



# 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

July 20, 2020, 7:00 p.m.

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Treasurer's Report
- V. Citizen Comments
- VI. Director's Report
  - a. Budget Proposal
  - b. Charles City Wi-Fi Improvements
  - c. Library Wi-Fi "Outpost" Progress
  - d. PPP Funding Update
  - e. Masks for Charles City Students
  - f. Volunteer Policy Information
- VII. Committee Reports
- VIII. New Business
  - a. Approval of FY21 Budget
  - b. Director's Evaluation – Executive Session  
*Motion to enter closed session pursuant to Section 2.2-3711 (A) (1) of the Code of Virginia for the purpose of discussion of personnel issues lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act.*
- IX. Old Business
- X. Adjournment
  - a. Next Meeting at New Kent October 19

## **Director's Report:**

### **Activities:**

6/11: Staff Meeting

6/17: Attend Library 2.020: Small, Rural, and Independent Libraries Online Conference

6/22: Meet with CC County Administrator

6/23: Meet with LVA Representative re: IMLS Funds

6/23: CC BOS Online Meeting

6/24: Rural Digital Opportunity Fund Webinar

6/29: Directors Institute Webinar

7/8: Meeting to Discuss Kajeet (Wi-Fi Company)

7/9: CC Wi-Fi Extender Installed

7/13: Follow up Meeting with Kajeet

7/13: Meet with Cornerstone Managers re Wi-Fi satellite location

7/14: Meet with Ross Miller, NKPS Director of Instructional Technology re Wi-Fi satellites for coordination with schools

7/14: Meet with Bonnie Hudler, Liberty Baptist, re Wi-Fi satellite location

7/16: Staff Meeting

7/16: Meet with LVA Representative re: IMLS Funds for Wi-Fi

Rotary: 6/5, 6/12, 6/19, 7/17

### **Report:**

- a. Budget Proposal: The draft budget proposal is updated based on our year-end close data. Copy attached.
- b. NIH Grant: We have purchased the laptops approved for this grant and started delivering programs. Due to the ongoing concerns with CoVID-19 these classes have been delivered online. The hope is that once we can do more in-person programs, the laptops will be used for training.
- c. Library Wi-Fi Outposts & Charles City Wi-Fi Improvements: We have installed the long range Wi-Fi router at Charles City. This gives us Wi-Fi extending from all sides of the library, and a range that extends more than 100' from the library building. We have also held meetings with community members (see Activities above) and have two locations willing to be sites for our off site library Wi-Fi stations, Cornerstone Industries in Providence Forge and Liberty Baptist Church (pending approval of their full Board). We are expecting to receive funds from LVA very soon so that we can contract with Kajeet to get the Wi-Fi set up. More about Kajeet: <https://www.kajeet.net/>.
- d. PPP Funding Update: We have expended the PPP funds on payroll, and have documentation ready to send to the bank and close out the program. We've contacted the bank, and await their further instructions.
- e. Masks for Charles City Students: We have been approached with a request from the CCPS about making masks for our students in Charles City. Our From the Heart group will be producing the masks as the next project.
- f. Volunteer Policy Information: See attached. As interest was expressed at the last meeting the policy is attached for your information. Comments are always much appreciated.