

Board of Trustees - Powhatan County Library

MEETING MINUTES

Wednesday, January 14, 2026

Library Small Conference Room

Page 1 of 3

Attending: Joanne Fico-Chair, Randy Schulkers-Treasurer, Susan Ash-Secretary;
Trustees: Jacqueline Henshaw-Anderson,
Chandra McPherson-Library Director; Sarah Barnett-Deputy County Administrator.

Call to Order: Chair Joanne Fico called the meeting to order at 5:37 PM

Minutes: Upon a motion by Jacqueline, seconded by Joanne, the minutes of the December 10, 2025, meeting were voted unanimously approved.

Financial Reports: A review of the reports was presented by Chandra.

- Copy machine rental was questioned. It is the monthly metered rental for two machines.
- Copy fees for public are 15 cents each for b/w, and 20 cents for color.
- The movie licensing fee is an annual amount.
- E-Rate reimbursement fee was received of a bit over \$ 4000.

After some general discussion, and there being no more comments or questions, it was moved by Joanne, seconded by Randy, and unanimously voted in favor to accept the financial report.

Director's Report: Director Chandra McPherson gave the following report:

Updates:

- I attended the retirement ceremony of Chesterfield County Library Director Mike Mabe December 12th.
- I assisted with our Christmas Crafts and Cocoa event December 13th.
- I attended the quarterly Extension Leadership Committee meeting on December 15th.
- The monthly staff meeting was held December 16th. The meeting served as a holiday gathering for all staff. I also briefly attended the County's holiday luncheon that day.
- I had a virtual meeting December 17th with our e-Rate advisor to finalize forms for the next funding year.
- Joanne and I met with County Assistant Manager Sarah Barnett on December 18th to discuss programs and the walking path (the Parks & Recreation Director was ill and could not attend). We summarized our approach to partnering for programs and our historical use of the Library Trail.
- I also met with Finance staff and the County Administrator on December 18th to discuss our FY27 budget request. Discussion included the amount of the estimated State Aid to Libraries Grant and potential adjustments to accommodate additional staffing.

- Anne was present at court on December 19th as a witness in the trial of the person charged with theft of library materials. The trial was postponed until March 27th to allow for an evaluation of the accused's mental status.
- Budget meetings to discuss "big ticket items" in budget requests for FY27 were held January 5th and 6th. The first meeting was for department heads to review the requests, and the later was to present the information to the Board of Supervisors.
- Michelle from our staff is attending PLI; the first meeting was January 6th.
- We have expanded our "book club in a bag collection," adding to our special topic bags.
- Our Winter Reading Program began January 6th and concludes on March 6th. This year it is for all ages. Reading logs are available at the front desk.
- Facilities news: The Library's exterior is undergoing replacement and painting of the degraded boards. The County plans to paint the building and then research future replacement of all the exterior with a more durable material.

Ongoing & Upcoming:

- In January, we have one of our bigger programs scheduled, Writer's Roundup, on January 24th. The AI series is scheduled for January 7, 14 and 28, and if well-attended we may schedule more. On February 7th, we are having a puzzle competition, the Puzzle Bowl, open to ages 12 and up.
- We will have our first All Staff Meeting on January 16th after hours. The plan is to have this meeting quarterly.
- I will begin the Mid-Year Reviews with staff in January.
- Within the next few months, our remaining aged HVAC equipment will be replaced, completing the overhaul of our system.
- The County Administrator's proposed FY27 budget goes to the Board of Supervisors February 23rd.
- The donated telescopes will arrive sometime in March.

Further Discussion During Meeting:

- It was asked if the library will need to close to change the HVAC? Chandra said likely not. It should take place in March.
- The schools have started to link to our databases. This saves them the cost of acquiring their own.
- The knitting program has taken off and another day will be added, and they will be moving to the larger room.
- Tree house in the woods has had maintenance to replace rotten wood. Synthetic wood may be used in the future to reduce replacing boards.
- Chandra will be doing sit-downs with each staff member to make sure they are on the right track. This is being done well before their annual reviews.

Patron Statistics: Chandra McPherson presented the report.

- The door counter is still malfunctioning (missing about every 3rd person). The company is trying to fix it, but if it isn't done soon Chandra will look at other options. Often for events volunteers use clickers to get a more accurate count.
- We were closed about 3 days in December for snow; even considering the days closed, the numbers were good.
- A new school, Spiritos, has been put on the outreach list. New daycares have also been placed on the list.

Friends Report: Joanne presented the following:

- Friend's Meeting is next Tuesday.
- The bookshop over-stock was greatly decreased by the bag sale, and the stopping of donations for several weeks.

Public Comments: None

New Business:

2026 Meeting Schedule:

The schedule was presented. As in the past, we will be meeting on the 2nd Wednesday of each month, and not meeting in August. Joanne asked if there was any objection to meeting on November 18th, instead of November 11th since the library will be closed on that day. Upon a motion by Joanne, seconded by Jacqueline, the motion was passed to approve the meeting schedule as presented.

Old Business: none

Next meeting: February 11,2026 at 5:30 PM.

Adjourn meeting: Meeting was moved to adjourn at 6:03 PM by Joanne Fico.

Submitted by Susan Ash
Secretary