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Pamunkey Regional Library
Personnel Committee Meeting Minutes
May 20, 2022, at 10:00 am
Atlee Library Branch

The Personnel Committee Meeting was attended by Barbara Sensabaugh, Barbara Young, Mary Shipman, Joe O'Connor and Julie May (Chair).

Required Annual Performance Review of our Regional Library Director

Committee Members reviewed individual Board Member assessments and checked the draft summary report for accuracy. After reviewing the collected assessments, the Personnel Committee unanimously agreed to the following statement to accompany the summary report which will be provided to the Board and the Director:

The Personnel Committee commends Pamunkey Regional Library Director Tom Shepley for his strong and effective leadership of our Regional Library during another year of the Covid Pandemic, overseeing some significant changes to the administrative offices and the wage and salary scale for all library employees. The Personnel Committee recommends an Outstanding Performance Merit Increase for Director Tom Shepley.

Board of Trustees Meeting Schedule

After vigorous discussion, the Personnel Committee members unanimously recommend the Board of Trustees consider **increasing** the number of regularly scheduled Board Meetings for the next, or next several, fiscal years. The group considers that more frequent meetings would help Trustees fulfill their responsibilities, with a new branch facility in its design phase, and other significant changes expected.

Nominations for Board Officers

Board Offices and Board Members for FY 2023 were discussed.

Mary Shipman offered this motion:

The Personnel Committee recommends that the **Executive Committee be discontinued** for lack of value to the Board. Barbara Sensabaugh seconded the motion. This motion passed by voice vote. (We note that this would require a By-Laws change)

Mary Shipman made an additional motion:

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The Personnel Committee recommends to the Pamunkey Regional Library Board that a **Finance Committee** be established to allow deeper, more valuable discussions of financial options and decision-making by the PRL Board. The motion was seconded by Barbara Sensabaugh, and passed by voice vote.

Nominations for Board and Personnel Committee officers were reviewed. Our committee has not found a Trustee willing or equipped to serve as Board Secretary. We recognized the significant demands of the position.

On a motion by Joe O'Connor, with a second by Mary Shipman, the following passed unanimously:

The members of the Personnel Committee unanimously recommend the following Slates of Officers to lead the PRL Board and the Personnel Committee in Fiscal Year 2023:

Board Officer Nominations

Chair: Barb Young of Goochland County

Vice Chair: Joe O'Connor of Hanover County

Secretary: *To Be Determined by the Board*

Personnel Committee Officer Nominations

Chair: Julie May of Hanover County

Vice Chair: Barbara Sensabaugh of Goochland County

Recommended Personnel Committee Assignments for FY 2023

Members: Mary Shipman of King William County
Joe O'Connor of Hanover County
Tricia Simpkins of King and Queen County
and other Board Members willing to serve

Ex-Officio: Board Chair

New Business

No additional business was raised to the committee.

The committee was adjourned just after 11:30 am.

Minutes respectfully submitted by J. May