

Minutes of the Meeting of the Heritage Public Library

Board of Trustees

New Kent

April 20, 2026 at 7:00 p.m.

Trustees Present:

Robert Kikkert, Chair
Jay Templin, Vice Chair
Rose Schooff, Treasurer
Jordan Bowman, Secretary
Jerene Beyer
Jane Copland
Renee Lockwood
Lelia McKee
Victoria Brame

John R. Templin
Approved
10 Aug^t 2026

Absent:

Jean Hancock

Also Present:

Stacey Tromblee – HPL Executive Director
Bethann Ford – Office Manager

Call to Order:

Robert Kikkert called the meeting to order at 7:00 p.m.

Approval of Agenda:

Victoria Brame (1st Motion) – Renee Lockwood (2nd Motion) – All in favor.

Approval of Minutes:

Renee Lockwood (1st Motion) – Rose Schooff (2nd Motion) – All in favor. The minutes from the February 2026 meeting were approved with one amendment: the removal of the "e" in Jane Copland's name.

Citizen Comments:

None.

Treasurer's Report & Budget Report:

The budget projection for expenses was reported at \$578,000, with Q3 actuals at \$311,927.

Discussed maintaining a cash cushion carrying over approximately \$50,000 due to ongoing budget uncertainties in Charles City.

Ingram billing is currently delayed following the transition from Baker & Taylor, which accounts for sizeable amount of the lower reported expenditures on materials.

Confirmed readiness to meet the new \$15/hour minimum wage for staff salaries.

Director's Report:

Summer Reading: Bethann Ford and Stacey Tromblee are completing the planning of the Summer Reading Program.

AARP Tax Aide: The AARP Tax Aide Program is completed for this year at both libraries. The program was highly successful, assisting approximately 100 people across both locations, and the AARP tax experts want to work with the library again next year.

FOIA Request: Reported on the successful resolution of a FOIA request. Exemptions were applied appropriately, and the requester was charged \$62.50 for 2.5 hours of processing time.

Study Room Use: Presented a new single-page Study Room Policy designed to limit usage to two hours per week per person/group to prevent monopolization of the space. Jay Templin (1st Motion) – Renee Lockwood (2nd Motion) – All in favor to accept the newly drafted Study Room Policy with minor discussed edits.

Five-Year Plan: Presented the Five-Year Plan, which is needed for the current application to receive state aid for Fiscal Year 2027-2028. Jerene Beyer (1st Motion) – Rose Schooff (2nd Motion) – All in favor to accept the Heritage Public Library Five-Year Plan (2026–2031) as written.

Unfinished Business:

None.

Committee Reports:

None.

New Business:

Election of Officers (Effective July 1, 2026):

Chair: Jay Templin. Rose Schooff (1st Motion) – Lelia McKee (2nd Motion) – All in favor.

Vice Chair: Jerene Beyer. Lelia McKee (1st Motion) – Victoria Brame (2nd Motion) – All in favor.

Treasurer: Rose Schooff to continue as Interim Treasurer until a permanent replacement is found. Lelia McKee (1st Motion) – Jerene Beyer (2nd Motion) – All in favor.

Secretary: Jordan Bowman to continue for another year. Lelia McKee (1st Motion) – Jerene Beyer (2nd Motion) – All in favor.

Bank Access: A motion was made to allow the Library Director full access and authority to make changes across all financial accounts in the Heritage Public Library's name. Lelia McKee (1st Motion) – Jay Templin (2nd Motion) – All in favor.

Review Bylaws: No bylaw changes were proposed or made.

Conflict of Interest Policy: Acknowledged the need to collect signed Conflict of Interest forms from all new board members.

Adjournment:

A motion was made and seconded to adjourn the meeting at 8:03 p.m. Victoria Brame (1st Motion) – Lelia McKee (2nd Motion) – All in favor.

Next meeting in Charles City on August 10th, 2026 at 7:00 p.m.