

**WRL Board of Trustees**

---

**Minutes of Board Meeting of April 25, 2007**

**Schell Room, Williamsburg Library**

**Present:** Board Members Susan Geary, Tory Gussman, Sarah Houghland, Mary Norment, Bill Porter, Jean Van Tol, Jack Willis; Library Director John A. Moorman; Library Assistant Director Genevieve Owens; Library Staff Carrie Binsfeld, Cela Schmidt, and Christine White. Absent were Board Members Michael Fox and Phil Serra.

**Call to Order:** Chair Willis called the meeting to order at 3:40 p.m.

**Approval of March 28, 2007 Minutes:** Mr. Willis asked for any corrections or additions to the minutes of the March 28, 2007 meeting. There being none, Mr. Porter moved to accept the minutes as written; all approved.

**Chair's Report:** Mr. Willis reported the Executive committee would convene in May to prepare the library director's evaluation. A report will be submitted for the June meeting.

**Technical Services Division Report – Cela Schmidt:** Ms. Schmidt thanked the Board for the opportunity to speak about her division.

Using the Smart Board, Ms. Schmidt showed the Board how the Technical Services department uses blogs and wikis to create uniform procedures and streamline processes. The blog is used to post pertinent topics related to the technical services division while the minutes and technical services procedures are posted on the wiki, allowing all staff easy access to the same information. Recently the wiki was used to instruct library staff on rebarcoding procedures. With this information, staff were able to efficiently and uniformly rebarcode over 14,000 audio and visual materials allowing these items to be used with the new self-checkout machines.

Whether efficiently receiving and processing materials, maintaining detailed catalog records, or serving on public service desks, the division is committed to providing excellent services internally and externally. In addition to the duties provided in the handout, staff members are cross-trained within their department and in other departments including the public service desks. Staff members are also active in various committees and serve on various boards.

Ms. Schmidt ended her presentation providing division statistics and answering questions for the Board.

**Director's Report:** At last week's meeting of the Virginia Public Library Directors Association, WRL received three awards serving a population of 50,000-99,000: Outstanding Outreach Program for the Gab Bags, Outstanding Cooperative Programs with other Libraries and Agencies for the Jamestown 2007 Posters, and Outstanding Library Trustee- Michael J. Fox. The Board offered congratulations to Michael J. Fox recognizing his achievement and dedication to the library.

**Approved as written 5/23/07**

**Action Item: Policy Review – Selection of Library Materials:** Dr. Moorman presented the policy with no recommendations for revision. After a brief discussion Ms. Gussman moved the policy be reaffirmed, all approved.

Dr. Moorman answered questions regarding the James City County Diversity workshop, progress with unruly users, and the new staff orientation lunch. In the upcoming months staff members will have the opportunity to sign-up to share lunch with Dr. Moorman. These lunches are a means for staff members to ask questions and discuss various topics with the director.

Dr. Moorman noted items of Board interest on the statistics. The Board complimented the staff on their talents and abilities as reflected in the reports provided in the packets.

**Finance Report:** Ms. Binsfeld discussed the March financial statement. She explained set-off debt procedures for the Board and also noted that this is a busy time for Technical Services as they are completing purchases for the current fiscal year and are in preparation for the following fiscal year.

**Meeting Adjourned:** There being no further business, Mr. Willis moved the meeting adjourn at 4:30 p.m.; all approved. The next meeting is scheduled at 3:30 p.m., May 23, 2007, Schell Meeting Room, Williamsburg Library.

Respectfully submitted,

Christine White