

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

Present: Susan Ash, Karen Bradbury, Joanne Fico, Randy Schulkers, Holly Stallworth, Geri Venable, and Library Director Whitney Berriman

Call to Order: The meeting was called to order at 6:07 P.M. by Chairperson Holly Stallworth.

Review of Minutes : The minutes from the February 13, 2019 meeting were read. A motion was made by Joanne Fico to accept the minutes as presented. The motion was seconded by Geri Venable and unanimously approved.

Financial Reports: Board members reviewed the financial reports. Seeing that the numbers were in line with what is expected for this point in the fiscal year, Susan Ash made a motion to accept the financial reports as presented. The motion was seconded by Karen Bradbury and approved unanimously.

Director's Report:

Building & Technology

- The Circulation Desk upgrades and Staff Workroom renovation projects have a projected start date of Friday, May 3rd. This coincides with the staff in-service day when the Library will be closed. Hopefully the major deconstruction can be completed on this day. Work should be able to continue Saturday with minimal disruption to the normal operations when the library is open 10:00 A.M. to 3:00 P.M.
- The WAP (wireless) swap and phone switch upgrade was completed March 6th.

Staff & Volunteers

- Mrs. Berriman has been interviewing substitution pool candidates.
- Also interviewed was a MLS candidate who would like to complete her internship at our library from March 29 to June 17. This position is for 150 hours and is unpaid.

Continuing Education & Meetings – Mrs. Berriman attended the following meetings:

- Chief Administrators Budget Presentation at the Board of Supervisors meeting on March 4th
- Library of Virginia's Programming Exchange Session in Charlottesville on March 6th
- Parks & Recreation Advisory Commission Stakeholder Meeting on March 6th
- Capital Area Library Directors meeting at Petersburg Public Library on March 8th

Collections & Materials

- The "Explorer" weekender bag program has been launched. All three initial bags (yoga, birdwatching, needlecrafts) were checked out within the first few days. Because of the positive reception, two more bags will be added. Based on feedback from Facebook, we will poll patrons as to what activities we should add.

Finances

- The Chief Administrator's Proposed Budget for FY20 remains fairly flat with a minimal increase for utilities. The request for an additional part-time circulation aide was not funded. Library Board Members did have a few questions about the variations in the Personnel budget on the Chief Administrator's chart. Mrs. Berriman will seek clarification from County Finance.

Reader Services

- The staff is developing computer classes to be offered in May. These classes will address basic computer proficiencies and e-book use.

Programing & Outreach

- Mrs. Berriman conducted a tour of the Library for this year's Powhatan Leadership Institute group.
- The Maker Fest on February 23rd had 173 attendees
- The Library will once again be hosting tours for the Kindergarten students. The tours will take place at the end of April and into early May.

Digital Services

- The forms for Library Card registration; books & materials requests; and Interlibrary Loans (ILL) are now available on-line via the Library's Web site.
- The WiFi Hot Spot project is in progress. This will allow patrons to check out a portable device that works in conjunction with T-Mobil to provide internet service. The proposed launch is the end of March.

Youth Services

- The Teen 80's Party on March 8th had eleven attendees.
- Mrs. Schoenthal has organized science and craft items left over from STEAM programs into packs that will be used for Summer Reading Program prizes.

News & Marketing

- Wowbrary (e-newsletter) was launched March 2nd. Patrons can sign up to receive a weekly newsletter that informs them of new book titles, movies and magazines available. It offers information about the book or movie and a link to put the book on hold if the patron is interested in checking out the book.

Friends Report: Joanne Fico

- The new refrigerator for the large conference room was purchased and is in place.
- The Business Friends membership drive is in progress. To date we have 22 renewals.
- The next Friends meeting will be held March 19th at 6:00 P.M. in the large conference room.

New Business:

- Staff in-service day will be held on May 3rd.
- A Powhatan County Public Schools (PCPS) vendor inadvertently listed some school related charges to citizens as Powhatan County Public Library charges (PCPL). The charges were valid just mislabeled. The confusion has been cleared up and the vendor is taking the proper corrective actions.
- New language will have to be added to the Library's Policy and Procedures Manual to address the new Mobile Hotspot project.
- The Library had renewed its membership in the Virginia Library Association. The dues are well worth the backing and lobbying this group provides for continued funding for libraries on both the State and Federal levels.

Public Comment: There was no public comment.

Next Meeting: The Library Board of Trustees next meeting was set for May 8, 2019 at 6:00 P.M.

Adjournment: The meeting was adjourned at 7:09 P.M.

Minutes respectfully submitted by Joanne Fico