



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

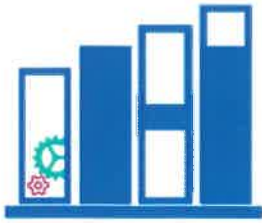
Charles City

July 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. Library Outlook 2023-24
 - b. FY 2024 Budget Proposal
 - c. Update on new ILS
 - d. PLA Digital Literacy Grant Awarded
- VII. Committee Reports
 - a. None
- VIII. Unfinished Business
 - a. None
- IX. New Business
 - a. Form Personnel Committee
- X. Adjournment
 - a. Next meeting in New Kent on October 16, 2023 at 7:00 p.m.

Draft minutes. Minutes will be approved at the next regularly scheduled board meeting



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**Minutes of the Meeting of the Heritage Public Library
Board of Trustees
Charles City
July 17, 2023**

Trustees Present:

**Robert Kikkert, Chair
Jay Templin, Vice Chair
Jerene Beyer, Secretary
Victoria Brame
Glenda Greene
Chris Matthies**

Absent

**Kim Moyer
Lelia McKee
Rose Schooff, Treasurer**

Also present: Jesse Kelley, HPL Executive Director

- I. **Call to Order:** Chair called the regular quarterly meeting to order at 7:00 p.m.
- II. **Approval of Agenda:** Motion was made by Jay Templin, seconded by Chris Matthies, and unanimously approved to accept the agenda as presented.
- III. **Approval of Minutes:** A motion was made by Victoria Brame, seconded by Chris Matthies, and unanimously approved to accept the minutes of the April 17, 2023 meeting.
- IV. **Treasurer's Report:** Jesse Kelly presented the Treasurer's report for fiscal year ending June 30, 2023. Income from processing passports was better than projected. More libraries are offering this service and postage fees are increasing so this may impact future revenue. Utilities increased slightly in FY23. The Director reviewed the proposed FY24 budget and

noted that additional funds have been budgeted for postage expenses in FY24. Chris Matthies made a motion to accept the proposed FY24 budget. It was seconded by Victoria Brame and unanimously passed.

V. **Citizen's Comment Period:** There were no public comments.

VI. **Director's Report:** The Director shared his goals for FY24 which include:

- A 3% cost of living increase for library staff.
- Increase new patrons by offering new and different programs with a small increase to the programming budget.
- Engage in community events.

The Director discussed the addition of HOOPLA, a digital resource offering movies, e-audio, music and other e-resources. This is in addition to the resources offered through the Libby app.

The Director will be exploring reforming the Friends of Heritage Public Library group and identifying their purpose.

The Library of Virginia will pay for training on the new ILS, Atrium. This is scheduled for August 30 and 31, 2023. Both branches will be closed so that all staff can attend.

A \$6,000 grant was awarded to provide basic computer literacy courses. Parks and Rec plan to help with getting word out. The courses may be geared towards seniors in our community. The courses will begin in the fall and must be finished by the first of the year.

VII. **Committee Reports:** None.

VIII. **Unfinished Business:** None.

IX. **New Business:** Chris Matthies and Jay Templin have agreed to stay on the Personnel Committee.

X. **Closed Session:** None.

XI. **Adjournment:** Jay Templin made a motion to adjourn, seconded by Chris Matthies, and unanimously approved. The meeting was adjourned at 7:30 p.m. The next meeting is scheduled for October 16, 2023 at the New Kent branch.