

Board of Trustees - Powhatan County Library

MEETING MINUTES

Wednesday, August 9, 2023

Library Small Conference Room

Page 1 of 3

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

Call to Order: Vice Chair Geri Venable called the meeting to order at 5:31PM. (Chair Joanne Fico was not able to attend due to recovering from surgery).

Minutes: Upon a motion by Randy, seconded by Jacqueline, the minutes of the August 10, 2023 meeting were voted unanimously approved.

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

- I attended the Leadership Team meeting 7/17.
- I attended the County Board of Supervisors meeting on 7/24.
- The monthly staff meeting was held 7/25.
- I was the speaker at the Lions Club meeting on 7/26. They gave us a nice donation of \$300.
- During our Summer Reading Program Finale, I led a summer reading program, Archeology of the Time Capsule, on 7/27. This program was an outdoor lab, and participants had paperwork to fill out and dirt to screen for artifacts. Ross Braun with the Master Naturalists made soil cores for them to study the different layers on the site, and after they finished their work they were invited to check out the object of the dig, the time capsule, on display in the Library. The time capsule had opened up as it was removed, and water had leaked into it. We were able to dry out the contents before the program and everything was displayed alongside a membership table for the Friends. To round out the Summer Reading Finale, we also had a firetruck from Company 1 visit, and a story time with Tracey Ingle from PCPS.
- We had a brief issue with the patron WIFI at the Library on the 27th. Richweb (our network service provider) experimented with putting our public WIFI on the County's fiber network with the assistance of a County IT employee. The settings in place however prevented this from working well and we reverted back to our normal configurations.
- I met with our newest Board member, Kathryn Harrison, on the 28th. She received the Board orientation documents to review. She will be out of the country this month but will join us for the September meeting.

- All required documents pertaining to our state aid application have been turned in to the Library of Virginia, and our “Budget for the Expenditure of State Aid” was approved.
- The new server is installed and configured. The purchase was funded in part by FY23 funds, and in FY24 the cost remaining was split between operating budget funds and grant funds. This project was approved for eRate supplemental fundings so we will submit invoices to our eRate coordinator. We have already submitted our FY23 Internet invoices to eRate and that reimbursement is on the way.
- Staff have been collecting liability waiver forms from patrons wishing to have their checkout history retained for their use; we have nine forms submitted at this time. No one whose checkout history was set to be retained that we’ve spoken with has requested it be turned off.
- Fran McCreight has returned to fill the vacant youth services position. She started 8/1.
- The Library had to open late on 8/2 because the power company needed to shut power to our area for repairs.
- I plan to be out on vacation on 8/17 and 8/18.

Ongoing & Upcoming:

- Tracey Ingle approached me about partnering with the schools as participants in the Dolly Parton Imagination Library. We will meet to discuss how this would work this month.
- Cindy Norkunas will be representing the Library at a Wellness & Active Aging event planned by Community Matters on Saturday, October 14th, from 10:00 A.M. – 1:00 P.M.
- We will participate in the Inaugural PawPaw Festival at Powhatan State Park, Saturday Sept. 16th.
- I will be attending the Virginia Public Library Directors Fall Meeting on, September 28th & 29th.

Chandra added to her Director’s Report the following:

- She has been approached by Tracy (Powhatan Public Schools), to consider the library partnering with the school to fund the Dolly Parton Imagination Library. Chandra and Tracy will meet on the 22nd to discuss this further. The program sends a book every month to children 0-5 years old, if they are signed up for the program. The state of Virginia will supply a grant to pay 50% of the cost. The library (alone, or with other partners) would pay the other 50%. That cost (after grant) is \$15 per month, per child. This calculates to approximately \$15,000 to \$20,000. per year.
- Dorothy Tucker, the widow of Carson Tucker has contacted the library and per Carson’s wishes is offering a portion of Carson’s many books to them.
- Chandra passed out a detail statistical report on the Summer Reading Program.
- The HVAC system is now also complete, except for the children’s area.

Patron Statistics: Chandra McPherson presented the report.

There was a question about the library’s attendance at the Farmer’s Market on Thursdays. It was reported that many people come by the table and ask questions. There is no additional cost to do this beyond the staff. It was sighted as a worthwhile PR and outreach program.

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

- The planning of a float for the Christmas parade is underway. It is most likely going to be an antique car and folks dressed up as book characters.
- September is the next Friend's meeting.
- Invitation to help with wine-check at the Festival in October is being distributed. Free entry to the festival and a t-shirt is given to each volunteer.

Public Comments: Jessica asked if the library would please consider taking cards for payments. Chandra said this has been requested and she will speak with the county about the coordination with the finance department to accomplish this.

New Business: none

Old Business: none

Next meeting: September 13, 2023, at 5:30 PM.

Adjourn meeting: Meeting was moved to adjourn at 6:20 PM by Randy, seconded by Jacqueline, unanimously voted in favor.

Submitted by Susan Ash
Secretary