WRL Board of Trustees
Minutes of Board Meeting December 7, 2016
Meeting Room 128, Stryker Center

Attending Were: Bill Porter, Jim Axtell, Sally Andrews, Pam Franz, Letizia Gambrell-Boone, Vickie Herrick, Wilford Kale, Natalie Miller-Moore, Jason Purse, and Jorge Rivas;
WRL Foundation President Sam Sadler and Friends of WRL President Jim Bowers; James City County Acting Director of Human Resources Patrick Teague; Anne Wall of Robinson, Farmer, Cox Associates; Interim Library Director Janet Crowther; library staff members Carrie Binsfeld, Barry Trott, Melissa Simpson, and Sarah App.

Absent was: Barry Marten

Call to Order: Chair Porter called the meeting to order at 3:00 p.m.

Mr. Porter asked all in attendance to participate in a moment of silence in memory of the battle of Pearl Harbor.

Public Comment: None.

Report from the Auditors:

- Action Item: Annual Financial Report Fiscal Year Ending June 30, 2016 – Ms. Binsfeld introduced Anne Wall of Robinson, Farmer, Cox Associates. Ms. Wall reviewed the audit process as it pertains to Williamsburg Regional Library and the annual financial report in its entirety. According to the auditor’s report the results of their tests disclosed no instances of noncompliance. Ms. Franz moved to accept the report as presented. Mr. Axtell seconded, all approved.

Adult Outreach Services Plan: Ms. Simpson gave a presentation on the library’s mobile library services adult and homebound outreach. Ms. Simpson described the primary purpose, gave an overview of operations and programs, and provided statistical information. Ms. Simpson answered questions regarding book groups, e-books, and average visit length.

Consent Calendar: The December 7, 2016 consent calendar was approved by a unanimous vote.

Chair’s Report:

- Library Director Search Committee Report/Update – Mr. Axtell updated the board on the current candidates the committee is recommending for interviews. The board discussed the daily schedules for the interviews and the results of the doodle poll for interview dates sent to members.

Closed Session: Mr. Kale moved that the board go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia. The motion was approved by all. The board began discussion at 4:00 p.m. and concluded at 4:20 p.m. Mr. Kale moved the board end the closed session; the motion was approved by all present at the closed session.

At the conclusion of the closed meeting, Mr. Kale moved Certification of the Closed Meeting as follows:
Whereas, the Williamsburg Regional Library Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Code of Virginia; and

Whereas, Section 2.2-3711 (A)(1) of the Code of Virginia require a certification by this board that such closed meeting was conducted in conformity with Virginia law;

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

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Mr. Porter reported the board discussed only items pertinent to the library director search.

Mr. Axtell motioned to approve the three presented candidates to invite for in-person interviews as well as one additional alternative candidate. Ms. Miller-Moore seconded the motion; all approved.

- **Action Item: FY 2018 Proposed Budget** – A proposed budget for FY 2018, compiled by the Finance Committee, was presented to the board. Pending approval, the proposed budget will be sent to the City of Williamsburg, James City County, and York County for consideration. The Board of Trustees will vote on the proposed budget at the January 25, 2017 meeting.

**Interim Library Director’s Report:** Ms. Crowther announced the James City County Board of Supervisors will vote on bids for the BMP Stormwater project at their January 10, 2017 meeting. Ms. Crowther discussed the current status of the City of Williamsburg parking study. Ms. Crowther announced the changes that were made to the Fair Labor Standards Act (FLSA) have been placed on hold due to a federal court in the Eastern District of Texas issuing a preliminary injunction blocking the Department of Labor from enforcing new regulations.

- **Action Item: Fund Balance Appropriations** – Ms. Crowther presented three fund balance appropriations:
  - $8,000 – Office 365 & Webmail Migration
  - $10,000 – WL Adult Public Seating Replacement
  - $22,000 – JCCL Adult Public Seating Replacement

  Mr. Purse motioned to approve the three fund balance appropriations. Ms. Miller-Moore seconded the motion; all approved.
Friends of WRL/WRL Foundation Updates: Mr. Sadler updated the board on the current progress of the Friends/Foundation Task Force.

Adjournment: Ms. Miller-Moore moved to adjourn at 4:35 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by _______________________________

William Porter, Chair