

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting October 30, 2019

Meeting Room 128, Stryker Center

Attending: Natalie Miller-Moore, Jean Stettler, Sally Andrews, Jim Axtell, Chris Gareis, Ted Hiller, Barry Marten, Theresa Owens, Jason Purse, 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, Barry Trott, and Sarah App;

Library of Virginia Public Library Consultant, Kim Armentrout.

Call to Order: Chair Miller-Moore called the meeting to order at 2:59 p.m.

Public Comment: None.

Mission Moment: Mr. Marten toured the Williamsburg Library and Stryker Center with his visiting sister. Mr. Marten recommended the book "Last Child in the Woods" by Richard Louv. Dr. Hiller discussed the importance of outdoor play and time away from electronics for children. Ms. Trifone discussed her use of the library's quiet areas to complete work.

Virginia Public Library Trustee Handbook Presentation: Ms. Armentrout reviewed her powerpoint presentation on the newly revised edition of the Virginia Public Library Trustee Handbook discussing the changes made from the previous edition and other additions made.

Ms. Armentrout confirmed the handbook is comprised of recommendations made by the Library of Virginia, it is not part of the Code of Virginia.

Mr. Garies discussed the orientation section and how it will be helpful with onboarding new board members.

Consent Calendar: The October 30, 2019 consent calendar was approved as written.

Chair's Report: Ms. Miller-Moore appointed Ms. Owens, Mr. Purse, and Mr. Trivette to the Finance Committee. Ms. Miller-Moore appointed Mr. Marten, Mr. Purse, and Ms. Trifone to the Evaluation Committee. Ms. Miller-Moore asked for volunteers for the Advocacy Committee which will be appointed at the December 4, 2019 meeting. The board discussed the importance of advocating with local and state officials. Ms. Armentrout reviewed the history of libraries receiving full funding from the state.

- **Action Item: Strategic Plan – Extension of Current Plan** – Ms. Andrews moved to extend the current strategic plan until June 30, 2020. Ms. Stettler seconded the motion; the motion was approved by a unanimous vote.
- **Action Item: Revised 2020 Regular Board Meeting Schedule** – Dr. Hiller moved to approve the revised meeting schedule for 2020 to include the change in date for the February meeting. Mr. Marten seconded the motion; the motion was approved by a unanimous vote.

Library Director's Report: Ms. Fowler thanked all members who were able to attend the library's annual Staff Recognition Breakfast. Ms. Towers gave an updated presentation of

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the Kiwanis Idea Studio progress including the completion of the temporary leading library in the Kitzinger Community Room. Construction will begin on November 4, 2019, with the temporary wall being constructed. Construction is projected to take sixteen weeks with a substantially completed date of March 10, 2019.

Mr. Trott presented an update on the new website design which will be reviewed by the staff before being debuted to the public.

Ms. Fowler announced she will meet with James City County staff on November 8, 2019 to discuss the upcoming CIP submission process. Ms. Fowler announced \$200,000 has already been allocated for the renovation of the Adult Services and Teen area at the James City County Library, she will be requesting an additional \$75,000 for the project. Following those renovations, the bathrooms and lighting will be upgraded and then the staff areas. Ms. Fowler announced she will also be discussing a placeholder with the General Services Department and Parks and Rec to construct the outdoor playground at JCCL. Ms. Fowler discussed the money allocated for the HVAC updates. Ms. Fowler announced there is no new information regarding the renovation of WL or construction of a third library, James City County and the City of Williamsburg are still in discussions. Ms. Fowler discussed the upcoming budget including inclusion of the Evergreen study, and technology replacement plan, and human resource updates. Ms. Fowler discussed the upcoming JCC comprehensive plan community meetings. Ms. Fowler discussed the upcoming changes in the Macmillan Publishers' new eBook lending model.

- **Action Item: Library Director's FY 2020 Goals** - Ms. Fowler updated the board on the library director's goals including discussion on the outreach services vehicle, Stryker Center programming, makerspaces, City Square, the new phone system, RFID, and staff communications. Ms. Miller-Moore motioned to approve the Library Director FY 2020 Goals as presented. Mr. Axtell seconded the motion; the motion was approved by a unanimous vote.

Ms. Fowler presented the updated internal procedure regarding collection reconsideration, as well as an updated form for users to submit.

Friends of WRL Foundation Updates: Mr. Sadler discussed the upcoming Friends of Williamsburg Regional Library Foundation meeting which will include budget approval. Mr. Sadler announced the annual appeal letters will be sent out this week. Mr. Sadler discussed new marketing postcards, retractable banners, and the website makeover. The back page of the library's Beyond the Shelves publication will feature the FWRLF. Mr. Sadler announced the Major Donor Luncheon will take place on November 1, 2019.

City of Williamsburg Update: None.

James City County Update: Mr. Purse reminded members of the first community comprehensive plan meeting "Summit on the Future" on November 18, 2019.

York County Public Library Update: Ms. Owens announced York County is currently in the process of updating its comprehensive plan and the York County Library will approve a bid for construction in November.

Other Business: Ms. Fowler reviewed the presented updated organizational chart for the library.

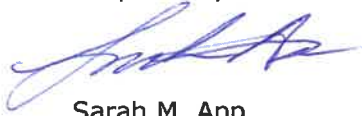
Ms. Miller-Moore discussed her attendance at the VLA annual conference.

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Ms. Fowler discussed the current process for distributing minutes to board members.

Adjournment: Ms. Miller-Moore moved to adjourn at 4:34 p.m. All agreed.

Respectfully submitted,



Sarah M. App

Approved by Natalie Miller-Moore
Natalie Miller-Moore, Chair