

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE MARCH 28, 2016 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)
Gary Grant (Albemarle)
Marcia McDuffie (Nelson)
Carla Mullen (Charlottesville)

Wendy Wheaton Craig (Louisa)
Jane B. Kulow (Albemarle)
Peter McIntosh (Charlottesville)
Tamyra Turner (Charlottesville)

TRUSTEES ABSENT

Vice President Stephen Walls Mathis (Greene)

OTHERS PRESENT

John Halliday, Library Director
Krista Farrell, Assistant Library Director
William Lyons, Library Business Manager
Lee Catlin, Albemarle Assistant County Executive
Jim Kramer, JMRL Patron

Shawn Hirabayashi, HR Specialist
Ginny Reese, Staff Recorder/Greene Manager
David Plunkett, Technology & Collections Manager
Kim Armentrout, Public Library Consultant, Lib. of Va.

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, March 28, 2016, at 2:59 p.m. in the meeting room of the Northside Library (705 W. Rio Road, Charlottesville, VA), President LaFontaine being in the chair. Trustee McDuffie made a motion for the approval of the February 22, 2016 Minutes. The February 22, 2016 Minutes were approved as presented without opposition. Trustee McIntosh abstained. Trustees Kulow and Turner arrived after the vote was taken.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee McIntosh announced that the Friends of the Library (FOTL) sale begins Saturday, April 2nd, with a presale for members on Friday, April 1st. The sale will go through Sunday, April 10th. There have been more donations than ever and, if the trend continues, there will be more attendance than ever. FOTL hopes to surpass last year's total of \$117,000.

Director Halliday stated that Vice President Mathis had work obligations that would keep him from attending the meeting and that Trustee Turner was running late. He also introduced Lee Catlin who is the liaison between Albemarle County and JMRL.

Trustee Grant watched a webinar he found through the Virginia Library Association (VLA). It dealt with library outreach to the business community. He prepared a report which he sent to Director Halliday. He's been finding the webinars an excellent resource and encourages his fellow Trustees to view them. He learns of them through the VLA's newsletter.

Trustee McIntosh extended his congratulations to Trustee Kulow for a very successful Virginia Festival of the Book. There was consensus for this.

TRUSTEE TRAINING: REPORT ON STATE RESOURCES FOR LIBRARY TRUSTEES & FOIA

Director Halliday introduced Kim Armentrout, Public Library Consultant with the Library of Virginia. Ms. Armentrout gave an overview of the Library of Virginia, libraries in Virginia, the duties and responsibilities of Trustees, and the Freedom of Information Act (FOIA). She handed out a hard copy of her presentation and made available the Virginia Public Library's "Trustee Handbook." She answered Trustees' questions. President LaFontaine presented her with a JMRL mug.

DISCUSSION OF FY2017 LIBRARY BUDGET

Director Halliday had nothing new to report. Albemarle and Charlottesville plan on funding ongoing operating expenses. He has not yet heard anything from Greene, Louisa, or Nelson. Trustee McDuffie said she believed that the Nelson County supervisors would be meeting in May. Trustee Grant asked about any increase in state aid. Director Halliday said there would be an increase of \$500,000 in FY2017 and a similar increase in FY2018. JMRL's share would be \$18,000.

REPORT ON JMRL TECHNOLOGY

David Plunkett, Technology & Collections Manager, gave a presentation on JMRL's wide area network (WAN) and JMRL's IT relationship with the City of Charlottesville. He explained what were JMRL's responsibilities and what were those of the City. He answered questions about his presentation and the proposed FY2017-FY2019 Technology Plan.

ADOPTION OF FY2017-FY2019 TECHNOLOGY PLAN

Trustee Turner made a motion that the Board adopt the FY2017-FY2019 Technology Plan. The motion passed with all in favor.

ADOPTION OF UPDATED POLICIES: 4.54, COOPERATION WITH SCHOOLS; 4.9, NOTARY PUBLIC SERVICES; AND 5.4, SCHEDULE OF LIBRARY CLOSINGS

Trustee Mullen made a motion for the adoption of Policy Section 4.54, Cooperation With Schools. The motion passed with all in favor.

Trustee Mullen made a motion for the adoption of Policy Section 4.9, Notary Public Services. The motion passed with all in favor.

Trustee McIntosh made a motion for the adoption of Policy Section 5.4, 2016-2017 Schedule of Library Closings. There was some discussion of "celebrating" Thomas Jefferson and Columbus. It was agreed to revisit this issue in the future, particularly after surveying JMRL staff. The motion passed with all in favor except Trustee Grant who voted no.

LIBRARY DIRECTOR'S REPORT

- Manager Lyons distributed copies of the JMRL audit performed by Cherry Bekaert. As a quick summary, Manager Lyons directed the Board's attention to the quote on page 30, "...our tests disclosed no instances of noncompliance or other matters that are required to be reported..." He directed the Board's attention to page 11, the Statement of Revenues, Expenditures, and Changes in Fund Balance. Director Halliday asked that the Trustees review the audit and bring any questions they have to next month's meeting at which the auditors will be present.
- Director Halliday and President LaFontaine met last month regarding Albemarle County's possible bond referendum. President LaFontaine drafted a letter asking the county supervisors to consider the Central Library Renovation and the Southern Urban Area Library as part of any future referenda. Director Halliday distributed copies of the letter. Trustee McIntosh made a motion that the Board approve the sending of the letter. The motion passed with all in favor.
- The Louisa County Library Foundation is paying for the expansion of Louisa's parking lot. Construction will be done in such a way as to not affect current parking.
- Renovations to make the restrooms and entrance at Scottsville ADA compliant have begun.
- The vendor's cost to staff the café area at Northside Library has proven to be unsustainable. A vending machine with snacks will be installed.
- The bathrooms at Nelson Memorial will be made ADA compliant by removing a stall in each. Also the front counter will be lowered. There is a possibility of moving the library to a recently vacated building 6 blocks away. The county supervisors are discussing the idea. The building has 5 times the space of the current library.
- The \$500,000 increase in state aid (\$18,000 to JMRL) was welcome, but it represents 1/5 of what was hoped for.
- Director Halliday distributed copies of the brochure announcing the NAACP/JMRL Library Internship & Scholarship Program. He encouraged the Trustees to pass the word.
- JMRL will participate in a "backpack" initiative developed by the Library of Virginia, Virginia State Parks and the Science Museum of Virginia. State park family passes and backpacks filled with materials for exploration will be available for checking out this summer.
- FOTL funds the purchasing of JMRL promotional items. Director Halliday distributed two of the latest items: tissue packets and an adaptor that turns one's car cigarette lighter into a USB port charger. Trustee Kulow mentioned the coasters for "Reading Under the Influence" and "Books On Tap" funded by FOTL and the Virginia Foundation for the Humanities. Director Halliday said he would bring some to the next meeting.
- The repair of the ceiling and lights at the Gordon Library was completed ahead of schedule. It is much brighter now.

FUTURE AGENDA ITEMS

Auditor's report. Policy Committee report. Progress of FY2017 Library budget.

ADJOURNMENT

Trustee Kulow made a motion to adjourn the meeting. There were no objections. The meeting adjourned at 4:33 p.m.

Brian LaFontaine, President