

WRL Board of Trustees

Minutes of Board Meeting of May 23, 2007 Schell Room, Williamsburg Library

Present: Board Members Michael Fox, 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; Library Staff Carrie Binsfeld, Patrick Golden, and Christine White. Absent was Board Member Susan Geary.

Call to Order: Chair Willis called the meeting to order at 3:32 p.m.

Approval of April 25, 2007 Minutes: Dr. Willis called for any additions or corrections to the April 25, 2007 meeting minutes. There being none, Mr. Porter moved to approve the minutes as written; all agreed.

Chair's Report: Dr. Willis congratulated Ms. Houghland for her reappointment to the WRL Board of Trustees and to Dr. Moorman and Ms. Owens for their respective elected positions as Treasurer of the ALA Intellectual Freedom Roundtable and Vice-Chair/Chair-Elect of the Collection Management and Development Section of the Association for Library Collections and Technical Services.

On June 7-8, 2007, Dr. Willis and Ms. Van Tol will attend a library advocacy training program.

Recognizing Mr. Porter's retirement from the Board of Trustees, Dr. Willis read a letter of appreciation and moved its acceptance into the minutes; all approved. The Board presented Mr. Porter the framed letter of appreciation and an engraved pewter mug to express their thanks for his dedicated service to the Library and its Board. Mr. Porter thanked the Board and took a moment to convey his fond memories of the Library.

Program Services Division Report – Patrick Golden: The Program Services Division began in 1982 as the Arts Center and was originally staffed by existing library personnel. The Division has grown, acquiring additional meeting space at James City County Library, obtaining its own staff, and offering unique programming.

Nine staff members administer meeting room space, provide programming support to other divisions, develop partnership, adult, and cultural arts programs, and manage the Library's publications and publicity.

Mr. Golden expounded on the selection and scheduling of performers, the types of programs developed including movie series and traveling exhibits, and publicity. In closing, Mr. Golden provided statistics of program attendance and thanked the Board for their interest.

Director's Report:

Action Item: Policy Review – Circulation of Library Materials: The Board reviewed this policy in conjunction with the Registration policy, Mr. Fox moved both policies be approved with an amendment to the end of the Circulation of Library Materials policy as

Approved as written 6/20/07.

follows, *"A list of restrictions is available upon request."* All approved the Circulation of Library Materials policy as amended and the Registration policy as written.

Action Item: Policy Review- Registration: Approved in conjunction with the Circulation of Library Materials policy.

Action Item: Policy Review- Confidentiality of Library Records: Dr. Moorman stated the policy presented reflects only policy; procedures have been removed. It has been reviewed and accepted by the County Attorney. Ms. Gussman moved the policy be approved with the final sentence amended to read, *"Library users may also authorize others to access their records."* After discussion, the Board approved the policy as amended.

Dr. Moorman announced the graduation of Ms. Owens and Mr. Trott from the Leadership Historic Triangle on May 24, 2007. The Board offered their congratulations.

Upcoming changes to the circulation loan periods to 28-days for all adult fiction items simplifies loan periods for users. This change is in keeping with the strategic plan. Dr. Moorman answered questions presented by the Board pertaining to monthly reports, statistics, and item deaccession.

Closing his report, Dr. Moorman updated the Board on various Library activities as well as staff lunches with the director. Dr. Moorman felt the first staff lunch went very well. Staff asked many good questions and he was pleased at the increased interest in the additional lunches scheduled through October. Mr. Fox felt this was a good investment of Dr. Moorman's time. Mr. Fox also noted the time and leadership Dr. Moorman has invested in the Rita Welsh Adult Literacy Program.

Finance Report: Ms. Binsfeld discussed and answered questions about the April Finance report. The Board will receive budget revisions in the June packet.

Mr. Fox asked if 1st quarter payments would be affected by changes in the state budget. Dr. Moorman has not received notice of any changes at this time but will update the Board as information becomes available.

Meeting Adjourned: Mr. Fox thanked Mr. Porter for being an extraordinary Board member, an advocate for the institution, and a hard worker with plenty of common sense. Mr. Willis called for adjournment at 4:55 p.m.; all agreed. The next meeting will be held June 20, 2007 in the Schell Room at Williamsburg Library.

Respectfully submitted,

Christine White