

**Pamunkey Regional Library
Board of Trustees Meeting
April 13, 2022**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, April 13, 2022 at the 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: Barbara Sensabaugh, Barb Young

Hanover County: Julie May, Joe O'Connor

King and Queen: Tricia Simpkins

King William County: Mary Shipman

Unable to attend:

Hanover County: Ron Hachey, Mike Smith

Guests Attending:

None

Library staff present included:

Tom Shepley - PRL Director

1. Call to Order/ Welcome

Vice Chair T. Simpkins called the meeting to order at 9:05 a.m. and welcomed all who were in attendance.

2. Consideration of agenda amendments

There were no additions or corrections to the meeting agenda.

3. Citizens' time

There were no citizens present at the meeting.

4. Consent Agenda

The items on the Consent Agenda were:

1. Draft minutes from the Board of Trustees Meeting for February 23, 2022
2. Warrants reports for February 2022 and March 2022
3. Funds Schedule for March 2022
4. Draft Board financial reports for February 2022 and March 2022

MOTION: After review of the minutes for the February 23, 2022 BOT meeting, M. Shipman made a motion to approve the minutes as modified. The motion was seconded by B. Sensabaugh and passed unanimously by the BOT.

MOTION: After review of the Warrants reports, the Funds Schedule, and the financial reports, J. O'Connor made a motion to approve the items. The motion was seconded by J. May and passed unanimously by the BOT.

5. Old Business

A. Trustee Vacancies

T. Simpkins reported that King and Queen County (K&Q County) has appointed a new trustee.

T. Shepley reported that there is still one vacancy for a trustee for King William County.

B Audit Update

T. Shepley reported that we still do not have the final audit report for 2021 from Cherry Bekaert^{LLP}.

C. FY 2023 Budget Process – by localities

T. Shepley gave a budget update county by county.

1. Goochland County –The Goochland Board of Supervisors has agreed to the increased budget for the library for 2023 following Hanover's increase and funded an additional four hours of library service to keep the branch open until 9:00 pm Monday through Thursday.
2. Hanover County – The Hanover County Board of Supervisors agreed to the increased budget for the library for 2023. The increase for materials was not included and Hanover funded the compensation changes using slightly different calculations.
3. King and Queen County – The K&Q Board of Supervisors proposed level funding for the library.
4. King William County – There were eight speakers at the King William Board of Supervisors meeting who spoke in favor of supporting the additional funding for the libraries. The King William County Board of Supervisors proposed level funding for the libraries.

The PRL BOT discussed suggested ways to communicate to the public about who the Pamunkey Regional Libraries are, what services are offered by PRL, and possible strategies to present that information to the public.

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

6. New Business

A. Montpelier Library Update

T. Shepley introduced Jim Taylor, Hanover County's Deputy County Administrator, and the liaison with PRL for the Montpelier Recreation Center & Library Project. J. Taylor shared the handout used at the recent Community Meeting held on March 21, 2022 where the project committee presented information about the project to the community.

J. Taylor stated that the project committee is working on the timeline and funding components of the project. The committee hopes that they will break ground between late winter 2022 and spring of 2023. The funding for the project has grown from the original \$9M to \$11M. J. O'Conner asked how much of the additional funding will be applied to the library part of the project. J. Taylor stated that none of the additional funds will be used for the library. No additional funds will be requested by the PRL.

After additional information about the project, several questions were posed to J. Taylor concerning security for the new facilities, finalization of the funding of the project, and the inclusion of T. Shepley in all meetings for the planning and implementation of the project. J. Taylor said that T. Shepley will be informed of all the meetings and that he will keep T. Shepley and the PRL BOT updated on a regular basis as to the project progress.

B. Personnel Committee – nominating officers for FY2023

J. May distributed the proposed nominations for the FY2023 BOT. The decision was made to remove the position of Treasurer from the BOT leadership since Hanover County now handles all finances for PRL. Scott Miller from Hanover County handles the PRL finances when the BOT approves the yearly budget.

J. May reminded the BOT that it is time for the yearly evaluation of the PRL Director, T. Shepley. The Personnel committee created a tool that will be used by each Trustee to help with the evaluation. J. May will distribute the tool through email to each Trustee with the deadline of May 10, 2022 for each Trustee to return the evaluation tool back to her for the Personnel committee. The Personnel committee will then compile and analyze the returned results and share them with the BOT at a future BOT meeting.

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.

9. Adjournment

The May 2022 BOT meeting will be held on May 25, 2022 at the Upper King William 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, Vice Chair T. Simpkins adjourned the meeting at 11:05 a.m. by acclimation of the Board.

Respectfully submitted,

Barbara Young
PRL Board of Trustees' Secretary