

**`Pamunkey Regional Library  
Board of Trustees Meeting  
June 23, 2021**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, June 23, 2021 at the Mechanicsville Branch Library.

**Attendees**

Attending were Trustees:

Goochland County: Barb Young

Hanover County: Julie May, Ron Hachey, Lisa Newman. Mike Smith

King and Queen County: David Litchfield, Tricia Simpkins

King William County: Mary Montague Sikes

Unable to attend was Trustee:

King William County: Mary Shipman

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 10:10 a.m. and welcomed all who were in attendance.

R. Hachey offered a special thank you to Mary Montague Sikes, Trustee from King William County, and to Lisa Newman, Trustee from Hanover County, for the time they have served on the PRL Board of Trustees. Both are leaving the Board of Trustees at the end of their current terms. Mary has served for four years and Lisa has served for ten years. R. Hachey presented a gift to each as a thank you for their time and commitment to the Board of Trustees during their terms of service.

**2. Consideration of agenda amendments**

J. May asked that the nominations of members of the FY2022 Executive Committee and the nominations of the FY2022 members to the Personnel Committee be added to Old Business.

**3. Citizens' time**

There were no citizens present at the meeting.

**4. Consent Agenda**

**MOTION:** After a review of the Consent Agenda items, J. May made a motion to approve the Consent Agenda items as amended. The motion was seconded by L. Newman and passed unanimously by the BOT members.

## **5. Old Business**

### **A. Approval of the Minutes for the Joint Meeting of the Planning & Operations Committee and Finance Committee, May 12, 2021**

Because the two committees will not meet again due to the proposed changes in the BOT committee structure and because every BOT member is a member of one of the two committees, it was decided that the approval of the joint committees' meeting minutes could be approved at the BOT meeting.

**MOTION:** A motion was made by D. Litchfield to approve the minutes of the Joint Committee meeting of the Planning & Operations Committee and the Finance Committee on May 12, 2021. The motion was seconded by M. M. Sikes and passed unanimously by the Board members.

### **B. Approval of the Personnel Committee Meeting held on May 26, 2021**

Because items from the Personnel Committee Meeting held on May 26, 2021 need to be a part of this Board Meeting, it was decided that the approval of the meeting minutes could be approved by the Personnel Committee members who were attending the BOT meeting.

**MOTION:** A motion was made by M. M. Sikes to approve the Personnel Committee meeting minutes that was held on May 26, 2021. The motion was seconded by D. Litchfield and passed unanimously by the Personnel Committee members.

### **C. Amending the Board of Trustees By-Laws – Previously proposed and discussed at the May 26, 2021 BOT Meeting**

**MOTION:** A motion was made by D. Litchfield to approve the proposed changes to the By-Laws that was approved in a motion at the May 26, 2021 BOT meeting. The changes are as follows:

1. Section IV – Committees; A: Change to state:  
“Standing committees shall consist of at least
  - a. An Executive Committee, and
  - b. A Personnel Committee”
2. Section V – Meetings; A shall state:  
“The Board shall have a minimum of six (6) regular Board meetings a year.”

The motion passed unanimously by the Board members.

### **D. Nominating Board of Trustee Officers for FY2022**

J. May, Chair of the Personnel Committee, distributed a slate of the nominations for the BOT officers from the Personnel Committee. The nominations for the Board Officers were:

- Chair - Ron Hachey (Hanover County)
- Vice Chair - David Litchfield (King and Queen County)
- Secretary - Barbara Young (Goochland County)
- Treasurer - Tom Shepley (PRL Director)

J. May called for nominations for officers from the floor. Having no nominations from the floor, R. Hachey called for a motion to accept the nominated slate by acclimation.

**MOTION:** A motion was brought from the May 26, 2021 Personnel Committee by L. Newman to accept the slate for BOT officers that was nominated by the Personnel Committee. The motion was passed unanimously by the Board members.

**E. Nominating Executive Committee members for FY2022**

J. May, Chair of the Personnel Committee, distributed a sheet including the slate of nominations from the Personnel Committee for both the Executive Committee and the Personnel Committee for FY2022. The nominations for the Executive Committee were:

- Board Chair, Ron Hachey (Hanover County)
- Board Vice Chair, David Litchfield (King and Queen County)
- Board Secretary, Barbara Young (Goochland County)
- Finance Committee Chair, Mike Smith (Hanover County)
- Member at Large, Mary Shipman (King William County)

J. May called for nominations for the Executive Committee from the floor. Having no nominations from the floor, R. Hachey called for a motion to accept the nominated slate by acclimation.

**MOTION:** A motion was brought from the May 26, 2021 Personnel Committee by J. May to accept the slate for the Executive Committee. The motion was passed unanimously by the Board members.

**F. Nominating Personnel Committee members for FY2022**

J. May, Chair of the Personnel Committee, presented the nominations for the Personnel Committee for FY2022. The nominations for the Personnel Committee for FY2022 were:

- Chair, Julie May (Hanover County)
- Barbara Young (Goochland County)
- David Litchfield (King and Queen County)
- Patricia Simpkins (King and Queen County)
- Mary Shipman ((King William)
- Ex-Officio: Ron Hachey (Hanover County)

J. May called for nominations for the Personnel Committee from the floor. Having no nominations from the floor, R. Hachey called for a motion to accept the nominated slate by acclimation.

**MOTION:** A motion was brought from the May 26, 2021 Personnel Committee by M. Smith to accept the slate for the Personnel Committee. The motion was passed unanimously by the Board members.

### **G. Long Range Plan**

T. Shepley distributed copies of the FY2016-FY2020 Long Range Plan and copies of the draft FY2022-FY2026 Long Range Plan. He gave a brief history of the current plan, pointing out that there were numerous budget cuts during the planning of the current plan and that there was more flexibility given to the individual branch libraries than in the draft future plan.

T. Shepley also shared some of the results from the survey given in the spring of this year. 2,100 patrons/users clicked into the survey and most completed the survey. The PRL Admin staff is still reviewing the data retrieved to determine if any alterations to our business models are needed. T. Shepley stated that he is still working with OrangeBoy, Inc. for data cleanup.

T. Shepley then reviewed the draft of the future Long Range Plan with the BOT. Preliminary discussions centered on what the next steps should be, especially on marketing efforts for the services and products offered to our constituents by PRL. T. Shepley asked that Board members review both the current plan and compare it to the draft future plan.

**MOTION:** R. Hachey made a motion to acknowledge that the BOT has received the draft Long Range Plan for FY2022-FY2026 and that Board members are encouraged to review and compare both the former and the future plans so that the draft future plan can be edited and adopted at the next BOT meeting. The motion was seconded by J. May and passed unanimously by the Board members.

## **6. New Business**

### **A. 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 FY2021 annual evaluation of the Director, T. Shepley. R. Hachey asked for a motion to support that request.

**MOTION:** D. Litchfield made a motion at 11:10 a.m. to meet in closed session pursuant to VA Code Section 2.2.3711 to conduct the FY2021 annual evaluation of T. Shepley, the Director of PRL. M. Smith seconded the motion and it passed unanimously by the Board members. 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. May at 11:40 a.m. and was seconded by M. Smith. The following roll call vote was then taken.

Ron Hachey – yes

Julie May – yes

Lisa Newman – yes

Mike Smith – yes

Mary Montague Sikes – yes

David Litchfield – yes

Tricia Simpkins – yes

Barb Young – yes

The motion passed and the Executive Session was closed. T. Shepley then returned to the meeting.

R. Hachey brought the regular Board of Trustees meeting back into session at 11:45 a.m. He then asked J. May as the Chair of the Personnel Committee to give a statement about the actions approved during the Executive Session. J. May stated that the BOT agreed that the work done by T. Shepley, Director of the Pamunkey Regional Library during FY2021 was meritorious and that T. Shepley deserved an Outstanding Merit increase in salary for FY2022.

R. Hachey stated that the Personnel Committee will meet in the near future to formulate the FY2022 Goals for T. Shepley.

**B. Noteworthy Items of FY2021**

1. There has been a good effort by all the PRL branch libraries to get patrons back into the libraries.
2. A big challenge because of the COVID-19 pandemic during FY2021 has been to keep staff. Sixty to seventy staff were exposed to COVID-19. PRL Admin was able to get staff in line for the vaccinations before the Hanover County staff since the libraries remained open on a scaled-back schedule throughout the pandemic.
3. In spite of the pandemic, PRL has hired many new personnel who then had to be trained.

4. PRL received \$175,000 from the CARES (Coronavirus Aid, Relief, and Economic Security) Act which had a very compressed timeline in which to utilize the funds.
5. Three of the four PRL county administrators are new since January 2020.
6. Due to a great deal of work by the PRL staff, the certification numbers which are collected monthly are coming back.
7. The lease has been signed for the new PRL Administration and Collections offices. The check has now been written for the needed construction work at the offices. There is an added clause in the lease agreement that caps the construction costs at \$265,000 total.
8. The new Atlee Branch Library facility was successfully opened in August 2020.

### **C. Approval of the FY2022 Budget**

T. Shepley shared copies of the proposed budget for FY2022 and gave a brief description of it.

**MOTION:** A motion was made by M. Smith to approve the FY2022 budget. D. Litchfield seconded the motion and it passed unanimously by the Board members.

### **D. Approval of FY2022 Scheduled Closings**

T. Shepley distributed the Branch Scheduled Closings for FY2022.

**MOTION:** A motion was made by B. Young to approve the branch scheduled closings for FY2022. The motion was seconded by J. May and passed unanimously by the Board members.

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

T. Shepley stated that the information given during the “Noteworthy Items for FY2021” covered many of the items for his report. on the FY2021 audit. He added the following items:

1. Work has already begun on the FY2021 audit.
2. The FY2022 budget that he shared with the BOT will be amended.
3. Merit and benchmarking for PRL staff is almost final.
4. As of June 16, 2021, PRL has two deputy directors, each with a unique job description.
5. There are currently no changes for the planning of the new Montpelier Branch Library. PRL is waiting for the location designation for the new library from the Hanover Board of Supervisors.

## **8. Adjournment**

The July Board of Trustees meeting will be held on July 28, 2021 at the Montpelier Branch Library. The Board of Trustees Executive Committee will meet at 9 a.m. and the Library Board of Trustees will meet at 10 a.m.

**MOTION:** Having completed the business of the Pamunkey Regional Library Board of Trustees, a motion was made by M. Smith to adjourn the meeting. The motion was seconded by J. May and passed unanimously by the Board at 12:25 p.m.

Respectfully submitted,

Barbara Young  
PRL Board of Trustees' Secretary