

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting March 22, 2023

Stryker Center, Meeting Room 128

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

Friends of WRL Foundation (FWRLF) President Sam Sadler.

Library Director Betsy Fowler; library staff members Carrie Binsfeld, Lisa Hilleary, Desiree Parker, Alicia Phinney, Melissa Simpson, Ben Strohm, Sandy Towers, and Katherine Wilkins.

Absent: None

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

Public Comment: Ms. Smith spoke about displays in the Youth Services area and presented a letter to the board.

Mission Moment: None.

Consent Calendar: Ms. Stettler asked for any additions, corrections, or deletions to the minutes. The February 22, 2023 consent calendar was approved as written.

Chair's Report:

Committee Updates:

- Nominating Committee - Ms. Stettler appointed Ms. Foster and Ms. Trifone to the committee and Ms. Miller-Moore as chair. The committee is tasked with nominating members for the officer positions of Chair, Vice-Chair, and Secretary for board approval at the June meeting. The current officers are eligible for re-election to these positions.
- Evaluation Committee – Ms. Stettler appointed Ms. Highland and Ms. Sturdivant to the committee and Ms. Simone as chair. Ms. Simone asked the board if a staff survey of the library director should be included this year. The last staff survey was conducted in 2021. The board decided it is optional and for the committee to make a recommendation.

Library Director's Report: Ms. Fowler shared she was named one of The Top 50 Women Leaders of Virginia for 2023 by Women We Admire.

Ms. Fowler reported the February statistics indicate the library has rebounded to better than pre-pandemic usage. In February 2023, over 43,000 users visited the two buildings and over 13,000 attended library programs. The JCCL YS Circulation was up 18% from last February. Circulation of children's books remains high and accounts for roughly one quarter of the total circulation. Adult circulation has a greater demand for e-books and e-audio. The library continues to invest in digital resources, thanks to funding from the Friends of WRL, and has met demand with instant access for recent bestsellers by offering e-content via a cost per circ model.

Ms. Fowler shared the 2023 Active Library Card Holders maps depicting James City County, City of Williamsburg, and York County. Over 56,000 active library card holders are represented.

The York County Public Library opened its new Yorktown library on March 20. During the closure of the Yorktown Public Library, there was a 23% increase in circulation usage by York County residents in FY22.

The library is working to secure outside custodial services via a cooperative contract from a James City County vendor. Funds from current vacant facilities positions will cover the cost.

- A. Action Item: Proposed Strategic Plan 2023-2024:** Ms. Fowler presented the updated plan and thanked the board for their revisions. Mr. Gareis moved to approve the Proposed Strategic Plan 2023-2024. Ms. Highland seconded the motion; the motion was approved by a unanimous vote.
- B. Action Item: Compensation Plan:** Ms. Fowler shared the compensation plan increases being considered by JCC for employees, including library staff, and the resolution to authorize the use of current year compensation savings to fund the increases and to authorize the library director to receive the same pay adjustment. Ms. Simone moved to approve the resolution pending JCC Board of Supervisors' approval. Ms. Foster seconded the motion; the motion was approved by a unanimous vote.
- C. FY24 Proposed Budget Update:** Ms. Binsfeld expects to receive an updated compensation budget from JCC when they release their budget. The Proposed FY24 WRL Budget will be reassessed and presented for final adoption at the May or June board meeting.
- D. JCCL Natural Landscape Playground Update:** Ms. Fowler shared the new conceptual design for the natural landscape playground. It includes a combination of grassy lawn and wooded areas each with different experiential settings. The project work continues with preparing the engineering and funding raising documents.
- E. Building Update:** Ms. Fowler shared the conceptual design for the JCCL restroom renovation, including adding an adult changing table to the family restroom and moving the hot water heater to a more accessible location. The project work continues with preparing the final engineering and bid documents.

Ms. Fowler announced, thanks to funding from the Friends of WRL, the JCCL Teen Room is now open and shared images of the space. A grand opening will take place in April.

Friends of WRL Foundation Updates: Mr. Sadler announced the Friends met on March 21, 2023 and approved Margin of Excellence applications totaling \$34,000 for Adult Summer Reading, Cena Con Cuentos, ComicCon, and Children's Summer Reading. Book Nook sales continue to increase. Several key leadership members board terms will be ending in December 2023. Mr. Sadler reminded the board fundraising will be a key activity for the Friends in the upcoming years.

City of Williamsburg Update: Mr. Trivette reported the City is presenting its budget the week of March 27.

James City County Update: Ms. Boone reported James City County is presenting its budget the week of March 27.

York County Update: Ms. Owens reported the York County Library opened on March 20, 2023. The York County budget was presented March 22, 2023.

Other Business: None.

Adjournment: Ms. Miller-Moore moved to adjourn at 4:09 p.m. All agreed.

Respectfully submitted,

Katherine Wilkins

Approved by

Jean Stettler, Chair