Approved as of 8/23/17

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting June 28, 2017
Meeting Room 128, Stryker Center

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

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

Absent: Vickie Herrick

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

Public Comment: None.

Consent Calendar: Ms. Binsfeld discussed the “Bank Fees” budget item from the finance report per Mr. Porter’s request. The board discussed fees associated with credit card use and ways in which the library can avoid higher fees. Ms. Andrews asked the minutes from May 24, 2017, be corrected to use the correct code section for the closed session certifications (Section 2.2-3712 (D)). The May 24, 2017 consent calendar, with amended changes, was approved by a unanimous vote.

Chair's Report: Mr. Porter announced the All-Boards Meeting is scheduled to take place on October 25, 2017, at 4:00 p.m. directly following the board of trustees meeting in the Stryker Center, Meeting Room 127.

Library Director's Report: Ms. Fowler discussed her attendance at the Annual ALA Conference in Chicago, Illinois.

Ms. Binsfeld presented an assessment of the Williamsburg Library building. She met with Tom Leitch, City of Williamsburg Building Facilities Manager. Overall, his assessment is the mechanical systems are in good shape. The electrical issues with the sump pumps have been repaired. The library will continue to work with the City of Williamsburg on determining if a more substantial overall is needed. The HVAC systems continue to be replaced on the City’s CIP schedule. The plumbing and electrical systems are original and not slated or recommended for replacement. The library has routine annual inspections of the fire and alarm systems and fire department makes a thorough annual fire inspection of the building. The elevators are inspected annually and the basement wheelchair lift is currently being replaced. The roof has been maintained and moderately repaired in 2007 by the City. The telephone system will need replacement as James City County moves to a new system. Mr. Kale requested a similar report be compiled for the James City County Library.

Ms. Fowler updated the board on the current state of the Friends of WRL Foundation merger. Ms. Fowler announced the WRL Foundation was awarded the United for Libraries/Baker & Taylor Award for friends groups and library foundations. Ms. Fowler announced the City of Williamsburg and the Williamsburg Regional Library have signed a revised amendment to the original Stryker Center contract that will extend the current modification regarding after hours staffing for another year, to expire July 1, 2018.

Ms. Fowler updated the board on the current progress of the JCCL Marketplace and Café renovations. She gave a short presentation on where current active library card holders live throughout the counties and city and the statistics regarding population and square footage of the libraries. The board discussed the possibility of and planning needed for a third library location. Ms. Franz requested the presentation be sent to York County.
Ms. Miller-Moore suggested the board members plan different outings to visit other community library locations.

Mr. Porter presented a handout detailing a set of short videos by the ALA for board members. He announced the videos will be shown at future board meetings.

The board discussed the need for the board to meet in August. The board agreed to meet on August 23, 2017, the optional meeting date.

- **Action Item: Fund Balance Appropriation – MLS Vehicle** – Ms. Andrews moved to approve the fund balance appropriation as presented in an amount not to exceed $275,000. The board discussed the need for new MLS vehicles and the steps used in the procurement process. Mr. Kale requested a detailed description of each of the vehicles that will be purchased prior to approval. The motion was approved with a roll call vote.

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Mr. Trott discussed the different services to English language learners and their families that the library has been developing through the library’s partnership with the Williamsburg-James City County Public Schools.

**Friends of WRL Foundation Updates:** Mr. Sadler discussed the current stage of the Foundation/Friends merger; the committees have been working to update by-laws and articles of incorporation and to draft new policies and procedures; the draft by-laws are anticipated to be presented at the July 18, 2017, joint meeting. The committees are also working on a memorandum of understanding that will be presented to the WRL Board of Trustees once completed. The foundation has approved the funding for the Book Nook move and renovations at the James City County Library.

**Other Business:**

- **Resolution for Bill Porter:** A resolution was prepared to honor Bill Porter for his exemplary service to the Williamsburg Regional Library Board of Trustees since July 2009. Mr. Kale moved to approve the resolution. The motion was approved by a unanimous vote. Mr. Kale thanked Mr. Porter for his steadfastness and attention to detail and stated the library has been fortunate to have him as a member of the board. Ms. Fowler presented Mr. Porter with a book entitled “A Morning with Grandpa” that will be donated in his honor to the library collection.

**Adjournment:** Mr. Kale moved to adjourn at 4:20 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by _______________________________

William J. Porter, Chair: