

**Pamunkey Regional Library
Board of Trustees Meeting
October 28, 2020**

The Pamunkey Regional Library (PRL) Board of Trustees met on Wednesday, October 28, 2020 at the Montpelier Branch Library.

Attendees

Attending were Trustees:

Goochland County: Linda Moore, Barb Young

Hanover County: Julie May, Ron Hachey, Lisa Newman, Mike Smith

Unable to attend were Trustees:

King and Queen County: Joy Harvey, David Litchfield

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

There were no agenda amendments.

3. Staff introductions and Branch Manager's report

T. Shepley welcomed all in attendance and introduced Renee Sottong, the Montpelier Branch Manager. R. Sottong welcomed the Board to the Montpelier Branch Library. She stated that the year 2020 had been going very well for them until the March shutdown due to COVID-19. During the shutdown time, the staff at the Montpelier Branch called all their patrons to make sure the library was serving their library needs. They set up a curbside service which included daily messages to the community. The daily messages were well received. They opened back up in July at a limited capacity due to COVID-19. Because of the community outreach done during the shutdown, they were not as far behind as they thought they might be. The September 2020 statistics showed that they were at about 84% of their full use capacity.

R. Sottong stated that they lost two employees during the last several months but have recently hired a youth services person who is working very closely with the elementary schools in their area.

R. Sottong said that they feel very positive about their continued recovery from the COVID-19 shutdown.

T. Shepley informed the Board that R. Sottong designed and created most of the various documents that were used for the new Atlee Branch Library's Grand Opening.

4. Citizens' time

There were no citizens present at the meeting.

5. Consent Agenda

The Board reviewed the following Consent Agenda items:

- A. September 2020 Board Financial Report and Funds Schedule
- B. September 2020 Warrants and Warrants Detail

MOTION: After a review of the Consent Agenda items, J. May made a motion to approve the Consent Agenda. The motion was seconded by L. Moore and passed unanimously by the Board members.

6. New business

A. News from other libraries – update on some events that may impact public libraries

T. Shepley stated that it is beneficial to stay current about what is going on in other libraries and library regions around the state so he shared two documents with the Board: (1)“Stafford supervisors eye assessment, possible privatization of county libraries” dated October 16, 2020 and (2)“Stafford supervisors seek regional buy-in on library concerns”, both by James Scott Baron for The Free Lance-Star. These articles addressed concerns of the Stafford County supervisors: (1)the extended closure of the Central Rappahannock Regional Libraries (CRRL), (2)what was described in the articles as poor library budget accountability, and (3)the limited number of votes that Stafford County holds on the trustee board. The CRRL includes the libraries in the city of Fredericksburg, and the counties of Stafford, Spotsylvania, and Westmoreland.

T. Shepley explained that in Virginia, it takes at least two libraries to create a library region. Regional libraries must have a library Board of Trustees. A county-wide library system must report to their county Board of Supervisors. Libraries being managed by a private company (i.e., Library Systems & Services of Rockville, MD (LS&S)) would still receive state funds.

Discussion about Stafford County's current concerns and about other news about libraries around the state ensued. Some of the other concerns/issues discussed were:

- Currently the state requires library system directors to have an MLS, but there have been suggestions made by others that maybe this should be changed to require a director have either an MLS or an MBA.
- Loudoun County Libraries (a county run library system) made the decision to close three of their library branches to open employee daycares. This program failed.

7. Old business

A. Proposed FY2022 Budget

T. Shepley shared the Proposed PRL Budget for FY2022. The recommended FY2022 budget would continue services as they currently are. The FY2022 budget increase includes a 2% merit raise for employees and a 12% increase for employee insurance.

Because of the COVID-19 library shutdowns and then the reduced hours the libraries are presently open, PRL is ending the current year with about a \$300,000 surplus. The library administration staff recommendation is to keep the budget requests to the PRL counties at the FY2021 request levels and use the PLR reserve funds to cover the increases needed for the FY2022 budget.

MOTION: After some discussion, M. Smith made a motion to keep the budget requests to the PRL counties at the FY2021 request levels and use the PLR reserve funds to cover the increases needed for the FY2022 budget. The motion was seconded by J. May and passed unanimously by the Board members.

T. Shepley gave the Board members the FY2022 and onward PRL Staffing Goals. There are two Priorities included:

- Priority #1: to provide Benchmarking/Compression increases so that PRL can create wider incremental steps for the various job description compensations.
- Priority #2: the conversion of Part Time to Full Time based on a 20/80 ratio (1 PT per 4 FT) and a librarian per branch.

These priorities are in addition to what is financially covered in the operating budget, will require additional funds independent of the budget, and will be implemented incrementally over time.

B. Audit update

The auditors are currently finishing the audit and are working on a presentation which will be presented to the PRL Finance committee at their November 2020 meeting, and then presented at the full Board meeting at the December 2020 meeting.

C. CARES projects updates

T. Shepley reported that the PRL Admin has received \$270,000 from the Hanover County CARES grant funds and about \$7000 from the Library of Virginia CARES grant.

T. Shepley stated that the funds received from Hanover County must be used by December 30, 2020 and the PRL Admin staff are trying to procure everything that was proposed for the funding. All but about \$30,000 of the funds have been encumbered as of Friday, October 23, 2020. PRL Admin will give the \$30,000 back to Hanover County as it was slated to be used to purchase Chromebooks with built-in WIFI but they realized that it was going to be very difficult to offer viable support for the Chromebooks.

The \$7000 from the Library of Virginia CARES grant is specifically for the King & Queen Branch Library and the funds are focused on school-aged children. The funds will be used to purchase additional online resources to be loaded into the PRL's OverDrive software for students and schools to access using the free Sora platform of OverDrive software. PRL currently has the OverDrive program and at present has approximately a \$1M collection of about 20,000 items. The OverDrive collection is also available to our other four school divisions within the PRL system. Through a separate King & Queen County grant, the King & Queen branch library should have fiber optic connections by January 2021.

D. Montpelier branch library building update

The Hanover Board of Supervisors' Facilities Committee will discuss the building at the November 2020 meeting. The project is moving along and should be completed by 2023.

E. PRL Administration Center Update

T. Shepley informed the Board that a decision has been made to lease facilities at the Clocktower Office Building at 7443 Lee Davis Road, Mechanicsville for the new Administration Center. The plans are to lease space on the first floor to house IT, collections, storage and supplies, and delivery. The remainder of the Admin staff will be housed on the third floor. T. Shepley gave the Board a handout that showed the floor layouts of each floor so that there was a visual of the space to be leased. On the first floor, Admin is planning to lease rooms 104 and 117, and on the third floor suite 300, which is approximately one third of the third floor.

T. Shepley stated that the lease for the new facilities should be signed by mid-November and plans are to have all staff in by March 2021. T. Shepley said that Admin has about 90% of the planning for the facility done and said that most of the newly configured center will be enclosed offices. The leasing company will do the buildout and will have 120 days to complete the buildout after the final lease agreement is signed. Admin plans to lease temporary quarters in the Clocktower building as soon as possible for collections and IT. They will be in the temporary facilities until the buildout of the Admin facilities is complete because they are currently housed in the old Atlee library building and that lease will be finished before the buildout is done.

8. Report of library director

- There is currently open enrollment for library benefit-eligible employees.
- T. Shepley remotely attended one of the three Goochland town hall meetings.
- There is a special quarantine leave for employees who must be absent for a two-week COVID-19 quarantine. There have been several requests for this leave from library personnel and Admin has responded very quickly to these requests. This leave is the FFCRA leave program. However, Hanover County has to pay for the two weeks of employee pay upfront and then submit it to the Federal FFCRA program for repayment to the county. The FFCRA program is scheduled to expire on December 31, 2020.
- Several new library personnel have been hired during the COVID-19 pandemic. Admin is developing a new orientation program to use during the pandemic, including working on a future online orientation program.
- Admin is having some difficulty on-boarding new staff into Hanover County's Kronos system due to some issues with the county's process.
- The new Atlee Branch Library is continuing to resolve most of the new-building issues. One issue being worked on is getting the emergency phone in the elevator programmed.
- There is a plan in place for the full reopening of the branch libraries. This will include returning to all full services and reopening the book drops. Currently most of the branch libraries are open 40 hours a week, but the goal is to have them back to being open 60 hours a week. (The exception to being open 60 hours a week is the King and Queen Branch Library.) Mechanicsville Branch Library and West Point Branch Library will fully open on December 1, 2020. The other branches will open on a case by case basis. Currently, PRL is ahead of every other library system in Central Virginia for returning to full services.
- As Admin continues to add to the OverDrive collections, a number of Admin staff are working with the five school divisions on the use of the SORA platform to access the OverDrive collections.
- T. Shepley is currently the Chair of the Virginia Library Association's (VLA) Legislative Committee. The Legislative Committee worked during the recent special session of the Virginia Legislature because all new money came off the table. Through the actions of the VLA's Legislative Committee, they were able to retain \$1M because of COVID-19.
- T. Shepley stated that PRL still has 20-25 staff openings, which include openings for custodians and youth specialists. Recruitment continues. R. Hachey noted that PRL currently has an opening for a part-time Human Resources (HR)/ Marketing person. He asked if filling that position would help. T. Shepley said that the HR and Marketing responsibilities are not really a separate position but they will be shared by two part-time people along with their other responsibilities. T. Shepley said that the positions would add some assistance with recruitment, but the problem is that currently there is no place to physically put the HR/Marketing part-time employees right now.

9. September 23, 2020 draft meeting minutes

The draft minutes from the September 23, 2020 meeting were reviewed by the Board.

MOTION: L. Newman made a motion to approve the draft minutes of the September 23, 2020 Board meeting. J. May made a second to the motion which then passed unanimously by the Board members.

10. 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 11:30 a.m.

Respectfully submitted,

Barbara Young
PRL Board of Trustees' Secretary