

**Pamunkey Regional Library  
Board of Trustees Meeting  
August 10, 2022**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, August 10, 2022 at the Ashland Branch Library. This meeting replaced the PRL BOT meeting that was scheduled for July 27, 2022 at the Montpelier Branch Library. The July 27, 2022 meeting was postponed due to PRL staff members sick with COVID. The PRL Executive Committee meeting that was scheduled for August 10, 2022 was not held because all information was to be covered during the regular BOT meeting.

**Attendees**

Attending were Trustees:

Goochland County: Barbara Sensabaugh, Barb Young

Hanover County: Julie May, Joe O'Connor

King William County: John Edwards, Mary Shipman

Unable to attend:

Hanover County: Mike Smith

King and Queen County: Tricia Simpkins

Guests Attending:

Peggy Lavinder – Mechanicsville Branch Friends of the Library

Library staff present included:

Tom Shepley - PRL Director

**1. Call to Order/ Welcome**

Vice Chair J. O'Connor called the meeting to order at 10:10 a.m., welcomed all who were in attendance, and introduced our newest BOT member, John Edwards, who represents King William County. J. O'Connor also welcomed guest Peggy Lavinder from the Mechanicsville Branch Friends of the Library.

**2. Consideration of agenda amendments**

There were no amendments to the meeting agenda.

**3. Consideration of the Consent Agenda**

The items on the Consent Agenda were:

1. Approval of the draft minutes for the June 22, 2022 board meeting
2. Acceptance of the June 2022 budget report
3. Acceptance of the June 2022 warrants report

**MOTION:** After review of the Consent Agenda items, J. May made a motion to approve the items including one minor modification to the minutes for the June 22, 2022 BOT meeting. The motion was seconded by B. Sensabaugh and passed unanimously by the BOT.

#### **4. Citizens' time**

P. Lavinder from the Mechanicsville Branch Friends of the Library gave a brief update on the work that the Mechanicsville Branch Friends of the Library currently have. She stated that the summer reading program at the library has been “awesome”. She also informed the BOT that their Friends group is planning a Book Sale on October 28-29, 2022 at the Mechanicsville Branch Library. Books for the sale may be dropped off on Saturday, September 24, 2022. These books will be stored by the group. The Friends group will set up for the Book Sale on October 27, 2022. P. Lavinder said that having the Friends of the Library conduct the sale takes the burden off their library staff.

#### **5. Old Business**

##### **A. Montpelier building project update**

T. Shepley stated that things may not be close to the finish for the planning of the new Montpelier Park Community Center and the Montpelier Branch Library. T. Shepley shared an electronic version of the latest layout for the Center and the Library and walked through some of the proposed changes. In the current version (as of August 10, 2022) the library offices are smaller than are needed. The additional space in the offices, the collaborative study area, and the storage area were removed when the curved wall in the previous renditions of the design was replaced in the current rendition with a straight wall. T. Shepley said that more work needs to be done with the architects during the current planning to make sure the library needs are being addressed.

J. O'Connor asked if there is a final date set for the plans to be put out to bid. He also stated that the public safety aspects definitely need to be part of the final plans. T. Shepley said that there is currently not a set schedule for when the final plans will go out for bid, but that they are planning to have the floorplan set by the end of August 2022.

##### **B. West Point building project update**

T. Shepley and J. Edwards (BOT from King William County and the town of West Point) reported that the Town of West Point is meeting with architects to revise the plan to move the West Point Branch Library from its current location to the old West Point Police building. The current location is in a very maintenance-intensive building. The new location would not add additional space to the library but would require much less maintenance. The current plan is for J. Edwards to take the proposal for the changes to the West Point Town Council in September 2022.

## **C. COVID-19**

T. Shepley reported that of the seven staff members at the Clock Tower building, three have had COVID. He also reported that he and his family are feeling much better after their bout with COVID.

T. Shepley stated that PRL continues to support staff who have COVID with a five-day paid leave to quarantine.

## **6. New Business**

T. Shepley stated that from the discussion at our May 25, 2022 BOT meeting, several financial reports are now available to the public on the PRL website. A review of the PRL financial reports and budget processes was then conducted.

### **A. Financial reporting overview**

1. There is a separate spreadsheet maintained for each County in the PRL consortium and a separate spreadsheet for shared services.
2. Personnel is the biggest category.
3. The consortium Counties pay for the physical needs for each of their branch libraries.
4. PRL pays shared services from the PRL budget.
5. A budget is a plan, and as things happen throughout the year, the budget may have to be adjusted to address those changes.

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

1. Income that is not spent by the end of each year goes into the reserve fund. T. Shepley stated that most of the funds come from employee vacancies at the end of each fiscal year.
2. The Reserve Funds include the funds designated for the future permanent administrative facilities.
3. T. Shepley stated that the Reserve Fund amount changes slightly almost daily based on surpluses or deficits at the end of each day.
4. T. Shepley displayed the latest version of the Designation of the Reserve Funds spreadsheet and explained what several items on the spreadsheet included. One item he explained was the \$90,000 for the Atlee Branch Library. These funds were given to PRL by the Atlee Branch Friends of the Library to use for the Atlee Branch Library garden. The BOT will approve how these funds are spent.

**MOTION:** After discussion of the Designation of the Reserve Funds spreadsheet, J. May made a motion to approve the current figures in the green column titled “6/30/2022” on the spreadsheet shared by T. Shepley. (NOTE: This motion does not approve any spending.) The motion was seconded by M. Shipman and passed unanimously by the BOT.

### **C. FY2023 budget**

1. T. Shepley stated that PRL continues to improve/update the employee salary scale.
2. PRL did not budget for materials in the 2022 budget, but we need to look at including materials in next year's budget.
3. The PRL 2023 budget needs to be to Hanover County in October 2022.

### **D. Board orientation/development**

This item will be included in the September 28, 2022 BOT meeting.

### **E. FY23 performance measures and priorities**

T. Shepley reported that:

1. Currently PRL is exploring giving PRL employees a 3% - 5% raise in 2023.
2. There will be a 3% designation of funds for materials.
3. Currently, the PRL Branch libraries are not offering a lot of in-house programs because of COVID.

## **7. Report of Library Director**

### **A. 2021 Audit Report**

T. Shepley distributed the final 2021 Audit report from Cherry Bekaert<sup>LLP</sup>. He noted the date (May 25, 2022) the final report was received is on Page 2 of the report.

### **B. Personnel Committee**

J. May reported that the Personnel Committee will need time to update the review instrument used to evaluate the Director of PRL. She plans to send a hard copy of the current review tool to all PRL BOT members by Wednesday, August 17, 2022 so that each trustee can review and mark what changes are suggested. The Personnel Committee will then review and finalize the tool to share with the BOT.

### **C. Executive Committee**

B. Young distributed two proposed schedules for FY2023 for the Executive Committee. After discussion, it was decided that only the first meeting on September 14, 2022 would be scheduled right now and the rest of the meeting schedule would be finalized by the September 28, 2022 BOT meeting. (NOTE: A minimum of four meetings each fiscal year are required for the Executive Committee.)

After further discussion, it was decided to combine the meeting day on September 14, 2022 for the Executive Committee and the Personnel Committee since there are several trustees who are members of both committees. The Executive Committee will meet at 9:00 a.m. and the Personnel Committee will meet at 11:00 a.m. A location for this meeting will be determined.

The focus priorities for the September 14, 2022 Executive Committee will be:

1. Library hours
2. Volunteers

3. Discuss different building projects for priorities
4. Work with T. Shepley to identify where the additional funds acquired from the PRL counties for personnel will be applied

## **9. Adjournment**

The September 2022 BOT meeting will be held on September 28, 2022 at the Goochland Branch Library at 10:00 a.m. The next Executive Committee meeting will be held on September 14, 2022 at 9:00 a.m. at location to be determined.

Having completed the business of the PRL BOT, Vice Chair J. O'Connor adjourned the meeting at 12:30 p.m. by acclamation of the Board.

Respectfully submitted,

Barbara Young  
PRL Board of Trustees' Secretary