



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 Branch

7:00 p.m.

April 19, 2021

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
 - A. October minutes approval (no quorum at the January meeting)
 - B. January minutes approval
- IV. Treasurer's Report
- V. Citizen Comments
- VI. Director's Report (Attached)
 - A. Activities
 - B. Consideration of draft revision of personnel policy
 - C. Request to Modify Staff Paid Vacation Days
 1. *See attached. Modification is to add "floating holidays" to closures and to offer these as paid staff holidays.*
- VII. Committee Reports
 - A. Nominating Committee
 1. *Slate of Officers for FY 2022*
 - B. Personnel Committee
 1. *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.*
- VIII. Old Business
 - A. Memorandum of Understanding between Charles City County Board of Supervisors and Heritage Public Library, Inc.
- IX. New Business
 - A. FY22 Proposed Board Meeting Schedule: July 19, October 18, January 24, April 25
- X. Adjournment
 - A. Next Board meeting: July 19, 2021 @ Charles City (pending approval)

**Minutes of the meeting of the Board of Trustees
Heritage Public Library
19 April 2021**

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

Absent:

Ex-Officio: Chandra McPherson (HPL)

- I. Call to Order:** at 7:00 p.m.
- II. Agenda** Approved unanimously with amendments
- III. The Minutes** from the January meeting were approved.
- IV. The Treasurer's Report** was presented and approved. Year-to-date income as of 31 March 2021 totaled \$403,132. This includes \$63,698 in State aid allocation, and \$3,168 in E-rate reimbursement. Due to COVID-19 restrictions, \$1976 in unspent funds under the budget line Education was transferred to Furniture & Equipment. The Y-T-D expenditures totaled \$352,484. Workmen's Compensation spending increased considerably as a consequence of hiring additional staff. More than \$2000 in gifts in memory of Margaret Ice have been received.
- V. Citizen Comments** No citizens in attendance
- VI. The Director's Report** was given by Director Chandra McPherson and accepted by the Trustees. Director McPherson is now President-Elect of the Virginia Public Library Directors Association. The Library is working on projects with Charles City Parks and Recreation. This includes setting up a "Big Little Library" at the Ruthville Gymnasium Complex, and setting up a storywalk trail in one of the parks. Director McPherson has also been asked to write a letter of support for Parks & Rec's application for a grant from the Virginia Outdoors Foundation. Additional equipment has been added to the WiFi "outpost" at Cornerstone, and Judy Harris continues to work on monitoring and improving our service there.
A new survey has been released to get public feedback on hours of operation and programming schedules. While in-person programs will be returning, some online storytimes will continue to be offered. With the hiring of two staff into open positions, the plan is to return to offering pre-pandemic levels of service. Given evidence that the practice is unnecessary, staff are no longer quarantining returned materials. Elizabeth Dzula and Director McPherson are collaborating with CCPS on the Title 1 Funding Committees, and with the Chickahominy Reservation on the formation of a new Childcare and Development Center.
The Board was asked for feedback on a draft revision of the personnel policy, as well as to consider a request to modify the paid staff's vacation days.



Committee Reports: Leila, Kimberlee, and Doris will serve as the Nominating Committee. New Board positions will be voted on at the July meeting.

A motion was made by Connie 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.

VII. New Business

The Board voted unanimously to pass a proposal to adopt the State holiday schedule, moved by Jay and seconded by Leo. Connie moved to adopt floating holidays for paid staff, and Lisa seconded. The measure passed unanimously. Kimberlee moved to adopt the proposed FY 22 Board meeting schedule, and Leo seconded. The motion passing unanimously, meetings are scheduled for 19 July 2021, 18 October 2021, 24 January 2022, and 25 April 2022.

VIII. Old Business

The Board discussed the Memorandum of Understanding between the Charles City County Board of Supervisors and HPL, Inc. The Library has begun invoicing the History Center for their internet usage, as it does not qualify for reimbursement under the e-Rate program.

IX. Adjournment: 8:07 p.m. Next meeting is scheduled for 7:00 p.m. on 19 July, 2021 at the Charles City branch.