

**Pamunkey Regional Library
Planning and Operations Committee Meeting
November 11, 2020**

The Pamunkey Regional Library (PRL) Planning and Operations Committee met on Wednesday, November 11, 2020 at the Ashland Branch Library.

Attendees

Attending were Trustees:

Goochland County - Linda Moore, Barbara Young

Unable to attend were Trustees:

Hanover County - Lisa Newman, Ron Hachey (Ex-Officio)

King and Queen County - Joy Harvey

Library staff present included:

Tom Shepley – Library Director

1. Call to Order

T. Shepley called the meeting to order at 9:10 a.m.

2. Citizens Time

There were no citizens present at the meeting.

3. Consideration of agenda amendments

T. Shepley added “Freedom to Read” to the New Business.

4. Old business

A. Updates

1. Approval of the September 9, 2020 Minutes of the Planning and Operations Committee

Because of the small attendance of the committee meeting, the decision was made to hold the approval of the September 9, 2020 minutes until our next meeting.

2. Envisionware

T. Shepley stated that the staff is continuing to work out the use of credit cards to make payments for things such as fines, printing, and faxing through Envisionware. The tests that they have run for credit card use have been successful thus far.

3. Hiring

T. Shepley said that there are still several vacancies. In particular, Ashland Branch Library, Montpelier Branch Library, and Rockville Branch Library have lost staff for a variety of factors. The libraries have occasionally shared staff as one way to address the current openings. One job area with openings right now is delivery drivers.

T. Shepley said that the PRL Admin is working to fill the current openings.

B. Long Range Planning (typically 5 years)

T. Shepley began the discussion about the PRL long range planning process by giving a brief history. He explained that when he first came to PRL as the Director in 2009, he began work with State and National groups (PLA – Public Library Association) on a five-yearlong range plan for PRL. Immediately upon his arrival he was asked to reduce the budget and for the next 8-9 years, had budget cuts each year. The most recent PRL five-year Long Range Plan was completed in FY2016 and was scheduled to run through FY2020. Planning for the next five-year plan was to begin in the spring of 2020, but because of COVID-19 the planning was postponed.

T. Shepley stated that planning needs to begin soon so the Admin team will develop a planning schedule. The original initiation of the planning process was to include meeting with patrons at each of the libraries. Since that cannot be done due to COVID-19, the next best thing will be to develop a survey to go out to patrons to get their input.

PRL Admin works with OrangeBoy, Inc., a consulting firm out of Ohio, on an ongoing basis to aggregate and analyze data including the data collected from our patrons through face-to-face meetings and from surveys. This consulting firm assisted PRL during the development of the FY2016-FY2020 Long Range Plan and Admin plans to have them once again assist with the data analysis for the upcoming Long Range Plan development.

Commented [BPY1]:

T. Shepley reviewed the current Long Range Plan with the Board of Trustee (BOT) members, specifically looking at the current core values and goals. He also distributed copies of the Library of Virginia’s “Planning for Library Excellence: Standards for Virginia Public Libraries 2019” which may also be helpful when the BOT begins work on the FY2021-FY2025 Long Range Plan.

C. COVID-19

Mechanicsville Branch Library and West Point Branch Library are scheduled to re-open full time on December 1, 2020. The other branch libraries will schedule their re-opening as they are ready.

D. Admin Center

Plans are moving forward on the new Admin facilities at the Clock Tower Building.

There are four Admin employees who currently work at the old Atlee Branch Library facility who need to be moved by Thanksgiving. Admin has identified temporary facilities in the Clock Tower Building where they can move in the interim between the closing of the old Atlee Branch Library facility and the opening of the new Admin facilities.

E. Financial Review

Because both BOT members attending the Planning and Operations Committee Meeting planned to stay for the Finance Committee Meeting that was to immediately follow, the discussion was limited to briefly reviewing the "Designation of the reserve fund, 6/30/2020" report.

5. New business

A. Compensation

T. Shepley informed the committee that the plan is to provide all full and part-time PRL employees a one-time bonus at Christmas 2020. The current plan is to give each part time employee a \$325 one-time bonus and to give each full time employee a \$600 one time bonus. PRL has approximately 30 full time and 90 part time employees which means that the bonuses will cost PRL about \$47,000-\$48,000. There are currently enough funds in the surplus of the regular budget to fund the bonuses.

T. Shepley asked the BOT members how they felt about giving the bonuses. All BOT members present agreed that it was a good idea.

B. Freedom to Read statement

T. Shepley shared the Freedom to Read statement that was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. The latest adoption of the document was in June 2004. This statement to read describes why reading is essential to our democracy and why it is so important to protect the right to read. The document contains seven propositions that affirm this belief.

T. Shepley said that PRL has had a couple customers make complaints about certain books/materials that are part of the PRL collection, and stated that we may have more in the future. He also stated that we as the Board need to be aware of this document and that it may be used in our long range planning.

6. Adjourn

Having completed the meeting business, B. Young made a motion to adjourn the meeting at 11:20 a.m. L. Moore seconded the motion and it passed unanimously.

Respectfully submitted,

Barbara Young,
PRL Board of Trustees' Secretary