APPROVED MINUTES OF THE KING WILLIAM COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING OF MARCH 17, 2026

A regular meeting of the King William County Library System Library Board of Trustees, was held on the 17th day of March 2026 in the Board Room of the Administration Building and via live stream. 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. Roll Call

The following members were present: Ms. Redd, Ms. Herndon, Ms. Carlton, Ms. Washington and Ms. Price

Benming Zhang, Esquire, Sue Considine and Cat Rashid were present but appeared virtually.

AGENDA ITEM 3. Invocation/Moment of Silence The Chair led the Moment of Silence

AGENDA ITEM 4. Pledge of Allegiance The Chair led the Pledge of Allegiance

AGENDA ITEM 5. Review and Adoption of Meeting Agenda The Chair asked for discussion, Ms. Price made a motion to approve the agenda as presented and Ms. Carlton seconded the motion. The Chair polled the members, all were found to be in favor and none were opposed.

AGENDA ITEM 6. Consent Agenda None

AGENDA ITEM 7. Citizens Comment Period No speakers

AGENDA ITEM 8. Library Board Report – Governance None

AGENDA ITEM 9. County Report - Administration

a. Renovation update

Mr. Stamey provided the Board with an update on the construction.

b. FFE Update - Sharon Road

The Board heard from the County Administrator and Cat Rashid about the schedule for breaking down the fixtures, transportation of the equipment and books and moving everything to the renovated building.

Ms. Carlton asked what the lead times were for the furniture and Ms. Rashid provided information about lead times (dependent on which vendor is used). The Board discussed the delivery of furniture and potential opening dates. Mr.

Stamey suggested that we/Ms. Rashid and the County Staff have a conversation with the vendor to nail down a timeline. The installation of the fixtures is handled by the vendor.

AGENDA ITEM 10. Director's Report - Operations

a. Statistical Summary

Ms. Rashid provided to the Board the statistical summary, the physical copies were provided in the agenda packet.

b. Library Programming and Services

Ms. Rashid provided information regarding the Library Programming and Services.

c. Library Projects - Status

Ms. Rashid provided an update on the ongoing projects: relabeling the UKW books, weeding, etc. and walked the Board through the financial spreadsheets (see the agenda packet).
Ms. Price inquired about the availability of Hot Spots — they have strong circulation.
Ms. Washington ask that in review of the digital materials by platform, asked for clarification on the amount spent. Is it monthly or year to date? The answer is monthly.
Questioned about the handling fee of the digital subscription/items. Per Sue, the handling fee is an additional expense and it is included in the contract fee the county pays.
Regarding Weeding – is there an estimated cost projection that will be spent to "beef" up the collection? Cat will research this and update the Board during the Operational Meeting.
Will LS&S take into consideration the circulation data from West Point to replenish the collection in the UKW branch? Ms. Rashid said yes she will use this data but the Library has not been open long enough to
New hires – what is your timeline/plan for the new hires.
Per Ms. Rashid - Interviews start this week; there will be some lag until they start. Ideal start will be sometime in April.
Ms. Herndon asked how many part time and full time (2 full time and 8 part time employees) Ms. Carlton – regarding Overdrive, is that pay per use? No it is a pre-payment that we use until it is zeroed. The remaining $787.00 in Overdrive will be used in Overdrive.
Kanopy rolls over to the next year and invest more in Overdrive. Kanopy is a pre-payment and it will last until it is all spent.
Theresa Redd- asked about the projected opening date. Ms. Carlton - June 1 is the deadline for Library State Aid.

AGENDA ITEM 11. Board Requests and Comments

The Chair opened the floor to Ms. Redd who has been introduced as the newest member of the Board. "I am certainly looking forward to working with all of you, and to continue to provide the services, library services, to our residents that they deserve, because they deserve the best that we can provide." No other members provided comments.

AGENDA ITEM 12. Next Meeting - Previously scheduled for April 21, 2026. Alternative dates are April 20, 2026 or April 22, 2026 both at 6:30 pm.

Upon discussion of the members, the Board amends its schedule and moves the April 21, 2026 meeting to April 20, 2026 as the meeting conflicts with the special election.

AGENDA ITEM 13. Adjourn or Recess

Ms. Price made a motion to adjourn the meeting and the motion was seconded by Ms. Washington, the Chair polled the members and found that all were in favor and none were opposed.