

**Board of Trustees of the Williamsburg Regional Library**

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**Minutes of Board Meeting October 25, 2017**

**Meeting Room 128, Stryker Center**

**Attending:** Natalie Miller-Moore, Pam Franz, Sally Andrews, Jim Axtell, Barry Marten, Jorge Rivas, Jean Stettler, and Nicole Trifone;

Friends of WRL Foundation President Sam Sadler; Library Director Elizabeth B. Fowler; Assistant Library Director Janet Crowther; library staff members Carrie Binsfeld, Alicia Phinney, Barry Trott, and Sarah App;

**Absent:** Chris Gareis, Vickie Herrick, and Jason Purse.

**Call to Order:** Chair Miller-Moore called the meeting to order at 3:00 p.m.

**Public Comment:** None.

**Mission Moment:** Board members who attended the recent VLA conference discussed their experiences including; the keynote address given by Margot Lee Shetterly, author of *Hidden Figures*, presentations on library outreach and library boards, a presentation discussing how local libraries can support emergency response efforts, a presentation by Alicia Phinney, new Circulation Services Director on moving away from the desk model, and a presentation on connecting with customers who have mental health issues.

**Division Director Presentation – Barry Trott, Special Projects Director:** Special Projects is a small division created in December 2014; the division comprises Mr. Trott and Elizabeth Hornsby, Special Projects Coordinator. Special Projects works with all divisions of the library, mainly focusing on communications, marketing, digital collections, and data-informed decision-making. Mr. Trott answered questions on Facebook data information and monitoring the library's social media sites.

**Consent Calendar:** Ms. Andrews noted that it was Ms. Miller-Moore who discussed the BOT field trip, not herself in the September 27, 2017, meeting minutes. The October 25, 2017, consent calendar, with amended changes, was approved by a unanimous vote.

**Chair's Report:** Ms. Miller-Moore introduced Ms. Trifone as the newest member of the board. Ms. Trifone thanked Ms. Miller-Moore and gave a brief personal introduction.

- **Appointment of Secretary** – Ms. Miller-Moore nominated Ms. Andrews as Secretary of the board. Ms. Stettler seconded the nomination, all approved by unanimous vote.
- **Appointment of Finance Committee** – Ms. Miller-Moore appointed Mr. Marten, Mr. Purse and herself as the Finance Committee.
- **Friends of WRL Foundation MOU** – Ms. Miller-Moore presented the draft version of the MOU with suggested changes made by the library's legal counsel, Brian Muse of Sands Anderson PC. The board discussed the changes presented and agreed to vote on the MOU at the December 6, 2017 meeting.

Ms. Miller-Moore announced the All-Boards meeting has been canceled, the Friends of WRL Foundation board will begin exploring an event for some time in 2018.

- **Short Takes for Trustees** – Ms. Miller-Moore reminded all members to review the Short Takes for Trustees videos and presented information.

**Library Director's Report:** Ms. Fowler introduced Alicia Phinney, newly appointed Circulation Services Director. Ms. Phinney thanked the board and Ms. Fowler for the opportunity to work for WRL. Ms. Fowler discussed a large amount of positive feedback that has been received regarding the James City County Library Marketplace & Café. Ms. Fowler discussed upcoming plans to renovate the Youth Services area at the James City County Library. She will work with James City County staff on possible CIP funding for different aspects of the project. Ms. Fowler announced the WRL staff is working on a statistical anomaly regarding building-based circulation figures that has been discovered, she will bring a full report to the board at the December 6, 2017, meeting. • RRMM Lukmire Architects will begin the feasibility study on the Williamsburg Library in November, with the completion in early March. Ms. Fowler discussed staff training including completed fire drills and upcoming CPR, active shooter, and overdose training. WRL Staff has completed their portion of the James City County classification and compensation study, Ms. Fowler will update the board once the results have been presented. Ms. Crowther discussed the upcoming signature events including Star Wars Reads Day and the Dickins Christmas events.

- **Action Item: Policy Review – Library Card** - The policy was updated with the following changes:
  - Adding "or is employed by" in the first sentence.
  - Removing the sentence "This policy took effect February 1, 2011."
  - Adding the paragraph "The library director may enter into reciprocal agreements with publicly-funded, educational institutions located in a city or county that funds the Williamsburg Regional Library to provide library cards for the employees of that institution. Card privileges may be restricted. A list of privileges is available upon request."

Mr. Axtell suggested adding the word "in" after "resides" and after "property" in the first sentence. Mr. Axtell moved to approve the policy with amended changes. Ms. Stettler seconded and the motion was approved by a unanimous vote.

- **Action Item: Policy Review – Confidentiality of Library Records** - The policy was updated with the following changes:
  - Adding "Williamsburg Regional" in the first sentence.
  - Correcting capitalization errors.
  - Adding the phrase "and FOIA requirements" at the end of the second sentence.
  - Removing "and will ask that counsel be present before any searches begin" from the fourth sentence.
  - Adding "Adult" to the beginning of the eighth sentence.

Ms. Andrews moved to approve the policy with changes. Mr. Axtell seconded and the motion was approved by a unanimous vote.

- **Action Item: Policy Review – Fines and Fees** - The policy was updated with the following changes:
  - Adding "Board of Trustees of" to the beginning of the first sentence and removing "Board of Trustees" from the end.
  - Correcting capitalization errors.

Approved as of 12/6/17

- o Replacing "Williamsburg Regional Library Board of Trustees" with "board" in the second sentence.

Ms. Andrews moved to approve the policy with changes. Ms. Stettler seconded and the motion was approved by a unanimous vote.

- **Action Item: Policy Review – Special Recognition Library Card** - No policy changes were presented. Ms. Andrews moved to reaffirm the policy. Ms. Franz seconded and the motion was approved by a unanimous vote.
- **Action Item: Fund Balance Appropriation – Facilities Cargo Van Replacement** – Ms. Franz moved to approve the fund balance appropriation as presented in an amount not to exceed \$35,000. The motion was approved by a unanimous vote.

**Friends of WRL Foundation Updates:** Mr. Sadler announced the annual meeting will be on November 14, 2017. The Friends of WRL Foundation is currently appointing various members to the newly formed committees.

**York County Public Library Update:** Ms. Franz announced there has not been a meeting since her last update. York County is still in the process of selecting an architect for renovations.

**Other Business:** Ms. Miller-Moore reminded members of the upcoming strategic planning that will begin in the spring of 2018.

**Closed Session:** Ms. Andrews moved the board go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia. Mr. Axtell seconded the motion. The motion was approved by all. The board began discussion at 4:07 p.m. and concluded at 4:17 p.m. Ms. Andrews moved the board end the closed session. Mr. Axtell seconded the motion; the motion was approved by all present at the closed session.

At the conclusion of the closed session, Ms. Andrews moved the Certification of the Closed Session as follows and Mr. Axtell seconded:

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

Whereas, Section 2.2-3712 (D) of the Code of Virginia require a certification by this board that such closed session was conducted in conformity with Virginia law;

Now, therefore, be it resolved that the Board of Trustees of the Williamsburg Regional Library 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 session to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board of Trustees of the Williamsburg Regional Library. The motion was approved with a roll call vote.

	AYE	NAY	ABSTAIN		AYE	NAY	ABSTAIN
Axtell	<u>  X  </u>	_____	_____	Miller-Moore	<u>  X  </u>	_____	_____
Andrews	<u>  X  </u>	_____	_____	Rivas	<u>  X  </u>	_____	_____

Approved as of 12/6/17

Franz	<u>X</u>	___	___	Stettler	<u>X</u>	___	___
Marten	<u>X</u>	___	___	Trifone	<u>X</u>	___	___


Ms. Andrews reported the board discussed only items pertinent to the library director evaluation.

Ms. Miller-Moore appointed Mr. Axtell, Ms. Franz, Mr. Rivas, and Ms. Stettler as the Executive Committee tasked with the planning of the library director evaluation.

**Adjournment:** Ms. Trifone moved to adjourn at 4:18 p.m. All agreed.

Respectfully submitted,

  
Sarah App

Approved by   
Natalie Miller-Moore, Chair

2/26/18