



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

January 24, 2022 7:00 p.m.

AGENDA

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Approval of Votes/Actions
- V. Treasurer's Report
- VI. Citizen Comments
- VII. Director's Report
 - a. Administration
 - b. Community Outreach
- VIII. Committee Reports
- IX. New Business
 - a. Report on the review of the bylaws
 - b. 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.
- X. Old Business
 - a. Library Employee Handbook Revision
- XI. Adjournment
 - a. Next meeting at New Kent on April 18, 2022

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**Minutes of the Meeting of the Heritage Public Library
Board of Trustees
Charles City
January 24, 2022**

Trustees Present:

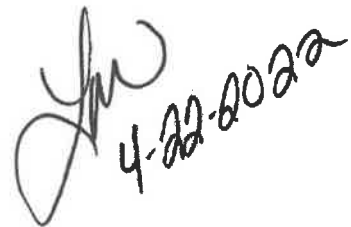
Lelia McKee, Chair	Steve Rula
Kimberlee Moyer, Treasurer	Rose Schoof
Jay Templin, Vice-Chair (via Zoom)	Yvonne Jones
Leo Vozel, Secretary	Chris Matthies
Connie Nalls	

Kendra Mathis, HPL Executive Director

- I. **Call to Order:** The Chair called the regular quarterly meeting to order at 7:02 p.m.
- II. **Approval of Agenda:** A motion was made by Connie Nalls, seconded by Kim Moyer and unanimously approved to accept the Agenda as presented.
- III. **Approval of Minutes:** After correcting a typographical error in the October Meeting Minutes, a motion was made by Connie Nalls, seconded by Kim Moyer, and unanimously approved to accept as presented both the Minutes of the October 18 Board meeting as well as the Minutes of the December 17 Special Meeting of the HPL Board.
- IV. **Approval of Votes/Actions:** Following are votes/actions taken by the Board via email since August but were not on the October meeting agenda. The following votes/actions taken thus were included on the January meeting agenda and ratified then.
 - a. On August 6, approved an increase in the Acting Director's hourly salary of approximately 15%, along with a bonus of \$250.
 - b. On September 2, approved a 1.3% COLA increase for each staff member, with an estimated total cost of \$4,300.
 - c. On September 2, approved a one-time bonus for Judy Harris for performing additional tasks.
 - d. On September 2, approved a \$5/passport bonus, which would be tracked and paid quarterly, for staff members who are involved with the passport process.
 - e. On November 3, approved a recommendation to advertise a starting salary for a new Director in the \$55k - \$65k range.
 - f. On December 14, approved (informally, but effectively a vote) an hourly wage increase for all circulation staff to correspond with the increase in the minimum wage effective January 1, 2022.

A motion to approve these email votes/actions was made by Yvonne Jones, seconded by Connie Nalls, and approved unanimously.

- V. **Treasurer's Report:** The report was presented by Kim Moyer without any significant discussion. A motion to accept the Treasurer's Report as submitted was made by Yvonne Jones, seconded by Connie Nalls and unanimously approved.
- VI. **Citizen's Comments:**
- a. Jan Marry suggested the BOT meetings be Zoomed to the public. After discussion, it was decided that this capability would be examined re its feasibility.
 - b. Bernie Grzeda, President of "The Friends of Heritage Public Library" (FOHPL), suggested getting a library sign (from the county or VDOT) directing customers to the New Kent Library. At the suggestion of the Board, she agreed to check with the county and to develop sign ideas and placement to present to the Board.
- VII. **Director's Report:** Kendra Mathis presented her report. She advised that Kim Moyer was to take Lelia McKee to C&F Bank to be registered on the bank card. There were no other issues related to her report, and it was unanimously accepted by the Board.
- VIII. **Committee Reports:** None
- IX. **New Business:**
- a. HPL Board By-Laws Review: This item was tabled until the next meeting.
 - b. 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 by Connie Nalls to return to open session. The motion was seconded by Yvonne Jones and unanimously approved.
- X. **Old Business:**
- a. Library Staff Handbook Revisions: Several new sections were included in the draft revisions of the Handbook: Remote Work, Holidays, and a Code of Conduct. Suggestions were also made for other changes to the draft revision. A motion to accept these revisions to the Handbook was made by Yvonne Jones, seconded by Connie Nalls, and approved unanimously.
- XI. **Adjournment:** At 8:44 p.m., a motion to adjourn the meeting was made by Leo Vozel, seconded by Rose Schoof and approved unanimously. The next meeting is scheduled for 7:00 p.m. on April 18 at the New Kent branch.

Handwritten signature and date: 4-22-2022