Board of Trustees of the Williamsburg Regional Library
Minutes of Board Meeting December 6, 2017
Kitzinger Community Room, James City County Library

Attending: Natalie Miller-Moore, Pam Franz, Sally Andrews, Jim Axtell, Chris Gareis, Vickie Herrick, Jason Purse, Jorge Rivas, Jean Stettler, and Nicole Trifone;

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

Aaron Hawkins of Robinson, Farmer, Cox Associates.

Absent: Barry Marten

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

Public Comment: None.

Mission Moment: Ms. Miller-Moore discussed her recent visit to a branch library at Roanoke County Public Library noting the teen room and self-checkout for library holds.

Report from the Auditors:

- Action Item: Annual Financial Report Fiscal Year Ending June 30, 2017 – Ms. Binsfeld introduced Aaron Hawkins of Robinson, Farmer, Cox Associates. Mr. Hawkins reviewed the audit process as it pertains to Williamsburg Regional Library and the annual financial report. According to the auditor’s report, the results of their tests disclosed no instances of noncompliance. Mr. Axtell moved to accept the report as presented. Ms. Andrews seconded, all approved.

Division Director Presentation – Melissa Simpson, Adult Services Director: Melissa Simpson was appointed as Adult Services Director in January 2012, following a reorganization of WRL divisions. Adult Services employs three mobile library staff, four Librarian II positions, eight Librarian I positions, and two assistants. Duties include, but are not limited to, managing the collection, planning and delivering programs and services in library buildings and through community outreach, teaching computer classes, offering traditional reference services, designing book displays, and providing readers’ advisory assistance. Ms. Simpson presented various comments and kudos from users and community members regarding the services that the Adult Services division offers including but not limited to: gab bags, author talks, teen’s night out, crafts, anime club, writing lounges, technology help, and genealogy. Ms. Simpson discussed the upcoming “Dickens Christmas” event at the James City County Library on December 8, 2017.

Consent Calendar: The December 6, 2017 consent calendar was approved by a unanimous vote.

Chair’s Report:

- Friends of WRL Foundation MOU – Ms. Miller-Moore presented the finalized version of the MOU between the Friends of WRL Foundation and the Board of Trustees. Ms. Miller-Moore discussed two typographical errors and a date that will be
corrected in the final version. Ms. Stettler moved to approve the MOU with amended changes. Mr. Axtell seconded; all approved.

- **Legal Services Review Committee** – Ms. Miller-Moore appointed Ms. Andrews, Mr. Purse, and herself as the Legal Services Review Committee.

- **Finance Committee Update** – Ms. Binsfeld presented a proposed budget for FY 2019, compiled by the Finance Committee. The Board of Trustees will vote on the proposed budget at the January 24, 2018 meeting. The board approved budget will be sent to the City of Williamsburg, James City County, and York County for consideration. Ms. Binsfeld reviewed the various changes to the budget since the last fiscal year including; increases in advertising, building maintenance, legal services, and programming. Ms. Binsfeld discussed the budgeting amounts for services rendered by the City of Williamsburg and James City County and also the amounts the library received from outside grants.

- **Short Takes for Trustees** – Ms. Miller-Moore reminded all members to review the Short Takes for Trustees videos and presented information.

**Library Director’s Report:** Ms. Fowler discussed the MOU with the College of William & Mary SWEM library regarding reciprocal library privileges. Ms. Crowther discussed the four components of the agreement: access for residents of the City of Williamsburg, James City County, and York County, W&M employees, and W&M students to the two collections, collaborative staff development initiatives, a continuation of the inter-library loan program, and joint programming.

Ms. Fowler discussed the ongoing statistical anomaly regarding building-based circulation figures. Ms. Fowler discussed upcoming plans to renovate the Youth Services area at the James City County Library. She will work with James City County staff on CIP funding for different aspects of the project. The project will begin in September of 2018. Ms. Fowler has met with the representatives for the Norge Depot caboose and they are interested in including interactive components, suggested by Youth Services, in their upcoming renovations. Ms. Fowler discussed the STEAM signature event program series starting on January 13, 2018. This program series is funded by a grant from the Friends of WRL Foundation. Ms. Fowler is planning to request funding for the renovations of the Adult Services area at JCCL and the public bathrooms at JCCL in the JCC CIP plan.

- **Action Item: Policy Review – Safe Child** - No policy changes were presented. Ms. Andrews moved to reaffirm the policy. Mr. Axtell seconded and the motion was approved by a unanimous vote.

- **Action Item: Fund Balance Appropriation – Door Counter Replacement and Training iPads** – Ms. Fowler presented a fund balance appropriation request for $10,000 for a door counter system replacement and $30,000 for training iPads with two syncing carts. Ms. Stettler moved to approve the fund balance appropriation as presented in an amount not to exceed $40,000. The motion was approved by a unanimous vote.

**Friends of WRL Foundation Updates:** Mr. Sadler announced the Friends of WRL Foundation approved a combined budget for calendar year 2018 at their November 14, 2017 meeting. The new working committees have each been filled with a combination of board members and other volunteers. The Annual Appeal letters were sent out the week of November 6, 2017. Due to an anonymous donation of $50,000, the 2017 annual appeal has been the most successful yet.
York County Public Library Update:  Ms. Franz announced there will be a York County library board meeting on December 14, 2017. York County will now allow all York County public schools students to use the Overdrive e-book system through the library. The roof renovations are almost complete on the York County Library building.

Other Business:  Ms. Fowler announced available library staff will attend active shooter awareness training on December 12, 2017.

Closed Session:  Ms. Andrews moved for the board to go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia. Mr. Purse seconded the motion. The motion was approved by all. The board began discussion at 4:09 p.m. and concluded at 4:40 p.m. Ms. Andrews moved the board end the closed session. Ms. Franz 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. Axtell 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.

Ms. Andrews reported the board discussed only items pertinent to the library director evaluation.

Mr. Purse moved to approve a resolution confirming the satisfactory job performance of Betsy Fowler. The resolution also includes approval of an increase in the accrual of her vacation time to 16 hours per month and renewal of her contract until June 30, 2018. Ms. Stettler seconded the motion; the motion was approved by a unanimous vote.

Adjournment:  Ms. Andrews moved to adjourn at 4:45 p.m. All agreed.

Respectfully submitted,
Sarah App

Approved by ________________________________

Natalie Miller-Moore, Chair