

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

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**Minutes of Board Meeting April 26, 2023**

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

**Attending:** Jean Stettler, Christopher Gareis, Grace Boone, Feather Foster, Natalie Miller-Moore, Theresa Owens, and Nina Simone.

Friends of WRL Foundation (FWRLF) President Sam Sadler.

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

**Absent:** Toni Sturdivant, Nicole Trifone, and Andrew Trivette.

**Call to Order:** Chair Stettler called the meeting to order at 3:00 p.m. The board approved for Ms. Highland to join virtually.

**Public Comment:** None.

**Mission Moment:** Ms. Miller-Moore assisted a library user who was thrilled with learning-to-go options. Ms. Simone's second grader visited the Williamsburg Library with her class and loved the presentation, the "cool librarian", and the behind-the-scenes tour. Her children enjoyed playing with the Playmobil castle.

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

**Chair's Report:**

• **Committee Updates:**

- Nominating Committee: Ms. Miller-Moore reported on the Nominating Committee discussions. The nominating committee will offer a slate of officers at the May board meeting. Additionally, the committee reviewed the FAQs for the Board of Trustees document dated August 2020 to consider if any updates are needed. The committee also discussed options for making the board more accessible for people considering joining the board.
- Evaluation Committee: Ms. Simone reported the staff survey was sent out and will be open until May 5. The committee will share the results of the staff survey with Ms. Fowler later in May.

**Library Director's Report:**

- A. Library Building Committee Update:** Ms. Fowler advised the board on activities from the committee meetings. Cris Wineinger facilitated three committee meetings with representatives from the three jurisdictions, the Friends of WRL, the library board and staff. The committee unanimously agreed upon a two-phased building plan which will result in two newly constructed library buildings, at least 35,000 SF each; Phase I to replace the existing Williamsburg Library and Phase II to establish a new facility in James City County. The Library Building Committee recommends the design of the replacement Williamsburg Library begin as planned in FY 2024, and for the design of a second library in James City County to begin within a five-year

timeframe. The committee recommends the board of trustees rescind their earlier Building Location Preference approved January 2022 and adopt a resolution supporting the proposed Library Building Committee Recommendation.

**B. Action Item: Resolution Library Building Committee Recommendation**

Ms. Miller-Moore moved to rescind the Building Location Preference and adopt the proposed Library Building Committee Recommendation Resolution. Ms. Foster seconded the motion; the motion was approved by a unanimous vote.

**C. Proposed Budget Update:** Ms. Fowler shared the updates to the budget due to the proposed James City County compensation plan increases. Operating accounts such as Utilities and Insurance continue to be reviewed. An increase in State Aid is expected to be announced in late June. The final budget will be presented at the June 28th meeting.

**D. Action Item: Proposed Holiday Closing Schedule:** Ms. Fowler presented the proposed Holiday Closing Schedule and discussed with the board the rationale for closing on Veterans and Presidents' days. The City of Williamsburg, James City County, and York County are all closed. The full-time library staff scheduled to work on those Mondays must take a floating holiday later that week, which makes scheduling the public service desks problematic. Additional expenses are incurred as some non-exempt staff who work on the holiday are paid at one and a half times the normal rate. Almost every Virginia public library is closed, including libraries in the Hampton Roads area. Public use of the library on these holidays is not heavy because users presume WRL is closed. Finally, in a time when employers are looking for ways to improve the work environment the staff will appreciate the additional two three-day weekends. Ms. Simone moved to approve the Proposed Holiday Closing Schedule. Mr. Gareis seconded the motion; the motion was approved by a unanimous vote.

**JCCL Restroom Renovation:** Ms. Fowler shared that work continues with RRMM and James City County to complete the drawings and move forward to the review and purchasing stage.

**JCCL Natural Landscape Playground:** Ms. Fowler continues to work with James City County regarding potential modifications for this project.

**Friends of WRL Foundation Updates:** Mr. Sadler announced the FWRLF will have their next regular meeting on May 23, 2023. The Friends are ready to advocate for the building projects. Fundraising options for the natural landscape playground are under way, as well as ways to recognize donors. A celebration for donors will be held on May 6. Ms. Treadway from the Library of Virginia will speak.

**City of Williamsburg Update:** No report.

**James City County Update:** Ms. Boone reported the county is completing its budget.

**York County Update:** Ms. Owens reported the grand opening of the York County Library occurs on April 30. Fire Station 7 opened today in upper York County. The York County budget will be up for approval next week.

**Other Business:** None.

APPROVED 05-24-2023

**Adjournment:** Ms. Miller-Moore moved to adjourn at 4:13 p.m. All agreed.

Respectfully submitted,

Approved by,

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Katherine Wilkins

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Jean Stettler, Chair