



# HERITAGE PUBLIC LIBRARY

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

## Virtual Meeting of the Heritage Public Library Board of Trustees

7:00 p.m.

June 15, 2020

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Treasurer's Report
- V. Citizen Comments: *Due to the unusual circumstances of this meeting we ask that comments and questions be directed to the Board by email to [BoardofTrustees@heritagepubliclibrary.org](mailto:BoardofTrustees@heritagepubliclibrary.org). Comments and responses to these comments will be added to the official minutes of this meeting.*
- VI. Director's Report
  - a. Budget Proposal
  - b. Proposed Change to Materials Public Service Policy (*Change dvd checkout period to three weeks and fine of \$ .10 per day.*)
  - c. NIH Grant
  - d. IMLS Special Funding
  - e. Library Statistics
- VII. Committee Reports
  - a. Nominating Committee: Candidates for Offices in FY2021
  - b. Bylaws Committee
- VIII. New Business
  - a. Appointment of Officers for FY2021
  - b. Director's Evaluation
  - c. 2021 Meeting Schedule
  - d. Approval of Policy Change
- IX. Old Business
- X. Executive Session
  - a. 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.
- XI. Adjournment
  - a. Next Board TBA

## **Director's Report:**

### **Itinerary:**

- 4/10 – NK Rotary
- 4/13 – New Kent BOS Meeting
- 4/16 – Staff Meeting
- 4/28 – Charles City BOS Meeting
- 5/7 – Staff Meeting
- 5/8 – Rotary
- 5/11 – NK BOS Meeting
- 5/13 – CC BOS Meeting
- 5/14 – Program Staff Meeting
- 5/26 – CC BOS Meeting
- 6/8 – NK BOS Meeting

### **Activities:**

- a. Budget Proposal: I have included budget scenarios for your consideration and based on funds from our Payroll Protection grant, level funding from New Kent and the state, and an increase from Charles City. The budgets proposed will include staff changes in step with our Five Year Plan.
- b. Proposed Change to Materials Public Service Policy Draft: In order to simplify the policy and make it easier to remember for our patrons, we want to give DVDs the same lending period as books, with the same late fee. DVDs are no longer more expensive to replace than books. We also have more DVDs in our collection than we once had, so we need not be so restrictive in lending them.
- c. NIH Grant: We are excited to have received this \$15,000 grant that will allow us to do classes and outreach on health-related information. The approved project for this grant will include purchasing laptops for a traveling “lab” and for additional staff hours to deliver the programs.
- d. IMLS Special Funding: We are excited also to learn that IMLS (Institute of Museum and Library Services) has provided additional funds to be distributed to libraries through the state library. HPL has been chosen to receive a portion of these funds to help us further the reach of our WiFi into the community. I will meet with their representative June 19<sup>th</sup> to discuss our project ideas and the available funding.
- e. Library Statistics: See report attached. We have managed to have a “virtual library branch” open during our closure, and offered programs, helpful resources from other organizations, and an expanded e-book collection. Curbside services began May 11<sup>th</sup>, and will continue in addition to limited open branch hours. Since we closed in March, we have completed an inventory of our collection, completed online staff development trainings, and revised our Summer Reading Program completely.