

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

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) 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 and Queen County: Tricia Simpkins

King William County: Mary Shipman

Unable to attend:

None

Guests Attending:

None

Library staff present included:

Tom Shepley - PRL Director

Before the Board of Trustees' meeting was called to order, René Dupon, the Branch Manager at the Montpelier Branch Library, conducted a tour of the Montpelier Branch Library.

1. Call to Order/ Welcome

Chair R. Hachey called the meeting to order at 10:50 a.m. and welcomed all who were in attendance.

2. Consideration of agenda amendments

There were no amendments to the agenda.

3. Consideration of Consent Agenda

The items on the Consent Agenda were:

1. Approval of the draft minutes from the June 2021 board meeting
2. Acceptance of June 2021 board report
3. Acceptance of June 2021 warrants
4. Acceptance of June 2021 funds schedule

MOTION: After review of the Consent Agenda items, J. May made a motion to approve the Consent Agenda with the recommended edits to the June 2021 board meeting minutes. The motion was seconded by T.Simpkins and passed unanimously by the BOT.

4. Citizens' time

There were no citizens present at the meeting.

5. Old Business

A. Montpelier Building

T. Shepley distributed a flyer about the upcoming Citizens' meetings scheduled for August 5, 2021, at 5:00 p.m., 6:00 p.m., and 7:00 p.m. at the Montpelier Center for Arts and Education in Montpelier to provide an opportunity for community members to hear Hanover County's plans thus far for the construction of a new Montpelier Community Center and Library which will include a new facility for the Montpelier Branch Library. T. Shepley encouraged BOT members to attend these meetings.

B. COVID-19 reopening

T. Shepley reported that all PRL branches are back to regular hours.

T. Shepley also stated that PRL Admin is starting to deal with staff being exposed to COVID-19 again. Most of these exposures seem to be second hand exposures (e.g., spouse exposed, etc.).

Even though the branches now are open in the evenings, the evening hours are pretty quiet right now.

C. Admin offices

T. Shepley informed the Board that a check has been cut for the renovations at the new admin offices at the Clock Tower building in Mechanicsville. Once the renovations are complete, the goal is a full occupancy of the offices.

PRL has a five-year lease at the Clock Tower building.

There is money in the reserve fund for the future building of an Admin building in five years.

6. New Business

A. ARPA/COVID stimulus funds

T. Shepley reported that there are different categories of funds available.

1. Library of Virginia (LOVA) funds – the LOVA received a total of the American Rescue Plan Act (ARPA) funds of ≈\$3M:
 - a. PRL will receive ≈\$72,000.
 - b. PRL has informed the LOVA that we will purchase electronic materials with this funding.
 - c. The PRL staff would like to create an outreach vehicle.

2. Emergency Connectivity Funds (ECF):
 - a. T. Shepley distributed the proposed Internet Safety Policy for PRL. This policy is a modified version of the Internet Safety Policy that was developed by E-Rate Central.
 - b. The proposed policy document will be inserted into the PRL Policies.

C. Personnel Committee Update

The draft of the Goals for FY2022 for the PRL Director, T. Shepley, were distributed by J. May, the Chair of the Personnel Committee. The Personnel Committee will finalize these goals and bring them to the September 2021 meeting for approval.

J. May shared a proposed change to the yearly calendar for the evaluation review of the PRL Director's performance of duties during the fiscal year. The proposal recommends that the performance review take place during the months of April and May rather than June because the business of the PRL BOT is very extensive in the month of June each year since it is the final month of the fiscal year. Further discussion will take place during the Personnel Committee's next meeting and a formal recommendation will be brought to the BOT at the September 2021 BOT meeting.

J. May shared that the next meeting of the Personnel Committee will be on Tuesday, August 3, 2021, at the Hanover Courthouse Branch Library at 10:30 a.m.

7. Report of Library Director

- A. T. Shepley reported that Hanover Chapter of the NAACP has reserved a room at the Mechanicsville Branch Library on July 29, 2021 for a discussion on Critical Race Theory (CRT). The NAACP has set up a registration for participation in their meeting. Based on PRL facility use policy, making this a closed meeting is not permitted but the policy will be waved. There is a group who is opposing the meeting that is scheduled by the NAACP. Hanover law enforcement will be in the area during this meeting.
- B. PRL Admin continues to work through the audit.
- C. The two new Assistant Library Directors have started their jobs. Both of the new Assistant Library Directors were formally Supervising Librarians. T. Shepley and the new Assistants are now working as a team to make many of the major decisions for the PRL. R. Hachey has requested written job descriptions for the two Assistant Library Directors.
- D. Reserve Funds – T. Shepley will bring the finalized information about the Reserve Funds to the September 2021 BOT meeting for final approval.

8. Adjournment

The September 2021 Board of Trustees meeting will be held on September 22, 2021 at the Goochland Branch Library. The Board of Trustees Executive Committee will meet at 9 a.m. and the Library Board of Trustees will meet at 10 a.m.

MOTION: Having completed the business of the Pamunkey Regional Library Board of Trustees, a motion was made by M. Smith to adjourn the meeting. The motion was seconded by J. May and passed unanimously by the Board at 12:15 p.m.

Respectfully submitted,

Barbara Young
PRL Board of Trustees' Secretary