

# Jefferson-Madison Regional Library

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

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

## **MINUTES OF THE MAY 24, 2010 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES**

### **TRUSTEES PRESENT:**

Mary Coy (Nelson County)	Gary Grant (Albemarle County)
Sara Murray (Charlottesville)	Hope Payne (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:**

Mike Plunkett (Charlottesville)

### **OTHERS PRESENT:**

Chris Callahan-Representing WINA	Krista Farrell-Assistant Library Director
John Halliday-Library Director	William Lyons, Jr.-Business Manager
Joyce MacDonald-Staff Recorder	Willoughby Parks-Administration
<u>Guest Speaker</u> Rachel Brozenske-Leadership Charlottesville	

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, May 24, 2010 at 1:00 p.m. in Central Library's Jefferson Room, President Townsend being in the chair. On Vice President Willenborg's motion for approval, the April 26, 2010 Library Board Minutes were unanimously approved as presented.

**PUBLIC COMMENTS/ANNOUNCEMENTS** - The *Lake Anna Observer* had an article about Jolyn Bullock's 20 years of service and President Townsend was quoted in the article. The *Nelson County Times* had front page coverage of JMRL's Summer Reading Program. Ms. Murray announced that JMRL's employee Karen Gillaspie, Central Children's Specialist, will be at Greenbrier Elementary School the 1<sup>st</sup> week in June. To welcome Mr. Grant back, the Library Director presented him with a mug from Floyd's Barbershop. Ms. Rosenthal added to April's Policy Committee Report that the Committee recommended four times a year the regular Library Board meetings be held at different locations other than at Central as meeting elsewhere would encourage more public input regarding JMRL's policies and procedures and long-range planning.

**BUDGET COMMITTEE'S REPORT** - Chairman Tolson presented the Budget Committee's Report. By consensus, the Committee approved the Library Director's recommendations for FY2011 budget revisions with the exception of reducing the Staff Appreciation Fund. In another year without pay raises and with tight expenditures, the Committee felt even a small effort at staff appreciation is very important. Some of the revisions included: elimination of 2% pay raises, elimination of additional staff hours, reduced postage (reflecting new Interlibrary Loan fee), reduction in substitute hours (Central Library, Louisa and Nelson counties) and other decreases in JMRL's Operating Expenses. Ms. Coy expressed concern about reduced substitute hours in the FY2011 proposed budget and the Library Director confirmed that the proposed staffing would be sufficient to maintain current services. The Committee finished their review and approved the proposed FY2011 Equipment Fund Budget and consented to the Library Director's recommendation that, with a tight budget, some of the proposed FY2011 purchases be made with year-end FY2010 funds.

**POLICY REVISIONS** - A motion was made by Ms. Coy and seconded by Mr. Grant to approve the revised **Circulation Policies (Section 4.225)**. The motion was unanimously approved and the adopted **Circulation Policies (Section 4.225)** will go in effect July 1, 2010. A discussion ensued regarding a \$3.00 charge for Interlibrary Loan (ILL) services and concern that patrons would be unaware of the charge until they picked up their ILL item(s). If the **Interlibrary Loan Policy (Section 4.32)** is approved, advertising the change to the public would start immediately using JMRL's website, placing signs in all locations at JMRL and inserting the notice on the ILL request form. Mr. Tolson made a motion to add the words "payable when picking up requested item" to the end of the sentence showing the \$3.00 charge. If a patron's ILL item is not picked up, the patron will have \$3.00 charged to their account. Ms. Rosenthal made a motion seconded by Ms. Murray to approve the **Interlibrary Loan Policy (Section 4.32)** as amended. The motion was approved by seven of the Board members present and Mr. Grant opposed the motion. Mr. Grant opposed the motion as he thought the \$3.00 charge would discourage library users, particularly students. The **Interlibrary Loan Policy (Section 4.32)** has been adopted and the \$3.00 charge will become effective on July 1, 2010. Ms. Murray made the motion and Ms. Rosenthal seconded it for approval of the revised **Printing and Copying Policy (Section 4.33)**. The revised policy includes charging a fee for color copying. The motion was

unanimously approved. The Library Director asked the Library Board to approve the **2010-2011 Schedule of Library Closings (Section 5.4)** as previously recommended by the Personnel Committee. The new schedule added the Sunday after Christmas as a closed non-paid day and the rest of the schedule is essentially the same as it was for 2009-2010. The Library Board unanimously approved the **2010-2011 Schedule of Library Closings (Section 5.4)**.

**LEADERSHIP CHARLOTTESVILLE** - Rachel Brozenske reported that the Charlottesville Chamber of Commerce's 10-week Leadership Charlottesville Program has taken on a project to promote library card registrations. Ms. Brozenske presented an idea her team had to boost registrations by having a "10 for 10" plan having local businesses give 10% discounts to library cardholders during October (the 10<sup>th</sup> month). The Leadership Charlottesville team developed publicity materials and a list of 300 possible business partners in the JMRL region. Mr. Grant proposed that Leadership Charlottesville figure out the value in dollars of this community service so that the information may be shared with local government officials to show how much the community supports JMRL.

**REFERENCE DEPARTMENT REPORT** - Ms. MacDonald, Department Manager for Central Reference and Ms. Farrell, Assistant Library Director and Manager of Central Library, showed the Board the impact of JMRL's Five Year Plan on Reference. Programming includes updated tutorials, emphasizing job planning; inclusion of a Brown Bagger's Book Group and Thursday evening documentaries. The programs bring in new faces and energize JMRL and the Reference Department. Outside activities included booths at events, such as the Banned Books Display, which won 2<sup>nd</sup> place from the City. Reference has developed partnerships with other community agencies for: Central Library's Jazz Program and art displays, the Architecture Week Program, and a tour by the Red Hat Society. Reference boosted public relations activities through a Reference web page, a library blog, and radio interviews. Ms. MacDonald reported on JMRL's databases and showed comparative statistics. HeritageQuest is the most heavily used of JMRL's databases. Ms. Farrell reported on recent changes in Central Reference improving organization of library computers and enhancing work space for patrons using WiFi.

**NOMINATING COMMITTEE ELECTION** - Mr. Tolson and Vice President Willenborg volunteered to be on the Board's Nominating Committee. Motion for accepting Mr. Tolson and Vice President Willenborg to serve as this year's Nominating Committee was made by Ms. Rosenthal and seconded by Ms. Payne. The motion was unanimously approved.

**LIBRARY DIRECTOR'S REPORT** - Albemarle's Board of Supervisors - Lindsay Dorrier presented a request for a joint meeting between Albemarle's Board of Supervisors and the Library Board. Library Trustees agreed it would be desirable to have a 60-90 minute meeting at Northside to focus on JMRL's Five Year Plan, the Regional Agreement, and out-of-area library use. The Library Director will arrange the meeting. Charlottesville's Retirement Board - JMRL requested only one retirement plan (Defined Contribution Plan) be offered to JMRL's newly hired staff. Approval is contingent on a report from the City's Actuary. Crozet Library Concerns - Mr. Tolson voiced his serious concerns regarding the lack of space for Crozet's Summer Reading Programs and for the inadequate and unsafe parking conditions. Mr. Townsend suggested citizens may have to raise money for a new Crozet Library but it would still require a commitment from Albemarle County to staff it. Mr. Tolson said it is Albemarle County's responsibility to build public buildings. The consensus was to have Mr. Tolson and the Library Director explore alternative location options for the Crozet Library. New Library Cards - The new cards have been well received with blue and green the favorite colors. The Endowment Committee - The Endowment Committee plans to meet in early June. How Libraries Stack Up: 2010 - OCLC, a non-profit library cooperative, conducted research in January inviting librarians to answer a questionnaire. The Library Director distributed copies of the results. Copies will also be mailed to locally elected officials. Library Director's Performance Evaluation - Mr. Tolson distributed a draft evaluation form and asked Trustees to e-mail any additions and/or suggestions to him at [TfjTolson@gmail.com](mailto:TfjTolson@gmail.com). There will be a Closed Meeting at June's Board meeting, when the Library Director responds to the questions as part of his self-evaluation. Trustees will then complete their evaluations online. President Townsend and the Library Director will meet to discuss the results.

**FUTURE AGENDA ITEMS** - Future agenda items: Reports from the Policy Committee, Endowment Committee, and the Nominating Committee; Election of Officers; submission of JMRL's FY 2010-2011 final budget for adoption.

**ADJOURNMENT** - Motion for adjournment was made by Vice President Willenborg and seconded by Mr. Tolson. The meeting adjourned at 2:40 p.m. The Policy Committee met directly following the Board meeting. The Monday, June 28, 2010 Library Board meeting will be held at 1:00 p.m. at the Southwood Habitat for Humanity Mobile Park Community Meeting Room, 387 Hickory Street, Charlottesville, VA. Hickory Street is by Covenant School, off Fifth Street Extended, south of I-64.

Anthony Townsend, President