

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting May 23, 2018

Meeting Room 128, Stryker Center

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

Library Director Elizabeth B. Fowler; library staff members Carrie Binsfeld, Benjamin Goldberg, Alicia Phinney, Melissa Simpson, Sandra Towers, Barry Trott, and Sarah App;

Managing editor of *WYDaily* Bryan DeVasher.

Absent: Vickie Herrick.

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

Public Comment: None.

Mission Moment: Ms. Miller-Moore announced her father-in-law checked out a book for the first time. Since Mr. Sadler of the FWRLF is absent this meeting, Ms. Miller-Moore will give the FWRLF update at the end of the meeting.

Ms. Phinney announced the new library card designs are now available.

Consent Calendar: The May 23, 2018 consent calendar was approved by a unanimous vote.

Chair's Report:

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

Ms. Miller-Moore announced the review of the legal services contract will be presented at the June 27, 2018 meeting.

Ms. Miller-Moore asked for any administrative updates to roster information and if any board members needed a replacement name tag.

Ms. Miller-Moore announced the Strategic Planning Steering Committee will have their second meeting on June 4, 2018 at 3:00 p.m. in Meeting Room 128 in the Stryker Center. The committee will be discussing the main goals and the process of updating the plan.

Library Director's Report: Ms. Fowler asked to move the tour of the Williamsburg Library after the action items on the agenda.

- **Action Item: Policy Review – Animals in the Library**– The policy was presented with the following changes; the "l" in "library" and the "d" in "director" were changed to lowercase and the additions of "the director's" before the term "designee" in three different instances. Ms. Andrews moved to approve the policy with changes. Ms. Franz seconded and the motion was approved by a majority vote.
- **Action Item: Policy Review – Programming** – The policy was presented with the following changes; the "l" in "library" and the "d" in "director" were changed to lowercase.

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

- **Action Item: Re-adopt FY 2019 Budget** – Ms. Fowler noted that the changes made to the budget were directly related to compensation changes by James City County. The board discussed the legal services fees. Mr. Gareis moved to re-adopt the FY 2019 budget as presented. Ms. Stettler seconded and the motion was approved by a unanimous vote.

Ms. Fowler announced the IT Director position has been filled by Mark Lutner starting, on July 1, 2018. Ms. Fowler has been asked to be a member of the Standards Update Steering Committee by the Library of Virginia. Ms. Fowler discussed the increased programming attendance statistics over last year at JCCL (33%), WL (13%), and Stryker (46%). Ms. Fowler presented the board with the finalized version of the architectural assessment by RRMM Lukmire. Ms. Fowler discussed the final results of the study in regards to the issues with renovating the Williamsburg Library facility, needed parking for a new facility, and circulation statistics based on jurisdictions. Bill Porter, Interim JCC County Administrator, has requested the library commission a study to recommend the best location for a jointly funded library.

Mr. Trott presented the WL Parking Study conducted by library staff. Mr. Trott reviewed the methodology, study area, and the results of the study. For the proposed 55,000 square foot library building an estimated 180 dedicated library parking spaces would be needed.

Ms. Fowler guided the Board of Trustees and *WYDaily* Editor Bryan DeVasher on a tour of the Williamsburg Library facility. The board discussed the next steps for updating the library facilities and the need to keep the community informed and involved.

Friends of WRL Foundation Updates: Ms. Miller-Moore announced the FWRLF approved five applications for support:

- \$6,000 – Streaming Video Service - Kanopy
- \$6,000 – Summer Reading Kick-off Event
- \$3,500 – Adult Summer Reading Pilot Program
- \$6,000 – Mobile Library Services Summer Enrichment for Neighborhood Children
- \$5,000 – Youth Services Book Leasing Trial

York County Public Library Update: Ms. Franz discussed the York County library board's visits to Varina and Libby Mill public libraries and the York County library renovations.

Other Business: None.

Closed Session: Ms. Andrews moved for the board to go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia. Ms. Franz seconded the motion. The motion was approved by all. The board began discussion at 4:22 p.m. and concluded at 4:45 p.m. Ms. Andrews moved the board end the closed session. Mr. Purse 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. Purse 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;

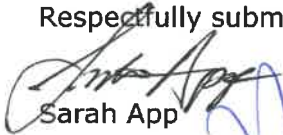
Now, therefore, be it resolved that the Board of Trustees of the Williamsburg Regional Library hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which 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>	<u> </u>	<u> </u>	Miller-Moore	<u> X </u>	<u> </u>	<u> </u>
Andrews	<u> X </u>	<u> </u>	<u> </u>	Purse	<u> X </u>	<u> </u>	<u> </u>
Franz	<u> X </u>	<u> </u>	<u> </u>	Rivas	<u> X </u>	<u> </u>	<u> </u>
Gareis	<u> X </u>	<u> </u>	<u> </u>	Stettler	<u> X </u>	<u> </u>	<u> </u>
Marten	<u> X </u>	<u> </u>	<u> </u>	Trifone	<u> X </u>	<u> </u>	<u> </u>

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

Adjournment: Mr. Axtell moved to adjourn at 4:47 p.m. All agreed.

Respectfully submitted,


Sarah App

Approved by


Natalie Miller-Moore, Chair