

**Pamunkey Regional Library
Board of Trustees Meeting
July 24, 2024**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, July 24, 2024, at the West Point Branch Library.

Attendees

Trustees:

Goochland County: Barb Young, Barbara Slone
Hanover County: Bob Johnson, Joe O'Connor, Christy Schumacher
King William County: Sharon Landrum
Trustees unable to attend: Ryan Martin

Guests:

Ellen Bowyer – Hanover County, Senior Assistant County Attorney
Jim Taylor – Hanover County, Deputy County Administrator

Library Staff:

Jaime Stoops – PRL Acting Library Director
Sherida Bradby – PRL Acting Assistant Library Director
Ken Catron – Business Operations Manager

1. Call to Order

Chair B. Young called the meeting to order at 10:02 a.m.

2. Introductions

B. Young introduced Sharon Landrum, new King William County trustee. S. Landrum has been a KW resident for 34 years and expressed her pleasure to serve on the Board.

B. Young welcomed John Edwards and Mary Shipman, past PRL Board members, and Fran Friemarck, former PRL Library Director.

3. Consideration of Agenda Amendments

MOTION: J. O'Connor made a motion to accept the agenda. B. Johnson seconded the motion, and it passed the BOT unanimously.

4. Citizens' Time

Peggy Lavinder– Hanover County resident

P. Lavinder noted King William County's decision to leave PRL, an effort by a small minority of citizens. The initial complaint was porn in the libraries and now there are Board members who believe there is porn in the library. Unfortunately, two prior trustees, who understood libraries

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and listened to the expertise of librarians trained in ALA bachelor's and master's degree programs, are no longer on the Board. Division has been caused in the community, including harassment of library staff and BOT volunteers by some of the very people now on the Board. The public sees the devolving chaos and it is hard to understand why this was necessary for a good functioning, well organized library. PRL is in the news and Michael Paul Williams recently wrote an article about the chaos. P. Lavinder expressed support for librarians and staff and asked to return to a time where everyone chose how to use the library and professionals were allowed to do their jobs. P. Lavinder heard a BOT member denigrated the former director, which is shameful and unprofessional, and she asked not to see that anymore.

Karen Bell– King William County resident

K. Bell holds a master's degree in library and information science and has served in various librarian roles before retirement. The curtailing of library services will harm the people served. Libraries offer people places to meet without any strings attached and connect the community with available resources such as internet access, food stamps, and tax forms. FEMA has named public libraries essential for emergency communication. PRL resources in West Point circulate and are retained. Before PRL, West Point accepted donated books which did not circulate, an observation that could justifying no need for a library. Access to a library increases neighborhood desirability and real estate values. The library provides consistent network access for rural AP students taking online classes and tests, as well as a place to quietly study and work when life might be chaos at home. The library focuses on the entire community's population – seniors, veterans, employees, retired, single, jobseekers, chapter 8 housing, and families.

Jessica McLane– King William County resident

J. McLane emphasized that King William is not closing libraries and resources are not going away. A group of KW citizens asked PRL for a common-sense policy and PRL did not act, creating this snowball effect. The initial goal was not to remove KW from PRL but, after PRL did not listen, KW citizens realized they did not fully utilize PRL resources and had no input on spending KW money. When KW decided to withdraw, there was outrage expressed and one questions the ulterior motives of those complaining – are they more concerned about how it benefits them, rather than an individual county? A small minority in KW uses the library and wants to stay in PRL. Librarians in PRL are thwarting democracy by using taxpayer funded time from behind the desk to push flyers and propaganda with misinformation about KW's withdraw and the elected KW BOS, who are following what the majority of citizens have requested. J. McLane asked PRL to address this issue.

Fran Freimarck – King William County resident

F. Freimarck stated that the KW BOS has the power to take away what took over 80 years to create together. The BOS claimed most KW citizens want to leave the system and that the same resources will be available, but there is no proof and they will not allow a referendum. F. Freimarck requested library professionals present a true cost estimate to the KW BOS so they can see it will not cost less and they will not be able to offer the same resources. F. Freimarck indicated support for PRL's reasonable policy about parents and children and does not believe

there is pornography in the library. Library policy protects parent's rights to evaluate and supervise their children's reading. Library employees have been harassed in person and online; the BOT should be aware and take steps to prevent it.

Lucy Thorton Edwards– King William County resident

L. Thorton Edwards, a former attorney who worked with the US Commission on Civil Rights, articulated that a library means information acquisition and an opportunity to see the world. Her first exposure was the BookMobile, although most of her years access was denied as she was told not to touch books. This effort to limit, deny, and cut off information to KW residents, including minority communities, is a demolition of rights. Citizens want information and access. Parents can state their objections. L. Thorton Edwards never approved a policy that said someone could not get information.

Mei-Mei Sanford– King William County resident

Ms. Sanford, a life-long educator presently at William & Mary, expressed a passion for PRL and the resources she finds available in the system, compared to other libraries. The KW BOS received 23 emails against leaving PRL, but a referendum is needed to get the information out to citizens. This resource is for every member of the community while supporting the school system, offering a place to gather, and providing Hot Spots in an area with internet challenges. The library's great and democratic value is being a resource for all ages and demographics.

5. Board Response to Citizens' Time

B. Young read from the PRL Board's By-Laws to explain the addition of this agenda item.

S. Landrum asked for more information regarding the mentioned librarian harassment and for clarification regarding librarians handing out information to patrons. J. Stoops stated that PRL provides information regarding non-profit ventures through community bulletin boards, with a policy regarding free and displayed materials, as well as at Friends of the Library spaces. A community group asked to post a flyer which met the policy. S. Landrum followed up to ask about a flyer being handed out by a librarian. J. Stoops answered that librarians provide information if customers want, so it would be appropriate for staff to supply it.

B. Slone urged KW residents to speak to the KW BOS regarding the decision to withdraw. B. Young and B. Slone attended the recent KW BOS meeting with PRL Staff and B. Young spoke encouraging them to consider staying in the system. Accusations are thrown and chaos is created for certain groups to remain relevant. At the Goochland library, there are happy faces, patrons using common spaces, a successful summer reading program and the malintent presented is a fabrication. An advanced degree is not required to recognize sexually explicit material.

J. O'Connor stated that PRL employees deserve respect, and the Board needs to ensure their protection. J. Stoops reiterated that Library administration has tried to take the brunt of criticism and that concerns about service or staff actions should be addressed with administrative staff so they can address it, rather than posting on social media.

B. Johnson expressed concern about harassment and has confidence staff would immediately bring such issues to the Board, not waiting for the next meeting. Discussion with varying viewpoints is excellent, but it is important the KW BOS hears about recent PRL changes.

6. Consideration of Consent Agenda

The items on the Consent Agenda were:

1. Approval of the draft minutes from:
 - a. May 22, 2024 Board of Trustees Meeting
 - b. June 26, 2024 Board of Trustees Meeting
2. Acceptance of the June 2024 Board Financial Report
3. Acceptance of the June 2024 Warrants
4. Acceptance of the June 2024 Monthly Deposit Record
5. Acceptance of the June 2024 Funds Schedule

B. Slone thanked K. Catron for his excellent work on expanding the fund balance spreadsheet.

MOTION: B. Johnson moved approval of the Consent Agenda items, seconded by J. O'Connor, and passed unanimously by the BOT.

7. Closed Session

MOTION TO ENTER CLOSED SESSION: J. O'Connor moved that the Library Board of Trustees go into closed session for two reasons.

- First, pursuant to subdivision (A) (1) of Section 2.2-3711 of the Code of Virginia to discuss matters associated with the appointment of the Acting Library Director and Acting Assistant Library Director.
- Second, pursuant to subdivision (A) (8) of Section 2.2-3711 of the Code of Virginia to consult with legal counsel regarding various matters related to the proposed departure of King William County from the Pamunkey Regional Library.

The motion was seconded by B. Johnson and the roll call vote was as follows:

- B. Johnson - yes
- S. Landrum - yes
- J. O'Connor - yes
- B. Slone - yes
- B. Young - yes
- C. Schumacher - yes

The motion passed. The Board remained in the meeting room along with legal counsel, E. Bowyer, and then J. Stoops and S. Bradby joined the closed meeting.

MOTION TO CERTIFY CLOSED SESSION: J. O'Connor moved that the Library Board of Trustees certify that, to the best of each member's knowledge, only that public business matter lawfully exempt from the open meeting requirements and so described in the earlier motion by which the closed meeting was convened, was heard, discussed, or considered in the closed session. The motion was seconded by S. Landrum and the roll call vote was as follows:

- B. Johnson - yes

S. Landrum - yes
J. O'Connor - yes
B. Slone - yes
B. Young - yes
C. Schumacher - yes

The motion passed.

8. Director's Report

J. Stoops highlighted that PRL exceeded June circulation and library visit goals and reached 90.4% of the goal for FY24 new borrowers. Goochland increased the hours of meeting room usage by community groups in FY24 by 68%, in part due to increased opening hours. Complete FY24 statistics should be available by the next meeting.

KW BOS made a motion at the July 8 meeting to withdraw from PRL. B. Young, B. Slone, J. Stoops, and S. Bradby attended a KW BOS meeting on July 22. B. Young spoke on behalf of the Board and J. Stoops introduced herself. PRL Staff is available to provide information and help KW make the best-informed decision. J. Stoops would appreciate the opportunity to meet with them and convey the value of PRL. B. Young has also made that request in writing.

Other points included:

- A FY24 Audit kickoff meeting was held on July 8th.
- E. Bowyer will serve as PRL's temporary FOIA Officer until J. Stoops and S. Brady receive training. This has been updated on PRL's website.
- The schedule for submitting State Aid documents is on track.
- J. Stoops introduced Elaine Wood, West Point Branch Manager, who was heavily involved in the WP renovation project, and S. Bradby expressed thanks for her work.

B. Young thanked J. Stoops for her informative report to the Board. J. Stoops recognized the management team and the branch managers in contributing to the report.

9. Legal Counsel Updates

E. Bowyer will serve temporarily as FOIA officer for the library until staff can be trained. E. Bowyer offered to assist in updating the five-year plan.

At the June 2024 meeting, the Board voted to amend the By-Laws quorum requirements. By-Law amendments require a two-step process of 1. presenting the proposal at the first meeting and 2. voting on it at a second meeting.

MOTION: B. Johnson made a motion that the BOT modify Section II. C. of the By-Laws to provide that it reads as follows: "A quorum of any meeting shall consist of a majority of trustees seated on the Board without consideration for established but unfilled seats." B. Slone seconded the motion, and it passed the BOT unanimously.

10. Standing Committee Reports

A. Financial Committee Report

B. Slone highlighted a committee meeting on Tues, Sept 3rd at 10am at the Goochland Branch.

B. Personnel Committee Report

The Personnel Committee nominated the following PRL FY2025 Officers:

PRL Chair – Barbara Young

PRL Vice Chair – Christy Schumacher

PRL Secretary – Sharon Landrum

MOTION: B. Slone made a motion to accept the three officer nominations. S. Landrum seconded the motion, and the officers were elected unanimously by the BOT.

Jamie Stoops, PRL Acting Library Director, will serve as Treasurer.

The Personnel Committee recommended the following PRL FY2025 Committee Chairs:

PRL Finance Committee – Barbara Slone

PRL Personnel Committee – Bob Johnson

PRL Audit Committee – Christy Schumacher

PRL Long-Range Planning Committee – Jaime Stoops and Sherida Bradby

Committee chairs will recruit members for their committee by the August BOT meeting.

11. Ad Hoc Committee Reports

A. Long Range Planning Committee

This committee was formed in Spring 2024 to advance changes on an outdated long-range plan.

B. Young stated that this process needs to be directed by PRL staff and supported by the Board.

A five-year plan outline will be developed to discuss at the next meeting and, out of that broad outline, a one-year plan with more detail will be developed. E. Bowyer emphasized that a five-year plan is a requirement.

MOTION: S. Landrum moved that the Library Board of Trustees direct the Acting Director and Acting Assistant Director to work with legal counsel, in coordination with the Board Chair, to prepare a draft five-year plan for the Library, for submission to the Board at the August 2024 meeting. C. Schumacher seconded this motion, and it passed the BOT by unanimous vote.

B. FY2024 Audit Committee

C. Schumacher reported that PRL Staff worked with PB Mares the week of July 8th to submit preliminary information for the FY24 Audit. On July 19th the Audit Committee met over Teams with representatives from PRL, Ms. Shawver, PBMares, and Hanover County to talk about expectations and moving forward. PBMares adjusted the timeline schedule slightly to request all documents be submitted prior to the field work phase.

MOTION: C. Schumacher moved to make the FY2024 Audit Committee a standing committee.

B. Slone seconded the motion, and it passed the Board unanimously.

12. Old Business

A. Update: T. Shepley Resignation

B. Young reported that Tom Shepley's resignation as the PRL Library Director was accepted effective June 27, 2024.

B. King and Queen County's Departure Updates

B. Young reported that K&Q have a nice website, including programming and a Grand Opening. PRL has completed all MOU requirements. PRL's Card Application has been updated and staff procedures now require residency verification through a license with a current address.

C. FY2025 Trustee Meeting Schedule

B. Young communicated that the Board has scheduled two evening meetings in October and March this year and discussion settled on a start time of 6pm. The November and December meetings are scheduled for the third Wednesday of the month. The Long-Range Planning Committee meeting listed was cancelled.

MOTION: S. Landrum moved to accept the PRL Board of Trustee FY25 meeting schedule with the addition of 6pm start times in October and March, and the removal of the July 10th Long-Range Planning meeting. J. O'Connor seconded the motion, and it passed the BOT unanimously.

13. New Business

A. Acting PRL Director and Acting PRL Assistant Director Service Timeline

B. Young stated that the BOT will be communicating directly with staff.

B. Letter from King William

B. Young shared that PRL received a letter and resolution on July 9th from KW County stating their plan to depart PRL. PRL needs to begin drafting an MOU to have time to organize and transition. PRL is responding to what is happening and not driving this decision-making process.

MOTION: B. Johnson moved that the Library Board of Trustees direct legal counsel to draft a memorandum of understanding to govern the possible departure of King William County from the Pamunkey Regional Library. C. Schumacher seconded the motion, the Library Board passed the motion by unanimous vote.

C. Reserve Fund Presentation

K. Catron presented a PowerPoint to discuss the Designation of the Fund Balance.

A few highlights from the presentation included:

- Increases in fund balance come from donations, increased usage of charged services (printing/fax/etc.), or lower actual expenditures over budgeted, such as personnel savings from unfilled shifts or positions. A decrease in fund balance can occur with changes in state aid or jurisdiction contributions, as well as higher expenditures than budgeted.

- The fund balance is designated in the following categories: non-spendable, restricted (constrained to specific purposes by a donor), committed (used for specific purposes by BOT majority vote), assigned (constrained by BOT intent), or unassigned (unanticipated expenses/reserve fund). Best accounting practice is to have 10-20% of the yearly budget designated unassigned.
- Presently for FY24, the budgeted revenue exceeds budgeted expenditures by \$84,124, plus an additional \$28,590 from interest income. The library has a savings in expenditures unrelated to payroll of \$64,164. Additional payroll savings are made up of \$130,000 due to unfilled positions and \$144,264 from missing shifts and general personnel savings. The fund balance is estimated to be \$3.4 million at the end of FY24.
- K. Catron indicated the following amounts should be designated “Restricted” for the Atlee Branch (\$268,000 = \$90,000 Atlee Friends of the Library + \$178,000 Timberlake Foundation) and the Ashland Branch (\$358,000 = \$10,000 Doswell Limited Partnership + \$348,000 Estate of Dr. Carroll F. Hamill).
- PRL Staff suggested the “Committed” designation should cover the Admin Building lease payments at \$105,000. The “Assigned” designation would include two amounts - \$1.9 million for future capital projects and \$200,000 for future Admin Building lease. The Admin Building lease closes October 2027, with a rider to December 2027.
- The “Unassigned” designation represents 10% of the FY25 budget - \$595,000.
- By moving some amounts from “Committed” to “Restricted” (\$10,000 Ashland Branch and \$90,000 Atlee Branch), Ms. Shawver has indicated that PBMares could flag this in the FY24 Audit if it reaches their materiality threshold.

K. Catron recommended that the BOT approve these designations at the August meeting. Several BOT members thanked K. Catron for his excellent presentation and work.

D. Website Updates

J. Stoops indicated that upcoming meetings have been moved to the top of the Board meeting schedule page. PRL Staff is committed to uploading approved Consent Agenda items and amended agendas onto the website as soon as possible. Board member and FOIA Officer contact information has been updated. For FOIA requests, email ask@pamunkeylibrary.org.

E. Five-Year Plan

14. Adjournment

The August 2024 BOT meeting will be held on August 28, 2024, at the Goochland Branch Library at 10:00 a.m.

B. Slone made a motion to adjourn the meeting, seconded by B. Johnson, and after a unanimous vote from the Library Board the meeting was adjourned.

Respectfully submitted,

Christy Schumacher
PRL Board of Trustees’ Secretary