

Board of Trustees - Powhatan County Library

MEETING MINUTES

Wednesday, June 14, 2023

Library Small Conference Room

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Attending: Joanne Fico-Chair, Randy Schulkers-Treasurer, Susan Ash-Secretary; Trustees: Janice Epperson, Jacqueline Henshaw-Anderson; Chandra McPherson-Library Director

Call to Order: Chair Joanne Fico called the meeting to order at 5:35 PM

Minutes: Upon a motion by Jacqueline, seconded by Randy, the minutes of the May 16, 2023 meeting were voted unanimously approved.

Financial Reports: A review of the reports was presented by Chandra. After some general discussion, and there being no more comments or questions, it was moved by Joanne, 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 monthly staff meeting was held 5/16.
- We provided Summer Reading Program (SRP) information flyers to PCPS Title 1 staff on 5/15, to be distributed to their students as part of summer take-home bags that also included math, reading and STEM activities. These were distributed to 505 students from kindergarten through grade 5.
- On 5/16, we had a young artist draw some anatomical pictures on our coloring sheet table, using crayons available there. It was close to closing and staff did not notice until he and his family departed, but we were able to find the event in our video camera recordings, and with great detective work by the staff we were able to identify the youngster. The marks washed off completely, but I did call the parent to let her know what happened, and there would be no repercussions from us at this time. Mom assured me he would be facing the music.
- I attended the monthly Chamber of Commerce meeting 5/18.
- The high school interns with the work readiness program extended their time with us, and worked through May at the library. We are on the list to participate again next year.
- St. Luke's church volunteers came to the library 6/3 to help make the Summer Reading Program (SRP) bags we distribute at registration.
- I attended the Extension Leadership Committee meeting 6/5 and participated in developing a community survey that Extension will be releasing this fall.
- The SRP Kick Off party (June 6th) went very well. We had 527 attendees. We had 177 children, 19 Teens, and 21 Adults registered. Two of our library volunteers, Pam and Kitty, the cheerleaders from the high school, and approximately twenty other high school students assisted in the event. We will have several more weeks of registration activity before it slows down, based on past experience. The staff spent a lot of time and energy in May preparing for our SRP 2023, and it's off to a great start!
- We kicked off a dog vs. cat fundraiser with the blessing of the animal shelter.

- I will meet 6/8 with a Master Gardeners representative regarding the plantings in the plot around the time capsule plaque.
- We are submitting paperwork for our e-rate grant reimbursement for this past fiscal year.
- We did not receive the AARP Community Challenge Grant we applied for to help establish the maker space. We are looking at other grant opportunities and continuing to work on this project.
- Our e-book consortium contract is renewed for the upcoming year.

Ongoing & Upcoming:

- The Friends of the Library Meeting is 6/20.
- Charles and I will be doing outreach at the Powhatan Juneteenth celebration, 6/17.
- I am continuing to work on staff evaluations this month.
- We are waiting for the final budget figures to be entered to finalize the FY24 operating budget.
- We are ordering our new server now, and are hoping to use FY23 funds to pay for it and reduce the impact on the FY24 budget. I confirmed that this would still be allowable for our FY24 e-Rate funding so long as we did not request the reimbursement from e-rate until after July 1.
- I am speaking at the Rotary meeting on 6/22.

Part time Youth Services personnel Haley, who was recently hired has resigned with no notice or explanation beyond being needed at home.

Patron Statistics: Chandra McPherson presented the report.

The meeting room reservation calendar on-line is being actively used by the public and the rooms are in regular use. The Village Building also has rooms for the public to reserve.

Friends Report: Joanne reported:

- There are 15 business members.
- Investnet donated \$500.
- Jessica has volunteered to handle Wine Check at the festival in October.
- The next meeting is June 20th and all are welcome to attend.

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

New Business:

Board Officers will be voted on for FY2024 at the July meeting. Please contact Joanne if anyone is interested in a position.

Old Business:

Privacy Policy & Lending History Practices:

Discussion continued from the May meeting where Jacqueline had asked that we address a 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. The question of whether we should continue to offer the recordkeeping service was the point of discussion. After much conversation about concerns of liability and privacy in keeping such records; it was moved by Susan that the service be provided if asked for by a patron, and that the patron sign a waiver, and that the service not be advertised. There being no more comments or questions, it was seconded by Jacqueline, and unanimously voted in favor to adopt this policy. The wording within the Circulation Policy and the Confidentiality of Patron Information Policy as it relates to this record keeping will be consistent, as submitted to us for review.

Director's Evaluation: Closed Session.

Susan read the following motion:

I move that the Board convene in closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for the purpose of discussing specific personnel matters.

May I have a second to the motion? seconded by Janice.

All in favor? all

Opposed? none

The meeting was later reopened by Susan reading the following:

I move that the Board certify that to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirement of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed, or considered in the closed session.

Roll vote was then taken with all present Board members voting Yes.

Next meeting: July 12, 2023, at 5:30 PM.

Adjourn meeting: Meeting was moved to adjourn at 7:06 PM by Joanne Fico, seconded by Randy, unanimously voted in favor.

Submitted by Susan Ash
Secretary.