

**Powhatan County Public Library
Board of Trustees Meeting
March 11, 2020**

Present: Susan Ash, Joanne Fico, Pat Dewey, Randy Schulkers, Holly Stallworth, Geri Venable, and Library Director, Whitney Berriman.

The meeting was called to order at 6PM by Holly Stallworth, Chairperson.

The minutes from February 12, 2020 were read and approved. Motion to approve made by Randy Schulkers; second by Susan Ash.

Old Business

- a. Draft Mission Statement-library staff discussed the two suggested revisions; Whitney Berriman presented a third. Trustees agreed to wait on vote when complete board was present.
- b. Mobile Hotspots-Whitney Berriman reported that the vendor offered a significant credit, which will cover the cost of 20 additional devices. This would bring the total to 30. The board approved this action.

Financial Reports: Trustees reviewed the reports for February. Motion to approve was made by Pat Dewey; second was made by Joanne Fico.

Directors Report:

Collection & Materials

- Print circulation was up 19%; audio 47%; and DVD 37%. During February, e-resources circulation increased by 56%. Digital magazine circulation experienced a significant 250% increase.
- Overall, Circulation (print and e-format) has increased 27% vs. the same time last year.
- Two titles mentioned by Powhatan BOS Chair David Williams at last month's meeting were purchased for the Library collection. The titles are: *Media Localism: The Policies of Place* by Christopher Ali and *In Search of Good Government: From the Grand Experiment to the Goochland Revolution* by Ken Peterson. Both items are now available for circulation to patrons who may be interested in preparing for future BOS workshops.

Reader Services

- Powhatan BOS Vice-Chairman/District 5 Representative Karin Carmack contacted the Library on behalf of a community member who requested DEQ docs re: Cumberland Landfill. The materials have been processed as reference items and are available at the main circulation desk.
- Our Monday Night Mystery Book Discussion is catching on now that titles have been selected. Based on feedback received, the group will move to a new start time, 6:30PM. Our April Book Club Selection is *A Fatal Grace* by Louise Penny.

Programming & Outreach

- During the month of February the library provided weekly children's crafts celebrating Black History Month.
- Storytime outreach visits to preschools and daycare centers has resumed and will run through April; however, this may be subject to change due to widespread influenza/coronavirus concerns.
- PCPL will participate in the Powhatan Earth Day Event on April 23, 4PM-7PM.
- PCPS Kindergarten Tours are scheduled for April 23-27.
- PCPL will participate in the Powhatan Sheriff's TRIAD Senior Health & Wellness Fair on May 20, 10AM-Noon.

- Keep Calm and Carry Yarn, our weekly handcraft group kicked off in January is doing well. In response to feedback from the group, updated knitting, crochet, and macramé books were recently added to the library collection. The January Take 2 Tuesday showing of Downton Abbey had 34 attendees and our February film, Judy had 24 in attendance.

Staff & Volunteers

- At the February Staff Meeting, our team reviewed First Amendment Audits. For our March staff meeting, the focus was on 2020 Census information targeted for library staff and how we can correctly support community members who want to complete the new online form.

Continuing Education & Meetings

- Attended the CALD meeting at Pamunkey Regional Library on 2/14.
- Attended the ALA Libraries and the Census webinar.
- Attended Earth Day Planning Committee meeting on 2/13.
- Continuing to consult with Powhatan Emergency Management Coordinator and County HR on Library draft pandemic virus operations plan.

Building & Technology

- Continuing to consult with Public Works re: outstanding CIP projects. The photos and other wall hangings have been re-mounted.
- An error in the carpet order (on the vendor end) resulted in a surplus. We may be able to carpet additional areas of the building, pending measurements from PW.
- Additional items: signage, lighting/lamps, clocks, replacement tables and chairs, and acoustic panels for study rooms and atrium. For book displays and flyers, we're looking at slat wall options for a few areas.
- The e-Rate application certification was submitted.

Finance

- Attended the 3/9 BOS Budget Workshop session re: Library budget requests for FY21. A line item (Law Library) for \$5600 was added by Finance to the Library budget for the dual Westlaw subscription with the Circuit Court Clerk's Office. Westlaw receives little or no usage each month and the Clerk's fees are not covering the subscription. The Clerk's Office will follow up with the vendor rep re: pricing options for single (vs. dual) subscription to be paid out of the Clerk's budget. The new budget being reviewed is revenue neutral and contains none of the library's requests.

News & Marketing

Our February Red Cross Blood Drive yielded 31 units were collected on our 21 unit goal. Over 90 lives may be saved as a result of this drive. The next blood drive is scheduled for Monday, 4/27/20 at 1PM -6PM in the Library's Large Meeting Room.

Statistics Reports: Trustees agreed to change the name of the patron and miscellaneous reports to Statistics Reports. In addition, the order of agenda items will be changed to Financial, then Statistics, then Director's Report. The Statistics for February were reviewed.

Friends Report: Joanne Fico reported that she is stepping down as President. Susan Ash will be the new President. She may take over the position of Treasurer. They are currently holding a drive for business friends and working on sponsorships.

Public Comments: There were no public comments.

New Business:

- a. Staff Development – Library of Virginia is offering the opportunity for staff workshops on May 1, 2020. Five seats have been reserved. Trustees approved this expenditure and designation as a staff day if more seats become available.
- b. Trustees reviewed the draft of proposed Library Pandemic Virus Operations Plan. Whitney Berriman will continue to consult with Curt Nellis. It was suggested that language on travel should be inserted.
- c. Initial review of *Planning for Library Excellence: Standards for Virginia Public Libraries, 2019* was postponed until the next meeting.

Next meeting: April meeting is cancelled; next date is May 13, 2020.

Adjournment: The meeting was adjourned at 7:19 PM.