

WRL Board of Trustees

Minutes of Board Meeting of October 28, 2009 Schell Room, Williamsburg Library

Attending Were: Board Members Lynda Byrd-Poller, Susan Geary, Sarah Houghland, Sue Mellen, Mary Norment, Bill Porter, Phil Serra, Jean Van Tol, and Jack Willis; Library Director John A. Moorman; Staff Members Janet Crowther, Carrie Binsfeld, Genevieve Owens, and Christine White.

Call to Order: Chair Geary called the meeting to order at 3:31 p.m.

Approval of Meeting Minutes and All Boards Minutes - September 23, 2009: Ms. Geary asked for additions or corrections to the regular meeting minutes and All Boards minutes. Being none, the Board accepted both minutes as written.

Outreach Services Division Report: Ms. Crowther discussed the report included in the monthly packet and highlighted several FY 2009 accomplishments. The Outreach Services division has implemented Adult and Preschool plans that extend library services beyond the building and are used as a tool to help fulfill the library's mission. The plans were created in line with the Strategic Plan and all interested staff members have the opportunity to participate.

The Preschool Services Outreach Plan is a four year plan entering its final year. Working with Youth Services, the Mobile Library Services staff promotes early literacy and school readiness through monthly visits and storytimes, rolling bins of books, annual literacy training for teachers and classroom aides, and an open house for rising kindergartners.

The Adult Services Outreach plan is a three year plan also entering its final year and reaches the homebound and adult care facilities. Services have expanded to include the independent living side of the adult care facilities. Once a month staff brings materials, provides programming, and works with activity directors using special activity director cards. Staff also provides Readers' Advisory, reference services, and a speaker's bureau.

Ms. Crowther answered questions from the Board about preschool initiatives, service to autistic children, volunteers, the Mother Goose Initiative, and the Winter Read program. The plans will be reassessed and evaluated. The Board expressed their pleasure and offered their congratulations to the division.

Chair's Report: Ms. Geary, Ms. Byrd-Poller, and Mr. Willis attended the luncheon and award presentation at Staff In-Service day on October 12th; it was enjoyed by all. Ms. Geary, Ms. Houghland, and Mr. Porter attended the Library of Virginia Board of Trustees workshop. Ms. Mellen and Mr. Serra will serve on the Finance Committee.

- **Action Item: Employment Agreement** - The Board is responsible for hiring and evaluating the library director and the Executive Committee, consisting of Ms. Geary, Ms. Houghland, and Ms. Van Tol, met to review and formalize the terms of employment that are currently in place between the Board of Trustees and the library director. The Executive Committee presented to the Board a written employment agreement for review. Following discussion, Mr. Willis motioned to formalize the written agreement as presented. Ms. Byrd-Poller seconded the motion and all agreed.

Director's Report:

Approved as written 12/2/2009.

- **Website Redesign Update:** The library received seven responses to the website request for proposal (RFP). The proposals have been reviewed and evaluated and a vendor was selected for negotiations that both rated the highest in the evaluation process and submitted the lowest bid. In response to Ms. Van Tol's inquiry, Ms. Owens stated the vendor selected understood libraries and library websites, had the most experience, and was well versed with the content management system to be used on the website. Dr. Moorman will proceed with contract negotiations as decided by the Board at the June meeting. Dr. Moorman personally thanks all staff involved in this project.

Mr. Willie Ferguson, sculptor, offered to the library a book sculpture he is removing from his collection. Mr. Ferguson designed the Library Book Sculpture and the Library Armillary Sundial at the Williamsburg Library. The sculpture has been submitted to the City of Williamsburg architectural review board and installation is anticipated by the end of the year at Williamsburg Library.

The Virginia Library Association conference is being held this week in Williamsburg and many staff are attending and presenting programs. The Friends sponsored conference tote bags and the opening social. Dr. Moorman invited all to attend the Annual Meeting of the Friends to hear Leonard Marcus speak on the history of Golden Books.

Finance Report: Ms. Binsfeld received the final bound version of the FY 2009 Audited Financial Report. She distributed the report, discussed the Fund Balance, and answered questions for the Board. The Fund Balance increased due to compensation savings from positions held open.

- **Action Item: Fund Balance - Board Designated Reserve** - Following discussion of the audit report, Ms. Binsfeld recommended the Board increase the Board Designated Reserve from \$250,000 to \$500,000. The current amount is insufficient to cover vacation, sick, compensation, or liability if a catastrophic event were to occur. Ms. Binsfeld also discussed changes to the Fund Balance policy to reflect the current practice of assessing library needs as they arise and presenting appropriation requests throughout the year as needed. She thanked Mr. Serra for his assistance with revisions to the policy. At the Board's request Ms. Binsfeld will provide a running total as appropriations are requested. Mr. Willis made a motion to approve the Fund Balance - Board Designated Reserve as amended; all agreed.
- **Action Item: Appropriate Funds \$16,000** – Ms. Binsfeld presented two appropriation requests. The first request for \$6,000 is to replace the worn entrance grates at the James City County Library with carpet. The carpet is designed to remove excess debris from shoes.
The second request for \$10,000 will be used to install a digital signage system near the circulation desk at Williamsburg Library. The programmable signage system will be used to advertise library programs, general library information, library activities and weather warnings.
Ms. Van Tol motioned to appropriate funds to install new entrance carpet at James City County Library and to acquire a new digital signage system. Ms. Norment seconded the motion and all agreed.
- **Action Item: FY 2009 Audited Financial Report** - Ms. Binsfeld stated the audit was clean and the auditors made no recommendations. Following discussion of the final report, Mr. Willis made a motion to approve the report as presented. Ms. Van Tol seconded the motion and all agreed.

Approved as written 12/2/2009.

- **September Finance Report** – Ms. Binsfeld discussed the September report and noted the FY 2009 accruals will be removed from the next report and the library will be issued a credit by James City County for group life insurance premiums.

Closed Meeting: Geary moved the Board go into a Closed Meeting pursuant to Section 2.2-3711(A) of the Code of Virginia to discuss matters of (1) personnel relating to the evaluation process of the Library Director. The motion was approved. The Board began discussion at 4:50 p.m. and concluded at 5:03 p.m.

At the conclusion of the Closed Meeting, Geary moved Certification of the Closed Meeting as follows:

Whereas, the Williamsburg Regional Library Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Code of Virginia; and

Whereas, Section 2.2-3711(A)(1) of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

Now, therefore, be it resolved that the Williamsburg Regional Library Board of Trustees hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Williamsburg Regional Library Board of Trustees.

The motion passed with all voting in the affirmative.

Geary reported the Board discussed matters appropriate to Section 2.2-3711(A)(1) of the Code of Virginia.

Meeting Adjourned: The meeting adjourned at 5:03 p.m. The next regular meeting will be Wednesday, December 2, 2009 in the Schell Room at Williamsburg Library.

Respectfully submitted,

Christine White