Call to Order: Chair Miller-Moore called the meeting to order at 3:03 p.m.

Public Comment: Barbara Smith praised the Williamsburg Regional Library system. Ms. Smith is requesting information on how to get a historical marker for the artist, Georgia O'Keeffe, who lived in Williamsburg for a period. Mr. Trivette will get the appropriate city staff to contact Ms. Smith with the information requested.

Mission Moment: Ms. Trifone discussed her recent visits to local libraries in Connecticut and Massachusetts. Mr. Hiller discussed the relevance of staff researching the consultant study that was done in preparation for the new elementary school in James City County. Ms. Franz discussed her recent visit to an Achievable Dream school. Ms. Miller-Moore commended the library on its Dungeons and Dragons programs.

Report from the Auditors:

- Action Item: Annual Financial Report Fiscal Year Ending June 30, 2018 – 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. Chair Miller-Moore thanked Ms. Binsfeld for her due diligence with the library’s finances. Ms. Andrews moved to accept the report as presented. Mr. Marten seconded, the motion was approved by a unanimous vote.

Consent Calendar: The December 5, 2018 consent calendar was approved by a unanimous vote.

Chair’s Report:

- Finance Committee Update – Ms. Miller-Moore presented the board with the proposed FY 2020 Budget for discussion at the January 23, 2019 meeting.

Ms. Miller-Moore encouraged board members to recommend any training they would like to see for board members.

Library Director’s Report:

- Action Item: Fund Balance Appropriation – JCCL Children’s Area Project – Ms. Fowler presented a fund balance appropriation request for $150,000 to replace existing shelving, furnishings, the service desk, and to provide updated data, electrical, and technology systems as part of the children’s area renovation project at the James City County Library. Ms. Andrews moved to approve the fund balance
appropriation as presented in an amount not to exceed $150,000. Mr. Axtell seconded, the motion was approved by a unanimous vote.

Mr. Sadler discussed the areas in which the Friends of Williamsburg Regional Library Foundation have been working to acquire funding for the “Idea Studio” renovation project.

- **Action Item: Policy Review – Volunteers** – The policy was presented with the following change; the addition of the phrase “as needed” to the end of the second sentence. Mr. Axtell moved to approve the policy with the change. Mr. Purse seconded the motion; the motion was approved by a unanimous vote.

Ms. Fowler discussed various programming at the library including STEAM Saturdays, the Year of Making, and the Dewey Decibel Concert Series. The mobile library services at the library are evolving and staff are currently exploring new services options to serve youth and families and new library vehicle needs.

**Friends of WRL Foundation Updates:** Mr. Sadler discussed the planning for the fundraising campaign for the Youth Services renovations at JCCL especially the work of the Major Donor Committee Chair, Rick Overy. Mr. Sadler announced the FWRLF board approved the 2019 budget at its annual meeting on November 25, 2018. Mr. Sadler shared that he was recently invited by Ms. Franz to attend a meeting of the York County Public Library philanthropic boards to talk about the possibility of merging.

Ms. Fowler announced the three Kiwanis groups in Williamsburg have committed to $60,000 for the upcoming "Idea Studio" renovation.

Ms. Miller-Moore encouraged the board to have one hundred percent participation in donating to the FWRLF.

**York County Public Library Update:** Ms. Franz thanked Mr. Sadler for his attendance at the meeting with the philanthropic boards of the York County Library. York County is currently in the process of renovating the Yorktown Library.

**Other Business:** Ms. Miller-Moore announced the passing of the managing editor of WYDaily, Bryan DeVasher.

**Adjournment:** Mr. Axtell moved to adjourn at 3:42 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by ________________________________

Natalie Miller-Moore, Chair