

# Jefferson-Madison Regional Library

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

## A P P R O V E D

### MINUTES OF THE JULY 27, 2015 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)  
Gary Grant (Albemarle)  
Peter McIntosh (Charlottesville)  
Tamyra Turner (Charlottesville)

Wendy Wheaton Craig (Louisa)  
Marcia McDuffie (Nelson)  
Carla Mullen (Charlottesville)

#### TRUSTEES ABSENT

Vice President Stephen Walls Mathis (Greene)

Jane B. Kulow (Albemarle)

#### OTHERS PRESENT

John Halliday, Library Director  
Krista Farrell, Assistant Library Director  
Ginny Reese, Staff Recorder/Greene Manager  
Mike Powers, Albemarle Co. resident

Shawn Hirabayashi, HR Specialist  
Kathleen Burns, Scottsville Manager  
Meredith Dickens, Tech Svcs Collection Manager  
Jan Dix, Charlottesville NOW

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, July 27, 2015, at 3:00 p.m. in the meeting room of the Scottsville Library (330 Bird Street, Scottsville, VA), President LaFontaine being in the chair. Trustee McIntosh made a motion for the approval of the June 22, 2015 Minutes and Trustee Turner seconded. The June 22, 2015 Minutes were approved as presented without opposition. Trustees Craig and McDuffie abstained.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

President LaFontaine welcomed the new Trustees, Wendy Wheaton Craig of Louisa and Marcia McDuffie of Nelson. Manager Burns welcomed the Board to Scottsville and spoke briefly about the branch.

Trustee McIntosh mentioned the Friends of the Library presence at the August 28<sup>th</sup> "Fridays After Five" in Charlottesville. Assistant Director Farrell added that FOL volunteers and staff will be manning an outreach table.

Director Halliday passed on Kobby Hoffman's regrets at her inability to attend the meeting. She is a member of Charlottesville NOW.

Mr. Powers handed out copies of JMRL Policy: Section 4.51 "Displays and Handouts." He had highlighted certain passages in order to demonstrate that the April 2015 display at the Central Branch, "Your Body Your Choice, My Body My Choice," created by Charlottesville NOW did not meet the policy. He asked that the Board state with yea/nay vote whether they agreed with his position.

#### FY2016 BOARD COMMITTEE ASSIGNMENTS

President LaFontaine handed out committee assignments and asked that he receive any comments and/or questions after the meeting.

#### POLICY COMMITTEE REPORT

Regarding the April 2015 Charlottesville NOW display at Central, Trustee Mullen reported that the committee: 1) would check with other libraries to review their display policies, 2) recommended updates to the Records Retention and Disposition policy, Section 1.7, 3) have the display policy reviewed by the Rutherford Institute and the Thomas Jefferson Center for Free Expression, with any final recommended changes reviewed by JMRL's attorney, 4) have the policy included in any future displays, and 5) revise the Display Permission form to include wording related to the library's display policy.

The committee also proposed revising the policy on public comments, Section 1.261, to allow 10 speakers instead of 5 with 3 minute time limits instead of 5 minutes. Director Halliday passed out copies of the draft revisions.

Finally, it was noted that according to current policy, Section 1.26, asking for a second for motions was not required. It was suggested that the policy be changed or that asking for seconds be stopped. President LaFontaine said that until the policy was changed he would stop asking for seconds.

## **COLLECTION MANAGEMENT REPORT – MEREDITH DICKENS**

Collection Manager Dickens gave a detailed report on JMRL's collection management. She handed out a flyer to illustrate the points she made. She works under David Plunkett and has the assistance of Mary Lamb for 20 hours week. She is guided by the Materials Selection policy, Section 4.11, and the Collection Development Plan. She is currently revising that plan. She explained the process by which JMRL updates its materials – how materials are acquired and culled. The Board found the presentation very informative with Trustee Grant, in particular, complimenting Ms. Dickens for the quality of her work.

## **LIBRARY DIRECTOR'S REPORT**

- Director Halliday reported that the “Scottsville Scholarship” program is very popular. In the first two weeks there have been 51 free cards issued. 50% went to returning patrons and 50% to new patrons.
- Director Halliday handed out a flyer describing the program goals of the Virginia Library Association's Legislative Committee. He suggested that any Trustee who had the opportunity might lobby their state representative to support those goals.
- Director Halliday distributed a draft of the FY2016 Library Board and Budget Schedule. The Trustees made no changes to the schedule. The schedule calls for a Library Board Self-Evaluation in August. The online evaluation survey will be distributed in early August.
- Trustees McIntosh and Grant suggested that JMRL make annual presentations to all jurisdictions. Director Halliday said that that was already done except for Charlottesville and Albemarle, but that he would do so for those two in the future.

## **FUTURE AGENDA ITEMS**

There will be votes on the Policy Committee recommendations. The Board self-evaluation. Tim Carrier will present a report on the Summer Reading program. There may be a presentation from the Thomas Jefferson Center and/or the Rutherford Institute on the display policy issue.

## **STATEMENT FROM NEW TRUSTEES**

Trustee Grant asked that the new Trustees offer a mini-bio of themselves. Trustees Craig and McDuffie graciously complied.

## **FINAL COMMENT**

Trustee Turner thanked Mr. Powers for his diligence.

## **ADJOURNMENT**

Trustee Grant made a motion to adjourn the meeting. The motion passed without opposition. The meeting adjourned at 4:13 p.m.

Brian LaFontaine, President