

HERITAGE PUBLIC LIBRARY

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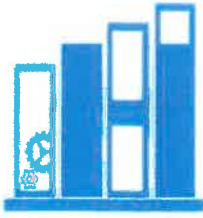
Meeting of the Heritage Public Library Board of Trustees

New Kent

October 17, 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. Director's Report
 - a. Request to post draft meeting minutes
 - b. Request to close at 3:00 p.m. on the Wednesday before Thanksgiving and on Friday, December 23.
 - c. Bylaws update pursuant to new Code of Virginia § 2.2-3708.3 (see attached).
- VII. Committee Reports
 - a. Personnel Committee
- VIII. Unfinished Business
 - a. HPL Board of Trustees Code of Ethics
- IX. New Business
 - a. 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. Adjournment
 - a. Next meeting in Charles City on January 23, 2023 at 7:00 p.m.



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**Minutes of the Meeting of the Heritage Public Library
Board of Trustees
New Kent
October 17, 2022**

John J. R. Templin
17 April 2023

Trustees Present:

Lelia McKee, Chair
Jay Templin, Vice Chair
Rose Schooff, Secretary
Jerene Beyer
Victoria Brame
Robert Kikkert
Chris Matthies
Kim Moyer
Connie Nalls
Steve Rula

Kendra Mathis, HPL Executive Director

- I. Call to Order:** The Chair called the regular quarterly meeting to order at 7:00 p.m.
- II. Approval of Agenda:** A motion was made by Connie Nalls to add mileage reimbursement to the agenda under Unfinished Business, the motion was seconded by Kim Moyer and unanimously approved by the Board of Trustees to accept the Agenda as amended.
- III. Approval of Minutes:**
A motion was made by Jay Templin, seconded by Chris Matthies, and approved with Connie Nalls abstaining to accept the July 2022 Minutes with the exception of the date being changed from October 27 to October 17 under the Adjournment section.
- IV. Treasurer's Report:** Robert Kikkert requested that the Treasurer's Report show a forecast out to year end. The report was accepted.
- V. Citizen Comments:** Jan Marry spoke and requested that the Board consider virtual meeting broadcasts.
- VI. Director's Report:** Kendra Mathis requested to post draft meeting minutes within a week of the trustee's meeting due to the fact that the board meets quarterly which results in a delay of posting information to the website. Draft minutes would be approved at the next scheduled meeting. A motion was made by Connie Nalls, seconded by Victoria Brame and unanimously approved by the Board of Trustees to post draft meeting minutes a week after each meeting.

A request to close at 3:00 PM on the Wednesday before Thanksgiving and on Friday, December 23, 2022 was made by Kendra Mathis. A motion was made by Jay Templin, seconded by Steve Rula and unanimously approved by the Board of Trustees to accept this request.

Kendra Mathis advised that the Bylaws needed to be updated to include the new Code of Virginia § 2.2-3708.3 (Effective September 1, 2022) *Meetings held through electronic communication means; situations other than declared states of emergency*. After discussion, Connie Nalls made a motion, seconded by Chris Matthies and unanimously approved by the Board of Trustees to add the following to the Bylaws under the section Article VIII Meetings to read “Individual members may use remote participation and meetings may be held thru electronic communication means, as authorized in Virginia Code § 2.2-3708.3.”

VIII. Committee Reports

Personnel Committee. Jay Templin volunteered to be on the Personnel Committee along with Chris Matthies.

Lelia McKee advised that a Treasurer is still needed. Rose Schooff volunteered to switch positions to Treasurer and Connie Nalls agreed to be Secretary. A motion was made by Robert Kikkert, seconded by Jay Templin and unanimously approved by the Board of Trustees to accept this change.

Chair – Lelia McKee
Vice Chair – Jay Templin
Secretary – Connie Nalls
Treasurer – Rose Schooff

IX. Unfinished Business

HPL Board of Trustees Code of Ethics – Kendra Mathis presented the new Code of Ethics to be signed by members of the Board. After discussion, a motion was made by Connie Nalls, seconded by Steve Rula and unanimously approved by the Board of Trustees to accept the new Code of Ethics.

Connie Nalls recommended that the mileage reimbursement rate correspond to the IRS established rate as part of standard library procedure and not require board approval to make adjustments. A motion was made by Lelia McKee, seconded by Kim Moyer and unanimously approved by the Board of Trustees to accept this change.

X. New Business

Personnel – Executive Session

A motion was made by Lelia McKee, seconded by Jay Templin and unanimously approved by the Board of Trustees 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 exempt from the open meeting requirements of the Virginia Freedom of Information Act. Following the discussion, a motion was made by Lelia McKee, seconded by Robert Kikkert to return to open session and certify that no other issues beyond Personnel were discussed while in Executive Session; the motion was unanimously approved by the Board of Trustees.

When open session resumed, a motion was made to allow Kendra Mathis to carry over two weeks of vacation leave on January 1, 2023 in order to avoid forfeiting the leave. The motion was made by Kim Moyer, seconded by Jay Templin and unanimously approved by the Board of Trustees.

During closed session, Executive Director Kendra Mathis announced her plans to retire at the end of February 2023. The board expressed their appreciation for all of her hard work and best wishes in her retirement.

XI. Adjournment

At 8:15 a motion to adjourn the meeting was made by Jay Templin, seconded by Lelia McKee and approved unanimously. The next meeting is scheduled for January 23, 2023 at 7:00 p.m. at the Charles City Branch.