

**Pamunkey Regional Library  
Board of Trustees Meeting  
August 23, 2023**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, August 23, 2023, at 10:00 AM at the Atlee Branch Library.

**Attendees**

Attending were Trustees:

Goochland County: Barbara Slone, Barb Young

Hanover County: Bob Johnson, Ryan Martin, Joe O'Connor, Christy Schumacher

King and Queen County: Tricia Simpkins

King William County: John Edwards, Mary Shipman

Unable to attend:

None

Guests Attending and Speaking:

No Citizen Speaking time

Library staff present included:

Tom Shepley, PRL Director

Sherida Bradby, PRL Deputy Director

Jamie Stoops, PRL Deputy Director

Jeff Huff, Collection Strategy Librarian

Levi Carter, Collection Management Librarian/Mobile Services Manager

Hanover County Staff Attending:

Dennis Walter, Hanover County Attorney

**1. Call to Order/ Welcome**

Chair T. Simpkins called the meeting to order at 10:00 a.m. and welcomed all BOT members and visitors who were in attendance. The BOT members each introduced themselves.

**2. Consideration of Agenda Amendments**

**MOTION:** A motion was made by J. Edwards to accept the agenda with the addition of the Consent Agenda being added. The motion was seconded by R. Martin.

Several questions were asked at this point.

B, Johnson asked about the meeting structure for the day and if it was normal to change the meeting to a work session. T. Shepley replied that the meeting structure had been changed since there are three new members of the BOT. This way orientation could be offered for the new members and it could serve as refresher training for the existing BOT members.

C. Schumacher asked what the difference is between a regular meeting and a work session. T. Shepley explained that because it is structured as a work session, there would not be enough time to have Citizen comments.

B. Slone asked when the decision was made to change the meeting structure and commented that she felt the Board should have had some input into the decision to change the meeting structure.

D. Walter, Hanover County Attorney, said that he serves as legal counsel to the BOT. He stated that meetings are to get work done, and that it is permissible to not have a designated time for Citizen comments if time is limited.

**MOTION:** C. Schumacher made a motion to amend the motion on the floor by adding a split the section of the meeting agenda that will be conducted by D. Walter to add a Q&A section after the PRL BOT Bylaw discussion. The motion to amend the motion on the floor was seconded by R. Martin. The motion to amend was passed.

**MOTION:** B. Slone made a second motion to amend the motion on the floor to add discussion about the reserve fund, discussion about electronic access for Board members to Board meetings, and discussion about insurance for the Board. The motion was seconded by C. Schumacher and the motion passed.

**MOTION:** The motion on the floor that was made by J. Edwards to accept the amendments to the agenda was modified by J. Edwards to also accept the additional amendments to the agenda. R. Martin again seconded the motion and the motion passed.

### **3. Consent Agenda**

Items included in the consent agenda:

1. Approval of the draft minutes from the June 28, 2023 board meeting
2. Acceptance of June and July 2023 board report
3. Acceptance of June and July 2023 warrants

B. Young asked that the January 25, 2023 BOT meeting minutes and the May 23, 2023 BOT meeting minutes be added to the Consent Agenda for approval.

**MOTION:** A motion was made by J. Edwards to approve the Consent Agenda with the additional items added. The motion was seconded by R. Martin.

There were several questions about the Consent Agenda items.

- C. Schumacher asked if when a vote is taken to accept the Consent Agenda, does that mean that the Board has seen and reviewed the items on the agenda and is approving them. T. Shepley answered yes.

- C. Schumacher asked where the difference is between the \$6.1M total budget and the \$5.5M total expenses. T. Shepley explained that money from the federal government has to be spent first and then the money is received. The lag between the two creates what can look like a unresolved difference between money spent and money received based on when the two things happen.

The motion on the floor to accept the Consent agenda items was then passed.

## 4. Board Development Session

T. Shepley welcomed and introduced D. Walter, Hanover County Attorney. D. Walter then presented the Board Development Session.

- a. D. Walter introduced himself. He is a longtime resident of Hanover County and has been with the Hanover County Attorney's Office since 2001. Among other Hanover County Offices, he is responsible for providing legal support to the PRL Board and to PRL.
- b. **Serving as a Trustee:**
  1. D. Walter distributed a packet of information to Board members.
  2. The job of Trustee is defined by the Code of Virginia and the Library of Virginia.
  3. The duties of Trustees include but are not limited to:
    - i. Financial management
    - ii. Policy decisions
    - iii. Hiring and evaluating the Library Director
  4. How do Trustees do their job?
    - i. Don't lose individuality when they become part of the body.
    - ii. The trustees can only do the trustee work in a meeting.
  5. All Trustee work is public record except for a few exceptions (personnel issues, property acquisitions, etc.)
  6. PRL is an Administrative Board, not an Advisory Board.
  7. Board members need to be aware of FOIA and potential FOIA requests.
  8. The PRL Board follows modified Roberts Rules to conduct the Board business.
- c. **Regional Library Agreement**
  1. The first agreement between Hanover County, Goochland County, King William County, and King and Queen County was signed in 1940.
  2. The current agreement was signed in 1996.
- d. **Supplemental agreement between Hanover and PRL**
  1. There is a Supplemental Agreement between Hanover County and PRL that was signed in 2001.
- e. **PRL Board of Trustees Bylaws**
  1. Framework for how the Board does its job
  2. Defines quorum
  3. Provides general guidelines for the Board meetings
  4. Defines the Board officers
  5. Defines the Standing Committees

6. Defines the distinct lines between the Board and the PRL staff
7. Defines the guidelines for Citizen's time at the Board meetings

### **Q&A Time**

Q1: B. Johnson asked how meetings are defined?

A: Any time three or more trustees meet, it is considered a public meeting. All public meetings need to be announced at least three days in advance.

Q2: R. Martin asked if the Board has less than the 10 Board members defined in the Agreement, does that change the number required for a quorum.

A: No, the quorum for the Board meeting is always 6.

Q3: C. Schumacher asked how BOT members handle social get-togethers.

A: BOT members can gather at a social get-together as long as no library business is discussed at that gathering.

Q4: J. Edwards asked if an email string of messages goes back and forth between all the Board members, is that considered a "public meeting."

A: If that email is over an extended period of time, it is not considered a meeting.

Q5: D. Walters asked if the Board would like someone from the Legal Office to attend the BOT meetings on a regular basis.

A: Yes.

A 10 minute break was called at this point in the meeting.

After ten minutes, T. Simpkins, Chair of the BOT, called the meeting back to order. T. Shepley then continued with the presentation.

### **f. Organization of the Library**

1. FTE stands for Full Time Equivalent
2. The Board hires the Library Director
3. The Library Director, with the guidance of the Board, hires the Library employees
4. T. Shepley was hired 14 years ago

### **g. Library Finances**

1. Each county's funds go for their library staff
2. State aid is about 10%
3. "Other" Category – payments for fines, contributions, copies, etc.
4. Reserve funds – using \$100,000 this year to cover expenses
5. Insurance for the Board – there is a Liability umbrella insurance policy, VA Risk Management Service (VRMA) is who covers BOT members
6. Salaries – were upped significantly a couple years ago to address the possible \$15/hr increase

7. Reserve fund - \$3.1M at the end of FY2023

i. QUESTIONS about Reserve Fund: (B. Slone had several questions)

1. Did the BOT vote to have \$1.7M in the reserve fund for a new admin building?
  - a. No, but its purposed had been shared with BOT members
2. Do the counties all know about the excess funds each year?
  - a. A: T. Shepley – All counties know about the reserve fund. If PRL has a need, we have somewhere to go for funds.
3. Where do the funds reside?
  - a. The PRL reserve funds reside with the Hanover County reserve funds and are invested with the Hanover County funds.

**h. Library Policies**

1. Approving policies definitely a job of the BOT
2. The policies define how the Board governs services for the public
3. Current policies are posted on the PRL website. Old policies are not.
  - i. Question: C. Schumacher – How do we get time to discuss policies?
    1. A: T. Shepley – We'll set up time in a Board meeting soon.

**i. Library Performance Measures**

1. Comparison Chart comparing PRL and neighboring county and regional library systems
2. Chart covers from 2018 to 2022
3. Library statistical report included

**j. Library Planning**

1. Reserve funds are used for part of the planning process
2. Long range planning – last 5 year plan covered FY2016-FY2020. It is time to revisit long range planning.

**k. Resources for Trustees**

1. Library website
2. Library Associations
  - i. VA – VLA (Virginia Library Association)
  - ii. US – ALA (American Library Association)

**l. Regional Demographics**

1. For basic demographics, census documents are used.

**m. Friends Organizations**

1. There are eight active Friends of the Library organizations currently. Hanover Branch Library and Rockville Branch Library Friends groups have disbanded

## 5. Old Business

**A. Election of Officers**

- T. Simpkins presented the slate of nominations from the Personnel Committee for the PRL Officers.
  - Chair – Mary Shipman

- Vice Chair – Joe O’Connor
- Secretary – Barb Young
- Treasurer – Tom Shepley
- **MOTION:** C. Schumacher made a motion to split the block of offices, take nominations from the floor for each office, and vote for each office separately. R. Martin seconded the motion and the motion passed.
- T. Simpkins presented Mary Shipman as the Personnel Committee nominee for Chair and opened the floor for nominations.
- R. Martin nominated Barb Young for Chair. The nomination was seconded by C. Schumacher.
- A Roll call vote was held:
 

BOT NAME VOTING	PERSON VOTED FOR
○ B. Johnson	Barb Young
○ B. Slone	Barb Young
○ J. O’Connor	Mary Shipman
○ M. Shipman	Mary Shipman
○ T. Simpkins	Mary Shipman
○ R. Martin	Barb Young
○ J. Edwards	Mary Shipman
○ C. Schumacher	Barb Young
○ B. Young	Barb Young
- Barb Young – 5, Mary Shipman – 4
- T. Simpkins declared that Barb Young won.
- T. Simpkins presented Joe O’Connor as the Personnel Committee nominee for Vice Chair and opened the floor for nominations.
- C. Schumacher nominated Ryan Martin for Vice Chair. The nomination was seconded by B. Young.
- J. O’Connor withdrew his name from nomination for Vice Chair.
- A voice vote was taken and Ryan Martin was declared Vice Chair by T. Simpkins.
- T. Simpkins presented Barb Young as the Personnel Committee nominee for Secretary and opened the floor for nominations.
- B. Young asked that her name be removed from the nominations for Secretary.
- B. Johnson nominated Christy Schumacher for Secretary. B. Slone seconded the nomination.
- A voice vote was taken and Christy Schumacher was declared Secretary by T. Simpkins.
- T. Simpkins presented Tom Shepley as the Personnel Committee nominee for Treasurer and opened the floor for nominations.

- Discussion followed as to whether the Treasurer should be a member of the BOT or could be filled by a person not a member of the Board. There was much discussion about the role of the treasurer, but no consensus was reached.
- **MOTION:** B. Young made a motion to not vote on Treasurer until the September meeting. The motion was seconded by C. Schumacher and passed by the Board.

## **B. Committee Appointments**

- T. Simpkins presented the selected chairs for the three standing committees that had been named by the Personnel Committee.
  - Executive Committee – Barb Young
  - Finance Committee – John Edwards
  - Personnel Committee – Ryan Martin
- **MOTION:** R. Martin made a motion to delay the appointment of the standing committee chairs until the committees can be defined during the Board's September meeting. J. O'Connor seconded the motion and the motion passed.

## **A. New Business**

### **1. Library Association Memberships**

- a. Due to the time, J. O'Connor suggested that the Board save the discussion of the Library Association Memberships for the next meeting. The Board agreed by consensus.

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

T. Shepley stated that the Library Director Report items had been covered earlier in the meeting through discussion, so his report was waved by consensus.

## **8. Adjournment**

The September 2023 BOT meeting will be held on September 27, 2023, at 10:00 a.m. at the Goochland Branch Library.

**MOTION:** Having completed the business of the PRL BOT, J. O'Connor moved that the meeting be adjourned. R. Martin seconded the motion and the motion passed.

New Chair B. Young adjourned the meeting at 1:45 p.m.

Respectfully submitted,

Barbara Young  
PRL Board of Trustees' Secretary