

Board of Trustees - Powhatan County Library

MEETING MINUTES

Wednesday, October 12, 2022

Library Small Conference Room

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

Call to Order: Chair Joanne Fico being absent, Vice Chair Geri Venable conducted the meeting, calling it to order at 5:35 PM

Minutes: Upon a motion by Randy, seconded by Jacqueline, the minutes of the September 14, 2022 meeting were voted unanimously approved.

Financial Reports: A review was presented by Chandra. The reports generated by the county, are still showing some discrepancies that they and Chandra are aware of. These will be corrected at some point in the future. Of note is an error in not showing two grants that total \$8344.79. There being no more comments, it was moved by Jacqueline, seconded by Janice, and unanimously voted in favor to accept the financial report.

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

Activities:

- I attended the Annual LVA Library Directors' Meeting in Richmond, September 22nd and 23rd.
- We held our monthly staff meeting on September 20th.
- We held one library staff information and procedure training meeting September 27th.
- We have received the final American Rescue Plan Act (ARPA) Grant disbursement (\$6,761.51) and our annual e-Rate disbursement (\$1,583.28).
- I attended the FOL Board meeting September 20th. FOL approved our requested program budget for this FY.
- The new meeting room projector was installed. The County will install the new book return when they are able.
- Blessed Sacrament School students attended library tours and received library cards if they did not yet have one between September 12th and September 23rd. There were 171 students and 9 adults attending. We added 152 borrowers in September, approximately one-third more than in each month of the previous quarter.
- FamilySearch.org and the new Library of Virginia databases are activated and on our website.
- The County moved the HVAC systems and security camera system on to their new internet fiber network, completing the work October 5th.
- The Read 2 Rover program returned to PCPL September 5th. Every session was booked.

- I will be attending the Virginia Library Association conference September 20-21; Charles will be attending on the 20th.
- Anne B. and I are meeting with a school representative about possible cooperative programs with their Title 1 program.
- We are hosting 3 to 4 student interns from the high school's Special Education Career and Transitions Cooperative Education program. We expect the students to begin in March. The program is meant to give these students some practical job experiences. Cindy will be attending a coordination meeting October 5th.

Ongoing:

- The survey for public response to our SRP and to our regular programming is ongoing.
- The new Library website is in development. We are hoping to have this ready by the new year.
- The new shelving order was submitted to our vendor, and we do not yet have an estimate on the delivery and installation date.
- We will soon be working on Bibliostat, the annual data report that our Virginia public libraries send to the Library of Virginia. It will be due in December this year. This report determines some of the information used to calculate our library aid grant. This year's report will actually impact our grant in FY25. FY24 funding will be calculated using the information from the report submitted last year.

The question was asked about the status of the outside lockers that are not yet being used. Chandra said the Policy & Procedure for the use of the lockers is not yet established and the lock use needs to be setup and regulations put into place. The new website is priority for staff time and when that is complete the lockers will be addressed.

There being no more comments or questions, it was moved by Janice, seconded by Jacqueline, and unanimously voted in favor to accept the Director's report.

Patron Statistics: Chandra McPherson presented the report. Highlighted was: An 11% increase in circulation over last year. OverDrive eMagazines will now be Magzter. Program participation was 13.85 persons per program last year, and this year increased to 20.6 persons per program.

Friends Report: Jessica, who is a member on the Friend's Board, is now the liaison to the Trustee Board. Her report included: At the last Friend's meeting the library's budget for 2022/23 year was voted approved. November 5th at 2:00 is a welcome reception to meet & greet the library staff. There are 2 new Friend's board members – Jessica, [and Michelle Burke]. The idea of a float in the Christmas parade has been moved to next year for consideration.

It was suggested by Jessica that the library have the new media equipment on display for the November 5th meet & greet. It was decided that this idea would be implemented if possible once details are worked out and staff is consulted.

Public Comments: No public comments at this point in the agenda.

New Business: none

Old Business:

1. Policy Draft Revision for the *Use of Library Meeting Room Equipment* was discussed. It was decided to not include a list of equipment in the policy. It is planned that on the new website there will be the ability to reserve rooms online, and to have a checklist of available equipment to reserve. This policy will be voted on when it is complete.

2. Proposed addition of a *Board Comment* to be added to the agenda.

Jacqueline stated her desire to add this to our agenda going forward. She indicated that other boards have this item on their agendas. Jacqueline said that she felt it was often unclear where to make comments. Much discussion ensued. It was indicated by several board members that we are free to speak at any point in the agenda, and that New Business would be the place to bring up comments, discussions, or items for vote that aren't listed elsewhere.

Jacqueline made a motion to place Board Comments on the agenda before Adjourn Meeting. There being no second to the motion, Randy suggested we table this item until next month's meeting. There was agreement. Jacqueline then withdrew the motion.

Next meeting: November 9, 2022, at 5:30 PM.

Adjourn meeting: Meeting was moved to adjourn at 7:00 PM by Janice, seconded by Susan, unanimously voted in favor.

Submitted by Susan Ash
Secretary