



# HERITAGE PUBLIC LIBRARY

7791 Invicta Lane, New Kent, VA 23124 | (804) 966-2490 | [www.heritagepubliclibrary.org](http://www.heritagepubliclibrary.org)

## Meeting of the Heritage Public Library Board of Trustees

Charles City

July 19, 2021, 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. Activities
  - b. FY22 Budget Proposal
  - c. Audit Preparations
  - d. Five Year Plan Update
  - e. Library Emergency Plan
- VII. Committee Reports
  - a. Slate of Officers for FY22
- VIII. New Business
  - a. Election of FY22 Board Officers
  - b. Approval of FY22 Budget
  - c. 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
  - a. Memorandum of Understanding between Charles City County Board of Supervisors and Heritage Public Library, Inc.
  - b. Library Staff Handbook Revisions
- X. Adjournment
  - a. Next Meeting at New Kent, October 18

**Minutes of the Meeting of the  
Heritage Public Library Board of Trustees  
19 July 2021**

**In attendance were Lauren Carter, Lelia McKee, Kimberlee Moyer, Jay Templin, Leo Vozel, and Ex-Officio: Chandra McPherson (HPL).**

**Absent were Rose Schoof, Connie Nalls, and Yvonne Jones.**

- I. Call to Order:** The meeting was called to order at 7:02 p.m.
- II. Agenda Motion** was made to amend the agenda to move New Business: Director's Evaluation to follow Approval of Minutes. The motion was approved. A citizen, HPL staff member Elizabeth Dzula, asked that she be allowed to read a letter to the Board as it pertained to the Director's Evaluation. The board accepted her letter, stating they would review it as part of evaluation discussion, and advised that she would have an opportunity to speak during the Citizen's Comments portion of the meeting.
- III. The Minutes:** Motion was made to approve the January 11, 2021 meeting minutes. Ms. McPherson requested a change of wording from personnel to volunteer. Another motion was made to approve the minutes with the suggested edit and was approved. Motion was made and approved to accept the April 19, 2021 meeting minutes.
- IV. New Business**
  - a. Director's Evaluation** 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 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. When open session resumed the Director, Chandra McPherson resigned under protest to have employment end on July 24<sup>th</sup>, 2021. Her resignation was accepted by the Board, she was notified that she was immediately relinquished of her title and responsibilities as Director and asked to coordinate with an Interim Director to transition information and material as appropriate until the end of her employment. Kendra Mathis was asked and agreed to assume the role of Interim Director of HPL effective immediately.
- V. The Treasurer's Report** was presented by Kimberlee Moyer without discussion.
- VI. Citizen's Comments** Given the amount of time in closed session, the Chairman requested any comments be limited to 2 minutes to keep the meeting on schedule. Several citizens including staff members were present. One individual present as a citizen commented he had recently begun working at HPL, namely due to his positive interactions with Chandra through volunteering at Kittewan and the positive things happening over the library. He voiced concern about the History Center and expressed his hope that the change in leadership would not have a negative impact on the library.
- VII. The Director's Report** was not discussed as the position was vacant.
- VIII. Committee Reports** The Nominating Committee presented Lauren Carter and Lelia McKee as Co-Chairs, Jay Templin as Vice-Chair, Kimberlee Moyer as Treasurer, and Leo Vozel as Secretary for election as FY22 Board Officers
- IX. New Business Cont'd.**
  - a. (Moved to section IV)**
  - b. A motion** was made and approved to elect the new Slate of Officers for FY22 as nominated by the Nominating Committee.
  - c. A motion** was made to approve the Fiscal Year 2022 Budget and was approved.
- X. Old Business** was tabled due to the time and volume of material already covered.
- XI. Adjournment:** 9:03p.m. The next meeting is scheduled for 7:00 p.m. on 18 October at the New Kent branch.

