

# Jefferson-Madison Regional Library

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## A P P R O V E D

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

#### TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)  
Wendy Wheaton Craig (Louisa)  
Jane B. Kulow (Albemarle)  
Stephen Walls Mathis (Greene)

Vice President Peter McIntosh (Charlottesville)  
Gary Grant (Albemarle)  
Marcia McDuffie (Nelson)  
Tamyra Turner (Charlottesville)

#### TRUSTEES ABSENT

Carla Mullen (Charlottesville)

#### OTHERS PRESENT

Krista Farrell, Assistant Library Director  
Ginny Reese, Staff Recorder/Greene Manager  
Meredith Dickens, Collections Manager

Shawn Hirabayashi, HR Specialist  
William Lyons, Library Business Manager

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, July 25, 2016, at 3:03 p.m. in the McIntire room of the Central Library (201 E. Market St., Charlottesville, VA), Vice President McIntosh being in the chair until President LaFontaine took over at 3:10 p.m. Shawn Hirabayashi submitted altered minutes of the May 23, 2016 Library Board meeting that included a "Trustees Absent" section. Trustee McDuffie made a motion for the approval of the altered minutes. The May 23, 2016 Minutes were approved as presented without opposition. Trustees Mathis and Turner abstained.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Grant watched a webinar he found through the Virginia Library Association (VLA). It dealt with public library outreach to Hispanic communities. He prepared a report which he sent to Director John Halliday.

Assistant Director Farrell announced on behalf of Director Halliday that the August Board meeting would be Trustee Turner's last.

#### ADOPTIONS OF POLICY UPDATES

Vice President McIntosh explained the changes in the four Policies to be voted on (Board and Goals Planning – 1.22, Procedures at Board Meetings – 1.26, Minutes of Board Meetings – 1.27, and Meeting and Conference Rooms – 5.1). The most substantive changes were in Policy 5.1 due to the fact that JMRL had no conference rooms prior to the opening of the new Northside branch in March 2015. After a few questions, Vice President McIntosh made a motion that the Board approve all four policies as submitted. By this point President LaFontaine had arrived and he voted with the rest of the Board in favor of the motion. There was no opposition. After the vote President LaFontaine took over chairing the meeting from Vice President McIntosh.

#### DISCUSSION OF FY2017 BOARD AND BUDGET SCHEDULE

Assistant Director Farrell passed out copies of the drafts of the FY2017 Library Board and Budget Schedule and the FY2017 Library Board Meetings Schedule. After some discussion, which included Trustee Craig requesting that the Board be given a reminder of when the committees are expected to meet, Vice President McIntosh made a motion that the Board approve the FY2017 Library Board and Budget Schedule as submitted. Trustee Kulow had arrived at 3:19 p.m. in time to participate in the vote. The FY2017 Library Board and Budget Schedule was approved without opposition.

#### LIBRARY ENDOWMENT COMMITTEE REPORT

President LaFontaine gave a summation of the July 6 committee meeting. Despite a volatile year in the stock market, the Endowment is in good shape (at \$1,222,218). Grants totaling \$23,600 were approved for the Big Read, the JMRL/NAACP Scholarship, the Reach Out and Read program, the Scottsville Out-of-Area Library Card program, and the Louisa Comic Con. The committee feels that Albemarle County should take the lead in having the out-of-area fees eliminated, and it discussed ways to increase donations to the Endowment.

## **DIGITAL COLLECTIONS REPORT**

Manager Dickens gave an update after the fifth full year of eBook availability. Improvements have been made to the webpage and the services JMRL contracts with. Manager Dickens offered details about the four most popular services: OverDrive, OneClickdigital, Freading, and Zinio. The greatest challenge remains increasing users' awareness of the eLibrary. Despite this, the eLibrary represents 3% of the JMRL collection and 6% of JMRL's circulation. The latter statistic represents a 36.6% increase over last fiscal year. Whereas electronic books will never take over paper books (Manager Dickens does not expect eBooks to reach the 20% benchmark that exists in the publishing industry), there is room for it to grow. Things JMRL is exploring are increasing access for users (possibly circulating eReading devices) and streaming services (Hoopla). JMRL is also preparing for Albemarle County's initiative to have eReading devices and library cards in the hands of every one of its students.

## **FY2017 LIBRARY BOARD COMMITTEE ASSIGNMENTS**

President LaFontaine passed out assignments for FY2017. There were no objections, though Trustee Turner pointed out that she would be leaving the Board as of next month. President LaFontaine explained that her replacement would have those assignments but in the interim was nicer to use Trustee Turner's name.

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

- The Swanson Plaque (in the McIntire room) was dedicated on July 12. The case was adjudicated in the McIntire room back when the building was a courthouse.
- Central Library has been designated a "cooling center." Assistant Director Farrell feels the press is a benefit.
- The Summer Reading program is going well. The response to the extra two weeks (vs. 6 weeks last year) has been positive.
- JMRL will participate in Westhaven Day on August 6 and the Back to School Bash on August 13. Trustee Grant requested that Board members be made aware of when such events are occurring so they might attend.
- The Scottsville Branch will close for renovations on August 11 and open in its temporary quarters in the old Dollar General store on August 15. The branch is scheduled to reopen on September 6.
- The bid process has begun for the new Bookmobile. The bids should be in by August 12.
- Angela Critics, currently a Young Adult/Reference Librarian at Central, has been selected to be the next Children Services Department Manager. She begins August 1.
- This Board meeting will be Shawn Hirabayashi's last. He is leaving Charlottesville for Portland, OR.

## **FINAL ANNOUNCEMENTS**

Vice President McIntosh announced that the Friends of the Library would be making a \$75,000 donation to JMRL this week.

## **FUTURE AGENDA ITEMS**

The Board Self-Evaluation forms will be emailed soon and reviewed at the August Board meeting. The Policy Committee will be meeting before the Board meeting.

## **ADJOURNMENT**

Trustee McDuffie made a motion to adjourn the meeting. There were no objections. The meeting adjourned at 4:04 p.m.

Brian LaFontaine, President