



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

New Kent

January 22, 2024 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. Activities in November and December
 - b. Budget report
- VII. Committee Reports
 - a. None
- VIII. Unfinished Business
 - a. None
- IX. New Business
 - a. New Board member for Charles City
 - b. 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 15, 2024 at 7:00 p.m.

Serving New Kent and Charles City Counties since 1981.

Meeting of the Heritage Public Library Board of Trustees
January 22, 2024 – Charles City Branch

Trustees present:

Robert Kikkert, Chair
Jay Templin, Vice Chair
Victoria Brame
Lelia McKee
Chris Matthies
Kim Moyer
Glenda Greene

Trustees absent: Rose Schoof, Jerene Byer, Glenda Greene

Robert Kikkert
4/15/24

Jayne Copeland 4/15/24

- I. Call to Order: The meeting was called to order by the Chair at 7:00 pm.
- II. A motion was made by Kim Moyer, seconded by Victoria Brame, to accept the agenda.
- III. Jay Templin motioned, Chris Matthies seconded, to accept the minutes.
- IV. The Treasurer's Report was presented by Interim Director, Janet Woody
 - a. The library budget is on track for FY 2023-2024.
 - b. There is a decrease in passport revenue due to low staffing.
- V. Citizen's Comments: John Moyer, NK District 2 BOS, expressed appreciation for the Board and all library services.
- VI. Director's Report: Interim Director Janet Woody provided an update of programs and activities attended in November and December, 2023. Ms. Woody recommended an increase in funding, approximately 5%, to elevate the position vacated by Ms. Kendra Mathis to a full time Assistant Director. She suggested this position oversee collections as well as supervise the circulation staff. Ms. Woody also indicated in her report that the annual Bibliostat report would be due soon; thus, she would create a training document for the new director prior to her last day.
- VII. New Business: Jane Copeland will join the board as the Charles City County District 3 representative.
- VIII. Jay Templin made a motion, seconded by Chris Matthies, to enter close 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.
- IX. A motion was made by Lelia McKee, seconded by Kim Moyer, to come out of close session and certify that only public business matters lawfully exempted from the opening meeting requirements of the Virginia Freedom of Information Act were discussed.
 - a. A motion was made by Lelia McKee and seconded by Chris Matthies to accept the recommendation of the Personnel Committee to extend an offer of the position of Director to Ms. Stacey Tromblee.
- X. Motion made by Lelia McKee, seconded by Chris Matthies, to adjourn at 8:09 pm.