

**Pamunkey Regional Library  
Board of Trustees Meeting  
September 22, 2021**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, September 22, 2021 at the Goochland 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:

Barbara Sensabaugh, Goochland County

Library staff present included:

Tom Shepley - PRL Director

**1. Call to Order/ Welcome**

Chair R. Hachey called the meeting to order at 9:05 a.m. and welcomed all who were in attendance. A special welcome was extended to our guest, Barbara Sensabaugh from Goochland County.

**2. Consideration of agenda amendments**

R. Hachey asked that the Long Range Plan be added to the Director's Report.

**3. Citizens' Time**

Barbara Sensabaugh was introduced to the Board. She gave a brief history of her lifetime residence in Goochland County and her interest in the Pamunkey Regional Libraries.

**4. Consideration of Consent Agenda**

The items on the Consent Agenda were:

1. Approval of the draft minutes from the July 2021 Executive Committee meeting and the July 2021 board meeting
2. Acceptance of the minutes from the August 2021 Personnel Committee
3. Acceptance of July and August 2021 Board Financial Report
4. Acceptance of July and August 2021 Warrants

**MOTION:** After review of the Consent Agenda items, M. Smith made a motion to approve the Consent Agenda with the recommended edits to the July 2021 Executive Committee minutes and the July 2021 Board meeting minutes. The motion was seconded by J. May and passed unanimously by the BOT.

## **5. Old Business**

### **A. Discussion of proposed CIPA (Children’s Internet Protection Act) Policy**

T. Shepley distributed the proposed Internet Safety Policy for the PRL. T. Shepley is the PRL Lead for this federal program and used the Universal Services Fund E-Rate Central Consulting Services to create the PRL Internet Safety Policy.

**MOTION:** After review of the proposed Internet Safety Policy for the PRL, M. Smith made a motion to approve the draft Safety Policy. The motion was seconded by T. Simpkins and passed unanimously by the BOT.

### **B. Discussion of proposed Designation of the Reserve Fund**

T. Shepley distributed a document and gave a presentation to the BOT about the Reserve Fund. He stated that the current Reserve Fund as measured on June 30 is about \$2,778,422. This is an estimate until the audited statements are issued. The amount changes slightly almost daily based on surpluses or deficits at the end of each day.

R. Hachey stated that most of the funds come from vacancies at the end of each fiscal year. R. Hachey also stated that T. Shepley makes sure the fund remains in the black.

T. Shepley explained what several items on the Designation of the Reserve Funds document included and some minor changes proposed which included:

1. Under assigned funds, change “unanticipated expense” from \$500,000 to \$400,000 on the 6/30/2021 column. This change will then carry through the future years’ columns.
2. Move the \$100,000 from “unanticipated expense” to “future branch capital project” on the 6/30/2021 column. This change will then carry through the future years’ columns.

**MOTION:** After discussion of the Designation of the Reserve Funds document, J. May made a motion to make the changes to the funds recommended by T. Shepley (see above) on the 6/30/2021 column and its impact on the future years’ columns. The motion was seconded by M. Smith and passed unanimously by the BOT.

### **C. Discussion of Proposed FY2023 Budget Request**

T. Shepley distributed a document titled “Pamunkey Regional Library Proposed Budget FY2023”. He stated that the BOT did not need to approve this budget at this meeting, but the document helps with the explanation of status of the proposed budget to-date. This document

will be tweaked for compression numbers and proposed salary increases of 2%, and on the future revised documents, the numbers will go up.

J. May asked for more documentation of the Reserve fund. T. Shepley explained that that is done in the supporting documents when the proposed budget is presented.

M. Smith asked if the PRL counties are aware of the increases. T. Shepley said yes. He stated that they have been given very clear explanations letting them know that we did not ask for any increases in their PRL budget for last year, but informed them that next year we will be asking for a two-year increase in funds from them for PRL.

#### **D. Discussion/adoption of the Director's Goals**

J. May, chair of the Personnel Committee, gave a brief presentation about the proposed Director Goals for FY2022 and the proposed timeline changes for review of the completion of the goals by the director at the end of the fiscal year.

**MOTION:** After a short discussion of the proposed Director Goals for FY2022 and timeline changes, B. Young made a motion that the Director Goals for FY2022 and the new timeline for review of the Goals completion proposed by the Personnel Committee be approved. The motion was seconded by J. May and passed unanimously by the BOT.

#### **E. Updates: Montpelier, Admin Office**

##### **1. Montpelier**

T. Shepley distributed the latest presentation given by Hanover County staff to the to the Hanover Board of Supervisors Facilities Committee. Although only Options A and B were presented at community meetings, staff created a new Option C, which is a hybrid of Options A and B. Facilities Committee voted to recommend moving forward with Option C to the Board of Supervisors.

##### **2. Admin office**

T. Shepley shared images of the layout of the new Admin offices at the ClockTower building in Mechanicsville. He stated that the project is moving along and that full move-in into the new facilities should take place at the end of October 2021. The comment from the BOT is “very cool!!”

#### **6. New Business**

There was no new business.

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

A. T. Shepley reported that Hanover County is still working on their 25-year plan.

**B.** Currently, all four PRL counties are down one member on the BOT. T. Shepley gave a brief rundown of the work Being done by each county to remedy this.

1. King William County – the county currently has one possible new member in their pipeline.
2. Goochland County – the county currently has one person who has been recommended to serve on the Board.
3. King and Queen County – the county is currently working to identify a potential member.
4. Hanover County - the county is currently working to identify a potential member.

**C.** COVID-19 Update – T. Shepley stated that all employees have been required to sign an agreement with PRL stating they will inform PRL if they or any household member are exposed to COVID-19 and if they have a household exposure, they will remain at home in quarantine until the issue is resolved.

The BOT agreed that T. Shepley and the PRL staff have done an excellent job dealing with the COVID-19 pandemic.

**D.** T. Shepley distributed the job description for the position of Deputy Director.

**E.** T. Shepley stated that the Long Range Plan will be discussed at the October 2021 meeting.

## **8. Adjournment**

The October 2021 Board of Trustees meeting will be held on October 27, 2021 at the West Point 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 J. May to adjourn the meeting. The motion was seconded by M. Shipman and passed unanimously by the Board at 11:15 a.m.

Respectfully submitted,

Barbara Young  
PRL Board of Trustees' Secretary