APPROVED MINUTES OF THE KING WILLIAM COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING – JULY 15, 2025

A regular meeting of the King William County Library Board of Trustees, was held on the 15th day of July 2025, in the Board Meeting Room of the County Administration Building and via live stream.

AGENDA ITEM 1. Call to Order - The Chair called the meeting to order.

AGENDA ITEM 2. Electronic Participation Approval (if needed) – None

AGENDA ITEM 3. Roll Call

Ms. Herndon – Chair	Present
Ms. Carlton	Present
Ms. Washington	Present
Ms. Price – Vice Chair	Present

AGENDA ITEM 4. Review and Adoption of Meeting Agenda
Ms. Washington made a motion to approve the meeting agenda as presented and Ms. Carlton seconded the motion. The Chair called for further discussion and finding none polled the members, all were in favor and none opposed.

AGENDA ITEM 5. Invocation/Moment of Silence – The Chair led the Moment of Silence

AGENDA ITEM 6. Pledge of Allegiance The Chair led the Pledge of Allegiance

AGENDA ITEM 7. Consent Agenda – Ms. Price made a motion to approve the Consent Agenda as presented and Ms. Carlton seconded the motion. The Chair called for further discussion and finding none polled the members, all were in favor and none opposed.

a. **Approval of Minutes from the April 22, 2025 meeting. - APPROVED**
b. **Approval of Minutes from the June 25, 2025 meeting - APPROVED**

AGENDA ITEM 8. Citizens Comment Period
Speakers:
Betsy Donoghue – District 3
Fran Freimark – District 4

AGENDA ITEM 9. Library Board Report- Governance - None

AGENDA ITEM 10. County Report- Administration
Clarence Monday provided the following information to the Board.
a. Bid update – The Request for Bids have been sent to EVA and there is a mandatory pre-bid meeting scheduled. The Bid's should be awarded to the BOS Regular Meeting on August 25, 2025.
b. Technology update (hot spots, laptops, printers) – The IT staff has logged over 40 hours at the WP branch, the hotspots have been ordered, printers are on backorder.
c. Signage update for West Point – Staff is working with the Town of WP to ensure compliance with

their Ordinances.

AGENDA ITEM 11. Director's Report- Operations - Cat Rashid, Library Director provided the following information:

a. **Statistical Summary -** 304 Library cards, 447 active catalog users, over 800 visits to the WP branch, Complete 6 programs and had nearly 3,000 website visits. The Facebook page has been launched and has almost 200 followers.

b. **Library Programming and Services Update –** 17 programs in July and 22 in August

c. **Library Projects – Status** Working to provide support to the Home-Schooling population, the Community Needs Assessment will be launched in the fall.

Upon discussion amongst the members and staff, staff is directed to provide a monthly expense report once the line items have been created. The Board would like to receive the same financial information regarding expenses from LS&S monthly.

AGENDA ITEM 12. Unfinished Business – None

AGENDA ITEM 13. New Business - None

AGENDA ITEM 14. Board Requests and Comments
Ms. Carlton thanked Cat and expressed how happy she was to finally meet her in person. She appreciates that the Library is adding home school resources to the website.

Ms. Washington also thanked Cat and expressed how she too is excited to finally meet her in person. She is very interested in working with her on future Library projects.

Ms. Price she is very interested in any children’s programs and would like to help the Library out.

Ms. Herndon welcomed Cat and is looking forward to working with her in the future.

AGENDA ITEM 15. Next Meeting: August 19, 2025 at 6:30 pm

AGENDA ITEM 16. Adjourn or Recess
Ms. Washington made a motion to adjourn the meeting, and the motion was seconded by Ms. Carlton. The Chair called for further discussion and finding none polled the members, all were in favor and none opposed.