

**WRL Board of Trustees**

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**Minutes of Board Meeting December 2, 2015  
Schell Room, Williamsburg Library**

**Attending Were:** Bill Porter, Jim Axtell, Sally Andrews, Letiza Gambrell-Boone, Vickie Herrick, Wilford Kale, Adam Kinsman, Natalie Miller-Moore, and Jorge Rivas. Friends of WRL president Sandra Stephan; Library Director Genevieve S. Owens; library staff members Janet Crowther, Carrie Binsfeld, Barry Trott, and Sarah Thompson. Absent were Lynda Byrd-Poller and Pam Franz.

**Call to Order:** Chair Porter called the meeting to order at 3:02 p.m.

**Public Comment:** None.

**Consent Calendar:** Mr. Kale moved to approve the December 2, 2015 consent calendar, all approved.

**Chair's Report:**

- **Finance Committee Update (FY 2017 Proposed Budget)** - A draft of the proposed budget for FY 2017, compiled by the Finance Committee, was presented to the board. Ms. Binsfeld reviewed the budget assumptions for the next fiscal year. Mr. Porter asked all members to email any questions or comments concerning the budget to Ms. Owens before the January 27, 2016 meeting. Pending approval at the January meeting, the proposed budget will be sent to the City of Williamsburg, James City County, and York County for consideration.

**Report from the Auditors:**

- **Action Item: Annual Financial Report Fiscal Year Ending June 30, 2015** - Ms. Binsfeld introduced Anne Wall of Robinson, Farmer, Cox Associates. Ms. Wall first reviewed the audit process as it pertains to Williamsburg Regional Library and then the annual financial report in its entirety. According to the auditor's report, the results of their tests disclosed no instances of noncompliance. Ms. Andrews moved to accept the report as presented. Mr. Kale seconded; all approved.

**Library Director's Report:**

- **Stryker Center Update** - Ms. Owens reviewed the construction project schedule presented to the board from Daniel & Company, Inc. Ms. Owens reported construction is on schedule with the building projected to be substantially complete by January 6, 2016. The board discussed scheduling a tour for all members to visit the Stryker Center.
- **Strategic Plan Update** - Ms. Owens discussed the current status of the Strategic Plan Update. The forth meeting of the Strategic Plan Steering Committee will be held on December 9, 2015. The Budget and Finance Workgroup has been working on the Financial Plan that will accompany the Strategic Plan to be presented to the board at the January 27, 2016 meeting. Ms. Owens thanked Ms. Crowther, Ms. Miller-Moore, and Mr. Trott for their dedicated time and effort working on the plan.
- **Action Item: Policy Review – Meeting Rooms** - The policy under review included a suggested change, from the library director setting the meeting room fees to the library board delegating responsibility for setting a fee schedule to the library director. After some discussion, Mr. Kale moved to table the policy review until such a time as the Director has created a draft fee schedule that will include prices for the meeting rooms in the Stryker Center as well as changes to the current meeting room fees.

Approved 1/27/16

**Friends of WRL/WRL Foundation Updates:** Dr. Stephan announced the Friends of Williamsburg Regional Library have appointed a new president and vice-president effective January 1, 2016. Jim Bowers will be filling the position of president and Mike Westfall will be the board's vice-president. Ms. Owens discussed the progress of the Williamsburg Regional Library Foundation's capital campaign.


**Adjournment:** Ms. Herrick moved to adjourn at 3:55 p.m. All agreed.

Respectfully submitted,



Sarah Thompson

Approved by



William Porter, chair