

WRL Board of Trustees

Minutes of Board Meeting of September 26, 2007
Schell Room, Williamsburg Library

Attending Were: Board Members Susan Geary, Tory Gussman, Sarah Houghland, Sue Mellen, Mary Norment, Phil Serra, Jean Van Tol, Jack Willis; Library Director John A. Moorman; Staff Members Carrie Binsfeld, Janet Crowther, Patrick Golden, Melissa Johnson, Genevieve Owens, and 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 June 20, 2007 Meeting Minutes: Mr. Willis asked for any additions or corrections to the minutes. Being none, Ms. Mellen moved to approve the minutes as written; all approved.

Chair's Report: Mr. Willis appointed Ms. Geary and Ms. Van Tol to the Staff Excellence Awards committee. The awards will be presented to staff in October.

Director's Report: Dr. Moorman introduced Mr. Golden who will begin regularly attending the board meetings. He also introduced Ms. Crowther and Ms. Johnson who are present to answer questions on the first action item.

- **Action Item: IFB Book Hauler-** Dr. Moorman requested the Board's permission to solicit bids for the purchase of a book hauler. According to Ms. Crowther, the book hauler would be used as a delivery vehicle transporting carts of books to respite centers, public senior service centers, and the like. Ms. Binsfeld stated the Invitation for Bid follows state procurement guidelines and has been reviewed by the county attorney. Ms. Johnson answered questions regarding costs, funding, grants, and vehicle outfitting. Dr. Moorman thanked Ms. Crowther and Ms. Johnson for their work on this project. After discussion, Ms. Norment moved the library proceed with the IFB; all approved.
- **Action Item: Policy Review- Non-Discrimination-** There being no recommendations for changes to this policy, Dr. Moorman requested the Board reaffirm the policy. After further discussion, Ms. Gussman moved to reaffirm the policy; all approved.
- **Action Item: New Policy- Camera-** Dr. Moorman presented a policy to the Board that would prohibit individuals from using photographic equipment to invade the privacy of others in the library. He answered questions for the Board on the development and need for the policy. The Board considered the policy and after discussion, Mr. Serra moved the policy's approval; all agreed.
- **Action Item: 2008 Calendar of Meeting Dates & Locations-** The Board reviewed the calendar. Ms. Houghland moved acceptance of the calendar as presented; all approved. Dr. Moorman announced the All Boards meeting would be held after the next board meeting on October 24, 2007. This meeting is held every two years, allowing members from all the WRL library boards an opportunity to meet.

- **Action Item: Library Director's Goals-** Dr. Moorman reviewed his goals with the Board emphasizing his efforts to recruit more minority applicants. Ms. Van Tol moved to accept the Library Director's Goals as presented; all approved.
- **Library Presentation:** In an effort to keep the library funding bodies current on library activities and staff, Dr. Moorman will be giving presentations at upcoming James City County and City of Williamsburg work sessions. He offered a preview of these presentations to the Board and requested their feedback. At the conclusion Dr. Moorman answered questions and received suggestions from the Board. The James City County presentation is October 23, 2007 at 4:00 p.m. in the work session room in Building F. The presentation for the City of Williamsburg is November 5, 2007 at 4:00 p.m. Dr. Moorman encouraged the Board members to attend the appropriate session as their schedules permitted.

Dr. Moorman updated the Board on the state budget and state aid. He also reviewed the monthly statistics and answered questions.

Finance and General Services Division Report: Ms. Binsfeld updated the Board on the activities of the Finance and General Services Division. This division supports the whole library as needed. Utilizing Power Point, she introduced her division's staff, providing a photograph, a brief biography, and the division of duties. In closing she thanked the Board for their time and answered questions.

Finance Report:

- **August 2007 Report:** Ms. Binsfeld discussed the August Report and provided an update on the audit.

Dr. Moorman reported Will Allen of the Program Services Division has accepted the Director of Audio Visual Services position for the Greater Richmond Convention Center.

Meeting Adjourned: Ms. Mellen motioned for adjournment at 5:22 p.m.; all approved. The next regular meeting will be Wednesday, October 24, 2007 in the Schell Room, Williamsburg Library. The All Boards meeting will follow immediately afterwards.

Respectfully submitted,

Christine White