayes, and Miller).

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.

Hutzel and CRRL staff left the meeting. The Board convened a closed session at 5:13 p.m.

Martha Hutzell, Rebecca Purdy, Chris Glover and Laura Baxter-Christopher rejoined the meeting at 5:53 p.m.

Cheryl Miller asked for a motion to leave the Closed Session. Kerry Devine made a motion to leave the closed session. Mary Becelia 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 - Maupin, Devine, Becelia, Hayes, and Miller).

Cheryl Miller asked for a motion to hold a Special Meeting on June 18, 2024 at 1:00 p.m. to be held at the Library Administrative Center.

Lori Hayes made a motion. Kerry Devine seconded the motion. The motion passed unanimously.

ADJOURNMENT

A Special Board meeting is scheduled on June 18, 2024, at 1:00 p.m. at the Library Administrative Center.

The next regular meeting of the Board will be held on September 9, 2024 at 4:30 p.m. at the Fredericksburg Branch.

Lori Hayes made a motion to adjourn the meeting. Kerry Devine seconded the motion. The motion was adopted unanimously. The meeting was adjourned at 5:57 p.m.