

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 SEPTEMBER 26, 2016 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)
Carla Mullen (Charlottesville)
Stephen Walls Mathis (Greene)
Gary Grant (Albemarle)

Vice President Peter McIntosh (Charlottesville)
Marcia McDuffie (Nelson)
Wendy Wheaton Craig (Louisa)
Jane B. Kulow (Albemarle)

TRUSTEES ABSENT

None

OTHERS PRESENT

John Halliday, Library Director
Krista Farrell, Assistant Library Director
Zach Weisser, Collections and HR Specialist

Ginny Reese, Staff Recorder/Greene Manager
Bill Lyons, Business Manager

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, September 26, 2016, at 3:00 p.m. in the meeting room of the Crozet Library (2020 Library Ave., Crozet, VA 22932), President LaFontaine being in the chair. Trustee Mathis made a motion for the approval of the August 22, 2016 Minutes. The August 22, 2016 Minutes were approved as presented without opposition. Trustee McDuffie abstained.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Grant reported that he solicited public comments ("meet and greets") by setting up a public booth at Northside Library. Comments included many compliments as well as suggestions, such as updating computer software and being able to improve open hours, such as Sunday hours at Northside Library.

President LaFontaine announced a James River Brewery raffle night ("Community Tap Night"), October 19, with live music and pizza, with monies to be donated to the Library out-of-area scholarships.

Trustee Kulow indicated her intention to invite Carla Hayden, Librarian of Congress, to 2017 Festival of the Book's opening ceremony at JMRL.

Vice President McIntosh reported that he formally transferred \$100,000 to Director Halliday from the Friends of the Library for the purposes of purchasing the new Bookmobile.

FIVE YEAR PLAN COMMITTEE'S REPORT

Trustee Kulow submitted the Five Year Plan Committee's Report and reviewed each item. Board discussion decided that the next five year plan process, to begin late 2017 or early 2018, should include consideration of altering the JMRL mission statement for brevity while retaining core concepts.

REVIEW OF THE FIVE YEAR PLAN

President LaFontaine handed out the planning checklist for 2014-2019 Five Year Plan. The Board members reviewed the checklist items.

DISCUSSION OF BUDGET OBJECTIVES FOR FY2018

Director Halliday handed out the FY2017 budget objectives and reported funding successes, such as achieving the three year pay plan. He proposed that funding items which were not approved should be requested again for the FY2018 budget. Vice President McIntosh suggested thanking local staff and governments for the budget increases over the last three years.

Trustee Grant reiterated patron requests for Sunday hours at Northside Library. Vice President McIntosh stated that this could be a concrete part of any request for increased branch hours. Director Halliday listed other potential Northside Library times during which hours could be increased. Board also discussed increasing hours at Greene and Louisa Libraries.

MIDYEAR BOOK BUDGET SUPPLEMENT

Director Halliday reported \$60,000 of unused funds due to personnel opt-outs from medical insurance coverage. He requested that \$45,000 be transferred to the collections acquisitions budget, leaving a \$15,000 cushion. Trustee Grant moved to approve Director Halliday's request to transfer \$45,000 of unused health insurance funds to the acquisitions budget. Motion passed unanimously without further discussion. Director Halliday mentioned that this increased the book budget to over \$670,000, which, while high, was lower than in 2000-2001 when state funding was at 100%.

LIBRARY BOARD CONTINUING EDUCATION

Director Halliday played a video produced by the American Library Association called "What it means to be a trustee." This was the first part of a nine part series, to be played at subsequent Board meetings, in keeping with the Board's decision to pursue continuing education.

LIBRARY DIRECTOR'S REPORT

Director Halliday pointed out increased circulation, program attendance and Wi-Fi access from the previous year. He asked Board members to help promote applications for the NAACP scholarship monies, which last year went unclaimed. He announced collaboration between Meals on Wheels and JMRL which will deliver books to Meals on Wheels clients, with interactions to be overseen by JMRL's Bookmobile department.

Director Halliday discussed the impact of the July 1 elimination of overdue fines on juvenile accounts. While circulation and card registration increased, revenue from overdue fines decreased by 15%. He reported on the Out of Area fee collections, which under accrual basis were \$12,690 in FY2016, with the majority of those collections in Scottsville branch.

Director Halliday said that the Governor of Virginia would be attending the Gregory Swanson Commemoration at Central Branch on October 23. Due to projected attendance numbers, Board decided to determine available capacity and offer those seats on a first-come-first-served basis to members of the public.

Director Halliday, Vice President McIntosh, Trustee Mullen, and Trustee McDuffie scheduled the personnel committee meeting for October 17. Trustee Mathis scheduled the policy committee meeting for October 24. Director Halliday handed out the latest edition of Beyond the Books.

FUTURE AGENDA ITEMS

The following are planned for the October meeting at the Scottsville library: Personnel Committee meeting report; Policy Committee report; Budget proposals for FY2018.

ADJOURNMENT

Trustee McDuffie proposed adjournment and the meeting ended at 4:23 p.m.