

Board of Trustees - Powhatan County Library

MEETING MINUTES

Wednesday, January 11, 2023

Library Small Conference Room

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Attending: Joanne Fico-Chair, Geri Venable-Vice Chair, Randy Schulkers-Treasurer, Susan Ash-Secretary; Trustees: Betsy Mueller. Chandra McPherson-Library Director. Public: Jessica Liston

Call to Order: Chair Joanne Fico called the meeting to order at 5:32 PM

Minutes: Upon a motion by Randy, seconded by Betsy, the minutes of the December 14, 2022 meeting were voted unanimously approved.

Financial Reports: A review was presented by Chandra.

- She indicated that it was an average month overall.
- There was a fraudulent charge on the credit card that was addressed and a new card has been issued.
- The e-Rate reimbursement was announced at 60% for internet related expenses.
- The e-Rate Emergency Communication Grant is expected at approx. \$1200.

There being no more comments or questions, it was moved by Geri, seconded by Susan, and unanimously voted in favor to accept the financial report.

Director's Report: Director Chandra McPherson gave the following report:

Activities:

- Attended the County employee holiday lunch December 15th.
- Based on the adult education interest meeting and survey, the plan to add evening adult classes will go forward, beginning with GED evening classes. We will meet with the Capital Region Adult Education personnel this month TBA to plan and schedule these classes and talk about the partnership going forward.
- We held our monthly staff meeting December 20th.
- Met with Charla Schubert (County Finance) December 20th to review this year's Bibliostat submission.
- The new library reservation and calendar program is ready to launch mid-month, and will be promoted prior to the switch over so that people are prepared for the change.
- The fireplace was out of commission briefly during the week of the 27th but has been repaired.
- E-rate bids are due by January 6th, at which point we can close the open proposal period and contract our Internet services for the next grant cycle. This is a process we go through annually to renew our eligibility for partial reimbursement of our purchased goods and services related to Internet. This year we are applying for additional funds, to apply towards our third-party network monitoring contractor.

- We have resolved the new organization ID issue with the e-Rate Emergency Communication Fund Grant, and can expect that disbursement soon. The amount will be close to \$4300.

Ongoing & Upcoming:

- I have a preliminary County budget meeting with Finance staff and the County Interim Administrator scheduled for January 12th.
- The Leadership Team meeting is scheduled to meet January 16th, but I expect this to be rescheduled as it is a holiday and county offices will be closed.
- The next Friends meeting scheduled on Tuesday, January 17 at 10 AM at the Library.
- We now have 16 authors participating in the Writers' Roundup program (January 21st).
- The new Library website is progressing; key staff have been unexpectedly out of the office and we've had delays as a result.
- We will announce the new locker holds pickup this month. Again, staff being out has slightly delayed this project.
- We expect to meet this month or next to discuss partnering on the Story Trail idea with Parks & Rec and possibly the Extension Office. We also will reach out to other interested potential partners.

PCPL PROGRAM SURVEY FEEDBACK:

If you or someone in your home participated in our Summer Reading Program, tell us about anything you felt could be even better.

- My kids were disappointed there wasn't a prize or recognition after filling up their reading charts (I told them the wonderful stories were the prize but they weren't impressed)
- Programs for middle grades seems lacking!
- Additional story times during the summer to help spread out attendance would be great!
- Story time was sometimes so busy that you couldn't hear Ms. Anne.
- More evening and/or Saturday options for programs.
- Nothing

If you or someone in your home participated in our Summer Reading Program, tell us what you liked most.

- Weekly reading incentives (beads)
- Programs for teens was amazing!
- The beads were a great, fun way to encourage weekly visits and make the visits more special.
- Jonathan the Juggler was fantastic!
- We had not heard about it until today
- Opening event was fantastic!!
- Please have more art classes

Are there any types of programs not listed that you would like to attend, or specific topics for programs you would like to suggest?

- homeschool group/clubs
- Signing/ASL classes! A preschool/Pre-K preparedness series.
- I currently run a bookclub but would love to be a part of a larger local one. I have tried to set up a Powhatan one but can't seem to get it going.
- Movie time, Writer's Workshops, Writer's Roundup
- attended painting class
- Pottery
- exercise, painting

- art classes

• We love Story Time and would enjoy other programs for preschoolers on weekday mornings. Also enjoy the yoga classes and would like to see them offered much more frequently.

Discussion Pertaining to the Director's Report:

- There are 20 authors signed up for Writers' Roundup on January 21st.
- Betsy brought up that there are no literacy classes offered. Particularly since we are a library they should be offered. Discussion followed. It was noted by Joanne that since we are a Public institution (not Private), we have to follow different rules and regulations, many dictated by the state.

Patron Statistics: Chandra McPherson presented the report. Of note:

- Under services the Webpage views and Facebook views are now listed separately, so if comparing to previous data keep in mind that those two were previously reported together.
- The Library of VA requests that Webpage views be a count on Home Page hits only. So this figure doesn't include hits from a link that took the viewer into another page.
- Under Databases the Transparent Languages is being underutilized. This is a strong platform and hopefully will gain popularity.
- The only one of the listed Databases that we pay for is NewsBank.

Friends Report: Jessica is representing the Friends and presented the following:

- The next meeting is on Tuesday, January 17th.
- A explanation of what the Friends are was given: a 501(c)(3) non-profit corporation, that is separate from the library; all money donated or raised is used to fund projects for the library.
- Bookshop sales in December were \$ 353. Of note was the sale of 3 books for \$ 40. due to their special nature (large Shakespeare book & 2 books on Elvis). Randy asked if we could have this bookshop revenue report on a regular basis, to which Jessica agreed.
- In addition to bookshop revenue there have been these large donation: Chamber of Commerce-\$250. For handling wine-check at the Festival; Lion's Club-\$ 300.; Girl Scouts-\$ 50.

Public Comments: There were no public comments.

New Business:

- The trustees' meeting calendar for 2023 was presented (2nd Wednesday of each month, 5:30 PM). Geri asked if we could start the meetings at 5:00, as we have done in the past, to which there seemed to be agreement. Joanne said she did not want to make that decision without all board members present. She will email the 2 board members that are absent.

Upon a motion by Randy, seconded by Geri, the meeting calendar as presented was voted unanimously approved.

Old Business: Chandra presented the Patron Behavior Policy draft. The board reviewed it and the changes were commented on positively. In the course of comments Chandra reported that there were 2 recent incidences involving children: the fireplace glass doors scribbled on, and the fabric whiteboard doors in the large conference room being written on with magic marker.

Upon a motion by Betsy, seconded by Joanne, the Patron Behavior Policy was voted unanimously approved.

Next meeting: February 8, 2022, at 5:30 PM (unless Joanne notifies us otherwise as a result of the email vote).

Adjourn meeting: Meeting was adjourned at 6:34 PM by Joanne.

Submitted by Susan Ash
Secretary