

**Board of Trustees of the Williamsburg Regional Library**

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**Minutes of Board Meeting September 28, 2022**

**Kitzinger Community Room, James City County Library**

**Attending:** Jean Stettler, Christopher Gareis, Felicia Highland, Grace Boone, Natalie Miller-Moore, Theresa Owens, Toni Sturdivant, Nicole Trifone, and Andrew Trivette.

Friends of WRL Foundation (FWRLF) President Sam Sadler; Library Director Betsy Fowler; library staff members Carrie Binsfeld, Desiree Parker, Alicia Phinney, Melissa Simpson, Ben Strohm, Sandy Towers, and Katherine Wilkins.

**Absent:** Feather Foster and Nina Simone.

**Call to Order:** Chair Stettler called the meeting to order at 3:03 p.m.

**Public Comment:** None.

**Mission Moment:** Ms. Miller-Moore described her appreciation for the vibrancy in the library this summer – remarking on the fullness of life within the library. The program guides are beautiful. She is impressed we have a library embracing a vision of a 21st century creativity and information hub.

**Consent Calendar:** The September 28, 2022 consent calendar was approved as written. Ms. Miller-Moore moved to approve the consent calendar. Ms. Owens seconded the motion; the motion was approved by a unanimous vote.

**Chair's Report:**

Ms. Stettler welcomed two new board members – Toni Sturdivant and Feather Foster.

- **Committee Updates** – Ms. Miller-Moore will chair the Advocacy Committee. Ms. Sturdivant joined the committee. Ms. Miller-Moore will accept nominees for the remaining seat on the committee.
- **Action Item: Proposed 2023 Regular Board Meeting Schedule** – Ms. Owens moved to approve the proposed board meeting schedule. Ms. Boone seconded the motion; the motion was approved by a unanimous vote.

**Library Director's Report:**

- **Action Item: Policy Review**
  - **Behavior Policy and Meeting Room Policy** – After discussion on the proposed language changes for cancelling or declining meeting room reservation requests and/or to cancel events due to potentially disruptive behavior, the Board tabled this item. The Board recommended consulting the attorney regarding these policies and presenting the updated drafts at a future meeting.
  - **Fund Balance Policy** – After discussion, the following amendments were recommended:
    - In second paragraph, first sentence delete, *As per the contract*
    - In second paragraph, second sentence delete, *such as library materials*

- In third paragraph, delete second sentence, *The board of trustees authorizes ethical and fiscally responsible management of these resources to the library director.*
- Add the following to the end of the third bullet point under item number 2, *The Board Designated Reserve: The amount of \$500,000 of the Fund Balance will be reserved as contingency for a financial exigency, so as to minimize the financial impact to the localities and will be used only in the event of an emergency.*

Ms. Highland moved to approve the Fund Balance Policy with the above-mentioned amendments. Mr. Gareis seconded the motion; the motion was approved by a unanimous vote.

- **Action Item: Update FY 2023 Budget -- \$48,897 Increase in State Aid revenue** – Ms. Owens moved to approve the proposed Update FY 2023 Budget – \$48,897 Increase in State Aid. Ms. Highland seconded the motion; the motion was approved by a unanimous vote.
- **Action Item: Fund Balance Appropriations** – The Board reviewed each of the following requests.
  - **\$15,000 Teen Room at James City County Library**  
Ms. Miller-Moore moved to approve the proposed Teen Room at James City County Library. Ms. Settler seconded the motion; the motion was approved by a unanimous vote.
  - **\$25,000 SAM Management System – Phase II**  
Ms. Trifone moved to approve the proposed SAM Management System Phase II. Mr. Gareis seconded the motion; the motion was approved by a unanimous vote.
  - **\$45,000 Data Center Licensing and Support**  
Ms. Miller-Moore moved to approve the proposed Data Center Licensing and Support. Ms. Highland seconded the motion; the motion was approved by a unanimous vote.

Ms. Fowler provided updates of library building and refurbishment projects. The drawings for the James City County Library restrooms refurbishment are close to completion; however, due to leaks discovered behind the walls over Labor Day weekend, this project may be delayed to address needed repairs.

At the Williamsburg Library, the staff elevator to the basement required a minor electrical repair and ongoing roof leaks and plumbing leaks are being addressed. Ms. Fowler advised the Board of the remaining glycol barrels that will need to be removed from the site.

Ms. Fowler reported the City of Williamsburg proposed a bond which will include funding for the design of a new library building to be included in the FY 2024 CIP. Additionally, James City County is discussing building a governmental complex that may include a new library in that space.

Ms. Fowler announced the Friends of Williamsburg Regional Library Foundation won the Virginia Library Association's Friends Award. They will be recognized in October at the VLA conference in Norfolk, Virginia.

Finally, planning for Phase II of the Kiwanis Kids Idea Studio natural landscape playground is underway. Consulting has begun with county officials, engineers, landscape playground designer, and other stakeholders. Area Kiwanis Clubs and the Friends have pledged funds for this project.

**Friends of WRL Foundation Updates:**

Mr. Sadler reported that the Friends met in September. They approved \$31,000 for five Margin of Excellence grants, including the creation of a Seed Library, participation in One Book, One Community, Winter Festival, Adult Winter Read, and Phase II of Summer Reading. Funding from the Book Nook, which was on hiatus during Covid, is back on track with a projected profit of \$100,000 this year. The Friends are working on a funding plan for phase II of the Kiwanis Kids Idea Studio. The area Kiwanis clubs have pledged \$92,000 to the project and the Friends have pledged \$30,000. It is time for the Friends annual fundraising drive and letters will be sent soon. It is important to have 100% participation from boards as it strengthens grants and other funding opportunities.

**City of Williamsburg Update:** Mr. Trivette reported following the city council's approval of the bond plan, the City of Williamsburg will be sending James City County and York County an invitation to participate in building a new library in Williamsburg.

**James City County Update:** Ms. Boone reported there will be a James City County staff meeting about natural landscape playground at the end of September.

**York County Update:** Nothing to report.

**Other Business:** None.

**Adjournment:** Ms. Stettler moved to adjourn at 4:45 p.m. All agreed.

Respectfully submitted,

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Katherine Wilkins

Approved by \_\_\_\_\_  
Jean Stettler, Chair