

**Minutes of the meeting of the Board of Trustees  
Heritage Public Library  
15 June, 2020**

**In attendance were: Lisa Brown (via Zoom), Lauren Carter, Lelia McKee, Yvonne Jones, Connie Nalls (chair), and Jay Templin**

**Absent:**

**Ex-Officio: Chandra McPherson (HPL)**

- I. Call to Order:** at 7:06 p.m.
- II. Agenda** approved.
- III. The Minutes** from the January meeting were carried over for approval at the July meeting by unanimous decision.
- IV. The Treasurer's Report** was presented and approved. Year-to-date income as of 31 May, 2020 totaled \$461,631. This was \$8,236 below projections due to the closure for the COVID-19 pandemic. Income from copies and faxes, donations, fines/fees, and the e-rate reimbursement were all down. Y-T-D expenditures totaled \$404,799.00. The Operating Account Balance as of 31 May was \$58,628.
- V. The Director's Report** was given by Director Chandra McPherson and accepted by the Trustees. The Board reviewed the Director's budget proposal for FY 2021, which covered different scenarios based on funds from the federal Payroll Protection Program (PPP) grant the Library received, level funding from both New Kent and the state, and an increase in funding from Charles City. The proposed budgets include staffing changes in step with the Five Year Plan. The budget will be on the agenda for approval at the July meeting.

The Director proposed a change to the Materials Public Service (Circulation) Policy to simplify the policy to better serve patrons. The proposal called for giving DVDs the same lending period as other materials - three weeks - and the same ten cent per day late fee. The Director noted that DVDs are no longer more expensive to replace than books, and we currently have more in the collection than was formerly the case, so the additional restrictions are no longer necessary. A motion to approve the change was made, seconded, and unanimously approved.

The Library has received a \$15,000 grant from the National Institute of Health which will allow us to do classes and outreach on health-related information. The approved project will allow the Library to acquire laptops for a travelling lab, and pay for additional staff hours to deliver these programs.

HPL has been selected to receive additional funding through the state library from the Institute of Museum and Library Services (IMLS). These funds will allow HPL to extend the reach of our wifi into the community. Chandra will meet with their representative on Friday to discuss project ideas and available funding.

During the pandemic closure which began in March, HPL has maintained a “virtual branch” of the library, offering programs, resources from other organizations, and an expanded collection of e-books. On May 11<sup>th</sup>, curbside pickup service began, and will be continued along with limited open branch hours. Since the closure, staff have performed the first complete inventory of the collection in a decade, completed online staff development training, and entirely revised the Summer Reading Program to comply with Phase 2 restrictions on occupancy, gatherings, and social distancing. Judy Harris has been the “virtual branch manager,” and she and Elizabeth (with the help of the other staff) have dramatically increased HPL’s social media presence. Activity on the HPL Facebook page increased by 200% in the first week of the closure; since March there have been over 4500 distinct visitors to the Facebook page. The library circulated 806 e-materials in the past 3 months, compared to 550 during all of 2019. This represents 70.45% of all materials circulated in the past 3 ½ months. HPL will continue to host online storytimes; the 5 sessions to date have generated over 6200 distinct visitors to the website.

**VI. Committee Reports:**

The nominating committee nominated a slate of officers: Lauren Carter as Chair, Lelia McKee as Vice Chair, Kim Moyers as Treasurer, and Jay Templin as Secretary.

**VII. Old Business**

**VIII. New Business**

- a. Appointment of Officers for FY 2021: The slate of officers nominated were approved unanimously.
- b. Director’s Evaluation. Board members have been provided with the evaluation form. It will be reviewed at the July meeting.
- c. The bylaws committee recommending no changes, a motion to readopt the bylaws as written was made, seconded, and unanimously approved.
- d. FY 2021 Meeting Schedule: A motion was made, seconded, and unanimously approved, establishing the FY 2021 meeting schedule. The Board will meet in Charles City in July and January, and in New Kent in October and April.

**IX. Executive Session**

Motion to enter closed session: Pursuant to Section 2.2-3711(A) of the *Code of Virginia*, the Board of Trustees cast an unanimous affirmative vote to enter into closed session for the purpose of discussing personnel issues lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act. Certification of Closed Meeting: Because the Board convened in a Closed Meeting pursuant to an affirmative-recorded vote and in accordance with the Virginia Freedom of Information Act, and because the *Code of Virginia* Section 2.2-3712(D) requires that we certify that such a Closed Meeting was conducted in conformity with Virginia Law, board members were requested to certify that only personnel matters lawfully exempted from open meeting requirements by

Virginia law were discussed and only such personnel matters as were identified in the motion convening the closed meeting were considered by the Heritage Public Library Board of Trustees. The Board was then polled, and all present answered in the affirmative.

- e. Reconvene into open session
- X. Adjournment:** 8:15 p.m.
  - a. The next Board meeting will be held on July 20 at the Charles City branch.