

# Jefferson-Madison Regional Library

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## A P P R O V E D

### MINUTES OF THE JUNE 27, 2016 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

Wendy Wheaton Craig (Louisa)  
Carla Mullen (Charlottesville)  
Peter McIntosh (Charlottesville)

Gary Grant (Albemarle)  
Marcia McDuffie (Nelson)

#### TRUSTEES ABSENT

President Brian LaFontaine (Albemarle)  
Jane B. Kulow (Albemarle)

Vice President Stephen Walls Mathis (Greene)  
Tamyra Turner (Charlottesville)

#### OTHERS PRESENT

John Halliday, Library Director  
Krista Farrell, Assistant Library Director

Ginny Reese, Staff Recorder/Greene Manager  
Bill Lyons, Business Manager  
L.D. Perry, Citizen

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, June 27, 2016, at 3:10 p.m. in the meeting room of the Northside Library (705 W. Rio Road, Charlottesville, VA), Trustee Gary Grant being in the chair (at the suggestion of Trustee McIntosh), as neither the President or Vice-President were in attendance. Trustee McIntosh made a motion for the approval of the May 23, 2016 Minutes. The May 23, 2016 Minutes were approved as presented without opposition.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Halliday reported that Trustees Kulow and President LaFontaine were out of town and Trustee Turner and Trustee Mathis were unable to attend.

L.D. Perry had several comments. Mr. Perry was concerned about what he feels is a change in library culture at the Central Library (vs. Northside, which he also frequents) with patrons congregating, eating, using cell phones and disrupting others. He noted that library staff generally addresses problems as they can. He also had a concern about the proposed change in meeting room policy, particularly regarding the lack of conference rooms at Central Library.

#### POLICY COMMITTEE'S REPORT

The Library Board Policy Committee met at 2:00 p.m. on June 27, prior to the Board meeting. The committee reviewed four policies. No changes were recommended for Policy 1.22, JMRL Board of Trustees' Goals and Planning. Regarding Policy 1.26, Procedures at the JMRL Board of Trustees' Meetings, the only change was to update the edition of Robert's Rules of Order and corresponding pages. The same change was also recommended for Policy 1.27. Additionally, for 1.27 language was changed re: "Executive" to "Closed" meetings to be in keeping with State FOIA. Also added limiting Library Board minutes to 2 pages, a long-time practice at JMRL. Minutes will be submitted to the Board (not Secretary) and minutes are emailed (not mailed). Finally, eliminating "seconder" as JMRL does not require seconds on motions. Lastly the committee reviewed Policy 5.1 with recommended changes mostly having to do with the new conference rooms at Northside Library. These draft changes could be approved at the July or August Board meeting. The Policy committee will meet again on August 22<sup>nd</sup>.

#### REVIEW OF THE FIVE YEAR PLAN

Director Halliday handed out the Five Year plan timeline/goals and gave a status update on each item. Many items are completed and most are on track for completion (if funded).

## **ADOPTION OF FY2017 LIBRARY BUDGET**

The FY2017 Library Budget was distributed with one change noted; the addition on the revenue side of a \$100,000 grant from the JMRL Friends of the Library for the purchase of a new Bookmobile. Trustee McIntosh moved for the approval of the FY 2017 Library budget of \$7,674,032 including implementation of the new pay plan effective July 2<sup>nd</sup>, with pay raises of 3% for eligible staff based on performance appraisals (or higher if needed to make sure eligible staff are 1% above the minimum in the new pay plan). All were in favor. A separate motion was made by Trustee McDuffie to approve the FY 2017 Equipment Fund budget of \$526,022 with all in favor.

## **LIBRARY BOARD MEETING SCHEDULE FOR FY 2017**

Director Halliday distributed the Library Board annual calendar and meeting location schedule. The Board plans to follow the meeting schedule and will discuss the annual calendar at the July meeting. The meeting location schedule calls for FY2017 meetings in July, August, September, and October at Central Library, Gordon Avenue Library, Crozet Library, and Scottsville Library, respectively. Meetings in November through June are planned for Northside Library.

## **ELECTION OF FY2017 LIBRARY BOARD OFFICERS**

Trustee Mullen reported that President LaFontaine was being nominated as Board President, and Trustee McIntosh as Board Vice President. No other names were offered in nomination. Trustee Grant requested two separate votes. Trustee Mullen made a motion for President LaFontaine to be reappointed. Four in favor, one abstention (Grant). Trustee Mullen made a motion for Trustee McIntosh as Vice President. All were in favor.

## **LIBRARY DIRECTOR'S REPORT**

Director Halliday reported that he just returned from the annual American Library Association conference in Orlando. He attended an all day workshop on "Project Outcome" (sponsored by the Bill & Melinda Gates Foundation). The Daily Progress online digitization has been very popular with monthly usage quadrupling in the first full month. The Library Director, Business Manager, and Bookmobile Manager are working with City staff on specifications for a new Bookmobile. On July 12<sup>th</sup> at 2:00 p.m. there will be a special plaque installed and ceremony commemorating the Gregory Swanson Case in the Central Library's McIntire Room. The United States District Court's hearing of the Swanson Case, determining to allow African American citizens to attend UVA, was held in the McIntire Room in 1950. Director Halliday distributed the summer edition of "Beyond the Books".

## **FUTURE AGENDA ITEMS**

The following are planned for the July meeting at the Central Library: Report by Meredith Dickens, Collections Manager, on electronic books. Discussion of the annual calendar. A report on the Library Endowment Fund. Policy Committee recommendations may be adopted in July or August. Director Halliday will be away in July; Assistant Director Farrell will provide the Director's report.

## **ADJOURNMENT**

Trustee Grant moved for adjournment and the meeting ended at 4:28 p.m.