



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 Branch

7:00 p.m.

January 11, 2021

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Treasurer's Report
- V. Citizen Comments
- VI. Director's Report (Attached)
 - a. Activities
 - b. FY22 Budget
 - c. Request to Modify Staff Paid Vacation Days
 - i. *See attached. Modification is to add "floating holidays" to closures and to offer these as paid staff holidays as opposed to paying only those individuals who would have been schedule the day that the holiday falls upon.*
- VII. Committee Reports
- VIII. Old Business
 - a. Memorandum of Understanding between Charles City County Board of Supervisors and Heritage Public Library, Inc.
- IX. New Business
 - a. *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.*
- X. Adjournment
 - a. Next Board meeting: April 19, 2021 @ New Kent

DIRECTOR'S REPORT

Activities:

10/27 – CC BOS Virtual Meeting	12/ 1 – CC History Commission Meeting
10/30 – Check Presentation with Rosie's Cares	12/4 – CALD Library Directors' Meeting
11/6 – VLA Business Meeting Online	12/8 – NK Chamber of Commerce Meeting
11/13 – TALDC/CALD Library Directors' Meeting	12/9 – Meeting with CC Board et al re Coordination
11/17 – Staff Meeting	12/15 – Staff Meeting
11/18 – New Kent Outreach ZOOM Meeting	Rotary – 10/23, 11/20, 12/4, 12/11

Report:

- a. FY22 Budget Requests have been submitted to the Library of Virginia, IMLS e-Rate program, and both counties. The counties were requested the budget we requested last year. LVA gave us a small increase based on the additional funding they received from the General Assembly.
- b. Grants totaling \$101,668 were received during the final quarters of FY20 and during the first quarter of FY21. The federal FY runs October through September, and we are still expending the \$15,000 NNLM grant but will soon finish that grant. We have completely expended the CARES grant (\$7,713). In FY21 we were awarded a second NNLM grant for \$22,900 and the PPP was officially converted to a grant for \$55,755. The PPP grant covered staffing during the period of May 2020 to October 2020.
- c. We began processing passports in a very slow and cautious way last month. We called every person whose appointment we had to cancel starting in March after we shut down and gave first appointments to those who were still interested in getting passports with us.
- d. We continue to improve our online programs and resources. Our Facebook page has a schedule of recurring programs on it to help patrons anticipate those programs. We have had good response to our efforts to help bring awareness to other organizations in the community by sharing programs and promoting programs with 4-H, Arts Alive, etc. Our online career "fair" featuring persons and their careers from our counties went very well, and we are beginning to gather more interviewees for the next series to be done this spring.
- e. We have applied to participate in a pilot program entitled "Community Webs: Empowering Public Libraries to Create Community History Web Archives" conducted by the Internet Archive in partnership with The Andrew W. Mellon Foundation. If we are accepted, I will receive training and the Library will have an account with Archive-It so that we can add to the statewide resource being created.
- f. I have been appointed to the New Kent Chamber of Commerce as a Director, term to begin January of 2021.