

## Approved as written 1/23/08.

### WRL Board of Trustees

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#### **Minutes of Board Meeting of October 24, 2007 Schell Room, Williamsburg Library**

**Attending Were:** Board Members Michael Fox, Susan Geary, 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, Genevieve Owens, and Christine White. Absent was Board Member Tory Gussman.

**Call to Order:** Chair Willis called the meeting to order at 3:33 p.m.

**Approval of September 26, 2007 Meeting Minutes:** Mr. Willis asked for any additions or corrections to the minutes. Ms. Norment noted under Adjournment the next meeting date should be October 24<sup>th</sup> not October 2<sup>nd</sup>. Mr. Fox moved to approve the minutes as amended; all agreed.

**Chair's Report:** Mr. Willis announced Michael Fox, Tory Gussman, and Phil Serra as members of the standing Finance Committee and Mary Norment and Sarah Houghland as members of the ad hoc Strategic Plan Review Committee. He thanked Ms. Geary and Ms. Van Tol for their exceptional work on the Staff Excellence Awards Committee. The award luncheon and staff impressed Mr. Willis.

**Action Item: Award Contract for Book Hauler:** Ms. Binsfeld reviewed two bids submitted for the book hauler and requested the Board award the contract to Matthews Specialty Vehicles in the amount of \$69,448.00. After questions and discussion, Ms. Van Tol moved to award the contract to Matthews Specialty Vehicles in the amount of \$69,448.00; all approved.

**Action Item: Appropriate Funds:** Ms. Binsfeld requested, on behalf of library, the appropriation of carryover funds in the amount of \$69,448.00 for the award of contract to Matthews Specialty Vehicles of Greensboro, NC to supply a book hauler according to IBF# WRL 07-01. Ms. Binsfeld answered questions from the Board. Ms. Geary moved to approve the appropriation of carryover funds; all approved.

**Automated Services Division Report:** Since Ms. Owens also serves as the Automated Services Division director she presented the last in a series of reports on each of the library divisions. In her report she discussed the WRL Strategic Plan and the Technology Plan that guide the division. She used a Power Point presentation to introduce the Board to Automated Services staff members: Brett Charbeneau, Judy Fuss, Steve D'Amico, and Kraston Scott. These staff members oversee network security, maintain servers, fix computers, install and maintain software, generate reports, and maintain the Horizon system. Ms. Owens also highlighted projects staff has completed including incorporating Library Thing for Libraries into the public catalog, presenting at national conferences, implementing filtering software, and improving server organization. In closing Ms. Owens entertained questions from the Board.

Mr. Willis thanked Ms. Owens for her interesting presentation on a division that is not often highlighted.

**Director's Report:**

- **Action Item: Policy Review- Animals in the Library-** Dr. Moorman discussed the recommended changes to the policy and answered questions for the Board. The county attorney has vetted the changes. After discussion, Ms. Houghland moved to approve the policy as presented; all approved.
- **Action Item: New Policy- Holiday Closing Policy-** Recommended changes to the policy make the language more concise and understandable. The Board discussed the recommendations and asked questions about holidays and James City County policy. Ms. Geary moved to approve the policy as presented; all approved.

The Staff In-Service day was a well-received, wonderful event. Staff members were recognized for outstanding service via the Staff Excellence Awards and Director's Citations. Several board members were able to attend the event.

Ms. Mellen stated the James City County Board of Supervisors appreciated the update on library activities from Dr. Moorman's presentation. The meeting will be available from the James City County web site and on JCC channel 48.

Dr. Moorman updated the Board on cuts in state aid. The Board discussed the preparation for the upcoming FY09 budget process.

Mr. Willis requested an update to the Board on staff members who make national and statewide presentations.

#### **Finance Report:**

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

**Meeting Adjourned:** Mr. Fox moved for adjournment at 4:44 p.m.; all approved. The All-Boards meeting and reception followed at 5:00 p.m. The next regular meeting will be Wednesday, December 5, 2007 in the Schell Room, Williamsburg Library.

Respectfully submitted,

Christine White