

WRL Board of Trustees

Minutes of Board Meeting of December 2, 2009 Schell Room, Williamsburg Library

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

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

Approval of Meeting Minutes and All Boards Minutes - October 28, 2009: Ms. Geary asked for additions or corrections to the meeting minutes. Being none, the Board accepted the minutes as written.

Chair's Report: Ms. Geary congratulated Patrick Golden and the Program Services Division on their impressive work developing and putting the Annual Report online.

Ms. Geary also congratulated WRL for earning a 5-star rating for the second consecutive year from the *Library Journal* Index of Public Library Service, a national rating of public libraries. WRL is the only library in the Commonwealth to earn a 5-star rating. Dr. Moorman stated this honor reflects the excellent support given to the library by our localities and the hard work in service and programs developed by our staff.

- **Action Item: FY 2010 Budget** – Ms. Geary thanked the finance committee, Ms. Binsfeld, Ms. Geary, Ms. Mellen, Dr. Moorman, and Mr. Serra, for working on the proposed adjusted budget. Dr. Moorman stressed that WRL is taking a proactive position in budget reduction to be part of the solution as localities face funding constraints during this recessionary period. After additional discussion, Mr. Porter motioned to accept the adjusted budget. Ms. Norment seconded the motion and all agreed.

Director's Report:

- **Web Site Redesign Update:** Ms. Owens stated there have been two very positive electronic meetings with the principals at ServerLogic, the firm chosen for the web site redesign. The committee includes Janet Crowther and Barry Trott, who each bring their considerable expertise into these initial meetings. In the future, input from other staff members will be incorporated into the meetings when decisions such as site structure and content will be decided. Ms. Owens said library division directors will be updated monthly on the web site redesign progress.
- **Digital Signage System Update:** Mr. Golden announced that the new signage system is now operational. It is located on the right side of the Circulation desk and will display library programming information as well as generic information such as news and weather. In the next few weeks Mr. Golden will be working with division directors to get feedback and usage ideas. Then an overall design will be implemented and training for staff will begin.
- **Monthly Staff Reports:** A question was raised from the Board on whether the filtering of computers has been successful. Ms. Owens stated that censorship problems have not been completely alleviated, but they are less of an issue. The filters have been a plus to staff members.

APPROVED AS WRITTEN 1/27/2010.

A question also was raised about the "Booked for Sunday" program. "Booked on Sunday" is a fundraising effort between the Williamsburg Regional Library Foundation and the Rotary Club of the Historic Triangle. It will be an author and book event, held in November 2010, which is still in the planning process.

The Board also briefly discussed the Mobile Library Services schedule to York County locations.

Finance Report:

- **FY 2011 Budget Update:** Ms. Binsfeld distributed the proposed FY 2011 budget to Board members and answered questions. Ms. Binsfeld asked that Board members look over this preliminary budget for discussion at the January 27, 2010 meeting.
- **October Finance Report:** Ms. Binsfeld discussed the October report and answered questions from the Board. The FY 2009 accruals have been posted.

Other Business: Dr. Moorman presented the edited version of the Library Director job description for the Board's approval. Mr. Porter made a motion to approve the job description. Mr. Willis seconded the motion and all agreed. Dr. Moorman commended Elizabeth Parker on her project to update all the library job descriptions before her retirement on December 31, 2009. There will be a celebration to honor her 31.5 years of service on Wednesday, December 30, 2009 at 9:00 a.m. in the Schell Room of the Williamsburg Library.

Dr. Moorman also encouraged all members to attend the Volunteer Brunch scheduled for 9:00 a.m. at the James City County Library on Thursday, December 3.

Ms. Mellen announced James City County will host a series of meetings, scheduled in December, to allow citizens to give feedback on revenue shortfalls and sources.

Meeting Adjourned: The meeting adjourned at 4:32 p.m. The next regular meeting will be Wednesday, January 27, 2010 in the Schell Room at the Williamsburg Library.

Respectfully submitted,

Pam Buckley