

# Jefferson-Madison Regional Library

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## A P P R O V E D

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

#### TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)  
Wendy Wheaton Craig (Louisa)  
Marcia McDuffie (Nelson)  
Carla Mullen (Charlottesville)

Vice President Stephen Walls Mathis (Greene)  
Gary Grant (Albemarle)  
Peter McIntosh (Charlottesville)  
Tamyra Turner (Charlottesville)

#### TRUSTEES ABSENT

Jane B. Kulow (Albemarle)

#### OTHERS PRESENT

John Halliday, Library Director  
Krista Farrell, Assistant Library Director  
William Lyons, Library Business Manager  
Chris Suarez, Daily Progress  
Sarah Hamfeldt, Reference Manager

Shawn Hirabayashi, HR Specialist  
Ginny Reese, Staff Recorder/Greene Manager  
David Plunkett, Technology & Collections Manager  
R. Russell Coleman, Jr., Cherry Bekaert

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, April 25, 2016, at 3:00 p.m. in the meeting room of the Northside Library (705 W. Rio Road, Charlottesville, VA), President LaFontaine being in the chair. Trustee McIntosh made a motion for the approval of the March 28, 2016 Minutes. The March 28, 2016 Minutes were approved as presented without opposition. Vice President Mathis abstained.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee McIntosh announced that the Friends of the Library (FOTL) Spring sale amassed ~\$96,000. Though that total was less than last year's, attendance continues to increase.

Trustee Grant watched a webinar he found through the Virginia Library Association (VLA). It dealt with volunteering and was led by a professional from VolunteerMatch. He prepared a report which he sent to Director Halliday.

Assistant Director Farrell showed a "nature" backpack and its contents which has been donated to JMRL as part of a program created by the Library of Virginia, Virginia State Parks and the Science Museum of Virginia. Each branch received four backpacks to make available for families to check out and learn about nature. Included in the pack is a pass to any of Virginia's state parks. The program will continue until the backpacks are unusable.

#### POLICY COMMITTEE'S REPORT

Trustee Mullen reported that the committee reviewed JMRL's circulation policy (JMRL Policy: Section 4.225). Per staff suggestion, the committee is recommending that JMRL eliminate fines for overdue books for juvenile library users (under the age of 16). Any minors with existing fines would be given a clean slate. The rationale is that the current policy discourages library use by minors. The updated policy, if approved, would begin July 1<sup>st</sup>.

#### AUDITOR'S REPORT FOR FY 2015

Mr. Coleman, a partner at Cherry Bekaert, gave an overview of the auditing process and a summary of Cherry Bekaert's report. He distributed an Engagement Summary and Significant Audit Findings Letter. "There was one recorded audit adjustment totaling \$3,469 in order to accrue for compensated absences as liabilities at year end. We noted no errors for which we proposed an audit adjustment that was not recorded." There were some questions about the late reporting of an increase in retirement payments a few years back. Director Halliday reminded the Board that as a result of that issue a JMRL representative is invited to attend Charlottesville's Retirement Commission meetings.

#### BIG READ REPORT

Manager Hamfeldt reported on the success of this year's Big Read. With a \$7,500 grant from the NEA (1 of 75 recipients nationwide) and a matching grant from FOTL Hess Fund, JMRL was able to distribute over 800 copies of "The Heart is a Lonely Hunter" by Carson McCullers and "El Deafo" by Cece Bell. ~8,000 adults and children attended one of the programs associated with the Big Read. Ms. Bell remarked that the event at Northside was one of the best she's ever attended.

## **DISCUSSION OF FY2017 LIBRARY BUDGET**

Director Halliday announced that there needs to be a Budget committee meeting before the next Board meeting.

Regarding the budget process, he had nothing new to report. Albemarle and Charlottesville have already finalized their budgets and Director Halliday has not yet heard from Greene, Louisa, or Nelson. Trustee McDuffie said she believed that the Nelson County supervisors would be meeting on May 7. Vice President Mathis thinks the Greene County supervisors will be meeting on April 26, and he plans on attending the meeting. Trustee Craig had the impression that the Louisa supervisors will not be doing any significant increases.

The Bookmobile van continues to be problematic. Director Halliday met with the Charlottesville fleet manager in February who said that finding replacement parts for the van has become more and more difficult. He recommended that JMRL purchase a new vehicle. As of the past week, the van is out of commission due to a rear axle malfunction. Rather than have it repaired, Director Halliday decided to ask the Board about purchasing a new vehicle. A "Sprinter-type van" which would be more manageable and easier to maintain would cost ~\$140,000. With customization, the vehicle could be ready in 3-4 months. Trustee Grant made a motion that the Board give permission to Director Halliday to get bids for a "Sprinter-type van." The motion was approved with no opposition.

## **ANNOUNCEMENT FROM PRESIDENT LAFONTAINE**

President LaFontaine announced that it was time to do the Library Director's evaluation. An email would be sent out in the coming week with a link to an online survey. The results will be discussed at the May 23 Board meeting.

## **FY2017 LIBRARY BOARD OFFICER NOMINATING COMMITTEE**

Trustee Mullen agreed to chair the Nominating committee. Trustee Craig agreed to be on the committee. They will survey the Board and offer nominations at May's Board meeting.

## **LIBRARY DIRECTOR'S REPORT**

- The parking upgrade at Louisa is on schedule.
- The remodel at Scottsville to make it ADA compliant will occur in August. The branch will be closed for about 2 weeks.
- The new Northside Branch is now a year old. In the past year, library visits are up 25% compared to the old library. Of all check outs 29% are done at the "self check-out" stations and 7% are done at the drive-through. The old branch averaged 15 meetings per month and the new branch averages over 250 meetings per month. Construction has begun on the mezzanine for the County education programs.
- Part of the celebration of Shakespeare's 400<sup>th</sup> anniversary included a showing of "Romeo & Juliet in Harlem" at the Jefferson Center.
- April 21<sup>st</sup> was "Poem in Your Pocket Day." JMRL staffers and volunteers distributed poems to their communities.
- There will be an 8K race on May 28<sup>th</sup> in memory of Philip Weber, the "Running Man." Sponsored by Champion Brewery, proceeds of the race will be donated to JMRL.
- Director Halliday distributed the Virginia Festival of the Book coasters that Trustee Kulow had mentioned at March's Board meeting.

## **FUTURE AGENDA ITEMS**

Vote on changes to the circulation policy. Reports from the Nominating and Budget Committees. A section of the meeting will be closed for the Library Director's evaluation. To continue "Trustee Training" there will be a report on peer libraries.

## **ADJOURNMENT**

Vice President Mathis made a motion to adjourn the meeting. There were no objections. The meeting adjourned at 4:12 p.m.

Brian LaFontaine, President