

**Pamunkey Regional Library
Board of Trustees Meeting
February 23, 2022**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, February 23, 2022 at the new PRL Administration Offices. No PRL Executive Committee meeting was held because all information was to be covered during the regular BOT meeting.

Attendees

Attending were Trustees:

Goochland County: Barb Young

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

King and Queen: Tricia Simpkins

King William County: Mary Shipman

Unable to attend:

Goochland County: Barbara Sensabaugh

Hanover County: Mike Smith

Guests Attending:

None

Library staff present included:

Tom Shepley - PRL Director

1. Call to Order/ Welcome

Chair R. Hachey called the meeting to order at 9:15 a.m. and welcomed all who were in attendance.

Tom Shepley gave the BOT a tour of the new PRL Administration Offices.

2. Consideration of agenda amendments

A request was made by R. Hachey to add an update on the Long Range Plan and an update on staff 2021 bonuses. The two items will be added to the Library Director's Report.

3. Citizens' time

There were no citizens present at the meeting.

As a follow-up to a report given by J. May as a representative of the Friends of Atlee Library at the December 8, 2021 BOT meeting, she shared a copy of the Articles of Incorporation of the Friends of the Atlee Branch of the PRL for informational purposes. J. May also suggested that the Trustees encourage contact between the Assistant Library Directors and the Friends of the Library officers during 2022.

4. Consideration of Consent Agenda

The items on the Consent Agenda were:

1. Warrants report for December 2021 and January 2022
2. Budget Reports for December 2021 and January 2022
3. Minutes from the Executive Board Meeting for December 8, 2021
4. Minutes from the Board of Trustees Meeting for December 8, 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 T. Simpkins and passed unanimously by the BOT.

5. Old Business

A Audit Update

T. Shepley reported that there has been no update yet from Cherry Bekaert^{LLP}. He also reported that Cherry Bekaert^{LLP} is proposing a 40% increase for the 2022 audit.

B. Budget update

T. Shepley gave a budget update county by county.

1. Goochland County – T. Shepley presented the proposed budget for FY2023 to the Board of Supervisors. The Supervisors were very supportive of the proposed budget.
2. Hanover County – T. Shepley presented the proposed budget for FY2023 to the Board of Supervisors. The response from the Supervisors was not very supportive. Currently they are supporting only 85% of the proposed budget.

During the discussion with Hanover, it was stated that HR controls the order raises are given (merit increases vs. increases to \$15/hour.) It makes a difference as to what order these are given.

T. Shepley also said that the 2021 bonuses for library staff have not been paid. Further discussion about the bonuses are on the agenda to be discussed in New Business.

3. King and Queen County – T. Shepley spoke with the King and Queen County (K&Q County) Administrator before their Board of Supervisors Meeting and then also made a presentation to the Board of Supervisors.

The Supervisors said that the new Elementary School being constructed in the County is taking all of their money. There will not be any funds available to increase the library's budget.

T. Shepley reported that if K&Q County has level funding, there will not be enough funding to keep the K&Q Branch Library open this year. Level funding would support the library branch manager and shared services, but no other staff (including the janitor) so they would not be able to open the library. They could do outreach, but no one could come into the library.

4. King William County – King William County has a Board of Supervisors meeting scheduled for March 2, 2022. T. Shepley will give a presentation at that meeting.

T. Shepley stated that there may be an increase in the state budget for libraries statewide.

C. Project updates

1. Admin Center: All the PRL Administrative staff are now working at the new Administrative Offices at the Clocktower Building, Lee Davis Road, Mechanicsville, VA.
2. Locker project: PRL will need to get permission from each individual library branch as to whether or not they would like to have lockers outside the building.
3. Summer Reading Program: Plans are ongoing for the Summer Reading Program.
4. Hotspots and Laptops: The equipment is in-hand at Administration but they are still working on the distribution of the equipment to the library branches.

D. Staffing

T. Shepley reported that staffing across the PRL system is still a challenge, especially due to turnover.

1. PRL has hired the Atlee Branch librarian, Ann Marie Parrish, who has an MLS. She started in January 2022.
2. Steve, the Admin IT person is leaving, and the search is in progress to replace him.
3. A big part of staffing issues is still COVID. There continue to be lots of absences due to COVID and one staff member had his/her spouse die from COVID. All but six staff members are vaccinated. Of those six staff, five have had COVID so have natural immunities.

E. Challenges

1. Parental choices: Currently the library policy for materials follows the guidelines laid out in the “Library Bill of Rights” from the American Library Association (ALA) and from “The Freedom to Read Statement” from the ALA. If parents are concerned about their child’s use of the library and its materials, they are encouraged to personally monitor their child’s library activity.
2. T. Shepley shared copies of the newspaper Epoch Times. After discussion, it was decided that Epoch Times should be included in the library’s repertoire of newspapers so as to represent all views. A patron at the Ashland Library Branch has offered to personally pay for the library subscription to Epoch Times for the Ashland Branch Library. T. Shepley will do a pilot purchase of the Epoch Times for six months.

6. New Business

A. Kronos

T. Shepley explained that Kronos is the Hanover County system for salaries. The system was recently hacked and has a virus. The County couldn't take on paying bonuses for PRL in the middle of fixing the virus.

The PRL bonuses were to be \$1000 for full time employees and \$650 for part time employees. This adds up to about \$80,000 for the PRL bonuses. T. Shepley said that PRL still wants these bonuses paid. Hanover County, using Kronos, may be able to pay the bonuses and the increases specified in the Comprehensive Plan both in April 2022. T. Shepley stated the BOT may need to have a motion made for this at the March meeting.

B. Facility updates region-wide

1. Montpelier Branch Library: This project is being reinvigorated. Hanover County has created a team to address the project and has appointed Dan Smith, the County Department of Parks and Recreation Interim Director, as the Project Manager.
2. Goochland Branch Library: There is about \$270,000 of Goochland County Proffer funds that have been designated for the Library. The issue is that these funds come to the County with the sale of one house at a time, which means that the library will not get the full amount all at the same time. Scott Foster, the Head of Building Services for Goochland County, has been looking at ways to use these funds for the library, but T. Shepley expressed some concern because of the way Proffered Funds become available.
3. King William County Branches:
 - a. Upper King William Branch Library: King William County is working on an update of the County's Comprehensive Plan. John Breedon, who was formerly with the Library of Virginia and is currently on the King William County Board of Supervisors, is advocating for the County to build an Upper King William Branch Library facility and not continue to rent the current facility. King William Board of Supervisors will be having a meeting to address this in March and M. Shipman, the Library Board Trustee from King William, will attend.
 - b. West Point Branch Library: John Edwards, the West Point Town Manager, would like to move the library to a different location.

7. Report of Library Director

T. Shepley, PRL Director, stated that all the items he planned to cover have already been covered in the previous business.

8. Additional Information

R. Hachey informed the BOT that he will be moving to Bennington, VT in a few weeks to be closer to his daughter. He will not be present for the March 2022 or the May 2022 BOT meetings, but will be back for his final meeting in June 2022 before rotating off the Board. The Board unanimously wished him well in his move and stated we look forward to seeing him again in June.

9. Adjournment

The March 2022 BOT meeting will be held on March 23, 2022 at the King and Queen 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 11:25 a.m. by acclamation of the Board.

Respectfully submitted,

Barbara Young
PRL Board of Trustees' Secretary