

**Minutes of the Meeting of the Heritage Public Library  
Board of Trustees  
Charles City  
January 13, 2025**

Trustees present:

Robert Kikkert, Chair  
Jerene Beyer, Secretary  
Rose Schooff, Treasurer  
Victoria Brame  
Jane Copland  
Jordan Bowman  
Rene Lockwood  
Kimberlee Moyer



Absent:

Jay Templin, Vice Chair  
Jean Hancock  
Lelia McKee

Also present:

Stacey Tromblee, HPL Executive Director

- I. **Call to Order:** Chair called the regular quarterly meeting to order at 7:00 PM.
- II. **Approval of Agenda:** Agenda was approved
- III. **Approval of Minutes:** Victoria Brame made the motion to accept the minutes as written and seconded by Jordan Bowman. Motion was approved.
- IV. **Treasurer's Report:** Budget report for the end of December 2024 was handed out. Per Stacey Tromblee the budget presentation at Charles City went well. The telephone provider has been changed to Cox.
- V. **Citizen's Comment Period:** None.
- VI. **Director's Report:** We have downloadable books for both libraries. Digital books through Libby/Overdrive for the youth have been purchased.

One worker has resigned. Beth Ann has returned to work.

The server room needs to be cooler. General Services Manager from New Kent is working on it.

An expiration date has now been added to patron library cards. Unused accounts are

being removed.

The Director is updating the employee handbook. Holiday payment for part-time benefitted employees, mileage reimbursement and inclement weather policies have been reworded/added. Kimberlee Moyer made the motion to approve the director's recommendations to be added to the policy manual. This was seconded by Jane Copland. Motion was approved.

VII. **Committee Reports:** None

VIII. **Unfinished Business:** None

IX. **New Business:** 1. Conflict of interest forms to be signed by trustees. 2. At our next meeting a new slate of officers to be discussed.

3. Rose Schooff wants to increase the bonus to the passport agent for processing each application from \$5.00 to \$7.50. After much discussion, a motion by Victoria Brame was to increase the bonus to \$8.00 per application, seconded by Kimberlee Moyer. Motion was approved.

X. **Closed Session:** None

**Adjournment:** Motion made by Robert Kikkert and seconded by Kimberlee Moyer to adjourn at 8:05 PM and unanimously approved. The next meeting is scheduled for April 21, 2025 at 7:00 PM in New Kent.