

WRL Board of Trustees

Minutes of Board Meeting of January 23, 2008
Theatre Stage, 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, Patrick Golden, Genevieve Owens, and Christine White. Absent was Board Member Michael Fox.

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

Approval of Meeting Minutes:

- **October 24, 2007:** Mr. Willis asked for any additions or corrections to the minutes. There being none, Ms. Geary moved to approve the minutes as written; all approved.
- **October 24, 2007 All Boards:** Mr. Willis asked for any additions or corrections to the All Boards minutes. There being none, Ms. Mellen moved to approve the minutes as written; all agreed.
- **December 5, 2007:** Tabled until the next meeting. Mr. Willis requested the presentation description include the press release.

Chair's Report: From November to January, Mr. Willis attended several meetings including those of the finance committee and the Williamsburg City Council. Mr. Willis congratulated Dr. Moorman on his excellent presentation to the Williamsburg City Council. In addition he and Dr. Moorman met with Mary Jones of the James City County Board of Supervisors in December and Walt Zaremba and James McReynolds of York County in January.

Director's Report: Dr. Moorman reported the developments of the meeting with Walt Zaremba and James McReynolds of York County on January 23, 2008. Beginning July 1, 2009 WRL will not receive funding from York County in support of library services. A new library will open in the upper part of York County to serve these constituents. Dr. Moorman requested the Board create a subcommittee to work with library administration and staff to plan for library services in FY 2010. Dr. Moorman answered questions presented by the Board.

He will notify staff of the changes in York County funding and thanked Ms. Owens and Ms. Binsfeld for their assistance in crafting the memo.

- **Action Item: Policy Review- Volunteers-** Dr. Moorman answered questions and clarified revisions to the policy. Mr. Willis recommended changing the second sentence in the first paragraph to read, "Volunteers **do** not..." instead of "Volunteers **will** not..." After discussion, Ms. Norment moved to approve the revised policy as amended; all approved.
- **Action Item: Policy Review- Petitioning-** The policy is edited to reflect the change from Bookmobile to Mobile Library Services vans. Mr. Willis called for a vote to accept the policy as edited; all approved.
- **Action Item: Policy Review- Notices and Handouts-** Dr. Moorman discussed the revisions to this policy and answered questions. Mr. Willis called for a vote to accept the policy as revised; all approved.

- **Action Item: Policy Review- Library Displays-** Dr. Moorman asked the Board to reaffirm the policy as written. Mr. Willis called for a vote to reaffirm the policy; all approved.
- **Action Item: FY 2009 Budget-** Dr. Moorman and Ms. Binsfeld presented the FY 2009 budget and the FY 2010 planning budget and answered questions for the Board. Dr. Moorman thanked Ms. Binsfeld for her efforts during the budget process and expressed appreciation to James City County for providing additional documents needed to complete the budget. After discussion, Ms. Gussman moved approval of the budget as presented; all approved. The budget will be sent to the City of Williamsburg and James City County for their action.

Dr. Moorman and staff answered questions about the monthly division reports.

Finance Report:

- **Action Item: Annual Financial Report Fiscal Year Ending June 30, 2007-** Ms. Binsfeld presented the final audit report from Robinson, Farmer, Cox Associates. After questions and discussion by the Board, Mr. Serra motioned to accept the report as presented; all approved.
- **Action Item: Appropriate Fund Balance-** Ms. Binsfeld presented items for appropriation from the Fund Balance in the amount of \$341,043. Items for appropriation are to improve library infrastructure. Dr. Moorman, Ms. Binsfeld, and Ms. Owens answered additional questions. Ms. Van Tol moved the appropriation of \$341,043 from the Fund Balance; all approved.

In closing, Ms. Binsfeld discussed the December Financial Statement.

Dr. Moorman shared a brief description and pictures of a potential sculpture for the James City County Library. The WRL Foundation Sculpture Committee has found a local artist to create the sculpture; however, the final selection will not occur until March.

Dr. Moorman distributed information about the Strategic Plan review process for 2008. He requested the Board approve the members submitted for this committee. Ms. Geary moved to approve the committee; all approved. The committee will offer a preliminary report prior to a final written report.

Meeting Adjourned: Mr. Willis moved for adjournment at 5:06 p.m.; all approved. The next regular meeting will be Wednesday, February 27, 2008 in the Williamsburg Library Theatre.

Respectfully submitted,

Christine White