

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting January 24, 2024

Stryker Center, Meeting Room 128

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

Friends of WRL Foundation (FWRLF) President Randy Casey-Rutland.

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

Absent: Theresa Owens

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

Public Comment: None.

Mission Moment: Ms. Trifone shared her appreciation for the Learning to Go collection.

Consent Calendar: Ms. Simone asked for any additions, corrections, or deletions to the minutes. The January 2024 consent calendar was accepted as written.

Chair's Report: Ms. Simone reported James City County is in the process of naming an appointee to fill the board vacancy left by Jean Stettler's resignation. Ms. Simone appointed a Nominating Committee for Special Election to include Ms. Boone, Ms. Foster, and Ms. Highland, who will chair the committee. Ms. Simone shared the Director Search Committee's updated library director advertisement and job description. After review, the board had no recommended changes. The recruitment is set to begin February 2, 2024, and be open for 30 days. Ms. Simone reported the committee will proceed with planning the interview process.

Action Item: Director Search Budget

Ms. Foster moved to approve the Fund Balance request for the Director Search Budget. Ms. Trifone seconded the motion; the motion was approved by a unanimous vote.

Interim Library Director's Report:

Action Item: Policy Review for Holiday Closing

Ms. Towers shared the updated Holiday Closing policy for consideration. This policy change was being presented to conform with the latest Holiday Closing Schedule the board had recently approved for FY 2024. Ms. Highland moved to approve the Holiday Closing Policy. Ms. Foster seconded the motion. Ms. Miller-Moore questioned the public service impact. From the discussion that followed, Ms. Highland and Ms. Foster withdrew their motions to allow the board time to evaluate the impact closings may have on public service.

Action Item: Approval – FY 2025 Proposed Budget

Ms. Binsfeld presented the FY 2025 Proposed Budget for consideration. The compensation costs will be updated after James City County finalizes their budget later in the Spring. Ms. Boone moved to approve the FY 2025 Proposed Budget. Mr. Trivette seconded the motion; the motion was approved by a unanimous vote.

Ms. Towers shared December 2023 library usage statistics.

Ms. Towers reported she met with the James City County (JCC) County Administrator Scott Stevens, and he confirmed the JCC Board of Supervisors remains supportive of additional library space. The James City County Library (JCCL) restroom renovations are continuing with an anticipated completion in April 2024. The JCCL Recording Studio modifications are underway with the installation of the acoustical treatment. The library anticipates the space to be operational and open to the public in March. Ms. Towers thanked the FWRLF for funding this project. The JCCL Teen Room, also funded by FWRLF, has added a Skee-Ball game.

The JCCL Natural Landscape Playground funding campaign has generated significant buzz on social media and in the news. The Facebook post activity spurred the *Virginia Gazette* to write a front-page article about the project. Ms. Towers shared the Playground webpages created by Ms. Parker and the Marketing and Communications team. JCC has signed a Memorandum of Understanding with WRL agreeing to perform routine playground maintenance and monthly inspections. Construction of the playground is anticipated to begin in Fall 2024.

Ms. Towers shared updates on various resources and programs. Historic Area Religions Together (HART) has donated a new children's book collection entitled *Stand Up For Yourself and Others* focusing on kindness and acceptance of others. A front-page article in the *Virginia Gazette* features the Youth Services Director, Mr. Ben Strohm and promotes this new resource. The new program, Engineering with Lego®, funded by FWRLF, has led to two sessions offered each month as well as one at Abram Frink Jr. Community Center. The WRL monthly program guide, *Beyond the Shelves*, with printing costs generously supported by the FWRLF, is available in print and on the website (wrl.org/guide). Additionally, there are five newsletters including WRL-info, Wowbrary, On the Page, On the Screen, and Kids Corner (wrl.org/newsletters). The One Book One Community selection is *The Displacements* by Bruce Holzinger. The in-person author talk is scheduled for March 20, 2024.

Ms. Towers shared the Strategic Plan Priorities 2023-2024: Implementation Midpoint Check In. Ms. Towers in coordination with the WRL leadership team identified how the library is accomplishing each of the four strategic priorities.

Friends of WRL Foundation Updates: Mr. Casey-Rutland announced the FWRLF met on January 23, 2023. He encouraged the board to share copies of WRL *Beyond the Shelves* throughout the community. The Friends approved three Margin of Excellence awards totaling \$12,000. The Friends also approved a \$5,000 expense to add an irrigational Backflow Prevention Assembly to the scope of the JCCL Natural Landscape Playground.

City of Williamsburg Update: Mr. Trivette shared City Council has approved a WRL Building scenario. The city will hire a construction management company to oversee the library building project. The city plans to issue a Request for Proposal (RFP) for the Design Build Process soon. As part of the process, the board will be asked to contribute a statement of expectations for the new building.

James City County Update: Ms. Boone reported JCC Board of Supervisors will host Community Conversations next Wednesday, January 31, 2024, at Legacy Hall.

York County Update: No report.

Other Business: Ms. Miller-Moore shared the Virginia Library Association's email regarding amendments to Virginia House Bill 571 and Virginia Senate Bill 235.

Adjournment: Ms. Miller-Moore moved to adjourn at 4:08 p.m. Ms. Highland seconded. All agreed.

Respectfully submitted,

Approved by,

Katherine Wilkins

Nina Simone, Vice Chair