

**Pamunkey Regional Library  
Board of Trustees Meeting  
August 28, 2024**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, August 28, 2024, at the Goochland Branch Library.

**Attendees**

Trustees:

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

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 – PRL Business Operations Manager

**1. Call to Order**

Chair B. Young called the meeting to order at 10:00 a.m.

**2. Introductions**

B. Young recognized Jim Taylor and Julie May, former Hanover County board member, in attendance.

**3. Consideration of Agenda Amendments**

B. Young requested to move the Audit Committee from under Ad Hoc Committees (#10) to Standing Committee Reports.

**MOTION:** B. Slone made a motion to accept the agenda with the change. J. O’Connor seconded the motion, and it passed the BOT unanimously.

**4. Citizens’ Time**

Nancy Nock – Goochland County

Ms. Nock expressed concern regarding removing books from the library and appreciation for librarians’ decision-making and The Little Free Libraries.

Lauren Comstock – Goochland County

Ms. Comstock desired a later BOT meeting for those who work during the day or who have young children and for the meeting to be live-streamed. In addition, she asked for transparency and communication as she has not always received responses from emails. She supports librarians and parents to select books.

Peggy Lavinder – Hanover County

Ms. Lavinder addressed the August townhall meeting in King William County and her dissatisfaction with a Trustee’s lack of engagement at the townhall.

## **5. Board Response to Citizens’ Time**

S. Landrum responded to comments regarding the KW townhall meeting and her understanding of KW and PRL positions.

B. Slone commented that two evening meetings are scheduled in October and March. She also clarified that the board does not choose books; they are chosen by librarians, specifically Collection librarians.

## **6. Consideration of Consent Agenda**

The items on the Consent Agenda were:

1. Approval of the draft minutes from:
  - a. July 24, 2024 Board of Trustees Meeting
2. Acceptance of the July 2024 Board Financial Report
3. Acceptance of the July 2024 Warrants
4. Acceptance of the July 2024 Monthly Deposit Record
5. Acceptance of the July 2024 Funds Schedule

**MOTION:** C. Schumacher made a motion to accept the agenda. R. Martin seconded the motion, and it passed the BOT unanimously.

## **7. Director’s Report**

J. Stoops announced performance highlights for FY2024. She added that PRL is continuing the 1,000 Books Before Kindergarten initiative. Books have been transferred over to the new platforms, and there were 417 sign-ups since April 30<sup>th</sup>. Incentives for children include badges and a prize at the end.

B. Young asked for the Montpelier Library update, and J. Stoop said that they are currently working on signage for the interior of the building. J. Taylor remarked they are looking forward to the opening of the Montpelier Recreation Center and Library around the beginning of October and that this facility is Hanover’s first combination facility. Discussions are underway regarding the timing of moving books and possibly doing a ceremonial human chain. He was unsure about the approximate timing.

J. O'Connor inquired further about the grand opening for the facility, his desire to showcase the library, and his concern about the amount of time required for book transfers. J. Taylor clarified that the Library will be fully opened at the grand opening and that the library interior space is ready to go. Sherida mentioned there are shelving issues that needed to be addressed, and J. Taylor indicated they are working on exterior issues and ordering Parks & Recreation items. J. Taylor assured that they will follow up with movement of the collection. S. Bradby said they were waiting on parking lot paving.

C. Schumacher asked about road front signage for the community center/library and whether it would specifically mention the library. J. Taylor said he will follow up and share a picture of the signage. In addition, a new drop-off for books has been ordered.

R. Martin thanked J. Stoops and S. Bradby for a great job on the Orientation manual, which they handed out to the BOT, and B. Young thanked J. Stoops for her informative report to the Board.

## **8. Legal Counsel Updates**

E. Bowyer reported no updates. She expects to present updates on policies for consideration at the next meeting. In coordination with B. Young, she hopes to begin part one of a three-part training program next month on FOIA and retention of records.

B. Young requested a work session to look at policies.

J. O'Connor asked whether policy changes come through the library staff before they advance to the BOT. E. Bowyer confirmed and said her plans are to look at the policies, to share them with staff, to receive input, and then to share them with the Board.

## **9. Standing Committee Reports**

### **A. Financial Committee Report**

B. Slone announced a meeting Wednesday, September 11, at 10am at the Goochland Branch. Committee members include B. Johnson and C. Schumacher. She will pass the information to J. Stoops who will post it. B. Young added that K. Catron is working closely with the committee.

### **B. Personnel Committee Report**

B. Young stood in for B. Johnson who was absent. This committee plans to meet September 10; however, the date has not been finalized. B. Johnson is working on building the committee and has asked R. Martin, J. O'Connor, and S. Landrum to be on the committee.

### **C. FY2024 Audit Committee**

C. Schumacher reported that the committee consists of B. Slone and herself, and they are also on the Finance Committee. There is only a need for two board members because of the audit calls with PBMares and staff. On the agenda is the approval of the Revised Fund Balance designation which is needed as part of the FY24 audit. K. Catron is working with Hanover to obtain a list of donated services. On September 6 there is a follow-up meeting with all parties to ensure everyone is ready for PBMares' work the week of September 9. She expressed thanks to K. Catron for his work.

## **10. Ad Hoc Committee Reports**

### **A. Long Range Planning Committee**

B. Young indicated S. Bradby and J. Stoops will head this committee. They have a report to present later on the agenda, but the committee has not formed yet.

## **11. Old Business**

### **A. Changes on Board of Trustees Meeting Calendar**

B. Young shared that after passing the BOT Meeting Calendar changes, they have had to make additional changes. The Finance Committee meeting has moved to September 11, and the Wednesday, December 18, meeting has been moved to Goochland. E. Bowyer mentioned this measure allows for flexibility in the schedule and will be posted publicly well in advance.

J. O'Connor asked about advance notice regarding schedule changes to meetings because he is retired and does not check his phone, which does not have email access. B. Young replied that they have to legally give three working days but that they will strive for a longer period and that she will text J. O'Connor.

**MOTION:** B. Slone made a motion to accept the changes and to accept making minor changes without motions in the future. R. Martin seconded the motion, and it passed the BOT unanimously.

### **B. Revised Fund Balance Designation**

B. Slone noted that the handout packet differed from K. Catron's July powerpoint in verbiage. In August, a title of "Future Branch Capital Project" now reads "Future Capital Project". C. Schumacher clarified that she had requested to remove the branch portion because they didn't want it to be restricted in this area and wanted to make the description more broad, to which B. Slone agreed.

B. Young commented that three months ago B. Slone wanted a better Fund Balance report and recognized that K. Catron did an excellent job creating that. The current report is based on the PowerPoint presented at the July meeting.

**MOTION:** B. Slone made a motion to accept the designation of the FY2024 Fund Balance as written today. S. Landrum seconded the motion, and it passed the BOT unanimously.

B. Young thanked K. Catron for his good work.

## **12. New Business**

### **A. Five-Year Plan**

B. Young stated the last five-year plan expired in 2020. PRL had been working off of the old plan and needed to have a more current five-year plan in place, not necessarily a final one. E.

Bowyer, J. Stoops, S. Bradby, B. Young, C. Schumacher, and K. Catron assisted with the five-year plan.

B. Young pointed out two edits to be made regarding the five-year plan. Her changes included: in the Preface last paragraph, third line, ‘developed’ needs to be changed to ‘is developing’; in Objectives for 2024-2025, third point, ‘develop schedule’ needs to be changed to ‘develop a schedule’.

Discussion followed as C. Schumacher clarified that this measure is a stop-gap to comply with standards. A well thought out five-year plan with input from stakeholders later in 2025 is still a major commitment.

B. Slone questioned the statement under Goals, ‘Encourage use of technology, including AI, to increase efficiency in library service’ - whether it was for staff or for users. J. Stoops answered that it was for both. AI is being discussed, and the library is helping customers to understand and also there may be a staff training portion as well.

C. Schumacher mentioned in the Preface statement paragraph four: the BOT ‘will develop a one-year plan’ from September to October. She questioned whether this was part of the Objectives. B. Young remarked that this one-year plan is part of the five-year plan. These defined goals and objectives will help meet the tasks. She has designed a ‘Calendar of Tasks’ and passed out a sample to the BOT. The committees will build the input that can be addressed. The Calendar of Tasks is part of the one-year action plan along with the Objectives. C. Schumacher asked if library staff has given priority to the objectives, and B. Young and J. Stoops agreed objectives are listed from top priority.

**MOTION:** J. O’Connor moved that we accept the Five-Year Plan with edits. R. Martin seconded the motion, and it passed the BOT unanimously.

### **B. Calendar of Tasks for FY2025**

B. Young passed out the Calendar of Tasks.

## **13. Other Business**

J. O’Connor asked about the KW townhall meeting because he did not receive an invitation or notice. J. Stoops explained that it was a townhall held by KW Supervisor Mary Sue Bancroft to hear general concerns from her constituents and that the majority there spoke regarding the library. B. Young confirmed that this was a KW matter dealing with their constituents and that no invitations were given.

J. O’Connor felt it would have been nice for the Board to have had presence there to show interest. B. Young agreed. She confirmed that after KW made their withdrawal announcement

that she and J. Stoops had spoken at the July KW BOS meeting. B. Slone and S. Bradby had also attended. B. Young shared that at the present she is uncertain of the status of KW.

B. Young addressed revisions of Policies. She would like to address them soon with a work session before the next September meeting. She will send out emails for consensus on availability. Once this date is determined, the meeting information will be posted.

## **14. Adjournment**

The September 2024 BOT meeting will be held on September 25, 2024, at the Atlee Branch Library at 10:00 a.m.

**MOTION:** B. Slone made a motion to adjourn the meeting. R. Martin seconded, and after a unanimous vote from the Board the meeting was adjourned.

Respectfully submitted,

Sharon Landrum  
PRL Board of Trustees' Secretary