

Board of Trustees - Powhatan County Library

MEETING MINUTES

Wednesday, September 14, 2022

Library Small Conference Room

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Attending: Joanne Fico-Chair, Geri Venable-Vice Chair, Randy Schulkers-Treasurer, Susan Ash-Secretary; Trustees: Janice Epperson, Jacqueline Henshaw-Anderson, Betsy Mueller; Chandra McPherson-Library Director; Public in attendance: Jessica Liston

Call to Order: Chair Joanne Fico called the meeting to order at 5:30 PM

Minutes: Upon a motion by Jacqueline, seconded by Betsy, the minutes of the August 10, 2022 meeting were voted unanimously approved.

Financial Reports: A review was presented by Joanne and Chandra. The county is using new software and there are still some discrepancies that they and Chandra are aware of. These will be corrected.

A question was asked about the liability insurance and did the library have a policy. The County carries liability insurance that covers the library as it is a department of the County.

There being no more questions, it was moved by Jacqueline, seconded by Joanne, and unanimously voted in favor to accept the financial report.

Item Presented for Discussion or Information:

Betsy brought up the subject of programs offered by the library. She offered the suggestion that due to the serious issue of literacy in our County, she would like to volunteer to lead a program for children. Chandra said she would consult with staff on a new program. More discussion then centered on volunteers and even though an adult volunteer and parents are present at library programs, a staff member must also be in attendance. Joanne added that a Library Trustee may not volunteer and conduct their own program, as it would imply that the event was library sanctioned.

Director's Report: Director Chandra McPherson gave the following report:

- I presented at the Just Older Youth meeting at Powhatan United Methodist, August 10.
- We held two library information and procedure refresher meetings for staff on August 11 & 19. There will be another session in September for staff who missed these meetings.
- I attended a memorial for David Varnier, county staff member, August 12.
- I submitted ARPA Grant quarterly report to the Library of Virginia on August 15.
- We held our monthly staff meeting on August 16.
- We had a program planning meeting on the 17th for staff involved in programs. We have a good draft of the program schedule for the rest of the year and the following spring. We are preparing our FOL program budget request for the September 20TH meeting.

- I attended the Board of Supervisors staff meeting and the public meeting, August 22.
- I attended a ZOOM session on genealogy resources at the Library of Virginia August 23.
- I will attend the Capital Area Library Directors' meeting September 9.
- We have set up our library catalog to now show books that are on order, so that patrons can see what we have on order and can place holds on those items.
- Our primary book vendor, Baker and Taylor, suffered a ransomware attack on August 21, and they have been unable to receive or send orders. We hope to resume ordering soon.
- I will attend the annual Virginia Library Directors' Meeting at the Library of Virginia on September 22 and 23.
- The new meeting room projector and the new book return have arrived. We are working with Facilities to schedule installations.
- Blessed Sacrament School students grades 6-12 will have library tours and library cards issued if needed on September 12, 13, 14, 16, 20, 21, and 23 (one class per date).
- Keynet reports show the FY22 expenditures that were processed as FY23 have now been charged to FY22. FY23 will be adjusted accordingly when finance runs an audit report.
- I applied to FamilySearch.org (genealogy research site) for the library to become an Affiliate Library, meaning that researchers would have more access to records when searching from our facility. The application was accepted and our account will soon be active. This resource is free to us and to patrons.
- The survey for public response to our SRP and to our regular programming is ongoing. The County installed fiber Internet for their networked equipment at the library (telephones and HVAC controls are on the County network). We are discussing the option of the library's internet coming through this fiber as well. The Library's network specialist is helping me determine our needs to review with County IT and to be sure the network will meet our needs.
- We are continuing outreach visits to the Farmers Market through September.
- We are working with the regional specialist for the Capital Area Adult Education Program to set up some Computer and Internet Literacy for Adults classes, to be held this coming Spring. This will be in addition to the programs that staff have planned. We are collecting statistics to show our need as required before classes can be scheduled.
- The regular program schedule resumed in September

Patron Statistics: Chandra presented the report. She pointed out that it appears there is a drop in Webpage & Wowbaray views, but actually there is an increase, because the click can now go through a newsletter rather than direct access.

Friends Report: Joanne said the next meeting is Tuesday. Jacqueline asked about the Friends membership. Joanne stated it is approximately 100, with 10 to 20 being very active.

Public Comments: No comment at the time.

New Business:

1. Request to close on October 1 due to Powhatan's Festival of the Grape and the resultant congestion in the streets. Upon a motion by Joanne, seconded by Susan, it was voted unanimously to close on October 1.

Jessica asked if the library had considered having a booth at the festival. Joanne stated we had done that in the past and very few people stopped, and it yielded nothing.

2. Request to close on December 10 due to Powhatan's Christmas Parade and therefore the library parking lot is used by the parade floats, etc. Upon a motion by Jacqueline, seconded by Betsy, it was voted unanimously to close on December 10.

Jacqueline asked if the library would consider having a float in the parade next year, and perhaps the Friends group would help. The request was favorably received and will require future discussion.

3. The Trustee's contact list was reviewed for preference of listing on the library website.

4. The Board of Trustee orientation was conducted by Joanne. She passed out the "Powhatan Library Board of Trustees Informal Guide to Responsibilities". Each page was reviewed and discussed.

5. Susan asked if the Director's Report should continue to be included in each meeting's minutes. The consensus was yes.

6. Susan asked how the new members wanted to be listed on the Board of Trustee sign.

Old Business:

The following policies were presented for discussion and vote:

Library Card Registration, Borrowing From the Library, and Fines and Collections.

Points of discussion during the review of the policies:

1. Jacqueline asked if books labeled local history were classified as reference (and can therefore not be checked out) as they are only prefaced by L.H. Chandra said they are, but there are also some that are classified as N.F. that can be checked out.

2. It was asked if we keep a record of books a patron has checked out. Due to privacy concerns the default in the system is no. But at the request of the patron the system will keep a log. The patron information is only available to a staff member and not a library volunteer.

3. Chandra asked if we wanted to continue with the option of allowing a patron to replace a book they have lost instead of paying for it to be replaced. Due to issues of the patrons replacing the book with a similar book, but not necessarily the exact book that was lost.

Upon a motion by Jacqueline, seconded by Janice, it was voted unanimously to strike from Fines and Collections the section giving patrons the option of replacing the lost book.

4. Upon a motion by Joanne, seconded by Betsy, it was voted unanimously to approve the policies: Library Card Registration, and Borrowing From the Library as presented, and Fines and Collections as amended.

Items Presented for Discussion or Information:

1. Jacqueline informed us that she had been approached by a gentleman who had reserved a room (over a year ago, before Chandra was director), and the library had canceled his reservation with very little notice for the reason of “educational activity”. There was discussion about this and that it should be avoided. In the past, the County use of a room had been given priority even if already reserved.

2. Betsy asked if the library assisted with advertising an event to be held in a reserved room. The answer was no. She continued to explain that she once rented a room for \$50. And when no public attended, even though she had advertised her event, she told the library to keep the fee as a donation.

3. Chandra informed us that the Village Building will be closed from end of November to February for a new roof, so the library room reservations will likely increase.

4. Chandra had passed out an information sheet about the service FamilySearch. This is a genealogy resource that the public does not have access to without an affiliation. The library is now an affiliate and soon the public may visit the site by using the library’s wi-fi.

Next meeting: Joanne said she will miss the next meeting, and Geri will preside. The meeting will be October 12, 2022, at 5:30 PM.

Adjourn meeting: Meeting was moved to adjourn at 7:28 PM by Jacqueline and seconded by Joanne, unanimously voted in favor.

Submitted by Susan Ash
Secretary