

Board of Trustees - Powhatan County Library

MEETING MINUTES

Wednesday, October 11, 2023

Library Small Conference Room

Page 1 of 3

Attending: Joanne Fico-Chair, Geri Venable-Vice Chair, Susan Ash-Secretary;
Trustees: Janice Epperson (via Zoom), Kathryn Harrison.
Library Director: Chandra McPherson. Public: Jessica Liston.

Call to Order: Chair Joanne Fico called the meeting to order at 5:30 PM

Minutes: Upon a motion by Janice, seconded by Geri, the minutes of the September 13, 2023 meeting were voted unanimously approved.

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

- Kathryn asked if the Library would like a gift subscription to the Smithsonian Magazine. Chandra said yes, as the Library does not currently receive that publication.
- Joanne asked about book purchases from Amazon. Chandra said although that is not the preferred source, they will purchase books from Amazon that can not be bought from Baker & Taylor, such as older books.

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

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

Activities:

- A monthly staff meeting was held 9/19.
- I met with Sarah Dutton, the County's new Grants Coordinator, 9/22. This was a meeting to introduce herself and to learn more about the Library and our needs and projects that she might assist with in seeking grants.
- We had great response to our craft at the PawPaw Festival at Powhatan State Park, Saturday Sept. 16th. The event was well-attended and we very nearly ran out of supplies. I had the opportunity to speak with the state park Outreach Coordinator while there about sharing some programs.
- I attended the Leadership Team meeting 9/25. I discussed the Storyteller Trail project briefly with Asst. Administrator Will Hagy afterwards as one topic at the meeting was the impending selection of a company to create a Parks and Recreation Trail Development Plan. He greenlighted our project to go forward.
- On September 28th & 29th I attended the Fall Virginia Public Library Directors meeting in Richmond. Along with Library of Virginia updates, we had presentations on serving aging populations, security and cybersecurity.
- Myself, Bruce Behringer (Friends of the Library), Dr. Teigen (PCPS) and Tracey Ingle meet 10/10 to further discuss the possibility of partnering in a Dolly Parton Imagination Library project. Tracey

has been researching the answers to some of the questions about the program posed by the FOL when she addressed their meeting last month.

- We have tweaked the children's area a bit, and installed an iPad station with children's learning activities from our Just For Kids resource.
- We are going to receive a Family Pass to Science Museum of Virginia that can be circulated to our patrons, much like our State Parks passes.
- We have an Eagle Scout on board to help with our Storyteller Trail project. The project proposal and request for a donation has gone to Southside Electric Coop. I spoke with an SEC outreach person at a Chamber luncheon, and was told they would potentially donate.

Ongoing & Upcoming:

- Our Halloween Trail Event (joint program with Parks and Rec) will be Friday the 13th.
- Our eclipse day program is Saturday, 10/14. We have eclipse glasses to distribute and fun eclipse related activities planned.
- We will be represented by Cindy Norkunas at a Wellness & Active Aging event planned by Community Matters on Saturday, October 14th, from 10:00 A.M. – 1:00 P.M.
- We are seeking artists to participate in our Artist Showcase, scheduled for November 4th.
- The Bibliostat report is once more due and I will be working on that report. The data is used to develop statewide library statistics, and the financial portion is used to calculate our State Aid Grant each year.
- We are currently working on an updated staff procedure manual to help with training and consistency.

Further discussion during the meeting:

Southside Electric is donating \$500. for the Story Teller Trail that the Library is developing.

Regarding the Dolly Parton Project:

- Dr. Teiger anticipates raising \$20,000 through donations, to start the project.
- No contract has been viewed yet, and there are still a number of questions.
- Jessica added (reporting for the Friends) that the cost for the first year is projected to be \$1,384, and will increase each year as participation increases. Year six is projected at \$11,088. The goal is to have the first three years of funding (\$10,257) in place at the start. The billing would be submitted monthly to the Friends as they would be the required 501c3 organization for the project.

Patron Statistics: Chandra McPherson presented the report. Most of the numbers are up, as well as the programs being well attended, particularly Storytime.

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

- September 19th was the most recent meeting, where the FY24 program budget was approved for the Library at the requested \$6890.
- Coordinating the bottle check at the Wine Festival was successful, with 120 bottles held for folks, and the \$40 in tips that was given to the Historical Society.
- Plans for the Christmas Parade float (truck) are underway. Friend & Library volunteers will dress as story characters and pass out small books or candy. There will also be the

opportunity for volunteers to ride in the truck, or wear a Library t-shirt if they prefer. Thanks go to Chandra for arranging the fee to be waved.

- The Friends are placing an ad in the upcoming Chamber Directory, which will include a QR code for quick access to the Library website.

Public Comments: None.

New Business: None.

Old Business: None.

Next meeting: November 8, 2023, at 5:30 PM.

Adjourn meeting: Meeting was moved to adjourn at 6:24 PM by Joanne Fico, seconded by Kathryn, unanimously voted in favor.

Submitted by Susan Ash
Secretary