

**Pamunkey Regional Library  
Board of Trustees Meeting  
May 25, 2022**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, May 25, 2022 at the Upper King William Branch Library. 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: Ron Hachey, Julie May, Joe O’Connor
- King and Queen: Alda Norris, Tricia Simpkins
- King William County: Mary Shipman

Unable to attend:

- Hanover County: Mike Smith

Guests Attending:

- Peggy Lavinder – Mechanicsville Branch Friends of the Library

Library staff present included:

- Tom Shepley - PRL Director

**1. Call to Order/ Welcome**

Vice Chair T. Simpkins called the meeting to order at 9:10 a.m. and welcomed all who were in attendance. T. Simpkins offered a special welcome to the newest member of the BOT, Alda Norris, representing King and Queen County.

**2. Consideration of agenda amendments**

There were no additions or corrections to the meeting agenda.

**3. Citizens’ time**

T. Shepley introduced Peggy Lavinder from the Mechanicsville Branch Friends of the Library. P. Lavinder shared that she was attending the BOT meeting for gathering updated information from the BOT and stated that the Mechanicsville Branch Friends of the Library group has a Facebook page.

**4. Consent Agenda**

The items on the Consent Agenda were:

1. April 2022 board meeting minutes
2. May 2022 Personnel Committee minutes

### 3. April 2022 Warrants Report

A. Norris shared concerns she had about the current finances of the BOT. After some discussion, it was decided that her concerns should be shared later in the meeting or at another meeting. Ms. Norris continued to express her opinion that the financial reports were not to her liking and she then left the meeting, stating that she resigned her appointment.

**MOTION:** After review of the Consent Agenda items, J. O'Connor made a motion to approve the items including minor modifications to the minutes for the April 13, 2022 BOT meeting. The motion was seconded by B. Sensabaugh and passed unanimously by the BOT.

## 5. Old Business

### A. Montpelier Update

T. Shepley stated that the engineering design for the new Community Center and Library should be completed in time for bids to be submitted by October 2022. The Hanover Board of Supervisors (BOS) is expected to hear and approve the application for the Conditional Use Permit (CUP) for the project at their meeting this evening. J. O'Connor, J. May, and T. Shepley plan to attend.

### B West Point Update

T. Shepley reported that any building projects involving the West Point Branch Library are on hold pending resolution of the budget situation with King William County. The West Point Branch Library will remain in its current location for the present time.

### C. Trustee Vacancy Update

King William County appointed John Edwards, the Town Manager of West Point, at its meeting on May 23, 2022. His appointment fills the County's second trustee position vacant since Mary Sikes' term ended. J. Edwards will not be able to attend the June 2022 BOT meeting, but may be able to attend the July 2022 BOT meeting.

### D. King William Capital Improvement Plan

T. Shepley reminded BOT that a library site had been proffered as part of the development of a subdivision many years ago. John Breeden, a long-time member of the King William Planning Commission, has supported a library building project on this site, or a different site. This has been included in the draft of a new CIP.

As part of the County's long-range CIP, they have allocated in their 2023 budget \$25,000 to study possibly moving their Upper King William Branch Library to this property. This amount was removed from the capital projects budget that was passed.

### E. Pandemic Update

T. Shepley reported that PRL is dealing once again with staff getting sick with COVID. This is happening at all branches and PRL is dealing with this on an almost daily basis. The large majority of the PRL staff is vaccinated. T. Shepley said that they have implemented a policy of paying employees who test positive for COVID to stay out for five days.

#### **F. Audit**

T. Shepley told the BOT that we still do not have the final 2021 Audit report from Cherry Bekaert's<sup>LLP</sup>. T. Shepley reported that if the final 2021 Audit report is not received by May 31, 2022, PRL will not be eligible for State aid.

**MOTION:** After some discussion from the BOT about our great disappointment with Cherry Bekaert's<sup>LLP</sup>, work on the PRL Audit, a motion was made by J. O'Connor that a letter be drafted and sent to the Hanover Board of Supervisors stating the BOT's concerns with Cherry Bekaert's<sup>LLP</sup> handling of the PRL Audit. The motion was seconded by B. Sensabaugh and passed unanimously by the BOT.

## **6. New Business**

### **A. Personnel Committee Update**

#### **1. Evaluation of the Director**

J. May, Chair of the Personnel Committee, requested that the BOT meeting go into a closed session to finalize the end of the FY2022 annual evaluation of the Director, Tom Shepley. T. Simpkins asked for a motion to support that request.

**MOTION:** J. O'Connor made a motion at 10:15 a.m. to meet in closed session pursuant to VA Code Section 2.2.3711 to conduct the FY2022 annual evaluation of T. Shepley, Director of PRL. B. Young seconded the motion. The following roll call vote was then taken.

Joe O'Connor – yes  
Barbara Sensabaugh – yes  
Mary Shipman – yes  
Julie May – yes  
Tricia Simpkins – yes  
Ron Hachey – yes  
Barb Young – yes

T. Shepley left the meeting during the closed session.

Pursuant to the motion, the Board convened in closed session.

Returning to open session, the BOT certified that to the best of each member's knowledge, only public matters lawfully exempted from open meeting requirements

under FOIA and only such public business matters as were identified in the motion by which the closed meeting was convened were heard.

**MOTION:** The certification motion was made by J. O'Connor at 10:35 a.m. and was seconded by M. Shipman. The following roll call vote was then taken.

Joe O'Connor – yes  
Barbara Sensabaugh – yes  
Mary Shipman – yes  
Julie May – yes  
Tricia Simpkins – yes  
Ron Hachey – yes  
Barb Young – yes

The motion passed and the BOT returned the meeting to open session. T. Shepley then returned to the meeting.

T. Simpkins brought the regular BOT meeting back into session at 10:40 a. m. She then asked J. May as Chair of the Personnel Committee to give a statement about the actions approved during the Closed Session. J. May stated that the BOT commended T. Shepley, Director of the PRL during FY2022, for his exceptional work for PRL. She said that the BOT agreed that the work done by T. Shepley, was meritorious and that the BOT determined that T. Shepley deserved an Outstanding Merit increase in salary for FY2023.

## **2. Executive Committee**

J. May brought a recommendation from the Personnel Committee that the BOT eliminate the Executive Committee and reestablish the Finance Committee. After much discussion, it was suggested that the BOT keep the Executive Committee, but redefine its role and its membership.

**MOTION:** J. May made the motion to change the role of the Executive Committee with a new meeting schedule. The motion was seconded by J. O'Connor.

The changes to the Executive Committee will be as follows:

- a. The Executive Committee will handle preliminary information and decisions for both Finance and Operations. That information and decisions will then be brought to the full BOT at their regular meetings for final approval.
- b. The membership of the Executive Committee will consist of one member from each of the four PRL counties. The BOT Chair will serve on the committee as the representative from his or her county. The committee will have four total members.
- c. It was determined that the Executive Committee will have four assigned meetings a year, and then additional meetings as needed.

The motion was passed unanimously by the BOT.

## **3. Election of Board Officers for FY2023**

J. May distributed the proposed nominations for the FY2023 BOT officer slate. Because of the difficulty finding a Secretary for the Board, B. Young made the recommendation that she remain as the Secretary and that T. Simpkins, the FY2022 Vice Chair, be nominated for the Board Chair.

**MOTION:** B. Young made the motion that the slate of officers for FY2023 be changed to  
Tricia Simpkins – Chair  
Joe O’Connor – Vice Chair  
Barb Young – Secretary  
and that the BOT elect the new slate. The motion was seconded by M. Shipman and passed unanimously by the BOT.

**MOTION:** J. May made a motion that we elect Tom Shepley to serve as the treasurer of the BOT for FY2023. The motion was seconded by B. Sensabaugh and passed unanimously by the BOT.

#### **4. Election of Personnel Committee officers and members for FY2023**

J. May distributed proposed nominations for the Personnel committee officers and members. The list is as follows:

- Julie May – Chair
- Barbara Sensabaugh – Vice Chair
- Members:
  - Mary Shipman
  - Joe O’Connor
  - Barb Young
  - Ex Officio: Board Chair Tricia Simpkins

**MOTION:** J. O’Connor made the motion that we accept by acclamation the proposed Personnel Committee officers and members as listed by J. May. No second is needed as this came from the Personnel Committee. The motion passed unanimously by the BOT.

#### **5. Board Meeting Schedule for FY2023**

T. Shepley will build a schedule for the BOT to meet all months except August and a combined meeting in November/December. He will bring the schedule to the June 2022 BOT meeting.

### **B. Financial Business**

#### **1. Proposed Budget Amendments to FY2022**

T. Shepley distributed the PRL Budget Report 2021/2022 with an added column titled “Recommended Amendments 5/22” and a revised column titled “FY22 Projected End of the Year”.

**MOTION:** After T. Shepley explained all of the recommended amendments to the budget, J. May made the motion that the BOT accept the amendments to the 2022 budget. The motion was seconded by M. Shipman and passed unanimously by the BOT.

## **2. Approval of Board Financial Reports**

T. Shepley referred the BOT to the monthly financial reports and explained each.

**MOTION:** B. Sensabaugh made a motion that the BOT approve the financial reports. The motion was seconded by J. O'Connor and passed unanimously by the BOT.

## **3. Approval of the PRL Budget for FY2023**

T. Shepley referred the BOT to the PRL Proposed Budget for 2023. On the budget spreadsheet, he discussed in detail the column titled "FY2022 to FY2023 Change". In that column it shows how much of a change in contribution there is from each locality and the state.

T. Shepley then distributed the Compensation Plan Effective July 1, 2022. He again noted that the budget increases requested of the localities not only include a cumulative two-year increase since no increase at all was requested last year, but it also reflects the compensation changes that are beginning to be implemented by the state to raise all salaries to a minimum of \$12/hour on January 1, 2023 and \$15.00/hour by January 1, 2026. PRL is implementing that change now so as to help us be more competitive with other local library systems. Much study and research has gone into making the decision to make these increases now.

T. Shepley also noted on the column titled "FY2022 to FY2023 Change", the line item in the "Revenue" column titled "Reserve fund" is where the rent for the PRL new Clock Tower Admin office is being taken. This way, PRL is not asking the localities for funds for that rent.

In order to maintain the current hours of operation and service levels for the branches in each county, the county has to fund the library's budget increase. Any other offset of funding to support hours in a county is actually a cut to service in a county that is funding their portion of the requested budget increase for 2023. T. Shepley explained to the BOT there will need to be a reduction in library open hours for the partially or not funded localities. He then distributed to the BOT a spreadsheet that shows the reduction in hours for King and Queen Branch Library, West Point Branch Library, and Upper King William Branch Library. The reductions are based on the level of funding from the Counties where each of the libraries are located.

**MOTION:** After much discussion, a motion was made by J. May that we accept the current FY2023 budget and reduction in library hours plan. It is noted that the BOT makes this motion with great disappointment but understands that we "cannot provide services without

funding”. The motion was seconded by M. Shipman and passed with stated sadness unanimously by the BOT.

#### **4. Scheduled closings for FY2023**

T. Shepley distributed the PRL Branch Scheduled Closings for 2022-2023, FY2023. It was noted that Monday, January 2, 2023 has been added since January 1, 2023 is on a Sunday.

**MOTION:** J. O’Connor made the motion that the BOT accept the Branch Closure Schedule as presented with the modification to include January 2, 2023. The motion was seconded by B. Sensabaugh and passed unanimously by the BOT.

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

T. Shepley relayed that PRL recently assisted the Hanover Sheriff’s department. The Sheriff’s department had discovered a body near Atlee High School. The deceased person had an old library card with them. Even though the library purges library cards not used for three years, PRL was able to search in their records to help confirm the identity of the deceased person.

### **9. Adjournment**

The June 2022 BOT meeting will be held on June 22, 2022 at the Mechanicsville Branch Library at 10:00 a.m.

Having completed the business of the PRL BOT, Vice Chair T. Simpkins adjourned the meeting at 12:15 p.m. by acclimation of the Board.

Respectfully submitted,

Barbara Young  
PRL Board of Trustees’ Secretary