



# 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

April 17, 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. Update on 90 Day Checklist
  - b. Children's area at New Kent
  - c. Board of Supervisor's Budget Presentation
- VII. Committee Reports
  - a. Nominating Committee (Jay Templin, Connie Nalls): present the proposed slate of officers for FY24.
  - b. Bylaws Committee (Rose Schooff): report on any recommended changes to the bylaws.
- VIII. Unfinished Business
  - a. None
- 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 July 17, 2023 at 7:00 p.m.

**Minutes of the Meeting of the Heritage Public Library  
Board of Trustees  
New Kent  
April 17, 2023**

Trustees present:

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

Absent:

Lelia McKee, Chair  
Victoria Brame

Also present:

Jesse Kelley, HPL Executive Director

- I. **Call to Order:** The Vice Chair called the regular quarterly meeting to order at 7:00 p.m.
- II. **Approval of Agenda:** Motion was made by Robert Kikkert, seconded by Chris Matthies, and unanimously approved, to accept the Agenda as presented.
- III. **Approval of Minutes:** A motion was made by Kim Moyer, seconded by Jerene Beyer and approved unanimously, to accept the Minutes of the January 23, 2023 meeting.
- IV. **Treasurer's Report:** Additional information was provided regarding the Passport Assistance Program, reporting gross income through the 3rd Quarter of \$11,815, less expenses of \$4,925, for a net income of \$6,890. It was noted that funds to cover deficits in some line items would be transferred from other line items, and it was reported that a positive balance was expected at the end of the fiscal year. The Director reported that budget requests based on flat funding had been submitted to both New Kent and Charles City Counties. The Treasurer's Report was accepted.
- V. **Citizens Comment Period:** There were none.
- VI. **Director's Report:** The Director reported that he had recently undergone a 60-day review with the Chair and a good many of the items on his 90-day checklist had been completed. He noted that he had met with both County Administrators. He reviewed his efforts to build relationships in the community, noting that the Library would be participating in an event for new residents in the Brickshire community. He advised that he had completed the Passport Agent requirements and had become the Passport Facility Manager. He reported that the Library of Virginia would no

longer help pay for Evergreen, the Library's catalog system, and that interviews had been held with three vendors for a new system that would fall into the Library's price range. He indicated that once a decision was made, it was anticipated that the new system would be an improvement and much better for staff and patrons. He explained that the new system would not go into effect until after the Summer and that the Library of Virginia would help pay for migration and possibly training costs. He reviewed changes and improvements being made in the Children's Area and reported that new blinds and shades had been ordered for several areas in the Library and would be paid for with funds received from the Heritage Library Foundation. He described kick-off events for the Summer Reading Program and the introduction of some new STEM programs with new vendors. He explained that interviews has been conducted for a vacant Library Assistant position and that a former teacher had been hired for the position and had begun work. He spoke about his attendance at a recent VPLDA meeting in Staunton and briefly described some issues facing other local libraries regarding challenges to books. He also reported the Library Foundation was looking for new members from New Kent.

The Director suggests that adding a notary service at this time would not be in the best interest of the library. This was primarily due to missing a Library Assistant and some shelving issues that have occurred. The hope is the new library catalog will help with some of these shelving issues.

- VII. **Committee Reports:** The Nominating Committee submitted the following slate of officers for consideration for the 2023/2024 year:

Chair:	Robert Kikkert
Vice Chair:	Jay Templin
Secretary:	Jerene Beyer
Treasurer:	Rose Schooff

A motion to elect the slate of officers, as presented, to be effective July 1, 2023, was made by Connie Nalls, seconded by Chris Matthies, and unanimously approved.

The Bylaws Review Committee reported that no changes were being recommended. It was noted that the Board would voted to readopt the Bylaws at its July meeting.

- VIII. **Unfinished Business:** None

- IX. **New Business:** None

- X. **Closed Session:** A motion was made by Kim Moyer, seconded by Steve Rula, 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 Chris Matthies and unanimously approved to return to Open Session whereupon Certification was made and approved that only personnel issues lawfully exempted from open meeting requirements were discussed.

- XI. **Adjournment:** A motion was made by Robert Kikkert, seconded by Kim Moyer and unanimously approved, to adjourn the meeting. The meeting was adjourned at 8:13 p.m. The next meeting is scheduled for July 17, 2023 at 7 p.m. at the Charles City branch.

