

**Pamunkey Regional Library
Board of Trustees Meeting
May 22, 2024**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, May 22, 2024, at the Upper King William Branch Library.

Attendees

Trustees:

Goochland County: Barb Young, Barbara Slone

Hanover County: Bob Johnson, Joe O’Connor, Christy Schumacher

King and Queen County: Tricia Simpkins

King William County: Mary Shipman

Trustees unable to attend: John Edwards, Ryan Martin

Guests:

Ellen Bowyer – Hanover County, Senior Assistant County Attorney

Jim Taylor – Hanover County, Deputy County Administrator

Ann Shawver - CPA Consultant for FY23 Audit (on zoom)

Library Staff:

Tom Shepley - PRL Director

Sherida Bradby – PRL Deputy Director

Jaime Stoops – PRL Deputy Director

Jeff Huff – Collection Strategy Librarian

Levi Carter – Collection Management Librarian

1. Call to Order

Chair B. Young called the meeting to order at 10:00 a.m.

2. Consideration of Agenda Amendments

B. Slone requested the Reserve Fund Schedule be removed from the Consent Agenda.

MOTION: B. Slone made a motion to accept the changes to the agenda. B. Johnson seconded the motion, and it passed the BOT unanimously.

3. Citizens’ Time

B. Young read from PRL’s Board of Trustees By-Laws to provide guidelines for Citizens’ Time.

Pat Jordan – Hanover County resident

P. Jordan spoke in support of the marvelous job librarians are doing and against the absurd attacks on them. Librarians have a degree to decide whether something is appropriate and accurate while everyone else comes with opinions. In a democracy, decisions are left up to individuals and it is appalling when one group of people wants to tell another group what they can and cannot do. The few people here should not attempt to remove what they feel is inappropriate and thereby dictate what another family reads. Parents should only allow children to bring home the number of books they are able to review. These issues seem to be coming up suddenly, drawn out of nothing, and blown out of proportion as P. Jordan never heard about this growing up - when the library was a safe zone and a place her mom would take the family. The Board should address other issues such as making sure librarians have all they need and develop more teen programs. P. Jordan asked the Board to remember they are not the appointed guardians of everybody and do not have the authority to direct other families reading choices, as well as to consider the librarians and the increasing tasks they are asked to do.

Paul Jamerson – King William County resident

P. Jamerson referred to the February 28, 2024, BOT meeting where D. Wassenberg (six-minute mark in the recording) read excerpts from *Jack of Hearts and Other Parts* and S. Landrum (twelve-minute mark in the recording) read excerpts from *And They Lived*, asserting that both books are good examples of the definition of Article 5 in Virginia Code about obscenity. P. Jamerson suggested 1.) listen to the recording at the one hour and forty-minute mark to hear the discussion between PRL Management and Trustees about whether the books are considered porn or offensive and 2.) use a library card to check out one of the books and read it to an 8- to 11-year-old child with law enforcement present. No one would be surprised if that person was considered contributing to the delinquency of a minor or accused of being a pedophile because of the content of some of the books. The voices of reason want these books moved to the adult section where a kid can check it out with a parent's permission. P. Jamerson also addressed the issue of funding and asked whether PRL needed to cut bureaucracy and how KW branch hours would be reduced by 12 hours. He suggested staggering library staff shifts and asking Friends of the Library to volunteer to help a staff member in the branch by themselves.

Sharon Landrum – King William County resident

S. Landrum pointed out that the King William Board of Supervisors approved the FY25 budget without the increase of \$45,000 requested by PRL. T. Shepley informed the KW BOS that if they did not fund this increase (in addition to the already budgeted \$603,000), the two KW branches would have a decrease of 12 hours per week for each branch. The King William FY25 Budget is very austere and does not allow for any salary increases unlike PRL and the surrounding counties. The KW BOS could not justify the \$45,000 increase. S. Landrum asked the BOT and the Director for the figures used in the calculation for a reduction of 12 hours per branch and for an implementation plan. S. Landrum indicated that through rough calculations she determined a personnel cost of 1248 hours per year for both branches at roughly \$18 per hour for two staff members and asked if there was another avenue to work around this decrease in hours. The West Point renovation, with contributions from PRL and King William, came in under budget. S. Landrum asked if it would be possible for PRL to allocate any unused funds, or other monies in the general fund, to offset the \$45,000.

S. Landrum noted that Dr. Sheila Furey (Child, Adolescent, and Adult Psychiatrist) gave public comment at the April 24th BOT meeting, but this recording, as well as the follow-up meeting on May 13th, are not posted online. S. Landrum asked that someone investigate why these recordings are not posted as Dr. Furey took time out of her schedule to give an informative 3-minute summary as an expert in the field. PRL should consider her comments on the harmful effects of sexually explicit material for minors, which are backed up by many studies, as well as the repercussions on minors in their adult lives.

George Crafts - Goochland County resident

G. Crafts referred to the late 1950 in 10th grade at Woodrow Wilson High School in Dallas, TX where the assigned text for English classes was Julius Caesar by William Shakespeare. There were no complaints at this time about the chosen text from students or parents even though it could be taken to clearly advocate political assassination as legitimate if the head of government is a tyrant. Brutus and Cassias, two co-conspirators, are even portrayed sympathetically. A possible suggestion for why no one complained at the time is because the country was coming out of the politically motivated McCarthy era which modeled rampant accusations of the worst kind with lies and lists of communists. Maybe the nation had had enough and was trying to leave that era behind. Let's learn from our predecessors.

Dee Kysor– Goochland County resident

D. Kysor, Board Secretary of the Friends of the Goochland Library, was adopted into a dysfunctional family where she would escape by getting outdoors and walking 1.5 miles to the local library. At the library she could read books about children her age who had worse trouble than hers - children like Anne Frank. *The Diary of Anne Frank* was removed in 1998 for two months from the Baker Middle School in Corpus Christi after two parents charged the book was pornographic, and in 2010 in Culpeper County when it was challenged by a parent who complained the book included sexual material and homosexual themes. This book helped D. Kysor keep life in perspective and the library was her safe place, which she loved dearly.

School and public libraries are currently challenged across the country as the American Library Association (ALA) notes that book challenges increased 20% between January 2023 and August 2023, compared to the same period in 2022. The ALA says that “the vast majority of challenges were to books written by or about a person of color or a member of the LGBTQ+ community.” The BOT has already started to change library policies which could become a storm of book labeling, reshelving, or outright banning. Through attending these meetings, and encouraging others to do so, the BOT needs to know they are watched, and people will not remain silent in the face of any form of limited access to the library collection. The purpose of a public library is to allow all people free access to the total collection. If a book offends, it can be returned, as these are individual decisions, and no person should decide what another's child may or may not read.

Children live in a complicated world, and it is essential they learn critical thinking by reading about the complexities of history, racial issues, and gender identification. These may raise uncomfortable questions, but conversations with a trusted adult are part of a healthy education. Access to books should not be limited based on individual fears and biases.

Peggy Lavinder – Hanover County resident

P. Lavinder, from the Friends of the Mechanicsville Library, expressed appreciation for the circulation data, attendance, and use of services information recently posted. Numbers are increasing, indicating a highly functioning, popular, well-organized system that does not require a Board micromanaging or making massive policy changes in collection, personnel, or resources. All the energy and chaos could be avoided if people who have a problem with the library would address it individually with the branch professionals and request materials they would like to see in the system, rather than trying to make decisions for others.

P. Lavinder expressed appreciation for the library staff and finds the attacks and accusations against them atrocious, coming from people who want to ban books. Librarians have been accused of pushing porn, but there is no pornography in our libraries, as the legal definition would require calling authorities. The School Board has pulled back from their policy of banning books based on people's complaints and has realized the impact on professional staff.

4. Presentation – Ms. Ann Shawver, CPA Consultant on FY23 Audit

A. Shawver is a JMU accounting graduate and a CPA with 35 years of experience, all in the state of Virginia - 4.5 years at KPMG, a large international accounting firm, 20 years with the City of Roanoke as a System Analyst to the Director of Finance, and 10 years as a consultant specializing in local government and related entities in accounting and financial reporting.

A. Shawver started conversations with PRL in early 2024 at Hanover County's referral and has been involved in reviewing the draft Financial Statements and Report (an 80-page Word document) for the FY23 Audit under PRL's new auditors, PBMares, since April. A. Shawver completed a review of the second draft and presently K. Catron, PRL's lead on report preparation, is working on a response on a weekly back and forth schedule. PBMares, as the auditor, needs to sign off on the final report. Weekly status meetings have been held on Fridays between A. Shawver, PRL Staff, Hanover County Staff, Auditors, and up to two BOT members, to provide a forum for open dialogue and keep everyone on track.

Timeline Overview:

- April 25: First draft to A. Shawver and she provided return comments.
- May 10: Second draft to A. Shawver.
- May 17: A. Shawver sent comments to PRL.
- Friday, May 24: Third draft due to A. Shawver.
- Tuesday, May 28: A. Shawver to send comments to PRL.
- Wednesday, May 29: Draft handed over to external auditor, PBMares.
- June 5: PBMares returns comments to PRL.
- June 12: PRL returns comments to PBMares.
- June 19: Final document to be issued - one week before the next BOT meeting.

The Financial Report is highly technical and complex with disclosures and calculations regarding items like post-employment benefits and pensions. Recent liability computations on leases and

technology subscription arrangements add to the complexity of the report. Overall things are going fairly well, according to schedule. A future, recommended change for the FY24 Audit is that PRL staff, with assistance from A. Shawver, prepare schedules and provide information to PBMares and allow them to prepare the print ready document, as they are in a better position to format, print, and publish. (This change cannot be made in FY23.) The FY24 Audit should be finished in Fall 2024, returning PRL to a timely process.

A. Shawver serves at the pleasure of the library to determine her scope of services and believes she can help augment the staff's resources due to her experience. A. Shawver already assists the Town of Ashland with its annual closing process, audit, and financial reporting cycle with PBMares where, in a similar arrangement, the auditor produces the final Financial Report.

J. O'Connor confirmed the FY23 Audit is on track to be delivered by the auditor on June 19th and asked for confirmation on the FY24 Audit timeline to ensure the library remains a priority. T. Shepley responded that there have not yet been discussions about this as the focus has been on FY23 completion. A. Shawver stated that local governments are required to submit materials with audit opinions to the Auditor of Public Accounts by mid-December. PBMares has indicated they want to complete PRL's audit Fall 2024. The team will initiate a conversation with PBMares about FY24 planning and follow up with the Library Board.

B. Slone asked A. Shawver to confirm the date when her billable work began with PRL. A. Shawver clarified that the first dialogues occurred in late January and time was spent in February discussing the plan. A change from the initial discussions is that A. Shawver helped with preliminary work in early April to prepare a couple of schedules for the audited financial statements. A. Shawver worked with the team on the initial methodology and approach to the capitalization of collection materials, and then K. Catron worked on the bulk of that project with A. Shawver reviewing the final product. Weekly Friday status meetings started in April.

J. Taylor thanked all those involved in the weekly review committee and thanked the Library Board for hiring Ms. Shawver as a resource for PRL. Hanover County initially wanted the FY23 Audit finished by the May Library Board meeting, but Hanover recognizes and agrees with the plan to present at the June meeting. J. Taylor encouraged the BOT to consider A. Shawver's recommendation to have PBMares prepare the Financial Report.

C. Schumacher asked whether PRL Staff are responsive to A. Shawver's requests due to some comments from her report. A. Shawver responded that she would have liked to see draft one comments more thoroughly responded to as draft two comments were repetitive. T. Shepley is committed to responding to draft two comments on May 24, otherwise if they are not addressed now these same areas will show up in PBMares' comments.

C. Schumacher asked to have a FY24 Audit timeline worked out with PBMares by the June BOT meeting and thanked A. Shawver for her help on the FY23 Audit. T. Shepley confirmed PBMares will attend the June meeting. B. Young also thanked A. Shawver for all her help and for joining the meeting.

5. Consideration of Consent Agenda

The items on the Consent Agenda were:

1. Approval of the draft minutes from the April 9, 2024, Work Session of the PRL BOT
2. Acceptance of the April 2024 Warrants
3. Acceptance of the April 2024 Monthly Deposit Record

B. Slone clarified that the number in the FY24 budget for K&Q is not based on the MOU, but on the anticipated amount at the beginning of the fiscal year, without K&Q providing an exact appropriation amount. T. Shepley outlined that K&Q's remaining balance is \$58,742 (six months of Shared Services plus one month of Branch Operations) based on the MOU. K&Q had not received PRL's request for payment by mail and they will transfer \$58,768 by ACH to the library's account (\$4 less to keep them within their budgeted amounts).

MOTION: J. O'Connor moved approval of the Consent Agenda items, with removal of the April 2024 Board Financial Report, and the April 2024 Funds Schedule (as previously decided in Agenda Amendments). The motion was seconded by B. Johnson and passed unanimously by the BOT, with J. O'Connor abstaining from voting on the April 9, 2024, minutes as he did not attend the meeting.

B. Slone asked for clarification of the overbudget line items of rent/facilities and utilities. T. Shepley clarified that the West Point renovation project is included under rent/facilities and utilities are difficult to predict ahead of time. The FY24 budget was amended at the May 13, 2024, meeting in these areas, but that change is not reflected in the end of April report.

B. Slone distributed a draft spreadsheet "Monthly Fund Balance Report" designed to shed more light on the monthly Fund Balance and income/expenditures. She requested that the Board review it so it could be discussed at the next meeting.

MOTION: C. Schumacher moved approval of the 1. Acceptance of the April 2024 Board Financial Report and 2. Acceptance of the April 2024 Funds Schedule. B. Johnson seconded the motion, and the BOT passed it unanimously.

6. Director's Report

T. Shepley distributed a "Director's Report Addendum" attached to the minutes.

Additional points not covered in the report include:

- King William (KW) voted against increased FY25 library funding, resulting in a 13 hour per week opening hours reduction per branch. A schedule based on usage patterns was developed.
- West Point Town is not a regional member of PRL and has never been responsible for branch operational funding. West Point made an agreement with PRL and KW County to help fund the renovation. Mr. Hodges, KW Supervisor, had proposed applying the unused KW allocated WP renovation money to fund the library's FY25 request and two county fire departments, but no action was taken. Mr. Ashcraft, KW County Administrator, noted that although KW is not giving their county employees a merit increase this FY, they did give them a salary increase in December 2023 and the BOS made changes to improve salaries.

- The Library Board committed up to \$150,000 to the West Point project and the library has been reimbursing WP monthly for expenditures based on the percentage PRL committed to the project. Any savings on the project remains with PRL.
- Historically, the Library Board does not supplement operational branch funding, highlighting the difference between capital and operating expenditures.
- T. Shepley has had regular meetings with the County Administrator, as well as attended the KW BOS meetings, and communicated the nuances of the library situation. M. Shipman indicated that J. Edwards is very close with Bill Hodges, and she has talked to her supervisor and his response has not been favorable. C. Schumacher emphasized the need to be proactive in our outreach to KW and have conversations with the BOS. B. Young added that it is important for library trustees to be in touch with the BOS that appointed them to the role. B. Slone addressed some public criticism of trustees meeting with supervisors and stressed the importance of meeting with supervisors to have open and honest discussions, fielding comments, and answering questions. T. Shepley stated that this BOT is having more contact with BOS than in years past, which is a good thing.
- T. Shepley explained that something similar happened during the FY24 budget and it was not resolved by KW until the end of June. For FY24 PRL customers were asked to contact their BOS which had an impact, but this has not been done for FY25.

7. Legal Counsel Updates

E. Bowyer suggested collecting issues from trustees and addressing them in this segment. One topic to clarify is FOIA and when an email exchange has the potential to become an electronic meeting. It is fine for the BOT to receive emails as the full board. It becomes complicated and begins to merge into an electronic meeting when there is a high simultaneity of responses, emails are flying back and forth, and trustees are communicating and replying in real time.

E. Bowyer recommended a FOIA refresher focusing on key things the BOT should know, including when FOIA is triggered and how to respond. The suggested 30-minute training would include the document/record side and the meeting side, as well as a mix of parliamentary issues.

MOTION: B. Young moved that Ellen Bowyer, legal counsel for PRL, review the PRL Policies as was documented by Ms. Bowyer in her email on May 12, 2024, and recommend any changes she thinks might be needed. B. Johnson seconded the motion, and the BOT passed the motion unanimously.

MOTION: B. Slone sponsored the motion to have Ellen Bowyer, legal counsel for PRL, review the PRL By-Laws and offer any changes she things might be necessary. J. O'Connor seconded the motion and it passed unanimously.

8. Standing Committee Reports

A. Financial Committee Report

No report.

B. Personnel Committee Report

R. Martin sent an email regarding the Library Director's yearly evaluation which should be returned to him, as Chair of the Personnel Committee, no later than June 12th at 5pm by PDF. The BOT is asked to take time on this evaluation and provide detailed comments and

recommendations. The Personnel Committee, at a date yet to be determined, will meet to compile the evaluations.

9. Ad Hoc Committee Reports

A. Long Range Planning Committee

B. Young clarified that in a previous meeting she forgot to mention that T. Shepley is also a member of this committee.

B. FY2023 Audit Committee

T. Shepley highlighted that to schedule the FY24 Audit, the Board needs to decide whether to use PBMares for financial statements. PBMares reiterated a \$3000 estimate for the service, with a cap at \$4000. T. Shepley encouraged the Board to approve this as it will be a good return on investment and cheaper than at present. To date, PRL has spent \$6700 for Ms. Shawver's consulting services. T. Shepley will clarify whether a change needs to be made to the Hanover PBMares' contract or if it is covered by the present contract under hourly billing for services.

MOTION: B. Slone moved to employee PBMares to complete the financial statements for up to \$4000. M. Shipman seconded the motion, and it passed the BOT unanimously.

10. Old Business

A. Audit Updates

B. King and Queen County's Departure Updates

T. Shepley distributed a draft text for a newspaper ad, approved by K&Q, which represents the last item to fulfill the MOU. Goochland has not yet adopted a formal resolution approving K&Q's departure, expected at the June BOS meeting. The newspaper ad will not be placed until Goochland approves the departure. The ad will be placed in the Country Courier and the cost will be split between PRL and K&Q. Branch employees have talking points to explain to K&Q citizens why the Board has taken the action to stop services. T. Shepley explained that unfortunately the emphasis has been more on the services PRL is not providing rather than focusing on new K&Q services.

C. Construction, Movement, Physical Issues at Branches

- Montpelier: Plans are in place for moving the collection, waiting on the timeline.
- An AC unit is out at the Upper King William branch. T. Shepley is in contact with the property owner to resolve this, as they are hiring new staff to manage the facility. The owners are asking future lease questions, so it is a good time to address the physical issues at the location.
- The West Point Town Council wants to have a smaller ribbon cutting ceremony for the location, but they are waiting to have 100% of the furniture and technology present.

D. General Review Process for PRL Staff and General Library Staffing Questions

The BOT received the Evaluation Schedule and Performance Evaluation Form.

The evaluation form, filled out by the supervisor, rates employees in the areas of Customer Service, Results Orientation and Job Knowledge, Teamwork, Problem Solving, Coaching and Communication, and Leadership. Supervisors provide a rating based on the employees' work throughout the year and identify Focus Forwards, Goals, or Issues to Address, but they do not authorize financial merit increases.

Every employee has a merit increase budgeted and employees rated "Proficient" (equivalent to doing their jobs well) receive the base merit, pro-rated with partial year employment. PRL typically follows Hanover County as some years an option for a performance incentive (or a higher merit percentage) is available to reward ratings above proficient. Last FY this was not an option due to the significant 7% merit increase. King William takes a mixed approach and offers cost of living increases which applies to all employees regardless of performance.

C. Schumacher highlighted that the confusion comes from using the word "merit" increase, rather than a pay increase.

General Library Staffing Questions

C. Schumacher asked for clarification regarding a job description for a Youth Public Service Specialist which was given to a candidate for a recent opening but is not listed on the PRL website. T. Shepley indicated he would investigate.

B. Young asked whether advertising has been done for the IT position which has been unfilled for a couple of years. T. Shepley stated that no advertisement has been made and indicated PRL was ready to hire, but there was uncertainty of the Board's approval for those vacant positions. The IT position is in the budget and has a position description that can be distributed. C. Schumacher asked whether the budgeted salary is sufficient for this position or if there needs to be a proposed adjustment.

B. Slone commented that she does not recall a Board discussion about inhibiting a search for the open IT person nor was she aware of a perceived roadblock to this from the Board. T. Shepley responded that there are several things the new Board looks at differently, and since hiring someone is a big commitment it is better to have the Board's support.

T. Shepley will put together a recommendation for the IT and HR/PR roles for the next meeting.

E. PRL Staff Possible Extra Vacation Days

Hanover County approved July 5th as an extra employee holiday. The Board discussed previously planning for the whole year and determining how to react to last-minute changes.

B. Slone recommended planning the entire year at the next meeting, especially so employees can plan time off. B. Johnson suggested this should be part of the budgeting process.

J. O'Connor noted that jurisdictions handle additional days off differently and expressed the opinion that PRL should be closed on the 5th at a minimum, since Hanover is closing.

Hanover has a holiday schedule based on their Monday to Friday work week; KW and Goochland follow the state's holiday schedule. T. Shepley explained that PRL uses floating holidays where the library is open, but these holidays are earned by benefited, full-time staff only and expressed that finding a consistent way to deal with exceptions might be difficult.

Library programs are already scheduled for July 5th, but staff have not yet been scheduled.

MOTION: B. Slone made a motion to close on July 4th and re-open on July 5th & 6th. B. Johnson seconded the motion, and the motion passed on a majority vote, with one vote in opposition.

F. Policies Review

E. Bowyer distributed a rewrite of the Confidentiality of Library Circulation Records policy. The changes offer consistent language to streamline the policy, rather than substantive changes.

The policy changes were tabled until next month.

11. New Business

A. Meeting Times for BOT Meetings

- B. Young raised the issue of driving between localities at night, especially in the winter.
- M. Shipman suggested scheduling evening meetings in a central location.
- J. O'Connor proposed shifting several meetings to the evening in response to a number of requests from citizens for a more convenient time.
- B. Young asked about staff and the possible need to keep libraries open.
- T. Shepley suggested the first meeting of a quarter could be in the evening, one in the winter.
- C. Schumacher, as a mom of school-aged children with a variety of evening activities, expressed a desire to keep meetings in the morning.
- B. Slone mentioned that recorded meetings and trustee's contact info are available on the website and would not be in favor of evening meetings.
- M. Shipman stated that one citizen request came from a stay-at-home mom who needed childcare to attend, and R. Martin had also communicated to her that occasional evening meetings would be helpful due to his business obligations.
- B. Young suggested evening meetings twice per year.
- B. Johnson communicated that he is unable to drive at night.

J. O'Connor suggested waiting to hear from J. Edwards and R. Martin before a vote. The BOT agreed with this approach and will table this topic until the next meeting.

M. Shipman asked for clarification of committee meetings scheduled through the end of June.

B. Library Legislative Updates

T. Shepley reported that the \$2.5 million increase for State Aid remains intact for FY25.

12. Adjournment

The June 2024 BOT meeting will be held on June 26, 2024, at the Mechanicsville Branch Library at 10:00 a.m.

B. Johnson made a motion to adjourn the meeting, seconded by B. Slone, and after a unanimous vote from the Library Board the meeting was adjourned.

Respectfully submitted,

Christy Schumacher
PRL Board of Trustees' Secretary

Attached: Director's Report Addendum

Director’s Report Addendum

May 22, 2024

Montpelier: building is coming along, Hanover has posted a video of the progress of the building on Facebook.

King William approved their budget with no increase in funding for the library. Therefore, we have developed a new schedule for open hours in FY2025:

39/wk	UKW	hrs/day	WP	hrs/day
MON	11a-7p	8	10a-7p	9
TUE	10a-7p	9	CLOSED	0
WED	10a-7p	9	10a-7p	9
THU	10a-7p	9	10a-7p	9
FRI	CLOSED	0	10a-6p	8
SAT	10a-2p	4	10a-2p	4
Total hrs.		39		39

UKW building: requested another meeting with UKW building owner.

I am working with Ken on the current draft of the audit. This is pretty time intensive.

Submitted by Tom Shepley, Director