

Powhatan County Public Library
Board of Trustees Minutes
June 12, 2019

Present: Susan Ash, Karen Bradbury, Pat Dewey, Joanne Fico, Randy Schulkers, Holly Stallworth, Geri Venable, and Library Director, Whitney Berriman.

Chair Holly Stallworth called the meeting to order at 6:06 PM.

Review of Minutes: The minutes of May 8, 2019 were read and approved. Geri Venable made the motion; Joanne Fico seconded.

Old Business: There was no old business.

Review of the Financial Reports: The financial reports for May were reviewed and approved. Motion was made by Karen Bradbury; second by Pat Dewey.

Director's Report:

Building & Technology

- Circ Desk upgrade and Staff Workroom renovation projects are nearing completion. Furniture delivery & installation are scheduled for July 9-10. Danny has been scheduled for the IT portion of the work in the quad to occur on July 10.
- Met with Mark; he will obtain quotes for the painting updates & soundproofing/acoustic options.
- Met with Christian who advised on the lighting improvements; dimmers for the new LEDs, etc.
- Met with Rick (contractor) re: circ desk cabinetry.

Staff & Volunteers

- Tina Dixon (Library Resources Coordinator) is retiring at the end of this month. The position was updated as Library Communications Coordinator and advertised via the new County HR module. We received 9 applications. Interviews for the top candidates are scheduled for 6/19.
- All staff members received training on registering patrons (adult, YA, & children) for summer reading.
- Currently working on evaluations for library staff. Evaluations are due to County HR by 7/8.

Continuing Education & Meetings

- Attended the Blue Ridge Download Consortium meeting
- Attended quarterly Extension Leadership Council meeting
- Attended Research Institute for Public Libraries training on using data for planning, management, and demonstrating the library's impact on the community
- Attended CA's Leadership Team and Flywheel committee meetings
- Met with Brad Luxford, Powhatan Social Services Community Juvenile Officer to finalize details for our court-appointed community service volunteer program.

Collection & Materials

- Our intern has been continuing to assist with collection weeding projects.
- Caroline and I continue to update the collection, purchasing new and replacement items.
- The children's audiobook kits are in the process of being updated.

Finance

- PCPL will continue to participate in the e-rate central program. Submitted required e-rate participation info to LVA prior to deadline.
- Continue to monitor the expenditure summary to utilize state funding as required.

Programming & Outreach

- Library for All will continue throughout the summer.
- Preschool outreach is on summer break and will resume in the fall.
- Our booth at the Senior TRIAD Fair had 40 attendees.
- Continue to participate in the CA's bi-weekly newsletter which is distributed to County staff and the community.

Digital Services

- Later this month, we'll launch portable device charging stations for patrons to use in the Library.
- We will also install a wireless printer to permit printing from patrons' devices such as laptops, cell phones, etc.
- With renovation-related delays impacting us, computer classes in development for mid-May are now being rescheduled for July.
- PCPL will participate in the BRDC Advantage Plus program for our e-books.
- LVA will discontinue Freading (e-book service) on 6/30. Library staff have advised that the Freading service is still very popular with our patrons and since we have the option to purchase as needed with no set spending requirements, I opted to extend the service for our patrons.

Reader Services

- Periodicals have been placed in new Plexiglass cases. The cases allow us to better display both new and back issues and also allow patrons to easily transport back issues to a table or chair for browsing.
- The NYT F/NF Bestseller lists were assigned to a staff member and are being updated on a consistent weekly basis. The lists are posted at the new book display.
- Coming soon – Vox audiobooks for the children's collection.
- Summer reading incentives, programs, prizes, etc. are being offered for patrons of all ages – adult, teens, and children.

Youth Services

- The summer reading kickoff last week had an attendance of 200, which is the largest in several years, and it included strong collaboration with PCPS via PHS student performances.
- Our switch to scratch-off tickets as a summer reading incentive and tracking system seems to be a resounding hit with patrons so far.
- Changes to the shelving in both the children's area and teen area have received positive patron feedback.

- New furniture for the children's area is arriving and we hope to have all changes made to that area by the end of summer.
- For our popular summer stuffed toy hide-and-seek, our mascots are Elephant & Piggy from the popular Mo Willems series.

News & Marketing

- Posted the New Virginians exhibit info on the PBS/NPR Artsline calendar.
- Continuing to work on additional related publicity for the exhibit and documentary film series. The film series will run on Friday mornings at 11 AM, July 9 – August 9.

Review Patron Reports, Miscellaneous Reports: The trustees reviewed the reports for May. All numbers are up.

Friends Report: Joanne Fico reported that there are now 28 business members. She is pleased with continued and steady book donations. Next meeting to be held June 18 at 10AM.

Public Comments: There were no public comments.

Personnel Business: The meeting was then closed in order for the trustees to discuss personnel business. Chair Holly Stallworth read the following:

WHEREAS, the Library Board desires to discuss in Closed Meeting the following matter(s): The discussion, consideration and evaluation of specific personnel - §2.2-3711(A)(1) of the Code of Virginia; WHEREAS, pursuant to §§2.2-3711(A)(1) of the Code of Virginia, such discussion(s) may occur in Closed Meeting; NOW, THEREFORE, BE IT RESOLVED that the Library Board does hereby authorize discussion of the aforesated matter(s) in Closed Meeting. Motion was made by Pat Dewey and seconded by Joanne Fico.

At the conclusion of the discussion, trustees were polled and responded with "Yes" to the following statement:

To the best of your knowledge, were the only matters discussed in the closed meeting public business matters lawfully exempted from open meeting requirements, and that only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting?

The July meeting was cancelled. The next meeting will be held on August 14, 2019, at 6PM.

Holly Stallworth adjourned the meeting at 7:19 PM.

Pat Dewey
Secretary