

Powhatan County Public Library  
Board of Trustees Minutes  
April 8, 2015

**Present:** Trustees- Pat Dewey, Alice Youngblood, Claudette Fentress-Holmes, Joanne Fico, Randy Schulkers & Library Director Peggy Martin

The meeting was called to order at 6:06 P.M. by Pat Dewey.

**Minutes**

- The minutes from the March 11, 2015 were read.
- A motion was made by Claudette Fentress-Holmes to approve the minutes as presented.
- This motion was seconded by Alice Youngblood. The minutes were unanimously approved.

**Revision of Library Policy and Procedures Manual**

- Staff is in process of making preliminary review highlighting possible revisions.
- Peggy Martin and Joanne Fico will make final review and recommend revisions as needed.

**Financial Reports**

- The financial reports were reviewed.
- A motion was made by Alice Youngblood to approve the Financial Reports as corrected to include the e-rate figure in the sum of the total revenues.
- The motion was seconded by Joanne Fico and approved unanimously.

**Director's Report**

- **Budget for 2016**  
Public hearing on the Budget is April 20 and adoption is scheduled for May 4.  
The Library's budget remains flat with the proposed additional Certified Librarian position being denied.
- **Pay and Compensation Study**  
The study has been completed. The Library staff falls into the lower paygrade levels. The Board of Supervisors still must decide how they will deal with the findings of the study. After that is done, Peggy Martin inform the Library Board of Trustees how this affects the Library staff and will hold meetings with Library staff as needed.
- **Sr. Bingo and Movie Day** are both continuing successfully. Sr. Bingo will run through May. Movie Day will run through April given May's date would conflict with the Memorial Day holiday. These programs will go on hiatus through the summer months and resume in September.
- The **Finance Series** has been put on hold. The Extension Office may acquire an additional agent who would address this area. If this agent is added, then she could do the programs at the Library.
- The **Farmer's Market** will resume the 1<sup>st</sup> Thursday in May. The Library will again be working with 4H agent Cathy Howland on this program. An initial meeting has been held. The focus of the activities will be STEM skills.(Science/Technology/Engineering/Math)

- The Library and 4H will be sponsoring three **Summer Science Camps**. Each will be a half day in June, July and August and feature a different area of science. One will deal with rockets and propulsion and the participants will be able to shoot their rockets off. The second day will deal with wind turbines and the third day will deal with the biology of water life using the nearby creek.
- **Building Maintenance** – The County has advertised for bids to repair and paint the exterior of the Library. Facilities manager Mark Piper anticipates this maintenance to begin in May and completed by June. However given weather or unforeseen circumstances, the outside completion date should still be no later than July.
- **Security System** – One of the Library power supply boxes was destroyed by a power surge. As a result, the security monitor was not getting a feed. A new power supply box was purchased. Updating or replacing the existing system should be considered in the near future since this is the original system dating to 2001.
- **Cable TV** -The County was asked if as part of their new agreement with Comcast the Library could connect. In order to do this without charge, the Library would have to be within 150 feet of the service line. Since we are well past that distance, any additional line would have to be paid for by the County which makes this service prohibitive at this time
- The set up for the current **computer tables** requires cords to run along the floor under the tables. This creates a possible hazard for the public, makes rebooting difficult after power surges when computers must be unplugged and replugged and prevents basic maintenance of the carpets. For these reasons, Peggy Martin is looking into the cost of purchasing new tables that would be more functional.
- The County has hired a **new IT Director** who will start in May.
- Defibrillator Training – The Library does have a Defib. Device, however, none of the staff feels confident on the use of this device. In response to this concern, Peggy Martin has arranged for someone from the Fire Dept. to come to the Library in May to give basic instruction on the use of the device.
- **The VPLDA (Library Directors' Assoc.)** will be having a meeting on April 23 & 24 at Graves Mountain. Peggy Martin will attend.

### **Patron Reports and Miscellaneous Reports**

- **Patron Reports** reviewed by trustees. Patron report figures are mostly up over last month.
- **My Powhatan Photo Contest** – 32 entries have been received

### **Friends Report**

- Semi-Annual **Book Sale** scheduled for April 23, 24 & 25.
- A **\$1500 grant** for children's literacy programing was received from Shared Knowledge on March 26.
- **Business Friends** membership drive completed. Twenty-three of 25 businesses renewed their membership in the Friends and three new members joined for a total of 26 Business Friends for 2015.

**Public Comments** – none

**New Business** – none

**Next Meeting** – Scheduled for May 13, 2015 at 6:00 PM in the small conference room.

**Adjourned:** 6:58 P.M.

Minutes respectfully submitted by Joanne Fico