

Approved 9/26/07 as written.

## WRL Board of Trustees

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### Minutes of Board Meeting of June 20, 2007 Schell Room, Williamsburg Library

**Attending Were:** Board Members Michael J. Fox, Susan Geary, Tory Gussman, Sarah Houghland, Sue Mellen, Phil Serra, Jean Van Tol, Jack Willis; Library Director John A. Moorman; Staff Members Carrie Binsfeld, Peg Bradshaw, Genevieve Owens, and Christine White. Absent was Board Member Mary Norment.

**Call to Order:** Chair Willis called the meeting to order at 3:32 p.m.

**Approval of May 23, 2007 Meeting Minutes:** Mr. Willis asked for any additions or corrections to the minutes. There being none, Ms. Gussman moved to approve the minutes as written. All approved.

**Chair's Report:** Mr. Willis welcomed Sue Mellen to the Board of Trustees. Ms. Mellen is succeeding Bill Porter as James City County representative from senior management. Mr. Willis, Ms. Van Tol, and Dr. Moorman attended a workshop for library advocacy in Richmond at the beginning of June.

**Circulation Services Division Report:** Ms. Bradshaw, Circulation Services Director, reviewed her report submitted in the Board packet. She provided an overview of the division's organizational breakdown and responsibilities and answered questions presented by the Board. In her conclusion Ms. Bradshaw thanked Ms. Owens and Ms. Parker for their continued support and assistance. The Board expressed their appreciation to the Circulation Division for their effective transition to the new borrower privileges and excellent service. Dr. Moorman also commended Ms. Bradshaw for implementing teams within her division.

**Adult Outreach Services Plan:** The new Adult Outreach Services Plan is a systematic approach to providing services to specific groups in the community based on a priority schedule. Ms. Owens reported the plan would also be used to determine the kinds of programs and services that can be offered by Outreach staff with the assistance of building staff. A gradual implementation of the plan accommodates ordering new vehicles and training new staff. Since this is a continuous process, evaluative tools will be used to measure the plan's outcomes. Dr. Moorman expressed pride in the division for creating a sound plan for the community.

#### **Director's Report:**

- **Action Item: Set-Off Debt Policy-** The revised policy eliminates procedures; only policy is reflected. After discussion Ms. Mellen moved approval of the policy as presented; all agreed.
- **Action Item: Fines and Fees Policy-** The Board discussed the policy as presented. Ms. Van Tol moved to approve the policy; all agreed.
- **Action Item: WRL Holiday Closing Schedule-** Dr. Moorman presented the proposed holiday closing schedule for approval and answered questions for the Board. Mr. Fox moved to approve the schedule as presented. After discussion all approved.
- **Monthly Staff Reports:** Dr. Moorman apprised the Board of recent accomplishments of library staff. Ms. Owens was elected Vice President of the new

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Rotary Club of the Historic Triangle and Neil Hollands published a book, Read On...Fantasy Fiction, a reader's advisory series that is edited by Barry Trott.

With its approval, the Board will receive a revised layout of monthly statistics that has been simplified and streamlined. The Technical Services report will also be revised to provide a broader overview of the division. Dr. Moorman thanked Ms. Owens and Ms. Binsfeld for their assistance.

**Finance Report:**

- **May 2007 Report:** Binsfeld discussed the May Report. Dr. Moorman and Mr. Serra approved the budget transfers.

**Closed Meeting:** Mr. Fox moved the Board go into a Closed Meeting pursuant to Section 2.2-3711(A) of the Code of Virginia to discuss matters of (1) personnel involving the annual evaluation of the Library Director. The motion was approved. The Board began discussion at 4:55 p.m. and concluded at 5:47 p.m.

At the conclusion of the Closed Meeting, Mr. Fox moved Certification of the Closed Meeting as follows:

Whereas, the Williamsburg Regional Library Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Code of Virginia; and

Whereas, Section 2.2-3711(A) of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

Now, therefore, be it resolved that the Williamsburg Regional Library Board of Trustees hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Williamsburg Regional Library Board of Trustees.

The motion passed with all voting in the affirmative.

Chair Willis reported the Board discussed the annual evaluation of Library Director John A. Moorman.

**Meeting Adjourned:** The meeting adjourned at 5:47 p.m. The next regular meeting will be Wednesday, September 26, 2007 in the Schell Room, Williamsburg Library.

Respectfully submitted,

Christine White