

**Pamunkey Regional Library
Board of Trustees Meeting
December 16, 2020**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, December 16, 2020 at the Atlee Branch Library.

Attendees

Attending were Trustees:

Goochland County: Barb Young

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

King William: Mary Shipman

Unable to attend were Trustees:

Goochland County: Linda Moore

King and Queen County: David Litchfield

King William County – Mary Montague Sikes

Guests Attending:

None

Library staff present included:

Tom Shepley - PRL Director

Ken Catron

1. Call to Order/ Welcome

Chairman R. Hachey called the meeting to order at 10:25 a.m. and welcomed all who were in attendance. T. Shepley introduced and welcomed Mary Shipman as a new Board of Trustee (BOT) member representing King William County. T. Shepley sadly also informed the BOT that Joy Harvey, BOT member from King and Queen County, has submitted her resignation from the BOT for personal reasons effective November, 2020.

2. Consideration of agenda amendments

There were no agenda amendments.

3. Citizens' time

There were no citizens present at the meeting.

4. Consent Agenda

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

5. New Business

A. Auditor's Presentation

T. Shepley and K. Catron introduced Angela Baxter from Hanover County Administration and Greg Miller from Cherry Bekaert CPA & Advisors, LLP, the firm which has led the annual audit for the Pamunkey Regional Library. The meeting with A. Baxter and G. Miller was conducted using the ZOOM platform due to COVID-19 issues.

A. Baxter gave the BOT an overview of the audit process and procedures. She stated that Bekaert CPA & Advisors, LLP was contracted by Hanover County to conduct a government standard audit of the Pamunkey Regional Library as of and for the fiscal year which ended June 30, 2020. Bekaert's responsibility was to express opinions on the PRL financial statements based on the Bekaert audit.

G. Miller reviewed the current audit opinions and the written report of *Pamunkey Regional Library Financial Statements and Supplemental Information As of and for the Year Ended June 30, 2020, and Report of Independent Auditor* that was provided to each PRL trustee. After conducting a brief review of the report, G. Miller stated that "to date Cherry Bekaert CPA & Advisors, LLP are not aware of any material modifications needed to the financial statement provided by Pamunkey Regional Library."

A. Baxter said that having PRL switch to the Hanover County finances definitely helped the auditors.

The audit review was then opened to questions from the BOT. R. Hachey asked if December 20, 2020, will be the final audit date. G. Miller responded that he could not confirm that.

B. Presentation by Lisa Morgan, Atlee Branch Manager

T. Shepley introduced Lisa Morgan, the Atlee Branch Manager.

L. Morgan said that all are very excited about their new building. Circulation at the Atlee Branch is doing well and as of November 13, 2020, year-to-date circulation of physical items is 13,779 with an additional 15,000+ digital items. L. Morgan also stated that patrons really like the new bill pay and renewal systems. At the Atlee Branch they have added three new staff during the month of December, including a custodial position that will be using a "job sharing" approach. Atlee Branch has implemented a program titled Dream/Build/Create in partnership with the Star Library Network and Civil Engineering Group. Through this program they have passed packets to 60+ patrons and are also sharing the program with area schools. The new facility rooms are being used by patrons and they even have a VCU group using the new large conference room on a regularly scheduled basis.

Several questions were asked by Board members. J. May asked if the staff is staying healthy in the pandemic climate. L. Morgan answered yes. Now they have guidelines for what each staff member should do each day before they come to work (take their temperature, etc.) and the library patrons are very good about observing healthy distances, wearing masks, etc.

R. Hachey asked how many hours Atlee Branch is currently open. L. Morgan stated that they are currently open 44 hours a week. T. Shepley added that because of the recent surge in COVID-19 cases, all PRL are staying with the 44 hours per week as opposed to opening back up to the pre-pandemic hours.

T. Shepley stated that the Atlee Branch staff has done a great job of transitioning to their new facilities in the middle of the COVID-19 pandemic. He and the BOT congratulated the staff for a job well done.

C. Approval of the October 2020 Board Meeting minutes

The final October 2020 Board Meeting minutes were approved with no revisions by the BOT by acclimation.

D. Report of Nov. 11 Planning and Operations Committee meeting

The Nov. 11, 2020, Planning and Operations Committee meeting and minutes for the meeting were reviewed.

E. Report of Nov. 11 Finance Committee meeting

The Nov. 11, 2020, Financial Committee meeting, minutes for the meeting, and the Financial Reports that were shared with the BOT were reviewed.

R. Hachey asked if there were any suggestions on how to spend the \$90,000 gift from the Atlee Friends donation since the funds are not presently designated for anything in particular. J. May suggested that maybe the funds could be used to create covered spaces to protect from the sun and from rain for patron use outside of the building. T. Shepley stated that using the outside space had been discussed with the architects. There is really not much outside space to consider developing except possibly some space at the back left corner of the lot (when facing the building). T. Shepley said that the Children's Room has been named for the Friends Group and that some funds may be used for children's programs, for signage, and possibly for green spaces.

F. Employee bonus

T. Shepley stated that the Mechanicsville Local section of the Richmond Times Dispatch had a recent article about the one-time Christmas bonus to be provided by Hanover County for all County employees. In the article it stated that they bonuses for full time employees would be \$750 and for part time would be \$325. Since the PRL BOT had originally approved a \$600 one-

time bonus for full time and a \$325 one-time bonus for part time, through BOT acclimation it was decided to increase the bonus for full time employees to \$750.

MOTION: J. May made the following motion: The Pamunkey Regional Library Board of Trustees, in order to thank and honor the careful and heroic service of the library employees during the recent COVID-19 pandemic, approve funding to award each full time library employee a one-time holiday bonus of \$750 and each part time library employee a one-time holiday bonus of \$325. The motion was seconded by L. Newman and passed unanimously by the BOT.

6. New business

A. Admin Center

T. Shepley stated that as of the BOT December 16th meeting most everything has been moved from the Admin space located at the old Atlee Branch facilities to the new facilities in the Clock Tower Building. The shelving has not yet been moved and they don't yet have the data lines installed, but they are about 95% moved.

T. Shepley shared design models of the floor layouts for the 1st floor and the 3rd floor at the Clock Tower Building where the new Admin offices are housed. In order to utilize the spaces to the maximum degree, they will be taking out several hallways. T. Shepley also stated that on the 1st floor, there are several outside doors, but what will be done is select one main door and keep the others locked. On the 3rd floor, they do not need a reception area, and will probably keep the access doors to the 3rd floor locked during the day.

B. FY2022 budget process update

T. Shepley informed the BOT that because PRL has recently changed to conducting finances through the Hanover County system, PRL ended up with a surplus in the budget line for employee health insurance. This happened because of the large size of Hanover County's overall financial system and the fact that they handle overages very differently than PRL did when it was a single entity doing its own finances. Hanover County asked T. Shepley to have PRL adjust the amount for health insurance and resubmit. Because PRL deals with three other counties beyond Hanover County, and two of the three counties have already approved the budget, PRL does not want to adjust and resubmit.

8. Report of library director

T. Shepley reported that there have been a few issues in the various library branches about people wearing masks. The library staff in each instance have asked the people not wearing masks to put on a mask unless they have a medical condition or if they refuse, to ask them to leave the facility.

Because of the recent surge in COVID-19, Henrico County closed all their libraries for two weeks, Chesterfield only has four branches open, and Richmond City has not opened any facilities yet. Although PRL did not reopen any branches full time on December 1st, all the branches except King and Queen Branch have remained open for 44 hours/week.

T. Shepley explained that we do want to keep our library branches open to serve our patrons, but we also want to do it safely. PRL has done well thus far, but are asking our employees to self-monitor themselves. If they are being tested for COVID-19, they are required to notify PRL Admin.

R. Hachey complimented T. Shepley and all libraries' staffs for having done an excellent job handling the COVID-19 outbreak.

T. Shepley shared a Circulation Report for November 2020. This report has also been shared with the four PRL counties. It shows that Atlee Branch Library is back to pre-COVID-19 circulation numbers. T. Shepley said that in February 2020 the PRL circulation numbers indicated that PRL was likely to exceed our projected numbers by the end of 2020, but then COVID-19 hit.

M. Smith asked if any number above last year's numbers was considered good. T. Shepley said yes.

9. 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 12:15 p.m.

Respectfully submitted,

Barbara Young
PRL Board of Trustees' Secretary