

**Pamunkey Regional Library  
Board of Trustees Meeting  
July 22, 2020**

The Pamunkey Regional Library (PRL) Board of Trustees met on Wednesday, July 22, 2020 at the West Point Branch Library.

**Attendees**

Attending were Trustees:

Goochland County: Barb Young

Hanover County: Mike Smith, Julie May, Ron Hachey

King and Queen County: Joy Harvey

King William County: Mary Montague Sikes

Unable to attend were Trustees:

Goochland County: Linda Moore

Hanover County: Lisa Newman

King and Queen County: David Litchfield

Guests Attending:

None

Library staff present included:

Tom Shepley - PRL Director

**1. Call to Order/ Welcome**

Chairman R. Hachey called the meeting to order at 10:00 a.m. and welcomed all who were in attendance. T. Shepley also welcomed all in attendance and described the pandemic meeting room policies for the West Point Branch Library and suggested that all keep masks on if possible during the meeting because of the size of the meeting room being used.

**2. Consideration of agenda amendments**

T. Shepley distributed a revised Proposed Agenda which included the Consent Agenda as item #3. There were no amendments to the revised agenda.

**3. Consent Agenda**

The Board reviewed the following consent agenda items:

- A. The draft Minutes of the June 2020 Library Board Meeting
- B. Board Financial report for June 2020
- C. Warrants – bills paid in June 2020
- D. June 2020 funds schedule

**Consent Agenda Items A, C, & D**

A few minor grammatical revisions were suggested and made to the June 2020 Board minutes.

M. Smith asked who is the vendor “Baker & Taylor” that is found on the Monthly Warrants Report. T. Shepley explained that they are a book vendor and that approximately half of our book purchases are from them.

**MOTION:** M. Smith made a motion to approve items A, C, and D on the Consent Agenda noted above. J. May made a second to the motion which then passed unanimously by the Board members.

### **Consent Agenda Item B**

T. Shepley distributed a revised PRL Budget Report 2019/2020 (Item B of the Consent Agenda) to all Board members. T. Shepley stated that the revised Budget Report is accurate through June 30, 2020, but there may be a few more items posted after June 30, 2020 because Hanover County posting timeline sometimes is extended in order for them to complete all submissions from the various departments in the County. Any remaining PO submissions or income received for PRL after Hanover County’s end-of-year data entry will be entered into PRL’s fiscal year 2020-21 budget.

**MOTION:** M. Smith made a motion to approve the revised June Monthly Board Budget Report as submitted. J. Harvey made a second to the motion which then passed unanimously by the Board members.

## **4. Citizens’ Time**

There were no citizens present at the meeting.

## **5. Old Business**

### **A. COVID-19 and Library Services**

T. Shepley distributed the current PRL Re-Opening Plan. We are now in Stage 4 of the plan which started on July 13, 2020. The information is posted on the PRL website for the public. In Stage 4 the library buildings are open to the public but with reduced capacity and reduced operating hours. All customers age ten and above are required to wear face coverings while in the building. Customers who do not comply will be asked to leave unless they indicate that they have a medical condition which prohibits face coverings. Customers are encouraged to stay just as long as they need to do their business and then leave.

The Re-Opening Plan contains maximum building capacity for each of the branch libraries, and defines detailed staff expectations, facility expectations, and service expectations. It was noted by the Board that the PRL staff has done an excellent job on the PRL Re-Opening Plan.

### **B. New Atlee Building**

The construction and pre-opening logistics are currently on schedule. The new shelves are being installed at this time and the staff is beginning the packing of the old library site. The old site never really opened back up because the room has been needed for the packing.

T. Shepley stated that the plans are to hold the Grand Opening in October, but no details for the opening have been made yet. T. Shepley suggested that the PRL Board make gift bags for the Grand Opening and let Hanover County handle the main logistics for the opening.

### **C. Future Montpelier Building**

T. Shepley gave a brief update about the current progress on the building of a new future Montpelier Branch Library. The Conditional Use Permit has been submitted to the County. The County has put this on hold.

There is a meeting being scheduled with the County Parks and Recreation staff and the Montpelier Library Staff. R. Hachey and T. Shepley will represent the Board of Trustees at the meeting.

The building elevations have been submitted.

The odd shaped halls are still under consideration, but the barn style is close to final.

There will be a Public Comment Period once plans have the initial approval.

### **D. Administrative Facility**

The PRL Administration folks are currently working in several locations. Moving Administration to a new facility will help consolidate the staff and make work coordination much more efficient.

The funding for the consolidation will come from the PRL reserve funds. Hanover County is currently not in favor of the PRL Administration building a new facility. The PRL Administration is planning for a five year interim plan to lease a building or part of a building for new facilities until future building plans can be finalized and approved.

T. Shepley met with a real estate broker and visited potential sites. The focus is on existing office and retail buildings in the Rt. 360 East corridor in the Mechanicsville area. T. Shepley said that existing office space is probably a better way for them to go as retail space would require more major renovations to make it usable.

### **E. Employee Recruitments**

T. Shepley reported that PRL at present has 40 vacancies. PRL hired four part-time staff and one full-time staff in mid-March. However we then had four more resignations. We are currently advertising and interviewing for library associates and paraprofessionals but are in fairly good

shape for full-time librarians. After the current round of interviews and hirings, we will need to do another round of recruitment. T. Shepley stated that we currently do not have enough submitted candidate applications. Having the large number of part-time staff that are used in our branch libraries brings a larger turnover of staff than would normally be at a library with mostly full-time staff.

#### **F. Envisionware**

T. Shepley explained that Envisionware is a program which will offer a way for library patrons to be able to pay for things (e.g., photocopies, library fees, etc.) through an online credit program. Access to the program will be directly tied to the patrons' library cards. Patrons will be able to still pay for the items using currency if desired. Using Envisionware will give us better accountability management.

Envisionware will eventually be used at all ten library branches, but will initially be implemented at the new Atlee Branch Library.

Administration is ready to implement Envisionware, but still needs to identify the credit card vendor that will be used. Oversight for the system will be a shared responsibility with Hanover County and the PRL system.

## **6. New Business**

### **A. FY2020 recap**

T. Shepley updated the Board on Library Performance Measures covering statistical data about borrowing, visits, and volunteer hours at the PRL which were compiled for January-June, 2020. Due in large part to the COVID-19 pandemic adjustments made for the branch libraries, our outputs are down. Our hope is that as pandemic adjustments are removed, and we are able to once again fully reopen our facilities and offer all our services, our statistical totals will rebound back to normal.

T. Shepley reported that we currently have unspent funds, in large part because of our current vacancies at the various branch libraries. M. Smith asked if we are below scale with our "neighbor" libraries. T. Shepley said the answer is yes because we don't have the same educational requirements, we have many more part-time employees, and our model is different.

T. Shepley will be meeting with Hanover County, our fiscal agent, soon. Before that meeting, he will gather together our benchmarking, our staffing plan, our current staffing numbers, and our salary scale plan.

### **B. Virginia Safety and Health Code Board §16 VAC 25-220, Emergency Temporary Standard COVID-19 in the workplace (OSHA)**

T. Shepley said that the PRL will need to be compliant with the Virginia Department of Labor and Industry's (DOLI) "Emergency Temporary Standard for Infectious Disease Prevention

related to COVID-19”. T. Shepley stated that the Board of Trustees does not need to take any action to ensure that the emergency guidelines are implemented as the staff will ensure that all are followed. T. Shepley attended training on the US Department of Labor and Industry’s standards document.

The standard covers things such as bathrooms, staff breakrooms, etc. Employees have 30-60 days to implement the guidelines.

**C. Designation of the Reserve Fund**

T. Shepley distributed a document titled Designation of the reserve fund, 6/30/2020. This document becomes part of the audit.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>1</b>	<b>Designation of the reserve fund, 6/30/2020</b>		
<b>2</b>	estimated amount:	\$2,660,535	or 100%
<b>3</b>			
<b>4</b>	<b>non-spendable:</b>		
<b>5</b>	<b>restricted:</b>		
<b>6</b>	<b>committed:</b>		
<b>7</b>	funds reserved for Atlee Library Project - Atlee Friends Donation	\$90,000	
<b>8</b>	current admin capital projects	\$75,000	
<b>9</b>	<b>assigned:</b>		
<b>10</b>	future admin capital projects	\$1,695,535	or balance
<b>11</b>	future branch capital projects	\$300,000	
<b>12</b>	unanticipated expenses:	\$500,000	
<b>13</b>			
<b>14</b>	<b>unassigned:</b>		
<b>15</b>	total or 100%	\$2,660,535	
<b>16</b>			
<b>17</b>			
<b>18</b>	draft 7/24/2020		

Based on numbering the rows on this chart 1-18 (starting with the title row) and labeling the columns A-D, the following changes and explanations for the chart were given by T. Shepley.

1. 4B, 5B, and 6B – these designations are defined by the Government Auditing Standards Board (GASB).
2. 7B – funds Reserved for Atlee Branch Library Project – Atlee Friends Donation – these funds are ONLY for Atlee as they have come from their local community
3. 8B – current admin capital project – these funds will be used to pay rent, to purchase furniture, etc.
4. 8C – should change from \$500,000 to \$75,000 per T. Shepley. The plan is for Administration to move to a temporary, leased facility for the next three to five years and

then move to a permanent facility within five years. This will allow us to get Atlee and Montpelier done first. We do have funds to eventually build an Administration facility.

5. 10C – the plan would be to move the remaining \$425,000 from 8C to 10C which will make the changed total for 10C \$1,695,535.
6. 15C – Currently is \$2,660,535 (100%) – This could change as final adjustments are made.
7. T. Shepley stated that Hanover County has fully funded the future Montpelier Branch Library so the funds for this project are not included on this chart.

**MOTION:** B. Young made a motion to approve the Designation of reserve funds, 6/30/2020, document as revised. M. Montague Sikes made a second to the motion which then passed unanimously by the Board members.

## **7. Report of library director**

T. Shepley reported that the current Federal COVID Cares Act has funds designated for libraries which can be applied for by individual libraries. These funds flow from the Federal Act to the State of Virginia, from the State of Virginia to the Library of Virginia, and from the Library of Virginia to the individual libraries which apply for a mini-grant. The PRL staff will work with King and Queen Branch Library which qualifies for a mini-grant to write and submit a grant application for approximately \$7000. We will be receiving more information about these small grants in the near future.

T. Shepley reported that we had gotten approval before the COVID-19 outbreak to use jail trustees to help move the Atlee Branch Library from the current facilities to their new building. The jail has discontinued this program due to COVID-19 so T. Shepley will help the Atlee staff devise a new plan for moving things.

T. Shepley met with the Board's Personnel Committee to write T. Shepley's new goals and objectives for 2020-21.

## **8. Adjournment**

Having completed the business of the Pamunkey Regional Library Board of Trustees, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Barbara Young  
PRL Board of Trustees' Secretary