

Board of Trustees - Powhatan County Library

MEETING MINUTES

Wednesday, July 12, 2023

Library Small Conference Room

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

Call to Order: Chair Joanne Fico called the meeting to order at 5:29 PM

Minutes: Upon a motion by Randy, seconded by Geri, the minutes of the June 14, 2023 meeting were voted unanimously approved.

Financial Reports: A review of the reports was presented by Chandra.

- FY23 had 3.66% remaining (due to an open position). This money goes back to the county. But, any grant money carries over.
- The new servers have been installed.
- Joanne reviewed the Friend's budget as it relates to reimbursement of library expense & events that the Friend's agreed to fund.

After some general discussion, and there being no more comments or questions, it was moved by Jacqueline, seconded by Joanne, and unanimously voted in favor to accept the financial report.

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

Activities:

- Librarian Charles Joynes and I attended the Powhatan Juneteenth celebration, Saturday, 6/17. We set up a display of library local history and genealogy resources as well as summer reading program information.
- I attended the Friends of the Library meeting 6/20.
- The monthly staff meeting was held 6/20.
- I was the speaker for the Rotary meeting on 6/22.
- I attended the County Leadership Team meeting, 6/22.
- Met virtually on 6/28 with human resources staff regarding their progress on the revision of the compensation plan. This is still a work in progress.
- Staff evaluations were all submitted by the end of June.
- We closed the FY23 budget with a little over \$19k left in our payroll budget, due to the vacancy of the part-time librarian. However, we did still end the year with equal or higher local expenditures, which satisfies the Library of Virginia funding requirement for receiving the state aid grant.

- The week of July 10th we should have the new server installed. We are also working with the County to relocate a backup server we have kept at the administration building. They have offered several locations for our offsite server, and our network service company Richweb will be coordinating with County IT to choose the best solution.
- After discussion with staff, we have decided it would be best to move the opening of the time capsule to the day of the Summer Reading Program Finale. That date is 7/27. August is often when students leave for college or families take a last vacation. Having the event before the finale that day should help us reach more persons.
- The draft of a liability waiver form for patrons wishing to keep the history of their checkouts follows:

The Powhatan County Public Library (Library) respects and safeguards information about our patrons. As a practice, we do not retain patron information (including a record of items checked out) once this information is no longer needed. This limits the availability of your library-use information that might be lawfully requested, or inadvertently exposed. If you wish to have a record of the items you have checked out (your borrowing history) retained after these items are returned, you must agree to the following:

I understand that retaining records of the items I have borrowed is my choice, and is not the general practice of the Library.

I understand that, while all possible care is taken to safeguard my information, there is always a possibility that this information could be discovered or subpoenaed.

I agree that the Library is not liable for any outcome related to my borrowing history records, as I have freely chosen to have these records saved for my use.

I understand that I may choose at any time to discontinue the borrowing history record retention by signing into my account online and choosing to discontinue keeping the records, or by contacting the Library for assistance.

Patron Name (Printed): _____ Library Card Number: _____

Patron Signature: _____ Date: _____

Ongoing & Upcoming:

- I am speaking at the Lions Club July 26th.
- We are interviewing for the open PT Librarian position.

Patron Statistics: Chandra McPherson presented the reports, and handed out a special report that compared the last 5 years. The statistics indicate that we have surpassed the pre-pandemic stats. As an example there is a 24% increase in patrons FY23 vs FY19.

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

Friend’s June 20th meeting discussion included:

- Encouraging folks to check the library tax donation on their tax returns, which results in money for the Friends.
- Adult reading program at library.
- A float in the Powhatan Christmas Parade.
- Jessica will head the wine check at Powhatan’s Festival of the Grape.

Public Comments: Jessica asked if the library did public art displays. The answer was that many had been done in the past with success. None had been done recently but the library is open to the idea once a hanging system is in place.

New Business:

FY2024 Board Officers

Joanne requested at our last meeting that nominations for officer positions be forwarded to her. There being no other nominations, she presented the proposed slate of officers:

Chair: Joanne Fico

Vice Chair: Geri Venable

Treasurer: Randy Schulkers

Secretary: Susan Ash

Jacqueline moved to accept the ballot, Joanne seconded, the slate was voted unanimously approved.

FY2024 State Aid Budget

Chandra passed out the FY23 vs FY24 budget. This included how the state aid, county funds and grants are used. Noted was that the state aid must be spent in a particular manner, and that to get the state aid the county must give the library as much, or more, than the previous year.

Old Business: none

Miscellaneous: There was brief discussion about the small Pride Month display the library had in June, within the adult section. The public response was: a favorable note left in the comment box; a negative comment in the box; Randy received an email questioning the display; Jacqueline received a text questioning the display. The comment left in the box that questioned if the display was necessary was not signed and it was speculated if it was the same person making the one comment. There was discussion about displays of controversial topics, which did not reach any conclusions.

Next meeting: August 16, 2023, at 5:30 PM.

Joanne noted that due to knee surgery she will likely be absent, and Geri will Chair the meeting.

Adjourn meeting: Meeting was moved to adjourn at 6:43PM by Joanne Fico, seconded by Jacqueline, unanimously voted in favor.

Submitted by Susan Ash
Secretary