

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE DECEMBER 19, 2016 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)
Gary Grant (Albemarle)
Stephen Walls Mathis (Greene)
Jane B. Kulow (Albemarle)

Vice President Peter McIntosh (Charlottesville)
Marcia McDuffie (Nelson)
Kathy Johnson Harris (Charlottesville)
Carla Mullen (Charlottesville)

TRUSTEES ABSENT

Wendy Wheaton Craig (Louisa)

OTHERS PRESENT

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

Ginny Reese, Staff Recorder/Greene Manager
Mike Powers, Albemarle County Resident

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, December 19, at 3:00 p.m. in the meeting room of the Northside Library (705 West Rio Road, Charlottesville, VA), President LaFontaine being in the chair. Vice President McIntosh made a motion for the approval of the November 28, 2016 Minutes. The November 28, 2016 Minutes were approved as presented without opposition. Trustee Harris abstained. Trustee Kulow was not present for the vote.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Mathis reported on the Greene County Board of Supervisors meeting on 13 December, 2016, at which he had conveyed the preliminary library budget for FY2018. The Board of Supervisors was receptive to the percentage increases and did not make initial objections. Members of the Board of Supervisors spoke highly of the staff of the Greene County Library, especially Branch Manager Reese, and the services provided.

POLICY COMMITTEE'S REPORT

Trustee Mathis presented the report of the December 19, 2016 Policy Committee meeting. The Committee heard public comment from Mr. Powers. Concerning library displays, Mr. Powers felt that any materials located outside and on top of the displays should be circulating library materials to encourage patron curiosity and increased circulation. Mr. Powers also requested clarification with regard to the library's policies concerning trustee public comments and interactions with the media. Trustees Mathis and Grant committed to review both policies within the next two months.

The Policy Committee next addressed the decision to develop a formal legal policy regarding Freedom of Information Act (FOIA) requests, as discussed at the October 24 Policy Committee meeting. Director Halliday said that, in keeping with legal advice, the relevant language and contact information of the FOIA policy of the town of Scottsville would be adapted for JMRL and presented at the Board meeting of January 23, 2017 for consideration and a vote. Finally, the library's signage policy was discussed. The Policy Committee considered reviewing the policy before the ten-year policy reconsideration limit.

ADOPTION OF UPDATED BYLAWS

President LaFontaine said that, since the adoption of the updated bylaws required a quorum of all serving Trustees, the vote on adoption would be tabled and removed from the agenda until said quorum was present.

DISCUSSION OF FY2018 LIBRARY BUDGET

Director Halliday said that he had visited three of the five jurisdictions (Nelson, Albemarle, and Louisa County) and presented the Library Budget for FY2018 which had been approved by the Board. Jurisdictional reception had been

largely positive. Trustee McDuffie had attended the Nelson County meeting. Nelson County budget considerations would not take place until early February 2017, and the FY 2018 Library Budget would affect them largely with regard to the increases for health insurance, retirement benefits, and hours. President LaFontaine had attended the Albemarle County meeting. Albemarle County praised the proactive and transparent manner with which the budget has been presented to them in recent years. President LaFontaine felt Albemarle County truly supported the library, though their financial situation restricted the extent of material support. Director Halliday said that, during his Louisa County presentation, he clarified that when the Board said it would “follow the lead of the jurisdictions” regarding the proposed pay raise, it meant that any decision would consider jurisdictions holistically, rather than adopting the lowest pay raise percentage. As to future meetings, Vice President McIntosh, Trustee Mullen and Assistant Director Farrell will attend the City of Charlottesville meeting on January 9, 2017.

LIBRARY BOARD CONTINUING EDUCATION (POLICIES)

Director Halliday played a video produced by the American Library Association on Board policies. This was the fifth part of a ten part series, to be played at subsequent Board meetings, in keeping with the Board’s decision to pursue continuing education.

LIBRARY DIRECTOR’S REPORT

Assistant Director Farrell presented on the state of the grant writing process for the 2018 Big Read. She distributed to the Trustees, and invited them to provide input on, a list of the six titles down to which the members of the grant writing team had distilled the list of possible titles. She also encouraged noting or pursuing any connections which the book themes might exhibit with interested community partners.

Director Halliday distributed copies of a pocket-sized Bill of Rights brochure, copies of which had been funded and produced since 1998 by Friends of the Library and distributed gratis to school groups, organizations, and any interested individuals. 15,000 copies had been distributed to date. Director Halliday also reported the results of an in-staff survey regarding the observance of Veterans’ Day rather than Jefferson’s Birthday as a staff paid holiday. Of 72 responses, 92% were in favor of changing the observed day to Veterans’ Day. This would necessitate changing the traditional In-Service Day. Director Halliday recommended making a decision when finalizing the schedule of holidays in April 2017.

Director Halliday spoke on the subject of state aid. He said that General Assembly members would be contacted in January to advocate for state aid, which provides essentially the sole source of funding for the book budget. Vice President McIntosh suggested approaching the local Board of Supervisors and other local councilors before they finalize their legislative agendas. Trustee Grant suggested adding “State Aid Discussion” to the August 2018 agenda. Director Halliday concurred.

Vice President McIntosh reminded the Board that the Friends of the Library’s brokerage account still existed, which proved helpful recently when a patron donated \$1000 of appreciated stock. President LaFontaine offered free 2018 pocket calendars to all present.

FUTURE AGENDA ITEMS

Future agenda items include a discussion of and vote on the revised FOIA policy at the January 2017 meeting, continued attention to responses to the jurisdictional budget presentations, and continuing education videos. The next meeting will take place on January 23, 2017 at Northside Library.

ADJOURNMENT

Trustee Mathis proposed adjournment, and the meeting ended at 3:37 p.m.