



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 Branch

7:00 p.m.

January 11, 2021

- 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. FY22 Budget
 - c. Request to Modify Staff Paid Vacation Days
 - i. *See attached. Modification is to add "floating holidays" to closures and to offer these as paid staff holidays as opposed to paying only those individuals who would have been schedule the day that the holiday falls upon.*
- VII. Committee Reports
- VIII. Old Business
 - a. Memorandum of Understanding between Charles City County Board of Supervisors and Heritage Public Library, Inc.
- IX. New Business
 - a. *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.*
- X. Adjournment
 - a. Next Board meeting: April 19, 2021 @ New Kent

**Minutes of the meeting of the Board of Trustees
Heritage Public Library
11 January 2021**

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

Absent: Doris Hollomon

Ex-Officio: Chandra McPherson (HPL)

- I. Call to Order:** at 7:04 p.m. No quorum was physically present due to COVID.
- II. Agenda** was introduced; the creation of a nominating committee and by-laws committee was added to it.
- III. The Minutes** from the October meeting were added, but with no quorum, they will be voted upon at the next meeting.
- IV. The Treasurer's Report** was presented by Kimberlee Moyer. Year-to-date income as of 31 December 2020 totaled \$300,704 and Y-T-D expenditures totaled \$243,386. Grant expenditures are \$2619 above projections because of grants that require the funds to be expended and then reimbursed.
- V. Citizen Comments** The Director made cards, notes and letters from patrons available for review. These detailed positive experiences with HPL staff; copies will be provided to Board members upon request. Several citizens including Library staff members BethAnn Ford, Elizabeth Dzula, Paulette Johnson, and Laura Guardino, were present. Ms. Dzula stated that she had attended the meeting out of interest in the direction of the Library. Mrs. Guardino presented a letter that she stated outlines the very difficult time she had recently had as the result of volunteer interactions in her role as Special Collections & Archives Coordinator of the History Center. She stated that she had been a victim and that her reputation in the county had been tarnished. The Director was instructed to share that letter with the Trustees.
- VI. The Director's Report** was given by Director Chandra McPherson and accepted by the Trustees. We continue to work on grants. A policy of introducing four "floating holidays," to ensure equity for part time staff who are not eligible for paid holidays, was proposed, as was adding the Juneteenth holiday recently enacted by the General Assembly. No action was taken due to the lack of quorum; it will be discussed at the next meeting. The Director attempted to introduce documents regarding the cost of potential changes to operations at the Charles City branch; she was instructed to hold off, as such discussion is premature.
- VII. Committee Reports: None**
- VIII. Old Business**



IX. New Business

A motion was made by Connie Nalls and seconded by Howard Ormond 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.

The Director was instructed to relinquish management of the Charles City Branch to Kendra Mathis, effective immediately, in order to give the Board of Trustees time to work through the issues regarding the Board of Supervisors and the MOU. She has further been instructed to cease all direct communications with Charles City County Board of Supervisors and County Administrator. The Chair also appointed the Vice Chair and Treasurer to be a part of a Personnel Committee to review these issues, and to coordinate a “360° evaluation” of the Director in conjunction with her annual evaluation. The Director was asked to provide a copy of her job description for the process. Director McPherson asked that she be provided with information regarding the specific complaints that have been made so that she might properly respond.

- X. Adjournment:** 8:24 p.m. The next meeting is scheduled for 7:00 p.m. on 19 April, 2021 at the New Kent branch. The Chair announced the likelihood of a special meeting being called in the meantime.