



HERITAGE PUBLIC LIBRARY

7791 Invicta Lane, New Kent, VA 23124 | (804) 966-2480 | www.heritagepubliclibrary.org

Meeting of the Heritage Public Library Board of Trustees

Charles City

July 20, 2020, 7:00 p.m.

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Treasurer's Report
- V. Citizen Comments
- VI. Director's Report
 - a. Budget Proposal
 - b. Charles City Wi-Fi Improvements
 - c. Library Wi-Fi "Outpost" Progress
 - d. PPP Funding Update
 - e. Masks for Charles City Students
 - f. Volunteer Policy Information
- VII. Committee Reports
- VIII. New Business
 - a. Approval of FY21 Budget
 - b. Director's Evaluation – Executive Session
Motion to enter closed session pursuant to Section 2.2-3711 (A) (1) of the Code of Virginia for the purpose of discussion of personnel issues lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act.
- IX. Old Business
- X. Adjournment
 - a. Next Meeting at New Kent October 19

**Minutes of the meeting of the Board of Trustees
Heritage Public Library
20 July 2020**

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

Ex-Officio: Chandra McPherson (HPL)

- I. Call to Order:** at 7:05 p.m.
- II. Agenda** approved.
- III. The Minutes** from the January and June meetings were approved.
- IV. The Treasurer's Report** was presented and approved. Year-to-date income as of 30 June 2020 totaled \$465,174.00 and Y-T-D expenditures totaled \$445,005.00.
- V. Citizen Comments** None
- VI. The Director's Report** was given by Director Chandra McPherson and accepted by the Trustees. During the shutdown, staff completed the first full inventory of the collection in a decade. Utilizing a grant from the National Institute of Health, a "laptop lab" has been purchased and set up. Windfall monies from E-Rate were used to purchase a long range wifi booster. Chandra has been working on lining up hosts for the library's wifi repeaters. HPL is partnering with an organization called From the Heart to produce protective face masks for students. C&F Bank is waiting for additional federal paperwork for the Payroll Protection Program (PPP) funds the library received – this will convert the money into a grant that will not require repayment.
- VII. Committee Reports:** No standing committees.
- VIII. New Business**

The proposed FY21 budget was presented and unanimously approved.
A motion was made to enter closed session pursuant to § 2.2-3711 (A) (1) of the Code of Virginia for the purpose of discussion of personnel issues lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act. The motion being seconded and passed unanimously, closed session was entered.
Following the discussion, a motion was made to return to open session. The motion was seconded and unanimously approved.
- IX. Old Business**

Annual status update on the 5 year plan. Updates to the Board contact list.
- X. Adjournment:** 7:42 p.m. Next meeting is scheduled for 7:00 p.m. on 19 October at the New Kent branch.