

Powhatan County Public Library
Board of Trustees Meeting Minutes
June 8, 2022

Present: Susan Ash, Pat Dewey, Andy Edwards, Joanne Fico, Randy Schulkers, Geri Venable-Trustees; Chandra McPherson, Library Director

Call To Order: Chairperson Joanne Fico called the meeting to order at 5:34 PM.

Meeting Minutes: Minutes of May 11, 2022 were read. Correction was made to date of next meeting – June 8. Minutes were approved as corrected. Motion was made by Randy Schulkers; second was made by Susan Ash.

Financial Reports: Funds designated under personnel will not be 100% spent due to Covid closures and vacancies. Other budgeted funds will. The reports were accepted as filed.

Director's Report:

Activities:

- I met with new County Deputy Administrator Will Hagy on May 12th and gave him a library tour.
- Attended Capital Area Library Directors meeting May 13.
- The monthly staff meeting was held May 17.
- I attended the Chamber of Commerce meeting on May 19.
- Charles, Fran and I did outreach at the Farmer's Market May 19. We continue to staff a table at the Farmer's Market twice a month.
- I assisted with a request to film a brief lecture in the library on May 20th, and stayed on-site afterhours to supervise. The request came from the Powhatan Community Church.
- Working with Charles on a draft policy addition for future filming or photography requests (draft included in consent agenda).
- The final reimbursement request for our ARPA grant will be submitted on the 15th. The previous request for \$8,649.56 was received and deposited into our grant budget line.
- Window shades in the conference room were installed June 1st.
- Charles, Brooke and I did library card signup and SRP outreach at the Powhatan Elementary School's Field Day on June 1st. We did just a few cards but handed out many SRP program flyers. They invited us with short notice but were hoping to make us an annual part of field day going forward. We left plenty of SRP flyers with their librarian for after the event.
- New chairs for the meeting room (funded by ARPA grant) were delivered.

- The Episcopal Churches in Powhatan approached us about having a volunteer project for their Day of Mission, and we arranged for them to volunteer on 6/4. They will be helping us organize our storage shed.
- We assisted the Powhatan County Schools by hosting a display of textbooks they are considering for the next school year. The books will be on display 6/6 -6/11. The books were displayed at the library so that members of the public could send feedback to the schools.
- Some recent program news:
 - SRP Kickoff Party happened June 7th! Signup from the party:
 - Adults – 13
 - Teens – 17
 - Children – 178
 - Attendees – 500+

At our five outreach events in May we interacted with a total of 332 people.

One of our story times in May was attended by 45 people. We'll be monitoring the growth of storytime attendance for potentially adding another session in the fall.

Ongoing:

- The FY2023 application for state aid was submitted. We are waiting now for the aid to be approved.
- The volunteer program is open once again and we are contacting volunteers who had expressed interest in the program.
- Cindy Norkunas accepted the position of Administrative Coordinator with a start date of June 1st.
- I expect to receive the approved county budget any day now. We also soon hope to have the confirmed State Aid figure for FY23.

Statistics: Chandra McPherson presented a report with new Patron Statistics, which will track front desk reference stats in addition to number of patrons per day, meeting room usage, and faxes sent.

Friends Report: Next meeting will be Tuesday June 14th. Regular membership renewals were just mailed out.

Public Comments: There were no public comments.

New Business:

- Policy Draft: Video and Photography Policy., Chandra McPherson presented this statement for review and approval, to be included in the Library Policies and Procedures. This statement excludes press interviews with library staff and video surveillance. This

statement was approved by the trustees. Motion to approve was made by Joanne Fico with second by Andy Edwards.

- Budget FY23: We are awaiting the county's official budget to be sent out. Chandra McPherson will send in the library budget, with state aid numbers, in August.
- FY2023 Meeting Schedule: Trustees agreed to have the 2023 monthly meetings on the second Wednesday of each month, starting at 5:30PM.
- Officers for next year will be elected at the July meeting. Joanne Fico asked that any officers who wished to step down let her know.

Old Business: Trustees reviewed several examples of a Director Evaluation Form and chose questions and type of ratings. This is a six-month evaluation. Ratings should include ability for the trustee to use "unknown" or "cannot rate" options. Each area will include comment section. A self-evaluation will be added. Chandra McPherson will write goals for remainder of the year.

Next meeting: July 13, 2022 at 5:30 PM.

Adjourn meeting: Meeting was adjourned at 7:10PM by Joanne Fico. Motion was made by Joanne Fico with second by Randy Schulkers.

Pat T. Dewey
Secretary