

Powhatan County Public Library
Board of Trustees Minutes
May 8, 2019

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

Call to order: Vice Chairperson, Karen Bradbury, called the meeting to order at 6:16PM

Review of Minutes: The minutes from March 13, 2019 were reviewed and approved. Motion to approve was made by Pat Dewey and seconded by Susan Ash.

Old Business: There was no old business.

Review of the Financial Reports: The financial reports for March and April were reviewed and approved. Motion to approve was made by Joanne Fico and seconded by Geri Venable.

Director's Report:

Building & Technology

- Circ Desk upgrade and Staff Workroom renovation projects are still in progress.

Staff & Volunteers

- Staff Day was held last Friday, 5/3. the Sheriff's Department presented on safety, focusing primarily on being prepared for potential active shooter events; we also had in-house NoveList (online readers' advisory training).
- Three new subs have completed orientation.
- Staff meeting scheduled for 5/31 – testing new time slot

Continuing Education & Meetings

- Attended LVA new director workshop and VPLDA meeting in Staunton, 4/10-12
- Attended 4/24 BOS meeting (re: Public Hearing on the Fiscal Year 2020 Operating Budget)
- Attended Powhatan Historical Society meeting at Terre Haute Farm on 4/14
- Attended CA's Leadership Team meeting on 4/15
- Coordinated the County "Respectful Workplace" trainings on 4/24 & 4/26 (on behalf of CA's Flywheel Committee)
- Met with Brad Luxford, Powhatan Social Services Community Juvenile Officer

Collection & Materials

- Our intern has been continuing to assist with collection weeding projects.

Finance

- The final (4Q) state aid payment was received for FY19.
- The FY20 state aid application has been completed and submitted prior to the 6/1/19 deadline.
- All e-rate-related forms have been completed and submitted for the 2019-20 funding year.

Programming & Outreach

- Kindergarten tour season kicked off on 5/2.
- PCPL will participate in the Senior Triad on 5/22.
- Please see enclosed May newsletter for complete details on programs. A special summer "save the date" section was added to the May edition to help promote our summer offerings.

Digital Services

- With renovation-related delays impacting us, computer classes in development for mid-May are now being rescheduled for July.

Reader Services

- Staff participated in training on NoveList, an online readers' advisory tool. Nan Carmack from Library of VA presented on the elements of designing effective displays and marketing the collection.

Youth Services

- We concluded preschool outreach for this school year. This year, we visited 4 different schools with at least 6 visits to each location during the school year. The size of our outreach clientele varied from classes of 5 children all the way up to groups of 35. Next year, along with the storytime session, we plan to offer "themed collections" of books at each outreach visit.
- Preschool Storytime at the library continues to grow. For example, at today's music and movement we had 19 children and 11 adults. Music & Movement has brought in a wider age range in preschool Storytime attendance, including many younger toddlers.
- The finishing touches are being made for this year's summer reading program. The staff is excited about the addition of branded SRP necklaces as well as scratch-off tickets for prize chances.
- A new shelving plan for is in the works both the children's and teen materials collections and will be implemented in the next few months as staff time permits.

News & Marketing

- The Library has been contributing Library news items to the CA's new bi-weekly e-newsletter.
- Powhatan County Public Library partnered again with the American Red Cross to host a blood drive at the Library to provide a convenient opportunity for the Powhatan community to donate. The Elizabeth Randolph Lewis Powhatan YMCA and the Powhatan Masonic Lodge-295 also assisted with promoting the drive. We exceeded our goal and yielded 24 pints which is 72 lives potentially saved. Each donor received a Game of Thrones poster.

Patron and Miscellaneous Reports: Whitney Berriman handed out reports for March and April, as well as a revised statistics report covering July 2018 through February 2019.

Friends Report: Joanne Fico reported that there are 27 business members, the projector project is still on hold, and the Book Store continues to do well in meeting expectations.

Public Comments: There were no public comments.

New Business: There was no new business presented.

Next Meeting: The next meeting will be held on June 12, 2019, at 6PM.

Adjournment: The meeting was adjourned at 6:56PM.

Submitted by: Pat Dewey, Secretary