

# 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 FEBRUARY 22, 2016 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)  
Wendy Wheaton Craig (Louisa)  
Jane B. Kulow (Albemarle)  
Carla Mullen (Charlottesville)

Vice President Stephen Walls Mathis (Greene)  
Gary Grant (Albemarle)  
Marcia McDuffie (Nelson)  
Tamyra Turner (Charlottesville)

#### TRUSTEES ABSENT

Peter McIntosh (Charlottesville)

#### OTHERS PRESENT

John Halliday, Library Director  
Krista Farrell, Assistant Library Director  
William Lyons, Library Business Manager  
Aimee Walls Mathis, Greene Co. Resident

Shawn Hirabayashi, HR Specialist  
Ginny Reese, Staff Recorder/Greene Manager  
Jim Herndon, Planner-ADA Coordinator, Charlottesville

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, February 22, 2016, at 3:01 p.m. in the meeting room of the Northside Library (705 W. Rio Road, Charlottesville, VA), President LaFontaine being in the chair. Trustee Turner made a motion for the approval of the January 25, 2016 Minutes. The January 25, 2016 Minutes were approved as presented without opposition. Trustee McDuffie abstained. Trustee Kulow arrived after the vote was taken.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Grant watched a webinar he found through the Virginia Library Association (VLA). It dealt with how one might organize individuals to raise funds. He prepared a report which he sent to Director Halliday.

#### ADA SURVEY REPORT – JIM HERNDON

As part of JMRL's 5-year plan, Mr. Herndon conducted an ADA survey of the branches. Mr. Herndon sent reports of his 6-month survey to Director Halliday. He conducted detailed examinations of the Greene, Louisa, Nelson, and Scottsville branches. Central and Gordon were examined in 2013. Crozet and Northside, being brand new, only required a cursory exam and a review of their plans. Greene needed truncated domes on its sidewalk and Louisa needed wider parking, but otherwise both were "pieces of cake." Both Nelson and Scottsville needed more serious work. The biggest issue was Nelson's need of a bathroom remodel. As with Louisa, Scottsville had parking space issues. Most of Central's issues had been dealt with, though access to the 3<sup>rd</sup> floor bathroom remained unresolved. Gordon has some tripping hazards and could use access through their basement. Crozet and Northside are excellent. Mr. Herndon commended JMRL for keeping their technology up to ADA standards. He recommended that a survey be done every 10 years. Director Halliday said that all of Mr. Herndon's recommendations have either been taken care of or will be – that the costs will be covered by JMRL's maintenance budget or by the different jurisdictions.

#### POLICY COMMITTEE'S REPORT

Trustee Mullen reported that the committee reviewed Policies 5.4 (Schedule of Library Closings), 4.54 (Cooperation with Schools), and 4.9 (Notary Public Services). These Policies will be brought before the Board in March for approval. There were minor changes to Policies 4.54 and 4.9; however, Policy 5.4 required more attention as both Christmas and New Year's Day fall on Sundays in the coming fiscal year. It was recommended that the Policy mirror FY2012, which was the last time this issue occurred. In regards to Thomas Jefferson's Birthday (April 13), they recommended a survey of JMRL staff to see if they might prefer a "floating holiday" starting in FY2018.

#### TECHNOLOGY COMMITTEE'S REPORT

Trustee Turner discussed the Technology Committee's February 17 meeting. Director Halliday distributed a draft of JMRL's FY2017-2019 Technology Plan. Trustee Turner reported that JMRL had accomplished a majority of its goals from the 2015-2017 Technology Plan and any remaining goals have been carried over to the new plan. Director Halliday explained that the primary reason for any missed goals was logistical and not budgetary. Both Trustees Turner and Craig felt the FY2017-2019 plan was thorough and feasible. It was recommended that Trustees go over the Plan and email any

questions to Director Halliday who will forward them to David Plunkett, Collections and Technology Manager, who will answer them at the next Board meeting. Trustee Grant requested that Manager Plunkett prepare a technology organizational chart of JMRL staff including who is interfaced with at the City of Charlottesville.

### **TRUSTEE TRAINING: FRIENDS OF THE LIBRARY ADVOCACY COMMITTEE REPORT – JANE KULOW**

President LaFontaine stated that he had prepared a schedule of speakers for future Trustee Training sessions (e.g., next month Kim Armentrout of the Library of Virginia will speak on FOIA and resources for Trustees). He will email the schedule to the Trustees. President LaFontaine turned the floor over to Trustee Kulow. Trustee Kulow stated that good resources for advocacy are the American Library Association's "Library Advocate's Handbook" and the Virginia Public Library's "Trustee Handbook." The purpose of Trustee advocacy is to educate the public and public officials about JMRL services and needs. Communication and availability are important – gently reminding all of common ground. The Trustees agreed that greater communication was paramount, towards that end it was agreed all Trustees would be cc'd on any advocacy communications made by the Board President on behalf of JMRL.

### **DISCUSSION OF FY2017 LIBRARY BUDGET**

Director Halliday announced that Albemarle expects to give JMRL a 5% increase, which is among the highest increases it is giving other agencies and departments. At the same time, Director Halliday warned that future increases may be lower as property taxes have not increased significantly and the County projects a possible \$3 million deficit next year. President LaFontaine will send a thank you email to all the supervisors for the proposed increase. Director Halliday stated that Charlottesville will likely give an increase similar to Albemarle's, but that he had not heard from the other jurisdictions. Trustee McDuffie said that her meeting with Nelson supervisors had been postponed until March.

### **LIBRARY DIRECTOR'S REPORT**

- Director Halliday asked Assistant Director Farrell to speak about the Big Read. AD Farrell passed out copies of "The Heart is a Lonely Hunter" and the Big Read brochure. The opening celebration will be 2:00 pm Saturday, February 27, at the Central Library. At 3:00 pm there will be further festivities at Champion Brewery. Among the many events State Senator Creigh Deeds will lead a discussion on mental health reform at Northside on March 25 at 3:00 pm.
- Director Halliday presented a map of Library card holders in Nelson County. Trustee McDuffie said there were areas in the west and southeast that might be better served.
- A map of Louisa and Greene Library card holders will be prepared soon.
- Director Halliday will email the Trustees information about the state budget as soon as he hears anything. He is hopeful that there will be an increase in Library funding.
- He reminded the Trustees that their emails are part of the public record. Any emails dealing with JMRL sent from private accounts should be cc'd to their JMRL accounts. Trustee Mathis confirmed that spam can be deleted.
- Gordon Library will be closed Feb. 29 through Mar. 1 for repairs to its ceiling and lights. It will have limited service over the following 3 weeks as repairs are finished.
- The "Southside Library Committee" remains very enthusiastic. Director Halliday reminded them that the process will take years. The committee met with the president of PVCC about a possible partnership, which is a part of the "looking around" phase – exploring possibilities. He believes that a renovation of Central Library is more likely as that will have less impact on the jurisdictions' operating budgets than a new library.

### **FUTURE AGENDA ITEMS**

Update on FY2017 Library Budget. Report from Kim Armentrout on FOIA and resources for Trustees. Report from Manager Plunkett on the FY2017-19 Technology Plan. Vote on Policies 4.54, 4.9, and 5.4

### **ADJOURNMENT**

Trustee Kulow made a motion to adjourn the meeting. There were no objections. The meeting adjourned at 4:28 p.m.

Brian LaFontaine, President