Approved as of 02/27/19

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting January 23, 2019
Meeting Room 128, Stryker Center

Attending: Natalie Miller-Moore, Pam Franz, Jim Axtell, Chris Gareis, Ted Hiller, Jason Purse, Jean Stettler, and Nicole Trifone;

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

Absent: Sally Andrews, Barry Marten, and Andrew Trivette.

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

Public Comment: None.

Mission Moment: The board discussed various books they received as gifts for the holidays.

Consent Calendar: The January 23, 2019 consent calendar was approved by a unanimous vote.

Chair’s Report: Ms. Miller-Moore announced she will be forming the nominating committee at the February 27, 2019 board meeting.

- Spring Retreat – Ms. Miller-Moore discussed the need to schedule a special meeting for the purpose of discussing strategic planning needs. Ms. Miller-Moore would like the meeting to be held in either the Stryker Center or the Kitzinger Room at JCCL during the spring, before June 2019.

Library Director’s Report: Ms. Fowler discussed progress on the JCCL children’s “Idea Studio” project. The library is currently consulting with an architect as part of the James City County (JCC) CIP funding aspect of the project. This process may delay the anticipated start date of the project. Ms. Fowler announced the WRL staff is currently researching a new library vehicle that will be used for Youth Services outreach. At their January 22, 2019 meeting, the FWRLF approved the funding for an Mobile Library Services technology enrichment program partnering with James City County Parks & Recreation at the Abram Frank Jr. Community Center. A reporter inquired about the library’s LGBTQ materials for an upcoming article in the WYDaily. The discussions regarding the future of the Williamsburg Library are postponed until after the City of Williamsburg has made decisions on various facility projects that would affect the Williamsburg Library location. Funding for the Adult Services renovations and mechanical upgrades at JCCL are included in the CIP for FY19. Ms. Fowler completed the tours of the Williamsburg Library with various City Council members. Ms. Fowler is working with JCC staff to schedule tours for the Board of Supervisors members. Ms. Fowler presented the annual report on Margin of Excellence support awarded by the FWRLF to WRL in 2018. During the 2018 calendar year, the FWRLF contributed over $159,000 to support library collections and programs.

- Action Item: FY 2020 Proposed Budget - A final draft of the proposed budget for FY 20, was presented to the board. Ms. Fowler reviewed various aspects of the budget including increases due to the JCC compensation study and decreases due to e-rate, non-use of legal fees, and vehicles no longer in service. Pending approval, the proposed budget will be sent to the City of Williamsburg, James City County, and
York County for consideration. Mr. Axtell moved to approve the budget as presented. Ms. Franz seconded; the motion was approved by a unanimous vote.

- **Action Item: Policy Review** – Ms. Fowler presented the following policy changes to the board:
  - **Setoff Debt** – No changes made.
  - **Budget** – Changes made to capitalization throughout the policy.
  - **Fund Balance** – Changes made to capitalization throughout the policy.
  - **Investing** – Changes made to capitalization throughout the policy.

Ms. Franz moved to approve the policies with the changes presented. Mr. Gareis seconded the motion; the motion was approved by a unanimous vote.

**Friends of WRL Foundation Updates:** Mr. Sadler discussed the use of FWRLF funding to pilot programs for the library. The FWRLF has seen an increase in giving during the 2018 year with approximately one hundred new members. During the January 22, 2019 FWRLF board meeting, five new Margin of Excellence support applications from the library were approved. The FWRLF also agreed upon the use of “Friends of Williamsburg Regional Library” as a shortened name for purposes of marketing only.

**York County Public Library Update:** Ms. Franz announced the York County Board will have a budget meeting on January 30, 2019. The Yorktown Library renovation will not begin until summer of 2020.

**Other Business:** None.

**Adjournment:** Mr. Axtell moved to adjourn at 4:04 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by __________________________________________
Natalie Miller-Moore, Chair