



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

New Kent

October 19, 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. FY20 Audit
 - b. VLA CARES Grant
 - c. PPP Funding Update
 - d. FY20 Statistics
- VII. Committee Reports
 - a. Bylaws Committee
- VIII. New Business
 - a. Thanksgiving Holiday: Request to close at 3 p.m. on Wednesday, 11/25.
 - b. *Closed 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 Charles City, January 11, 2021

**Minutes of the meeting of the Board of Trustees
Heritage Public Library
19 October 2020**

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

Absent:

Ex-Officio: Chandra McPherson (HPL)

- I. Call to Order:** at 7:00 p.m.
- II. Agenda** Kimberlee moved to approve. Lisa seconded. Approved unanimously
- III. The Minutes** from the July meeting were approved unanimously after Kimberlee moved to approve and Yvonne seconded.
- IV. The Treasurer's Report** was presented and approved. Year-to-date income as of 30 September 2020 totaled \$208,834 and Y-T-D expenditures totaled \$124,670. This includes the state allocation (\$20,433) \$11,507 in grants, and \$1,332 in E-rate reimbursement. Investment accounts are coming due. Leila moved that we allow them to roll over. Leo seconded; approved unanimously.
- V. Citizen Comments** None
- VI. The Director's Report** was given by Director Chandra McPherson and accepted by the Trustees. We are still working with the bank on converting the PPP grant. Annual audit went very well. CARES grant monies to be used for WiFi outpost atop the Cornerstone building on Route 60, which should begin installation 20 October. CARES funds are also being applied to the Tumblebooks and E-Bookcloud databases, and BrainFuse online tutoring for teens and adults. Chandra hosted the annual class from New Kent University on the 17th. Our social media engagement is much higher, and we are expanding our social media reach by adding Instagram. Chandra is applying to renew our status as a passport service location. Following inventory, catalog has been revised to reflect the current collection. E-book circulation is up markedly; physical circulation is down.
- VII. Committee Reports:** No standing committees. Leila and Leo will serve as the Bylaws Committee. Recommendations, if any, to be made at the January meeting.
- VIII. New Business**

Request to close at 3:00 pm on 25 November for the Thanksgiving holiday. Leila moved to approve, Howard seconded, and the motion was approved unanimously. The proposed FY21 budget was presented and unanimously approved. A motion was made by Kimberlee and seconded by Lisa 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 passed unanimously, and 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

No old business

- X. Adjournment:** 7:48 p.m. Next meeting is scheduled for 7:00 p.m. on 11 January, 2021 at the Charles City branch.