

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting June 24, 2020

Virtual Meeting

Attending: Natalie Miller-Moore, Jean Stettler, Sally Andrews, Ted Hiller, Barry Marten, Theresa Owens, Jason Purse, 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: Chris Gareis.

Call to Order: Chair Miller-Moore called the meeting to order at 3:00 p.m.

Public Comment: None.

Mission Moment: Mr. Hiller discussed a news article on library books being delivered by drones.

Consent Calendar: The June 24, 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 of the Library Director at the end of the meeting during closed session. The strategic plan will need to be extended.
- **Action Item: Extension of Current Strategic Plan** – Ms. Stettler moved to extend the current strategic plan until December 31, 2020. Mr. Marten seconded the motion; the motion was approved by a unanimous vote.

Library Director's Report: Ms. Binsfeld discussed the FY 2021 Proposed Budget. The anticipated impact of COVID-19 on the local revenue streams has resulted in James City County requesting a reduction to level funding. Understanding the current financial constraints on the localities, the Williamsburg Regional Library has reduced its FY 2021 Proposed Budget request to level funding for the three jurisdictions. The reduction to level funding is an overall 6.7% decrease from the library's initial FY 2021 Proposed Budget request that was presented and adopted in January 2020. Decreases were made in various line items, including but not limited to; collections, compensation, travel and training, library programs, supplies, and vehicle services. Revenues have also been reduced due to the library not collecting fines, renting meeting rooms, and having print/copy services during its closure. Ms. Fowler stated once the state budget has been addressed the library's budget may be revisited.

- **Action Item: Re-Adopt FY 2021 Budget** – Ms. Andrews moved to re-adopt the FY 2021 Budget as presented. Ms. Stettler seconded, and the motion was approved by a unanimous vote.

Ms. Fowler reviewed the statistical data from the library's closure presented to the board via email. Over 140,000 digital items have been checked out since the library closed and over 18,000 holds have been picked up through the curbside service in the past four weeks so there continues to be a huge demand for library services. After opening the library plans to

continue to curbside pickup of holds, virtual programs, and the mobile hotspot program, Ms. Fowler updated the board on various topics including summer reading programs, RFID tagging, and changes to the library buildings for reopening. Ms. Fowler thanked the Friends of Williamsburg Regional Library Foundation (FWRLF) for their continued support. The library has established new partnerships within the community during the COVID-19 pandemic. Ms. Fowler announced the One Book, One Community program will continue next year featuring a selection focusing on race in America with corresponding programming.

Friends of WRL Foundation Updates: Mr. Sadler announced the FWRLF has been supporting Ms. Fowler and the library during its closure. The FWRLF will begin working on increasing donations due to the lack of income coming from the book nook’s while the library has been closed.

City of Williamsburg Update: None.

James City County Update: Mr. Purse thanked Ms. Fowler and library staff for their work on the FY 2021 Proposed Budget.

York County Public Library Update: Ms. Owens stated York County is currently monitoring the budget due to the current pandemic.

Other Business: None.

Closed Session: Ms. Andrews motioned the board go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for a personnel matter particularly to discuss the annual evaluation of the Library Director. Ms. Stettler seconded the motion. The motion was approved by all. The board began the discussion at 3:42 p.m. and concluded at 4:15 p.m. Ms. Andrews moved the board end the closed session. Mr. Purse seconded the motion; the motion was approved by all present at the closed session.

At the conclusion of the closed meeting, Ms. Andrews moved Certification of the Closed Meeting as follows and Mr. Purse seconded:

Whereas, the Williamsburg Regional Library Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Code of Virginia; and

Whereas, Section 2.2-3707 (D) of the Code of Virginia require a certification by this board that such closed meeting was conducted in conformity with Virginia law;

Now, therefore, be it resolved that the Williamsburg Regional Library Board of Trustees hereby certifies that to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Williamsburg Regional Library Board of Trustees. The motion was approved with a roll call vote.

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>		<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
Miller-Moore	<u>X</u>	_____	_____	Owens	<u>X</u>	_____	_____
Stettler	<u>X</u>	_____	_____	Purse	<u>X</u>	_____	_____

Approved as of 7/22/2020

Andrews	<u>X</u>	_____	_____	Trifone	<u>X</u>	_____	_____
Hiller	<u>X</u>	_____	_____	Trivette	<u>X</u>	_____	_____
Marten	<u>X</u>	_____	_____				

Ms. Andrews reported the board discussed only items pertinent to the evaluation of the library director.

Adjournment: Dr. Hiller moved to adjourn at 4:20 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by _____
Natalie Miller-Moore, Chair