



HERITAGE PUBLIC LIBRARY

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Meeting of the Heritage Public Library Board of Trustees

New Kent

April 18, 2022 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. Community Outreach
- VII. Committee Reports
- VIII. New Business
 - a. FY 2023 Schedule of Board meetings
 - b. Five Year Plan
 - 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. HPL Board of Trustees Bylaws
- X. Adjournment
 - a. Next meeting at Charles City on July 18, 2022

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**Minutes of the Heritage Public Library
Board of Trustees Meeting
New Kent Branch
April 18, 2022**

Trustees Present:

**Lelia McKee, Chair
Kimberlee Moyer, Treasurer
Jay Templin, Vice-Chair
Leo Vozel, Secretary
Connie Nalls**

**Steve Rula
Rose Schoof
Yvonne Jones
Chris Matthies**

Kendra Mathis, HPL Executive Director

- I. Call to Order:** The Chair called the regular quarterly meeting to order at 7:01 p.m.
- II. Approval of Agenda:** A motion was made by Connie Nalls, seconded by Yvonne Jones and unanimously approved to accept the Agenda as presented.
- III. Approval of Minutes:** After correcting an error in the January Meeting Minutes (i.e. changing location from Charles City Library to New Kent Library in Section VI. b.), a motion was made by **Jay Templin**, seconded by Kim Moyer, and unanimously approved to accept the January Minutes as presented.
- IV. Treasurer's Report:** The report was presented by Kim Moyer without any significant discussion and unanimously approved by the BOT.
- V. Citizen's Comments:** None
- VI. Director's Report:** Kendra Mathis presented her report. She noted that US Rep. Abigail Spanberger of Virginia recommended the HPL Passport Acceptance Center to a doctor who was having problems in processing his passport. The HPLCenter resolved his issues quickly and efficiently.
- VII. Committee Reports:** It was noted that the Nominating Committee needs to nominate a slate of officers for BOT approval so that they can take office as of July 1.

VIII. New Business:

- a. The FY 2023 Schedule of Board meetings was presented by Kendra M.
- b. Personnel – Executive Session: A motion was made by Jay Templin 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. Following the discussion, a motion was made by Connie Nalls and seconded by Rose Schoof to certify that no other issues beyond Personnel were discussed while in Executive Session; the motion passed unanimously. A motion was made by Connie Nalls to return to open session. The motion was seconded by Yvonne Jones and unanimously approved.
- c. Kendra Mathis proposed the creation of a new position of Office Manager and requested a wage review and adjustment for several positions. Jay Templin made a motion to approve the new position and wage changes, Kimberlee Moyer seconded the motion, and it was approved unanimously.

IX. Old Business:

- a. HPL Board By-Laws Review: A draft of changes to the By-Laws proposed by Rose Schoof was presented for review and comment. After discussion, it was agreed that Rose would update the draft By-Laws to include rules for the Citizen Comments section. The updated By-Laws will be presented and approved at the next meeting.
- b. Lauren Carter, Co-Chair, resigned from the HPL Board on January 23rd. Jay Templin made a motion to thank and recognize Lauren for all the work she did while serving on the Board. Connie Nalls seconded.
- c. Lelia McKee recognized the contributions made to the BOT by Yvonne Jones and Leo Vozel, both of whose terms expire on June 30, 2022.

- X. Adjournment:** At 8:10 p.m., a motion to adjourn the meeting was made by Yvonne Jones, seconded by Leo Vozel and approved unanimously. The next meeting is scheduled for 7:00 p.m. on July 18 at the Charles City branch.


7-18-2022



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Meeting Schedule of the Heritage Public Library

Board of Trustees

FY2023

Monday, July 18, 2022

Charles City Branch 7:00 p.m.

Monday, October 17, 2022

New Kent Branch 7:00 p.m.

Monday, January 23, 2023

Charles City Branch 7:00 p.m.

Monday, April 17, 2023

New Kent Branch 7:00 p.m.

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