

## WRL Board of Trustees

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### Minutes of Board Meeting of April 23, 2008 Schell Room, Williamsburg Library

**Attending Were:** Board Members Michael Fox, Susan Geary, Tory Gussman, Sarah Houghland, Sue Mellen, Phil Serra, Jack Willis; Library Director John A. Moorman; Staff Members Carrie Binsfeld, Patrick Golden, Genevieve Owens, and Christine White. Absent were Board Members: Mary Norment and Jean Van Tol.

**Call to Order:** Chair Willis called the meeting to order at 3:30 p.m.

**Approval of Meeting Minutes March 19, 2008:** 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.

**Chair's Report:** Mr. Willis, Ms. Gussman, Ms. Mellen, and Dr. Moorman attended the James City County budget hearing on Tuesday, April 22, 2009. Mr. Willis thanked the James City County Board of Supervisors for their continued support of the library. The Board celebrated National Library Week by hosting a lunch for library staff at both locations that was well received.

A nominating committee will be appointed at the May meeting and the executive committee will begin preparing for the library director's annual review.

**Strategic Plan Review Committee:** Ms. Owens expressed her thanks and appreciation to her fellow committee members Reba Friedrich, Sarah Houghland, Mary Norment and Melissa Simpson and offered brief remarks on the process for the review of the strategic plan. She invited questions or comments from the Board.

The Board discussed the strategic plan and the submitted review as a midpoint evaluation of the strategic plan. Dr. Moorman stated the Library of Virginia would present a document planning for library excellence in the next few months that will influence the next WRL strategic plan; the presentation of this midpoint evaluation is timely.

At the conclusion of the discussion, Mr. Fox and Ms. Houghland offered their thanks and appreciation to Ms. Owens and the committee for the hard work they put forth to create a concise and excellent document. Dr. Moorman asked the Board to continue submitting any additional comments or suggestions they may have to Ms. Owens in preparation for the final report.

### **Director's Report:**

- **Action Item: Policy Review- Programming-** Dr. Moorman discussed the changes made to the programming policy. The changes remove procedure and make the language of the policy more concise; they have been reviewed and vetted by the library attorney. After discussion, Mr. Willis called for a vote to adopt the revised Programming policy; all approved.
- **Action Item: Policy Review – Solicitation-** Dr. Moorman asked the Board to reaffirm the policy. After discussion, Mr. Willis called for a vote to reaffirm the policy; all approved.

Dr. Moorman stated the Williamsburg City Council reappointed Mr. Willis to an additional four-year term on the library board, provided an update on the FY 2009 budget and answered questions for the Board. He closed his report answering questions about the monthly staff reports and the new director's blog.

**Finance Report:**

**Action Item: Carpet IFB WRL 08-02** – Ms. Binsfeld discussed the invitation for bid for carpeting at the Williamsburg Library. The end date for the contract will be changed to August 31, 2008 (pages 1 and 3 of 16); this change also corrects a typo to the previous July date. Ms. Binsfeld answered questions for the Board. After discussion, Ms. Gussman moved to approve the Carpet IFB as amended; all approved.

**Meeting Adjourned:** Ms. Mellen motioned to adjourn at 5:26 p.m.; all approved. The next regular meeting will be Wednesday, May 28, 2008 in the Schell Room at Williamsburg Library.

Respectfully submitted,

Christine White