

**Powhatan County Public Library**  
**Board of Trustees Meeting**  
**January 12, 2022**

**Present:** Susan Ash, Karen Bradbury, Pat Dewey, Andy Edwards, Joanne Fico, Randy Schulkers-Trustees; Fran McCreight, Ann McKinley-Library Staff

**Call to Order:** The meeting was called to order at 5:05PM by Joanne Fico, Chairperson.

**Minutes:** The minutes for December 8, 2021 were read and approved. Motion to approve was made by Randy Schulkers, with second by Andy Edwards.

**Financial Reports:** Trustees reviewed the reports from December 2021. A cell phone stipend will be offered to Charles Joynes, as has been to other librarians on staff. Trustees accepted the reports as filed.

**Staff Report:**

**Programs**

- Something we forgot to mention at the last BOT Meeting...the November Adult Program was a big hit! Michelle asked patrons to bring in three non-perishable food items. They would receive a ticket for a chance to win a pie and \$5 in FOL Book Bucks. We had two pies (one pumpkin, one pecan) donated by Vanilla and Bourbon-a local business. There were 18 participants with 68 entries. The food items were donated to the local Food Pantry.
- Annie B: Family Storytime (each Wednesday at 10:30 am) 22-27 average attendance
- Cindy: Brick Slayerz/LEGO (Monday, December 13) 12 kids, 8 adults
- Cindy: LFA (Tuesday, December 14) 18 adults
- Cindy: Senior Holiday program (Thursday, December 22) painting bell craft, singing carols, and paperback book gifts. 21 adults
- Brooke: Teen Programs & Winter Party. 5-7 average attendance
- Annie B & Charles: Outreach Storytime at Kidzalat. 43 attended
- Red Cross Blood Drive (Tuesday, December 28) 37 adults
- Annie B: Craft Time (Saturday, January 8) 6 kids

**General Library**

- Library staff meeting was held on Tuesday, December 14<sup>th</sup> at 1:00 pm
- Charles has started working on scheduling meeting rooms and meeting room signage, with Fran overseeing his training.
- Fran and Anne M met with Eric Silverstein via Zoom (December 16) to start next year's E-rate process. This process allows vendors to bid for the library's internet services. It ensures PCPL gets the best internet service for the best price. Eric was instrumental in explaining what E-rate was, what our part in the process was, and guiding us through the various steps.
- Fran was able to submit our CAFR's Audit to LVA with the help of Charla Schubert in County Finance and Joanne Fico for approval/signature.
- Anne M, Fran, Charles and Annie B met to discuss ordering and assigned budgets amounts by type/category. Also determined who would order what materials and created a group spreadsheet to keep track of it all.
- McNaughton lease book contract will up for renewal in March. Staff met to reevaluate this option. Charles reached out to Baker & Taylor for more information on their lease service details. AM, FM, AB, & CJ met and discussed particulars. Based on the information provided, staff decided not to renew with

McNaughton. We will work on the transition from McNaughton to Baker & Taylor for PCPL's lease option.

- Fran was able to submit PCPL's FY23 flat budget request. Thomas Vo in County Finance was a great help with this online process.
- Fran was able to update the phone messaging system. This will increase our options for leaving general information when patrons call the library's main number. Main number options will include hours, COVID test kit availability, Community Matters/Senior information, staff directory, etc.

Staff raised the question of whether library should consider closing, due to rise in Covid cases being reported. Trustees agreed that the library should remain open at this time.

**Statistics:** Trustees reviewed December statistics. Trustees discussed ways to increase PR in order to reach more citizens and patrons. Online presence should be increased.

**Friends Report:** Bookstore continues to thrive. Susan Ash reported that the Friends meeting will be held on January 18.

**Public Comments:** There were no comments from the public.

**New Business:**

- Staff and trustees reviewed and discussed proposed Covid Test Kit distribution program. Staff participated in the Webinar for information. This would involve staff time and logistic issues. This will be discussed further.
- Trustees discussed and agreed that any monies donated should go to the Friends of the Library, not in library budget.
- Pat Dewey proposed the purchase of lined window coverings for the small conference room. The large expanse of glass radiates cold, making the room uncomfortable in winter. Staff will work on this.

**Old Business:** Joanne Fico reported on the meeting with the Board of Supervisors, as all of the trustees were not present for that. She outlined her comments in reporting our actions to hire a new Director. BOS members asked good questions and seemed satisfied with what they heard. She discovered that a budget line item for new furniture was somehow included in the recently submitted budget. This was removed, as it was obviously an error. Trustees discussed interview questions and planning for interviews for the new Director.

**Next Meeting:** The next meeting will be held on February 9, 2022, at 5PM.

**Adjournment:** Joanne Fico adjourned the meeting at 6:55PM. Motion to adjourn was made by Andy Edwards, with second by Randy Schulkers.

Pat T. Dewey  
Secretary