

Approved 1/18/06 as written

WRL BOARD OF TRUSTEES

Minutes of Board Meeting of November 30, 2005 **Schell 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 members Noreen Bernstein, Carrie Binsfeld, Peg Bradshaw, Janet Crowther, Benjamin Goldberg, Patrick Golden, Alan Owens, Genevieve Owens, Elizabeth Parker, and Barry Trott. Also attending was James City County Legal Assistant Jenny Lyttle.

Call To Order: Chair Fox called the meeting to order at 3:35 p.m.

Chair's Report: Fox said he had given Moorman permission to present a slideshow about the Library's new vehicle before the regular Agenda.

- **New Library Vehicle** – The slides pointed out many of the features of the new vehicle. Moorman expects the new vehicle to be ready for use by the end of January 2006. Fox thanked Moorman, Crowther, Eletha Davis, and Binsfeld for their swift actions in dealing with everyone involved with the total loss of the Library's Bookmobile from the accidental fire, including insurance representatives, and with finding a suitable replacement vehicle in a timely manner.
- **By-Laws** – Fox asked the Board members to review the By-Laws. He would like to update this document as soon as possible.

Approval of October 26, 2005 Meeting Minutes: Porter pointed out that under "Introduction of Guest" the first sentence needed amending to read "Rogers introduced *Legal Assistant* Jenny Lyttle, who is helping him scrutinize all the library policies." Fox asked if anyone else had any comments, corrections or additions to the October 26, 2005 Meeting Minutes. There being none, Porter moved to approve the 10/26/05 Meeting Minutes as corrected. The motion was approved unanimously.

Approval of October 26, 2005 All-Boards Meeting Minutes: Fox asked if anyone had any comments, corrections or additions to the October 26, 2005 All-Boards Meeting Minutes. There being none, Porter moved to approve the October 26, 2005 All-Boards Meeting Minutes, and the motion carried.

Secretary's Report:

- **Action Item: 2006-2010 WRL Strategic Plan** – Gussman thanked all the people who were active on the Strategic Plan Committee: Bill Porter and Robert Watson from the WRL Board of Trustees; Donald Drosselmeier from the WRL Foundation Board; Linda Massie from the Friends of WRL Board; Library staff who were responsible for research

Genevieve Owens, Barry Trott, Patrick Golden, Peg Bradshaw, and Noreen Bernstein; plus other Library staff members Janet Crowther, Janet Curtis, Eletha Davis, John A. Moorman, Elizabeth Parker, and Cela Schmidt. Gussman said the document was approved by this Committee at its November 22, 2005 meeting and she proposed that it be adopted by the Trustees today. Willis moved to adopt the 2006-2010 WRL Strategic Plan as presented. Gussman asked if anyone needed further discussion. Fox said he felt it was a terrific document. Fox then put it to a vote and the ayes were unanimous. A copy will be filed with these Minutes.

Director's Report:

- **Action Item: Board Meeting Dates/Places for Calendar Year 2006** – To avoid being in conflict with the ALA Midwinter Conference, Moorman requested changing the January 2006 meeting to January 18. Porter moved to accept the list of Board Meeting Dates/Places for Calendar Year 2006 as amended, and all were in favor. A copy will be attached to these Minutes.
- **DVD Presentation: “Who Needs The Public Library?”** – An 8-minute DVD made by Central Rappahannock Regional Library. Moorman said it had been written and produced in-house as a budget presentation. All agreed it was well done and a similar one could be made for WRL to use as a marketing tool.
- **FY 2007 Budget Update** – Moorman said he has asked Porter and Serra to serve on a budget sub-committee to help in the preparation of the 2007 Budget process. The following are due dates for governmental budget requests:
 - ▶ **York County – December 9, 2005.**
 - ▶ **James City County – January 9, 2006 for Personnel; January 13 for the remainder of the budget.**
- **Monthly Staff Reports:**
 - ▶ **Library's New Organizational Re-Structure** – Moorman announced that this all takes place December 1, 2005. Eletha Davis will begin her 6-month succession management assignment with James City County Neighborhood Connections on the same day.
 - ▶ **Fox** thanked Gussman and Golden for the media article they prepared about the third facility in WRL's future plans and by making certain the James City County planning staff were made aware of it. He also lauded library staff for their hard work and patience during what he knows has to be a difficult time during the restructuring process.
 - ▶ **Adult Services Statistics** – Porter asked Trott if he knew why reference questions answered and database use continue to increase so strongly. Trott said he believes the main reasons are due to his department's ability to acquire new databases of high quality, and by aggressively promoting their services through the WJCC school partnerships, outreach and other means.

Finance Report:

- **Action Item: Audit Report** – Tabled until January 18, 2006 meeting. The final Witt-Mares audit report will be included in the January Board packets.
- **October 2005 Report** – Binsfeld discussed the October 31, 2005 Finance Report. She pointed out that all accruals had been removed as a result of the audit.

Annual Volunteer Appreciation Event: Moorman encouraged attendance at this event tomorrow at 9:00 a.m. in the Community Room at the James City County Library.

Meeting Adjourned: There being no further business, Geary moved the meeting be adjourned at 4:36 p.m. All agreed. The next regular meeting will be Wednesday, January 18, 2006 at 3:30 p.m. in the Schell Meeting Room, Williamsburg Library.

Respectfully submitted,

Elizabeth C. Parker