

Powhatan County Public Library
Board of Trustees Meeting Minutes
April 13, 2022

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

Call to Order: Chairperson Joanne Fico called the meeting to order at 5:45 PM.

Meeting Minutes: Minutes of March 9, 2022 were read and approved. Motion to approve made by Randy Schulkers; second made by Susan Ash.

Financial Reports: Trustees reviewed the financial reports for March and accepted them as filed.

Director's Report:

Activities:

- The monthly staff meeting was held March 15th. I also attended the FOL meeting 3/15.
- I attended the Chamber of Commerce meeting on 3/17.
- Anne Blankman met with Child Watch/YMCA contact Alexandria on 3/23 to discuss resuming Outreach Storytime; in addition to ongoing Storytime Outreach at Kidzalat & Blessed Sacrament, we've added United Methodist Church Preschool in March.
- Popular Subscription Service (magazine subscription) contract was renewed 3/24.
- First batch of Baker & Taylor lease books arrived and were added on 3/29.
- Charles Joynes & Fran McCreight are heading to an Earth Day Outreach Event on 4/22.
- I attended the press conference along with Joanne Fico for the new Education Trail project on 3/24. I met with Supervisors Carmack and Byerly and Administrator Smither for lunch after the event.
- I attended the Powhatan County BOS budget workshop 3/22 and their regular meeting on 3/28.
- The circulating memory kits were exhibited at a Powhatan 55+ meeting and featured in the Powhatan Today. Cindy Norkunas, who researched and designed the kits, spoke about the kits at the Alzheimer Association local chapter meeting on 4/7. The reception has been great and we feel we may need to create more kits.
- Cindy, Michelle Wells and I performed outreach at the Community Matters Health and Wellness Day on 4/6. We had 88 people visit our table!

- We received a Reconsideration of Library Materials form from a patron who wishes to have us remove the picture book Julian at the Wedding. We are working on the review and response. I will have the book at our meeting for anyone who would like to see it.
- I attended the Virginia Public Library Directors Association meeting April 7-8.
- Powhatan kindergarteners are/will tour the library in groups Tuesday through Friday of this week, between 10am and 1pm each day. Charles Joynes and Anne Blankman are coordinating the program with assistance from Fran McCreight.
- We are setting up a self-checkout station for patrons to use. This is a feature we already had in our TLC software, and we had the extra computer available. Minimal additional equipment is needed to set it up.
- We have done some maintenance and replacement of network equipment (the switch) on the advice of our technology consultant.
- The facilities folks did some emergency roof repair during the heavy storms last month. The roof is on the CIP for replacement later this year.
- The printed monthly program calendar is once again available at the circ desk.

Ongoing:

- We have purchased a new projector, two laptops, and two Owls (combined camera/speaker devices) as part of the ARPA grant project, and will file a progress report with the Library of Virginia on April 15th. A revised plan for the expenditure of the grant was submitted to the Library of Virginia on 4/4.
- I am working on the FY2023 application for state aid, due June 1st.
- We are getting quotes for shades to darken the small conference room when needed and for some new meeting room chairs and task tables. This may be funded with some reallocated funds in our general budget and from the grant.

For Consideration:

- Correspondence: I am sharing a card we received, a copy of a patron request to have a book removed from the collection, and this lovely comment:

Microsoft Teams



AB

Anne Blankman 1 day ago

I just had the wonderful conversation with patron Sandra Liles on the phone! She said she came in yesterday, and the library is looking "the best it ever has." She said she'd recently had a stroke, and the library staff who worked with her yesterday was so kind and helpful, especially when she had trouble articulating. She said--and I quote--" I love all of you at the library and you sweet kids keep up the good work!" :)

Chandra McPherson shared a letter from a patron who expressed displeasure with a book in the children's collection. The Board then discussed the development of a response challenge process to a request for removal of a book. The final approved procedure will be added to the Policy and Procedure Manual.

Statistics: The numbers are coming up, recovering after pandemic closures and other challenges.

Friends Report: Joanne Fico reported that business memberships are coming in.

Public Comments: There were no public comments.

New Business:

- a. Five Year Plan: Chandra McPherson will make edits/corrections, send out to trustees for review, and vote at the next meeting.
- b. Director's Activity/Itinerary Reporting: Chandra McPherson reported that all of the Director's out-of-office activities will be documented in Outlook.
- c. Discussion of Form/Format for Director's Annual Review: the 6-month review is due in August. Trustees discussed format to be used. Chandra McPherson will send out suggestions for review.

Old Business:

Update on American Rescue Plan Grant Plans: Chandra McPherson reported that in addition to the new purchases of equipment, new stackable chairs and nesting tables will be ordered for the large conference room.

Next meeting: May 11, 2022, at 5:30PM.

Adjourn Meeting: Joanne Fico adjourned the meeting at 7:20 PM. Motion was made by Pat Dewey, second by Andy Edwards.

Pat T. Dewey
Secretary