

**WRL Board of Trustees**

**Minutes of Board Meeting October 26, 2016**

**Meeting Room 128, Stryker Center**

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**Attending Were:** Bill Porter, Jim Axtell, Sally Andrews, Pam Franz, Barry Marten, Natalie Miller-Moore, and Jorge Rivas;

WRL Foundation President Sam Sadler and Friends of WRL President Jim Bowers; James City County Acting Director of Human Resources Patrick Teague; Interim Library Director Janet Crowther; library staff members Carrie Binsfeld, Barry Trott, and Sarah App.

Absent were Letizia Gambrell-Boone, Vickie Herrick, Wilford Kale, and Jason Purse.

**Call to Order:** Chair Porter called the meeting to order at 3:04 p.m.

**Public Comment:** None.

Mr. Trott announced that Howell Creative Group, the design company that redesigned several program series logos for the library in September 2015, recently won the American Graphic Design Award for their logo design for WRL's Dewey Decibel concert series.

**Consent Calendar:** The October 26, 2016 consent calendar was approved by a unanimous vote.

Mr. Porter requested a presentation to provide further explanation on the Adult Outreach Services Plan included in the Consent Calendar. This presentation should be brought to the board at the December or January board meeting depending on staff availability.

**Chair's Report:**

- **Library Director Search Committee Report/Update** – Mr. Axtell updated the board on the current pool of applicants which currently includes nine candidates. These applicants come from various locations and have various levels of experience. Once the written responses have been reviewed by the search committee, phone interviews will be scheduled, which may be attended by any member of the board. The next scheduled meeting of the Library Director Search Committee will take place on November 1, 2016 in Meeting Room 128 in the Stryker Center at 8:30 a.m.
- **Appointment for Finance Committee** – Mr. Porter appointed Ms. Andrews, Ms. Herrick, Mr. Purse, and himself to serve on the Finance Committee.

**Interim Library Director's Report:**

- **Action Item: Fund Balance Appropriations** – Ms. Crowther presented a fund balance appropriation request not to exceed \$15,000 for meeting room technology updates at the Williamsburg Library, a fund balance appropriation request not to exceed \$20,000 for ILS server replacements, and a fund balance appropriation request not to exceed \$25,000 for meeting room technology updates in the Kitzinger Community Room at the James City County Library. Mr. Porter requested staff research the need for furniture replacement at the Williamsburg Library in the magazine reading area. Mr. Axtell moved to approve the presented fund balance appropriations. Ms. Miller-Moore seconded the motion; all agreed.

Approved as of 12/7/16

- **FY 2018 Budget Update** – Ms. Crowther announced WRL staff has begun to draft the FY 2018 Budget. There will be a staffing analysis done in preparation for the draft budget. Ms. Crowther discussed Virginia State Aid for FY 2017 and FY 2018.
- **JCCL BMP Stormwater Update** – Ms. Crowther announced the James City County BMP Stormwater project at the James City County Library location that includes a retention pond upgrade and new rain garden, is expected to start in March – April of 2017.

Ms. Crowther discussed the current status of the City of Williamsburg parking study. The Planning Department is reviewing the material. Carolyn Murphy, Director of Planning, has been invited to attend a future board meeting to discuss the draft implementation plan. Williamsburg Regional Library staff have offered input to assist with the study.

Ms. Crowther distributed copies of the 2016 WRL Preschool Literacy Workshop for Teachers and Teacher Assistants training booklet. The ninth annual training workshop was conducted by library staff on October 8, 2016 at the Williamsburg Library. The event was well attended and received, as it has been in previous years.

**Friends of WRL/WRL Foundation Updates:** Mr. Bowers addressed the “Last Word” comment that was made in the October 12, 2016 edition of the *Virginia Gazette* in regards to the book sale that took place on October 1, 2016 in the Stryker Center. The event that the comment is referring to was not affiliated with the Friends of Williamsburg Regional Library and a response was submitted to the *Virginia Gazette*. Mr. Sadler discussed the progress of the Foundation’s Capital Campaign. The campaign will be ending in December 2016 with a total in donations and pledges exceeding the Foundation’s \$750,000 goal.

**Adjournment:** Ms. Franz moved to adjourn at 3:30 p.m. All agreed.

Respectfully submitted,

  
Sarah App

Approved by   
William Porter, Chair