

Powhatan County Public Library
Board of Trustees Meeting Minutes
May 11, 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 5:36 PM.

Meeting Minutes: Minutes of April 13, 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 April and accepted them as filed.

Director's Report:

Activities:

- A quarterly ARPA report was submitted 4/15.
- I met with Mark Piper (Facilities) to review window shade options in the small conference room.
- The monthly staff meeting was held 4/19.
- I attended the Chamber of Commerce meeting on 4/21.
- I attended Earth Day and Village Vibe on 4/22.
- I attended the Lions Club Steer Roast on 4/27.
- I sent the results of the reconsideration review of Julian at the Wedding to the patron requesting its removal on 4/28.
- Staff are reviewing edits to library public policy drafts; Sections 9 & 3.5 are on the meeting agenda for the PCPL Board's consideration. I propose that we continue to draft revisions of sections of the policy, several per month, for review and approval.
- The Five Year Plan draft was updated with changes requested from last meeting and is on the agenda for approval. A copy will be submitted with our state aid application once approved.
- Reimbursement requests for our ARPA and E-Rate grants were submitted. This would be the expenditures to date for the ARPA grant (\$8,649.56) and six months' worth of E-Rate expenditures.

- The self-checkout station is complete and in use.
- We have added a new circulating collection of puzzles. These puzzles were all donated and so are a risk-free experiment.
- I have registered myself as the Library's Records Officer and Fran as the Records Coordinator with the Library of Virginia. We are planning to shred some older, non-essential records per the state's records schedule later this year and will need to file this information with the state's Records Division.
- I'll be attending the Capital Area Library Director's meeting 5/13.
- Outreach at the Farmer's Market begins this week. I will be there with staff on 5/19.
- Some recent program news:
 - Kindergarten visits (three schools, four days, 305 students)
 - Charles & Fran-Earth Day event (150 people)
 - Teen Anime Glass Painting (12 teens)
 - Blood Drive in LMR (enough collected to save 90 lives)
- We will be returning to 8 PM closure one night a week. Staff will be evaluating effects.

Ongoing:

- Purchasing for the ARPA grant project is mostly complete. We are waiting for the new projector to arrive.
- The FY2023 application for state aid is due June 1st.
- We are hoping to begin taking volunteers once more starting in June. Staff member Shaun Hipps will be coordinating the program.
- We are looking into adding Newsbank to our online materials. Newsbank is a consolidated collection of local and national newspapers.
- Anne Blankman met with a Reading with Rover representative, and we are planning to add this program in the fall, with a kick-off program in August.
- I will be working to fill Fran's position.

For Consideration:

- Discontinuation of additional cleaning; scheduling the night that we close at 8 p.m.

Statistics: The database list will be updated once we have the final list from Library of Virginia.

Friends Report: No report.

Public Comments: There were no public comments.

New Business:

- a. Policy updates: Sections 9 and 3.5 – Chandra McPherson presented updates for the Policies and Procedures which had been reviewed and edited by all library staff. Trustees reviewed and approved these updates. Motion was made by Randy Schulkers, and seconded by Andy Edwards.
- b. Director Evaluation Form - Several formats were shared with Trustees. Discussion and a final decision will be made at the June meeting. Performance will be conducted in July.

Old Business:

FY21-26 Strategic Plan was presented and given a final review. Trustees approved the adoption of this plan. Motion was made by Pat Dewey, with second by Geri Venable.

Next meeting: June 8, 2022, at 5:30PM.

Adjourn Meeting: Joanne Fico adjourned the meeting at 6:47 PM. Motion was made by Andy Edwards, second by Pat Dewey.

Pat T. Dewey
Secretary