

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting May 27, 2020

Virtual Meeting

Attending: Natalie Miller-Moore, Jean Stettler, Sally Andrews, Chris Gareis, Ted Hiller, Barry Marten, Theresa Owens, Nicole Trifone, and Andrew Trivette;

Friends of WRL Foundation (FWRLF) President Sam Sadler; Library Director Betsy Fowler; library staff members Carrie Binsfeld, Benjamin Goldberg, Mark Lutner, Sandra Towers, Barry Trott, and Sarah App;

Absent: Jason Purse.

Call to Order: Chair Miller-Moore called the meeting to order at 3:01 p.m.

Public Comment: None.

Mission Moment: Mr. Hiller discussed how impressed he was by the innovative ways the library has been able to help the community during the COVID-19 crisis. Ms. Miller-Moore discussed a recent visit to an orthodontist where the medical professionals in the office were using face shields produced by the library.

Consent Calendar: The May 27, 2020 consent calendar was approved as written.

Chair's Report:

- **Committee Updates** – Ms. Miller-Moore stated the Evaluation Committee Chair, Ms. Trifone, will discuss the evaluation process at the end of the meeting. Ms. Miller-Moore stated the Strategic Planning Committee is still working on the next steps for the Strategic Plan Update.

Friends of WRL Foundation Updates: Mr. Sadler discussed the May 19, 2020 Friends of Williamsburg Regional Library Foundation virtual meeting at which the board approved six applications for support including; Kanopy Streaming Video subscription, Spanish language materials collection, WiFi Hotspot lending program, digital programming equipment, the adult summer reading program and the youth summer reading program. Mr. Sadler announced the Executive Committee permitted Ms. Fowler to repurpose existing approved grants for any needed funding without subsequent approval from the Executive Committee or FWRLF Board. The Executive Committee had approved funds for 3D printing of PPE and a subscription to Tutor.com in previous virtual committee meetings.

Library Director's Report: Ms. Fowler thanked all the board members for their continued support during the library's closure. Ms. Fowler announced James City County has requested a budget reduction for FY 2021 to the previous year's level. To achieve the requested reduction the library has reduced several budget line items and will keep some staff furloughed until December of 2020. WRL will notify the City of Williamsburg and York County of the reductions being made. Ms. Fowler announced there could be a cut in funding at the state level, but it has not been officially announced. WRL will be featured in two national publications, *Library Journal* and *American Libraries*, highlighting the innovative WiFi Hotspot program the library began during the COVID-19 crisis. Ms. Fowler congratulated Eletha Davis on the success of the program. She thanked WATA for the free advertising within each of the public buses in the area. Ms. Fowler updated the board on curbside pickup of holds, the RFID tagging project, and adjusting the library building to

accommodate social distancing practices. Ms. Fowler announced a tentative re-opening date of June 22, 2020 for the Williamsburg Library and the James City County Library. When the libraries open there will not be any in-person programming or meeting room use. Ms. Fowler announced WiFi Hotspot program statistics are not finalized but she would estimate an average of 150 people using the hotspots each week.

- **Action Item: WRL Holiday Closing Schedule FY 2021** – Ms. Fowler presented the proposed holiday closing schedule for FY 2021. Ms. Andrews moved to approve the schedule. Mr. Marten seconded; all approved.

Ms. Fowler announced the revised FY 2021 budget will be brought to the board for approval at the June meeting.

City of Williamsburg Update: Mr. Trivette announced the City of Williamsburg will not make any budget cuts due to the COVID-19 crisis. Progress has been made while some City employees have been working from home including new pavement in several areas and other improvements.

James City County Update: None.

York County Public Library Update: Ms. Owens stated York County passed their budget in May with reductions being made. York County has put the bid to renovate the Yorktown Library on hold for the foreseeable future.

Ms. Miller-Moore thanked all the public service employees of the various localities for their hard work.

Ms. Andrews announced there should not be a closed session for the discussion of the director evaluation since only procedure is being discussed.

Ms. Trifone announced Mr. Sadler submitted a letter regarding Ms. Fowler's evaluation and Ms. Fowler has submitted her self-evaluation. The draft of the evaluation will be sent to all board members by the end of the day and they will have 2 weeks to submit any comments to Ms. Trifone. The final evaluation will be presented at the June board meeting in Closed Session. The Evaluation Committee decided to skip the staff portion of the evaluation this year due to the complications of COVID-19.

Other Business: Ms. Miller-Moore announced the resignation of Mr. Axtell, effective February 1, 2020. Ms. Miller-Moore thanked Mr. Axtell for his services and stated he will be missed by the library board.

Adjournment: Dr. Hiller moved to adjourn at 3:42 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by _____
Natalie Miller-Moore, Chair