



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
Charles City Branch
7:00 p.m.
April 15, 2019**

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Treasurer's Report
- V. Citizen Comments
- VI. Director's Report (Attached)
 - a. Activities
 - b. Charles City Library Updates
 - c. Budget
 - d. General Updates
- VII. Committee Reports
 - a. Nominating Committee
 - b. Bylaws Review Committee
- VIII. Old Business
 - a. Five Year Plan
- IX. New Business
 - a. Charles City MOU and Lease
 - b. Leave Expiration and Carry Over Amendment Proposal
 - c. FY20 Proposed Board Meeting Schedule: July 15, October 21, January 13, April 20
- X. Adjournment
 - a. Next Board meeting: TBA

Director's Report

a) Director's Activities:

CC BOS Budget Presentation 1/7
CALD (Capital Area Library Directors & LVA) meetings 1/11, 2/15, 3/8
Charles City Capital Campaign meetings 1/22, 3/19
New Kent Outreach Council meeting 2/26
NK BOS Work Session 2/27
Charles City Health Coalition meeting 2/27
Virginia Association of Museums Conference 3/24-26
Business Spotlight at Charles City BOS meeting 3/26
HPL Foundation meeting 3/28
Met with State Dept. Inspector (Routine Passport Program Inspection) 3/28
Virginia Public Library Directors Annual Spring Meeting 4/11-12
On-going: NK Chamber of Commerce, Triad and Rotary meetings
Bi-weekly construction meetings for Charles City Library
Monthly Staff Meeting

b) Charles City Updates: Mid-April substantial completion is still expected, after which there will be a period of inspection and remediation prior to releasing the builder and moving in. Furniture installation is tentatively scheduled for the first week in May. We will advertise for the Local History position as soon as the County releases the funds for that position to us. We have a draft schedule for CC Library when it opens (attached).

c) Budget Requests: We do not yet have our final approved budget amounts from either County.

d) General Updates: We have hired two new staff members, Elizabeth Wilkerson and Steve Banks. They are working at New Kent circulation, training for both locations, and will help to fill in the schedule gaps we will have once the staff that wish to move their hours to Charles City begin doing so.

We have been asked to partner with NKPS on a 21st Century Community Learning Center grant. If awarded, the schools would be providing technology enrichment to afterschool programs. Our role at this time will be to train teachers with new technology as we are able to so that they can in turn train the students. This is in the early planning stages so we have few details to date.

We are working on a grant submission to CSX Corp. for funding to enhance our outreach. We would like to have the tools and staff hours to establish a regular schedule of offsite books and services at one or more locations in New Kent within the next year. Current outreach includes story times for Headstart classes and daycares and attending local events as vendors.

Briefly:

- Staff reviews are being conducted, with half currently complete.
- We will be part of the New Kent University tour this year (tour is in October).
- Adult Programs Coordinator Jan Marry is submitting a presentation to VLA for the next conference.