

**Powhatan County Public Library**  
**Board of Trustees Minutes**  
**August 14, 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 6:01 P.M. by Chairperson Holly Stallworth.

**Review of Minutes :** The minutes from the June 12, 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.

**Old Business:** - Berriman's personal goals as Library Director for FY20 were reviewed.  
-The Board established Wednesday, January 8, 2020 for the work retreat discussed. The purpose of the retreat will be to review the updated Board of Library Trustees' Manual to be published in Fall and to develop new five year plan for Powhatan Library.

**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**

- Staff Workroom renovation and Circulation Desk upgrade projects are near completion.
- Mark Piper and I are exploring options to secure the staff workroom in an emergency situation; continue the CIP projects, including paint, carpet replacement, signage, soundproofing, etc.
- Backup Server replacement is scheduled for Fall 2019.
- Firewall software was updated to add several security features, including IP defense and prevent ransomware/malware, phishing, botnets, DDoS, malicious DNS queries, etc.

**Staff & Volunteers**

- We are continuing to develop and strengthen our volunteer program. We now have volunteers from several different backgrounds: adults, teens, and community service teens.
- Cindy Norkunas was promoted to fill the open Library Coordinator position.
- Currently interviewing replacements for the Library Clerk position.
- Caroline will attend Library of Virginia's Youth Services Day of Discovery in September.

**Continuing Education & Meetings**

- Met with Beth and Barbara from AARP to plan for Tax Season @PCPL
- Scheduled to attend the American Rural and Small Libraries Conference in Burlington, VT, September 4-7
- Scheduled to attend the VA Public Library Directors Meeting at Library of VA, September 19-20
- Serving on the Powhatan 2020 Complete Count Census Committee

**Collection & Materials**

- The launch of VOX books has been successful. We will continue to develop this collection. We were one of the first libraries in VA to offer them. Fairfax County PL was the first.

- PCPL has been selected to receive a donation of 25 copies of *Before We Were Yours* from Fauquier County PL.
- We've added Midwest Tape to our list of vendors for media. This will give us access to additional materials.

### **Finance**

- FY20 budget will be uploaded in late August/early September, according to County Finance. They are still finalizing FY'19 year-end.
- All documents required for state funding were submitted prior to the August 1<sup>st</sup> deadline.

### **Programming & Outreach**

- Fall '19 programs are being finalized. For adults, programs will include Technology classes, movies, Bingo, and Library for All. We are planning to co-host the holiday greenery workshop with the Extension office and Master Gardeners. Our holiday Open House for the entire community will be held Friday, December 6<sup>th</sup> at 6:00PM-8:00PM. Along with holiday-themed crafts, refreshments, and activities for all ages, Powhatan Santa has agreed to appear at the event to read and visit. A program incorporating a display to recognize and thank our Veterans is being planned for November.
- Traditional Tuesday Storytime and Music & Movement will continue for children. Sit, Stay, & Read will continue, beginning in October. A new program, Friday Playdates, will launch for a 3-month trial in September.
- Outreach visits to the 4 area preschools have been scheduled for Fall '19 and Spring '20. Curated, themed bins of books, will be rotated among the schools to help promote literacy in the preschool classrooms.
- I will participate in two outreach events in October: The Reality Store event hosted by the Extension Office at Powhatan High School and the Library of VA booth promoting public libraries, databases, etc. at the State Fair.
- PCPL is scheduled to host the *Strong Men & Women in Virginia History* exhibit, November 4 – December 14, 2019. This exhibition from the Library of Virginia is made possible with support from Dominion Energy.
- We are collaborating with Powhatan Department of Social Services to co-host a grant-funded adult caregiver education training program. The training is an exciting opportunity for area caregivers since it will be offered at a local venue. The workshops will be conducted by Dr. Ayn Welleford, VCU Department of Gerontology.

### **Digital Services**

- Wireless printing is up and running. This allows patrons to print from their own devices.
- Portable chargers are available and being used.

### **Reader Services**

- PCPL will participate in the *1000 Things Before Kindergarten* program being offered by the Library of Virginia funded in part from a grant from the U.S. Institute of Museum and Library Services. The program is scheduled to launch during Children's Book Week, November 4-10.
- Caroline, Anne, and I are collaborating on readers' advisory bookmarks for the children's collection. These are meant to help caregivers find the books their children are looking for and help find other books in the same genre.

### **Youth Services**

- Summer reading registrations are on track to exceed previous years, and patron feedback about summer reading overall has been very positive, particularly the switch to performance-based events.

- The recent reorganization of children's materials has received positive feedback from patrons and staff.
- Our new teen area is appealing to teen visitors. Caroline is working on 3 plans (with feedback from our teen advisory group) to provide some additional updates to furniture and décor. The goal is to let local teens vote on their preferred plan at a fall meeting. We are also collaborating with Powhatan Co. Public Schools to post flyers in the Middle School & High School libraries to recruit new members for the Teen Advisory Committee.

**News & Marketing:** Receipts now include information on the amount saved by using your library card.

**Patron Reports:** The Patron Reports were reviewed. It was noted that the figures for July were generally up over last year's July numbers.

**Friends Report:** -In its first full year of operation, the Book Shop made \$5,490. Our goal number to bring in the average amount of revenue generated by the two large book sales and small shelf sales was \$5,200.  
 -A recent conversation with the Librarian at Buckingham Correctional clarified her needs so we will be able to pass along more of the books we do not sell to the library there.

**Public Comment:** There was no public comment

**New Business:** - An uptick in State funding can allow us to add a .25 FTE position.

- No one has asked to use the Mart Cart in a couple of years. It has become an attractive nuisance for children. It was acquired as a used item and has needed some costly maintenance in the past. For these reasons, it was decided to no longer keep the Mart Cart.
- Currently the number of items that can be checked out on one card has been limited to 20. This often becomes a problem for parents with young children who can check out multiple books for each child using the parent's card. This is also true for children's videos with a limit of 7 per card. For this reason, the library will increase the item limit to 50 books and 10 videos per card.
- In order to encourage people who may have held on to library material for longer than intended, Mrs. Berriman suggested an annual fine forgiveness/amnesty period. Other libraries that have done this have had great success in getting materials back. Board members approved.

**Next Meeting:** Set for October 9, 2019 at 6:00 P.M.

**Adjournment:** Meeting was adjourned at 7:22 P.M.

Minutes respectfully submitted by Joanne S. Fico