

Powhatan County Public Library
Board of Trustees Meeting Minutes
January 13, 2021

Due to the COVID-19 emergency declared by Governor Northam on March 12, 2020, this meeting was held electronically in accordance with §2.2-3708.2 of the Code of Virginia.

Present: Susan Ash, Joanne Fico, Pat Dewey, Randy Schulkers, Holly Stallworth, Geri Venable, and Library Director, Whitney Berriman. Guests were Caroline Shoenthal, Youth Services Librarian, and Curt Nellis from Powhatan County Operations Center.

Chair Holly Stallworth called the meeting to order at 6:02 PM.

Curt Nellis gave a presentation regarding status of COVID-19 in Powhatan County. He reviewed statistics from the Virginia Department of Health Website. He then shared plans for assuring that as many citizens who wish the vaccine can get it. Clinics will be held in the next few months, by appointment. Notification will be sent out via newspaper, social media, and road signs. Mr. Nellis stressed that the vaccine does not prevent one from contracting the virus; it helps to assure that the case will be mild. It is unknown whether immunized persons can spread the virus, however. Therefore, it is important to still wear a mask, wash hands, and practice social distancing.

Trustees asked when we might be able to reopen the library. Mr. Nellis indicated that we should wait until the Governor opens things up a bit. We are still in a huge spike from Christmas. Once all staff are immunized and number of positive cases goes down, we can possibly reconsider reopening.

The minutes of October 14, 2020, were read and approved. Motion was made by Susan Ash and seconded by Pat Dewey.

Old Business

Whitney Berriman will continue to pursue use of credit/debit cards.

Staffing Update – Mrs. Berriman met with County Administrator, Ned Smither, regarding requests for library aid and substitute slots. The two positions have been posted. Other requests are being considered for inclusion in the budget. Trustees can reach out to their respective supervisors to advocate for the additional positions to be included in the FY22 funding.

Financial Reports

Trustees reviewed reports from October, November, and December. Motion to approve the financial reports was made by Joanne Fico, with second by Susan Ash.

Director's Report

Digital resource circulation is healthy. During December 2020, we had an 86% increase in digital circulation over the same period last year. PCPL purchased items to update/supplement the homeschool resource area of the collection. They are circulating well.

The Spark Joy webinar is scheduled for 1/22 @7PM. Related titles from the collection are featured on our catalog search page. Librarian Caroline Shoenthal coordinated this event and will serve as moderator. We hope it will be well-attended.

There was a very complimentary FB post from one of our patrons who used our book concierge service.

The holiday movie kits were a big hit, thanks to staff teamwork and the FOL.

In November, PCPL participated in Mission Tomorrow event (an 8th grader career exploration fair). The purpose of this event is to introduce students to career paths they may not have been aware of or have had an opportunity to explore until now.

Christmas Mother Program was a success. Fifty-six angels and silver bells were adopted.

Continuing to work with Beth Fulcher from AARP Tax Prep re: pandemic service model.

Mrs. Berriman and Mrs. Shoenthal are continuing to collaborate on alternative programs for all ages. Ms. Brooke Rabas continues to work with the teens.

Mrs. Berriman met with CA Ned Smither on 12/31/20. The Library received approval to proceed with posting the vacant Library Aide (permanent PT) and PT Substitute Library Aide positions. The .5FTE YS Librarian position requested for FY22 will be discussed during a later meeting re: FY22 Library budget.

The Library team continues to weed, repair, and freshen the collection. Our two most recent projects are the CD audiobooks and updating spine labels for the large type collection. A new cart was needed to accommodate all of the activity involved with the projects. For fun, the staff participated in an online poll to select the color of our new book cart. The next staff meeting is scheduled for 1/20.

The Library's Continuity of Operations/Continuity of Government (COOP/COG) plan was completed December 2020. The PCPL COOP/COG was a collaboration with FT staff members assisting with the review of the draft submission. It was finalized on 12/23.

During October and November, WiFi usage was strong. In December, it slacked off and this may be due to the holidays and winter break for students.

FY22 Budget discussion with CA scheduled for the morning of 1/13. Powhatan County Public Library received confirmation from the Library of Virginia that the Virginia General Assembly approved an additional \$1M in funding for FY21 state aid for Virginia public libraries. PCPL's revised state aid total is \$132,563. This is an increase of \$7,347. Our 3QFY21 & 4QFY21 payment amounts will each be \$34,977.50.

Patron Reports

Trustees reviewed the Statistical Reports, which outlines all activities and offerings of the library. Digital resource numbers showed a huge increase over previous year.

Friends Report

Susan Ash gave the Friends of the Library report. February meeting has been cancelled. Mrs. Ash is hopeful that a meeting can be held in March. She reported that the Thank You gifts to library staff were distributed, and she thanked those trustees who participated.

There was no public comment.

New Business

Mrs. Stallworth reported that the Director's annual review will be conducted in the next few months. There is no true deadline, as there is no salary increase this year. We will try to have a face-to-face meeting to complete this.

Mrs. Berriman shared information about the COVID 19 Online Vaccine Tool from VDH.

The 2021 Library Board meeting schedule was distributed to trustees.

The next meeting will be held virtually on February 10, 2021, at 6PM.

Holly Stallworth adjourned the meeting at 7:23PM.

Pat T. Dewey
Secretary