

WRL BOARD OF TRUSTEES

Minutes of Board Meeting of January 18, 2006 **Schell Meeting Room, Williamsburg Library**

Attending Were: Board members Michael J. Fox, Susan Geary, Bill Porter, Phil Serra, Robert Watson, and Jack Willis; Library Director John A. Moorman; staff members Carrie Binsfeld, Janet Crowther, Genevieve Owens, Elizabeth Parker, and Christine White.

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

Chair's Report: Fox discussed two goals for the Library Board members to assist him with this fiscal year:

- **Revision of By-Laws** – Fox, Porter and Willis met in December to discuss the document. They will meet again in early February and copies of their recommended amendments will be included in the Board packets for the February meeting.
- **Contract with City of Williamsburg/James City County** – An ad hoc sub-committee will be formed to review the contract.

Approval of November 30, 2005 Meeting Minutes: Fox asked for any corrections or additions to the November 30, 2005 Meeting Minutes. Being none, Porter moved to approve the 11/30/05 Meeting Minutes as written, and the motion carried.

Director's Report:

- **Introduction of Attending Staff Member** – Moorman introduced Administrative Services Coordinator Christine White. He explained she was being trained to record Library Board Minutes. All welcomed White.
- **Bookmobile Service Schedule** – Crowther reported the smaller replacement vehicle is expected to arrive in February, and would be ready for service sometime in April. A modified service schedule is in place due to staffing. Moorman indicated that the Bookmobile department has been renamed Mobile Library Services. The new name acknowledges the library's vehicular service provides not only books, but also Internet access and computer services, materials in all formats, and library programming.
- **Action Items: Review of Policies** – Fox advised the Board members Attorney Leo Rogers has been reviewing all Library policies. Moorman recommended another Policy Review Schedule be prepared beginning March 2006. Rogers sent back the following amended policies for Board consideration.
 - **Unattended Children At Closing** – Willis moved to approve the policy as amended by Attorney Leo Rogers, and the motion passed unanimously.
 - **Revocation of Library Privileges** – Porter moved to approve the policy as amended by Attorney Leo Rogers, and the motion passed unanimously.
 - **Solicitation** – Tabled. Policy will be returned to Attorney Leo Rogers with suggestions made by the Library Board.

- **Action Item: FY 2007 Budget** – Binsfeld discussed the budget documents with the Board. Willis moved to approve the FY 2007 Budget proposals to the City of Williamsburg and to the James City County as presented, and the motion passed unanimously.
- **Library Space Needs/Facility Study** – Moorman discussed a draft RFP (Request For Proposal) to hire a consultant to conduct a Library Space Needs/Facility study.
- **2007 Celebration Event Update** – Moorman shared that Program Services Director Patrick Golden has been working with W&M on costs to gather information and artifacts. Moorman said the Event Planning Committee would be meeting soon.
- **Monthly Staff Reports:**
 - **Legislative Activities** – Moorman updated the Board on current legislative issues.
 - **Prophecy Program** – Moorman related to the Board several inquiries he had regarding a series of classes recently held in the Williamsburg Library Theatre.
 - **Black History Month** – Moorman advised the Board of events that have been planned and the need to schedule space far in advance due to the ever-increasing usage of WRL's meeting rooms, gallery and Theatre.

Finance Report:

- **Action Item: Approval of June 30, 2005 Audit Report** – Binsfeld reviewed the report with the Board and noted the addition of the Friends and Foundation as component units as required by GASB 39. She thanked Serra for his assistance with the audit review. Fox called for a motion to approve the June 30, 2005 Audit Report. Porter moved to approve the report, and the motion passed unanimously.
- **November and December 2005 Reports** – Binsfeld discussed the November and December 2005 Finance Reports.

Strategic Plan – A mock-up of the 2006-2010 Strategic Plan was passed around the table. Moorman thanked Publications/Graphics Administrator Jenny Payne, Golden, and Owens for their creativity and hard work that went into preparing this document.

Request to Change Date of March Board Meeting: Moorman requested, and was granted to change the March Board meeting from the 22nd to the 29th due to a conflict.

Meeting Adjourned: Fox asked for a motion to adjourn. Willis moved the meeting be adjourned at 5:10 p.m. and all agreed. The next regular meeting will be Wednesday, February 22, 2006 at 3:30 p.m. on the Theatre Stage, Williamsburg Library.

Respectfully submitted,

Elizabeth C. Parker