

**Pamunkey Regional Library  
Board of Trustees Meeting  
October 27, 2021**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, October 27, 2021 at the West Point Branch Library.

**Attendees**

Attending were Trustees:

Goochland County: Barb Young

Hanover County: Julie May, Joe O'Connor, Ron Hachey, Mike Smith

King and Queen County: Tricia Simpkins

King William County: Mary Shipman

Unable to attend:

None

Guests Attending:

Barbara Sensabaugh from Goochland County

Library staff present included:

Tom Shepley - PRL Director

**1. Call to Order/ Welcome**

Chair R. Hachey called the meeting to order at 10:15 a.m. and welcomed all who were in attendance. A special welcome was offered to Joe O'Connor who is a former trustee member from Hanover County and has agreed to once again serve as a trustee for Hanover County.

**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 September 2021 board meeting
2. Acceptance of September 2021 board report
3. Acceptance of September 2021 warrants

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

## **4. Citizens' time**

Chair R. Hachey welcomed Barbara Sensabaugh from Goochland County.

## **5. Old Business**

### **A FY2023 budget**

T. Shepley shared the same handouts previously reviewed at the 9:00 a.m. Executive Committee meeting. Those handouts included: 1)PRL Comp Plan Effective July 1, 2025; 2)PRL Proposed Budget FY2023 (with the FY2024-FY2026 proposed additional funds); 3)PRL Proposed Budget FY2023 (without the FY2024-FY2026 additional funds); and an additional handout, 4)Salary Increase by Fiscal Year.

**MOTION:** After discussion, J. May made a motion to approve the proposed FY2023 budget of \$5,738,047.00 total which includes an increase of \$788,875.00 from the FY2022 budget. The motion was seconded by M. Smith and approved unanimously by the BOT.

T. Shepley explained that he will present the newly approved proposed FY2023 budget to each of the PRL districts with an explanation of the increases proposed.

### **B. FY2021 audit**

T. Shepley shared a handout titled Schedule of Revenues, Expenditures, and Changes in Fund Balance – Governmental Fund, Year ended June 30, 2021. This page gave a brief overview of revenues, expenditures, and changes of FY2021 funds. T. Shepley had also sent the BOT members a link to the current audit as of the date sent. He stated that the final FY2021 audit is scheduled to be completed by November 10, 2021. The auditors will make a presentation at the December 8, 2021 BOT meeting.

### **C. Admin offices**

T. Shepley reported that the construction is complete on the Admin offices in the Clock Tower building. The furniture has been ordered, but has not yet been received. PRL Admin will continue to lease Suite 114 through December. The new phone system for the Admin offices is still “on a ship!” Some of the vendors, however, are willing to lend Admin the equipment short term.

### **D. Montpelier building**

T. Shepley said that the Hanover County Board of Supervisors Facilities Committee voted to accept Option C of the Conceptual Plan for the new Montpelier Recreation Center and Library. Option C is a hybrid of Options A and B. Hanover County has applied for the conditional use permit.

There has not been a full Hanover County Board of Supervisors vote of approval yet. The Board is waiting to see what the costs will be with the increases for Option C. Currently Option C has

no lights for the ballfield. The library portion of the project is what was initially proposed by PRL.

#### **E. ARPA (American Rescue Plan Act)/COVID stimulus funds**

T. Shepley reported that PRL is scheduled to receive \$72,000.00 from the Library of Virginia. The current plan for the use of these funds is to use them for electronic equipment.

#### **F. Emergency Connectivity Fund (ECF)**

The Emergency Connectivity Fund is COVID funding that will be distributed through E-Rate funds.

PRL has asked for \$140,000. 00. These funds will be used to purchase 250 hotspots and 150 new chromebooks. The funds will also help with this year's hotspots, but the funding only lasts through June 30, 2022. PRL will have to fund the hotspots after June 30, 2022 through budget funds. In order to get the ECF funds, PRL customers must state that they need the hotspots and chromebooks that are proposed for purchase.

### **6. New Business**

There was no new business.

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

T. Shepley, PRL Director, gave the Library Director's report.

- a. The audit for FY2021 is still being finished. T. Shepley and his team are beginning to put together items for the FY2022 audit.
- b. T. Shepley reported that PRL has been somewhat successful on recruiting new employees.
- c. T. Shepley said that there has been some concerns recently about library materials that are being purchased. The items in question are both political and sexually explicit books. Nothing has been removed thus far and there have been no formal challenges to what has been purchased.

J. May suggested that PRL might want to remove controversial books and materials into special collections that would be available by request only. Several BOT members agreed with this possible solution.

T. Shepley said that the best solution is to deal with books in the collections only if they are challenged.

- d. PRL is trying to get better solutions for WiFi connectivity.  
M. Shipman suggested that PRL might want to include a document with checked out hotspot units, chromebooks, and any other electronic equipment that states that PRL is not responsible for fires, infestations, etc.
- e. Currently, there are still three BOT openings (Goochland County, King William County, and King and Queen County).

## **8. Adjournment**

The December 2021 BOT meeting will be held on December 8, 2021 at the Atlee Branch Library. The BOT Executive Committee will meet at 9 a.m. and the Library BOT will meet at 10 a.m. The BOT will share lunch together after the BOT meeting.

Having completed the business of the PRL BOT, Chair R. Hachey adjourned the meeting by acclimation of the Board.

Respectfully submitted,

Barbara Young  
PRL Board of Trustees' Secretary