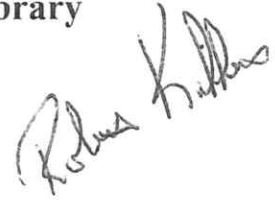


**Minutes of the Meeting of the Heritage Public Library
Board of Trustees
Charles City
February 2, 2026**



Trustees present:

Robert Kikkert, Chair
Jay Templin, Vice Chair
Rose Schooff, Treasurer
Jordan Bowman, Secretary
Jerene Beyer
Jane Copland
Renee Lockwood
Deanna Pollard

Absent:

Lelia McKee
Victoria Brame
Jean Hancock

Also Present:

Stacey Tromblee – HPL Executive Director
Bethann Ford – Office Manager

Call to Order: Robert Kikkert at 7:00 pm

Approval of Agenda: Rose Schooff (1st Motion) – Jay Templin (2nd Motion) –
All in favor

Approval of Minutes: Jerene Beyer (1st Motion) – Renee Lockwood (2nd
Motion) – All in favor (Minutes from October 20, 2025)

Treasurer's Report: Given by Rose Schooff. Detailed the transition to a 100% upfront payment model for E-rate to maximize federal reimbursement for HPL. Reported that budget applications for the upcoming year have been submitted to both counties with a requested 3% increase to pay staff salaries as staff salaries must be covered by the counties to meet state aid requirements. Review of a \$58 insurance rebate and a \$4,000 material credit from book vendor.

Director's Report: Given by Stacey Tromblee who highlighted community outreach successes at New Kent and Charles City school events. Along with 12

cubic feet of products for the Storehouse Food Pantry and 500+ handmade items donated via "Stitching in the Stacks" HPL program. Announced that passport processing services must terminate on February 12, 2026, due to Department of State regulation changes for 501(c)(3) entities, resulting in an estimated \$10,000 annual revenue loss. Also reported successful growth in all preschool storytimes attendance.

Citizen Comments: Nicole Grey, Jason Kane, and Jordan Kur. The group expressed concerns regarding a \$100 for profit use of the meeting room fee they thought they would be charged since HPL asks for proof of non-profit status. As a homeschool book club using the New Kent meeting room, there was a reported difficulty with the online form and a follow-up email communication. Jason Kane submitted a draft resolution for the board to consider regarding the classification of homeschool groups.

Unfinished Business: Review of the Independent Auditor's Report and modified financial statements. Discussion held regarding improved new dual-signature requirements for cash reconciliation and the "ongoing concern" clause in the audit. The results of HPL Survey of patrons required for the HPL five-year plan were formally presented.

Committee Reports: None. (Note: Nominating committee to be established in April for July officer transitions).

New Business: The Board discussed meeting room policies in light of citizen comments. It was determined that the homeschool group is a non-commercial entity and the \$100 fee is waived. The Board reaffirmed that the meeting room at both locations is available via separate applications, 14 days in advance for each use and are subject to library programming priority. The full policy will be reviewed for potential updates at the April meeting.

Executive Session: A motion was made and seconded for the Board to enter a closed session pursuant to Section 2.2-3711, A1 of the Code of Virginia to discuss a personnel issue, lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act.

Adjournment: at 8:12 pm a motion was made and seconded.

Next meeting is scheduled for April 20th 2026.