

**WRL Board of Trustees**

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**Minutes of Board Meeting of December 20, 2006  
Schell Meeting Room, Williamsburg Library**

**Present:** Board Members Susan Geary, Tory Gussman, Mary Norment, Bill Porter, Phil Serra, Jean Van Tol, Jack Willis; Library Director John A. Moorman; Library Assistant Director Genevieve Owens; Finance Director Carrie Binsfeld; Administrative Services Coordinator Christine White. Absent was Board Member Michael Fox.

**Call to Order:** Chair Willis called the meeting to order at 3:30 p.m.

**Approval of October 25, 2006 Minutes:** Willis asked for any corrections or additions to the meeting minutes. Being none, Willis moved to approve the minutes as written; all approved.

**United Way Campaign - Benjamin Goldberg:** Mr. Goldberg reported WRL held its first independent United Way Campaign this year. Led by Goldberg, the campaign raised \$12,600.00 in gifts and pledges. WRL won one of ten Wiley Awards for most efficient and quiet campaign due to the great efforts by library staff.

**Chair's Report:** Willis reported he has been very busy with the planning and finance committees. Willis asked for department heads to be scheduled on a rotating basis to update the Board on their department's activities.

**Recognition Committee Report:** Ms. Geary reported the Staff Recognition Committee met several times since October. In that time a survey was created and distributed to library staff to gather input. The survey had an 86% response rate. The committee will continue their work by recommending criteria for various awards.

**Action Item: Resolution for Library Staff:** Ms. Owens stated the staff put much work, careful planning, and education into implementing the card privilege changes while balancing timing and operational needs. The Board unanimously approved the following resolution in honor of library staff:

Whereas the staff of the Williamsburg Regional Library has successfully implemented two card privilege changes since October 1, 2006

And

Whereas these changes have been accomplished with no disruption to the services offered by the Williamsburg Regional Library to the Library users

Therefore

In recognition of the hard work of staff in planning for and implementing these changes The Board of Trustees of the Williamsburg Regional Library expresses its deep appreciation to all library staff for their efforts during this period of operational change.

## Approved as written 1/24/07

In addition to the resolution, the Board will host a breakfast for library staff.

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

**Action Item: Board Meeting Dates/Places for Calendar Year 2007-** Mr. Porter moved to approve the proposed meeting dates and places for calendar year 2007; all approved.

The Board discussed the proposed budget for FY 2008. After discussion, Mr. Serra moved to accept the proposed budget; all approved.

Mr. Moorman thanked Ms. Owens for her work on the cardholder privileges to be associated with various levels of York County funding. At this time no York residents have contacted Moorman about the privileges that took effect on December 1, 2006. He feels this will change at the end of the holiday season. The Board further discussed the proposed cardholder privileges. Ms. Gussman moved to adopt the proposed York County privileges; the Board unanimously approved adoption.

Moorman further updated the Board on the Outreach Services Division. Mobile Library Services is in such demand that requests for stops from four new locations, in James City County, had to be refused. Janet Crowther has submitted a report to the Finance Committee on Outreach Services; this will be included in the next Board packet. Ms. Crowther will attend the next meeting to discuss her report.

### **Finance Report:**

**Action Item - Annual Financial Report Fiscal year Ending June 30, 2006:** Ms. Binsfeld pointed out new information included in this audit. This is the first WRL audit to be completed by Robinson, Farmer, Cox Associates. Binsfeld discussed the Fund Balance. The Board further reviewed the audit with Binsfeld answering questions and clarifying points. Binsfeld noted that the frequency of financial audits for the WRL Foundation and Friends of WRL is under review. Mr. Porter moved to approve the audit; all approved.

**Fund Balance Policy:** Mr. Serra and Ms. Binsfeld reviewed the Fund Balance Policy and submitted recommendations to the Board. Serra addressed issues with the policy and the need for standardized terminology. The Board will review the recommendations and continue discussion at the next meeting.

**Presentation: Denelle Wrightson of PSA Dewberry:** Ms. Wrightson discussed the results of the Space Needs Facility Study. The study focused on three main parts: the need for a third facility, Williamsburg Library recommendations, and James City County Library recommendations. The focus groups indicated the community is happy with the library but growth and change drive the need for a new building. A new building would be full service, acting as a community center with meeting rooms and computer labs. It would also create a need for a new staffing model. Recommendations for the Williamsburg facility include relocating the administrative department to alleviate crowding.

**Approved as written 1/24/07**

The Board received copies of the report and will schedule a work session for review and discussion. The Board will vote on the report at the next meeting.

**Meeting Adjourned:** Being no further business, Mr. Porter moved the meeting adjourn at 5:40 p.m.; all approved. The next meeting is scheduled at 3:30 p.m., January 24, 2007, Theater Stage, Williamsburg Library.

Respectfully submitted,

Christine White