Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting April 26, 2017
Kitzinger Community Room, James City County Library

Attending: Bill Porter, Jim Axtell, Sally Andrews, Pam Franz, Vickie Herrick, Wilford Kale, Barry Marten, Natalie Miller-Moore, Jason Purse, and Jorge Rivas;

WRL Foundation President Sam Sadler; Library Director Elizabeth B. Fowler; Assistant Library Director Janet Crowther; library staff members Carrie Binsfeld, Sandy Towers, Barry Trott, and Sarah App.

Absent: Letizia Gambrell-Boone.

Call to Order: Chair Porter called the meeting to order at 2:56 p.m.

Public Comment: None.

Consent Calendar: Ms. Binsfeld discussed the “Building Maintenance” budget from the finance report per Mr. Kale’s request. The April 26, 2017 consent calendar was approved by a unanimous vote.

Chair’s Report:

- Resolution for Janet Crowther – A resolution was presented to Janet Crowther for her exemplary service to the Williamsburg Regional Library while in the position of Interim Library Director. Ms. Andrews moved to approve the resolution; the motion was carried unanimously.

- Nominating Committee – On behalf of the nominating committee, Mr. Porter officially nominated the following slate for the board’s officer positions: Ms. Miller-Moore for Chair, Ms. Franz for Vice-Chair, and Mr. Kale for Secretary. Ms. Andrews seconded the motion. There being no new nominations from the floor, the motion was approved by a unanimous vote. The new terms will begin July 1, 2017 and end on June 30, 2019.

- Legal Services Update – Mr. Porter announced the legal services RFP interviews will take place on May 5, 2017, with a recommendation to enter into a contract being brought to the board at the May 24, 2017 meeting.

Library Director’s Report:

- FY2018 Proposed Budget Update – Ms. Fowler announced the James City County Board of Supervisors approved the county budget at their April 25, 2017 meeting. Ms. Fowler will update the board once the City of Williamsburg approves their budget. Ms. Fowler discussed two upcoming fund balance requests that will be presented to the board at the May 24, 2017 meeting for the James City County Library Marketplace and café area and the other for MLS replacement vehicles for youth and families.

- Rethinking Library Spaces – Ms. Fowler gave a presentation on recently constructed public libraries in Virginia and the upcoming marketplace and café area at the James City County Library. The scope of the renovations will include:
  - Visually opening up the area to the left of the entrance.
– Placing the new book collection against the blue walls.
– Moving the music collection to shelving placed on the wall near the door.
– Screens would be mounted for users to explore, browse, and experiment with the different digital collections.
– Locating a café area in the marketplace.

Ms. Fowler discussed the need to renovate the teen area in the future per Mr. Kale’s request. Ms. Binsfeld discussed the difference between a capital improvement project request and a fund balance request.

Ms. Fowler attended the Virginia Public Library Directors Association conference where WRL was presented with the Outstanding Young Adult Program Award for the Teen Job Fair held in April 2016. The program will be held once again on Thursday, April 27, 2017.

Ms. Fowler announced Laura Morales, IT and Technical Services Director, has resigned her position effective May 5, 2017. She discussed the hiring process and the library will be evaluating the position.

Ms. Fowler congratulated Friends of WRL on a successful book sale with proceeds totaling over $15,000. Ms. Fowler announced the AARP Tax-Aide Service filed over 3,000 tax returns at the James City County and Williamsburg Library combined.

• **Author Visit Update** – Ms. Towers discussed the author visit program in which the library partners with WJCC schools to provide author visits twice a year to nine different elementary schools with the most recent visit being by Dana Alison-Levy. Ms. Towers discussed some of the controversy concerning the author visit. She updated the board regarding the warm reception Ms. Alison-Levy received from attendees and the success of each of her presentations.

• **WRL Info Update** – Mr. Trott presented the board with information regarding the WRL-info email list. The report provided information about what the emails include and statistics on the email recipients.

• **JCCL BMP Update** – Ms. Fowler discussed the stormwater rain garden being installed at the James City County Library and the BMP retention pond on the county’s property near the Norge Depot. The projects are expected to be completed in approximately 60 days.

• **WRL Volunteer Appreciation Breakfast** – Ms. Fowler invited all board members to attend the annual Volunteer Appreciation Breakfast to honor the library’s many volunteers. The breakfast will be held on April 27, 2017, at 9:00 a.m. in the Stryker Center.

**Friends of WRL/WRL Foundation Updates:** Mr. Sadler discussed the current stage of the Foundation/Friends merger; three task force committees have been created with equal representation from each of the boards. The committees have been working to update bylaws and articles of incorporation and draft new policies and procedures.

**Other Business:** Mr. Purse congratulated the board and staff on the success of the Board sponsored staff lunch in celebration of national library week held on April 11, 2017.
Adjournment: Mr. Kale moved to adjourn at 4:01 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by _______________________________

William J. Porter, Chair: