

**Minutes of the meeting of the Board of Trustees
Heritage Public Library
January 14, 2019**

In attendance were: Lisa Brown, Doris Holloman, Yvonne Jones, Leo Vozel, Lauren Carter, Jay Templin, Peg Noctor, Lelia McKee, Howard Ormond and Connie Nalls, chairman.

Ex-Officio: Chandra McPherson (HPL), Victoria Brain (Friends of HPL)

I. Call to Order: at 7:03 p.m.

II. Agenda approved.

III. The Minutes from the October 15, 2018 meeting were approved.

IV. The Treasurer's Report was accepted as presented. Additional income has been received since the December 31, 2018 report date. The passport initiative has been successful at generating income. Donations of \$2000 have been received from Charles City. Friends of HPL have had successful fundraising through ornament and continuing artwork sales, membership renewals are exceeding expectations and a new fundraiser is to come. Expenses had an increase of \$75 with the audit for services and decreased spending for contract services and travel. Mr. Poindexter's family donated \$10,000 divided equally between Charles City and New Kent branches. More donations typically come in closer to the summer reading program. An iRate grant of \$19,000 will help fund Charles City building. Year-to-date expenditures for 12-31-2018 total \$177,180.00. The Operating Account Balance as of January 10, 2019 was \$64,215.13.

V. The Director's Report was given by Director Chandra McPherson and accepted by the Trustees.

The Charles City library building is well underway with projected completion in April 2019. Existing collection for Charles City branch will be reviewed before the move and assessed for needs once in new location. Capital Campaign may be able to provide a budget for new collection acquisitions through fundraising. With the Charles City branch move, both New Kent and Charles City branches will be open forty hours per week which will require additional staffing. Two library assistant positions to work at both branches are being advertised. With the move, there will be more senior staff working at the Charles City branch. To help determine inaugural hours for the new location, library users will be polled on anticipated utilization at various hours. Considering an early morning open one day a week, one short day and foregoing evening hours if there isn't interest. Will ask for volunteers to help with the move.

Details of staffing and logistics are still being worked out with the Charles City Local History Center. The History Center's collection is being treated before the move to protect against contamination of the library collection. The History Center plans to

hire an employee for 20-30 hours a week to supplement its volunteers. A Memorandum of Understanding (MoU) to specify terms of rent and occupancy of space in the new building has been presented to the Charles City County Board of Supervisors for review. Once the Board of Supervisors have approved a MoU, it will go to the HPL board to approve. This may necessitate an off-cycle meeting. Judy Ledbetter has requested the library absorb the History Center including the part time employee. This will take further discussion and consideration. HPL board members are encouraged to voice importance and value of the library in the community to County Supervisors and emphasize the need for match funding local dollars for state dollars. If services currently being given by the counties to help maintain the libraries would be documented, they could be considered in-kind donations of labor and the value credit matched with state funding. This would help to extend the waiver and achieve fully funded status.

VI. Committee Reports: None.

VII. New Business

- a. Appointment of Nominating Committee led by Vice-Chair Lisa Brown to include Lauren Carter and Howard Ormond.
- b. Appointment of Bylaws Committee. Lelia McKee and Jay Templin to review bylaws and present board with any suggested changes.

VIII. Old Business

- a. Review of Draft 2020 Five Year Plan. Delineate board members county and district number or at large status. Established primary goals of Facilities, Technology, Collections, and Programs and Services. Discussed proposed changes to explanation of each goal and accompanying action items:
Facilities- Add New Kent action items: long reach goal to plan for second branch, assess existing space for adaptations to improve visitor use
Technology- Add staff and training to the goal explanation. Need to distinguish between technology and programs where there is overlap and include Makerspace and any other applicable program related technology where most appropriate.
Collections- Rework item 4 language to include the diverse group of library users and their needs.
Programs and Services- Rework language for program target participants. Add action item to include staff and customer service. Include aspects of community outreach and publicity.
Chandra to take discussion points and make edits to the draft for board review and further discussion.

IX. Adjournment: 8:20 p.m.