



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

New Kent

October 19, 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. FY20 Audit
 - b. VLA CARES Grant
 - c. PPP Funding Update
 - d. FY20 Statistics
- VII. Committee Reports
 - a. Bylaws Committee
- VIII. New Business
 - a. Thanksgiving Holiday: Request to close at 3 p.m. on Wednesday, 11/25.
 - b. *Closed 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 Charles City, January 11, 2021

DIRECTOR'S REPORT

Activities:

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| 7/21 – Program meeting | 9/8 – Final Capital Campaign Meeting |
| 7/28 – DOLI Emergency Regulation & Its Impact on Virginia Businesses Training | 9/14 – Meeting with SimplyE from LYRASIS (possible E-Book vendor) |
| 7/28 – Charles City BOS Meeting | 9/14 – OverDrive/RB Digital Transition Meeting |
| 7/29 – New Kent Outreach Committee Meeting | 9/15 – Program Meeting |
| 8/7 – TALDC/CALD Library Directors' Meeting | 9/17 – HPL September Staff Meeting |
| 8/13 – New Copier Consultation Meeting | 9/22 – Evergreen Reports Meeting |
| 8/13 – Program Meeting | 9/23 – CC Board of Supervisors |
| 8/14 – Meet BOIP vendor to test signal at Cornerstone | 9/24 – 2020 Library Directors' All Districts Meeting |
| 8/14 – CALD Library Directors' Meeting | 9/28 – CC Historic Courthouse Dedication |
| 8/18 – CC Teacher Tour @ CC Library | 10/9 – CALD Directors' Meeting |
| 8/20 – Staff Meeting | 10/10 – New Kent University Field Trip (1st Stop) |
| 8/24 – CC Town Hall Virtual | 10/15 – Staff Meeting |
| 8/27 – CC Back to School Event | 10/19 – HPL BOT Meeting NK |
| 8/30 – New Hope 4 Education Meeting (Home School Collaboration) | NK Chamber – 7/21, 8/20 |
| 8/31 – NK Board of Supervisors/School Board Joint Work Session | Rotary – 7/24, 7/31, 8/28, 9/11, 9/18, 10/16 |

Report:

- a. FY20 Audit: The audit was completed in September. Print copies are available and the digital copy emailed out to Board members.
- b. VLA CARES Grant: The Wi-Fi Outpost is scheduled for installation October 20th, on the rooftop of Cornerstone Industries on Rt. 60. The final cost of this project inhibited us from creating a second location. If this model proves to be well-used we may seek other funding to implement other sites. Initially we discussed using Kajeet to set up the technology for the Outpost; however, we found another company that could give us more range and bandwidth for the same investment. The company we are working with is BOIP (Business Over Internet Protocol). We will have had discussions with Cornerstone and discussed implementation, and they are enthusiastic to work with us. An official MOU to document our arrangements will be drafted and signed. The remainder of the funding was not sufficient to create another Outpost, but was helpful in purchasing three online products that will help with online instruction, TumbleBooks Platinum, TeenBookCloud, and Brainfuse Online Tutoring. These can be found on our website on the "e-Library" page.
- c. 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. C&F is updating the application for converting the loan to a grant and will send this to us when finished.
- d. FY20 Statistics: We are finalizing our annual statistics report (Bibliostat) to the State Library. Some statistics of interest are attached.
- e. Other: The library coordinated with CCPS, the NK Rotary, and our own From the Heart volunteer group to donate over 500 hand-made masks and some lanyards to use with those masks to school children at the Back to School event held at the school grounds on August 22nd. We also donated books from our 1000 Books Before Kindergarten to the CCPS social worker for distribution to students. New CC teachers got a tour of the library. We continue to offer STEAM to go kits to pick up and home-based learning programs and resources online. Our transition to Overdrive eBooks from RBDigital is underway. We hope to soon begin processing passports again, with fewer appointments initially. If this progresses well, we hope to get the program more fully up and running as we approach the spring passport season.