



# HERITAGE PUBLIC LIBRARY

7791 Invicta Lane, New Kent, VA 23124 | (804) 966-2480 | [www.heritagepubliclibrary.org](http://www.heritagepubliclibrary.org)

**Meeting of the Heritage Public Library Board of Trustees  
New Kent Branch  
7:00 p.m.  
July 15, 2019**

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Treasurer's Report
- V. Citizen Comments
- VI. Director's Report (Attached)
  - a. Activities
  - b. Staff Update
  - c. Budget
  - d. General Updates
- VII. Committee Reports
  - a. Bylaws Review Committee
- VIII. Old Business
  - a. Five Year Plan
- IX. New Business
  - a. Director's Evaluation
  - b. Approval of FY20 Budget
- X. Adjournment
  - a. Next Board meeting: October 21, 2019 @ Charles City

**Minutes of the meeting of the Board of Trustees  
Heritage Public Library  
15 July, 2019**

**In attendance were: Lisa Brown, Lauren Carter, Doris Holloman, Yvonne Jones, Connie Nalls (chair), Howard Ormond, Leo Vozel, Kim Moyer, Leila McKee and Jay Templin**  
**Absent:**

**Ex-Officio: Chandra McPherson (HPL)**

- I. Call to Order:** at 7:00 p.m.
- II. Agenda** approved.
- III. The Minutes** from the 15 April meeting were approved.
- IV. The Treasurer's Report** was presented and approved. Year-to-date income as of 30 June 2019 totaled \$396,895.00 and Y-T-D expenditures totaled \$358,875.00. The Operating Account Balance as of 30 June was \$35,000.
- V. The Director's Report** was given by Director Chandra McPherson and accepted by the Trustees. Following more than a week of moving, carried out by staff and volunteers, the Charles City branch had a soft opening on 3 June, 2019. The grand opening and dedication ceremony took place on 9 June. Testing of a free Wi-Fi monitoring program from the State Library is underway; this will allow staff to track usage. HPL hosted the Virginia Museum of Fine Arts' travelling art van, thanks to a gift from the Charles City Cultural Alliance. Having been asked to manage the staff of the History Center, the disbursement from CC for the HC employee was received, The HC Facebook page is already up and running, and the website is being updated. Display planning is underway. We are exploring more economical solutions for internet service in CC. Upgrades to NK network equipment are slated to begin next month. Collections are being evaluated for discards and additions. We received \$2384 from the Friends for the summer reading program. In the fall, we will begin a *2000 Books Before Kindergarten* parent/child reading program at both branches. The State Library has provided books as prizes. Updates to the Five Year Plan were also discussed as was progress on the Charles City building (footers are poured).
- VI. Committee Reports:**
- VII. Old Business**
  - a. Updates to the Five Year Plan were discussed. Approval has been deferred until the October meeting.
- VIII. New Business**
  - a. Bonuses for staff who process passports were discussed. We have made \$16,030 processing passports, which has increased the workload considerably for trained staff; the example Chandra gave was Judy Harris, who has processed 172

passports this year. The Board approved a 1% COLA for all staff not receiving a different increase. The budget was approved as amended.

- b. Director's Evaluation. Closed Meeting: Pursuant to Section 2.2-3711(A) of the *Code of Virginia*, the Board of Trustees cast an unanimous affirmative vote to enter into closed session to discuss the Annual Performance Review for the Director and setting further goals for the Director for the upcoming year. A motion to leave closed session was then made, seconded, and voted in unanimous affirmative, and the Board exited closed session. Certification of Closed Meeting: Because the Board convened in a Closed Meeting pursuant to an affirmative-recorded vote and in accordance with the Virginia Freedom of Information Act, and because the *Code of Virginia* Section 2.2-3712(D) requires that we certify that such a Closed Meeting was conducted in conformity with Virginia Law, board members were requested to certify that only personnel matters lawfully exempted from open meeting requirements by Virginia law were discussed and only such personnel matters as were identified in the motion convening the closed meeting were considered by the Heritage Public Library Board of Trustees. The Board was then polled, and all present answered in the affirmative.
- c. Reconvene into open session: The Board discussed and approved a salary adjustment for the Director by unanimous vote, to the effect of a 5% increase.

**IX. Adjournment:** 8:15 p.m.