



# 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  
Charles City Branch  
7:00 p.m.  
October 21, 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 Updates
  - c. Charles City Updates
    - i. CC Internet Updates
    - ii. History Center, County Access Issues
  - d. Other Updates: New programs; Grant Application
- VII. Committee Reports
  - a. Bylaws Review Committee
- VIII. Old Business
  - a. Five Year Plan Final Approval
- IX. New Business
- X. Adjournment
  - a. Next Board meeting: January 13, 2020 @ New Kent

**Minutes of the meeting of the Board of Trustees  
Heritage Public Library  
October 21, 2019**

**In attendance were: Leo Vozel, Doris Holloman, Connie Nalls, Yvonne Jones, Lisa Brown, Howard Ormond, Kim Moyer, Leila McKee, and Jay Templin.**

**Absent: Lauren Carter and Peg Noctor**

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

- I. Call to Order:** at 6:57 p.m.
- II. Agenda** approved.
- III. The Minutes** from the July 15, 2019 meeting were approved with amendments; Leo Vozel and Kim Moyer were added to the list of attendees, and
- IV. The Treasurer's Report** was presented and approved. The budget is on track, 24% having been spent. Options are being investigated for the InvestaFlex account at C&F Bank, which matures on November 8<sup>th</sup>. The audit was completed October 18. The following recommendations were made: that we change how donations are categorized, and eliminate the "standing order account." Year-to-date expenditures as of 9/30/2019 total \$113,285. The Operating Account Balance as of the same date was \$82,579.04. This did not include moneys since received, including \$1000 from the Junior Women's Club of New Kent for children's programing.
- V. The Director's Report** was given by Director Chandra McPherson and accepted by the Trustees. After hiring Kimberly Schmidtman, who quickly left, Laura Hannon was hired to fill the Archive Manager position. We have also hired two new Library Assistants, Nikki Roberts and Hazel Bohardt. The Charles City branch has been accepted as a Passport Acceptance Center and some staff have already undergone the required training. We did not get the Autism Grant. We have accepted a vendor who can provide faster internet service than we have currently for a savings of approximately \$600 per month. We have not yet paid the invoice from the county IT department for the past quarter of service, as we have requested the complete original billing. The invoice received does not provide sufficient detail.
- VI. Committee Reports:**
  - a. Bylaw Committee: as the committee recommended that no changes be made at this time, the bylaws were approved as written without change.
- VII. Old Business**
  - a. The Five Year plan was approved as amended to reflect the hiring of the Archive and Special Collections Coordinator.
  - b. Updates to the Bylaws were previously approved during committee reports.

**VIII. New Business**

- a. Chandra has met with the CC County Administrator concerning some issues with the History Center volunteers and access to the building before and after business hours. The county has issued electronic key cards to all members of the Board of Supervisors, and some HC volunteers. The County Administrator has stated that she is going to rewrite the Memo of Understanding with the Library.
- b. To increase transparency, the Library website will be updated. Meeting agendas, minutes, Treasurer's reports, the bylaws and the 5 Year Plan will be posted. A separate Governance section will include contracts, memos of understanding, etc. to the extent permissible. An email will be set up for the Board of Trustees to facilitate public contact.
- c. We will begin tracking in-kind support of the History Center.

**IX. Adjournment: 8:04 p.m.**

The next meeting will be held at the New Kent branch on January 13, 2020.