



# HERITAGE PUBLIC LIBRARY

7791 Invicta Lane, New Kent, VA 23124 | (804) 966-2480 | [www.heritagepubliclibrary.org](http://www.heritagepubliclibrary.org)

## Meeting of the Heritage Public Library Board of Trustees Charles City Branch 7:00 p.m. October 21, 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. Staff Updates
  - c. Charles City Updates
    - i. CC Internet Updates
    - ii. History Center, County Access Issues
  - d. Other Updates: New programs; Grant Application
- VII. Committee Reports
  - a. Bylaws Review Committee
- VIII. Old Business
  - a. Five Year Plan Final Approval
- IX. New Business
- X. Adjournment
  - a. Next Board meeting: January 13, 2020 @ New Kent

## Director's Report

### a) Director's Activities:

7/18 Webinar: Using Best Practices & Managing your IT for Peace of Mind  
7/21: 2019 Fair/VMFA meeting  
7/23: BOS Meeting CC  
7/25: VLA Local and Family History Forum Meeting  
8/12: BOS Meeting NK  
8/15: New Teacher tour of CC Library  
8/16: New Kent Chamber August Business Event  
8/24: Don Earl Memorial  
8/26: Library Assistant Interviews  
8/27: BOS Meeting CC  
8/28: Archive Manager Interviews  
9/6: Chamber Lunch Roundtable with Rob Wittman  
9/9: BOS Meeting NK  
9/16: Meeting with Workforce, New Kent - Library Partnership Discussion with Virginia Career Works  
9/19 -20: Virginia Library Directors' Fall Meeting  
9/24: Meeting with CC County Administrator re Library Keys/Camera  
9/24: BOS Meeting CC  
9/25: HEAL Coalition Meeting (CC Health Initiatives Group)  
10/1: History Commission meeting  
10/4: Dedication and Grand Opening of Talleyville Station #5  
10/5: Host 2019 NK University tour  
10/5: Volunteer CC Event  
10/6: Henrico's Fairfield Area Library Grand Opening  
10/8: Meeting with CC IT Manager re Invoice for CC Internet  
10/9: Introductions and Kittiewan Tour for Laura Hannon  
10/10: Library card sign up at Title 1 event, CC  
10/15: Meeting with Dominiontek re New Kent Upgrades  
10/15: BOS Meeting NK  
10/16: Stay and Play Careers Talk

Recurring:           NK Rotary 9x  
                          CALD 3x  
                          CC Capital Campaign 2x  
                          CC Courthouse Committee 3x  
                          NK Chamber 3x  
                          Triad 1x  
                          Monthly Staff Meetings 3x

b) **Staff Updates:** Kimberly Schmidtman received a fulltime job offer and left. We hired Laura Hannon to fill the Archive Manager position, and she started September 10th. Laura has a PhD in History, a Master's in Public History (Museums), and had been working as the Archivist for Thomas Nelson Community College. We have also hired two new Library Assistants: Nikki Roberts and Hazel Bohardt. Both have completed Passport training and begun to do passports. Staff member Steve Banks has also completed the training.

c) **Charles City Updates:** We have submitted for and received RFQs through E-rate for a new fiber-based Internet service provider for the Charles City Branch. We have accepted a vendor who can deliver faster speeds with a savings of approx. \$600 per month. We will begin transitioning over the next few months to the

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new service. In the meantime, we have received an invoice from CC IT for the past quarter of service. However, we have asked for and are waiting for the complete original billing before issuing payment. The invoice received consisted of a spreadsheet with fees and taxes, and we need more detail.

I met with the CC County Administrator regarding some issues with the History Center volunteers and their access to the building before and after open hours. Judith Ledbetter and Laura Hannon were in attendance. Ms. Ledbetter believes that the Center volunteers should have full access to the library and are requesting that the County issue them key cards. County Administrator Johnson would like to see them have this access. I have stated that this is against library procedure and policy and is a liability when library staff are not present to supervise. This is an ongoing discussion.

d) Other Updates:

- Statistics: see attached.
- Grant application submitted: WiFly Digital Inclusion Program Grant. We applied for this grant, which would supply us with 25 laptops, 25 mobile wifi devices, and a year of paid service to those devices. These tools would help us increase outreach. The application period has closed and we are waiting to hear if we will receive the grant.
- New: The library is now a Familysearch Affiliate, which means that more genealogical records are available to researchers when they are logged in at one of our locations. We have purchased a new program, Calendly, which allows people to book passport appointments online.
- We are taking part in a LVA test program using Whofi, a tool that counts our wifi use and provides rich statistics on the use.
- Virginia Career Works reached out to us to talk about new initiatives and partnering with them. We had entered into a partnership with them previously but they have undergone a great deal of restructuring.
- Staff Training: Two staff have attended a conference on the From the Heart program, one staff person attended Youth Services training at the Library of Virginia, three have completed Passport Training, 2 attended a workshop on WordPress websites, and three will be attending the VLA conference this month (and two are presenting at the conference).
- New Programs: Two CC Book Clubs, CC TAB, School Bus Story Time in CC, Escape Room, Sensory Story Time on Saturday alternating between both locations, From the Heart group at CC, Movie Nights, and passports appointments can now be made at CC.
- Staff have performed the following outreach events:
  - 7/31: Library tour for NKPS Summer Reading Club
  - 8/8: CC Community Health Event
  - 8/15: New Teacher tour of CC Library
  - 8/20: CC Resource Fair for Teachers (Charles City Public Schools Convocation)
  - 9/7: Mobile Museum at the CCC Fair
  - 9/27: Senior Health and Wellness Expo, CC
  - 10/5: Stop #1 on the NK University Tour
  - 10/10: Library card sign up at Title 1 event, CC