

Board of Trustees of the Williamsburg Regional Library

**Minutes of Board Meeting January 24, 2018
Meeting Room 128, Stryker Center**

Attending: Natalie Miller-Moore, Pam Franz, Sally Andrews, Jim Axtell, Chris Gareis, Vickie Herrick, Barry Marten, Jorge Rivas, and Jean Stettler;

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

Absent: Jason Purse and Nicole Trifone.

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

Public Comment: None.

Mission Moment: Ms. Stettler commented on the library's outstanding publicity for the STEAM Saturday event. Ms. Miller-Moore complimented the Teen Tech Lab and the library's use of social media advertising.

Division Director Presentation – Robert Haas, Program Services and Security

Director: The division consists of a dedicated staff of two full-time Program Services assistants, six part-time assistants, and four part-time security monitors who help with meeting room management, program support, program development, publicity, security, and safety. In addition, staff members also provide programming, support to other divisions, and co-sponsored events with organizations. Programs include Summer Reading, the Celtic and Italian film series, the AARP Tax-Aide Program, and the new STEAM Saturday programming.

Consent Calendar: The January 24, 2018 consent calendar was approved by a unanimous vote.

Chair's Report: Ms. Miller-Moore presented the finalized version of the MOU between the Friends of WRL Foundation and the Board of Trustees. Ms. Miller-Moore discussed the minor changes that were made by the Foundation since the BOT approved the MOU at their last meeting. Ms. Stettler moved to approve the MOU with amended changes. Mr. Axtell seconded; all approved. Ms. Miller-Moore stressed the importance of one hundred percent participation in the Foundation's Annual Appeal by all board members. Ms. Miller-Moore asked all City of Williamsburg board members to fill out their Financial Disclosure Form and return to the Assistant City Manager. Ms. Miller-Moore discussed updating the Strategic Planning and Financial Framework. Mr. Rivas gave an update from the Executive Committee in charge of the Library Director's evaluation.

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

Ms. Miller-Moore discussed the American Library Association's 2018 National Library Legislative Day and invited all members to attend if available. Ms. Miller-Moore will be out of town for the February 28, 2018 board meeting; Ms. Franz will be in attendance to chair the meeting.

Library Director's Report: Ms. Fowler discussed the Foundation MOU and the major donor meetings that will be scheduled during February, March, and April. Ms. Fowler discussed the resolution of the previous statistical anomaly regarding building-based circulation figures. Ms. Fowler discussed the ongoing increase in demand for programming at the library. 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 CIP funding for different aspects of the project. The project will begin in September of 2018. Ms. Fowler and library staff have met with a local user who is advocating for makerspaces at the library. A committee of staff from multiple divisions has been tasked with planning WRL's makerspace project. Ms. Fowler discussed the STEAM signature event program series that began on January 13, 2018. This program series is funded by a grant from the Friends of WRL Foundation and had an estimated five hundred people in attendance at its first event. The library is researching ways in which to incorporate the STEAM activities into the outreach programming. Ms. Fowler announced the CIP submission for a new library building has been accepted by James City County staff and will go to the James City County Planning Commission subcommittee for review. Ms. Fowler announced the architect, RRMM Lukmire, will conclude their study on the Williamsburg Library building and site and give their findings to the WRL Board of Trustees at a meeting in March. Ms. Fowler updated the board on the IT/Technical Services Director position, the position has been divided with the technical services portion of the duties being assumed by Mr. Trott. The IT Director position has been upgraded to a higher salary range. Ms. Fowler discussed possible future projects such as RFID tagging of materials.

- **Action Item: FY 2019 Proposed Budget** - A final draft of the proposed budget for FY 2019, was presented to the board. Ms. Binsfeld reviewed various aspects of the budget including increases in jurisdiction contributions and legal services fees. Pending approval, the proposed budget will be sent to the City of Williamsburg, James City County, and York County for consideration. Ms. Franz moved to approve the budget as presented. Ms. Andrews seconded; the motion was approved by a unanimous vote.
- **Action Item: Policy Review – Artwork** - No policy changes were presented. Ms. Andrews moved to reaffirm the policy. Mr. Marten seconded and the motion was approved by a unanimous vote.
- **Action Item: Policy Review – Donations** - The policy was updated with the following changes:
 - Adding "In Kind" to the title after "Donations".

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

- **Action Item: Fund Balance Appropriations** - Ms. Fowler presented a fund balance appropriations request for \$10,000 for Schedule 3W Software, \$25,000 for makerspaces, and \$50,000 for BlueCloud Visibility, LinkedData tool. Mr. Trott discussed LinkedData and how it will help users find library materials on the open web. Ms. Franz moved to approve the fund balance appropriations as presented in an amount not to exceed \$85,000. The motion was approved by a unanimous vote.

Friends of WRL Foundation Updates: Mr. Sadler discussed the MOU between the BOT and the FWRLF. He thanked Ms. Crowther for her work organizing the various drafts of the MOU. Mr. Sadler announced the Book Sale Committee has selected an online bookseller

Approved as of 2/28/18

and a contract between the Friends of WRL Foundation and Lee Jones-Hubert was approved at the January 23, 2018 meeting. Mr. Sadler announced the annual appeal has received gifts totaling over \$90,000 which exceeds all other annual appeals.

York County Public Library Update: Ms. Franz announced the Yorktown Library location will be closed for approximately a year for renovations and will be renting a commercial property to house a temporary library location. The York County Library has discussed the process of having a library foundation started and will be looking at the Friends of WRL Foundation as a model.

Other Business: Ms. Fowler announced a Virginia House of Delegates possible bill to allow libraries owned or operated by local governments to ban firearms from their premises.

Adjournment: Mr. Marten moved to adjourn at 4:28 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by _____
Natalie Miller-Moore, Chair