Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting May 24, 2017
Meeting Room 128, Stryker Center

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

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

Absent: Letizia Gambrell-Boone, Vickie Herrick, and Jorge Rivas;

Call to Order: Chair Porter called the meeting to order at 3:04 p.m.

Public Comment: None.

Consent Calendar: The May 24, 2017 consent calendar was approved by a unanimous vote.

Mr. Porter announced he will discuss the Chair Report during the closed session.

Library Director’s Report: Ms. Fowler discussed the plumbing issues that occurred at the Williamsburg Library. The issues have been repaired and the library is fully functional. Mr. Kale suggested soliciting a full evaluation of the plumbing systems to review any issues before they cause the library to close.

Ms. Fowler gave a short presentation on the James City County Library renovations that included the proposed Marketplace and café area, circulation desk, and the Friends Book Nook.

Mr. Trott presented a map that displays where current active library card holders live throughout the county and city. He is also working on other GIS mapping projects with James City County. Ms. Franz requested the map be sent to York County representatives for their review.

Ms. Fowler discussed the staff field trips to area libraries that will be occurring in June, July, and August. She discussed the possibility of board members attending those field trips.

- **Action Item: FY2018 Proposed Budget** – Ms. Andrews moved to re-adopt the FY 2018 budget as presented. The motion was approved by a unanimous vote.

- **Action Item: Fund Balance Appropriation – JCCL Marketplace and Café Area** – Mr. Purse moved to approve the fund balance appropriation as presented in the amount of $45,000. The motion was approved by a unanimous vote.

- **Action Item: Policy Review – Behavior** – Mr. Kale moved to approve the presented changes to the Behavior policy. Mr. Kale suggested moving the food and beverage portion of the policy to a separate paragraph and reordering the first and third sentences. Mr. Kale moved to amend his first motion to defer the policy review changes until the June 28, 2017 meeting. The motion was approved by a unanimous vote.
• **MLS Vehicles Update** – Ms. Fowler discussed the current status of two of the MLS vehicles used by Youth Services outreach programs. Ms. Fowler will present a fund balance appropriation to the board at the June 28, 2017 meeting for their approval to replace these vehicles. Mr. Porter suggested selling the old vehicles at the James City County auction once the new are purchased.

**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; the draft by-laws are projected to be presented at the July 18, 2017 joint meeting. The budgets of the two organizations will not merge until the fiscal year ends in December 2017. The Capital Campaign has officially ended.

**Closed Session:** Ms. Andrews moved the board go into closed session pursuant to Section 2.2-3711(A)(29) of the Code of Virginia. Mr. Kale seconded the motion. The motion was approved by all. The board began discussion at 3:45 p.m. and concluded at 4:00 p.m. Mr. Kale moved the board end the closed session. Ms. Andrews 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. Kale 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.

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Ms. Andrews reported the board discussed only items pertinent to the awarding of a contract for legal services for Williamsburg Regional Library.

Mr. Kale motioned to amend the agenda to include a second closed session. The motion was approved by a unanimous vote.

**Closed Session:** Ms. Andrews moved the board go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia. Mr. Kale seconded the motion. The motion was approved by all. The board began discussion at 4:05 p.m. and concluded at 4:17 p.m. Mr.
Kale moved the board end the closed session. Ms. Andrews 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. Kale 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.

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Ms. Andrews reported the board discussed only items pertinent to a personnel issue.

Ms. Andrews moved to approve the presented resolution awarding the contract for legal services. Mr. Kale seconded, all approved. Approved resolution attached.

**Other Business:** Ms. Fowler announced the library was awarded the Lifetime Learning Award by the College of William and Mary’s Phi Betta Kappa Society.

Mr. Porter announced Mr. Axtell has been reappointed to the Board of Trustees for a second term that will expire June 30, 2021.

**Adjournment:** Mr. Kale moved to adjourn at 4:18 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by _________________________________________

William J. Porter, Chair: