

**Pamunkey Regional Library  
Board of Trustees Meeting  
January 27, 2021**

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Wednesday, January 27, 2021 at the Goochland Branch Library.

**Attendees**

Attending were Trustees:

Goochland County: Barb Young, Linda Moore

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

King William: Mary Shipman

Unable to attend were Trustees:

King and Queen County: 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 9:10 a.m. and welcomed all who were in attendance.

**2. Consideration of agenda amendments**

T. Shepley asked that Staffing Realignment Plan be added to Old Business and that the BOT consider going into executive session for a discussion about the new Admin Center.

**3. Citizens' time**

There were no citizens present at the meeting.

**4. Consent Agenda**

**A. Approval of the Consent Agenda**

Review of the draft December 16, 2020 minutes was moved from the Consent Agenda list to the new Consent Agenda item 4.B.

**MOTION:** After a review of the remaining Consent Agenda items, J. May made a motion to approve the revised Consent Agenda. The motion was seconded by L. Newman and passed unanimously by the BOT members.

## **B. Draft minutes of the December 2020 meeting**

**MOTION:** After several corrections were suggested and made to the draft minutes of the December 2020 BOT meeting, M. Smith made a motion to approve the revised December 2020 minutes. The motion was seconded by J. May and passed unanimously by the BOT members.

## **5. Old Business**

### **A. Admin Center Update**

Chairman Hachey stated that a request had been made that the Board go into closed session to discuss the acquisition of real property for the new Admin Center.

**MOTION:** A Motion was made by L. Moore at 9:50 a.m. to meet in closed session pursuant to VA Code Section 2.2.3711 to discuss the consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. M. Smith seconded the motion and it was unanimously approved by the BOT members.

Pursuant to the motion, the Board convened in closed session.

Returning to open session, the BOT certified that to the best of each member's knowledge, only public matters lawfully exempted from open meeting requirements under FOIA and only such public business matters as were identified in the motion by which the closed meeting was convened were heard.

**MOTION:** The certification motion was made by J. May at 10:20 a.m. and was seconded by L. Newman. The following roll call vote was then taken.

Ron Hachey – yes

Julie May – yes

Linda Moore – yes

Lisa Newman – yes

Mike Smith – yes

Mary Shipman – yes

Barb Young – yes

The motion passed and the Executive Session was closed.

R. Hachey brought the regular Board of Trustees meeting back into session at 10:25 a.m. He stated that the action approved during the Executive Session was that the BOT gave approval to

T. Shepley to move forward with negotiations with the property managers of the Clocktower building to acquire a lease for the portion of the building identified for the Pamunkey Regional Library's Administration use.

### **B. Montpelier update**

T. Shepley shared the proposed building layout on the location for the new Montpelier Regional Library that will be housed in a combined facility with Parks and Recreation. In recent months, Hanover County has begun to look at the possibility of relocating the shared facility to another part of the same County property. The design of the building itself would remain the same as before, but the location would change. Changing the selected site should not cost extra fro the PRL.

If Hanover County decides to move the location of the facility, it would be a whole new building for all, but it should not change the cost for the library for PRL. The Library would actually be the first section to be built. The timeline for completion would be mid-2023.

### **C. Budget update for 2022 budget**

T. Shepley informed the BOT that the proposed 2022 budgets have been submitted to all four counties. The proposed 2022 budgets have no increases included. T. Shepley met with Goochland and Hanover, and PRL has gotten back the budget information from Hanover and should have the budget information back from Goochland shortly. King William is scheduled to have a budget working meeting in February and King and Queen has requested no budget increase for 2022.

The State of Virginia had a special budget session in the fall. PRL is currently slated to receive an additional \$30,000 from the state.

### **D. COVID response update**

T. Shepley stated that PRL has done well and has done a good job following the COVID-19 guidelines. The ten libraries in PRL have remained open. In comparison with local libraries, Henrico remains closed, Richmond City has drive-by services, and Chesterfield has opened only four facilities.

T. Shepley said that they are not sure when the library staff will receive the COVID-19 vaccinations but that Admin is working with the library localities.

When library staff came back from the holidays, about 10 staff remained out in quarantine. There were also three people in the Admin office who were quarantined.

T. Shepley also stated that PRL has shared some staff with Hanover for the Hanover COVID-19 vaccine call center.

R. Hachey complimented T. Shepley and the PRL staff for how they have very professionally handled the COVID-19 pandemic.

### **E. Planning update**

T. Shepley distributed a Long Range Plan Timeline, Spring 2021. Because of COVID-19 there will be no public meetings to receive input from the library patrons about long range planning so a 15 page survey has been created. The BOT and PRL staff may offer suggestions by mid-February to enhance the final version of the survey. Once the survey has been finalized, Orange Boy Survey System, the company that PRL uses, will send it directly to the PRL customer base. It will also be posted on the PRL website. The survey should be ready for go-live by March.

### **F. Staffing realignment plan**

R. Hachey stated that recommendations for the Staffing Realignment Plan were originally made two years ago. A major goal of the plan is to move from PRL having mostly part time staff to having a much larger percentage of the workforce be full time. PRL Admin has used some of the COVID-19 time to begin to change some positions from part time to full time.

Staff did not get yearly increases in salaries in the summer 2020. A combination of the Staff Realignment Plan and the Budget planning provided for a 2% raise for next year. This, however, does depend on what the PRL counties do. We have the funds for the raises, but work closely with our counties.

T. Shepley said that PRL currently has 13 vacancies, three of which are for carriers. It has become quite a struggle to hire carriers. PRL would be willing to change the staffing model for the carrier positions if needed.

T. Shepley shared a document with comments from several staff members thanking PRL for their holiday bonuses distributed in December 2020.

## **6. New Business**

L. Newman suggested that Admin might consider just e-mailing the BOT meeting packets and then having printed copies at the meeting. T. Shepley said they will try this format.

## **7. Report of Library Director**

T. Shepley stated that the December 2020 stats show that distributions are up which shows strength with the services being offered.

Because of COVID-19 guidelines, some of the branch libraries do not currently have a room large enough to hold a BOT meeting, so meeting schedules for the March and April 2021 meetings will have to change locations. The February 24<sup>th</sup> meeting will be held at the Ashland Branch Library.

L. Moore offered thanks from the BOT to T. Shepley and his staff for all their work.

## **8. Adjournment**

Having completed the business of the Pamunkey Regional Library Board of Trustees, the meeting was adjourned by Chairman R. Hachey by acclimation of the Board at 11:25 a.m.

Respectfully submitted,

Barbara Young  
PRL Board of Trustees' Secretary

DRAFT