

**Pamunkey Regional Library
Board of Trustees Meeting
December 8, 2021**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, December 8, 2021 at the Atlee Branch Library.

Attendees

Attending were Trustees:

Goochland County: Barbara Sensabaugh, Barb Young

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

King and Queen: Tricia Simpkins

King William County: Mary Shipman

Unable to attend:

None

Guests Attending:

Greg Miller – Cherry Bekaert^{LLP}

Library staff present included:

Tom Shepley - PRL Director

Ken Catron – PRL Staff

1. Call to Order/ Welcome

Chair R. Hachey called the meeting to order at 10:50 a.m. and welcomed all who were in attendance. A special welcome was offered to Greg Miller from Cherry Bekaert^{LLP} and to Ken Catron, PRL Staff.

2. Consideration of agenda amendments

There were no amendments to the agenda.

3. Citizens' time

J. May gave a report as a representative of the Friends of Atlee Library. She stated that Group earned 26¢ in October, 2021 and 25¢ in November 2021. She recommended that we as a Board encourage our Friends groups become more engaged.

T. Shepley said that it would be good to define what is the mission of the Friends groups. He stated that the liaison with the Friends groups is really the administration staff.

R. Hachey suggested that J. May make the work of the Friends groups a discussion topic for another meeting.

4. Consideration of Consent Agenda

The items on the Consent Agenda were:

1. Financial reports for October 2021
2. Warrants report for October 2021
3. Minutes from the Executive Board Meeting for October 27, 2021
4. Minutes from the Board of Trustees Meeting for October 27, 2021

MOTION: After review of the Consent Agenda items, J. O'Connor made a motion to approve the Consent Agenda items. The motion was seconded by B. Sensabaugh and passed unanimously by the BOT.

5. New Business

A Presentation of the Audit

Having all members present at the Executive Board Meeting and the Audit review done at that meeting, the review was not repeated.

MOTION: J. May made a motion to acknowledge the Audit review. The motion was seconded by M. Shipman and approved unanimously by the BOT.

MOTION: A second motion was made by B. Young to thank the staff for their hard work throughout the year to assure we had a clean audit. The motion was seconded by J. May and approved unanimously by the BOT.

B. Employee bonus discussion

T. Shepley shared information on the current status of employee bonuses.

1. Goochland County voted on December 7, 2021 to give bonuses.
2. Hanover gave bonuses to law enforcement (about 75 out of 275 employees.) These bonuses were \$3000.
3. Hanover County gave other employees bonus/salary increases in July - \$1000 for full time employees and \$600 for part time employees.

T. Shepley expressed concern that as the Director of the PRL, he has gotten little information about bonuses for Library personnel from Hanover County.

After some discussion, it was decided that T. Shepley would speak with John Budesky, Hanover County Administrator. Then the four Hanover Trustees would speak with their County Supervisors.

6. Old Business

A. Admin Center update

The new Admin Center at the ClockTower building is now open. They are waiting for the newly ordered furniture which has not yet arrived.

B. FY2023 budget process update

T. Shepley is making the rounds with each County to explain and discuss the upcoming proposed budget for FY2023 and the impact for each County. At this date, Goochland County is on board with the proposed budget.

C. Trustee assignments

MOTION: J. May, Personnel Committee Chair, made a motion to recommend that Tricia Simpkins and Joe O'Connor be added to the Personnel Committee. As this was a motion coming from a committee, no second was needed. The motion was approved unanimously by the BOT.

R. Hachey asked that we replace our Vice Chair since our former Vice Chair has left the BOT.

MOTION: J. O'Connor made the motion that we select Tricia Simpkins as our Vice Chair. The motion was seconded by J. May and passed unanimously by the BOT.

NOTE: Tricia Simpkins was absent from this meeting but had been notified before the meeting and had accepted the nominations both to the Personnel Committee and the position of Vice Chair.

7. Report of Library Director

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

a. Purchase of Additional Chromebooks and HotSpots

Using the Emergency Connectivity Funds (EFC), PRL has purchased 150 Chromebooks and 150 hotspots. These are added to the 120 of each that are currently being checked out. Support for these items is covered through the EFC funds until June 2022.

b. Distributing COVID-19 Tests

PRL is participating in a pilot program being administered by the Virginia Health Department to distribute COVID-19 test kits to the public. There are about 40 libraries in Virginia in the pilot. If the pilot is successful, the program will expand to all Virginia libraries in January 2022.

PRL does not pay for the kits to be disseminated. At this point, about 350 kits have been distributed. To get the word out about the availability of these kits, information has been posted on social media, is at the State Health Department, and coming from the Counties in PRL.

8. Additional Information

A. J. May, Chair of the Personnel Committee, has asked for nominations for Trustee officers by May 2022.

B. R. Hachey has asked that the Trustees think about and be prepared to discuss the new Committee structure that we have used this fiscal year for the BOT work.

9. Adjournment

The February 2022 BOT meeting will be held on February 23, 2022 at the Hanover Branch Library. The BOT Executive Committee will meet at 9 a.m. and the Library BOT will meet at 10 a.m.

Having completed the business of the PRL BOT, Chair R. Hachey adjourned the meeting at 12:10 p.m. by acclamation of the Board.

Respectfully submitted,

Barbara Young
PRL Board of Trustees' Secretary