Approved as of 10/25/17

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting September 27, 2017

Kitzinger Community Room, James City County Library

Attending: Natalie Miller-Moore, Pam Franz, Sally Andrews, Jim Axtell, Chris Gareis, Vickie Herrick, Barry Marten, Jason Purse, Jorge Rivas, 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;

Executive Director of the Virginia Coalition for Open Government Megan Rhyne;

Absent: Wilford Kale.

Call to Order: Chair Miller-Moore called the meeting to order at 3:02 p.m.

Public Comment: None.

Mission Moment: Ms. Miller-Moore discussed the trustee’s field trip to the Libbie Mill and Varina branches of the Henrico County Public Library.

Ms. Miller-Moore introduced Mr. Gareis as one of two new members to the board. Mr. Gareis thanked Ms. Miller-Moore and gave a brief personal introduction. Ms. Miller-Moore announced the second new board member to be appointed is Nicole Trifone from James City County; Ms. Trifone’s term begins October 1, 2017, replacing Secretary, Wilford Kale whose term ended September 30, 2017.

Division Director Presentation – Sandra Towers, Youth Services Director: Ms. Towers became Youth Services Director in December 2014; she has previously worked at WRL as a Youth Services Librarian in 1998 and 2004 - 2006. The Youth Services Division is responsible for collections, programming, and reference and readers’ advisory services for children and their caregivers. The division consists of one director, fourteen librarians, and one senior clerk. Ms. Towers provided background information on each staff member and statistical information on the past fiscal year.

Mr. Purse complimented Ms. Towers on the terrific children’s programming available. Per Mr. Gareis request, Ms. Towers discussed the partnership between the library and WJCC schools.

Presentation – Megan Rhyne, Executive Director, VA Coalition for Open Government: Ms. Rhyne gave a presentation on public bodies and public meetings. The presentation discussed FOIA’s meeting rules, closed meeting rules, voting, and records.

Consent Calendar: The September 27, 2017, consent calendar was approved by a unanimous vote.

Chair’s Report: Ms. Miller-Moore discussed the vacant secretary position; the board will be presented with a candidate at the October 25, 2017, meeting.

- All Boards Meeting, October 25, 2017 – Ms. Miller-Moore announced the annual All-Boards meeting will take place on October 25, 2017, at 4:00 p.m., directly following the board of trustees regular meeting.
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• **Action Item: Proposed Regular Board Meeting Schedule 2018** – Ms. Andrews moved to approve the presented 2018 meeting schedule. Mr. Axtell seconded, and the motion was approved by a unanimous vote.

• **Short Takes for Trustees** – Due to technical difficulties the board was not able to watch the short video entitled “What it Means to be a Trustee” presented by the American Library Association. Handouts were presented to the board on the presentation and an email will be sent to watch the video online.

• **Friends of WRL Foundation MOU** – Ms. Miller-Moore announced the sub-committee reviewed the MOU and made suggested changes, the Friends of WRL Foundation reviewed and approved the changes; she will email the draft version to all members to review before the October 25, 2017, meeting.

**Library Director’s Report:** Ms. Fowler discussed some of the upcoming programs coming to the library including ”Afterthoughts” and a documentary titled ”Heroin: The Hardest Hit.”

• **Action Item: Policy Review – Behavior** - The policy was updated with the following changes:
  
  o Removing section 6 which reads “Open food or beverage containers or the consumption of food or beverages without authorization from the Library. Beverages in bottles, cups with lids, or cans are acceptable unless otherwise posted.”
  
  o Changing the word “Insufficient” in section 7 to “Inappropriate.”

  The board discussed the procedure and guidelines librarians use when determining if a user is violating the behavior policy. Mr. Axtell moved to reaffirm the policy with amended changes with the assumption that future insubstantial changes (e.g. paragraph numbering, etc.) are approved by the board. Ms. Andrews seconded and the motion was approved by a unanimous vote.

• **Action Item: Fund Balance Appropriation – PLA Conference** – Ms. Andrews moved to approve the fund balance appropriation as presented in the amount of $20,000. The motion was approved by a unanimous vote. The board discussed the other items on the FY 2018 Fund Balance Plan.

• **Action Item: Williamsburg Library Assessment** – Ms. Fowler presented the board an initial proposal by RRMM Lukmire Architects to complete an assessment of the Williamsburg Library building. The scope of work will take 4-8 weeks to complete. Ms. Stettler moved to approve the presented proposal. Mr. Axtell seconded and the motion was approved by a unanimous vote. Ms. Binsfeld discussed the previously approved funding for this project.

• **Action Item: Resolution – JCC New Library Building** – Ms. Fowler presented a resolution for the board's approval. Ms. Franz moved to approve the presented resolution approving the recommendation of the WRL Board of Trustees to James City County to begin plans to construct a new library to serve county citizens at a location central to the existing and future population centers in James City County. Ms. Andrews seconded and the motion was approved by a unanimous vote. Approved resolution attached.

**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 is now being reviewed by the board of trustees. Mr. Sadler announced the State Corporation Commission has approved the Friends of WRL Foundation name change and revised articles of incorporation. Mr. Sadler stated the committee chairs and officers were appointed at the meeting on September 26, 2017. The annual meeting will be on November 14, 2017. Mr. Sadler discussed the grants that have been approved recently and the total amount donated from private donors.
York County Public Library Update: Ms. Franz discussed the York County Public Library’s plans for expansion and renovations. She discussed the York Library’s “Live Well” series of programs and their partnership with York County schools regarding e-books.

Other Business: Ms. Miller-Moore reminded members of the upcoming VLA Conference in October. Ms. Franz discussed the possibility of board members receiving a WRL email address.

Adjournment: Ms. Franz moved to adjourn at 4:40 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by _______________________________
Natalie Miller-Moore, Chair: