

**Pamunkey Regional Library
Board of Trustees Meeting
September 23, 2020**

The Pamunkey Regional Library (PRL) Board of Trustees met on Wednesday, September 23, 2020 at the Atlee Branch Library.

Attendees

Attending were Trustees:

Goochland County: Barb Young

Hanover County: Julie May, Ron Hachey, Lisa Newman

King and Queen County: Joy Harvey, David Litchfield

Unable to attend were Trustees:

Goochland County: Linda Moore

Hanover County: Mike Smith

King William County – Mary Montague Sikes

Guests Attending:

None

Library staff present included:

Tom Shepley - PRL Director

1. Call to Order/ Welcome

Chairman R. Hachey called the meeting to order at 9:00 a.m. and welcomed all who were in attendance.

2. Consideration of agenda amendments

T. Shepley distributed a revised Proposed Agenda which included the Consent Agenda as Item D in New Business. He also asked that we update New Business to include:

Item E. Review of Director Goals and Project Initiatives for FY 2021

Item F. Possible Virtual Meeting Discussion.

3. Citizens' time

There were no citizens present at the meeting.

4. Staff introductions and Branch Manager's report

T. Shepley welcomed all in attendance and introduced Lisa Morgan, the Atlee Branch Manager.

L. Morgan welcomed the Board to the new Atlee Branch Library building. She stated that the staff at Atlee has received many positive comments about the new facilities. The word is getting out within the community and they are seeing use by many patrons such as students and home schoolers. L. Morgan said that staffing of two floors is a new challenge for them.

J. May asked about the use of the new computers at Atlee. L. Morgan described the new technology locations and said that patrons have commented that they like the new Envisionware technology because of the ease of use.

R. Hachey asked about the current staffing at Atlee. L. Morgan reported that they recently hired two new hourly folks who will start in October. They currently have five fulltime staff. Their main challenge with staffing is providing coverage at all times on two floors. L. Morgan said that ongoing training for staff, which includes training on the coverage of two floors, is going well.

5. Old business

A. Atlee and Montpelier building updates

T. Shepley stated that things are going well at the new Atlee Branch Library building. The door count is about 150 patrons per day. A punch list has been created which is about 100 pages. The building has a one-year warranty.

T. Shepley said that an application for a Conditional Use Permit has been submitted for the Montpelier Branch Library. The Hanover Board of Supervisors had some questions but the approval process is moving along. T. Shepley and R. Hachey met with the designer. She had some requests which have been addressed. The last meeting about the building project had to be done by email because the technology for a virtual meeting failed. The process will probably take until the end of 2020 to complete.

B. Audit update

T. Shepley said that the audit is progressing. He is still having the same copy & paste issue which is cumbersome but workable. No issues have been reported to him at present and the completion target is still the end of October 2020.

C. Envisionware kiosks update

T. Shepley reported that Atlee currently has two operating Envisionware kiosks, one downstairs and one upstairs. All the other branch libraries have one kiosk.

T. Shepley said that the printers/copiers still need to be replaced at all the branch libraries except Goochland and Atlee. The eight printer/copiers to be replaced will be configured at the vendor's warehouse before they are distributed and set up. Reco provides the copier support for the eight branch libraries. Goochland and Atlee have different technical support.

T. Shepley explained that there are several credit card vendors for the Envisionware system, depending of the various functionalities needed. Elivon provides the overall coordination for the various functions needed and the PRL Administration works with Elivon. T. Shepley said that any money collected using Envisionware goes to Hanover County and then back to PRL.

D. Board meeting schedule – some updates needed

T. Shepley stated that all the branch libraries have posted room capacities adjusted for COVID-19 for each of their meeting spaces/rooms in their facilities. There are several that have adjusted capacities that are too small to accommodate the Board of Trustees (BOT) meetings. Because of this, the monthly PRL BOT meeting schedule will need to be adjusted. The October 28, 2020 PRL BOT meeting location remains at the previously scheduled location of the Montpelier Branch Library since the meeting room there has a large enough capacity to currently accommodate the BOT. The future BOT meeting location schedule is being finalized.

J. May asked if the BOT might consider virtual Board meetings. R. Hachey explained that we have on the New Business section of the meeting to discuss that possibility.

E. Staffing

T. Shepley stated that there are currently 15 openings which include two openings for paraprofessionals, one for janitorial staff at Atlee, and the rest are part-time positions.

T. Shepley explained that at Atlee Branch Library, they currently have five full-time staff. At the present time, the library hours are scaled back because of COVID-19 but when they resume full hours, they will probably need another full-time position. Atlee's goal is to always have a staff person in the children's library area.

J. May asked if there are concerns about understaffing at any of the branch libraries. T. Shepley answered that both Ashland and Upper King and Queen branches lost several staff during the COVID-19 restrictions.

R. Hachey asked what the timeline is for the libraries to return to their full pre-COVID-19 hours of operation. T. Shepley said that the hope is that the libraries will be back to full schedules by the end of 2020. T. Shepley said that one of the biggest questions is about how much longer the libraries will have to follow the current quarantine process for the return of materials.

6. New business

A. CARES act funding

1. Library of Virginia (LVA)

T. Shepley stated that the LVA received a federal CARES grant for \$770,000 to be used across the state for access to broadband and online resources for areas which qualify based on economic status (poverty and unemployment) and current broadband access. King and Queen Branch Library is the only branch library within PRL that qualifies for this grant. PRL Admin has assisted King and Queen Branch Library to apply for a \$7800 grant that will be focused on school-aged children. This grant will be used to assist students and schools by using the free Sora platform of OverDrive software so that they can access library resources. PRL currently has the OverDrive program and at present has approximately a \$1M collection of about 20,000 items. Funds would help

purchase new library resources to be added to the PRL OverDrive resources that then can be accessed by schools. (**OverDrive** is a digital library offering both ebooks and audiobooks for the Web community, anytime, anywhere! **Sora** is the new user-friendly app that lets you access it through a laptop, phone or tablet. ¹) The OverDrive collection is also available to our other four school divisions within the PRL area through the Sora platform. Hanover County Public Schools currently use Sora and access the PRL OverDrive collection.

R. Hachey suggested the PRL Admin draft a Memorandum of Understanding (MOU) with the school divisions in the PRL region. T. Shepley said an MOU with Hanover County Public Schools is currently being written. He said that one of the concerns is that students do not have to have a library card to access the PRL OverDrive collection using Sora. PRL Admin has set up a special webpage for schools to promote students getting a library card online. So far only about 180 students across the five school divisions (about 1%) have gotten a library card using the online registration.

B. Young suggested a marketing strategy be developed to get more students registered for library cards. T. Shepley said that the PRL Admin is currently working on this.

J. May asked if any damage can be caused to the collection by the current use of the OverDrive collection by Hanover County Public Schools. T. Shepley said some damage can possibly take place. He said that Kelly Pridgin is the point person with schools for the PRL Admin and is working closely with the school systems.

2. Hanover

Hanover County received a \$9,000,000 CARES grant at the beginning of August. T. Shepley said the PRL Admin was asked to put together a list of needs for PRL. T. Shepley said the amount that is to be allocated to PRL is approximately \$270,000. The Hanover Board of Supervisors approved all but item 7 on the list below. The list compiled by the PRL Admin includes:

1. \$100,000-Envisionware. Envisionware fits the criteria for the grant or COVID-19 because it makes purchases touchless. This will include the purchase of some tabletop Envisionware units.
2. \$50,000 for content to be used for OverDrive content.
3. \$42,000 to purchase Chromebooks to lend to the public. (30 Chromebooks)
4. \$27,000 for 70 hotspot units

¹ What are OverDrive & Sora? [Online]. Available at: www.google.com Sora platform. (Accessed: 18 September 2020)

5. \$16,400 for acrylic shields (to be used at the public computers. This will give access to more computers.)
6. \$10,000 for PPE (masks, hand sanitizer, etc. This includes pedestal style hand sanitizer units.)
7. \$5,000 for lockers to be placed outside for materials during open hours and would also be available for after hours. – NOT APPROVED

The allocated funds from this grant must be spent by December 30, 2020.

B. Report of the August Planning and Operations Committee meeting

1. Staffing

T. Shepley discussed the current and future hiring of Children's Librarians. The three large libraries (Ashland Branch Library, Atlee Branch Library, and Mechanicsville Branch Library) will have fulltime Children's Librarians. The others will have paraprofessionals Children's Librarians who will work 19 hr/week.

T. Shepley also stated that Atlee Branch Library and Mechanicsville Branch Library will have fulltime Adult Program Librarians.

T Shepley will present an update on these positions to the Board later this fall once all the new Board members are in place.

2. Leave accruals

T. Shepley stated that the PRL employees follow the Hanover guidelines for leave accruals. Using these guidelines, PRL employees have a set number of leave hours that can be accumulated during their employment. T. Shepley suggested that for this year (2020) that a one-time exception be made that would allow those PRL employees who have reached the limit of hours which can be accrued be allowed to keep their unused 2020 hours until December 2021. Because of the unique situation during 2020 with the COVID-19 pandemic, many of the PRL employees have been unable to use leave time during the year. Again, this would be a one-time exception.

A full review of PRL leave will be addressed in the future.

3. Printing and copying, and fines

T. Shepley said the PRL office would like to adjust the costs for printing and copying, and for faxing as follows:

Item	Current Charge	Proposed New Charge
B/W Copies	\$0.15	\$0.10
Color Copies (both print & copy)	\$0.50	\$0.25
Faxing/Local	\$3.00 first page \$1.50 per page after that	\$1.00 per page \$5.00 maximum charge

The current fine charges will remain the same for now.

C. Report from the September Finance Committee

1. Future staffing and funds for staffing

\$831,168 is the amount being proposed to implement a new staffing model with more full-time staff and a more competitive level of salaries.

a. Priority #1 - More competitive level of salaries:

Based on Hanover's plan, T. Shepley submitted 2% merit increase and a 10% increase for health insurance built on 100% staffing. This is based on the libraries being fully opened in 2022.

T. Shepley stated when comparing the PRL staff funding and salaries to other library systems, we are below the average. T. Shepley said PRL is trying to increase our salaries to be competitive with surrounding areas. He also stated there is currently not a large enough spread in salaries when factoring in having appropriate steps for advancement.

T. Shepley went to each PRL county to ask them separately for a special service level request to meet the budgeting process that Hanover County, our fiscal agent, uses. Goochland funded it, but the others did not.

b. Priority #2 – More full-time staff:

T. Shepley stated that PRL is trying to gradually convert from the current staffing model with numerous part-time positions to an increased number of full-time positions.

T. Shepley stated that we are making some progress on this.

2. Possible Reserve Funds Use

T. Shepley handed out the PRL Proposed Budget FY2022. T. Shepley stated that in FY 2020, there is about a \$300,000 surplus because of staffing since the libraries were closed for three months and are still dealing with vacancies.

T. Shepley suggested that if there is no reduction in budgets for 2021, he proposes that we consider covering changes in 2022 from our reserve funds and not charge the localities. We are not going to cut our services whether or not budgets get cut. We have reserve funds that could cover the cut.

R. Hachey asked if the use of the reserved funds is just a suggestion. T. Shepley answered yes.

D. Consent Agenda

The Board reviewed the following consent agenda items:

1. Draft minutes from the July 2020 board meeting
2. July and August 2020 budget report
3. July and August 2020 warrants
4. July and August 2020 funds schedule

Consent agenda item 1

Several corrections were suggested and made to the July 22, 2020 Board minutes.

MOTION: D. Litchfield made a motion to approve the revised Board minutes for July 22, 2020. The motion was seconded by J. May and passed unanimously by the Board members.

Consent agenda items 2, 3, and 4

MOTION: D. Litchfield made a motion to approve the Consent agenda items 2, 3, and 4 as presented. The motion was seconded by J. May and passed unanimously by the Board members.

E. PRL Director Goals and Project Initiatives for FY 2021

J. May presented a brief report about the new Director Goals and Project Initiatives for FY 2021 developed by the Personnel Committee.

MOTION:

J. May made a motion to approve the Director's Goals and Project Initiatives for FY 2021. The motion was seconded by L. Newman and passed unanimously by the Board members.

F. Virtual Meeting Possibility

R. Hachey opened the floor for discussion about the possibility of holding our PRL BOT meetings virtually or at least offering the option of attending an onsite meeting virtually. T.

Shepley said that currently by state law if a quorum is present in an onsite meeting, someone can call in now.

After some discussion, R. Hachey suggested that we remain with onsite meetings only for now. The Board concurred.

7. Report of the library director

T. Shepley reported that Goochland County has a new County Administrator, Kenneth A. Young. T. Shepley met with him and had a very productive meeting.

8. Adjournment

Having completed the business of the Pamunkey Regional Library Board of Trustees, the meeting was adjourned by Chairman R. Hachey by acclamation of the Board at 12:30 p.m.

Respectfully submitted,

Barbara Young
PRL Board of Trustees' Secretary