

**Pamunkey Regional Library
Finance Committee Meeting
September 9, 2020**

The Pamunkey Regional Library (PRL) Finance Committee met on Wednesday, September 9, 2020 at the Ashland Branch Library.

Attendees

Attending were Trustees:

Mike Smith and Ron Hachey - Hanover County and
Barbara Young - Goochland County.

Unable to attend was Trustee:

David Litchfield - King and Queen County.

Library staff present included:

Tom Shepley - Library Director.

Call to Order

Committee Chair M. Smith called the meeting to order at 11:59 a.m.

Citizen's Time

There were no citizens present at the meeting.

Proposed Revisions to Photocopying and Fax Charges

T. Shepley handed out copies of a spreadsheet showing fees that the PRL and other library systems charge for photocopies and fax services. He is recommending that the following fee changes be made for PRL patrons:

- Black and white copies - change from \$.15 per sheet to \$.10 per sheet.
- Color copies - change from \$.50 per sheet to \$.25 per sheet.
- Fax services - change from \$3.00 for the first page and \$1.50 for each page thereafter to \$1.00 for the first page with a maximum charge of \$5.00.

The Committee members concurred that these changes were an administrative decision and that T. Shepley would let the Board members know about them at their September Board meeting.

Update on the Envisionware Project

T. Shepley briefed the Committee members on the Envisionware Project that will allow library patrons to pay for fees and services using credit cards as well as cash.

The installation is underway at all 10 branch libraries with the Envisionware kiosk, new copiers, wiring and software completion as needed.

Discussion of Personnel Costs as it Relates to the Budget

The Committee then had a discussion of how the new Staffing Plan has and/or will have on the PRL Budget. The following points of interest were made:

- The current FY 2021 Budget will have a surplus in the Salaries/Benefits line item due to the impacts of the Coronavirus with reduced operating hours and fewer staff hours being worked during the pandemic.
- In response to a question from M. Smith about whether or not PRL's salary scale was too low to keep qualified employees from seeking higher paying positions elsewhere, T. Shepley noted that there have been a few cases along these lines, but that salary is just one factor that employees take into account when evaluating their employment situation. He went on to say that we have made some salary adjustments in the past couple of years which has helped this situation, but that we needed to continue to review/update our salary scales.
- The Committee members discussed the PRL model of having a large number of part-time positions which is anticipated to continue into the foreseeable future.
- It was noted that the new Staffing Plan has created a handful of additional full-time professional/paraprofessional PRL employees.
- M. Smith suggested that we look at a 5-year plan to raise salaries and noted that we are currently in a financial position to make additional improvements along these lines.
- T. Shepley noted the challenges of finding qualified employees in our more rural King & Queen County and King William County service area.
- T. Shepley noted that he would like to fill the remaining vacancies and maintain the status quo for a period of time before proposing further changes with the Staffing Plan/Salary Scales.

- In response to a question from R. Hachey about whether or not our new Staffing Plan was a good one, T. Shepley stated that he believes that it is a good one and that we have made a lot of adjustments to the PRL system with what we have implemented of it thus far.
- M. Smith emphasized the value of new ideas that can be brought to our library system by younger employees.
- T. Shepley noted that he will be soon starting to put together the FY 2022 Budget for Finance Committee review/approval.

Adjournment

Having completed their business, Chair M. Smith adjourned the meeting at 1:15 p.m.

Respectfully submitted,

Ron Hachey, Member
PRL Board of Trustees