

Powhatan County Public Library  
Board of Trustees Meeting Minutes  
March 9, 2022

**Present:** Susan Ash, Pat Dewey, Andy Edwards, Joanne Fico, Randy Schulkers, Geri Venable-Trusteess; Chandra McPherson, Library Director.

**Call To Order:** The meeting was called to order at 5:37 PM by Joanne Fico, Chairperson.

**Meeting Minutes:** The minutes of January 12, 2022 were read. There were two corrections: add Geri Venable to those present and correct spelling of “statistics.” Motion to approve, with corrections, was made by Geri Venable with second by Andy Edwards.

**Financial Reports:** Trustees reviewed the financial reports and accepted them as filed. Purchasing will increase in this final quarter, especially on electronics and furniture, as none was made during absence of Library Director.

**Director’s Report:**

Activities:

- The Powhatan Farmers’ Market visits will resume in May with the library visiting twice a month.
- Fran McCreight delivered five boxes of youth books to the Fox Elementary book drive.
- The PT Library Clerk position was offered to and accepted by Shaun Hipps. Shaun has been a sub for us since November.
- We enrolled in the Virginia Library Association’s Affiliate Membership, which entitles everyone in our organization to have a membership.
- Anne Blankman will be the keynote speaker for the Virginia Association of School Librarians Spring Conference, March 12<sup>th</sup>.
- Library HVAC system was updated with the replacement of the unit that supplied heat to the small meeting room.
- Outreach visits resumed beginning Tuesday, March 22<sup>nd</sup> at Powhatan United Methodist Preschool.
- Charles attended a Blue Ridge Consortium meeting on how to handle patron challenges to e-materials.
- The monthly staff meeting was held February 15<sup>th</sup>.
- I will attend the CALD meeting Friday March 11<sup>th</sup>, the Friends meeting on March 15<sup>th</sup>, and Chamber of Commerce monthly meeting on March 17<sup>th</sup>.

Ongoing:

- We have applied to take part in a free COVID testing partnership opportunity for rural/small libraries. If accepted, we would have a self-service kit vending machine

courtesy of the CDC's Increasing Community Access To Testing (ICATT) program. This would be a free service.

- Anne McKinley and I had two meetings with our T-Mobile representative who updated us on the status of our ECF (Emergency Connectivity Fund) grant. All required paperwork is now submitted and we will receive an account credit on our hot spots service from previous months, and a discounted price for the service for the remainder of the fiscal year. We requested a quote for ten additional hot spots. He offered to replace our missing or non-functioning hot spots at no cost. We are receiving fifty new hot spots (to replace our older ones) at no cost to us and will consider adding more based on the quote.
- We will meet Thursday 3/10 with Danny from Richweb about the ARPA (American Rescue Plan Act) grant project. The County has decided not to go forward with their part in the project, requiring that we revise our project. I contacted the LVA about our flexibility in making changes to the approved project, and we are able to make some changes so long as we remain true to the purpose of our approved project.
- Anne Blankman and I met with extension agent Cathy Howland about a program in June, which may be repeated in the fall. The program relates to the Junior Master Gardener's Literature in the Garden curriculum and is for middle school aged children. The initial program is set for June 14<sup>th</sup>.
- Anne Blankman and I met with Terrell Fleming of Powhatan County schools to plan the upcoming Kindergarten visits to the library. All classes in groups of 20 students will come in shifts to get a tour, story time, and a new library card. This will be scheduled in April, date t.b.d.
- E-rate documentation for FY23 was completed and submitted, securing funding for our Comcast internet.

#### For Consideration:

- Reopening matters: The return of normal fines & the removal of plastic shields around circ desk.
- Staff have developed a Book/Material Challenge process. See attached.
- I hope to attend the upcoming Spring Virginia Public Library Directors Association (VPLDA) Meeting in April.

#### Staff Report:

##### Programs

- Annie B: Family Storytime (each Wednesday at 10:30 am) attendance each week has been between 34-46 participants
- Cindy: Senior Group (held virtually: Cindy read a short story and made Make & Take Activity/Craft Kits that they passed out as well)
- Brooke: Teen Programs (Teen Advisory Board & Anime Club) average attendance has been 7 participants
- Annie B: Craft Time (Saturday, February 12) 14 in attendance
- Valentine Hot Chocolate Bomb-second class (Monday, February 14) 6 participants
- Cindy: Brick Slayerz/LEGO (2X/month) average of 32 in attendance

- Cindy: LFA (Tuesday, February 15) 16 attended
- Annie B & Charles: Outreach Storytime (2X/month) Held at Kidzalat Daycare & Blessed Sacrament Huguenot preschool, 46 & 47 attended
- Joanna: YOGA Class (Saturday, February 26) 12 attended
- Joanna: YOGA Class (Saturday, March 5) 8 attended
- Annie B: Craft Time (next class will be held on Saturday, March 12)

### **General Library**

- Library staff meeting was held on Tuesday, February 15<sup>th</sup> at 1:00 pm
- Chandra was able to guide us through our E-rate process. All paperwork and approvals have been completed.
- Our Caption Call kiosk is up and running. Powhatan Today ran an informational article to help promote this free service as well.
- Baker & Taylor lease books update
- AARP Tax Aide volunteers have continued to offer drop-off tax prep services. Library staff have received many calls each week and have helped schedule appointments for AARP Tax Aide.
- Library Subs are still making progress on our yearly Library Inventory scanning.
- Shaun Hipps was promoted from Library Sub (PRN) to PT Library Clerk. This was a vacant position filled internally.

### **Questions**

- Should we start accepting payments/funds again? Faxes, copies, etc.
- Are we going to continuing waiving fines?

**Statistics:** Trustees reviewed the February statistics. Many measurements are missing due to the new system merger. Chandra working with county to put these analytics back into the system.

**Friends Report:** The next meeting will be held on March 15, 2022.

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

### **New Business:**

- Book Displays - library staff will make sure that all displays have a balance of all topics
- Post-pandemic fines, fees, and safety shields – trustees agreed that fines and fees should be reinstated following a fully publicized grace period. Staff will work on rearrangement of safety shield at front counter.
- A patron asked that the Library Board meeting minutes be kept up to date on the Website. Chandra McPherson reported to library trustees after the meeting that this had been done. She will set up a notebook in the library that contains copies of the approved minutes.

### **Old Business:**

- Chandra McPherson reported on the project to upgrade electronics in the large meeting room. She is looking into all-in-one units, “smart sizing” the project based on available funding.
- Trustees reviewed the draft of the Book/Material Challenge process and gave go ahead to proceed.

**Next Meeting:** April 13, 2022, at 5:30 PM.

**Adjourn Meeting:** Motion to adjourn meeting was made by Randy Schulkers, with second by Susan Ash. Joanne Fico adjourned meeting at 7:00 PM.

Pat T. Dewey  
Secretary