

Approved 11/30/05 as corrected

WRL BOARD OF TRUSTEES

Minutes of Board Meeting of October 26, 2005

Patricia Schell Memorial Meeting Room, Williamsburg Library

Attending Were: Board members Michael J. Fox, Susan Geary, Tory Gussman, Bill Porter, Phil Serra, Robert Watson, and Jack Willis; Library Director John A. Moorman; staff Noreen Bernstein, Carrie Binsfeld, Peg Bradshaw, Janet Crowther, Eletha Davis, Benjamin Goldberg, Patrick Golden, Alan Owens, Genevieve Owens, Elizabeth Parker, and Barry Trott. Also attending were James City County Attorney Leo Rogers and Jenny Lyttle.

Call To Order: Chair Fox called the meeting to order at 3:30 p.m.

Approval of September 28, 2005 Library Board of Trustees Meeting Minutes: Fox noted in the Minutes that the meeting was called "...to order at 4:00 p.m." It should read "...to order at 3:30 p.m. Porter added that he noted under "Introduction of Trustees" his self-introduction should read "Bill Porter is Assistant James City County Administrator – second *term* [instead of *year*] as Trustee for JCC". Fox asked if there were any other comments, corrections or additions to the September 28, 2005 Meeting Minutes. There being none, Serra moved to approve the 10/26/05 Meeting Minutes as corrected. The motion carried.

Chair's Report: Chair Fox called the meeting to order at 3:30 p.m.

- **Note from Brendel** – Fox said he had received a note from Mary Ann Brendel thanking the Library Board members for their kind remarks, Resolution, and gift in honor of her retirement as a Trustee at the June 22, 2005 meeting.
- **Principal Goals as President** – Fox announced that he would like Board support for him in accomplish the following:
 - ▶ Maintain quality of library customer service with funding support from our governing entities.
 - ▶ Review/update the Library Board's By-Laws.
 - ▶ Review WRL's contract with the City of Williamsburg and James City County, keeping in mind library use by each constituency.
 - ▶ Think about York County's relationship to WRL as a funding support entity.

Secretary's Report:

- **2006-2010 WRL Strategic Plan Committee Update** – Gussman asked the Board members for their approval to present the current draft of the document to the public for their comments and input. This would be during a timeframe of sometime this week through November 15. The 2006-2010 WRL Strategic Plan draft will be available to the public on the library's web site that will include a comment sheet, and hard copies of the comment sheets will be handed out at each service desk. A press release about this will

be prepared. Fox commended Owens, Gussman and her Committee for what he said was "...a well-written and easy-to-understand..." document. All comments will be passed on to the Committee. A couple of wordsmithing changes were suggested. Owens said she will amend the document before it goes public. The goal is to have a mock-up of the final Strategic Plan ready for approval by the Library Board at their November 30 meeting, and to have the finished product ready for disbursement January 1, 2006.

Introduction of Guest: Rogers introduced *Legal Assistant* Jenny Lyttle, ~~one of his assistants~~ who is helping him scrutinize all the library policies. They are also pursuing the legal trademark process to copyright WRL's new logo.

Director's Report:

- **Planning Committee for 2007 Celebration Event Update:** Moorman reported that the Committee is to the point of concentrating on a specific plan. Golden pointed out an example of the quality of work anthropology students at W&M are capable of accomplishing, which resulted in the large poster exhibit "Werowacomoco" now in the Gallery. They researched the origins and dynamics of the Powhatan paramount chiefdom before and after 1607.
- **Library Policies** – Moorman said two amended policies may be presented to the Board at their November 30 meeting.
- **VLA Pre-Conference and Conference (October 19-21):** There were 32 library staff members who attended – some gave presentations, some volunteered to help support the pre-conference and the conference, and many took advantage of the programs and events. Youth Services Director Noreen Bernstein was honored at the VLA Conference with the George Mason Award – VLA's top honor in librarianship. The award was for her "Looking To Learn" literacy program. She was applauded by all present. Moorman said he will encourage Board members to attend next year's VLA Conference.
- **Monthly Staff Reports:**
 - ▶ **Non-Fiction** – Porter pointed out Trott 's report about replacing VHS feature film tapes with DVDs. He wanted to know about the non-fiction area. Trott answered by saying his department is in the process of replacing all VHS tapes with DVDs, including those that are non-fiction, though they will be replaced more slowly. For example, the Friends recently approved a grant to buy audio lectures from the Teaching Company with topics in philosophy, religion, ancient and modern history, and literature.
 - ▶ **Borrowers' Jurisdictions** – Genevieve Owens was asked to comment on this. She said the upgrade to the Horizon system will better enable Circulation staff members to scrutinize the correct jurisdiction of patrons – especially those who have just moved here and those who have changed their addresses.
 - ▶ **Staff In-Service Day (October 6)** – Moorman was asked to comment on this. He replied that it was a successful day that included five 20-minute sessions and three guest lecturers – one on fire safety; one on Jamestown 2007; and one on

FISH (an amusing film about customer service). He felt it was a rare opportunity to get most of the staff all together at one time, mixing them with other department's staff, and giving them the chance to talk to one another.

- ▶ **Building Projects Update** – Alan Owens was asked for an update. He responded that the facilities computer somehow lost control over the HVAC system at WL, but it is being fixed. The new chiller has been installed at JCCL. Unfortunately, aging seams at JCCL have caused some leaks in the roof. He is working with James City County to resolve this new problem.
- ▶ **Third Library Building** – Fox asked Moorman to explain the necessity of a third library. Moorman pointed out the tremendous growth now occurring, especially in James City County. WL and JCCL are being stretched as far as they can go. He would like to hire a consultant in four or five months to do a feasibility study for WRL. He hopes in about eight or nine years a third facility will be completed. Gussman asked Moorman to prepare a bulleted information sheet for the public, explaining why a third library is necessary. Moorman said he would prepare one on October 27.
- ▶ **Board of Trustees Workshops** – Geary attended one in Virginia Beach; Porter went to The Library of Virginia; and Serra went to Standardsville (near Charlottesville).

Finance Report: Binsfeld discussed the September 30, 2005 Finance Report. She distributed a draft Witt-Mares audit report to the Library Board members, and said she should have the final report ready for their approval at their November 30 meeting. She pointed out that \$130,000 will be separated from the Fund Balance to pay for a new Bookmobile. When asked, Binsfeld explained the purpose of the Fund Balance.

Closed Meeting: None.

Meeting Adjourned: There being no further business, Porter moved the meeting be adjourned at 4:45 p.m. to enable members of the Foundation and Friends Boards to join them for an **All-Boards Meeting** at 5:00 p.m. All agreed. The next regular meeting will be Wednesday, November 30, 2005 at 3:30 p.m. in the Patricia Schell Memorial Meeting Room, Williamsburg Library.

Respectfully submitted,

Elizabeth C. Parker