

**Pamunkey Regional Library
Board of Trustees Meeting
June 26, 2024**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, June 26, 2024, at the Mechanicsville Branch Library.

Attendees

Trustees:

Goochland County: Barb Young, Barbara Slone
Hanover County: Bob Johnson, Ryan Martin, Joe O’Connor, Christy Schumacher
King and Queen County:
King William County:
Trustees unable to attend: Mary Shipman, Tricia Simpkins

Guests:

Ellen Bowyer – Hanover County, Senior Assistant County Attorney
Jim Taylor – Hanover County, Deputy County Administrator
Betsy Hedrick - PBMares, CPA (Partner)
Andrea Nichols- PBMares, CPA (Director)

Library Staff:

Jaime Stoops – PRL Acting Library Director
Sherida Bradby – PRL Acting Assistant Library Director
Ken Catron – Business Operations Manager

1. Call to Order

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

2. Consideration of Agenda Amendments

MOTION: R. Martin moved to amend the agenda under Item 7 Closed Session to “discuss the employment status of the Library Director” rather than “the leave status of the Library Director”. B. Slone seconded the motion, and it passed the BOT unanimously.

J. O’Connor requested a Moment of Silence to remember Sgt. James "Jim" McLaughlin with the Hanover County Sheriff's Office. J. McLaughlin worked closely with PRL in many areas, like identifying security camera placement in branches, and was a strong ambassador for the Sheriff’s Department and the whole region.

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

3. Moment of Silence for Sgt. James “Jim” McLaughlin

4. Introduction of Acting Director and Acting Assistant Director

B. Young introduced Ms. Jaime Stoops as PRL’s Acting Director and Ms. Sherida Bradby as PRL’s Acting Assistant Director. B. Young thanked them for stepping into these roles and expressed appreciation for the beautiful job they are doing.

R. Martin thanked Ms. Stoops and Ms. Bradby for helping through this change of leadership and jumping in with both feet to keep things moving. R. Martin also thanked the BOT Chair, Ms. Young, for the time she has spent to work through this change and expressed his appreciation on behalf of the BOT.

5. Citizens’ Time

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

Jenifer Strozier– Goochland County resident

J. Strozier suggested surveying citizens outside of the library asking who they would like to collect and arrange books – a volunteer appointee of local government utilizing BookLooks (a book labeling tool created by the right-wing Moms for Liberty) or a MLS certified librarian using time tested and valid criteria. People that use the library want professionals to decide what books are on the shelves and arrange them in a way patrons can easily find them. No one should have to ask for the special section of what the Board has deemed offensive or perverse or declare themselves a sexual deviant when they check out YA fiction. A seventeen-year-old should not have to embarrass themselves by asking where the latest novel is featuring a queer kid, a person struggling with suicide, or a graphic novel about the Holocaust. Citizens in Goochland would like professional librarians, and not appointed volunteers, to determine what is in the library and what materials and programs they can access. The idea that volunteers appointed by local government, without any experience in library services, would try to improve the Dewey decimal system by inserting their personal views, biases, and religious beliefs is laughable, sad, and pathetic. Let librarians and parents do their job and stop interfering with the private choices of reading and library usage, paid for by taxes.

Peggy Lavinder– Hanover County resident

P. Lavinder expressed her dismay and sadness at the resignation of Tom Shepley. For nearly 15 years, T. Shepley served PRL extremely well, including through Covid by providing services not available in other areas through the staff’s creativity and dedication to the mission. The library has grown, and circulation has increased, proving that PRL is a highly functional system. The Board’s actions are a solution in search of a problem. The micromanaging and disorganization, with an agenda posted less than 24 hours before the meeting, is a tell to the ensuing chaos and is unnecessary and heartbreaking. In a public letter to the newspaper editor by a board member, she stated that the Board is not interested in making decisions about the library collection. This is a falsehood as the proposed policy allows the Board to decide what books are in the library,

their location, and how to access. P. Lavinder asked the Board to be honest about their intentions and sees no reason why they need to interfere in the job of professional, experienced, and educated library professionals as this heads into dark territories of lawsuits, limiting access, and damaging the beloved institution's reputation. P. Lavinder promised to continue to highlight what the system had and what patrons would like to keep.

Cleo Rehmer– Hanover County resident

C. Rehmer requested BOT meetings be moved to after 5pm so working people can attend and asked why the Closed Session is scheduled in the middle of the agenda rather than at the end of the meeting. C. Rehmer noted that there are some BOT departures and asked what the procedure is for accepting candidate applications, including who can apply and when those decisions are made, to better understand the process for replacing departing board members, especially since she is interested in applying and expressed hope she would not be unduly excluded.

RJ Propps– Hanover County resident

RJ Propps thanked the librarians and staff for their work. The School Board indicated that materials pulled from schools would be easily available in public libraries. RJ Propps indicated that this has not been the case as he has cross-referenced lists. The School Board should inform PRL of the materials to keep their promise to citizens about availability.

Reggie Vaughan– Goochland County resident

R. Vaughan thanked the Board for taking the time to be true servants of the people and encouraged them to listen, hear what is said, weigh it, and make decisions. R. Vaughan and his wife have over 50 years of experience with PRL across various branches, including the Bookmobile. R. Vaughan understands the need for some changes, as he sees that some books are a waste of paper, but is the answer to take them off the shelf or to help citizens understand what is in the book so they can make a choice. Families should read books together and talk about the book's content and what the author is communicating. Sometimes these banned books try to express how it feels to go through something which helps others understand. As a historian, R. Vaughan uses the lending library service, the state library, and online materials for ancestry. The Board's decisions are not easy but consider what it means five years from now and whether it fixes a problem or generates a problem or covers up a problem that needs to be addressed another way. R. Vaughan lives in a retirement community with a vibrant bunch of people from a variety of backgrounds, with book clubs that would be happy to read books and give their analysis, as they desire to help and not hinder or cause problems. The National Library has books given by Ben Franklin and Thomas Jefferson because books were expensive and the vehicle for passing information. Do not take our information, but be prudent and careful, remembering the Board's role as servants of the people.

B. Young reiterated that evening meetings are on the agenda and clarified that Library Board trustees are appointed by the Board of Supervisors from each county. J. Taylor communicated that Hanover County is working on a project to have all boards and committees posted on their website, allowing citizens to search for openings and terms of service. Hanover has an online interest form for residents to complete.

6. Presentation – PBMares on FY2023 Audit

C. Schumacher introduced Betsy Hedrick and Andrea Nichols from PBMares and thanked them, along with Ms. Shawver and Mr. Catron, for all their work to see the FY23 audit completed.

B. Hedrick emphasized that this is PBMares' first year as PRL's auditor and they have issued unmodified opinions on PRL's basic financial statements - a clean opinion, the best opinion auditors can issue. Two errors were identified in the beginning balances, both related to Capital Assets, including one lease asset and the library's collection, which had never been brought on the balance sheet. The Governmental Accounting Standards Board (GASB) sets the accounting rules for the library and speaks specifically to the importance of pulling assets onto the balance sheet. This change resulted in pulling an asset onto the balance sheet of over \$2 million, as well as impacting the timing of the FY23 audit, although delays were already experienced prior to this. Whenever a restatement occurs to correct prior year misstatements, it results in an automatic Material Weakness, noted in the Compliance Section. The Material Weakness is related to the material audit adjustments, as well as related to the lack of timely year end closing procedures and the availability of documentation to the auditors to be able to conduct the audit. Significant delays were experienced in trying to complete the audit work, but once the Ad Hoc Audit Committee started meeting weekly the auditors felt very supported, as well as a change in momentum, in getting the audit work done. A new plan is in place for FY24 to get back to timely audits.

There are some areas in the financial statements which are estimates like capital assets, including lease and subscription assets, retirement and other postemployment benefits, and investments. This year a new GASB accounting policy (Statement No. 96) was adopted for "Subscription-Based Information Technology Arrangements", which meant these assets needed to be placed on the balance sheet, all while making assumptions about discount rates, useful life, etc.

The BOT received copies of PRL's Financial Statements, as well as the Report to the Library Board which lists required audit communications by professional standards, including any material audit adjustments. These material audit adjustments were related to Capital Assets, which the previous FY22 audit firm also identified. With an outsourced accountant helping PRL, this is something that will hopefully improve moving forward. PBMares issued a Management Letter including immaterial findings, which are areas that need some attention and work going forward.

A. Nichols highlighted the auditor's required communication from the report and assured the BOT that FY24 planning is well underway. The preliminary planning phase, which includes internal control walkthroughs and documentation prepared by library staff, will be conducted the week of July 8th and the final fieldwork phase is scheduled the week of September 9th, to give a buffer in case of delays. For authorities, boards, and commissions, the Virginia Auditor of Public Accounts' deadline is five months after year end, which is November 30th for PRL audits. PBMares' goal is to be finished significantly before this deadline.

A. Nichols mentioned the significant delays in obtaining supporting documentation during the audit, which was partly impacted by the library collection issue, but a substantial portion was external to that issue. The Management Letter has suggestions and comments for the library to consider, including upcoming GASB standards, IT Policies, making the Capital Asset Policy consistent with actual practice, and a deeper dive into timing and how the Auditor of Public Accounts' deadline was missed.

B. Hedrick pointed out Footnote 13 which summarizes the restatement, located on page 53 of PRL's Financial Statement. The General Fund Balance Sheet (located on page 12) uses the same numbers as last year as no action had been taken by the BOT in FY23 to update balances for committed or assigned funds. An action item for this year would be to take a hard look at what numbers need to be updated.

B. Hedrick highlighted that the Ad Hoc Audit Committee will continue to meet monthly through the completion of the FY24 Audit to provide updates on milestones and formalize target dates. The first meeting will be Friday, June 28th, and Ms. Stoops has been added to the group.

B. Johnson expressed his pleasure at seeing the Board and auditors work together to get annual audits back on track and thanked the auditors for shouldering the burden of a late audit and helping us move forward.

B. Hedrick expressed appreciation for the Board and county engagement and support and looks forward to being back again before the end of this year to deliver FY24's audit report.

B. Slone thanked the auditors, recognizing the inherited mess and the professional way it was handled with grace and respect, as well as their very generous offer to share the expense of significant overages due to delays.

B. Young thanked the auditors, the committee, and Hanover County for their work to see FY23 completed.

7. Approval of FY25 budget

B. Slone requested that the budget be reviewed line by line and B. Young walked through each line with the BOT. Some highlights are included:

Revenue:

- Goochland & Hanover increases include the 4% merit increases requested.
- King and Queen is not part of PRL in FY25.
- King William approved the same amount as last year, but not an increase, which has resulted in a decrease in branch hours.
- Other includes fines collected, donations, and a conservative estimate for investment income.
- Expenditure Refund is a discount received back through ERate on internet services.
- Reserve Fund proposed in FY25 to only cover the administrative building lease expenses.

Questions/Comments:

- The Goochland and Hanover numbers represent the 4% merit increase but do not include the

additional amount that will be required in FY25 regarding the new rules related to exempt and non-exempt employees' overtime pay.

- J. Taylor stated that PRL has followed Hanover County's lead in offering a 4% salary increase to employees. This decision is based on many factors including what is happening in the region to remain competitive, recruiting and retaining staff, and what the budget permits.

- B. Johnson asked if there is anything in this raise related to staff performance. J. Stoops emphasized that it is related to merit through the annual evaluation process and every employee receives a merit increase with a "proficient" evaluation.

Expenses:

- Contractual includes hiring the CPA consultant, Ms. Shawver, and PBMares preparation of financial statements.

- Rent decrease is due to the new Montpelier branch opening.

- Salaries includes the 4% merit increase and reflects the decrease in hours for KW branches.

B. Young asked about approaching KW at some point regarding their reduced hours. At this point, PRL has no plans to do this.

B. Slone asked what happens to the money for a budgeted position that remains unfilled. K. Catron explained the money rolls into the Fund Balance and the Board needs to reappropriate it.

C. Schumacher reiterated that PBMares mentioned that the Board needs to make some decisions on the Fund Balance so this needs to be placed on a future agenda. B. Slone also asked that we revisit the draft Fund Balance report that she distributed at the last meeting.

MOTION: J. O'Connor made a motion to approve the budget for FY25 as presented. B. Johnson seconded the motion, and it passed the BOT unanimously.

8. Closed Session

MOTION TO ENTER CLOSED SESSION: R. Martin moved that the Library Board of Trustees go into closed session pursuant to subdivision (A) (1) of Section 2.2-3711 of the Code of Virginia to discuss the employment status of the Library Director. The motion was seconded by B. Johnson and the roll call vote was as follows:

B. Slone - yes

B. Johnson - yes

C. Schumacher - yes

B. Young - yes

J. O'Connor - yes

R. Martin - yes

The motion passed.

The Board remained in the meeting room along with legal counsel, E. Bowyer.

MOTION TO CERTIFY CLOSED SESSION: R. Martin moved that the Library Board of Trustees certify that, to the best of each member's knowledge, only that public business matter lawfully exempt from the open meeting requirements and so described in the earlier motion by

which the closed meeting was convened, was heard, discussed, or considered in the closed session. The motion was seconded by C. Schumacher and the roll call vote was as follows:

- B. Slone - yes
- B. Johnson - yes
- C. Schumacher - yes
- B. Young - yes
- J. O'Connor - yes
- R. Martin - yes

The motion passed.

MOTION TO COMMUNICATE WITH LIBRARY DIRECTOR: B. Johnson moved that the Board of Trustees authorize the Board Chair and Vice Chair, and any other agent or representative of the Library they may designate, to meet with the Library Director to finalize the terms of his resignation from service. R. Martin seconded the motion, and the BOT passed it unanimously.

9. Consideration of Consent Agenda

The items on the Consent Agenda were:

1. Approval of the draft minutes from:
 - a. April 24, 2024 Board of Trustees Meeting
 - b. May 13, 2024 Continuation of the April 24, 2024 Board of Trustees Meeting
 - c. June 17, 2024 Called Board of Trustees Meeting
2. Acceptance of the May 2024 Board Financial Report
3. Acceptance of the May 2024 Warrants
4. Acceptance of the May 2024 Monthly Deposit Record
5. Acceptance of the May 2024 Funds Schedule

MOTION: B. Johnson moved approval of the Consent Agenda items, seconded by J. O'Connor, and passed unanimously by the BOT.

10. Director's Report

J. Stoops thanked the Library Board for the opportunity to serve PRL as Acting Director. J. Stoops and S. Bradby are committed to a seamless transition for PRL's customers and staff.

J. Stoops announced a strong start to the Summer Reading Program with over 4,500 registrations and over 14,000 books logged. A strong slate of programs is planned for the summer, including five system wide programs, bringing PRL back to pre-pandemic summer programming. Over 500 customers came to the first system wide program – Amazing Mr. B (a magician).

Other highlights include:

- Annual employee evaluations are concluding.
- The Ashland Youth Services Librarian, Awnali Mills, was promoted to Branch Manager.
- Heather Maury has started as the new Atlee Branch Manager.
- The FY24 Audit kick off is scheduled for July 8th.
- Preparations are underway for WP and UKW branch hour reductions starting July 1st.

J. Stoops thanked Mary Shipman and Tricia Simpkins for their service on the Library Board.

J. Stoops noted the passing of Sgt. Jim McLaughlin with the Hanover County Sheriff's Office. He supported PRL in a variety of ways from hosting Hanover Citizen Academy in various branches, assisting with a Walmart partnership to provide bike locks for the Mechanicsville branch opening, assisting in staff safety training, and even arresting J. Stoops a couple of times for a muscular dystrophy association fundraiser. He was always available to help and to offer law enforcement advice and he will be greatly missed.

B. Young thanked J. Stoops and S. Brady for stepping up to the plate and expressed the Board's appreciation for everything they are doing to help us move forward.

11. Legal Counsel Updates

12. Standing Committee Reports

A. Financial Committee Report

B. Young asked B. Slone to take the role of temporary Chair of the Finance Committee. B. Slone communicated that the next Finance Committee meeting is scheduled for September 3rd and the July 2nd meeting has been cancelled.

B. Personnel Committee Report

13. Ad Hoc Committee Reports

A. Long Range Planning Committee

B. Young stated the committee has begun working on a schedule for the development of the long-range plan.

B. FY2023 Audit Committee

14. Old Business

A. King and Queen County's Departure Updates

J. Stoops confirmed that PRL has completed all MOU notification obligations; the last item was a notice published in the County Courier on June 19th. PRL Staff are working on customized emails informing K&Q residents of changes to service. K&Q's fourth quarter payment was received. Goochland County passed a resolution to allow K&Q to leave the regional system.

B. Construction, Movement, Physical Issues at Branches

- Atlee Branch restroom issues have been resolved.
- Atlee Branch has an outside cracked wall panel near the staff entrance, possibly caused by a landscaping contractor, which has been reported to Hanover County Facilities.
- Two vans were vandalized on June 8th in the Library Administration parking lot. This was reported to the Hanover Sheriff's Office and staff are working on repairs with Fleet Services.
- Most furniture and all shelves are in the Montpelier branch, with minor issues being addressed. AV equipment is installed, and training is to be completed when internet is available.

- UKW was closed for a few days due to a gas smell coming from a neighboring tenant and the landlord has assured us this issue will not happen again.
- Installation of AV equipment in West Point study and meeting rooms has been completed and staff training on AV equipment will happen early July. The last furniture items will be delivered this week.

C. Possible Evening Board Meetings

R. Martin expressed concern about the impact on staff with evening meetings. S. Bradby shared that the staff already attends many evening meetings.

B. Slone asked that meetings start at 5pm or 5:30pm.

MOTION: B. Slone made a motion to have an evening meeting once in Fall (October) 2024 and Spring (March) 2025 and decide in Spring 2025 how to proceed. B. Johnson seconded the motion, and it passed the BOT unanimously.

15. New Business

A. FY2024 Audit Planning Calendar

B. Schedule of Next Two Board Meetings

Wednesday, July 24 – West Point Branch

Wednesday, August 28 – Goochland Branch

MOTION: B. Johnson moved to approve the next two meetings. B. Slone seconded the motion, and it passed the BOT unanimously.

C. Scheduled Closings for PRL for FY2025

J. Stoops communicated that this schedule was developed consulting Hanover County's payroll calendar for anticipated closed dates, except for New Year's Eve when PRL closes early.

B. Young emphasized that this represents a basic fiscal year calendar and at a future meeting the BOT needs to address a policy for addressing short notice changes made by the counties.

MOTION: J. O'Connor made a motion to accept PRL's Branch Scheduled Closings for FY25. B. Slone seconded the motion, and the BOT passed it unanimously.

D. Library Spokesperson

MOTION: B. Slone moved that the Board appoint Jamie Stoops, as PRL's Acting Director, as the official spokesperson for the Pamunkey Regional Library. R. Martin seconded the motion, and it was unanimously passed by the BOT.

E. Change to Quorum Requirements

B. Young stated that the By-Laws currently define a quorum as six trustees. The suggestion is to have a percentage for a quorum, rather than a specific number.

MOTION: C. Schumacher made a motion to amend PRL’s BOT By-Laws, Section II. C. to say “A quorum at any meeting shall consist of a majority of trustees seated on the Board without consideration for established but unfilled seats” with the change to be effective at the next board meeting. R. Martin seconded the motion, and it passed the BOT unanimously.

F. Leave Status of the Library Director

The BOT received T. Shepley’s resignation. B. Young communicated that the Board is in the process of working through this and will keep people informed of final decisions.

16. Adjournment

The July 2024 BOT meeting will be held on July 24, 2024, at the West Point Branch Library at 10:00 a.m.

J. O’Connor made a motion to adjourn the meeting, seconded by R. Martin, and after a unanimous vote from the Library Board the meeting was adjourned.

Respectfully submitted,

Christy Schumacher
PRL Board of Trustees’ Secretary