

# Board of Trustees - Powhatan County Library

## MEETING MINUTES

Wednesday, August 10, 2022

Library Small Conference Room

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**Attending:** Joanne Fico-Chair, Geri Venable-Vice Chair, Randy Schulkers-Treasurer, Susan Ash-Secretary; Trustees: Jacqueline Henshaw-Anderson, Pat Dewey. Chandra McPherson-Library Director. Public: Betsy Mueller.

**Call to Order:** Chair Joanne Fico called the meeting to order at 5:30 PM.

Joanne noted that this was Pat Dewey's last meeting, and all agreed that she would certainly be missed.

Joanne introduced Betsy who has been appointed to the Board, term to begin August 20<sup>th</sup>. Jacqueline was introduced as a new Trustee.

**Minutes:** Upon a motion by Randy, seconded by Geri, the minutes of the July 13, 2022 meeting were unanimously voted approved.

**Financial Reports:** A review was presented by Chandra. The county is using new accounting software and there are still some discrepancies that they are aware of. These will be corrected. There being no more questions, it was moved by Geri, seconded by Randy, and unanimously voted to accept the financial reports to file.

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

Activities:

- I met with county staff to review the potential additional shelving installations for any building issues that might occur; they are fine with the replacement book return we are ordering. *[During the meeting conversation about this included]: The shelving will cost approx. \$10,000 which is half-price using the available state discount. Installation is included. The furniture budget, which is the \$11,000. from the state, will be used for the shelving.*
- We had a staff meeting July 19<sup>th</sup>. We are meeting with all staff this month for reviews of procedures since many were hired during the pandemic and not all of them are familiar with normal operations. Those meetings are on the 11<sup>th</sup> @ 2-4 and the 19<sup>th</sup> @ 9:30-11:30. Staff were able to choose which meeting fit their schedule. This training will be repeated in September for those who miss it this month.
- We have a program planning meeting on the 17<sup>th</sup> for staff involved in programs. The goal is to schedule programs 6 months to a year out and to better coordinate our efforts.
- Anne M. has successfully created a virtual communication group for all staff, to make sending updates and information to all staff easier. There is a notebook now at the front desk for observations and questions to be logged, and a binder of instructions that we are updating as well.
- The budget for the State Aid to Libraries Grant for FY23 has been submitted.

- Keynet reports are being updated; the FY22 expenditures that were processed as FY23 were corrected but reports still show those requisitions billed to FY23. They do show as expenditures now in the FY22 reports.
- I attended the animal shelter fundraiser on July 22<sup>nd</sup>. I attended the County Board of Supervisors meeting virtually on July 25<sup>th</sup>.
- I will attend a Chamber of Commerce event August 5<sup>th</sup>, a webinar on marketing e-books and a webinar on ALA's best practices for governance, both on August 6<sup>th</sup>.
- I am speaking to the JOY group at Powhatan United Methodist on August 10<sup>th</sup>, 11:30 a.m.
- Some recent program news:

Brooke was interviewed about our YA summer programs, and it was published in a nice article in the Powhatan Times along with nice coverage of our program shared with the Master Naturalists.

We are continuing outreach visits to the Farmers Market through September.

We are confirmed with both the Community Matters "Reading is Grand" and the Read 2 Rover reading improvement programs. These programs will start in September.

Our SRP program attendance counts: 2237 attended SRP programs, & 460 attended story times during SRP.

Ongoing:

- We are planning surveys for public response to our SRP and to our regular programming as well.
- We are also going to survey staff and the public for opinions on our website strengths and weaknesses. Anne M. is working on some design ideas for an improved website.

**Patron Statistics:** Chandra McPherson presented the reports and they were reviewed. Changes are expected from LVA concerning their provided Databases that we then offer. Novelist, Universal Class, and a language learning Database are expected to stay.

**Friends Report:** Nothing to report this month.

**Public Comments:** No public comments.

**New Business:** Preceding the Closed Session (for the purpose of discussing Chandra's six-month review), Joanne explained that regulations allow the board to invite anyone they choose to sit in. Also, we only take roll call coming out of Closed Session, not going in. Chandra and Betsy were invited to stay.

Susan read the motion to enter Closed Session, seconded by Joanne, and unanimously voted approved.

The meeting was reopened with Susan reading the exiting statement and taking roll call vote.

**Old Business:** none.

**Next meeting:** September 14, 2022, at 5:30 PM.

**Adjourn meeting:** Meeting was moved to adjourn at 6:40 PM by Joanne, seconded by Jacqueline, unanimously voted in favor.

Submitted by Susan Ash  
Secretary