

Powhatan County Public Library

Board of Trustees Minutes

January 8, 2020

Present: Susan Ash, Karen Bradbury, Pat Dewey, Joanne Fico, Geri Venable, Randy Schulkers, Holly Stallworth, and Library Director, Whitney Berriman. Guest Facilitator: Nan Carmack, Director, Library Development & Networking Division, Library of Virginia

Call to Order: The meeting was called to order at 2PM. The retreat was facilitated by Nan Carmack who provided an overview of the Virginia Public Library Trustee Handbook for Governing Boards, 4th ed., revised 2019. The second half of the retreat was dedicated to a review of the Library's Mission, Vision, and set the stage to begin preparations for a review of the Library's Strategic Plan.

Mission/Vision: Nan presented on this topic. Each attendee received a copy of the PowerPoint slide presentation; a handout on drafting mission statements; and copies of the current PCPL Mission & Vision statements (attached). The members divided into 2 groups to collaborate. The following is the Draft Mission for PCPL which resulted:

PCPL is an innovative resource that enhances our community.

PCPL Values

- Serves as a community center.
- Provides robust materials and technological access.
- Provides engaging activities.
- Provides excellent customer service.

The Library Board advised that they would like feedback from the library staff on the drafts. Whitney Berriman will follow up with the library staff and report at the February meeting.

Trustee Handbook: Bylaws may be updated to reflect use of electronic means for meetings (per page 9 of the handbook). Consent Agenda process was reviewed; however, the Library Board opted not to pursue this option. Conflict of Interest was reviewed; annual forms are used by some boards to confirm there are no conflicts of interest; board should be conscious of the public trust. County Attorney's office will be consulted on form requirement.

Strategic Plan: It was agreed that this project will be completed over the next year following review of the LVA Planning for Library Excellence: Standards for Public Libraries, 2019 guide. Copies of the PLE guide will be provided to board members at the next meeting.

Adjournment: The retreat was adjourned at 5:03 PM.

Respectfully submitted,
Whitney M. Berriman
Library Director