

**Pamunkey Regional Library  
Board of Trustees Meeting  
April 28, 2021**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, April 28, 2021 at the Atlee Branch Library.

**Attendees**

Attending were Trustees:

Goochland County: Barb Young

Hanover County: Julie May, Ron Hachey, Mike Smith

King and Queen County: David Litchfield

King William County: Mary Shipman, Mary Montague Sikes

Unable to attend was Trustee:

Hanover County: Lisa Newman

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 9:05 a.m. and welcomed all who were in attendance.

**2. Consideration of agenda amendments**

T. Shepley asked that review of amendments to the budget be added to Old Business as item “c” under “F. Finance Committee Update”. T. Shepley also noted that there is no Consent Agenda.

**3. Citizens’ time**

There were no citizens present at the meeting.

**4. Consent Agenda**

There was no consent agenda.

**5. Old Business**

**A. Approval of minutes**

**MOTION:** A Motion was made by D. Litchfield to approve the February 24, 2021 BOT meeting minutes. The motion was seconded by J. May and passed unanimously by the Board members.

**MOTION:** A Motion was made by D. Litchfield to approve the March 24, 2021 BOT meeting minutes. The motion was seconded by B. Young and passed unanimously by the Board members.

**B & C. Approval of board financial reports and Approval of funds schedule**

**MOTION:** A motion was made by J. May to approve the February 2021 and the March 2021 financial reports and funds schedule. The motion was seconded by M. Smith and passed unanimously by the Board members.

**D. Trustee vacancies - continued**

T. Shepley stated that we currently have or will have the following vacancies on the Pamunkey Regional Library Board of Trustees:

King William County:	Mary Montague Sikes – term ending 2021
Hanover County:	Lisa Newman – term ending 2021
Goochland County:	Linda Moore – resigned
King and Queen County:	Joy Harvey – resigned

A discussion about the current BOT meeting and BOT Committee meeting schedules was held and concern was expressed about the number and frequency of the meetings required. The comment was also made that many times the committee meetings are repetitive. The suggestion was made that we possibly could change the committee structure. T. Shepley was asked to put together a presentation for the BOT for possible changes to be presented at the May 2021 BOT meeting.

**E. Planning and Operations update:**

**a. Admin Center Lease**

T. Shepley reported that Admin is still waiting for final approval of the new Admin facilities at the Clock Tower building and the attorney still needs to sign. Currently the Collections and Mobile Services groups are already working out of the Clock Tower facility, but the remaining Admin staff may be looking at a September 2021 moving date.

**b. Pandemic Reopening plan-update**

T. Shepley stated that the plan is to eliminate many of the hygiene regulations that were set at the beginning of the pandemic since many of the recommendations for hygiene have been changed by the CDC.

The ten branches are still operating fewer hours than their normal schedules. Several staff are still on loan to the vaccination centers and they will need to return to the libraries before the libraries can go back to full hours. Having library staff on loan to the vaccination sites has created good public relations for the libraries.

**F. Finance Committee update**

**a. Audit**

T. Shepley handed out copies of the final audit which is official as of March 23, 2021. He stated that the audit is a clean audit and that page 57 gives a good summary. M. Smith asked if it might be possible next time to see the prior year next to the current year for comparison purposes.

The Board unanimously offered kudos to Tom and Ken for all the time and work that they put into the process to get a “clean audit.”

**MOTION:** A Motion was made by D. Litchfield to accept the Fiscal Year 2020 Audit of the Pamunkey Regional Library dated March 23, 2021 as presented. The motion was seconded by M. Smith and passed unanimously by the Board members.

**b. FY2022 Budget Process – localities are approving budgets**

T. Shepley reported that Goochland County and Hanover County approved the budget with flat funding.

King William approved the budget with flat funding on Monday, April 26, 2021.

King and Queen County is still in the process of reviewing the FY2022 budget.

The state of Virginia approved a flat budget for libraries for FY2022.

**c. Amended FY2021 Budget**

T. Shepley distributed the March Library Budget Report with the proposed amended budget for the FY2021 budget and shared explanations of the proposed amendments to the current budget.

**MOTION:** A motion was made by D. Litchfield to approve the amended budget report for FY2021. The motion was seconded by M. Smith and passed unanimously by the Board members.

## **6. New business**

### **A. Personnel Committee – nominating officers for FY2022**

As the chair of the Personnel Committee, J. May said that she will meet with the Personnel Committee and present the slate of 2022 BOT officers at the May 2021 BOT meeting for election.

### **B. Library personnel policy update – memorializing changes for floating holidays and annual leave accrual**

T. Shepley distributed a portion of the June 2011 personnel manual that included the areas addressing floating holidays and annual leave accrual with proposed changes. He stated that these changes are a “work in progress” and that he will bring them back to the board next month. Some of the major changes discussed were (1)change Columbus Day to Indigenous People’s Day, (2)the use of Floating Holidays which are not accrued year over year, (3)annual leave available to new employees immediately upon hire and the formula for accrual of annual leave or

the payback of annual leave used and then the employee leaves before the annual leave is actually earned, and (4)an expanded definition of “relatives” for purposes of supervision.

### **C. PCI Compliance Policy/Credit Card Acceptance – policy for compliance with Payment Card Industry Standards**

T. Shepley distributed a copy of a library PCI (Payment Card Industry) Compliance Policy for credit card use as a boilerplate. T. Shepley explained that this was being shared currently just for discussion. PRL would like to have policies in place by July 2021.

T. Shepley explained that the staff will be administering the library’s acceptance of credit cards. All data will be encrypted by the system and no library staff will have access to unencrypted data. The staff will come up with policies which will include policies for refunds.

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

T. Shepley reported that Admin is continuing to work on benchmarking for salaries.

T. Shepley stated that the county government structures are different in each of the PRL counties and that changes to their structures occasionally are made. The most difficult part of this is when he is not informed of those changes which has happened recently in two of the counties.

There is a meeting scheduled to discuss the current progress in moving forward with the new admin offices at the Clock Tower building.

There have been no updates about the proposed new facility for Montpelier Branch Library.

T. Shepley stated that the Ashland Branch Library needs updates to the facility. They need more space and updates to the current facilities. The current facility is landlocked but they may possibly build a second story as a way to update the facilities.

T. Shepley distributed statistics from the Pamunkey Regional Libraries for March 2021. Even though we have been dealing with the COVID pandemic, the libraries continue to provide services and materials to our patrons as the statistics show.

The next PRL committee meetings are scheduled for May 12, 2021 at 9:00 a.m. at the Ashland Branch Library and will be conducted as a joint meeting of the Planning and Operations Committee and the Finance Committee so that we may discuss the personnel revisions and business arising from the discussions.

The May Board of Trustees meeting will be held on May 26, 2021 at 9:00 a.m. at the Atlee Branch Library.

## **8. Adjournment**

Having completed the business of the Pamunkey Regional Library Board of Trustees, the meeting was adjourned by Chair R. Hachey by acclamation of the Board at 11:55 a.m.

Respectfully submitted,

Barbara Young  
PRL Board of Trustees' Secretary