

## WRL Board of Trustees

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### **Minutes of Board Meeting of January 24, 2007**

#### **Theatre Stage, Williamsburg Library**

**Present:** Board Members Susan Geary, Tory Gussman, *Sarah Houghland*, 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; Outreach Services Director Janet Crowther. Absent was Board Member Michael Fox.

**Call to Order:** Chair Willis called the meeting to order at 3:35 p.m.

**Approval of December 20, 2006 Minutes:** Willis asked for any corrections or additions to the meeting minutes. Being none, Porter moved to approve the minutes as written; all approved.

**Chair's Report:** No report at this time.

**Outreach Division Report – Janet Crowther:** A year of assessment, planning, and restructuring of the Outreach Services Division was undertaken to align the division with the Strategic Plan. The study determined the service population and how service was planned and implemented. The Outreach Division plans and coordinates outreach services among all divisions to present a unified service. Currently Outreach is working with Youth Services to align services provided to preschoolers. The division is also evaluating flexible staffing service modules as the current model is at capacity and is not expandable. To continue providing excellent service to the community, the division is investigating the acquisition of a third vehicle to fit the needs of the population it will serve.

Crowther answered Board questions concerning the Homebound program as well as various communities and sites the Mobile Library Service vehicle visits.

**Director's Report:** Moorman has been appointed to serve on the VaCo Education Steering Committee through the Virginia Association of Counties. He has been nominated as a candidate to serve as Treasurer to the Intellectual Freedom Roundtable of the ALA.

Since the Library is in close proximity to the Williamsburg EOC, Moorman met with the fire chief to discuss the Library's role as a community information center in times of crisis, such as a natural disaster. Further discussion will be forthcoming.

Library staff is replacing barcodes on the DVD collection to allow patrons to use the self-checkout machines with these items. After two weeks, the project is more than half finished.

**Internet Filtering:** Senator Stosch introduced a new senate bill that would make state funds to libraries contingent upon the use of Internet filters on public access computers. Moorman feels the bill will pass but encourages the Board to contact state representatives to express their concern on this bill. Moorman answered questions on the issues and effectiveness of Internet filters for the Board.

**Policy Review Calendar:** Included in the Board packet were two schedules, one to review the Library policies and one for reports from department heads. The policy schedule has been established to allow library management to review and provide feedback prior to submittal to the Board.

**Action Item: Space Needs Facility Study:** The Board tabled approving the report at this time to allow for revisions and reorganization. The Board would like the report to provide an executive summary and recommendations for new buildings in separate sections. This will allow those items to be set forth as short-term and long-term goals to be more cohesive as they are referenced to the Fund Balance. A resolution will be presented to explain and reflect the Board's intention of the report and will be available to the public online when adopted by the Board.

**Finance Report:**

**Action Item: FY 2008 Proposed Budget:** After discussion of the proposed budget and library funding, Gussman moved for approval. All approved and the motion passed.

**Fund Balance Policy Update:** Mr. Serra provided a revised Fund Balance policy to the Board for review. Revision of the current policy offers clarification, ensures funds are spent accordingly, and are officially appropriated. The Board will review the suggestions and continue discussion at the next meeting.

**Meeting Adjourned:** Being no further business, Ms. Van Tol moved the meeting adjourn at 5:10 p.m.; all approved. The next meeting is scheduled at 3:30 p.m., February 28, 2007, Conference Room, James City County Library.

Respectfully submitted,

Christine White