

**Pamunkey Regional Library
Board of Trustees Meeting
June 22, 2022**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, June 22, 2022 at the Mechanicsville 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, Mike Smith
- King and Queen County: Tricia Simpkins
- King William County: Mary Shipman

Unable to attend:

None

Guests Attending:

- Peggy Lavinder – Mechanicsville Branch Friends of the Library
- Angela Baxter – Hanover County Internal Auditor

Library staff present included:

Tom Shepley - PRL Director

1. Call to Order/ Welcome

Chair R. Hachey called the meeting to order at 10:05 a.m., welcomed all who were in attendance, and introduced Peggy Lavinder from the Mechanicsville Branch Friends of the Library and Angela Baxter, Hanover County Auditor.

2. Consideration of agenda amendments

J. May, Chair of the Personnel Committee, requested that a Personnel Committee Report be added to New Business.

3. Citizens’ time

P. Lavinder from the Mechanicsville Branch Friends of the Library stated that she had no comments.

A. Baxter, Hanover County Internal Auditor, stated that she would comment when information about the PRL Audit by Cherry Bekaert^{LLP} is covered in Old Business.

4. Consent Agenda

The items on the Consent Agenda were:

1. May 2022 board meeting minutes
2. May 2022 board financial report
3. November 2021 and May 2022 Warrants Reports

MOTION: After review of the Consent Agenda items, J. May made a motion to approve the items including minor modifications to the minutes for the May 25, 2022 BOT meeting. The motion was seconded by M. Shipman and passed unanimously by the BOT.

5. Old Business

A. Budget update

T. Shepley stated that PRL is still in discussion with King William County about the 2023 budget.

King and Queen County BOS approved an approximately \$40,000 increase to the PRL in their 2023 budget. The library needed an additional \$21,720 to maintain the current 34 hours of service per week at the branch.

MOTION: After discussion by the BOT, M. Smith made a motion to authorize T. Shepley to pursue additional meetings with King William County and with King and Queen County to again discuss the 2023 PRL budget. The motion was seconded by B. Sensabaugh and passed unanimously by the BOT.

M. Shipman thanked T. Shepley on behalf of the BOT for all the time and effort he has put into the 2023 budget and his extensive work with each of the PRL member municipalities.

B Montpelier update

T. Shepley shared the proposed layout for the Montpelier Park Community Center and the Montpelier Branch Library. He stated that this layout is the proposed final version of the layout. The Hanover County timeline for this project is that any additional adjustments will be decided by June 20, 2022.

T. Shepley made the recommendation that at least one Hanover County BOT member attend the meetings of the Hanover County design team as the project moves forward.

C. Ashland update

T. Shepley distributed a layout of the current Ashland Branch Library and discussed some short-term minor changes that are being proposed.

The changes proposed in the children's area would include the movement of shelves to increase the space designated for the children's room and would be non-structural. Minor structural changes would be to add three additional study rooms in the main library area.

By making these minor changes now, it will add some useful life to the current library before major changes will be needed. The cost of these minor changes will be minimal.

D. Audit update

T. Shepley stated that the final 2021 audit from Cherry Bekaert^{LLP} for PRL was issued on May 25, 2022.

A. Baxter, Hanover County Internal Auditor, stated that she had received the concerns from the PRL BOT and PRL staff about the delays and cost increases received from Cherry Bekaert^{LLP} to conduct the 2021 budget audit for PRL. The cost increases from Cherry Bekaert^{LLP} for the 2022 audit will increase costs by 20%.

Baxter said that there was not enough time to issue a new RFP for the 2022 audits, but that Hanover County will issue a new RFP in October 2022 for a future auditing firm. One line item in that RFP will be that there will be a limit to price increases the Audit Companies can have during the contract period. She stated that PRL can piggyback with the County on the RFP, can piggyback with another contract, or can actually issue our own RFP.

6. New Business

A. Noteworthy items of FY2022

T. Shepley stated that most noteworthy items for FY2022 have been covered.

- 1. PRL Budget**
- 2. Staff Compensations**
- 3. Montpelier Branch Library new facility**
- 4. Ashland Branch Library facility minor changes**
- 5. Administration Center new facility**
- 6. Increase of Hours at Goochland Branch Library**

In order to offer additional use of their meeting room facilities, Goochland County BOS approved the library staying open an additional hour each day.

- 7. COVID updates**

T. Shepley said that PRL is still dealing with staff cases of COVID, but are dealing with them currently on an individual basis. Infected staff are still required to observe a 5-day at home quarantine period.

B. Personnel Committee report

- 1. Appreciation of Service by Ron Hachey, Hanover BOT member**

J. May, as the Personnel Committee Chair, extended the appreciation of the BOT for the service R. Hachey has provided over the last several years, both as a former King and Queen BOT member, and then when he moved to Hanover County, as a Hanover County BOT member. R. Hachey has completed two terms as a Hanover BOT member and has recently moved to Vermont. He will be greatly missed. T. Shepley presented R. Hachey with gifts of appreciation from the BOT and PRL staff.

2. Executive Committee

J. May presented the slate of officers for the Executive Committee. The slate is as follows:

- Chair – Barb Young (Goochland County)
- Vice Chair – Mary Shipman will temporarily attend (King William County)
- Secretary – Julie May (Hanover County)
- Member at large – Tricia Simpkins (King and Queen County)

MOTION: J. May made a motion to accept the Executive Committee membership slate. The motion was seconded by M. Shipman and passed unanimously by the BOT.

The Executive Committee will meet quarterly and will rotate its meetings to each jurisdiction. Additional meetings will be scheduled as needed. The first meeting will be on August 10, 2022 at Goochland Branch Library at 10:00 a.m. Executive Committee Chair B. Young will build the Executive Committee calendar for FY2023.

7. Report of Library Director

1. T. Shepley distributed the BOT meeting schedule for 2022-2023.

MOTION: B. Sensabaugh made a motion that we approve the BOT meeting schedule for 2022-2023. The motion was seconded by J. O'Connor and passed unanimously by the BOT.

2. King and Queen County needs a new BOT member appointed to replace A. Norris who has resigned.
3. T. Shepley passed around an article written by Melissa Curior and Patrick Hauser that was published in the County Currier on Wednesday, May 25, 2022 about the King and Queen Branch Library and what a wonderful resource it is for King and Queen County.

9. Adjournment

The July 2022 BOT meeting will be held on July 27, 2022 at the Montpelier Branch Library at 10:00 a.m. The next Executive Committee meeting will be held on August 10, 2022 at 10:00 a.m. at the Goochland Branch Library.

Having completed the business of the PRL BOT, Chair R. Hachey adjourned the meeting at 12:35 p.m. by acclamation of the Board.

Respectfully submitted,

Barbara Young
PRL Board of Trustees' Secretary

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