

Approved as of 9/26/18

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting July 25, 2018

Meeting Room 128, Stryker Center

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

Friends of WRL Foundation President Sam Sadler; Library Director Elizabeth B. Fowler; Assistant Library Director Janet Crowther; library staff members Carrie Binsfeld, Mark Lutner, Melissa Simpson, Sandra Towers, Barry Trott, and Sarah App;

Managing editor of *WYDaily* Bryan DeVasher.

Absent: Pam Franz.

Call to Order: Chair Miller-Moore called the meeting to order at 3:59 p.m.

Public Comment: None.

Mission Moment: Ms. Miller-Moore introduced new board of trustees' member, Andrew Trivette. Mr. Trivette gave a brief introduction of himself. Mr. Trivette is the Assistant City Manager and acting City Manager for the City of Williamsburg.

Chair's Report:

- **Strategic Plan Update** – Ms. Miller-Moore reviewed the strategic planning process and the timeline for the CIP process for James City County. Ms. Miller-Moore stated the Strategic Planning Steering Committee moved to extend the current strategic plan for twelve months in order to postpone the review process. Ms. Miller-Moore discussed the benefits of postponing the process including but not limited to: the ability to use the information from the survey results from the location study to provide information for the strategic planning process, the committee will have more concrete information on the future of library facilities once the City of Williamsburg and James City County are further in the discussion process for a possible jointly funded library, completing the surveying and other work needed for the CIP process and the strategic planning process simultaneously would put a tremendous strain on library staff, and users and members of the community may find two sets of surveying confusing and cumbersome. The board discussed the current plan and its ability to accommodate the library's needs for twelve more months.

Mr. Marten moved to extend the current strategic plan for another twelve months, having the plan expire in December of 2019. Mr. Axtell seconded the motion; the motion was approved by a unanimous vote.

- **Action Item: Resolution for Jorge Rivas** – A resolution was prepared to honor Jorge Rivas for his exemplary service to the Williamsburg Regional Library Board of Trustees since August 2014. Ms. Miller-Moore moved to approve the resolution. The motion was approved by a unanimous vote.

Library Director's Report: Ms. Fowler discussed the success of the summer reading kickoff event as well as the adult and youth summer reading programs. Ms. Fowler updated the board on the current status of the location study. Mr. Lukmire of RRMM Lukmire

Approved as of 9/26/18

Architects will begin the community outreach portion of the study in early August; this will include a community survey and a series of focus groups.

Ms. Fowler introduced Mark Lutner, the library's new IT Director, who began on July 2, 2018.

- **Action Item: Fund Balance Appropriations** – Ms. Fowler presented a fund balance appropriation request for \$75,000 for an initial network assessment and new web security and firewalls. Mr. Lutner discussed the need to begin these two projects quickly. Ms. Andrews moved to approve the fund balance appropriation as presented in an amount not to exceed \$75,000. The motion was approved by a unanimous vote.

Adjournment: Mr. Axtell moved to adjourn at 4:25 p.m. All agreed.

Respectfully submitted,



Sarah App

Approved by



Natalie Miller-Moore, Chair