

Powhatan County Public Library
Board of Trustees Meeting Minutes
June 10, 2020

Due to the COVID-19 emergency declared by Governor Northam on March 12, 2020, this meeting was held electronically in accordance with §2.2-3708.2 of the Code of Virginia.

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

Chairperson, Holly Stallworth, called the meeting to order at 6:02 PM.

The video recording from Caroline Shoenthal, Youth Services Librarian, regarding the 2020 Summer Reading Program experienced audio issues so Mrs. Berriman gave an overview of the plans for implementation. The library is partnering with the Friends, Cathy Howland from the County Extension office, and PCPS elementary PTO's to create packets of books and activities that will be distributed in June, July, and August via local food pantries and the curbside pickup at the library. There will be an online form for registration.

The minutes of March 11, 2020 were read and approved. Motion to approve was made by Joanne Fico, with second by Randy Schulkers.

There was no Old Business.

Trustees reviewed the Financial Reports for March, April, and May 2020. Whitney Berriman reported that funds have been moved from planned expenditures affected by the closure to purchase of books and subscriptions. It was noted that e-books are often twice as expensive as print. The Library of Virginia has advised that we will have the option to carryover unspent FY20 state funds. Whitney Berriman will monitor this with the county. The motion to approve was made by Pat Dewey, with second by Susan Ash.

Director's Report

After the Library was closed due to COVID-19, the Powhatan County Public Library Team quickly began working to pivot traditional library service to an online model. During this time, the phased reopening plan has been revised as circumstances continue to evolve. On 6/15, pending Library board approval, the plan is to transition to offering Books to Go and Curbside Print services for patrons, in conjunction with our new online service model until measures are in place to safely reopen the building to the public.

- Collection development has shifted to e-book purchases to meet the increased demand. During the closure, we had to halt shipments of print items. In the meantime, we have continued to build print carts with the latest materials and will resume physical item ordering once staff are in the building to receive shipments. With Books to Go service, we anticipate high demand for new print items and want to ensure these are available for patrons.
- The periodical subscription renewal was pared down to under \$1K; however, at this time, unless the board objects, the recommendation is to not renew print periodical and newspaper subscriptions. Continue to assess the situation to see if additional COVID-19 restrictions are lifted and/or we receive the IMLS/Battelle report. Print subscription renewal funds may be redirected to continuing to meet the demand for print books, DVD, audio, and e-resources.

- Our Monday Night Mystery Book Discussion was beginning to catch on with a new 6:30PM start time. With the pandemic issues, we'll try to move to an online format. The April Book Club Selection was *A Fatal Grace* by Louise Penny so the plan is to host that meeting online using GoTo Meeting.
- In early April, the Library submitted our FAQ to the County Administration/Emergency Response team for inclusion in the [Powhatan County COVID-19 FAQ Guide for Website and Phone Response](#).
- Powhatan County Public Library collaborated on a project with County HR to develop the Powhatan County [COVID-19 Resource Guide](#) for employees and their families.
- The Library also prepared a [COVID-19 Resource Guide for Adults 65+](#).
- The Library team continues to respond to [online requests for library cards](#) and [new title requests](#) for our print and e-book collections.
- The Library continues to follow our mission to offer literacy-based resources, including providing information targeted to parents and caregivers of young children. Weekly early literacy tips are posted on Facebook. Storytime with Ms. Caroline has resumed during its regular weekly timeslots via Facebook Live. Online Storytime will continue throughout the summer.
- Ms. Brooke's Teen Tuesday Group is using Discord to conduct their weekly meetings. The TTG provides young adults with a creative outlet and an opportunity to safely socialize. The group will continue to meet over the summer.
- To help fill the potential socialization and information void for adults, particularly those 65+, Powhatan County Public Library staff members are contacting patrons by phone to offer support and personalized assistance with navigating information. As a trusted source for important information, the Library continued to pivot yet follow our mission with a new outreach program called Comfort Calls. Comfort Calls have helped to ensure that those who may have limited or no internet access are aware of important resources available to them during this time.
- Our Summer Reading and Learning Program kicks off 6/15. PCPL is partnering with the Extension, FOL, and PCPS to offer a variety of fun activities for children, teens, and their families.
- We are continuing to explore ways to offer online programs for adults. Two staff members are scheduled to attend an online training session on the topic. In the meantime, transitioning the mystery book discussion to online may be one way we can meet this need.
- An offer was extended to the Eclectic Book Club for the Library to host an online meeting for their group; however, they did not think an online meeting would be a good fit for them.
- The AARP Tax Service advised that they will be cancelling for this year due to several pandemic-related reasons, including lack of volunteers, PPE, and new procedural restrictions on their end.
- County HR has advised that staff evaluations are due by 7/15/20. Next week, the new NEOGOV tool provided by the County will be reviewed to determine if it will be a good fit for library staff evaluations.
- Library staff have been using the new NEOGOV online learning dashboard to update their skills.
- The week of 4/20/20 was National Library Week. On Tuesday, which was National Library Workers Day, the PCPL Team posted a [short video](#) online for patrons to celebrate featuring our home offices, including our four-legged co-workers.
- Mrs. Berriman attended the ELC Meeting on 6/8/20 and advised that she is scheduled to attend the Capital Area Library Directors meeting this Friday, 6/12. The meeting will be held online.
- VPN was implemented to allow staff to telework safely and securely while continuing to access the information and resources needed to assist patrons.
- Chat service (via Tawk.to) is now available on the Library homepage. This feature enables Library staff to provide real-time, chat-based online reference service to patrons. During May, the team fielded questions about the 2020 Census, income-tax submissions, and obtaining assistance with food, housing, and other needs related to the pandemic.
- Google Voice was implemented to route calls from the main library phone line to library staff.
- Powhatan County Public Library Mobile Hotspots are being distributed during Help Desk shifts at Powhatan County Public School sites. Library hotspots are available on a first come, first served basis to

any Powhatan resident (one per household) while the supply lasts. PCPS student affiliation is not required. Those without a Powhatan County Public Library card are able to complete an application when picking up a hotspot.

- On 5/18/20, Mrs. Berriman met with Mark Piper/PW to discuss the placement of the Plexiglas partitions for the circ desk. We discussed air quality, etc. and he advised that UV lights would be installed on the HVAC handlers.
- We have secured a supply of masks and cleaning supplies for staff to use beginning next week.
- The Library's order for signage, social distancing floor markers, etc. was submitted to Ramona Carter. She is coordinating the order for County buildings.
- The Library's FY21 State Aid application was submitted to the Library of VA on 5/13/20. Due to the COVID-19 pandemic, LVA advised they are relaxing the regular requirements regarding state aid expenditures to provide flexibility through the end of the current fiscal year. We will be allowed to carryover state aid funds to FY2021, with the understanding that those monies, as well as FY2021 allocations, be spent in their entirety by June 30, 2021.
- Per LVA, "any funds carried over must be spent on eligible state aid line items only, and cannot be absorbed into the locality's general fund." If funds remain from our FY20 state aid, Mrs. Berriman will discuss carryover with County Finance.
- The latest FY21 state aid estimate for PCPL is \$125,216. The Library Board of Virginia is scheduled to approve state aid allocations based on the current amounts at their meeting on 6/15. First quarter payments were scheduled to be sent shortly afterward; however, we have now been advised that this may be subject to change after the General Assembly meets in the special session. Library of VA has advised that they are bracing for additional reductions but they do not know if it will be 5 percent, 15 percent, or more.
- The Board of Supervisors has not finalized the FY21 budget yet. A budget workshop with a public hearing on the proposed tax rate is scheduled for 6/15/20.
- County Finance advised that the Board of Supervisors has approved quarterly appropriations beginning July 1, 2020.

Mrs. Berriman reported that staff are working on an adult summer reading program in addition to the offerings for children and teens.. In addition, three part-time staff are assisting county staff with transcription of Board of Supervisor meetings.

Trustees reviewed the Statistical Reports. As expected, the numbers for E-resources were double the usual.

Friends Report-Joanne Fico reported that revenue is down due to no book sales and discontinued business member membership drive this year. Spending also is down; support of the Summer Reading Program will cost less. The Friends "nest egg" should be able to support activities at several years of level funding.

There was no Public Comment.

New Business- Trustees reviewed the draft document "PCPL COVID-19 Reopening Plan". Mrs. Berriman will be participating in a conference call with regional library colleagues. She will make changes in the document if she hears new ideas and/or procedures.

The next meeting will be held on Wednesday, July 8, 2020.

Holly Stallworth adjourned the meeting at 7:18PM.

Pat T. Dewey
Secretary