



# HERITAGE PUBLIC LIBRARY

7791 Invicta Lane, New Kent, VA 23124 (804)966-2480 [www.heritagepubliclibrary.org](http://www.heritagepubliclibrary.org)

## Meeting of the Heritage Public Library Board of Trustees

New Kent

October 18, 2021, 7:00 p.m.

### AGENDA

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Treasurer's Report
- V. Citizen Comments
- VI. Acting Director's Report
  - a. Administration
  - b. Programs
  - c. Community Outreach
- VII. Committee Reports
  - a. Search Committee
- VIII. New Business
  - a. Board Vacancies
  - b. Request to close at 3:00pm the Wednesday before Thanksgiving
  - c. Personnel - Executive Session  
*Motion to enter closed door 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 opening 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. – Resolution Post Rescindment
  - b. Library Staff Handbook Revisions
- X. Adjournment
  - a. Next meeting at Charles City on January 24, 2022

*Serving New Kent and Charles City Counties since 1981.*

**Minutes of the Meeting of the Heritage Public Library  
Board of Trustees  
October 18, 2021**

**Trustees Present:**

<b>Lauren Carter, Co-Chair</b>	<b>Leo Vozel, Secretary</b>
<b>Lelia McKee, Co-Chair</b>	<b>Connie Nalls</b>
<b>Kimberlee Moyer, Treasurer</b>	<b>Rose Schoof</b>
<b>Jay Templin, Vice-Chair</b>	<b>Yvonne Jones</b>

**Kendra Mathis, Interim HPL Executive Director**

**Special Board Session:** Called to order at 6:20 p.m. HPL staff members requested a special session with the Board of Trustees prior to its regularly scheduled meeting to express their views and opinions regarding the termination of the HPL Executive Director.

- A. **HPL Staff Attendees:** Jim Skypeck, Pam Dix, Kathy Wills, Myron Rolston, Elizabeth Dzula, Jan Marry and Bethann Ford.
- B. **Non-Staff Attendee:** Bernadette “Bernie” Grzeda
- C. **Introductions:** Co-Chair Lelia McKee requested, and had, each Trustee and staff member introduce themselves and give a short personal background.

**I. Order of Business:**

- A. Co-Chair Lelia McKee gave an overview of the facts of the situation. She also stated emphatically that, per Virginia law, an organization’s personnel issues are totally private and cannot be publicly discussed or released by the Board.
- B. Co-Chair Lauren Carter responded to all questions submitted in writing by the staff.
- C. All members of the staff were given the opportunity to address the Board with their concerns and opinions regarding the termination of Executive Director Chandra McPherson, subject to the understanding that personnel issues could not be discussed by the Board.

**II. Adjournment:** The Special Session adjourned at 7:35 p.m.

**Regular Quarterly Meeting:**

- I. Call to Order:** The regular quarterly meeting was called to order at 7:38 p.m.
- II. Approval of Agenda:** The agenda was approved as presented.
- III. Approval of Minutes:** The Minutes of the July 19 Board meeting, as well as the Minutes of the July 24 Emergency Board Meeting, were approved as presented.
- IV. The Treasurer’s Report** was presented by Kimberlee Moyer and approved without any significant discussion. YTD income through September 30, 2021 totaled \$178,915.68, while total expenses amounted to \$120,081.00.

- V. **Citizen's Comments** Bernie Grzeda introduced herself to the Board as the new President of "The Friends of Heritage Public Library" (FOHPL).
- VI. **Acting Director's Report:** Kendra Mathis presented her report. There were no discussions related to her report, and it was accepted by the Board.
- VII. **Committee Reports:**
- a. Search Committee: A search committee was formed to interview candidates for a new HPL Executive Director. The committee will consist of five members: Board members McKee and Templin, FOHPL President Bernie Grzeda, a Representative of the Library of Virginia and an HPL staff member.
- VIII. **New Business:**
- a. Board Vacancies: Interim Executive Director Kendra Mathis recommended that Chris Matthies, a volunteer at the Library, be appointed by the Board to fill the vacant New Kent At-Large Board position. A motion to appoint her to this position was made, seconded and unanimously approved. Her term will expire on June 30, 2024.
  - b. Request for Early Thanksgiving Closing: Kendra Mathis requested approval to close the Library at 3:00 P.M. on the Wednesday before Thanksgiving. A motion was made, seconded and unanimously approved to adopt this request.
  - c. Personnel – Executive Session: 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 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, a motion to promote Interim Executive Director Kendra Mathis from an hourly employee to a fixed annual salary was made, seconded, and unanimously approved.
  - d. HPL Board By-Laws Review: After a discussion related to the decision of the Board to have two Co-Chairs, Rose Schoof volunteered to review the By-Laws to determine if any changes should be made and to report her findings/recommendations at the next Board meeting.
- IX. **Old Business:**
- a. Memorandum of Understanding between the Charles City County Board of Supervisors and Heritage Public Library, Inc.: This Memorandum dated March 6, 2019 has been rescinded and is no longer active.
  - b. Library Staff Handbook Revisions: a question was raised as to whether the Library Staff Handbook should be updated and revised. It was determined that the Library of Virginia would be asked to review the Handbook and provide any recommendations for revisions. Co-Chair Lelia McKee also said she would look at it for any changes she could determine were needed.
- X. **Adjournment:** Meeting was adjourned at 8:43p.m. The next meeting is scheduled for 7:00 p.m. on January 24th at the Charles City branch.