

**Powhatan County Public Library  
Board of Trustees Minutes  
January 9, 2019**

**Present:** Susan Ash, Karen Bradbury, Joanne Fico, Randy Schulkers, Holly Stallworth, Geri Venable, and Library Director Whitney Berriman

**Call to Order:** The meeting was called to order at 5:57 P.M. by Chairperson Holly Stallworth.

**Review of Minutes** – Minutes from November 14, 2018 meeting will be reviewed at February's meeting.

**Review of Financial Reports:** Board members reviewed the financial reports. Mrs. Berriman noted that the numbers were in line with what is expected for this point in the fiscal year. Holly Stallworth made a motion to accept the financial reports as presented. The motion was seconded by Geri Venable and approved unanimously.

**Director's Report:**

**Building & Technology**

- Circulation Desk – Upgrades delayed by inclement weather and Courthouse project delays. Mrs. Berriman met with Mark Piper on 12/17/18. Details were discussed and finalized. As of 1/4/19 Mark was working on final plans and specs for bid. He expects to send out requests for quotes by week's end.
- Overhead Projector in large conference room should be completed within next two weeks.

**Staff & Volunteers**

- Staff completed online benefit application training from Powhatan's Dept. of Social Services.
- Human Resource letters for Compensation & Class adjustments were distributed to all staff.
- Staff meeting was held on January 4, 2019.
- On January 24, the library staff will participate in the County-wide customer service workshops. These workshops for all of the County's staff will be held in the Library's large conference room.
- Staff Development Day will be held on May 3<sup>rd</sup>. Proposed topics are merchandising & display; new programs (NoveList/RA); and Security with the Powhatan Sheriff's Dept.

**Continuing Education & Meetings – Mrs. Berriman**

- Agreed to serve on the County IT Steering Committee
- Attended Grant Workshop presented by VA Commission for the Arts
- Attended Capitol Area Library Directors' meeting at Charles City Public Library and is scheduled to attend the meeting at Pamunkey Regional Public Library (Atlee) on Friday, January 11.
- Attended Hands Across Powhatan (HAP) meeting on January 8, 2019 to discuss potential transportation solutions for Powhatan community. Guest speaker provided information on successful solution used in Hanover County. The Library will serve as meeting space for future HAP meetings.
- While at HAP meeting, met with Greater Richmond Smart Beginnings Director, Mr. Shultz. He will visit in February to meet and discuss how we can work together to promote this program to parents and caregivers in the Powhatan Community
- Have been attending County Leadership & Flywheel Committee meetings.

**Collections & Materials**

- Large Type Fiction weed had been completed.
- Fiction weed is in progress.
- Large Scale Non-fiction weed is winding down.
- Using the McNaughton lease program to supplement the Large Type and political Non-fiction appears to be working well.

**Finances**

- Library submission reviewed at Performance Based Budget meeting with County Administrator, Finance Director and Budget Accountant.
- Met with Finance Director to review Library budget allocations, procedures, reports etc.
- Comprehensive Annual Finance Report submitted to Library of Virginia.
- Library of Virginia 3<sup>rd</sup> quarter state aid should be received Thursday, January 10 as per County Finance.

## **Programing & Outreach**

- Monthly Statistical Reports reviewed. Patronage good especially considering weather & holidays.
- Upcoming programs with Va. Career Works - Resume Prep. Workshop on Jan. 28<sup>th</sup> & Labor Market Forecast Seminar on Feb 5<sup>th</sup> .
- There will be a Family Camp Night on January 25<sup>th</sup>.
- Library for All has a new time (11:00 AM vs 1:00 PM) as per request from participants.
- Tax Forms expected by January 15<sup>th</sup>. AARP Tax Prep. will begin making appointments as of January 22.

## **Digital Services**

- Virtual Branch Webpage is up & running. Goal is to promote on social media whenever library is closed.
- “New Items” slider has been added to the webpage carousel to highlight recent additions to the collection.

## **Reader Services**

- PCPL will host the Library of Va. exhibit, “New Virginians 1619 - 2019 and Beyond” July 1 - Aug.10.
- Reader Advisory pamphlets – new and updated version from the American Library Assoc. being used.
- Participated in Winter Reads promo from Penguin/Random House- free introductions to new books were provided.

## **Youth Services**

- New bins are being used to sort popular children's books by characters.
- Early Learning Backpacks have received positive feedback. Grandparents also find them useful when grandchildren visit.
- Summer Reading Program planning has begun. Caroline and Whitney had their first meeting with Tracey Ingle, Reading Specialist for Powhatan County Public Schools.

## **News & Marketing**

- Our Programs have been well-covered in the Powhatan Today, some with front page articles.
- Social Media – Facebook is going well; webpage edits are ongoing.

## **Friends Report:** Joanne Fico

- Projector Project – The projector and mount were ordered directly from the manufacturer, View Sonic, for \$646.95. The Friends will cover any related costs as needed. When total cost is determined, a possible benefactor will be contacted for reimbursement. A new lectern is being considered as well due to the condition of the current one being used which has been repaired multiple times.
- The Refrigerator in the large conference room has stopped working. After researching the warranty and cost for repair, a funding request will be made at the Friends’ meeting on Jan.15<sup>th</sup> for a new replacement.
- Book Shop is doing well. After six months, sales are equal to previous years during the same period when we had a large book sale and limited shelf sales in between.

## **New Business:**

- Lee-Jackson Day – Joanne Fico suggested that the Library remain open for this holiday beginning in 2020. Rational for the request was presented with discussion following. The Board will revisit this in September and make a determination at that time.

**Public Comment:** There was no public comment at this time.

**Next Meeting:** February 13, 2019 at 6:00 PM

**Adjournment:** 7:03 PM

Minutes respectfully submitted by Joanne Fico