

**Pamunkey Regional Library  
Board of Trustees  
Executive Committee Meeting  
July 28, 2021**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) Executive Committee (EC) met on Wednesday, July 28, 2021 at the Montpelier Branch Library.

**Attendees**

Attending were Trustees:

Goochland County: Barb Young

Hanover County: Julie May, Ron Hachey, Mike Smith

King William County: Mary Shipman

Unable to attend:

None

Guests Attending:

None

Library staff present included:

Tom Shepley - PRL Director

**1. Call to Order/ Welcome**

M. Shipman called the meeting to order at 9:10 a.m. and welcomed all who were in attendance.

**2. Consideration of agenda amendments**

T. Shepley asked that the Children's Internet Protection Act (CIPA) Policy be added as item E in New Business.

**3. Citizens' time**

There were no citizens present at the meeting.

**4. Old Business**

As this was the first meeting of the newly formed BOT Executive Committee, there was no Old Business.

**5. New Business**

**A. Board orientation/development**

1. T. Shepley informed the committee that David Litchfield, one of the BOT King and Queen County representatives, has resigned from the BOT.

2. The BOT now has Board vacancies from all four counties. Several suggestions were made for ways to solicit new Board members.
  - a. Offer periodic orientations to present an overview about the Board in general.
  - b. Maybe make the orientation a stand-alone event.

## **B. Staffing plan**

T. Shepley stated that there is currently no formal document that defines the Staffing Plan for PRL.

With the upcoming raise of minimum wages and no recent increases in county contributions, PRL is going to need more funds in the future.

The current staff plan has new types of positions. In some cases, two open positions have been combined to create a new position.

A goal of the current staff plan is to convert some employee positions from part time to full time. This has only been done two times thus far. The cost to do this in a comprehensive plan will be expensive (\$800,000 to \$900,000 a year). The reasons doing this include:

1. Part time staff tend to not have as much vested interest in the job.
2. Converting part time positions to full time positions reduces the actual total number of employees which reduces the amount of training sessions needed.

In order to go to more full time positions, more funding will be needed. Not much can be done with the plan without additional funds. Because of this, implementing the current staff plan is basically in a holding pattern.

Where do we go from here? We will move forward with the current staff plan.

1. The needed increases in the budget to implement the current plan are included in the FY2022 PRL budget.
2. T. Shepley will go to the PRL Counties with a request for more funds. The request will include an explanation as to why the increased funds are needed and a description of what the results could be if PRL does not receive additional funds.
3. PRL plans to hire a full time librarian for Atlee Branch Library and may add an additional five full time positions for PRL during FY2022.

## **C. Designation of the reserve fund**

Most of the Reserve Funds will go to the future Administration facility. \$300,000 in the Reserve Funds is being held for future improvements at all ten branch libraries.

#### **D. FY2023 budget**

T. Shepley stated that there will be an increase in the E-rate funds and an increase in internet access included in the FY2023 budget.

#### **E. Children's Internet Protection Act (CIPA) Policy update**

T. Shepley said that there are currently funds available to PRL for electronic access.

1. The Emergency Connectivity Funds (ECF) were used for hot spots and laptops (about \$40,000).
2. Last year PRL used CARES funds for 12 new hot spots per library branch. It has been proposed that PRL double the number of hot spots and double the number of laptops to be used with the hot spots this year. These laptops would be checked out from the branches. To control the timely return of the laptops that can be checked out with the hot spots, they can be turned off remotely if they are not returned when due back.
3. The application to apply for the ECF through the Federal Communications Commission (FCC) needs to be in by August 13, 2021 to get the funds. T. Shepley stated that the PRL Admin is working on the application and will submit it by August 13, 2021.

### **6. Adjournment**

The September PRL BOT Executive Committee meeting will be held on September 22, 2021 at 9:00 a.m. at the Goochland Branch Library.

Having completed the business of the committee, M. Shipman adjourned the meeting by acclimation of the committee members.

Respectfully submitted,

Barbara Young  
PRL Board of Trustees' Secretary