

**Powhatan County Public Library  
Board of Trustees Meeting  
February 12, 2020**

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

**Guest Speaker** - David Williams, Chairman/District 1 Representative, Powhatan County Board of Supervisors. Whitney Berriman and trustees presented general information and statistics regarding the library and its many services to Mr. Williams. Mr. Williams expressed support for the library and efforts to improve services. Mrs. Berriman will provide additional Library service information to Mr. Williams via email.

The meeting was called to order at 7:06 by Holly Stallworth, Chairperson.

The minutes from November 13, 2019 and January 8, 2020 were read and approved. Motion to approve made by Joanne, second by Geri Venable.

**Old Business**

- a. Draft Mission Statement – Mrs. Berriman reported that staff had reviewed the draft and provided positive comments. The Mission Statement will be placed on the agenda for March.
- b. Code of Ethics Form – Mrs. Berriman reported that the county attorney advised the statement could be signed by trustees if desired. It has no impact on board function.
- c. The Mart Cart will be donated for use by TRIAD and loaned to local seniors in need.

**Financial Reports:** Trustees reviewed reports for November 2019; December 2019; January 2020. We are on target by percentage guidelines. Motion to approve made by Geri Venable, with second by Susan Ash.

**Director's Report**

**Building & Technology**

- Carpet installation has been completed.
- Cabinets have been delivered but are still in progress.
- The server upgrade has been completed.

**Staff & Volunteers**

- Brooke Rabas was hired as Senior Library Clerk. Michelle Wells was hired as Library Aide.
- Anne McKinley attended the Technology Workshop hosted by Library of VA at Libbie Mill Library.
- The migration to online scheduling for AARP Tax Prep appointments is going well. The appointment check-in desk was moved to the atrium and based on feedback received, is working well for all.

**Continuing Education & Meetings**

- The Library Board Retreat was held on 1/8/20 which yielded a draft mission statement.
- Mrs. Berriman attended the Hands Across Powhatan (HAP) and Extension Leadership Council meetings.
- Mrs. Berriman attended NEOGOV (HR) Training and OpenGov (Finance) training for performance evaluations and budget submissions.

**Collection & Materials**

- Circulation overall has increased vs. the same time last year. During Nov/Dec '19 vs. Nov/Dec '18, e-book circulation increased by 30%.

**Finance**

- Randy Schulkers and Mrs. Berriman met with the interim CA and Finance Team to discuss the Library budget requests for FY21.
- PCPL's 3QFY20 State Aid payment from LVA was received on 1/10/20.

**Programming & Outreach**

- Storytime will resume this month for the Head Start preschool class at Powhatan ES.

- The remaining Preschool and Daycare Storytime visits will resume in March.
- PCPL will partner with the Extension Office for the upcoming Powhatan Farmers' Market Season at Bienvenue.
- The Earth Day Committee meets on 2/12/20 to begin planning. If scheduling permits, PCPL will participate.
- Two new programs, Lego Club and Keep Calm and Carry Yarn have been well-attended and feedback has been positive. The Lego Club is flexible to accommodate student schedules.

#### Digital Services

- The Tech Literacy classes led by Anne McKinley are small; however, feedback is good.
- E-Rate application draft is in progress.

#### Reader Services

- The Vox book trial has proven successful. The items are sturdy and appear to hold up to usage. More VOX were ordered for the collection so the 1 per cardholder limit was removed. Vox items now follow our 10 limit A/V material lending guidelines.
- PCPL will host the exhibit, *Strong Men & Women in Virginia History 2020*, on loan from Library of VA from 7/6/20 – 8/15/20 to complement our Summer Reading & Learning Programming in the Main Area of the Library. The exhibit celebrates the contributions of distinguished African Americans, past and present, in Virginia. The 2020 honorees are:
  - Marcus D. Williams, Fairfax County, judge
  - Penny J. Franklin, Montgomery County, community activist
  - Jocelyn S. Harrison, Hampton, chemical engineer and inventor
  - Kaci Monet Easley, Charles City County, government official
  - James Torrey Smith, Westmoreland County, pro football player and philanthropist

#### Youth Services

- LVA provided additional literacy center toys which we will use to supplement our Friday Community Playdate program. The playdate program is designed for preschool children and their caregivers.

#### News & Marketing

- Letters to Soldiers - 80 letters were collected during November and posted 12/9/19
- Angel Tree - 15 adult angels adopted and 15 child angels adopted
- Backpacks of Love - Library is currently participating in their drive for fruit cup donations
- Girl Scout Troop #127 - The troop is working on their Bronze Award and are collecting plastic for recycling. Their goal is to collect 500 pounds of plastic. The Library is serving as a site for donations from the community.
- Red Cross Blood Drive - The next blood drive is scheduled for Thursday, 2/27/20 at 1PM -6PM in the Library's Large Meeting Room.

**Statistics Reports:** Reports from November, December and January were reviewed. Computer usage is down, but WiFi usage is up. Visitation was up in December and January.

**Friends Report:** Book shop continues to do well. Joanne Fico reported that Bruce Behringer has volunteered to visit businesses in the county to encourage membership.

**Public Comments:** There were no public comments.

#### New Business:

- a. Mobile Hotspots – trustees voted to allow 24 hour hold (one business day)
- b. Prints vs. Copies – trustees voted to set price for all printing and copying to 10 cents each.
- c. Initial review of *Planning for Library Excellence: Standards for Virginia Public Libraries, 2019*. This document will be reviewed at the next meeting.

**Set next meeting:** Next meeting will be held on March 11, 2020, at 6PM.

**Adjournment:** The meeting was adjourned at 7:39PM.

Submitted by Pat T. Dewey, Secretary