

WRL Board of Trustees

**Minutes of Board Meeting May 27, 2015
Schell Room, Williamsburg Library**

Attending Were: Bill Porter, Jim Axtell, Lynda Byrd-Poller, Sally Andrews, Pam Franz, Sarah Houghland, Wilford Kale, Suzanne Mellen, Natalie Miller-Moore, and Jorge Rivas. Library Director Genevieve S. Owens; Library staff members Janet Crowther, Carrie Binsfeld, Sandra Towers, Barry Trott, and Sarah Thompson. Absent was Vickie Herrick.

Call to Order: Chair Porter called the meeting to order at 3:05 p.m.

Public Comment: None.

Presentation of Memorial Plaques for Jennifer P. Wilson: Mr. Porter presented two memorial plaques in honor of Jennifer P. Wilson, Williamsburg Regional Library's late Publications and Graphics Administrator. One plaque will hang at each of the library buildings.

Division Director Presentation – Sandra Towers, Youth Services Director: Ms. Towers became Youth Services Director on December 1, 2014; she has previously worked at Williamsburg Regional Library as a Youth Services Librarian in 1998 and 2004 - 2006. The Youth Services Division is responsible for collections, programming, and reference and reader's advisory services for children and their caregivers. The division consists of one director, eleven librarians, and one senior clerk. Ms. Towers provided background information on each staff member. In FY 2014, the Youth Services Division was responsible for 849 programs with a total attendance of 30,977.

Consent Calendar: Mr. Axtell moved to approve the May 27, 2015 consent calendar. Mr. Kale seconded and all approved.

Chair's Report: Mr. Porter announced the Board will go into closed session at the end of the meeting in order to discuss the Library Director's evaluation. Mr. Porter sent letters to the General Assembly on behalf of the Board addressing the current FOIA law allowing the release of names and addresses of library card holders who are minors. Mr. Porter has received two responses back. Delegate Brenda Pogge thanked Mr. Porter for bringing the issue to her attention and she will be bringing the matter to the Virginia General Assembly.

Library Director's Report:

- **Stryker Center Update** – Ms. Owens reviewed the construction project schedule that was presented to the Board from Daniel & Company, Inc. Ms. Owens plans on touring the construction site in the near future with Erik Kaldmaa, the Construction Manager.
- **Strategic Plan Update** – Ms. Owens reviewed the Strategic Plan Update included in the Board's packet. During the months of June and July BERK Consulting will be interviewing each member of the Board of Trustees and selected community stakeholders. BERK Consulting will also work with four Williamsburg Regional Library Work Groups composed of staff members and members of the library's boards to gather data and input from the community and staff. BERK Principal Brian Murphy will come to Williamsburg for the second meeting of the Strategic Plan Steering Committee.
- **Action Item: Re-Adopt FY 2016 Budget** – Ms. Owens reported small differences between the proposed budget and the budget presented for re-adoption. The most significant differences were seen in compensation and estimated State Aid. Ms. Mellen motioned to re-adopt the FY 2016 budget as presented. Mr. Axtell seconded; all agreed.
- **Action Item: Policy Review – Solicitation & Petitioning** – No changes recommended.

Approved as written 6/24/15

Ms. Miller-Moore motioned to reaffirm the policy. Ms. Franz seconded; all agreed.

- **Action Item: Policy Review – Notices and Handouts** – The policy was changed by removing the phrase “Section 501(c)(3).”

Ms. Andrews motioned to approve the policy with the amended change. Mr. Rivas seconded; all agreed.

- **Action Item: Policy Review – Library Displays** – No changes recommended.

Mr. Axtell motioned to reaffirm the policy. Ms. Franz seconded; all agreed.

Friends of WRL/WRL Foundation Updates: None.

Other Business: Mr. Porter announced there will be no July and August meeting of the Williamsburg Regional Library Board of Trustees. Ms. Franz announced York County has hired a new County Administrator, Neil Morgan, former Newport News City Manager. He begins work on June 15, 2015.

Closed Session: Ms. Mellen motioned the Board go into Closed Session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia. Ms. Andrews seconded the motion. The motion was approved by all. The Board began discussion at 4:07 p.m. and concluded at 4:56 p.m. Ms. Andrews moved the Board end the closed session. Ms. Byrd-Poller seconded the motion; the motion was approved by all present at the closed session.

At the conclusion of the Closed Meeting, Ms. Byrd-Poller moved Certification of the Closed Meeting as follows and Ms. Mellen seconded:

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

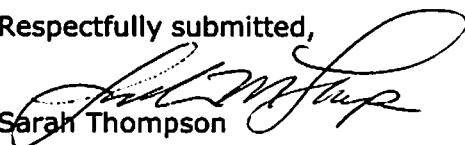
Whereas, Section 2.2-3711 (A)(1) of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

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 was approved with a roll call vote.

Mr. Porter reported the Board discussed the Library Director’s evaluation.

Adjournment: Ms. Andrews motioned to adjourn at 4:58 p.m. Ms. Houghland seconded; all agreed.

Respectfully submitted,


Sarah Thompson

Approved by



William Porter, Chair