

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting December 7, 2022

Kitzinger Community Room, James City County Library

Attending: Jean Stettler, Grace Boone, Feather Foster, Chris Gareis, Felicia Highland, Natalie Miller-Moore, Theresa Owens, Nina Simone, 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, and Sandy Towers.

Absent: Toni Sturdivant

Call to Order: Chair Stettler called the meeting to order at 3:01 p.m.

Report from Scott Stevens, James City County Administrator:

Mr. Stevens updated the board on the library building project from James City County's perspective. From conversations with the Board of Supervisors there are two options to consider. One option includes participating in a jointly funded library with the City of Williamsburg to replace the Williamsburg Library. A second option is to build a standalone building in James City County. Mr. Stevens emphasized that James City County is committed to participating in the regional library system and to paying their percentile of the operating costs, regardless of the number of facilities. Mr. Stevens anticipates receiving a formal request from the City of Williamsburg to participate in a joint building project from the City of Williamsburg, and to having a subsequent conversation with the Board of Supervisors at a meeting early next year. The Board of Supervisors may also seek public comment on any building projects before moving forward. The Library Board asked clarifying questions and had a discussion with Mr. Stevens and Mr. Trivette about this topic.

Public Comment: None.

Mission Moment:

Ms. Trifone wanted to remind everyone the State of the City was being held on December 8 at 5:30pm at the Stryker Center.

Ms. Miller-Moore spoke about her latest goal to read books on the banned books list so she can speak about this topic in advocacy situations.

Report from the Auditors – Aaron Hawkins of Robinson, Farmer, Cox Associates:

- **Action Item: Annual Financial Report Fiscal Year Ending June 30, 2022** – Mr. Hawkins reviewed the audit process as it pertains to Williamsburg Regional Library (WRL) and the annual financial report. According to the auditor's report the results of their tests disclosed no instances of noncompliance. He shared the lease information for the library's office equipment is reported slightly different than in previous years. Ms. Stettler and the board thanked Ms. Binsfeld for her hard work. Ms. Boone moved to accept the report as presented. Ms. Foster seconded the motion; the motion was approved by a unanimous vote.

Consent Calendar: The October 26, 2022 consent calendar was approved as written.

Chair's Report:

- **Committee Updates** - Ms. Stettler shared the Finance Committee met recently and reviewed the proposed FY 2024 Budget.

Library Director's Report:

- **Action Item: One Time Bonus & Leave Payout Option** - Ms. Fowler shared the James City County decision to give a one-time bonus to be paid in the December 14th paycheck and offer a leave payout option for employees. As WRL staff follows the James City County payroll and personnel policies, the same is requested for WRL staff. Mr. Gareis moved the board approve the one-time bonus and leave payout option for WRL staff, including the Library Director. The motion was seconded by Ms. Highland and the motion was approved by a unanimous vote.
- **Action Item: Policy Review – Behavior Policy and Meeting Room Use Policy** – Ms. Fowler presented updated Behavior and Meeting Room Use Policies with recommended edits from library legal counsel. After discussion from board members Ms. Owens called a motion to approve the Behavior Policy and Meeting Room Use Policy as presented. Ms. Foster seconded the motion, and the motion was approved by a unanimous vote.
- **Action Item: Strategic Priority Implementation 2021 – Evaluation and Extend Current Plan for 3 months** – Ms. Miller-Moore motioned the current Strategic Plan be extended 3 months. Mr. Trivette seconded the motion, and the motion was approved by a unanimous vote.
- **FY2024 Proposed Budget Update** – Ms. Binsfeld summarized the FY 2024 Proposed Budget was distributed to the board at the meeting. Ms. Binsfeld shared the budget projects a 4.95% overall increase and is within the 5% increase stated in the contract. The budget also includes an estimated 5% compensation increase as a placeholder until further guidance is received from James City County later in the budget process. An updated budget will be presented to the board for consideration at the January meeting.
- **Capital Improvement Projects Update** - Ms. Fowler briefly listed the five-year Capital Improvement Project requests submitted to James City County including a new building either joint or stand alone, improvements to the James City County Library including a new playground, auditorium, increased funding for the Adult area since the network wiring will need to be replaced, and restrooms renovation since the floor damage has been extensive after the water leak was discovered, and a small library branch in Grove. For the City of Williamsburg, the new library is the focus of the CIP request. A more detailed CIP presentation will be given at the next board meeting.
- **Library Facilities Project Update** - Ms. Fowler shared the library is working on the Teen Room project at JCCL, as well as a podcasting studio at JCCL was recently funded by the Friends of WRL. Ms. Fowler shared the status of the natural playground at JCCL. The FWRLF will be contracting directly with the playground designer to expedite the process.

Ms. Fowler announced Library Journal Index of Public Library Service has awarded WRL a Star Library rating. WRL received a three-star rating again and is one of five libraries in Virginia receiving this distinction.

Friends of WRL Foundation Updates: Mr. Sadler thanked everyone who had already given to the annual appeal campaign and stressed the importance of having 100% support of the board members. He highlighted the margin of excellence awards were approved at the December 6, 2022 meeting including the Wi-fi Hotspot Program Phase IV, Saturdays @ Frink, and Podcast Studio at JCCL for a combined total of \$52,000.

City of Williamsburg Update: Mr. Trivette reminded everyone about the State of the City event on December 8.

James City County Update: No further updates.

York County Update: The Yorktown library construction project is coming to a completion. Stay tuned for a grand opening date.

Other Business: Mr. Trivette stated a draft letter requesting participation in a jointly funded library was recently shared with Mr. Stevens. A formal letter will be officially sent to James City County and York County after the City of Williamsburg receives any suggested edits and feedback from the administrators.

Adjournment: Ms. Stettler adjourned the meeting at 4:48pm.

Respectfully submitted,

Alicia Phinney

Approved by _____
Jean Stettler, Chair