

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting December 4, 2019

Meeting Room 128, Stryker Center

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

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

Tom Loy of Techlogic, Inc. and Aaron Hawkins of Robinson, Farmer, Cox Associates.

Absent: Jim Axtell, Chris Gareis, Theresa Owens, Jason Purse, and Andrew Trivette

Call to Order: Chair Miller-Moore called the meeting to order at 3:01 p.m.

Public Comment: None.

Mission Moment: Ms. Stettler discussed her visit to two of the library's book drops and the temporary children's room at the James City County Library (JCCL). Ms. Miller-Moore thanked Ms. Towers for her help in finding books for her son. Mr. Hiller discussed the use of gab bags to save users money.

Report from the Auditors:

- **Action Item: Annual Financial Report Fiscal Year Ending June 30, 2019** – Ms. Binsfeld introduced Aaron Hawkins of Robinson, Farmer, Cox Associates. Mr. Hawkins reviewed the audit process as it pertains to Williamsburg Regional Library (WRL) and the annual financial report. According to the auditor's report, the results of their tests disclosed no instances of noncompliance. Ms. Binsfeld clarified the terms non-spendable/spendable, prepaid, donor-restricted, and assigned amount. Ms. Andrews moved to accept the report as presented. Mr. Marten seconded, the motion was approved by a unanimous vote.

Consent Calendar: The December 4, 2019 consent calendar was approved as written.

Chair's Report:

- **Committee Updates** – Ms. Miller-Moore announced the Finance Committee reviewed the FY 2021 proposed budget. Ms. Miller-Moore announced the Strategic Planning Committee will meet on December 9, 2019, with Babs Bengtson attending to facilitate. Ms. Miller-Moore asked each member of the board to provide three words to describe the library's mission/vision. Ms. Miller-Moore discussed the importance of library advocacy in order to return to full state funding. Ms. Miller-Moore recommended all board members review the advocacy section in the Trustee Handbook. Ms. Miller-Moore will schedule the field trips to Varina and Fairfield public libraries for board members. The board discussed the need for an updated strategic plan in order to advocate for the library. Ms. Miller-Moore requested any follow-up suggestions for the strategic plan update to be sent via email. Ms. Miller-Moore encouraged one hundred percent participation from the board in the FWRLF's Annual Appeal.

Library Director's Report:

- **RFID Presentation** – Ms. Fowler introduced Tom Loy of Tech Logic Inc. Mr. Loy reviewed a presentation on RFID including a definition, features, installation, implementation, and advantages. The board asked for clarification on security concerns, annual maintenance and other fees, and equipment to be purchased.
- **Action Item: Fund Balance Appropriation – RFID** – Ms. Fowler discussed the advantages of implementing an RFID system at the WRL facilities including increased staff and inventory efficiency and user satisfaction. Ms. Andrews moved to approve the fund balance appropriation as presented in an amount not to exceed \$175,000. Dr. Hiller seconded, the motion was approved by a unanimous vote.

Ms. Fowler discussed Babs Bengtson, William & Mary Director of Training & Development, facilitating the December 9, 2019, Strategic Planning Committee meeting. Ms. Bengtson will also attend the January 22, 2020 Board of Trustees meeting and work with WRL staff to communicate with the community. Ms. Fowler stated the new website design will be debuted to the public in January 2020. Ms. Fowler discussed upcoming programs including an exhibit at the Stryker Center and future creative studio uses. The newly appointed Youth Services Director, Ben Strohm, will start on December 16, 2019. Ms. Fowler announced she completed the CIP submissions for James City County. The submissions included the renovation of the Adult Services and Teen area at the James City County Library. Following those renovations, the bathrooms and lighting will be upgraded and then the staff areas. She also submitted a placeholder with the General Services Department and Parks and Rec to construct the outdoor playground at JCCL. Ms. Fowler announced the City of Williamsburg (COW) has approved \$10,000 for the placement of permanent furniture in the City Plaza. Ms. Fowler reviewed updates on the new phone system, staff communications and training, and security concerns.

Mr. Trott reviewed the new WRL app for wireless devices.

- **FY 2021 Proposed Budget** – Ms. Fowler discussed the changes to the FY 2021 budget including an overall increase not exceeding five percent, the addition of a technology replacement fund, and increases in collections, programming, and advertising. Pending approval, the proposed budget will be sent to the City of Williamsburg, James City County, and York County for consideration after the January BOT meeting. Ms. Binsfeld reviewed the local funding formula, various narratives included in the monthly report, and definitions included in the budget report. The draft budget will be brought back to the board at the January 22, 2020 meeting for approval.

Ms. Fowler reviewed the new format for the monthly board reports created by WRL staff. Ms. Fowler discussed the changes being made to the WRL logo.

Friends of WRL Foundation Updates: Mr. Sadler discussed the December 3, 2019 FWRLF meeting which included FY 2020 budget approval and the approval of an \$8,000 grant for mobile hot spots for user circulation. Mr. Sadler discussed the success of the Major Donor Luncheon on November 1, 2019. Mr. Sadler announced the FWRLF is \$7,000 away from meeting their goal for the Kids Idea Studio funding campaign. The William & Mary student group, Agency 1693, will present their report to the Book Nook Committee on December 11, 2019. Mr. Sadler reviewed new marketing promotions including the new banners, website, Friends envelope, and handout card.

Approved as of 1/22/2020

City of Williamsburg Update: None.

James City County Update: None.

York County Public Library Update: None.

Other Business: Dr. Hiller praised Ms. Trifone's articles in the *Trend and Tradition*, Colonial Williamsburg magazine.

Ms. Miller-Moore announced she will be dancing with the Williamsburg Stars for charity.

Adjournment: Ms. Miller-Moore moved to adjourn at 4:50 p.m. All agreed.

Respectfully submitted,



Sarah App

Approved by



Natalie Miller-Moore, Chair