Board of Trustees of the Williamsburg Regional Library
Minutes of Board Meeting June 27, 2018
Meeting Room 128, Stryker Center

**Attending:** Natalie Miller-Moore, Pam Franz, Jim Axtell, Vickie Herrick, Barry Marten, 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, Micah Lewis, Sandra Towers, Barry Trott, and Sarah App;

**Absent:** Sally Andrews, Chris Gareis, Jean Stettler, and Nicole Trifone.

**Call to Order:** Chair Miller-Moore called the meeting to order at 3:05 p.m.

**Public Comment:** None.

**Mission Moment:** Ms. Miller-Moore praised the library’s volunteer that was helping with the Open Chess Play event on Sunday.

**Consent Calendar:** The June 28, 2018 consent calendar was approved by a unanimous vote.

**Chair’s Report:**

- **Short Takes for Trustees** – Ms. Miller-Moore reminded all members to review the Short Takes for Trustees “Board Self Evaluation” video and presented information. Ms. Miller-Moore reviewed the “Trustee Competencies” specifically discussing “Lobbying”.

- **Legal Services Review** – Ms. Miller-Moore announced the legal services review committee has renewed the contract with Sands Anderson PC, adjusting the contract to suit the library’s needs.

- **Strategic Plan Update** – Ms. Miller-Moore reviewed the June 4, 2018 meeting of the Strategic Planning Steering Committee. The Committee proposes continuing to work with BERK Consulting.

- **Action Item: Fund Balance Appropriation** – Ms. Miller-Moore motioned to approve a fund balance appropriation in the amount of $20,000 to address the cost of contracting with BERK Consulting for services and related strategic plan support. The board discussed the proposal, specifically adding $5,000 in additional funding in order to support an increased number of stakeholder interviews. Mr. Purse moved to approve the fund balance request with the amended changes in an amount not to exceed $25,000. Mr. Marten seconded the motion; the motion was approved by a unanimous vote.

- **Action Item: Resolution for Vickie Herrick** – A resolution was prepared to honor Vickie Herrick for her exemplary service to the Williamsburg Regional Library Board of Trustees since July 2010. Ms. Miller-Moore moved to approve the resolution. The motion was approved by a unanimous vote.
Library Director’s Report:  Ms. Fowler discussed the upcoming “Year of Making” programming that will be presented to the board at the September 26, 2018 meeting. Ms. Fowler discussed the success of the Summer Reading Kick-Off Party on June 17, 2018 and the subsequent adult and summer reading programs. Ms. Fowler reviewed the May 2018 statistical information presented in the packet. Ms. Towers presented an update on the new outreach enrichment programming for the summer. Ms. Fowler announced Mark Lutner will be starting as IT Director on July 1, 2018. She thanked Barry Trott for his hard work as Interim IT Director.

- **Library Projects Update** – Ms. Fowler presented the board the preliminary plans for the upcoming Youth Services renovations at the James City County Library. The renovations may include interactive walls, expanded reading spaces, movable collection shelves, and art space. Funding for certain aspects of the project has been approved by James City County. Other funding is being proposed to the FWRLF and as a future fund balance appropriation to the board.

- **Action Item: Fund Balance Appropriations** – Ms. Fowler presented a fund balance appropriation request for $40,000 for the renovation of the IT Services and Circulation work areas. Ms. Miller-Moore 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.

  Ms. Fowler presented a fund balance appropriation request for $25,000 for the furnishings in the IT Services and Circulation work areas once renovations are complete. Ms. Miller-Moore moved to approve the fund balance appropriation as presented in an amount not to exceed $25,000. The motion was approved by a unanimous vote.

  Ms. Fowler presented a fund balance appropriation request for $30,000 for a new library location study. Ms. Fowler discussed the scope of the work to be performed by RRMM Lukmire Architects. Ms. Miller-Moore moved to approve the fund balance appropriation as presented in an amount not to exceed $30,000. The motion was approved by a unanimous vote.

  Mr. Trott discussed the streaming video service Kanopy, which was funded by the FWRLF. Mr. Trott presented a short update on talking points about the new library spaces for the Williamsburg Library for the board members to reference when speaking to the public.

- **Action Item: Policy Review – Library Displays** – The policy was presented with the following change; the phrase “Staff members’ was replaced with "Library staff". Ms. Miller-Moore moved to approve the policy with changes; the motion was approved by a unanimous vote.

- **Action Item: Policy Review – Notices and Handouts** – The policy was presented with the following changes; the maximum height of notices was changed from 14 inches to 11 inches and the notices will be posted for 14 days rather than 30 days. Ms. Miller-Moore moved to approve the policy with changes; the motion was approved by a unanimous vote.

- **Action Item: Policy Review – Solicitation and Petitioning** – The policy was presented with the following changes;
Approved as of 9/26/18

- The “c” in “contributions” was changed to lowercase.
- The phrase “the Williamsburg Library, the James City County Library, or on the Mobile Library Services vans.” was replaced by “library facilities.”
- The phrase “buildings or vans” was replaced with “library facilities”.

Mr. Sadler suggested replacing “Organizations dedicated to the support of the Williamsburg Regional Library” with “The Friends of Williamsburg Regional Library Foundation”. Mr. Purse moved to approve the policy with amended changes; the motion was approved by a unanimous vote.

**Friends of WRL Foundation Updates:** Mr. Sadler discussed the planning for the proposed upcoming fundraising campaign for the Youth Services renovations at JCCL. Mr. Sadler presented the board with information on IRA donation giving opportunities for donors. He updated the board on the success of the new online bookseller for the Book Nook.

**York County Public Library Update:** Ms. Franz discussed upcoming York County library renovations and various summer programs.

**Other Business:** Ms. Miller-Moore announced the board will not plan to meet in the summer during the optional meeting dates, the next BOT meeting will be on September 26, 2018 in the Kitzinger Community Room at JCCL.

**Closed Session:** Ms. Miller-Moore moved for the board to go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia. Ms. Franz seconded the motion. The motion was approved by all. The board began discussion at 4:26 p.m. and concluded at 4:50 p.m. Ms. Franz moved the board end the closed session. Mr. Marten seconded the motion; the motion was approved by all present at the closed session.

At the conclusion of the closed session, Ms. Franz moved the Certification of the Closed Session as follows and Mr. Marten 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.

<table>
<thead>
<tr>
<th></th>
<th>AYE</th>
<th>NAY</th>
<th>ABSTAIN</th>
<th>AYE</th>
<th>NAY</th>
<th>ABSTAIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Axtell</td>
<td><em>X</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Franz</td>
<td><em>X</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Herrick</td>
<td><em>X</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marten</td>
<td><em>X</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miller-Moore</td>
<td></td>
<td></td>
<td></td>
<td><em>X</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purse</td>
<td></td>
<td><em>X</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rivas</td>
<td></td>
<td></td>
<td><em>X</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Ms. Miller-Moore reported the board discussed only items pertinent to the library director evaluation.

**Adjournment:** Mr. Axtell moved to adjourn at 4:46 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by ______________________________________

Natalie Miller-Moore, Chair