



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 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. Director's Report
 - a. FY 2023 Budget Proposal
 - b. 2020-2025 Strategic Plan Update
 - c. Audit Update
 - d. Passport Photos
 - e. Mileage Reimbursement Increase
 - f. Trustee Code of Ethics Statement
 - g. Request for Reconsideration form
 - h. Update to Library Policy re request for reconsideration
- VII. Committee Reports
 - a. Slate of Officers for FY23
- VIII. Unfinished Business
 - a. HPL Board of Trustees Bylaws
- IX. New Business
 - a. Election of FY23 Board Officers
 - b. Approval of FY23 Budget
 - 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
 - b. Next meeting in New Kent on October 17, 2022 at 7:00 p.m.

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**Minutes of the Meeting of the Heritage Public Library
Board of Trustees
Charles City
July 18, 2022**

Trustees Present:

Lelia McKee, Chair
Rose Schoof, Secretary
Steve Rula
Chris Matthies

Kendra Mathis, HPL Executive Director

- I. Call to Order:** The Chair called the regular quarterly meeting to order at 7:05 p.m.
- II. Approval of Agenda:** A motion was made by Chris Matthies, seconded by Rose Schooff and unanimously approved to accept the Agenda as presented.
- III. Approval of Minutes:** A motion was made by Chris Matthies, seconded by Lelia McKee, and unanimously approved to accept the April 2022 Minutes as presented.
- IV. Treasurer's Report:** The report was accepted without significant discussion.
- V. Citizen Comments:** None
- VI. Director's Report:** Kendra Mathis presented the FY2023 proposed budget. Both Charles City and New Kent approved the requested increases, and state aid increased by 44%. More advertising was added to the FY2023 budget to promote programs. The 2020-2025 Strategic Plan update was presented for review. This document is updated annually and submitted to the Library of Virginia. The annual audit was completed.

Kendra Mathis recommended that a Code of Ethics for board members be implemented. A draft was reviewed and a suggestion was made to change the wording on the fourth statement to incorporate the wording "I have no conflicts..." This change will be submitted at the October 2022 meeting for approval.

Kendra Mathis requested that the mileage reimbursement be increased from 54 1/2 cents a mile to 62.5 cents per mile (IRS standard mileage rate as of July 1, 2022). The budget allows for the increase. A motion was made by Lelia McKee, seconded by Rose Schooff, and unanimously approved by the Board of Trustees.

A new Reconsideration of Materials Form was presented and a motion was made by Chris Matthies, and seconded by Lelia McKee, and unanimously approved by the Board of Trustees to accept the new Reconsideration Form and incorporate it into the Library Policy Manual. A motion was made by Rose Schooff, seconded by Lelia McKee, and unanimously approved by the Board of Trustees to add the revised form to the Library Policy manual.

The library will begin offering passport photos as an added convenience to passport customers. The library will be purchasing a passport system costing \$600 per location. A trial run will start in New Kent, followed by a rollout in Charles City. The cost will be \$15.00 per photo.

VII. Committee Reports: Slate of Officers for FY2023 presented by Lelia McKee.

Chair – Lelia McKee
Vice Chair – Jay Templin
Secretary – Rose Schooff
Treasurer - Vacant

VIII. Unfinished Business: The revised bylaws were presented by Rose Schooff. After discussion, the bylaws were accepted with the revision on the second page under Article VII: Committees, third paragraph, “A Personnel Committee shall be formed “at” (instead of “on”) July 1 of each year...” A motion was made by Chris Matthies, and seconded by Lelia McKee, and unanimously approved by the Board of Trustees to accept the revised bylaws with the one revision.

Chris Matthies volunteered to be on personnel committee. Two more members are needed.

IX. New business:

Election of FY2023 Board Officers: A motion was made by Chris Matthies, seconded by Steve Rula, and unanimously approved by the Board of Trustees to accept the new slate of officers for FY2023.

Approval of the FY2023 budget: A motion was made by Rose Schooff, seconded by Steve Rula, and unanimously approved to accept the FY2023 Budget as presented.

Appointment of Victoria Brame to the board to fill the New Kent At-large position. A quorum voting by email approved the appointment on September 2, 2022. Voting to approve; Lelia McKee, Chair; Jay Templin, Vice Chair; Rose Schooff, Secretary; Connie Nalls, Chris Matthies. No response: Kim Moyer, Steve Rula.

X. Personnel – Executive Session

A motion was made by Chris Matthies, seconded by Rose Schooff, 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. The motion was unanimously approved and closed session was entered. Following the discussion, a motion was made by Lelia McKee and seconded by Steve Rula to return to open session and certify that no other issues beyond Personnel were discussed while in Executive Session; the motion passed unanimously.

XI. When open session resumed, a motion was made to award all staff a 3% Cost of Living Adjustment (COLA) in July 2022. The motion was made by Chris Matthies, seconded by Steve Rula, and unanimously approved by the Board of Trustees. A motion was made to allow the Director to make wage adjustments as needed on January 1, 2023 to comply with an anticipated increase in the minimum wage to \$12.00 per hour. The motion was made by Chris Matthies, seconded by Steve Rula, and unanimously approved by the Board of Trustees.

XII. Adjournment: At 8:10 p.m. a motion to adjourn the meeting was made by Lelia McKee, seconded by Rose Schooff and approved unanimously. The next meeting is scheduled for October 17, 2022 at 7:00 p.m. at the New Kent branch.