

**Pamunkey Regional Library
Planning and Operations Committee Meeting
September 9, 2020**

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

Attendees

Attending were Trustees:

Lisa Newman and Ron Hachey – Hanover County
Barbara Young – Goochland County

Unable to attend was Trustee:

Joy Harvey – King and Queen County (Joy was exposed to COVID-19 so was in quarantine at the time of our meeting.)

Library staff present included:

Tom Shepley – Library Director

Call to Order

Committee Chair L. Newman called the meeting to order at 9:10 a.m.

T. Shepley discussed the possibility of an electronic meeting offering for some members. After a brief discussion, the consensus of the committee was to keep the current meeting format for now.

1. Envisionware Update

T. Shepley and Michael Natale, Ashland Branch Library Branch Manager, gave the committee a short tour of the new Envisionware kiosk and the system’s current and future functionality. They explained that the credit card use is not currently connected, but when it is, the system will be connected to the printer and will allow for color copying. They also explained that PRL will need access to a Copier Technician. Hanover County has a Technician but that person does

not go to Goochland County so there will need to be further planning for the support of the system.

2. Printing and Copying, and Fines

T. Shepley gave committee members a handout which showed benchmarking photocopy and fax costs in Central Virginia libraries. 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.

The committee determined that the changes in the charges are an administrative decision.

T. Shepley stated that PRL will be getting eight new copiers delivered the week of September 7, 2020.

3. Hiring

T. Shepley stated that PRL is about half the way through filling the 40 vacancies that were discussed at the last PRL Board meeting. There are a mix of jobs still open for Library Associates and Paraprofessionals.

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.

4. Department of Labor and Industry Standards (DOLI Standards)

T. Shepley explained that the DOLI Standards are the Federal Standards for the COVID-19 response. These standards have a training component which is for all staff. Hanover is doing some of the training online and there is a testing piece at the end of each training session. There is a self-reporting component for compliance with the standards which includes employees checking themselves before they come to work. Hanover would like to include a “recording/reporting element” to the self-reporting component.

5. 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.

The committee agreed with T. Shepley’s suggestion for this one-time exception.

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

6. Atlee update

T. Shepley informed the committee that the new Atlee Branch Library is up and running well. They have a significant punch list but the list is being addressed.

7. Montpelier update

T. Shepley reported that they have received the Conditional Use Plan from the architects and that the project is moving forward.

8. Admin Center

T. Shepley stated that currently the most probable site to be selected for the new Admin Center will be the Clock Tower Building on Rt. 360 by the Food Lion. PRL Admin will probably only lease office space as that will be the most economical choice. The final location choice should be made very soon.

9. Coronavirus Aid, Relief, and Economic Security Act (CARES Act grants)

9a. Library of Virginia (LVA) CARES grant

T. Shepley stated that the LVA received a CARES grant for \$700,000 to be used across the state for access to broadband and online resources for areas which qualify based on economic status. King and Queen Branch Library is the only library within PRL that qualifies for this grant. PRL Admin has assisted King and Queen Branch Library to apply for a \$7700 grant with will be focused on school aged children. This grant will be used to assist students and schools by using the Sora platform of OverDrive software so that they can access library resources. PRL currently has the OverDrive program. Funds would help purchase new library resources to 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)

9b. Hanover CARES grant

Hanover County has received a \$9,000,000 CARES grant. T. Shepley said he 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 the list. 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.
2. \$48,000 for content to be used for Sora content.
3. \$42,000 to purchase Chromebooks to lend to the public.
4. \$27,000 for 70 hotspot units
5. \$16,400 for acrylic shields
6. \$10,000 for PPE (masks, hand sanitizer, etc.)
7. \$5,000 for lockers to be placed outside for materials during open hours and would also be available for after hours.

The allocated funds from this grant must be spent by October 31, 2020.

10. Audit update

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

T. Shepley stated that the audit is moving forward. Since it appears that the Hanover financial system cannot download snapshots of data out of the system, T. Shepley took screenshots of pages and pasted them into Word. The anticipated finish date is October 31, 2020.

11. Board meeting locations

Because of the COVID-19 restrictions on conference room capacities, T. Shepley said that the branch libraries that can currently accommodate a full library Board are: Atlee, Ashland, Rockville, and Mechanicsville. T. Shepley will bring a revised meeting location schedule to the September 2020 board meeting.

New Business

1. King and Queen broadband

King and Queen County has requested that T. Shepley write a letter of support for installing broadband to the whole county. The King and Queen Branch Library would have broadband access by the end of 2020.

2. Library material quarantine update

T. Shepley informed the committee that there are multiple studies out now about the quarantine of materials such as books which directly applies to the return of library books. The results of the studies vary widely from some that say no quarantine is necessary to those that say the books should be quarantined longer than the current PRL guidelines. After discussion, it was decided that PRL should continue with the 72 hour quarantine until further review of the studies can be done.

Adjournment

Having completed the business at hand, Chair L. Newman adjourned the meeting at 12:00 noon.

Respectfully submitted,

Barbara Young, PRL Board of Trustees' Secretary