

MEETING MINUTES

Wednesday, April 12, 2023

Library Small Conference Room

Attending: Joanne Fico-Chair, Geri Venable-Vice Chair, Randy Schulkers-Treasurer, Susan Ash-Secretary; Trustees: Jacqueline Henshaw-Anderson, Chandra McPherson-Library Director Public: none

Call to Order: Chair Joanne Fico called the meeting to order at 5:39 PM

Minutes: Upon a motion by Geri, seconded by Jacqueline, the minutes of the March 8, 2022 meeting were voted unanimously approved.

Financial Reports: A review was presented by Chandra.

- An updated check register was included. Due to the extra work involved with the County's FY24 budget planning, the Finance Department was a little behind and sent over a last-minute update. Although this list was less detailed than the usual, Chandra was sure that the charges were valid. She will verify & detail over the next few days.
- Jacqueline questioned why the Library is referred to as the Library Association on the County's Financial Records. This name dates back to when the Library was run by a non-profit association. Although it is now part of the County, the name continued to be used in the records.
- Joanne mentioned that the Friends of the Library just handed in a reimbursement check for approx. \$1600.00 which would clear the negative number on the Friend's line of the Expenditure Detail Report.

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

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

Activities:

- Additional shelf installation completed 3/9. Specifically noted was the new DVD shelving in the children's section. This new shelving in particular really facilitates easy access for patrons and allows the DVD's to be kept in a more orderly fashion.
- I attended the Extension Leadership Committee meeting 3/13.
- The monthly staff meeting was held 3/14.
- The AARP Community Challenge Grant was submitted 3/15. If we win the grant, we hope to use this for makerspace equipment and outfitting a "lab" for STEAM programs.
- Attended budget workshop on 3/16. I drafted a second budget scenario for the County Administrator with the proposed 2.7% cut in funding.
- On 3/16, staff attended the PCHS Resource Fair (outreach event.)

- On 3/17 the Library co-hosted a scavenger hunt on the Library Trail with Parks & Recreation and the YMCA. Attendance was 159 participants.
- I had a virtual meeting on 3/20 with our e-rate consultants to review and finalize a second application, this one for a grant to replace our server. All applications are now submitted and certified, and we will be notified in the next few months about approvals.
- March 21st, I attended the County Leadership Team meeting and the FOL meeting.
- March 23rd, 28th, 29th, and 30th we had kindergarten visits to the library. We hosted nearly 300 students and over 30 supervisory adults.
- March 28th, I attended a budget workshop.
- March 29th, Charles, Brooke and I interviewed a candidate for the part time Youth Services position. Two more candidates were interviewed April 4th. An additional candidate is still to be interviewed. A total of twelve applications were received.
- March 30-31, I attended the Virginia Public Library Directors Association (VPLDA) Spring Meeting. At the meeting, we received an award, Outstanding Program in Cooperation with Another Group. The award was for our Reading is Grand program. The next Reading is Grand program is scheduled April 7th, 11 am.
- At the Virginia Public Library Directors Association meeting, our State Librarian and lobby consultant let us know that it is likely we will not see the final amended State Aid bill approved until much later in the budget season, possibly as late as June. This means we may not know what additional aid we'll receive before the County approves a budget. However, the estimated amount we were previously given (\$144,756) is secure.
- The evening GED classes have started. The coordinator is planning to go forward with the classes every Tuesday and Thursday, 3:30 pm to 6:30 pm.
- The Egg Hunt event planned with Parks & Recreation and YMCA was postponed until 4/8 due to weather predictions of high winds and rain. The April 8 event went well. There were 138 participants on the walking trail activity; 80 participants at Storytime; and more than 100 for the craft activity.
- We had a theft occur at the library on March 14th. A person took a cell phone from the cell phone donation box and the walker we keep near our front door for patrons to use. Staff did not see this occur but when the absence of the walker was noted we checked our security video and found the incident, and got a clear image of the person's license plate. Based on our video, a Deputy from the Sheriff's Dept. located the person. He told them to return our property (they did). I did not ask to press charges but did ask that they receive a "no trespass" order; this person has taken things before.

Ongoing & Upcoming:

- I will be speaking at the Just Older Youth group meeting at Powhatan United Methodist Church in May.
- We have registered to participate in Powhatan's Earth Day Celebration, April 21st.
- We are once again signed up to participate in the Farmers' Market beginning in May.
- There will be a Blood Drive here on April 12th.
- The AARP tax help program ends April 14th.

Patron Statistics: Chandra McPherson presented the report.

- It was noted that the statistics are mostly exceeding last year's numbers.
- Chandra said she was planning on doing an analysis of programming based on participation.
- Geri asked what the new Reference statistic included. Chandra explained that the State required the library to keep track of this for the annual report to them so she thought it would be something that should be included in our regular statistic reports. It is a count of patrons who request specific help. This could help finding something online, specific information or a particular book.
- Jacqueline asked what is included in the Webpage views. Chandra responded that it was all hits on our Homepage.
- There was some discussion about the new web page. The following items were mentioned: The library website will be linked to the County's Website. Having our own product will allow us to design it to suit the needs of the library. The Calendar tool update has been completed. The new Website will be more mobile device friendly.

Friends Report: Joanne reported that the Friends' Business Membership drive is in progress. A \$500 check was received from Envestnet/MoneyGuide as dues and donations. The Friends are hold an Open House for Realtors on April 26. The idea is to touch base with local Real Estate Agents who may hand out information on the County to new home owners. It will be suggested that perhaps an informational sheet on the Library and the Friends of the Library be included.

Public Comments: No public was in attendance, and therefore no comments.

New Business: none.

Old Business:

- The Confidentiality of Patron Information Policy was reviewed with changes highlighted.
- Joanne asked if we are still providing the service of keeping a record of books checked out when a patron requests the Library to do so. Chandra said, we still do this but with the current technology available to patrons on their own devices, only a handful of patrons still request this service. It was suggested that we considered doing away with this service but continue the discussion at next month's meeting at which time a decision will be made.

There being no more comments or questions, it was moved by Jacqueline, seconded by Joanne, and unanimously voted in favor to approve the Confidentiality of Patron Information Policy as amended.

Next meeting: May 10, 2023, at 5:30 PM.

Adjourn meeting: Meeting was moved to adjourn at 6:22 PM by Joanne Fico, seconded by Randy, and unanimously voted in favor.

Submitted by Joanne Fico