

A P P R O V E D
MINUTES OF THE MARCH 24, 2008 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT Perri Brown-Vice President Melissa Dickens Sara Murray
Jacqueline Rice Faye Rosenthal Timothy Tolson-President
Anthony Townsend Deborah Willenborg

TRUSTEES ABSENT Gail Troy

OTHERS PRESENT Timothy Carrier-Young Adult Services Manager Nancy Cook-Children's Services Manager
Krista Farrell-Assistant Library Director DonnaLee Grossman-Asst. to Library Director
John Halliday-Library Director Joyce MacDonald-Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, March 24, 2008 at 1:00 p.m. in the Central Library's Jefferson Room, the President being in the chair. On motion for approval, made by Mr. Townsend and seconded by Ms. Murray, the February 25, 2008 Minutes were unanimously approved as presented. Vice President Brown abstained, as she was absent from the February meeting. Ms. Rice was not present at the time the vote was taken.

ANNOUNCEMENTS – The Library Director mentioned today's handouts included a year-ended June 30, 2007 audit report received from the CPA firm of Cherry, Bekaert & Holland. There were no unusual findings and J-MRL is considered financially in the black. If there are any questions after reviewing the audit report, please contact the Library Director or Business Manager. Several events were scheduled throughout March and April for the BIG READ. President Tolson mentioned he attended the BIG READ program in Crozet when M. Thomas Inge, Blackwell Professor of Humanities, Randolph-Macon College, discussed "To Kill a Prejudice: Race Relations in Twain, Faulkner and Harper Lee." President Tolson reminded people to visit the Gravity Lounge, as special readings will be given during the BIG READ.

POLICY COMMITTEE'S REPORT – The Policy Committee met on February 25th. One of the issues discussed by the committee involved providing space for library Friends groups on J-MRL's website. Both the Library Director and Ms. Lichtman are investigating this further and plan to report their recommendations to the Policy Committee at their meeting in April. The committee reviewed the policies on Excessive Absenteeism (Section 2.42) and Disciplinary Actions (Section 2.43). Both policies are in accordance with city policies. There were no recommendations to alter the policies; therefore, the Board doesn't need to take any action on the policies. The trial "No Smoking" policy proved effective and the committee recommended a Smoke-Free Library Policy be reviewed by the Board for approval at their April 28th Board meeting. Although the Conduct in the J-MRL Policy (Section 4.232) was revised in February 2008, due to staff concerns, the committee recommended changing 1.g. to read: use of library facilities for bathing, laundry, or personal grooming. The Board will review the change to 1.g. at their April meeting. Extending the borrowing period of DVDs beyond one week for the Teaching Company is being reviewed again. The DVDs are so long that the patrons are finding it difficult to get through them in one week. The Policy Committee's next meeting is scheduled for April 28, 2008, directly following the regular Board meeting.

PERSONNEL COMMITTEE'S REPORT – The Personnel Committee met on March 11, 2008. The Library Director presented a draft of the 2008-2009 Schedule of Library Closings for the committee to review and recommend to the Library Board for approval. The Personnel Committee recommended the Board approve the draft 2008-2009 Schedule of Library Closings. The 2008-2009 Schedule of Library Closings will be up for adoption at the Board's April 28th meeting. The committee discussed increasing operational hours at all branches. The Library Director suggested to the Personnel Committee that if the budget allows, that a full salary survey of all positions be done by an outside consultant in the spring of 2009. The Personnel Committee agreed with the Library Director's recommendation.

FY2009 BUDGET UPDATE – Charlottesville is recommending full funding of their portion of J-MRL's 2009 budget. Albemarle originally proposed a 4.3% increase, although J-MRL had requested 5.82%. This resulted in cutbacks to J-MRL's proposal but Albemarle later notified the Library Director that Albemarle would like to fund the bookmobile outreach. If Albemarle's requested tax increase from \$.68 to \$.71 goes through, J-MRL would be able to include the bookmobile request. Greene County's Library Trustee Deborah Willenborg met with two new supervisors and gave

them a budget presentation along with a fact sheet. The Greene County presentation went well. The Library Director and Nelson County Branch Manager Tanith Knight are meeting with Nelson County staff on March 25th. Nelson County Memorial Library plans to close for a week in May (before Memorial Day) for renovations and to allow time off for staff. The Library Director has not heard from Louisa but usually hears more from them in April. A Budget Committee meeting should be scheduled in April. There will be a Budget Committee meeting scheduled for 10:30 a.m. on April 28th (before the 1:00 p.m. Board meeting on the same date).

LIBRARY DIRECTOR'S REPORT – Virginia Public Library Director's Association – The Library Director is President of VPLDA through the end of April. In the next few weeks the Library Director will be working with other library directors on a potentially serious budget problem. The General Assembly approved a reduction of \$50 million in state aid to localities. This raises money issues for regional libraries, particularly J-MRL as J-MRL receives the second highest amount of state aid in Virginia. The General Assembly decided to let the localities decide what programs will be reduced. Each locality will get to pick and choose from a menu and at this time state aid to libraries is on that menu. The library directors are going to try to get a withdrawal of state aid for public libraries from the menu of choices. The BIG READ – The BIG READ got off to a very good start. The Library Director showed a videotape of President Tolson with Dave Norris and Ken Boyd at the beginning event for the BIG READ held at the Freedom Wall. The Library Director showed the Board Ms. Lichtman's newest READ poster of Ken Boyd, President of Albemarle County's Board of Supervisors. At next month's Board meeting, the Library Director is planning to show the YouTube video contest on J-MRL's website. The Library Director also reminded people to attend the Gravity Lounge on April 3rd, when President Tolson and Ms. Rosenthal will be there to read. The finale of the BIG READ is on May 1st with two showings at the Paramount Theater (3 p.m. and 7 p.m.) of the "To Kill a Mockingbird" film. Festival of the Book – March 26th is the kickoff for Virginia Festival of the Book with the opening ceremony scheduled for noon at Central Library. New Crozet Library - Demolition has started at the new Crozet Library site and a design and building committee is beginning to form (composed of the architect, branch manager, citizens and supervisors). There should be a site plan by November 2008 with construction beginning in 2009. It will take approximately one year to fourteen months to complete the building. Nelson Memorial Library – This week Nelson County will be sending out requests for bids on selection of an architectural service to begin the planning for the eventual expansion of Nelson Memorial Library. Library Director's Annual Evaluation – President Tolson announced he plans to do a repeat of last year's evaluation process for the Library Director. Trustees should contact President Tolson if they need a paper copy of the Director's Evaluation forms. A closed meeting will be scheduled when the Board plans to go over the Library Director's evaluation. A Board Self-Evaluation questionnaire was distributed to the Board members to complete. President Tolson plans to include the Board Self-Evaluation in J-MRL's surveymonkey.com.

PREVIEW OF 2008 SUMMER READING PROGRAM – Because school ends for the summer, it often results in a decline in children's academic reading development over the summer, particularly for children without access to books (usually children with lower socio-economic backgrounds). J-MRL provides summer reading programs for children. By making reading fun for children, summer programs encourage children to read throughout the summer thereby helping them to retain their level of reading development. Usually planning for summer programs begins in December of the prior year. This year's theme is *Catch the Reading Bug*. *The Healing Force*, *Rocknocos* and the popular *Wildlife Center* (showing live animals) are some of the programs Ms. Cook has booked for the children's enjoyment. Turnout for children's programs has leveled off the last few years (3,658-3,954). Mr. Carrier reported that young adult programs have already started with the young adult logo contest. The *Cheap Thrills* young adult program will show the winning picture on the cover of their program. In May, the entries in the logo contest are displayed at Northside Library. There are teen reading groups, creative writing programs (in a successful on-going collaboration with Charlottesville Writing Center), and crafts and game-related programs. Teen volunteers are used to help with summer programs and J-MRL rewards them at the end of the summer with t-shirts and a party. Attendance is averaging between 800-900 in teen attendance. Some of J-MRL's young adult staff is planning to approach local middle schools to encourage participation in J-MRL's summer programs. Mr. Carrier held a young adult poetry contest at J-MRL with the local winner selected as one of five finalists in the *Voice of Youth Advocates* (VOYA) magazine's poetry contest.

FUTURE AGENDA ITEMS – Future agenda items: YouTube's video contest on J-MRL's website, adoption of policies (new Smoke-Free Library Policy and revised 1.g. in the Conduct in the J-MRL Policy-Section 4.232), approval of the 2008-2009 Schedule of Library Closings, FY 2008-2009 budget update and Budget Committee's report, update on the new state aid reduction, Crozet Library update, update on expansion of Nelson Memorial Library, and discussion of Library Director's annual evaluation and the Board's self-evaluation.

ADJOURNMENT – Motion for adjournment was made by Ms. Rosenthal and Mr. Townsend. The Board meeting adjourned at 2:10 p.m.

Timothy F. Jost Tolson, President