

WRL Board of Trustees

**Minutes of Board Meeting of September 27, 2006
Schell Meeting Room, Williamsburg Library**

Present: Board Members Michael J. Fox, Susan Geary, Tory Gussman, Mary Norment, Bill Porter, Phil Serra, and Jack Willis; Library Director John A. Moorman; Library Assistant Director Genevieve Owens; Finance Director Carrie Binsfeld; Administrative Services Coordinator Christine White.

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

Approval of June 28 and July 20, 2006 Minutes: Willis asked for any additions or corrections to the June 28, 2006 minutes. Being none, Geary moved to accept the minutes as written; all approved. Willis asked for additions or corrections to the July 20, 2006 minutes. Being none, Porter moved to accept the minutes as written; all approved.

Chair's Report: Willis introduced new Board member Mary Norment. Two new members will be added to the Board, one each from the City of Williamsburg and James City County. Willis noted the City of Williamsburg has posted an ad for the vacant position in the *Virginia Gazette*. Mr. Porter will check on the status of the James City County position. The executive committee has been appointed; Willis will appoint the Finance committee at the next meeting.

Ms. Geary volunteered to serve as Board liaison to WRL Staff Development Committee as it works on the staff recognition program. Moorman noted WRL will hold a separate (from JCC) fund drive for the United Way.

Willis thanked Moorman for letters to York County. Willis would like Patrick Golden to attend the next meeting and update the Board on the Jamestown 400th Anniversary.

Director's Report: Moorman reminded the Board of the upcoming Staff In-Service Day on October 26, 2006. Staff has been attending Prepare-Care-Share training in preparation for the familiarization tour on October 26th. The roof at the Williamsburg building is 2/3 finished; Moorman hopes it will be complete by the October meeting. Moorman commended the city and the roofing company for their work.

- **Action Item: Levels of Service:** The Board discussed and compared levels of service between York County libraries and WRL. Data was compiled from Bibliostat and information gathered by Library Assistant Director Genevieve Owens. After discussion, Fox moved to accept the proposed reduction of card privileges to residents of York County effective December 1, 2006. Mr. Porter and Mr. Serra abstained from voting. All other Board members approved unanimously.
- **Corporate Card:** Moorman updated the Board on a recent letter of complaint from a local business regarding the reduction in library privileges. Moorman provided the Board with a proposed corporate card policy for entities within the City of Williamsburg, James City County, and York County where the principal of the business resides outside of said jurisdictions. Corporate cards will be approved or denied by the library director. Refusals of cards can be appealed to the Board. The Board discussed the proposed

Approved 10/25/06 as written

policy, procedure, and the library director's previous experience with similar cards. Fox moved to adopt the corporate card policy; the Board approved adoption of the corporate card policy.

Moorman thanked Owens for her work and praised staff for their preparation for October 1, 2006. Moorman will be at James City County Library and Owens will be at Williamsburg Library on October 1, 2006 to assist in the transition of revised card privileges.

Finance Report: The auditors have been to the library and a draft of their report should be available by the October meeting. The Board will discuss the Fund Balance and the policy at the October meeting.

Meeting Adjourned: Gussman moved to adjourn the meeting at 5:30pm. All approved. The next meeting will be at 3:30 p.m., October 25, 2006 in the Schell Room, Williamsburg Library.

Respectfully submitted,

Christine White