Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting June 26, 2019
Meeting Room 128, Stryker Center

Attending: Natalie Miller-Moore, Pam Franz, Sally Andrews, Jim Axtell, Chris Gareis, Ted Hiller, Barry Marten, and Jason Purse;

Friends of WRL Foundation (FWRLF) President Sam Sadler; Library Director Elizabeth B. Fowler; library staff members Janet Crowther, Carrie Binsfeld, Alicia Phinney, Melissa Simpson, Sandra Towers, Barry Trott, Trish Walker, and Sarah App;

Absent: Jean Stettler, Nicole Trifone, and Andrew Trivette

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

Public Comment: None.

Mission Moment: Mr. Purse announced he enjoyed his visit to the Teeny Tiny Farm at the Williamsburg Library with his family on Saturday, June 22, 2019. Ms. Miller-Moore discussed the help she received from the reference desk while doing research for an article she was writing.

Consent Calendar: Dr. Hiller moved to amend the minutes as presented:

- In the closed session section on page 2, the phrase “for personnel matter particularly the discuss the annual evaluation of the Library Director” should be added to the first sentence.
- In the certification section of the closed session on page 3, the code section should be corrected to read “Section 2.2-3707 (D)”.

Ms. Franz seconded; the motion was approved by unanimous vote.

Chair’s Report:

- Action Item: Janet Crowther Resolution – Ms. Miller-Moore presented the following resolution:

  Whereas, Janet L. Crowther has expertly served as Reference Librarian, Community Partnership Development Director, Outreach Services Director, Assistant Library Director, and Interim Library Director for the Williamsburg Regional Library over the past thirty-one years bringing dedication, vision, and a readiness to serve; and

  Whereas, Janet has performed her duties throughout her years of service in a conscientious and responsible manner, setting an example of dedication to principle which has been an inspiration to her fellow staff members; and

  Whereas, Janet’s diplomacy and excellent judgment benefited the library throughout her career as she established partnerships with other institutions and served library users both within the library facilities and in the community; and

  Whereas, Janet’s passion for public service and commitment to the library and its community inspired her to develop the Phillip West Memorial Cancer Resource Center at the library as well as co-author Partnering with Purpose: A Guide to Strategic Partnership Development for Librarians and Other Organizations; and
Whereas, Janet’s eight months of service as interim director demonstrated an immeasurable commitment to the welfare of the library, its staff members, and the community it serves; now, therefore, be it

Resolved, that we the Williamsburg Regional Library Board of Trustees do hereby extend to Janet L. Crowther our sincere and grateful appreciation for her outstanding record of personal and professional achievement and for her dedicated service to the Williamsburg Regional Library, our congratulations on her well-earned retirement, and our best wishes to her and her family for continued success, happiness, and good health in the years to come.

Be It Further Resolved, that this recognition be recorded in the minutes of the Williamsburg Regional Library Board of Trustees and that copies be sent to each member of the governing bodies.

Mr. Marten moved to approve the resolution as presented. Mr. Axtell seconded, and the motion was approved by a unanimous vote.

- **Action Item: Slate of Officers** – Mr. Marten presented the following slate of officers, for a two-year term in their respective office beginning July 1, 2019:
  
  Chair – Natalie Miller-Moore  
  Vice Chair – Jean Stettler  
  Secretary – Sally Andrews

Mr. Gareis moved to approve the nomination of officers on behalf of the Nomination Committee. Dr. Hiller seconded, and the motion was approved by a unanimous vote.

- **Training and Onboarding Committee** – Ms. Miller-Moore announced the newly created Training and Onboarding Committee will consist of Mr. Gareis as Chair, Ms. Franz, Ms. Trifone, and Mr. Trivette.

Ms. Miller-Moore announced Mr. Purse has been appointed Chair for the Finance Committee in FY2020.

- **Strategic Planning Update** – Ms. Miller-Moore announced the Strategic Planning Committee would meet over the next six months, concluding their process at the end of the calendar year. Once the committee has been appointed, a schedule of meetings will be created.

- **Conflict of Interest Update** – Ms. Miller-Moore announced James City County does not require their elected board members to fill out a conflict of interest form.

- **Contact Information Updates** – Ms. Miller-Moore requested any contact updates that need to be made to the roster please be submitted as soon as possible. An updated roster will be distributed at the September meeting.

Ms. Miller-Moore announced Mr. Purse and Mr. Gareis have been reappointment to the board for another four-year term by their respective localities, James City County and the City of Williamsburg.

**Library Director’s Report:** Ms. Fowler announced WRL has applied for the “Impact 100” grant and a State Farm grant to fund various aspects of the JCCL children’s room renovation project. Ms. Fowler announced the WRL has submitted an application with the COW Economic Development Department for a Tourism Development Grant. The $320,000
request includes a portable stage with lighting and sound system. Ms. Fowler discussed the success of the Summer Reading Kick-Off event which 550 people attended. In order to utilize the plaza space outside of the Williamsburg Library, the library will host programming such as Fun Friday after the Friday puppet show and a lunch event featuring music during lunch times on Thursdays. Permanent seating has been placed under the trellis area of the plaza with more child-friendly seating being delivered in July. The library staff plans on working with James City County staff to utilize and revitalize some of the outdoor space at the James City County Library. Ms. Fowler discussed her visit to the ALA conference where she attended various presentations on topics such as advocacy in libraries. Ms. Fowler announced she received the security assessment from the City of Williamsburg police department and will send it electronically to all board members after the meeting. Ms. Fowler will host a listening session for all staff on July 2, 2019 to hear any security concerns or suggestions.

- **Action Item: Fund Balance Appropriations** – Ms. Fowler presented a fund balance appropriation request for $15,000 to install two drive-up library book returns at the Williamsburg Library pyramid entrance. Ms. Fowler presented a fund balance appropriation request for $35,000 to redesign the library’s public website. Ms. Andrews moved to approve the fund balance appropriations as presented in a total amount not to exceed $50,000. Mr. Axtell seconded, the motion was approved by a unanimous vote.

- **Action Item: Revised WRL Holiday Closing Schedule FY 2020** – Ms. Fowler presented the revised holiday closing schedule for FY 2020. The date for the staff recognition breakfast has been moved from Columbus Day, October 14, 2019 to Friday, October 11, 2019. Ms. Franz moved to approve the revised schedule. Mr. Gareis seconded; the motion was approved by a unanimous vote.

**Friends of WRL Foundation Updates:** Mr. Sadler discussed the FWRLF is collaborating with staff on the planning for the “Idea Studio” at JCCL. The FWRLF is currently working on funding for the outdoor space at JCCL.

**City of Williamsburg Update:** None.

**James City County Update:** None.

**York County Public Library Update:** Ms. Franz announced the York County Library is currently working on a RFID project, a strategic plan update, and the renovation plans for the Yorktown Library.

**Other Business:** Dr. Hiller discussed the importance of encouraging young adults to read.

**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. Mr. Purse seconded the motion. The motion was approved by all. The board began the discussion at 3:45 p.m. and concluded at 4:10 p.m. Ms. Andrews moved the board end the closed session. Mr. Purse seconded the motion; the motion was approved by all present at the closed session.

At the conclusion of the closed meeting, Ms. Andrews moved Certification of the Closed Meeting as follows and Mr. Purse 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.

Ms. Andrews reported the board discussed only items pertinent to the evaluation of the library director. Mr. Purse moved to approve a three percent pay increase and renewal of Ms. Fowler’s contract for one year, effective July 1, 2019. Mr. Marten seconded the motion; the motion was approved by a unanimous vote.

**Adjournment:** Mr. Axtell moved to adjourn at 4:12 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by ____________________________

Natalie Miller-Moore, Chair