



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 Branch

7:00 p.m.

April 19, 2021

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
 - A. October minutes approval (no quorum at the January meeting)
 - B. January minutes approval
- IV. Treasurer's Report
- V. Citizen Comments
- VI. Director's Report (Attached)
 - A. Activities
 - B. Consideration of draft revision of personnel policy
 - C. Request to Modify Staff Paid Vacation Days
 1. *See attached. Modification is to add "floating holidays" to closures and to offer these as paid staff holidays.*
- VII. Committee Reports
 - A. Nominating Committee
 1. *Slate of Officers for FY 2022*
 - B. Personnel Committee
 1. *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.*
- VIII. Old Business
 - A. Memorandum of Understanding between Charles City County Board of Supervisors and Heritage Public Library, Inc.
- IX. New Business
 - A. FY22 Proposed Board Meeting Schedule: July 19, October 18, January 24, April 25
- X. Adjournment
 - A. Next Board meeting: July 19, 2021 @ Charles City (pending approval)

Director's Report

Activities:

1/22 – Advocacy Training with Center for Nonprofit Excellence (CNE)
1/28 – Met with CC P&R about project
2/2 – Performance Review
2/12 – CALD Meeting
2/16 – Staff Meeting
2/20 – Meeting to work on Nairobi student masks with Rotary
2/24 – New Kent Board Work Session
3/1 – Erate Central Meeting
3/9 – Needs assessment meeting with (CNE)
3/10 – Webinar: Crisis Communication & Leadership
3/11 – NK Chamber of Commerce HNP Member Orientation
3/11 – I Am Tourism Ambassador Training (Richmond Regional Tourism)

3/16 – Staff meeting
3/17 – Completed Annual FOIA Officer training
3/17 – Community Webs Orientation
3/18 – Service for Margaret Ice
3/22-24 – Virtual Virginia Tourism Corporation Orientation & Conference
3/24 – CCHS School-wide Title I Committee Meeting
3/31 – CCES School-wide Title I Committee Meeting
4/1 – Ribbon Cutting @ Cumberland Hospital with NK CC
4/7 – Community Webs Training Meeting
4/8 – 2021 Virginia Public Library Directors Association Meeting
4/9 – Webinar: Private Papers at the Library of Virginia
4/14 – NK Outreach Committee Meeting
4/14 - CCES School-wide Title I Committee Meeting

Various Dates: NK Chamber of Commerce meetings, Rotary meetings, virtual county Board meetings

Report:

- a. LVA awarded us an additional \$4796 for FY22 from the additional funding they received from the General Assembly. We are allocating the funds to new items for the collections and new computers to replace failing ones.
- b. In addition to our previously reported grants, we were awarded a grant by the American Library Association, the “Libraries Transforming Communities: Focus on Small and Rural Libraries Implementation Grant.” This is a community engagement grant, and our chosen topic is Citizen Science. We will receive \$3000 to implement the program, which will fund among other things a telescope and new, current science books for all ages. The program goals include gathering feedback from patrons and their learning needs and interests in sciences so we can better meet those needs.
- c. Our staff is working on a grant application to the New Kent Rotary for our From the Heart program. It will be used to buy more materials and sewing machines for the volunteers to use. Our From the Heart group completed a project partnering with the Rotary to make and send 267 masks to Cheery School in Nairobi.
- d. Elizabeth Dzula and I were asked to join the Charles City County School-wide Title 1 Funding Committees (one for elementary school and another for high school). We have participated in three planning meetings to date.
- e. I was asked to partner with and write a letter of support for CCPS’s application for a 21st Century Schools Grant and will do so once the application process is underway.
- f. We were accepted as a partner library for the national “Community Webs: Empowering Public Libraries to Create Community History Web Archives” project. Training on the software and planning the first digital collection is underway. We are proud to be one of 81 libraries nationwide selected to participate, and one of four chosen in Virginia. I am the program lead with Judy Harris backing me up.
- g. We are working with CC Parks & Rec to set up a “Big Little Library” at the Ruthville Gym. This will include a collection of honor books for varied ages and shelves set up at the gym, and may



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include more features as we go forward. We are also working with the P&R Director to set up a storywalk trail at one of their parks (t.b.a.). We have a promise of funding for these projects from the Kephart Foundation. We are also submitting a grant application to the Family Dollar Grant Foundation.

- h. I have been asked to write a letter of support for Parks & Rec's application to win a Get Outdoors (GO) Grant from The Virginia Outdoors Foundation. We have also agreed to host a P&R Bike Rodeo on May 15th with the Charles City Library serving as the starting point.
- i. We have released a survey to get public input on our open hours and program schedules. As we consider opening to our regular service schedule we want to tweak that schedule if needed.
- j. We have added new equipment and changed the service at the Cornerstone "outpost" wifi. The other setup was not performing as well as we wanted. Judy Harris will continue to monitor the wifi strength and stability.
- k. We were asked to assist with the formation of a new Child Care and Development Center on the Chickahominy Reservation. Elizabeth Dzula has discussed programming and books access options with the leader for the startup and we hope to do outreach there now and in the future.
- l. I have been elected President-elect for the Virginia Public Library Directors Association for FY22.
- m. I submitted a presentation proposal for the 2021 Virginia Library Association Conference. Accepted presenters will be notified in May.