Board of Trustees of the Williamsburg Regional Library
Minutes of Board Meeting August 23, 2017
Meeting Room 128, Stryker Center

Attending: Natalie Miller-Moore, Pam Franz, Wilford Kale, Jim Axtell, Vickie Herrick, Barry Marten, Jason Purse, and Jean Stettler;
Friends of WRL Foundation President Sam Sadler; Library Director Elizabeth B. Fowler; Assistant Library Director Janet Crowther; library staff members Carrie Binsfeld, Melissa Simpson, Sandra Towers, Barry Trott, and Sarah App.

Absent: Sally Andrews, Christopher Gareis, and Jorge Rivas

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

Public Comment: None.

Mission Moment: Mr. Kale discussed a recent book donation he provided to the library and how helpful staff was with the donation. Ms. Miller-Moore commented on how helpful a Youth Services librarian had been to her and her children on a recent visit. Ms. Franz thanked Ms. Miller-Moore for attending a recent York County library board meeting. Mr. Marten complimented the library on the current photography exhibit at the Williamsburg Library.

Consent Calendar: Mr. Kale asked that the last sentence in the minutes regarding the resolution for Bill Porter be corrected to say “with” instead of “will.” The August 23, 2017, consent calendar, with amended changes, was approved by a unanimous vote.

Chair’s Report: Ms. Miller-Moore has invited an open-meeting expert to attend a board of trustees meeting in the fall to discuss meeting law and protocol.

• Introduction of New Board Members – Ms. Miller-Moore introduced Ms. Stettler as one of two new members to the board. Ms. Stettler thanked Ms. Miller-Moore and gave a brief personal introduction. Ms. Miller-Moore announced the second new board member to be appointed is Chris Gareis from the City of Williamsburg, Mr. Gareis will be in attendance at the September 27, 2017, board meeting.
• Board Field Trip to Richmond Libraries – Ms. Miller-Moore will resend the Doodle poll in order to schedule a date for the field trip.
• VLA Conference – Ms. Miller-Moore invited all board members to attend the annual VLA Conference, October 11-13, 2017 in Norfolk. An email will be sent out to members with more information.
• Friends of WRL Foundation MOU – Mr. Miller-Moore has appointed a sub-committee to review the Friends of WRL Foundation Memorandum of Understanding which includes herself, Ms. Andrews, and Mr. Purse.

Library Director’s Report: Ms. Fowler announced the conclusion of the Equal Opportunity Commission complaint. Ms. Fowler announced the requested James City County Library building assessment will be presented to the board at the September 27, 2017, meeting.

Ms. Simpson presented a summary of the highlights from summer adult/teen programming including the Chesapeake Bay touch tank, ”Genius of Birds” author presentation, World War I/II programming, and Teens-Night-Out programming. Ms. Simpson discussed the upcoming book group programs which will begin in September as well as future teen and adult programming.
Ms. Towers presented a summary of the highlights from summer youth programming including summer reading, Zoopro, Teeny Tiny Farm, and an eclipse program. Ms. Towers thanked the Friends of WRL Foundation for their continued support of various summer programs.

Ms. Fowler discussed the progression of Williamsburg Regional Library facilities. Ms. Fowler discussed the current progress of the James City County Marketplace and Café renovations. Ms. Fowler would like to have a reception as a grand opening for the marketplace and café. The reception will be held on September 27, 2017, after the board of trustees meeting at the James City County Library.

Ms. Fowler reviewed the documents provided regarding library facilities, benchmarking Virginia libraries, service area population and square footage, and a facility project calendar. Ms. Fowler would like to update the library’s strategic plan to include the possible construction of a third library.

- **Action Item: Proposed Division Presentation Schedule 2017-2018** – The division presentation schedule was approved by a unanimous vote.
- **Action Item: Proposed Policy Review Schedule FY 2017-FY2018** – The policy review schedule was approved by a unanimous vote.

Ms. Fowler reviewed the various safety training programs the library is hosting for staff including fire drills and CPR training. WRL will send a staff person to the LVA opioid epidemic training.

**Friends of WRL Foundation Updates:** Mr. Sadler discussed the current stage of the Foundation/Friends merger; the MOU has been approved by the Foundation and now will be reviewed by the Board of Trustees. Mr. Sadler stated the committees and officers will be appointed at the meeting on September 26, 2017.

**Other Business:** Mr. Marten asked for clarification on the Wi-Fi statistical information.

**Adjournment:** Mr. Kale moved to adjourn at 4:12 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by ______________________________
Natalie Miller-Moore, Chair: