

Powhatan County Public Library
Board of Trustees Minutes
April 14, 2021

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, Karen Bradbury, Joanne Fico, Randy Schulkers, Holly Stallworth, Geri Venable, Library Director Whitney Berriman & HR Manager Melissa Lowe

Call to Order: The meeting was called to order at 6:02 P.M. by Chairperson Holly Stallworth.

Closed Session: A motion was made by Randy Schulkers to close the meeting to discuss and consider specific personnel matters. The motion was seconded by Susan Ash and unanimously approved. The meeting was then certified as closed as per §2.2-3711(A) of the Code of Virginia.

Open Session: The meeting was reopened with a roll call verification that only the specific personnel matters as certified in the closing were discussed.

Review of Minutes: The minutes from the February 10, 2021 meeting were read. A motion was made by Joanne Fico to accept the minutes as presented. The motion was seconded by Karen Bradbury and unanimously approved.

Old Business: None

Financial Reports: Board members reviewed the financial reports. Susan Ash made a motion to accept the financial reports as presented. The motion was seconded by Geri Venable and approved unanimously.

Director's Report:

- The CARES-funded lockers for patron holds arrived April 14.
- The virtual Lego program kicked off in March. The next session will be held Saturday, April 17.
- For Winter/Spring, an occasional evening Storytime session was offered for families. The first session was attended by 18 families; 7 at another; and 8 at the remaining 2 timeslots. Parent feedback was very positive.
- Goochland Powhatan Master Gardener program series has been successful with 32 participants. The final session is April 24.
- Cathy Howland (Extension Office) and I plan to collaborate to provide Farmer's Market Outreach. Market season runs May – September. The market waived our application fee and we have a space reserved. I plan to attend the May 6 market.
- SRP planning in full swing – programs for children, teens, and adults.
- PCPL will host the Strong Men & Women of Virginia 2021 Banner Exhibition again this year, May 24 – July 3
- The vacant Library Aide position has been filled. Three new substitutes have been hired.
- Comment from patron, Mrs. Whitley who said “You and your employees do a fantastic job and my husband and I are so proud of our library.”
- We've also received many positive patron comments in the last few weeks about how glad patrons are that we have reopened, and how much they love the library. In addition, we received a 5-star rating on Google from Mrs. Behringer.
- Continuing to conduct weekly project meetings with staff.

- Selected to participate in the Library of Virginia's Disaster Planning Workbook Project. Mike Mabe from Chesterfield PL and I are representing our region.
- IT upgrades – working with our IT consultant on three new Wireless Access Points & backup software (newer, user-friendly software to support updated operating systems).
- The Library received a monetary donation from Mrs. Selph in memory of her husband, Mr. McRae Selph.
- The General Assembly approved additional state aid funding for libraries for FY21. Our revised state aid total is now \$132,563 (vs. \$125,216). For 3Q & 4QFY21, we're now receiving an additional \$7347. These additional funds will be allocated to Books and Subscriptions and Library Supplies. Expenditure revision documentation will be submitted to the Library of VA on Friday.

Patron Reports: The Patron Reports were reviewed. It was noted the use of electronic resources has continued to increase.

Friends Report: Friends' President, Susan Ash, said the Friends will be able to accept book donations beginning May 1. Due to COVID closings, the Friends income from book sales has dropped dramatically. First Quarter income comparisons are as follows: 2019 - \$1448.00; 2020 - \$909.09; 2021 - \$82.50

Public Comment: There was no public comment

New Business: The Public Restrooms will reopen. Ramona Carter, Director of Public Works will add the Library's restrooms back on the County's cleaning schedule

Next Meeting: An in-person meeting was tentatively set for 6:00 P.M. on June 16, 2021 at the Library.

Adjournment: The meeting was adjourned at 7:09 P.M.

Minutes respectfully submitted by Joanne S. Fico