Board of Trustees of the Williamsburg Regional Library
Minutes of Board Meeting May 22, 2019
Meeting Room 128, Stryker Center

Attending: Natalie Miller-Moore, Sally Andrews, Jim Axtell, Ted Hiller, Barry Marten, Jean Stettler, Nicole Trifone, and Andrew Trivette;

Friends of WRL Foundation (FWRLF) President Sam Sadler; Library Director Elizabeth B. Fowler; library staff members Carrie Binsfeld, Benjamin Goldberg, Alicia Phinney, Melissa Simpson, Sandra Towers, and Pam Buckley;

Absent: Pam Franz, Chris Gareis, and Jason Purse.

A group photo was taken of the Board of Trustees and ex-officio members.

Call to Order: Chair Miller-Moore called the meeting to order at 3:07 p.m.

Public Comment: None.

Mission Moment: Ms. Miller-Moore announced she downloaded Kanopy and was very excited to use it.

Consent Calendar: Ms. Andrews announced in the April 24, 2019 meeting minutes under “Action Item: Policy Review – By-Laws,” the board member who seconded the motion should be corrected to Ms. Stettler. Mr. Axtell moved to amend the minutes as discussed. Ms. Andrews seconded; the motion was approved by unanimous vote.

Chair’s Report: Ms. Miller-Moore thanked all members who attended the board retreat on May 16, 2019. She presented a power point summary of the results from the BOT retreat in regards to Strategic Planning;

- Build an advocacy plan
- Have highly specific goals
- Ensure vision/mission goals are addressed and the board is unified in their talking points
- Consider what has changed since the last plan
- Include relevant history

Ms. Miller-Moore discussed the Catchafire portal and announced there were several seats available.

Ms. Miller-Moore requested each board member provide a short bio. Many board members already have their profiles on the website. Ms. Miller-Moore appointed herself, Mr. Gareis, Mr. Marten, and Ms. Stettler have been appointed to the Nominating Committee.

Library Director’s Report: Ms. Fowler discussed the very successful Friends of Williamsburg Regional Library Foundation (FWRLF) donor event held on May 18, 2019, and the wonderful Stryker art exhibit by artist-in-residence Steve Prince. Ms. Fowler announced that Publix Grocery will fund a grant for the grocery store play area in the James City County Library (JCCL) children’s area renovation, and discussed other grants currently being applied for. Ms. Fowler announced that the “Idea Studio” plans for JCCL are being finalized by the architect.
- **Action Item: Re-Adopt FY 2020 Budget** – Ms. Stettler moved to approve the FY 2020 budget as presented. Ms. Andrews seconded, and the motion was approved by a unanimous vote.

Ms. Fowler announced she will present on June 26, 2019 during the second stage of the approval process for a Tourism Development Grant from the Economic Development Department of the City of Williamsburg (COW). Ms. Fowler discussed the planned child-friendly permanent seating in the plaza/trellis area between the Williamsburg Library and the Stryker Center. Planters will also be placed to brighten the space. The COW is working with library staff to provide improved lighting. Ms. Fowler thanked library staff who worked to move several collections in the Williamsburg Library so that there could be open space in front of the Circulation desk for new book browsing and for showcasing different subjects. The staff has worked to implement some of the security recommendations the COW police suggested such as improving sight lines throughout the building. New parking signage has been placed, and the staff continues to plan with COW to install a drive-up book area. She announced library staff is researching proposals for a new website.

Ms. Fowler discussed the Library of Virginia ruling on carryover funds and announced all three jurisdictions approved their budgets. The newest edition of the well-received “Beyond the Shelves” program guide has been distributed throughout the library facilities.

Ms. Fowler announced due to a conflict, the Staff Recognition Breakfast on October 14, 2019 will change to October 11, 2019 with a possible change in the program content. Ms. Crowther will be presented a resolution from the Board of Trustees at the June 26, 2019 meeting for her thirty-one years of service and the FWRLF presented a resolution in her honor at their May 21, 2019 meeting. Ms. Fowler discussed upcoming collaborative events with William & Mary.

**Friends of WRL Foundation Updates:** Mr. Sadler discussed the successful donor celebration on May 18, 2019. It was a well-attended event thanking donors as well as celebrating the library. Virginia’s Poet Laureate Henry Hart gave a presentation and the art of Steve Prince added to the celebratory atmosphere. The FWRLF is collaborating with staff on the planning for the “Idea Studio” at JCCL. Mr. Sadler announced two margin of excellence grants were awarded for Kanopy streaming services and the “Cena con Cuentos” children’s program.

Mr. Sadler announced the library book nooks are doing well but are handling challenges associated with the overwhelming volume of materials donated each day due to space limitations and a limited number of volunteers. Library staff and the FWRLF are working on a plan to alleviate some of the issues. A new book sale chair is needed due to Jean Johnston stepping down. The board discussed the concerns regarding the book nook and volunteers.

**York County Public Library Update:** None.

**Other Business:** None.

**Closed Session:** Ms. Andrews motioned the board go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for a personnel matter particularly to discuss the annual evaluation of the Library Director. Ms. Trifone seconded the motion. The motion was approved by all. The board began the discussion at 4:00 p.m. and concluded at 4:27 p.m. Mr. Trivette moved the board end the closed session. Ms. Andrews seconded the motion; the motion was approved by all present at the closed session.
At the conclusion of the closed meeting, Mr. Trivette moved Certification of the Closed Meeting as follows and Ms. Andrews seconded:

Whereas, the Williamsburg Regional Library Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Code of Virginia; and

Whereas, Section 2.2-3707 (D) of the Code of Virginia require a certification by this board that such closed meeting was conducted in conformity with Virginia law;

Now, therefore, be it resolved that the Williamsburg Regional Library Board of Trustees 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 meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Williamsburg Regional Library Board of Trustees. The motion was approved with a roll call vote.

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

**Adjournment:** Mr. Axtell moved to adjourn at 4:28 p.m. All agreed.

Respectfully submitted,

Approved by ______________________________________________

Natalie Miller-Moore, Chair