Minutes of the Meeting of the Heritage Public Library
Board of Trustees
Charles City
July 15, 2024

Trustees present:

Robert Kikkert, Chair
Jay Templin, Vice Chair
Jerene Beyer, Secretary
Rose Schooff, Treasurer
Kimberlee Moyer
Victoria Brame
Jean Hancock
Jane Copland
Jordan Bowman
Lelia McKee

Absent:
Rene Lockwood

Also present:

Stacey Tromblee, HPL Executive Director

I. **Call to Order:** Chair called the regular quarterly meeting to order at 7:04 PM.
II. **Approval of Agenda:** Jay Templin made the motion to approve the agenda, seconded by Kimberlee Moyer and unanimously approved.
III. **Approval of Minutes:** Lelia McKee made the motion to accept the minutes and seconded by Victoria Brame. Motion was approved.
IV. **Treasurer's Report:** A 5 percent increase has been made to the budget by both Charles City and New Kent. State aid has been spent. Deposits are remaining to be submitted. Audit to take place August 1. Library had no procurement policy. A form was created and modeled after the county's. Future improvements: tracking leave on line, automatic bill paying and direct deposit. Report submitted by Rose Schooff.
V. **Citizen's Comment Period:** None
VI. **Director's Report:** 1. 20 + attend story hour on Fridays. 2. 175 new patrons. 3. Circulation 13,518. 4. Summer reading flyers were taken to schools.
VII. **Committee Reports:** None

VIII. **Unfinished Business:** 1. Book donating policy has been updated. A motion by Lelia McKee to accept, seconded by Rose Schooff. This was passed. 2. Sick/vacation policy has now been put into writing. A motion by Victoria Brame, seconded by Lelia McKee to accept was passed. 3. A motion to accept a safe library worker policy was made by Kimberlee Moyer and seconded by Lelia McKee was passed. 4. Rose Schooff has agreed to continue as Treasurer for another year as well as Robert Kikkert as Chair, Jay Templin as Vice Chair and Jerene Beyer as Secretary. A motion to retain current executive officers for HPL Board of Trustees was made by Victoria Brame and seconded by Lelia McKee. Motion passed. 5. Chris Matthies has resigned. Kimerlee Moyer made a motion to accept Rene Lockwood as At-Large Board Member of New Kent, seconded by Victoria Brame and passed by Board.

IX. **New Business:** 1. A request was made by Rose Schooff for all trustees to send thank yous to the supervisors for their support of the Board. 2. A motion was made by Jay Templin and seconded by Rose Schooff to enter into closed 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 requirement of the Virginia Freedom of Information Act.

X. Kimberlee Moyer made a motion, seconded by Lelia McKee, to come out of closed session and certify that only public business matters lawfully exempted from the opening meeting requirement of the Virginia Freedom of Information Act were discussed.

XI. Motion made by Jay Templin and seconded by Lelia McKee to adjourn at 8:52 PM and unanimously approved. The next meeting is scheduled for October 14, 2024 at 7:00 PM in New Kent.