

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE JANUARY 25, 2016 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)
Wendy Wheaton Craig (Louisa)
Peter McIntosh (Charlottesville)
Tamyra Turner (Charlottesville)

Vice President Stephen Walls Mathis (Greene)
Gary Grant (Albemarle)
Carla Mullen (Charlottesville)

TRUSTEES ABSENT

Jane B. Kulow (Albemarle)

Marcia McDuffie (Nelson)

OTHERS PRESENT

John Halliday, Library Director
Krista Farrell, Assistant Library Director
William Lyons, Library Business Manager
Mike Powers, Albemarle Co. Resident

Shawn Hirabayashi, HR Specialist
Ginny Reese, Staff Recorder/Greene Manager
Heather Peh nec, Ref. Librarian/Volunteer Coordinator

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, January 25, 2016, at 3:04 p.m. in the meeting room of the Northside Library (705 W. Rio Road, Charlottesville, VA), President LaFontaine being in the chair. Trustee Grant made a motion for the approval of the December 21, 2015 Minutes. The December 21, 2015 Minutes were approved as presented without opposition. President LaFontaine and Trustee McIntosh abstained.

ANNOUNCEMENTS AND PUBLIC COMMENTS

- Trustee Grant watched two webinars he found through the Virginia Library Association (VLA). The first dealt with how libraries might reach out to diverse communities. The second was about how a library staff can encourage volunteerism. He prepared a report which he sent to Director Halliday.
- Trustee Turner stated that the NAACP will be discussing Bryan Stevenson's book, "Just Mercy," at their February 8th meeting at the Jefferson School. Mr. Stevenson is scheduled to attend the Virginia Festival of the Book on March 19. Trustee McIntosh expressed his admiration for Mr. Stevenson's work.
- Trustee McIntosh announced that the Friends of the Library (FOTL) will be seeking replacements for Bill Davis, their Book Sale Manager, and Andrew Hniat, Book Sale Assistant. Mr. Hniat stepped down in December and Mr. Davis will be stepping down later this year.
- Director Halliday passed on the regrets of Trustees Kulow and McDuffie who were not able to attend today's meeting. Because of the past weekend's snowstorm overdue fines will be waived for all items returned from 1/22 to 1/27 and the Library will close at 7pm tonight.
- President LaFontaine had introductory meetings Rick Randolph and Norman Dill, the new Albemarle Supervisors.
- Mr. Powers congratulated and complimented the Policy Committee for finding a good compromise on the new Displays and Handouts policy (Section 4.51). He then suggested four minor changes to the draft.

ADOPTION OF POLICY REVISIONS: DISPLAYS & HANDOUTS (SECTION 4.51), PUBLIC COMMENTS AT LIBRARY BOARD MEETINGS (SECTION 1.261), AND PUBLIC HEARINGS (SECTION 1.262)

Vice President Mathis made a motion to accept the Display and Handouts policy (Section 4.51). During the lengthy discussion, Trustee Grant wondered if language should be included that specified that all materials in the "Freedom of Speech" display be inside the locked case. Director Halliday said that such language will be included in the Display Use Procedure (Section 4.51). After the discussion Vice President Mathis amended his motion to include the following changes to the policy: 1) the third sentence will be ended before the word "however;" 2) "however" will be deleted; 3) the new sentence beginning "To encourage community..." will begin the second paragraph; 4) in that sentence the word "public" will be added before the word "forum;" 5) a new paragraph will be created with the sentence beginning "Realizing most library..." 6) in that sentence the word "only" will be added before the word "by," and 7) in the second bullet point "all" will replace "personal materials included in the." The motion passed with all in favor.

Trustee Turner made a motion to accept both the Public Comments at Library Board Meetings policy (Section 1.261) and the Public Hearings policy (Section 1.262). After the discussion Trustee Turner amended her motion to include the following change in the Public Hearing policy: the last two sentences in the fourth paragraph will be deleted. The motion passed with all in favor.

JMRL VOLUNTEER PROGRAM REPORT

Director Halliday introduced Heather Pehnc, Reference Librarian at the Central Library and JMRL Volunteer Coordinator. Ms. Pehnc, who has been with the Library for 12 years, has been Volunteer Coordinator for 2 years. She spoke primarily of the changes being instituted this year, which include a cleaner website and the creation of specific volunteer positions. It is hoped that these changes will clarify the volunteer process and result in an increase in the number of volunteers and the quality of their work. Along with applications for specific positions, general applications will still be accepted. Ms. Pehnc personally responds to every application. Trustees McIntosh and Grant requested data reflecting the number of volunteers and the hours they put in.

ADA STUDY REPORT

The report was postponed until February's meeting as Jim Herndon could not attend.

DISCUSSION OF FY2017 LIBRARY BUDGET

Director Halliday announced that the budget was presented to all 5 jurisdictions. All the meetings went well. Albemarle's priority is the third year of the pay plan. Charlottesville's priority is the same, as well as the Library meeting the needs of all of the city's citizens. Greene's administrator wanted to make sure that Greene County Library received new carpeting, was supportive of additional hours for the branch, and would pay for GIS mapping. Louisa's administrator was generally supportive and would pay for GIS mapping despite "money being tight." Nelson's administrator hoped to expand the Nelson Memorial Library "one of these days." President LaFontaine encouraged all Trustees to meet with any new supervisors or administrators. Director Halliday concluded with a reminder that the governor presented a budget with no increases in state aid for libraries; however, the VLA is lobbying the General Assembly for a \$2.5 million increase.

DISCUSSION OF 2016 LIBRARY BOARD RETREAT

President LaFontaine distributed a proposed agenda schedule for the retreat. He suggested 4 separate meetings to discuss issues brought up in the Board questionnaire. After discussion it was agreed that instead of a Board retreat, every Board meeting would include a Board Training Development section, during which a different Trustee will make a presentation on a preselected topic. President LaFontaine will prepare a schedule of topics and presenters for distribution at the February Board meeting. At that meeting the first presentation, Advocating for JMRL (with an overview of advocacy efforts made in 2015), will be given by Trustee Kulow.

LIBRARY DIRECTOR'S REPORT

- In 2015 volunteers at Central, Gordon, and Northside mended 3,885 items (a savings of ~\$77,000).
- Maurice Jones, City Manager of Charlottesville, requested data on electronic book circulation. Director Halliday distributed the chart he had shared with Mr. Jones. JMRL is projected to have 5.4% of its circulation comprised of electronic books in FY2016, an increase from 0.7% in FY2011. Nationally, electronic book sales have plateaued at 23% and Director Halliday expects JMRL's electronic book circulation to reach that level eventually.
- The weekend of February 28, Gordon Library will have its ceiling and lighting repaired. Gordon will be closed that weekend, with the possibility, if necessary, of a longer shut down.
- Starting in February Albemarle County will begin construction on the mezzanine at Northside Library. They will be putting in ESL classrooms.
- In the spring Scottsville Library will address its ADA issues, which Jim Herndon will explicate in his report.
- The Technology Committee will meet soon. The Policy Committee will now meet bimonthly, before Board meetings.
- Assistant Director Farrell gave a brief presentation and passed out materials about JMRL's Winter Reading Program. In its second year and geared to children from birth to age 5, it will occur from February 2 to March 2.

FUTURE AGENDA ITEMS

Update on FY2017 Library Budget. ADA report from Jim Herndon. Reports from the Technology and Policy Committees. Advocacy Report from Trustee Kulow.

ADJOURNMENT

Trustee McIntosh made a motion to adjourn the meeting. There were no objections. The meeting adjourned at 4:40 p.m.

Brian LaFontaine, President