

**Pamunkey Regional Library  
Board of Trustees Meeting  
October 26, 2022**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, October 26, 2022, at the West Point Branch Library.

**Attendees**

Attending were Trustees:

Goochland County: Barb Young

Hanover County: Ryan Martin, Joe O'Connor, Mike Smith

King William County: John Edwards, Mary Shipman

Unable to attend:

Goochland County: Barbara Sensabaugh

Hanover County: Julie May

King and Queen County: Tricia Simpkins

Guests Attending:

Christie Shumacher: Atlee Branch Library parent

Library staff present included:

Tom Shepley - PRL Director

**1. Call to Order/ Welcome**

Vice Chair J. O'Connor called the meeting to order at 10:00 a.m. and welcomed all BOT members who were in attendance. He introduced and welcomed Ryan Martin, new BOT member who represents Hanover County, and also welcomed guest Christie Shumacher, an Atlee Branch Library patron.

**2. Consideration of agenda amendments**

There were no amendments to the meeting agenda.

**3. Citizens' time**

There were no statements made during the Citizen's time.

**4. Consideration of the Consent Agenda**

The items on the Consent Agenda were:

1. July, August and September 2022 Board Financial Reports
2. July, August and September 2022 Warrants
3. August and September 2022 Board of Trustee Minutes

**MOTION:** J. Edwards made a motion to approve the Consent Agenda items with minor modifications that were made to the August 10, 2022 BOT minutes. The motion was seconded by M. Shipman and passed unanimously by the BOT.

## **5. New Business**

There was no new business presented.

## **6. Old Business**

### **A. FY2023 Budget - proposed amendments**

After discussion, J. Edwards made a motion to approve the amended FY2023 Budget. The motion was seconded by M. Smith and passed unanimously by the BOT.

### **B. FY2024 Budget proposed for board approval**

T. Shepley stated that the proposed budget, if approved, will be presented to the four member boards starting in December, 2022.

**MOTION:** M. Smith made a motion to approve the FY2024 proposed budget as presented. M. Shipman seconded the motion.

After discussion about the budget, an initial voice vote was held which was split. There was a call for a roll call vote. The roll call vote was as follows:

R. Martin:	No
B. Young:	No
M. Smith:	Yes
M. Shipman:	Yes
J. Edwards:	No
J. O'Connor:	Yes

The motion failed.

A new motion was made by J. Edwards to approve the proposed FY2024 budget after removing the \$72,000 for Hot Spots from the equipment line and adjust the budget accordingly. (Each PRL member would get a reduction of requested funds based on overall membership percentages.) The motion was seconded by R. Martin. A roll call vote was taken as follows:

R. Martin:	Yes
B. Young:	Yes
M. Smith:	Yes
M. Shipman:	Yes
J. Edwards:	Yes
J. O'Connor:	No

The motion passed.

### **C. Montpelier building update**

T. Shepley reported that Hanover County is continuing through the design phase. The county plans to issue an RFP at the first of the new year (2023) and to have ground breaking early in the year.

#### **D. West Point building update**

J. Edwards shared an overview of the current plan. T. Shepley will send the Board members the current plan. J. Edwards stated that West Point is currently still working on acquiring the additional funds needed beyond what the West Point City Council has approved. He asked if the PRL Board might possibly contribute some funds to this project. The Board will address this at the next Board meeting.

#### **E. Request to consider display policy**

T. Shepley stated that the BOT is not an operational Board. PRL has a director and branch managers. M. Smith suggested that the PRL staff contribute to a possible policy. The PRL BOT asked T. Shepley to take the request to the staff and bring a possible proposal the December 7, 2022 BOT meeting.

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

### **A. Audit update**

T. Shepley reported that the staff is still working with Cherry Bekaert<sup>LLP</sup> on the FY2021 audit. We will continue to work with Cherry Bekaert<sup>LLP</sup> for the FY2022 audit, but there is an RFP out from Hanover County for the FY2023 audit. The PRL has the option to use the same audit firm as Hanover County or to select a different vendor.

### **A. Library staff vacancies**

PRL is working hard to fill vacancies. It is very much the norm to have continual turnover of staff. The custodian for the Ashland Branch Library has been filled. There is still an open IT position and T. Shepley stated that the job description for this position may be modified some to open it to additional applicants.

## **9. Adjournment**

The December 2022 BOT meeting will be held on December 7, 2022, at the Mechanicsville Branch Library at 10:00 a.m.

Having completed the business of the PRL BOT, Vice Chair J. O'Connor adjourned the meeting at 12:00 p.m. by acclamation of the Board.

Respectfully submitted,

Barbara Young  
PRL Board of Trustees' Secretary