

Jefferson-Madison Regional Library

201 East Market Street | Charlottesville, Virginia 22902 | (434) 979-7151 | FAX (434) 971-7035

****APPROVED****

MINUTES OF THE MAY 18, 2009 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

Mary Coy
Sara Murray
Faye Rosenthal
Anthony Townsend

Gary Grant
Mike Plunkett
Timothy Tolson-Vice President
Deborah Willenborg

TRUSTEES ABSENT

Perri Brown-President

OTHERS PRESENT

Krista Farrell-Assistant Library Director
John Halliday-Library Director
Andrea Williams-Collections Manager/Staff Recorder

DonnaLee Grossman-Administration
William Lyons, Jr.-Business Manager

Directly following a tour of the Greene County Library, the regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, May 18, 2009 at 1:17 p.m. in Greene County Library's Meeting Room, Vice President Tolson being in the chair. On motion for approval made by Ms. Willenborg and seconded by Mr. Grant, the April 27, 2009 Board Minutes were unanimously approved.

PUBLIC COMMENTS/ANNOUNCEMENTS - Ms. Willenborg mentioned that earlier this spring at the Greene County Pageant, Brandy Estes won the title of Miss Greene County. Ms. Estes has been a teen volunteer at the Greene County Library for several years and she used J-MRL as her platform in the pageant. This summer (July/August) Ms. Estes will be doing storytime for two different age groups at the Greene County Library (check Greene's summer schedule). Vice President Tolson showed Board members a news article regarding Arlington libraries looking to close some of their branches. Vice President Tolson pointed out how lucky J-MRL is in not having to be closed. The Library Board was shown a picture of Mr. & Ms. Rosenthal attending the Library Legislative Day Reception at the State Library.

5-YEAR PLAN COMMITTEE'S REPORT - The 5-Year Plan Committee met earlier this month and reviewed the results of J-MRL's Patron Survey. Over 700 people took the survey. Vice President Tolson did an excellent job with the survey monkey. The site is open this week until Wednesday morning. Each Trustee should read the survey results and check to see what the input was for their areas. The 5-Year Plan Committee is scheduled to meet on Thursday, June 4, 2009 at 3:30 p.m. in Administration's meeting room at the Central Library. The 5-Year Plan Committee members should plan to come to their next meeting with 10 goals/objectives for J-MRL's 5-Year Plan. The 5-Year Plan Committee will be using the state's list of standards as a guideline.

NOMINATION COMMITTEE'S REPORT - The Nominating Committee (Vice President Tolson and Mr. Plunkett) presented their slate of Library Board Officers for the coming fiscal year: Mr. Townsend as President and Ms. Willenborg as Vice President. The Trustees will vote on the slate of officers at the June meeting.

POLICY COMMITTEE'S REPORT - The Policy Committee met last week to review policies that were 10 years old and up for renewal/review and discussed what is coming up next fiscal year. The Library Director distributed a packet of policies highlighting in red the changes the Policy Committee is recommending to the Board (*J-MRL Policy Statement Introduction* (Section 1.0), *J-MRL Board Committees* (Section 1.23), *Public Comments at Library Board Meetings* (Section 1.261), *Public Hearing* (Section 1.262), *Policy Manual* (Section 1.28), *J-MRL Travel Regulations* (Section 2.6), and *Fines and Fees* and *Circulation Policies* (Section 4.225). The Library Director briefly discussed the changes in the fines and fees going into effect July 2009. The Policy Committee recommends the Library Board adopt the policies as presented. After the Board has time to review the policies submitted, the Board plans to approve them at their June Board meeting.

ADOPTION OF FY 2009-2010 SCHEDULE OF LIBRARY CLOSINGS (HOLIDAYS) - A draft of the proposed 2009-2010 Schedule of Library Closings was reviewed by the Board. After a brief discussion by the Board, Mr. Townsend made a

motion seconded by Ms. Murray that as a token of appreciation to the staff “the Board adopts the 2009-2010 Schedule of Library Closings as presented.” The 2009-2010 Schedule of Library Closings was unanimously approved.

FY 2010 LIBRARY BUDGET - J-MRL’s final budget includes J-MRL’s Operations Budget, Equipment Fund Budget, the State Aid Budget and the Friends’ Budget. J-MRL should have the Friends’ budget for J-MRL in time for the June Board meeting. The Library Director distributed a copy of J-MRL’s proposed Operating Budget dated November 24, 2008 indicating Projected Cost Allocations for our Local Jurisdictions for next fiscal year along with the current revised projections dated May 14, 2009. The Library Director briefly discussed both of the projections pointing out that the November 2008 projections included additional staff hours and additional substitute hours for Gordon Avenue, Northside, Louisa, and Nelson and also included pay raises and medical increases. The medical increases ended up being removed. The May 14, 2009 projections represent the total dollar FY 2010 allocation J-MRL expects to receive for next fiscal year. May 2009 projections reflect no pay raises, no medical increases, and no additional regular hours. However, Gordon Avenue and Northside’s additional substitute hours remain in the budget and substitute hours were increased for Louisa and Nelson. Mr. Lyons, Jr. distributed and briefly reviewed the Equipment Fund Budget for FY 2010. Ms. Williams distributed and discussed the State Aid Budget (Library Collections Budget) for next fiscal year. J-MRL’s FY 2010 budget, along with the Friends’ budget, will be adopted by the Library Board at their June meeting.

LIBRARY DIRECTOR’S REPORT - Crozet Library - The Crozet project is progressing and things are looking very positive. Vice President Tolson and the Library Director are attending a Crozet meeting directly following today’s Board meeting. The results should be presented to the Albemarle County Board of Supervisors in June for adoption and then it will go to the design staff. Bookmobile Stops in Louisa - The Library Director distributed a May 5th Bookmobile Pilot Project memo addressed to Doug Whitlock, Louisa Library Foundation. Beginning in July 2009, J-MRL’s Bookmobile service will be expanding to include stops in Louisa County every other Friday (the 1st and 3rd Fridays of each month). The May 5th letter indicates an agreement between J-MRL and the Louisa Library Foundation for this 2-year pilot project. The Louisa Library Foundation is funding the 2-year project for a total cost of \$13,800 paid in two installments of \$6,900 each (one installment in July 2009 and the other installment in July 2010). The \$6,900 includes increased hours and benefits for the Bookmobile Driver. The Louisa Library Foundation will be provided with statistics of Louisa County’s bookmobile usage. If at the end of the 2-year project the project is considered successful, a budget will be developed for continuation of the Louisa Bookmobile service dependent upon receiving funding to support continuation of this service. To promote this service, it was suggested that signs be put up at the stops giving the day and hours of service and that press releases be done throughout the Louisa County area. It was the consensus of the Library Board that the Library Director should go ahead with the pilot project. Summer Reading - The Library Director distributed copies of J-MRL’s Summer Reading Program for children and briefly discussed other programs and events planned for the summer (Jackie Lichtman doing public relations on radio, Adult Summer Reading for ages 18 and older, and ice cream socials for children, etc.).

FUTURE AGENDA ITEMS - Future agenda items include: Election of the new Library Board Officers, new evaluation form for the Library Board of Trustees’ evaluation, adoption of J-MRL’s proposed FY 2009-2010 budget, approval of the policies previously submitted in May, and the 5-Year Plan Committee’s report.

ANNUAL EVALUATION OF THE LIBRARY DIRECTOR - Vice President Tolson moved that the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.1-344(A), subsection 1, to discuss the performance evaluation of the Library Director. Mr. Plunkett seconded the motion. The motion was unanimously approved. The Library Board went into a Closed Meeting at 2:40 p.m. and reconvened into open session at 3:06 p.m. Vice President Tolson read in open session the Certification of Closed Meeting and recorded the votes of the Trustees. (The Certification of Closed Meeting will be attached to the final Approved May 18, 2009 Minutes.) The Library Director’s evaluation was very strong. During June’s Board meeting, the May Minutes were amended to include: In addition, during the Board’s Closed Meeting discussion, the Board stated that John is an excellent Director and that J-MRL and the community are very fortunate and much the better for his leadership and efforts at J-MRL. We thank John for his “absolutely superlative” service to J-MRL. Vice President Tolson made a motion regarding the Library Director’s salary: “That in view of the Library Director’s outstanding performance during the past year, and in keeping with the Library Director’s wishes, the Library Director shall be eligible for the same pay raise as other library staff performing at the highest level within the library’s pay plan.” The motion was seconded by Ms. Rosenthal and Mr. Townsend. The motion was unanimously approved. President Brown was absent from the May meeting. Vice President Tolson added that he knows “there are no raises this year, but he thought it important that this be done for the record.” The Board is very pleased by the Library Director’s service to J-MRL and to the staff. The Library Director will be meeting separately with President Brown and Vice President Tolson for a detailed analysis of the evaluations.

ADJOURNMENT - Motion for adjournment was made by Mr. Townsend and seconded by Mr. Grant. The motion was unanimously approved and the Board meeting adjourned at 3:11 p.m. The June Board meeting will be held at 1:00 p.m. on Monday, June 22, 2009 in the Jefferson Meeting Room at the Central Library.

Perri Brown, President

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MOTION: That the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.1-344(A), subsection 1, to discuss the performance evaluation of the Library Director. (Motion made by Vice President Tolson and seconded by Mr. Plunkett.)

MEETING DATE: May 18, 2009

RESOLUTION NO.: #1

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Jefferson-Madison Regional Library's 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 Virginia Freedom of Information Act; and

WHEREAS, Section 2.1-344 of the Code of Virginia requires a certification by this Jefferson-Madison Regional Library's Board of Trustees that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson-Madison Regional Library's Board of Trustees hereby certifies that, to the best of each member's knowledge, (i) 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 (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Jefferson-Madison Regional Library's Board of Trustees.

VOTE:

AYES: Mary Coy, Sara Murray, Faye Rosenthal, Anthony Townsend, Gary Grant, Mike Plunkett, Vice President Timothy Tolson, and Deborah Willenborg

NAYES: None

(For each nay vote, the substance of the departure from the requirements of the Act should be described.)

ABSENT DURING VOTE:

ABSENT DURING MEETING: President Perri Brown

(Jefferson-Madison Regional Library's Board of Trustees)