

Powhatan County Public Library
Board of Trustees Meeting
June 13, 2018

Present: Trustees - Holly Stallworth (Chair), Randy Schulkers, Joanne Fico, Susan Ash, and Pat Dewey; Director – Whitney Berriman

Holly Stallworth called the meeting to order at 6:07 PM.

April 11, 2018 minutes were read and approved. Motion made by Susan Ash, second by Randy Schulkers.

There was no **Old Business**.

Financial Reports for April and May were reviewed. Expenditures are over due to part time wages, retirements, and new books. Whitney Berriman will put plans in place to more closely monitor the book expenditures in the future. Motion to approve made by Pat Dewey, second by Randy Schulkers.

Director's Report:

- The BOS passed the budget on 5/14/18.
- State Aid: application was on time; state consultant stated that amount we will receive has increased over last year's amount.
- Whitney Berriman asked if the 5 year plan had been reviewed. Trustees recalled that it had been; she will locate updated plan and post on the Web site.
- The trustee list will be updated and distributed. Pat Dewey needs to reapply for an appointment; term expires in June.
- CIP – circulation desk upgrade project. Whitney Berriman is discussing the planned work with several people.
- TLC/Catalog upgrade complete. The new catalogers will be cataloging in the future.
- Performance Evaluations – Whitney Berriman will conduct staff evaluations. The Board of Trustees will conduct her evaluation.
- Whitney Berriman gave a staffing update; she will send a new staff directory to the trustees.
- Summer Reading Program – 154 children have signed up. The newsletter was distributed. The adult SRP is pending.
- Outreach events (aka Pop-Up PCPL) – these will be scheduled on the first Saturday of each month.
- Fall programming: library staff will participate in the Labor Day parade events, library card sign-up will be held in September, youth services will continue, craft time replacement is in progress, and all adult activities will continue. Whitney Berriman's goal is to have planning completed by August 1, 2018. Regarding the issues that have arisen around Bingo: Whitney Berriman is working with staff on a plan that can manage all persons.
- Tumble Books has been replaced with World Book Early World of Learning.

Patron and Miscellaneous Reports for April and May were reviewed. Whitney Berriman has added tracking of magazines and attendees in the meeting rooms.

Friends Report – Joanne Fico reported that: the new Book Shop is complete and functioning; \$2109 was earned on the last Book Sale; there are 33 business members; she is talking with other book sellers to find a replacement for Shared Knowledge; PIE Technologies is a supporter of the SRP again this year; and, the next meeting will be held on June 19, 10 AM. Trustees thanked Joanne Fico for her work on this project.

There were no **Public Comments**.

New Business – the group discussed scheduling the next Board Retreat. Further discussion is postponed until December.

The next meeting will be held on July 11, 2018, at 6PM.

Holly Stallworth adjourned the meeting at 7:07 PM.

Pat Dewey
Secretary