

# Jefferson-Madison Regional Library

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**\*\*APPROVED\*\***

## MINUTES OF THE APRIL 26, 2010 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

### TRUSTEES PRESENT:

Sara Murray (Charlottesville)	Hope Payne (Charlottesville)
Mike Plunkett (Charlottesville)	Faye Rosenthal (Louisa County)
Timothy Tolson (Albemarle County)	<u>President</u> Anthony Townsend (Albemarle County)
<u>Vice President</u> Deborah Willenborg (Greene County)	

### TRUSTEES ABSENT:

Mary Coy (Nelson County)	Gary Grant (Albemarle County)
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### OTHERS PRESENT:

Chris Callahan-Representing WINA	Nancy Cook-Children's Services Manager
Krista Farrell-Assistant Library Director	DonnaLee Grossman-Administration
John Halliday-Library Director	Lindsay Ideson-Manager of Northside Library
William Lyons, Jr.-Business Manager	Joyce MacDonald-Staff Recorder
Stella Pool-Community Network Coordinator	
<u>Guest Speaker</u> John A. Moorman-Director of Williamsburg Regional Library & Principal Consultant, Dominion Library Associates, LLC	

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, April 26, 2010 at 1:00 p.m. in the Central Library's Jefferson Room, President Townsend being in the chair. On motion for approval made by Vice President Willenborg and seconded by Ms. Rosenthal, the draft of the March 22, 2010 Library Board Minutes was unanimously approved as presented.

**PUBLIC COMMENTS/ANNOUNCEMENTS** - Ms. Coy has been teaching at New York University in Manhattan. Mr. Grant is recuperating at home and can be reached on email. The Library Director showed Board members the newsletter from Literacy Volunteers of Charlottesville/Albemarle with a picture of J-MRL's staff (Timothy Carrier, Willow Gale and Meredith Dickens) who won second place in the Wordplay 2010 game and the announcement of a new online program offered through J-MRL for English Language Learning and Other Languages by visiting [www.jmrl.org/databases](http://www.jmrl.org/databases) and clicking on the "Language" link. President Townsend participated in the ceremony celebrating the 10<sup>th</sup> anniversary of the opening of the new Louisa County Library. Scottsville's Friends group has reconvened and elected officers. President Townsend and Mr. Tolson attended a Scottsville Friends meeting. The Budget Committee will meet following today's Board Meeting,

**PROCLAMATION HONORING GARY O'CONNELL** - On behalf of the Library Board, President Townsend read a Proclamation honoring Gary O'Connell and presented it to him at the Board meeting. Mr. O'Connell served as a Library Trustee from 1987 through most of 1995, the year he became Charlottesville's new City Manager. Mr. O'Connell has always been a strong supporter of J-MRL. The Library Board wished Mr. O'Connell the very best in his future endeavor as the newly appointed Executive Director of the Albemarle County Service Authority, effective May 1<sup>st</sup>. Mr. O'Connell was also presented with a J-MRL mug.

**LIBRARY FACILITY SURVEY (JOHN A. MOORMAN)** - J-MRL contracted with Dominion Library Associates, LLC to provide assessments of the exteriors and interiors to Central Library, Gordon Avenue Library and Northside Library. John Moorman, Principal Consultant and Charles Koutnik, Associate along with J-MRL's Library Director toured the three

libraries on January 9<sup>th</sup>. Mr. Moorman summarized his findings and submitted a 9-page assessment with detailed suggestions.

**POLICY COMMITTEE'S REPORT** - The Policy Committee reviewed suggested changes in J-MRL's Circulation Policies (Section 4.225) and the Interlibrary Loan Policy (Section 4.32). The consensus is to charge \$3.00 for interlibrary loans. The Board will vote on both policies at their May meeting. It was suggested that "draft" policies be included when sending out the Board's agenda.

**PERSONNEL COMMITTEE'S REPORT** - Five items were discussed/reviewed at the Personnel Committee's last meeting. **J-MRL's FY 2010-2011 Library Closings (Section 5.4)**-Branch/Department Managers requested Sunday, December 26, 2010 be treated as a non-paid holiday similar to Easter. This was the only addition to J-MRL's Schedule of Library Closings. **Scheduling of a Salary Study**-Originally scheduled for spring 2010 but in light of the current budget situation, it is unlikely any increases will be funded. The Committee will revisit this in spring 2011. **Consideration of a Mid-year Salary Adjustment**-Although mid-year salary adjustments would be favorable and help reduce compression of the pay scale, concern was voiced that it might have a negative impact on next year's budget. **Library Director's Performance Evaluation**-The Personnel Committee was charged with the responsibility of performing the Library Director's annual evaluation. The Personnel Committee has agreed to delegate the responsibility again this year to the Library Board President. **Only Offer Defined Contribution Retirement Plan to New Hires at J-MRL**-The City's Retirement Board reviewed J-MRL's proposal and plans to approve it at their April 28, 2010 meeting. After it is approved by the City, the request will go to the Library Board for final approval.

**FY 2010-2011 BUDGET** - Albemarle County level funded J-MRL for next year while the other jurisdictions plan to give J-MRL a slight increase. This means that J-MRL will be able to maintain current library services throughout the coming fiscal year (FY 2010-2011). J-MRL's Greene County budget presentation included a film of Greene County Library staff and patrons making supportive comments about their library. The Library Board enjoyed viewing the film that was very well-received at the budget presentation.

**LIBRARY DIRECTOR'S REPORT** - **Gordon Avenue**-Gordon Avenue is closed this week so that a new elevator can be installed. **Book Sale**-The Book Sale raised approximately the same amount as last year. **American Library Association (ALA)**-ALA will be held in Washington, D.C. in June of this year. To save approximately \$100 on registration, Board members should notify the Library Director by May 7<sup>th</sup> if they are planning to attend. **PLA Library Conference in Portland, Oregon**-The Assistant Library Director attended the PLA Conference in Portland. One idea she brought back with her was that when new patrons register, those having an email address would be sent an email welcoming them to the library and informing them what J-MRL offers. Libraries need to keep pace by offering more services, programs, etc. to their patrons. The Assistant Library Director heard the author of the *Black Belt Librarians* (Warren Graham) and obtained copies of his book to distribute to Central staff for discussion at their May 19<sup>th</sup> In-Service Day. The Assistant Library Director also came back with ideas about outreach to the 20-30 age groups. **New Library Cards**-Samples of the new J-MRL cards were distributed to Board members and include a regular-sized card, a bookmark, and a key card. The cards went out beginning on May 1<sup>st</sup>. During May and June, patrons can exchange their older cards for the new ones for free. Patrons can still request a "classic" card. After July 1<sup>st</sup>, library card replacements will cost \$1.00. **June Board Meeting**-June's Board meeting will be held at Southwood on June 28<sup>th</sup>.

**FUTURE AGENDA ITEMS** - Future agenda items include: Budget Committee's report; adoption of J-MRL's FY 2010-2011 budget; Board approval of three Policies (Circulation Policies-Fines & Fees, Interlibrary Loan and the FY 2010-2011 Schedule of Library Closings); Leadership Charlottesville will be attending the May Board meeting to discuss what they have in mind to encourage J-MRL library card signups.

**ADJOURNMENT** - Motion for adjournment was made by Mr. Tolson and seconded by Mr. Plunkett. The meeting adjourned at 2:40 p.m. The Budget Committee met directly following this Board meeting. **The Monday, May 24, 2010 Board meeting will be held at 1:00 p.m. in the Jefferson Room on the 3<sup>rd</sup> floor of the Central Library.**

Anthony Townsend, President