

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting September 26, 2018

Kitzinger Community Room, James City County Library

Attending: Natalie Miller-Moore, Jim Axtell, Ted Hiller, Jason Purse, 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, Alicia Phinney, Melissa Simpson, Sandra Towers, Barry Trott, and Sarah App;

Managing editor of *WYDaily*, Bryan DeVasher and *VA Gazette* reporter, Rodrigo Ariaza.

Absent: Pam Franz, Sally Andrews, Chris Gareis, and Barry Marten.

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

Public Comment: None.

Mission Moment: Ms. Stettler relayed comments from the community praising the library and its staff. Ms. Miller-Moore discussed a library user's confusion on which entrance to use at the Williamsburg Library.

Ms. Miller-Moore introduced Ted Hiller, the Board of Trustees's newest member. Mr. Hiller gave an introduction of himself.

Division Director Presentation – Janet Crowther, Assistant Library Director:

Ms. Crowther gave a presentation on the upcoming "Year of Making" programming at the library. The pilot project was funded by a Board of Trustees fund balance appropriation in January 2018. The maker space team has spent nine months planning the various programs that will be offered from October 2018 through September 2019. The fifty-two weeks of programming will be Sundays from 1:00 – 4:00 p.m. with most events located in the Kitzinger Community Room at the James City County Library. There will be quarterly themes with an all-day community making fair September 21, 2019.

Consent Calendar: The September 26, 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 "Succession Planning and New Board Orientation" video and presented information.
- **Action Item: Proposed Regular Board Meeting Schedule 2019** – Ms. Miller-Moore presented the proposed meeting schedule for 2019. Mr. Purse moved to approve the proposed schedule. Ms. Stettler seconded the motion; the motion was approved by a unanimous vote.

Library Director's Report:

- **Library Projects Update** – Ms. Fowler discussed the results of the facility survey and focus groups. Ms. Fowler gave a recap of the history of the study. She discussed the assessment findings, and reviewed the survey finding and public comments. Ms.

Approved as of 10/24/18

Miller-Moore discussed the various comments made on the parking situation at the Williamsburg Library.

- **Action Item: Fund Balance Appropriation** – Mr. Lutner presented a fund balance appropriation request for \$320,000 for the replacement of WRL's IT network and data center. Mr. Lutner gave a brief presentation on the improvements that need to be made in order for WRL to continue to serve its customers and expand services. Ms. Fowler discussed the presented fund balance plan. Mr. Purse moved to approve the fund balance appropriation as presented in an amount not to exceed \$320,000. Ms. Stettler seconded the motion; the motion was approved by a unanimous vote.
- **Action Item: Policy Review – Internet Use** – The policy was presented with the following change; the addition of the sentences "Parents or guardians are responsible for the Internet information selected or accessed by their children. Parents or guardians are strongly advised to remain with their children while they use the Internet." Mr. Axtell moved to approve the policy with changes. Ms. Trifone seconded the motion; the motion was approved by a unanimous vote.
- **Action Item: Revised FY19 Holiday Closing Schedule** – Ms. Fowler presented the revised FY19 holiday schedule to include the closure of the library on Sunday, December 23, 2018 for the Christmas holiday. Mr. Trivette moved to approve the policy with changes. Mr. Axtell seconded the motion; the motion was approved by a unanimous vote.
- **Staff Recognition Breakfast** – Ms. Fowler invited the members of the board to attend the annual staff recognition breakfast on October 8, 2018 at 9:00 a.m. at the Colonial Heritage Country Club.

Ms. Fowler invited the board members to the W&M Swem Library/Sadler Center on September 28, 2018, at 4:30. Dr. Carla Hayden, Librarian of Congress will be speaking.

Friends of WRL Foundation Updates: Mr. Sadler discussed the planning for the upcoming fundraising campaign for the Youth Services renovations at JCCL. Mr. Sadler announced the Junior Women's Club is hosting a fundraising event at the Aleworks Brewery Premium Outlets location on September 30, 2018, from 1:00 p.m. 5:00 p.m. This year's event will benefit the Friends of WRL Foundation.

York County Public Library Update: Ms. Miller-Moore stated York County is currently focusing on the Yorktown Library renovation which is on schedule and the possible creation of a foundation to benefit the library.

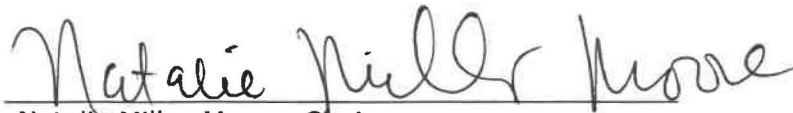
Adjournment: Mr. Axtell moved to adjourn at 4:25 p.m. All agreed.

Respectfully submitted,



Sarah App

Approved by



Natalie Miller-Moore, Chair