APPROVED AMENDED MINUTES OF THE KING
WILLIAM COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 21, 2025

A regular meeting of the King William County Library Board of Trustees was held on the 21st day of October 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

The following members of the Board were present:
Ms. Carlton, Ms. Herndon, Ms. Washington, and Ms. Price

Also present were:
Benny Zhang, Esquire
Clarence Monday, Interim County
Administrator Cat Rashid, Library Director

AGENDA ITEM 4. Review and Adoption of Meeting Agenda

Chair Herndon would like to make the following amendments
9.a.i and ii. The Library Card Guidelines and Hotspots
Carlton made a motion to adopt the agenda
Ms. Price seconded the motion. The Chair polled the members, all were in favor and none opposed.

AGENDA ITEM 5. Invocation/Moment of Silence

Pastor, Joshua Brassard, One Hope Community Church provided tonight's invocation.

AGENDA ITEM 6. Pledge of Allegiance

The Chair led the pledge of allegiance.

AGENDA ITEM 7. Consent Agenda

The Chair asked for discussion on the Consent Agenda, Ms. Price made a motion to approve the consent agenda. Ms. Washington seconded the motion. The Chair polled the members, all were in favor and none were opposed.

a. Approval of Minutes:

i. Draft September 16, 2025 Minutes
ii. Draft August 19, 2025 Minutes

AGENDA ITEM 8. Citizens Comment Period

Fran Freimark - 4th District

AGENDA ITEM 9. Library Board Report - Governance

a. Policy Amendment - Child Protection Policy & Minor Restricted/Non-Restricted Card Options.

The Chair asked that the following amendments to the policy to be discussed:
*have all language in policy to reflect that the non-resident cards should be renewed annually. After discussion amongst the members staff is directed to amend policies to reflect the following:
*have the resident card to be renewed annually and the non-resident card to be renewed annually. Upon discussion, this topic is tabled until next meeting. Staff is directed to create a draft with this language.

Section 1.2 – Library Card Guidelines ~~the minor restricted card - open up to the juvenile and teen collections.~~ Upon discussion of the members Ms. Carlton made a motion to amend the policy to reflect:

- NEW CPP (Minor vs. youth, and collection access details from Juvenile (0-12) and Teens (13-17).
- After Minor limited – Allows the minor restricted access to the juvenile and teens sections only within the KWCLS collection.

The motion was seconded by Ms. Price. The Chair called for a vote as follows:
Ms. Price Aye
Ms. Washington Aye
Ms. Carlton - Aye
Ms. Herndon Aye

Section 5 - Collection Development; Child Protection Policy – Ms. Price made a motion to approve the following language and amend the policy to reflect:

- Add a 5.4 to the section, make the CPP 5.2 and push down the remaining current sections.

Ms. Carlton seconded the motion. The Chair called for a vote as follows:
Ms. Washington- No
Ms. Ms. Price -yes
Ms. Carlton - yes
Ms. Herndon – yes

Section 8.1-2 Hotspots – Ms. Price made a motion to approve the following language to "Only one hotspot may be borrowed per household at any one time. Each hotspot is capable to connecting up to 10 devices per unit. Patrons may pace a hold on a hotspot. If the hotspot is not returned by the due date, the internet connection will be terminated."

Ms. Carlton seconded the motion. The Chair called for a votes as follows:
Ms. Carlton - yes
Ms. Price -yes

Ms. Herndon – yes
Ms. Washington- yes

Section 20.1.8 - Non-resident Card – KWCLS allows nonresident KWC students, nonresident KWC parents of students, and KWC employees to register for a card free of charge while attending KWC schools or employment. Option A: Access to the full physical and digital collection for an annual fee of $35. Option B: Access to physical collection only for an annual fee of $5.

b. UPKW Furnishing Committee Update

Carlton provided the Board with an update from the Committee Meeting. The idea is to repurpose as many of the items as possible for use in the new UKW Branch. The Board and Staff will work together to provide a presentation to the Board of their findings.
Presentation to the BOS shortly thereafter.

AGENDA ITEM 10. County Report - Administration

a. Construction Update

Clarence Monday updated the Board on the construction project. A contract has been fully executed, and a pre-construction meeting will be happening soon between all parties. The Building Permits have been filed and are in the review process. An updated report will be

furnished by the Administration Office to the BOS. Mr. Monday provided a tentative timeline to the Board regarding approval of expenditures.

b. Financial Report

A Financial Report was provided to the Board to include the paid invoices by LS&S, Members of the Board would like staff to provide to them additional information from LS&S with a specific breakdown in relation to the draw. Sue Consdendine proffered to the Board that she can provide the reports in a different format.
Staff to add the monthly expenditures to the minutes.

AGENDA ITEM 11. Director's Report - Operations

Cat Rashid, Library Director provided her update in the attached document.

a. Statistical Summary
b. Library Programming and Services
c. Library Projects - Status

AGENDA ITEM 12. Unfinished Business

None

AGENDA ITEM 13. New Business

None

AGENDA ITEM 14. Board Comments and Requests

The Chair opened the floor to members for comments:

Ms. Carlton "wants to make sure that we have all our policies our by laws are right to read learn and grow declaration information on how to get in contact with us".
Ms. Washington -wants to ensure that the policy documents are available to the public prior to adoption by the Board. Reviewed the Agenda building process and provided comment on her voting decision.
Ms. Herndon: Fully stands behind "this policy, this policy does not restrict any parent from choosing what's best for their child what this does is it allows parents an opportunity to put a safety net in place this policy does not restrict any parent from choosing what's best for their child what this does is it allows parents an opportunity to put a safety net in place".

The members thanked staff for their hard work.

AGENDA ITEM 15. Next Meeting- November 18, 2025 at 6:30 pm

AGENDA ITEM 16. Adjourn or Recess

The Chair asked for a motion, Ms. Washington made a motion to adjourn and the motion was seconded by Ms. Carlton.