APPROVED AMENDED MEETING MINUTES OF THE LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 22, 2025

A regular meeting of the Library Board of Trustees of King William County, Virginia, was held on the 22nd day of April 2025, beginning at 6:30 p.m. 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
Ann Byrne, District 1 – Present
Tracey Carlton- District 1 - Present
Ashley Herndon - District 2 - Present
Joyce (Joy) Washington - District 4 - Present
Michelle Price - District 5 - Present

AGENDA ITEM 4. Review and Adoption of Meeting Agenda
Ms. Washington made a motion to adopt the meeting agenda, and Ms. Carlton seconded the motion.
The Chair asked for further discussion, all members were in favor with none opposed.

AGENDA ITEM 5. Invocation/Moment of Silence The Chair lead the moment of Silence

AGENDA ITEM 6. Pledge of Allegiance - The Chair leads the Pledge of Allegiance.

AGENDA ITEM 7. Consent Agenda
Ms. Washington made a motion amending the Minutes from March 25, 2025, meeting with the following amendments: Section C. Election of a Secretary, listing Ms. Tangorra as Absent. to accept the Consent Agenda as amended and Ms. Byrne seconded the motion.

The Chair called for further discussion, all were in favor and none opposed.

AGENDA ITEM 8. Citizens Comment Period

Speakers were:
Betsy Donohogh, 3rd District
Fran Friemark – 4th District

AGENDA ITEM 9. Unfinished Business - None

AGENDA ITEM 10. New Business

a. The June 17, 2025, meeting needs to be rescheduled as it conflicts with the elections being held in the Board Room. The board discussed with staff about moving the June 17 date to June 10. Ms. Washington made a motion to move the June 17 meeting to June 10 and Ms. Price seconded the motion.
The Chair called for further discussion; all were in favor and none opposed.

b. Approve Library Policies – Ms. Byrne made a motion to establish or clarify the name of the library. Staff to make that amendment and request by the board to replace all references to the library to ensure that the King William County libraries and or an acronym that, we will note would be the correct.

Amendments to the proposed library policies:

1.2 – Strike "PO Box may be used as a secondary mailing address but is not accepted as address verification.
1.4 – Juvenile unrestricted card – allow users to check out any material from the library
Juvenile restricted card - allow users to check out any physical print or audio visual items within the juvenile and young adult collections that are indicated by children and young adults or teens from the catalogue.
2.8 – Strike: "and the child must be present and give their verbal consent for their parent to access their records. The library does not knowing collect or share information about minors without consent".
2.10 – update the library phone number and email for West Point
2.13 – update the library contact information for the West Point
5.1 – Strike all language relating to the LBOT endorsing the American Library Association (ALA), the Library Bill of Rights (Addendum C), the ALA Freedom to Read Statement (Addendum D), and the ALA Free Access to Minors Statement (Addendum E). Staff to remove the Addendums as well.
- remove the word removal and replace with weeding.
- remove "Library Director" and replace with the Collection Development Committee
5.2.(4) – amend "After review, by the assigned Reconsideration review committee, the director or designee will communicate.
5.3 – amend King William to KWCLS.
5.4 – Strike the entire section regarding VR
6.1(1) Amend the loan period to four (4) weeks.
8.2 – Amend 13 to 16 years old.
8.2 – remove the words "fine and"
10.0 – Remove the words "Fines and "
13.0 – Strike the entire paragraph
14.0 – Amend Facilities Use to Facilities and Ground
14.1 – strike "Library facilities…Government Center".
14.3 – remove "9 chairs, 2 tables" and "20 chairs, 6 tables"
14.4(2) – amend to "Patrons under the age of 9 years old must be accompanied by a parent/guardian"
14.4.4 – Remove "fines and"
18.0 – Amend King William County Library to KWCLS
21.2 – Amend the hyperlink to the appropriate KWCLS link.
21.3 – Addendum C - Strike the entire section
21.4 – Addendum D - Strike the entire section
21.5 – Addendum E – Strike the entire section
21.7 – Addendum G – Strike the entire section

The Chair called for further discussion, Ms. Price made a motion to adopt the Library Policies as amended, Ms. Carlton seconded the Motion. The Chair called for a vote and the members were polled as follows:

Ms. Washington - Aye
Ms. Byrne - Aye
Ms. Price - Aye
Ms. Carlton - Aye
Chair Herndon - Aye

The motion passed unanimously.

c. Amend and approve the 2025 Library By-Laws – The Chair called for discussion regarding the previously amended By-Laws and the members requested additional amendments. The bylaws were amended and are attached to the minutes.

Ms. Carlton made a motion to accept the By-Laws as amended and Ms. Byrne seconded the motion. The Chair called for a vote and the members were polled as follows:

Ms. Byrne, Yes
Ms. Price, Yes
Ms. Carlton, Yes
Ms. Washington, Yes
Ms. Herndon, Yes

The motion passed unanimously.

d. Review and adopt LS&S 5-year Strategic Plan – The Chair called for discussion and the members responded as follows:
Amend throughout the document King William Public Library to King William County Library System or KWCLS.
Goal: Connect – Amend bullet point 1 to "establish partnerships with community service organizations and leaders including but not limited to the King William County Parks & Recreation".
Goal: Serve – Amend bullet point 3 to "support local businesses by coordinating with local civic organizations"

The Chair called for further discussion, Ms. Washington made a motion to accept the 5-year plan with the amendments, Ms. Carlton seconded the motion. The Chair called for a vote and the members were polled as follows:

Ms. Price, Yes.
Ms. Carlton, Yes
Ms. Washington, Yes.
Ms. Byrne. Yes.
Ms. Herndon. Yes.

AGENDA ITEM 11. Board Requests and Comments:

Ms. Byrne – Thanked Sue for Robert's Rules.

Chair Herndon – Thanked staff and the community for their help. "I want this library to be a community hub".

Ms. Washington-Inquired about the status of the Library Director position.

Stacey Davenport responded to questions regarding the RFP process and status, and a PRL MOU update.

AGENDA ITEM 12. Next meeting May 20, 2025 at 6:30 pm.

AGENDA ITEM 13. Adjourn or Recess

Chair Herndon called for a discussion, Ms. Washington made a motion to adjourn the meeting and the motion was seconded by Ms. Price. The called for further discussion, all members were in favor and none opposed.