



# 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.

January 13, 2020

- 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. Director's Activities
  - b. Annual Library Statistics
  - c. Budget Requests to Counties
  - d. New Kent Library Network Upgrades
- VII. Committee Reports
- VIII. Old Business
  - a. Updates on Charles City History Center, County Access Issues (County/Library Meeting Notes Attached)
- IX. New Business
  - a. Nominating Committee (Per HPL Board Bylaws - *At the first meeting of the calendar year the Vice-Chairman will establish a nominating committee to identify Board posts to be filled and potential candidates. At the following meeting, the Vice-Chairman will present a slate of officers and take nominations from the floor.*)
- X. Adjournment
  - a. Next Board meeting: April 20, 2020 @ Charles City

**Minutes of the meeting of the Board of Trustees  
Heritage Public Library  
13 January 2020**

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

**Absent:**

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

- I. Call to Order:** at 7:00 p.m.
- II. Agenda** approved.
- III. The Minutes** from the 21 October 2019 meeting were amended and 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. The Bibliostat statistical report submitted to the state library fulfills one of our requirements for state aid. Budget requests to both counties were submitted in early December. Charles City request included a small increase of 4.7% (\$5761) to cover higher costs than estimated in our FY20 budget. The request to New Kent included an increase that is less than the per capita required by the state to qualify for funding, but if combined with the Charles City amount would mean our local contribution did meet the state minimum per capita contribution. The New Kent request was substantially higher than last year's request (an additional \$53,597). Discussion with some NK County and Board members was positive for funding, particularly in light of the county's new income.
- VI. Committee Reports:** Bylaws Committee had nothing to report. Nominating Committee is beginning to select nominees for Board positions.
- VII. Old Business**
  - a. A discussion of recent concerns re: county volunteers and access to the building was had. Chandra and Lauren discussed their meeting with Michelle Johnson, Bill Coad, and Laura Hannon on the matter. The discussion touched on the differences in interpretation of the lease and MOU by the Library and the Board, but at the request of Mr. Coad was restricted to the matter of access. Chandra stated that she and Ms. Hannon had worked out ways to satisfying the needs of the volunteers while staying within the conditions of the lease and the MOU. She also noted that as shown Laura's status as the manager of the archive needed to be understood and supported and that she should be the "gatekeeper" and conduit for all things relating to the archives. Mr. Coad asked for a review of the job

description and the progress of MS. Hannon's transition into the role, and whether she was now working as the manager. Ms. Hannon stated that she is acting in that capacity now, and that Ms. Ledbetter has been relegating responsibilities to her as they arise. Ms. Johnson opined that it will be some time before the transition is complete. Chandra discussed HPL's willing support of the Bowman Center through staff assistance, computer equipment/software purchases, payment for professional organization memberships, professional development, and printer/copier usage, providing a complete breakdown of these expenses. She discussed concerns about insurance liability and the need for HPL staff to be present when volunteers are on the premises. She expressed special concerns about the personally identifiable information of library patrons and the security of U.S. passport documents being processed at the facility. She also stated that limiting unsupervised access to the building is as much for the protection of the individuals involved as to reduce liability. As tenants in the building she opines that the library has standard lease protections that should provide the security that is necessary. Mr. Coadá confirmed with her that the records could be locked up and secured, and stated that he believes this precludes the issue of information security. Ms. Hannon outlined some of the measures she would like to implement to coordinate the volunteers' use of the building, including set schedules for the volunteers, and responsibility for issuing their key cards. She explained that she and Ms. McPherson had agreed that having volunteers in the building before opening would be fine under these circumstances, as HPL staff are often in the building before the library opens to the public. The presence of staff and/or Ms. Hannon's knowledge of when the volunteers were in the building per the schedule would satisfy the library's need for oversight. Mr. Coadá asked if Ms. McPherson would be comfortable with this arrangement for volunteer access and she agreed so long as she had an updated list of persons with key cards and the numbers corresponding to these individual's key cards, a monthly report of card access to the building, and would also like to know who to call for access to video recordings in case the need arises in the future. Mr. Coadá expressed the opinion that the County staff, as owners of the building want to be able to use the building, though he understands that the library manages the building. He specifically stated his belief that Ms. McPherson, in her role as Library Director, is the manager of the building and should have access to the requested information. He asked Ms. Johnson to pass along information on accessing the recordings and an updated list, and suggested a biweekly report of card access records rather than monthly. The reports will be shared with Ms. Hannon.

Mr. Coadá requested that Ms. Hannon speak with Judy Ledbetter and fill her in on what happened at the meeting. She is also to request that Ms. Ledbetter give her specific information regarding extended hours that the volunteers would like to have

beyond normal library operating hours. Ms. Hannon will forward these to Ms. Johnson and Chandra for their approval. He then asked Ms. Johnson if the county would ever use the library building outside normal business hours without her being present. Ms. McPherson stated that pre-election town hall meetings had been held after hours at the library, and that it is a best practice to have HPL staff present whenever members of the public are in attendance, though this will incur additional costs. Ms. Johnson stated that she had scheduled some programs after closing. She agreed to follow library procedures for booking the facility for meetings, and to always be present when activities are happening. Ms. McPherson agreed that it will be acceptable for Ms. Johnson to act as the steward of library property during these meetings. Ms. Johnson then asked Ms. Hannon to contact her in the New Year to discuss the volunteers' key cards. She stated that she plans on discussing the "future direction" of the Bowman Center and suggests that Ms. Hannon's position be changed from a library staff position supported with County funds to a county staff position when the Bowman Center becomes an official department of the County. Mr. Coada asked Ms. Hannon how she felt about the possible job change, and she stated that she needs more information before she will know where she stands on that.

**VIII. New Business** Next meeting is scheduled for 20 April at the Charles City branch.

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