

Powhatan County Public Library  
Board of Trustees Meeting Minutes  
September 10, 2020  
5:00 p.m.

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, Pat Dewey, Joanne Fico, Holly Stallworth, Randy Schulkers, and Library Director, Whitney Berriman

The meeting was called to order at 5:06 PM by Holly Stallworth, Chair.

The minutes of July 8, 2020 were read and approved. Motion to approve was made by Joanne Fico, with second by Randy Schulkers.

Old Business:

- a. Credit/Debit Payments-Whitney Berriman reported results of her research into accepting credit/debit cards. The county is trying to implement in other departments first. Anecdotally, some libraries are waiving fees during this time, as are we. Whitney Berriman will follow up before the November meeting.
- b. Saturday Hours-patrons seem pleased with the Saturday hours.
- c. IMLS Report-Whitney Berriman stated that findings from this report on quarantining for libraries supports what Powhatan Public Library is implementing. Staff are comfortable with this.
- d. Mission Statement Update- trustees reviewed the proposal developed at the retreat, as well as several suggestions for rewording, proposed by Susan Ash. Those in attendance favored suggestion number 2. Whitney Berriman will request opinions from Karen Bradbury and Gerri Venable.

The Financial Reports for June and July were reviewed. August was not yet available. Nomination to approve was made by Pat Dewey, with a second by Joanne Fico. State aid was received. Quarterly allotments began July 2020.

Director's Report

- In the process of evaluating Tutor.com vs. Brain Fuse to offer students a virtual tutoring resource.
- ProQuest – trial subscription in progress.
- Westlaw update - beginning FY21, the courthouse will manage the subscription.
- Due dates extended in ILS through 9/30. Due to quarantine measures for returned items, it causes an issue for patrons accessing e-resources. The ILS blocks their account. Currently working with TLC to navigate this.
- Exploring possible SORA implementation in collaboration with PCPS.
- GED instruction is being held online; however, PCPL continues to work with RPS coordinator and GED instructor so that local GED students have access to resources.
- Jackie Weisgarber (Powhatan resident who works at SSA) provided Social Security info which we have posted for patrons.
- Library staff have collaborated with Jayne Lloyd (Ride Assist) to offer her Ride Assist senior patrons Booklover Kits. Special thanks to the FOL for funding this program. The kits will be distributed beginning next week.
- PCPL is hosting the Free Clinic Mental Health display in the vestibule display case.
- Summer Reading/Learning Program went well. Overall, patrons were appreciative; feedback was positive; and several patrons advised that they enjoyed the activities that were provided in the form of kits over the 3-month period. Again, our thanks to the FOL for funding the 750 kits for this program.  
The following are the participant statistics: 93 youth 0-12; 6 teens; 6 adults.
- Brooke Rabas continues to successfully lead the Teen Tuesday group. She recently completed the "Teen Live" virtual workshop presented by *School Library Journal*. She has been working with her group to design innovative displays in the teen area.
- We are working to update the website to better serve patrons; currently meeting weekly with 2 team members to work on this project.
- Met with Ned Smither, Chase Sawyer, and Bret Schardein; provided a tour of the Library. Library cards were issued to both.
- Met with Roxanne Salerno from Economic Development to discuss potential collaborations with local businesses and non-profits.
- Completed OverDrive (e-book) purchasing training. Registered to attend LVA/VPLDA Meeting on 9/24. Registered to attend the Association for Rural & Small Libraries conference in late September.
- Book Return Issue -- The "thruwall" (exterior) book return has historically had issues with items becoming jammed and potentially damaged. This has been a potentially costly issue during periods of rain/snow. We were able to work with Public Works on a solution. A piece of sheet metal was cut and placed to line the chute and create a smooth drop to the bin. Padding has been added between the wall and the bin to ensure the bin is positioned correctly under the chute. Adding an awning over this area is also under review.
- CARES funding was approved for freestanding hand sanitizer stations and holds lockers.
- Our e-Branch is in the process of being updated to improve access for all ages. Target completion date is 10/1/20.
- Website overhaul in progress; legacy editor to new; weekly meetings to work through changes and provide cross-training.
- State Aid supporting documents were filed.
- CARES Fund Requests submitted to Curt 7/16/20; 2 of the 4 items were approved (see above).

- The Library Board Chair asked me to work with the Treasurer to explore a credit card payment option. The Treasurer requested info from peers. I contacted colleagues on 2 public library lists for feedback based on questions provided by the Treasurer's office. One of the lists consulted was VA-specific; the other was targeted to small public libraries in the US. After submitting the compiled report to the Treasurer, she advised that credit payment for County is on hold pending implementation of a system for Building/Planning office. It may be rolled out later to other departments. The Treasurer would prefer that all County departments use the same system. We will also need to factor in fees. Based on my report findings, most libraries absorbed the fees and some advised that patrons did not mind paying the convenience fee and were just happy to be able to pay with a card.

Trustees reviewed the July and August Statistics Reports. E resources and Wi Fi usage were up, as can be expected.

Joanne Fico gave the Friends Report. Officers will be elected at the next meeting. She requested feedback regarding reopening the Book Store. Joanne will look at reducing the book prices and providing envelopes for payment, to avoid the staff having to handle the transactions. Whitney Berriman will investigate the possibility for volunteers to be able to work in the Book Store.

There were no public comments.

#### New Business

- CARES Funding Items-Whitney Berriman developed the list previously shared with Trustees She requested that additional suggestions be sent to her.
- AARP Tax Prep-Whitney Berriman and Beth Fulcher discussed possible options for AARP Tax prep in January 2020. It may be possible for an AARP volunteer to accept paperwork; however, this is pending guidance from Powhatan County EOC Curt Nellis who has been advising on the COVID-19 safety measures for Powhatan County offices and departments.
- Continue to waive fees-Trustees voted to continue to waive library fees.

The next meeting will be held on October 14, 2020, at 6PM. Holly Stallworth adjourned the meeting at 6:11PM.

Pat Dewey  
Secretary