

**Pamunkey Regional Library**  
**Joint Meeting - Planning & Operations Committee and Finance**  
**Committee**  
**May 12, 2021**

The Pamunkey Regional Library (PRL) Planning & Operations Committee and the PRL Finance Committee met jointly on Wednesday, May 12, 2021 at the Ashland Branch Library.

**Attendees**

Attending were Trustees:

Goochland County - Barbara Young

Hanover County - Lisa Newman, Ron Hachey (Ex-Officio), Julie May, Mike Smith

King William County – Mary Shipman

Unable to attend was Trustee:

King and Queen County – David Litchfield

Library staff present included:

Tom Shepley – Library Director

**1. Call to Order**

L. Newman called the meeting to order at 9:20 a.m.

**2. Citizens Time**

There were no citizens present at the meeting.

**3. Approval of the Agenda**

There were no changes made to the agenda and it was approved as presented.

**4. Old Business**

**A. HR Policies (leave)**

T. Shepley shared the portion of the June 2011 Personnel Policy manual that was originally distributed at the April 28, 2021 Board of Trustees (BOT) meeting and contains proposed changes. The changes include: (1) change of Columbus Day to Indigenous Peoples' Day; (2) changes to earned annual leave time; and (3) frontloading the first year of accrued annual leave for new fulltime employees when they are hired, including guidelines for situations when a new employee uses the frontloaded annual leave but separates from employment before he/she

has actually earned the frontloaded leave. No changes are recommended for sick leave. Extensive discussion ensued.

**MOTION:** A motion was made by M. Smith to approve the proposed changes to the June 2011 Personnel Policy manual. The motion was seconded by B. Young and passed unanimously by the Board Committee members.

### **B. PCI (Payment Card Industry) Policy**

T. Shepley distributed the draft Pamunkey Regional Library PCI Compliance Policy. The original boilerplate document that was used to create the PRL document was obtained from Envisionware.

PRL will follow industry standards for credit cards. No personal information of credit card users will be embedded in our system. It is recommended that there be an annual review of the PRL PCI Compliance Policy unless something causes a more frequent review (e.g., change in state law, a breach of the system, etc.)

**MOTION:** A motion was made by J. May to accept the Pamunkey Regional Library Payment Card Industry (PCI) Compliance Policy document as the Pamunkey Regional Library Payment Card Industry (PCI) Compliance Policy. The motion was seconded by M. Smith and passed unanimously by the Board Committee members.

### **C. & D. Benchmarking FY21 and Merit increases FY22**

T. Shepley explained that changes that are proposed based on benchmarking for merit increases recognizes and formalizes some of what is already being done. These documented changes are investments in the PRL staff.

Changes to benchmarking come from a review of the public library systems in Henrico, Chesterfield, Hanover, and Richmond City. T. Shepley stated that information about benchmarking will be submitted on June 1, 2021, will become effective June 15, 2021, and employees will receive the first pay increases from these recommendations on July 1, 2021.

The new recommended hierarchy for the PRL system will be:

Director → Deputy Directors (2 people) → Supervising Librarians (2 people).

IT will not be a part of this. They will be separate.

T. Shepley shared a document that showed the impact the potential federal proposed \$15.00/hour minimum wage would have on PRL staff. He stated that the latest minimum wage change of an increase of the minimum wage to \$9.50/hour will not impact any current employees of PRL. The change in January 2022 to \$10.00/hour minimum will affect one person. T. Shepley stated that PRL would like to go beyond the minimum if possible. By planning now and looking at going beyond the current minimums, if a \$15.00/hour minimum wage is adopted by the federal government, PRL should not have a major impact to the budget in the future.

T. Shepley is continuing to work on finalizing the numbers for these changes.

The BOT asked T. Shepley directly to compare his position and compensation to the benchmarking of his counterparts in the other library systems. After review, the BOT realized that T. Shepley is long overdue a review of his compensation using benchmarking. The BOT recommended that this be brought to the BOT meeting on May 26 for discussion through a closed session meeting.

**MOTION:** A motion was made by M. Smith to propose a \$140,000 benchmark salary for Tom Shepley, Director of the Pamunkey Regional Library System to become effective on June 15, 2021. The motion was seconded by L. Newman and passed unanimously by the Board Committee members.

#### **E. Trustee Appointments**

T. Shepley shared updates to Trustee appointments. David Litchfield from King and Queen County has agreed to serve another four-year term. Currently, Hanover County, King and Queen County, and Goochland County all have an opening on the Board.

#### **F. BOT Meeting Schedule**

The BOT conducted an extensive discussion about the current BOT meeting schedule and fielded multiple scenario options to adjust the schedule.

R. Hachey suggested that we change from having the Planning and Operations Committee and the Finance Committee to creating an Executive Committee. The Executive Committee would have a member from each PRL County locality and the Director of the PRL. M. Smith suggested that the Executive Committee could meet before the full BOT meeting, rather than having to gather on a separate day.

T. Shepley proposed that the BOT might meet two times in each three-month quarter which would be eight meetings total each year.

If these recommendations are used, the BOT meeting schedule will be as follows:

1. The PRL BOT will meet on the fourth Wednesday of the following months:
  - a. July
  - b. September
  - c. October
  - d. December
  - e. February
  - f. March
  - g. May
  - h. June
2. The Executive Committee will meet at 9:00 a.m.
3. The full BOT will meet at 10:00 a.m. for 90 minutes.
4. The Personnel Committee will remain as a BOT committee and its chair will determine the meeting schedule based on need.
5. The Planning and Operations Committee and the Finance Committee will no longer be used.

The recommendation was made that the bylaws be checked to see if they need to be changed to facilitate these schedule/committee structure changes.

**G. Reopening – Remote working policy? And PT sick leave?**

T. Shepley informed the BOT that all library volunteers are finished with vaccination center volunteer duties.

T. Shepley said that the plan is for all library branches to return to their pre-pandemic hours on July 6, 2021. He stated that there are still several vacancies at the libraries that need to be filled to successfully implement the full reopening.

T. Shepley shared that the libraries are still dealing with staff getting sick. Because of this, PRL has not yet ended pandemic sick leave. T. Shepley suggested that we give part time employees some sick leave, but require a doctor's note for it to be used.

T. Shepley said that Admin is looking at possibly doing some programming outside the buildings in the near future.

M. Smith recommended that we continue what we are currently doing until the end of the fiscal year and then revisit updates.

## **5. New Business**

### **Recommendation to Approve past committee meeting minutes**

**MOTION:** A motion was made by M. Smith to approve the minutes of the Planning and Operations committee meetings and the minutes of the Finance committee meetings for November 11, 2020 and March 10, 2021. The motion was seconded by J. May and passed unanimously by the Board Committee members.

## **6. Adjournment**

Having completed the meeting business, M. Smith adjourned the meeting at 12:40 p.m.

Respectfully submitted,

Barbara Young, PRL Board of Trustees' Secretary