

Board of Trustees - Powhatan County Library

MEETING MINUTES

Wednesday, May 10, 2023

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. Chandra McPherson-Library Director Public: Jessica Liston

Call to Order: Chair Joanne Fico called the meeting to order at 5:32 PM

Joanne stated that the addition of a Friends of Library liaison (Jessica) to our meetings was appropriate due to the significant contribution of effort in the past of a group of people (they would eventually become the Friends) to get the library started in the first place, years ago. Starting as a small unincorporated library in the basement of the social services building, to the current location as a state incorporated library.

Minutes: Upon a motion by Randy, seconded by Geri, the minutes of the April 12, 2023 meeting were voted unanimously approved.

Financial Reports: A review was presented by Chandra.

Spending is where it should be at this point in our fiscal year.

Chandra will ask for a moratorium on library spending in June to help insure a clear financial report at fiscal year end.

There being no more comments or questions, 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:

- The Egg Hunt event held with Parks & Recreation and YMCA was held 4/8. The Library took part in the planning and execution of the event, and also had a themed story time and craft that morning. Combined attendance at the story time and craft was 180; at the Pavilion and Library Trail stations combined attendance was 210.
- Capital Area Library Directors (CALD) meeting was held 4/14 at Chesterfield's Central Library. The Overdrive Consortium also met to review the annual contract with the vendor.
- Interviewed candidates on April 14, 17, 25 and 26. We have hired a Youth Librarian who begins May 5, and three sub Library Aides. One has already started work and two are beginning May 8.
- The Leadership Team met 4/17.
- I attended a County budget meeting 4/17.
- The monthly staff meeting was held 4/18.
- I submitted comments and suggested edits to Human Resources for the revised County Personnel Manual, 4/19.

- Charles Joynes and I participated in the County's Earth Day celebration on 4/21.
- Cindy Norkunas attended the VLA Professional Associates Conference 4/23-25.
- Charles, Brooke Rabas and I met with Tracey Ingle to check in on mutual progress for SRP planning.
- Assisted with the Friends reception for realtors 4/26.
- Attended the Lions Club Steer Roast event 4/26.
- April 26 and 27, we agreed to be a staging site for a PCPS Nature Walk program provided by STEAM teachers. I also had an opportunity to talk with them about advising us on the planned makerspace studio.
- I attended (virtually) the Board of Supervisor's meeting 5/1. The budget was approved, and I anticipate getting the final approved version of our budget soon.
- May 4th I will do outreach at the first Farmers' Market of this season.
- Charles Joynes attends a workshop on community-based programming 5/4.
- I am attending the Family and Local History Forum 5/5.
- May 10th I go to present to the JOY group at Powhatan United Methodist with Cindy Norkunas.
- No word yet on the outcome of the AARP Community Challenge Grant.
- We have been approved for our e-rate grants. Our requests are fully funded, which means that 60% of our replacement server, the services provided by our network technicians, and our Internet will be reimbursed in FY24.
- A quick analysis of the number of patrons that would be impacted by modifying our circ history option: Total is 401; 20 of which are staff, trustees, benefactors and county staff. We are still looking at the options.

Ongoing & Upcoming:

- We are reviewing our expenditures to see if we need to submit a revised budget for state aid to the Library of Virginia; this is due 5/15.
- The application for FY24 state aid is due 6/1. This is already on the way to them, along with our certification of our Bibliostat FY22 financial information.
- We are also assessing our expenditures for closing out FY23, and my hope is to complete as many of our purchases as possible in May to make the final accounting easier after June closes.
- I will be working on staff evaluations this month and next.

Jacqueline asked that we address the inconsistency between the Circulation Policy and the Confidentiality of Patron Information policy as it relates to keeping a record of what books a patron checks out (per their request). We will address this issue at a future meeting.

Patron Statistics: Chandra McPherson presented the report.

She added that the library's representation at the Farmer's Market got attention with many people stopping by the table.

Friends Report: Jessica is representing the Friends and presented the following:

Jessica passed out a copy of the Friend's financial report.

She talked about the first Realtor reach-out event that was held in April at the library.

The next meeting will be June 20th.

Public Comments: Jessica asked if the Board Meeting agenda could be posted on the library website. There was no opposition.

New Business:

Chandra's evaluation is coming due. Joanne explained the evaluation form that was given out, and asked that we each turn it in at the June meeting, if not before. A copy of last year's evaluation goals will be emailed to us.

The library's Five Year Goals have been given the annual review and updates noted. Upon a motion by Jacqueline, seconded by Joanne, the plan with updates was voted unanimously accepted.

Old Business:

Using the Library policy was discussed. There was discussion about how long a patron can use a computer. As it is not really an issue any longer since so many use their own computer it will be addressed on an as needed basis.

Also discussed was that art exhibited by the community not show a selling price.

Upon a motion by Janice, seconded by Geri, that we approve the Using the Library policy portion of our Policies and Procedure Manual. it was voted unanimously approved.

Chandra read some comments submitted by patrons, all were very positive.

Next meeting: June 14, 2023, at 5:30 PM.

Adjourn meeting: Meeting was moved to adjourn at 6:40 PM by Joanne Fico, seconded by Randy, unanimously voted in favor.

Submitted by Susan Ash
Secretary