



# 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

Charles City

January 23, 2023 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. Wowbrary feature available on our website to inform patrons of new acquisitions.
  - b. Update Library Policy Manual 1) to reflect current observed holidays, 2) increase DVD lending limit from two to seven and, 3) decrease the limit of items that can be donated monthly from 50 to 25.
  - c. Stipend of \$2000 from Internet Archive for Community Web project.
- VII. Committee Reports
  - a. None
- VIII. Unfinished Business
  - a. None
- IX. New Business
  - a. Jesse Kelley has accepted the position of Library Director and will start on February 1, 2023.
  - b. Nominating Committee: (Per HPL Board Bylaws: *A Nominating Committee, headed by the Vice-Chair, shall be formed at the first meeting of the calendar year. It shall report a slate of officers at the next meeting, at which time nominations may be taken from the floor.*)
  - c. Bylaws Review Committees (Per HPL Board Bylaws: *The Board shall review and readopt these Bylaws at the last meeting of each fiscal year. The Chair shall, at the first meeting of each calendar year, appoint a committee to review and propose any changes to the Board for its consideration.*)
  - 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.*
- X. Adjournment
  - a. Next meeting in New Kent on April 17, 2023 at 7:00 p.m.

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



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### Minutes of the Meeting of the Heritage Public Library

Board of Trustees

Charles City

January 23, 2023

*John J. R. Templin*  
17 April 2023

Trustees present:

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

Absent:

Lelia McKee, Chair  
Chris Matthies

Also present:

Kendra Mathis, HPL Executive Director  
Jesse Kelley, Incoming Director

- I. **Call to Order:** The Vice Chair called the regular quarterly meeting to order at 7:00 p.m.
- II. **Approval of Revised Agenda:** Motion was made by Kim Moyer, seconded by Victoria Brame and unanimously approved, to accept the Revised Agenda as presented.
- III. **Approval of Minutes:** A motion was made by Rose Schooff, seconded by Steve Rula and approved unanimously, to accept the Minutes of the October 17, 2022 meeting.
- IV. **Treasurer's Report:** It was noted that two items (Office Supplies: State and Travel Expenses: State) that were overspent would be adjusted with Local funds. It was pointed out that passport processing fees (\$8,875) had far exceeded projections (\$6,000), with the Director reporting that 136 passport applications had been processed in the second quarter. She indicated she felt that the reason for the high number was HPL's variety of hours, efficiencies, and accommodations. Mr. Kikkert spoke about his concern that the payroll item was at 55% of what had been budgeted

and feared payroll funds would not last until the end of the fiscal year. The Director advised that she would look into the reasons for that and report back. The Treasurer's Report was accepted.

V. **Director's Report:** The Director reviewed the new *Wowbrary* feature newly introduced to the HPL's website, that showcases new items added to the Library's collection. She reported that work had begun to update the website. She reviewed three changes that were needed to the Policy Manual. The first was an update to the observed holidays that had been previously approved by the Board. The second was to increase the DVD lending limit from two to seven, and the third was to decrease the number of items that can be donated monthly from 50 to 25. A motion was made by Kim Moyer, seconded by Steve Rula, and unanimously approved, to make those changes. The Director also spoke about a \$2,000 stipend received from Community Webs, an organization of local libraries and cultural heritage groups whose goal is to archive onto the Internet Archive website as much local historical materials as possible so that it remains accessible to the public. She indicated that HPL's project had not yet been identified but she felt that contributions from the local historical groups would be a possibility. She reviewed that a draft proposed budget had been presented to Charles City County, that there had been good donations during the last quarter, and that 473 people had participated in 52 programs offered during the quarter. She reported that WI-FI access points in New Kent had been replaced and upgraded, and that those in Charles City were working well.

VI. **Committee Reports:** None

VII. **Unfinished Business:** None

VIII. **New Business:** Jesse Kelley was introduced as the new Director beginning February 1, 2023 and welcomed by the Board. A Nominating Committee was formed, headed by Vice Chair Jay Templin assisted by Secretary Connie Nalls, to prepare a proposed slate of 2023/2024 officers at the April meeting. Treasurer Rose Schooff agreed to head up the Bylaws Review Committee and report back on any changes that might be needed.

IX. **Closed Session:** A motion was made by Kim Moyer, seconded by Rose Schooff and unanimously approved, to enter into Closed Session pursuant to Va. Code Section 2.2-3711 (A) (1) for the purpose of discussion of personnel issues lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act. The Board went into Closed Session.

Following the Closed Session, a motion was made by Kim Moyer, seconded by Steve Rula and unanimously approved to return to Open Session whereupon Certification was made that only personnel issues lawfully exempted from open meeting requirements were discussed.

X. **Adjournment:** A motion was made by Robert Kikkert, seconded by Kim Moyer and unanimously approved, to adjourn the meeting. The meeting was adjourned at 7:52 p.m. The next meeting is scheduled for April 17, 2023 at 7 p.m. at the New Kent branch.