

Jefferson-Madison Regional Library

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****APPROVED****

MINUTES OF THE JUNE 22, 2009 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT:

Perri Brown-President	Gary Grant
Mike Plunkett	Faye Rosenthal
Timothy Tolson-Vice President	Anthony Townsend
Deborah Willenborg	

TRUSTEES ABSENT:

Mary Coy	Sara Murray
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OTHERS PRESENT:

Robert Bjoring-Technical Support Specialist	Krista Farrell-Assistant Library Director
DonnaLee Grossman-Administration	John Halliday-Library Director
William Lyons, Jr.-Business Manager	Joyce MacDonald-Staff Recorder
Heather Pehnecc-Central Children's Specialist	

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, June 22, 2009 at 1:00 p.m. in the Central Library's Jefferson Room, President Brown being in the chair. Following Vice President Tolson's amendments to the May 18, 2009 Minutes, Vice President Tolson made a motion for approval of the May 18, 2009 amended Minutes. The motion was seconded by Ms. Rosenthal and Mr. Townsend and the amended May 18, 2009 Minutes were unanimously approved. President Brown abstained as she was absent from May's Board meeting. (May 18, 2009 Minutes include the amendments noted under the Annual Evaluation of the Library Director's section.)

PUBLIC COMMENTS/ANNOUNCEMENTS - Ms. Rosenthal mentioned Louisa County Library's artwork is really outstanding. Louisa received a grant (Scanga Foundation Art Grant) in the amount of \$5,000 to pay for 25 pieces of artwork. Ms. Rosenthal mentioned there was an article in *The Daily Progress* about the barn bookshelf given to Louisa County Library by the Farm Bureau wives in memory of Earl Dickinson. Senator Houck attended the function honoring Earl Dickinson.

AWARDING OF FY 2010 J-MRL SCHOLARSHIP - The Library Director distributed a document from Heather Pehnecc in support of her application for a scholarship to library school. \$1,000 is available per year up to \$4,000 over four years and it is matched by the Library Endowment Fund. The Endowment Committee already approved their \$1,000. Mr. Grant made a motion that the Board approves a J-MRL 2010 scholarship for Ms. Pehnecc and President Brown and Mr. Townsend seconded the motion. The motion was unanimously approved. Ms. Pehnecc thanked the Board for their approval. The scholarship will assist her in obtaining a Masters degree from the School of Library and Information Studies at Texas Woman's University. Ms. Pehnecc chose the Texas Woman's University based on tuition costs, programs they have available, and the flexible schedule. Ms. Pehnecc is taking courses online and completed 21 credits so far. She should finish up next spring 2010.

E-COMMERCE DEMONSTRATION (ROBERT BJORING) - Technical Support Specialist Robert Bjoring gave a brief demonstration of E-Commerce to the Library Board. E-Commerce will give library patrons the ability to pay their fines and replacement costs online. Concern was voiced regarding patron privacy issues. The Library Director said privacy is waived if a patron has a fine because a legal recovery action is in process. The Board thanked Mr. Bjoring for the E-Commerce demonstration. The Library Director pointed out to the Library Board that Mr. Bjoring did most of the work on J-MRL's value calculator.

5-YEAR PLAN COMMITTEE'S REPORT - Ms. Willenborg presented the Minutes from the 5-Year Plan Committee's June 4, 2009 meeting. In order to draft a 5-Year Plan, the Committee has had a series of meetings since November 2008. The Committee is preparing a draft of the 5-Year Plan using input received from patrons, staff, and persons serving on the Committee. The next step will be for the Library Director to make some minor adjustments to the draft and then send it out to the Committee for a final pass through so that the Committee can present the 5-Year Plan at July's Board meeting.

APPROVAL OF J-MRL POLICIES - The Library Director asked for the Board's approval on the seven policies previously submitted for the Board's review on May 18, 2009. Mr. Grant had several concerns regarding the policy on *Public Comments at Library Board Meetings* (Section 1.261) and requested the Library Director have this policy reviewed by at least a couple outside agencies. The Library Director will have the policy reviewed. The Library Director will bring the policy on *Public Comments at Library Board Meetings* (Section 1.261) back to the Library Board for their approval after the policy has been reviewed. Mr. Townsend made the motion that: "The Board adopts all the policies submitted today with the exception of Policy 1.261." Ms. Rosenthal seconded the motion and the motion was unanimously approved by the Board. The following six policies were adopted: *J-MRL Policy Statement Introduction* (Section 1.0), *J-MRL Board Committees* (Section 1.23), *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).

ADOPTION OF FY 2010 LIBRARY BUDGET - The Library Director briefly discussed J-MRL's proposed FY 2009-2010 Budget. Louisa County's budget includes the gift of \$6,900 for Louisa Bookmobile stops; Nelson County shows an increase of 1.07%, which represents the additional \$2,600 Ms. Coy obtained for Nelson this current fiscal year; there are no pay raises in the budget this coming year; there are additional substitute hours for Gordon Avenue and Northside and an increase to some of the substitute hours for Nelson and Louisa. The FY 2009-2010 Projected Cost Allocations (Operating Budget), Equipment Fund Budget, Library Collections Budget (State Aid Budget), and the Friends' Budget were distributed to the Board members. There were no changes to the Equipment Fund Budget from the last submission and the Friends' Budget is similar to the current year's budget. There is a \$16,100 Branch Discretionary fund for the branches. All the branches are doing additional programming. The Library Director distributed a Friends' Budget Narrative for FY 2009-2010 with items highlighted in yellow representing 57% going to Children's and Young Adult programs. The Friends' 2009-2010 Budget represents a 4% increase from the current year. The Projected Operating Revenues include a Budget Balance from the General Fund for funds carried over from one year to the next. Vice President Tolson made a motion that: "The Board adopt the FY 2009-2010 Budget as presented." President Brown, Mr. Grant, and Mr. Townsend seconded the motion and the motion was unanimously approved.

LIBRARY BOARD'S SELF-EVALUATION FORM - The Library Director distributed a Board Self-Evaluation form for Board members to complete. Vice President Tolson will insert the Self-Evaluation form into Survey Monkey and the Board members can use that for their evaluations. The results of the evaluations will be presented at July's Board meeting.

LIBRARY DIRECTOR'S REPORT - Louisa Bookmobile Stops-The Bookmobile stops in Louisa County start next week on July 3rd. There are four stops planned: Gum Spring at the Dairy Queen, 2 stops in Louisa-at the Town Hall and the Betty Queen Center, and the Visitor's Center at Zion Crossroads. Crozet-The Albemarle County Board of Supervisors approved the preliminary design for the new Crozet Library and it now goes back to the architect to do the design drawings and all the necessary preparations so that it can go out to bid. Now that the design has been approved, J-MRL's Friends' of the Library can go ahead with the fundraising in the fall. Northside-Albemarle County is considering the Circuit City Building as a possible Northside Library site. Endowment Fund-Last year there was over \$1 million in the Endowment Fund. The Endowment Fund has been used to fund many things such as The Big Read and the summer internship program. Due to the economic downturn, the principal in the Endowment Fund has decreased to approximately \$719,000-\$720,000. J-MRL plans to go back next year to fund the summer internship program, when the Endowment increases. Summer Reading-Summer Reading is off to a great start.

ELECTION OF FY 2010 LIBRARY BOARD OFFICERS - The Nominating Committee's FY 2010 recommended slate of officers was: Anthony Townsend, President and Deborah Willenborg, Vice President. Vice President Tolson made a motion that: "This slate of officers be elected as Board Officers for FY 2010," Ms. Rosenthal seconded the motion and the motion was unanimously approved. On behalf of J-MRL and the Library Board and as a token of appreciation, engraved gavels were presented to President Brown and to Vice President Tolson in recognition of their service as J-MRL's Board President.

FUTURE AGENDA ITEMS - Future agenda items include: J-MRL's Trustees' self evaluation, Public Comments Policy (1.261), the 5-Year Plan Committee's report and first draft, and a survey of security and protection of historical materials, books, etc.

ADJOURNMENT - Motion for adjournment was made by Mr. Grant and seconded by Mr. Townsend. The motion was unanimously approved and the Board meeting adjourned at 2:24 p.m. The July Board meeting will be held at 1:00 p.m. on Monday, July 27, 2009 in the Jefferson Meeting Room at the Central Library.

Perri Brown, President