KING WILLIAM COUNTY

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA

APRIL 15, 2025 6:30 PM

ADMINISTRATION BUILDING - KING WILLIAM, VIRGINIA

DRAFT - Submission Deadline: Wednesday, _____________, by Noon

1. **Call to Order**

2. **Electronic Participation Approval (if needed)**

3. **Roll Call**

4. **Review and Adoption of Meeting Agenda**

5. **Invocation/Moment of Silence**

6. **Pledge of Allegiance**

7. **Consent Agenda**
    a. Approval of Draft Minutes:from the March 25, 2025 Organizational Meeting

8. **Public Hearing (if any)**

9. **Presentations**

10. **Citizens Comment Period**

11. **Unfinished Business**

12. **New Business**
    a. The June 17, 2025 meeting needs to be rescheduled as it conflicts with the elections being held in the Board Room.

13. **Board of Supervisors' Requests and Comments**

14. **Closed Meeting (if needed)**
    a. Motion to Convene Closed Meeting
    b. Motion to Reconvene in Open Session
    c. Certification of Closed Meeting
    d. Action on Closed Meeting (if necessary)

This agenda is tentative only and subject to change by the Board of Supervisors.

15. Next meeting date: May 20, 2025 at 6:30pm

16. Adjourn or Recess

AGENDA ITEM 7.a.

Approval of Draft Minutes:from the March 25, 2025 Organizational Meeting

DRAFT MINUTES
KING WILLIAM COUNTY LIBRARY BOARD OF TRUSTEES
MARCH 25, 2025 - REGULAR MEETING

AGENDA ITEM 1. Call to Order -

BOS Chair Justin Catlett called the first meeting of the Library Board of Trustees to Order.

AGENDA ITEM 2. Roll Call

Ann Byrne, District 1	Present
Ashley Herndon - District 2	Present
Sara Tangorra - District 3	Absent
Joyce (Joy) Washington - District 4	Present
Michelle Price - District 5	Present

AGENDA ITEM 3. Pledge of Allegiance and Moment of Silence

BOS Chair Catlett lead the meeting in the Pledge of Allegiance and a Moment of Silence

AGENDA ITEM 4. Organizational Meeting Matters.

a. Election of a 2025 Chair

BOS Chair Catlett took nominations for Chair.

Ms. Byrne nominated Ashley Herndon as Chair and the Motion was seconded by Ms. Price. The members were polled as follows:

Ms. Herndon	Aye
Ms. Tangorra	Absent
Ms. Washington	Aye
Ms. Byrne	Aye
Ms. Price	Aye

Ashley Herndon is the 2025 Chair of the LBOT

b. Election of a 2025 Vice Chair

Chair Herndon took nominations for the 2025 Vice Chair.

Ms. Byrne nominated herself and Ms. Washington seconded the nominations and the members were polled as follows:

Ms. Tangorra	Absent
Ms. Washington	Aye
Ms. Byrne	Aye
Ms. Price	Nay
Chair Herndon	Nay

The Motion dies.

Ms. Price nominated herself and Chair Herndon seconded the nomination, and the members were polled as follows:

Ms. Washington Nay
Ms. Byrne Nay
Ms. Price Aye
Ms. Tangorra Absent
Chair Herndon Aye

Ms. Byrne nominated Ms. Price as Vice Chair and Chair Herndon seconded the nomination and the members were polled as follows:

Ms. Byrne Aye
Ms. Price Aye
Ms. Tangorra Absent
Ms. Washington Aye
Chair Herndon Aye

The Motion passes and Michelle Price is the 2025 Vice Chair

c. Election of a 2025 Secretary

Chair Herndon nominated KWC Staff as the Secretary for the Library Board of Trustees. The motion was seconded by Ms. Byrne and the members were polled as follows:

Ms. Tangorra Aye
Ms. Washington Aye
Ms. Byrne Aye
Ms. Price Aye
Chair Herndon Aye

The motion passes and the KWC Staff will be the Secretary for the Library Board of Trustees

d. Adoption of a 2025 meeting schedule

Chair Herndon led a discussion regarding the meeting schedule for the LBOT and after discussion it was decided that the LBOT will meet on the third Tuesday of each month at 6:30 pm in the Board Room of the Administration Building.

All members were in agreement and none opposed.

e. Adoption of the Library BOT ByLaws

Chair Herndon led a discussion on the By-Laws and Staff was directed to:
1. amend the meeting structure/agenda to follow the BOS agenda more closely with the addition of the Pledge of Allegiance, Invocation/Moment of Silence and Electronic Participation, if needed.
2. amend the By-Laws Article 3, Section 4 to strike "no later than ninety (90) days prior to the end of the current fiscal Year".
3. amend the By-Laws, Article 2, Section 2, to strike "for terms of four (4) Years" and replace it

with "Appointed by the KWCBOS in staggered terms for no more than four Years in the following appointment schedule: one member is appointed for one-Year term, one member is appointed for a two-Year term, one member is appointed for a three-Year term and two members are appointed for four Year terms".

4. amend the By-Laws, Article 3, to include Section 3.5 Policy and Procedure for Electronic Board Meetings and Remote Participation in Board Meeting Except as provided hereafter, the Board does not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic, or other electronic communication means. This policy is applied strictly and uniformly, without exception, to the entire membership of the Board and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. For the purposes of this policy, "electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information. For the purposes of this policy, "remote participation" means participation by an individual member of the Board by electronic communication means in a meeting.

AGENDA ITEM 5. Review and Adoption of Meeting Agenda

Chair Herndon asked for discussion and no amendments were made to the agenda.

Ms. Washington made a motion to accept the meeting agenda as presented and Ms. Byrne seconded the motion.

All members were in favor and none opposed.

AGENDA ITEM 6. Consent Agenda

a. Review of the LSS Services Contract

Chair Herndon asked for a discussion and Ms. Byrne found a scrivener error that will be addressed by staff with LS&S. Upon discussion among the LBOT, Ms. Byrne made a motion to approve the contract as presented and Ms. Price seconded the motion.

All members were in agreement with accepting the contract and none opposed.

AGENDA ITEM 7. Public Comment Period

Chair Herndon opened the meeting for Public Comment. Robert Gray - 2nd District

Mae Mae Sanford - 1st District

Chair Herndon closed the Public Comment Period at 8:32 PM

AGENDA ITEM 8. New Business

a. Appointment of an Interim Director - Stacey Davenport

Stacey Davenport reported that Susan Considine has been actively working with staff of KWC since March and will help KWC acquire the State Aid it needs to help fund the library. Staff recommends that Ms. Considine be nominated as Acting Director until a Director can be hired.

Ms. Washington made a motion to nominate Susan Considine as Acting Director and the motion was seconded by Ms. Price. The members were polled as follows:

Ms. Washington Aye
Ms. Byrne Nay
Ms. Price Aye

Ms. Tangorra Absent
Chair Herndon Aye

The motion passes.

b. Select King William Library Town Hall Dates - Stacey Davenport
Stacey Davenport presented possible dates for two (2) Library Town Hall dates and after discussion, May 7, 2025 (at P&R Building in KWC) and May 13, 2025 (at the West Point Library) were selected, and the hours will be 6:30pm until 7:30pm.
Staff is directed to coordinate these events with the library and their staff.

c. Discussion of 5 Year plan
Stacey Davenport provided samples of a 5 Year plan from another library for review. LS&S will work with LBOT to create a custom 5-Year plan. Chair Herndon set an internal deadline of May 1, 2025 for submission of a draft to staff for counsel to review prior to submission to the state and LS&S.
The matter was tabled to the next meeting (Unfinished Business) for further discussion.

d. Discussion of library policies
Stacey Davenport provided examples of library polices from another library as a guide for the creation of the KWCL policies. Library policies will need to be discussed further and incorporated into a final policy to be submitted for staff to forward to counsel for review. The matter was tabled to be further discussed (Unfinished Business) at the next hearing.

AGENDA ITEM 9. Board Comments
Chair Herndon - I take this position very seriously. As a home school mother, I am the target audience for this. I have this grand vision of this library being a hub for the community.

Ms. Price - I am honored and very grateful to be a Co. Chair. I am very excited about this new journey. There might be lots of questions, but I want to give it a chance. I want to be positive about it and know that we are here for the citizens. and the children and we want to make this library great for all of us.

Ms. Byrne - I would like to say that I also am very excited to move forward. I think that this is an excellent opportunity to build something, and I'm very excited about that. Library has been a big part of my life for many Years.

Ms. Washington - People have shared a lot of mixed emotions with me. But I'm a firm believer that this is where we're at, and we just have to go forward with the best attitude we have, and how we can build something.

AGENDA ITEM 10. Next meeting: April 15th, 2025, at 6:30 PM
AGENDA ITEM 11. Adjourn or Recess
Ms. Washington made a motion to adjourn the meeting, and the motion was seconded by Ms. Byrne, all were in favor and none opposed.

The meeting adjourned at 8:40 Pm.

AGENDA ITEM 12.a.

The June 17, 2025 meeting needs to be rescheduled as it conflicts with the elections being held in the Board Room.

AGENDA ITEM 14.a.

Motion to Convene Closed Meeting

AGENDA ITEM 14.c.

Certification of Closed Meeting