

**Pamunkey Regional Library
Board of Trustees Meeting
February 24, 2021**

The Pamunkey Regional Library (PRL) Board of Trustees met on Wednesday, February 24, 2021 at the Ashland Branch Library.

Attendees

Attending were Trustees:

Julie May, Mike Smith, Lisa Newman and Ron Hachey - Hanover County,

Mary Shipman - King William County,

David Litchfield - King and Queen County and

Mary Montague Sikes - via Zoom - King William County.

Unable to attend was Trustee:

Barbara Young - Goochland County.

A guest present included:

Susan Freeman Howe - Hanover County resident.

Library staff present included:

Tom Shepley - Director - via Zoom - and

Ken Catron - Business Operations Manager.

Welcome

Julie May introduced our guest - Susan Freeman Howe - to the Board members as well as to the library staff. Ms. Howe was invited so that she could see how the Board meetings ran.

Call to Order

Chair R. Hachey called the meeting to order at 9:10 a.m.

Consideration of Agenda Amendments

There was nothing that anyone wanted to add to the agenda.

Citizens' Time

Ms. Howe did not have anything that she wanted to say to those assembled at this time. Other than Ms. Howe, there were no additional citizens present at the meeting.

Consent Agenda

The Board reviewed the following consent agenda items:

1. The 1/2021 Board Meeting Minutes,
2. The 1/2021 Board Financial Reports and
3. The 1/2021 Warrants.

After a handful of minor edits were made to the minutes, D. Litchfield made a motion to approve the 3 items noted above with the suggested edits. M. Smith made a second to this motion which was then passed unanimously by the Board members

Old Business

Budget Update

T. Shepley informed the Board members that the FY 2022 budgets have been submitted to the 4 member jurisdictions. He noted that we were asking for the same level of funding in FY 2022 as we received from them in FY 2021.

It was noted that a 2% raise is being proposed for PRL employees in the FY 2022 budget. T. Shepley has not had any indications from our 4 supporting jurisdictions that our requests will not be granted. Chair R. Hachey noted that the counties will probably not complete/approve their budgets until April.

New Administrative Offices

T. Shepley updated the Board members on his on-going negotiations with the owners of the Clocktower Building in Mechanicsville where all of the PRL Administrative staff and services will be located. He noted that the cost per square foot, the length of the lease and the costs to renovate the space for library purposes are moving forward and in the right direction for PRL's purposes.

T. Shepley noted that he has met with the Hanover County Administrator - John Budesky - about PRL's long term plan for the location of the administrative offices. They discussed the possibility of the PRL administrative offices moving back to the Hanover Courthouse Complex in the future after the County undertakes additional building/renovation projects at the Complex.

Chair R. Hachey expressed his opinion that he would like to see the PRL offices return to the Hanover Courthouse Complex in the future if possible. He noted that the proximity to other county operations is advantageous to maintain a high level of visibility with our main funding partner.

Atlee Library

T. Shepley noted that the construction contractor and county are fine-tuning the building using a "punch list" format during this 1-year warranty period.

New Montpelier Library Update

T. Shepley informed the Board members about a recent meeting that he had with Hanover County staff and officials to discuss that proposed location for the new building. He noted that there are unresolved issues with each of the two locations being considered on the county owned property.

The original proposed location eliminates 1 of the ballfields - which has nostalgic value for one member of the Board of Supervisors. The alternative proposed location fronting Route 33 will result in additional costs due to site development work.

The building design remains the same at either location. The locational issue is one that will need to be worked out by county officials.

Long Range Plan Update

T. Shepley thanked the Board members for their feedback on the survey questions that will help to inform the update of the PRL Long Range Plan. He went on to say that the survey instrument will be completed soon and distributed to PRL patrons - via email - as well as be available on the library's website to gather patron input on library services.

New Business

Chair R. Hachey noted that J. May had inquired about how the on-going discussion of raising the minimum wage would impact library operations if an increase is enacted by government officials. T. Shepley stated that increasing the minimum wage could have serious impacts on the library's budget - depending of course on how much and when a raise would be implemented.

Since an increase in the minimum wage could have fiscal impacts for the library, Chair R. Hachey suggested that the Finance Committee look at this issue at their next meeting to assess the financial impacts to our regional system if an increase is enacted.

Library Director's Report

T. Shepley referred the Board members to his written report covering activities for February. Items of note included the following:

- The Hanover Branch is now back open after being closed for 2 weeks due to staff exposure to COVID-19.
- Recruitments have restarted for couriers, a custodian and public services specialists.
- Library improvements continue using the federal CARES funds including the purchase/installation of the X-11 kiosks which allow patrons to check out materials and pay fines without staff contact.
- The purchase/installation of "Pick-up Lockers" which allow patrons to pick-up library items without staff contact is underway.

Upcoming Library Meetings

The following is a list of upcoming meetings:

- Planning/Operations Committee - 9 a.m. on March 10th at the Ashland Library.
 - Finance Committee - 11 a.m on March 10th at the Ashland Library.
- Board at 9 a.m. on March 24th at the Atlee Library - if the meeting room is available.

Adjournment

Having concluded their business, Chair R. Hachey adjourned the meeting at 10:00 a.m.

Respectfully submitted,

Ron Hachey - Chair

PRL Board of Trustees