

Powhatan County Public Library  
Board of Trustees Minutes  
February 13, 2019

**Present:** Holly Stallworth, Randy Schulkers, Joanne Fico, Gerri Venable, Susan Ash, Pat Dewey, and library director Whitney Berriman.

Chairperson Holly Stallworth called the meeting to order at 6:05PM.

Trustees reviewed both the November 14, 2018 and January 9, 2019 minutes. Motion to approve November minutes made by Joanne Fico with second by Randy Schulkers. Motion to approve January minutes was made by Randy Schulkers with second by Joanne Fico.

There was no Old Business.

Trustees reviewed the Financial Reports. Motion to approve was made by Pat Dewey, with second by Susan Ash. The 2020 budget finalization is pending.

**Director's Report:**

**Building & Technology**

- New overhead projector installation completed.
- Circ Desk upgrade and Staff Workroom renovation projects – on hold pending Courthouse project completion.
- Continuing to work with Danny Armata (Library IT Consultant) and John Wood (County IT) on various IT and phone switch-related items. Currently updating software (MS Office '19), routers for disaster recovery, monitors, connectivity, etc. Obtained quote for new server (FY20).

**Staff & Volunteers**

- On 1/24, FT and PPT library staff participated in the County-wide customer service workshops conducted by Chesterfield L&D consultant. Workshops were held in the Library's large meeting room on 1/24 & 1/29/19. Additional workshops will be held in April on diversity, inclusion, and sexual harassment. Sessions will be held in the Library's large meeting room.
- Staffing update

**Continuing Education & Meetings**

- Attended Culture Works Roadshow on 2/5/19
- February Capital Area Library Directors (CALD) meeting held at PCPL
- Attended County Admin team meeting on 2/12/19 re: County training sessions

**Collection & Materials**

- McNaughton F, NF, & LT have been interfiled in the adult collection.
- Local History collection

**Finance**

- Performance Based Budget doc updated (see enclosed updated draft). Also enclosed is the FY20 budget submission.
- CAFR submitted to LVA.
- LVA 3Q state aid received.

## Programming & Outreach

- Family Camp Night
- Tax Forms & AARP Tax Prep
- Earth Day
  - PCPL will exhibit the Earth Day artwork created by PCPS 2<sup>nd</sup> grade students in the conference room 4/8-4/29; PCPL will host a booth at the Earth Day Celebration on 4/18. Our craft will be planting a small annual in ice cream cones (biodegradable container).
- YAM
  - PCPS student artwork will be on display throughout the Library during March (aka Youth Art Month). Reception will be held on 3/23/19.
- Please see enclosed statistics reports for January program attendance.

## Digital Services

- E- newsletter for collection promo in progress
- Online forms for card registrations; PDA (patron-driven acquisitions); and ILL (interlibrary loans).

## Reader Services

- PCPL will host “*Strong Men and Women in Virginia History 2019*” November 4 – December 15, 2019. This exhibit honors 7 prominent African Americans for their contributions to the commonwealth.
- PCPL will host the LVA exhibit, “*New Virginians: 1619-2019 and Beyond*” July 1- August 10, 2019. This exhibit features the oral histories of 32 New Virginians to explore immigrant and refugee experiences in the past 40 years. The New Virginians, ranging in age from 20 to 75, represent 29 countries.
- Free Coffee Fridays
- “Explorer” backpacks are geared to adults who want to explore a topic or hobby without incurring cost. Themes are: birdwatching, yoga, knitting, etc.
- All of the new RA pamphlets are available for patrons. The fiction collection has been updated to reflect the RA recommendations.

## Youth Services

- Music & Movement
- Preschool Outreach
- Summer Reading Program planning is in progress
  - Mickey the Magician (magic class in the afternoon and an evening performance) on 6/20; Jonathan the Juggler on 6/27; Barefoot puppets on 7/11; Metro Richmond Zoo on 7/18
  - PCPS Show Choir will perform at the Kickoff on 6/6
  - Nutzy & Nutasha will visit for SRP Finale on 7/25

## News & Marketing

- Press releases
- Culture Works
- Artsline
- RFM

Patron and Miscellaneous Reports were reviewed.

Friends Report: Joanne Fico reported that procurement of the new projector is in progress. She is tracking expenses for a final cost of this project. Business member drive is in progress.

There were no Public Comments.

There was no New Business.

The next meeting will be held on March 13, 2019. The April meeting is cancelled.

Holly Stallworth adjourned the meeting at 6:48PM.

Pat Dewey  
Secretary