

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE FEBRUARY 27, 2017 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)
Gary Grant (Albemarle)
Marcia McDuffie (Nelson)
Jane B. Kulow (Albemarle)

Vice President Peter McIntosh (Charlottesville)
Wendy Wheaton Craig (Louisa)
Kathy Johnson Harris (Charlottesville)
Carla Mullen (Charlottesville)

TRUSTEES ABSENT

Stephen Walls Mathis (Greene)

OTHERS PRESENT

John Halliday, Library Director
Krista Farrell, Assistant Library Director
Zach Weisser, Collections and HR Specialist
Mike Powers, Albemarle County Resident
John S. Aldridge, CPA, Brown Edwards and Company,
LLP

Ginny Reese, Staff Recorder/Greene Manager
Bill Lyons, Business Manager
Stephen Surbey, Nelson County Resident
David Plunkett, Collections and Tech. Services Manager
Chris Cullinan, Director of Finance, City of
Charlottesville

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, February 27, 2017 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 January 23, 2017 Minutes. The January 23, 2017 Minutes were approved as presented without opposition. Trustee McDuffie abstained.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Craig reported a moderate turnout for the NEA Big Read commencement at Louisa County Library. Trustee McDuffie mentioned Branch Manager Susan Huffman's upcoming presentation for the Nelson Board of Supervisors regarding renovations to Nelson Memorial Library. Mr. Surbey made public comments to request increased cooperation between the Virginia Employment Commission and JMRL, and for more accommodating computer terminal session policies.

POLICY COMMITTEE'S REPORT

At the invitation of the Policy Committee, Manager Plunkett presented a one-year pilot program proposal to add 8 wireless hot-spot devices, with accompanying wireless service, to JMRL's borrowable equipment. He sought an emendation to the fines and fees policy which would assign to library users liability for the cost of the devices (\$100) in case of loss, damage, or non-return. Vice President McIntosh made a motion to authorize purchase of the hot-spot devices and adopt the revised fines and fees policy. Motion was approved without opposition. Trustee Grant presented the consensus of the Policy Committee that free speech displays could not include additional materials situated on top of and external to the display case. Regarding the issue of "compelled speech" and the display cases, Vice President McIntosh reported that the Policy Committee had asked Director Halliday to return to Mr. J. Joshua Wheeler, Director of the First Amendment Clinic, for review of library policy. Regarding the issue of public statements made by JMRL staff or Board Members, Vice President McIntosh reported that Mr. Powers had presented public comment suggesting that the following sentence be added to current policy: "Any trustees or library personnel wishing to express themselves on these topics must ensure that it is clear they are speaking as individuals and not on behalf of the library."

FY2016 AUDIT REPORT (BrownEdwards)

Business Manager Lyons reported that BrownEdwards had been awarded the contract to perform the FY2016 audit on the City of Charlottesville. Mr. Aldridge, presenting for BrownEdwards, stated that BrownEdwards had issued an unmodified opinion. He presented several specific items of note. FY2016 marked the first time that the net pension liability was recognized, amounting to nearly three million dollars. When comparing estimated expenditures to the final budget, JMRL

reported a surplus of \$83,000 rather than an expected loss of \$69,000. Vice President McIntosh questioned the current capital asset valuations, in particular those of the books, equipment, and vehicles. He believed that the books were valued too low (at \$148,000) and the vehicles too high (\$294,000). Mr. Aldridge indicated that he would respond to the asset valuation methodology question after appropriate research. Mr. Aldridge also recommended putting in place an official conflict of interest policy. Director Halliday responded that library council had specifically reviewed this issue and indicated that such a policy was not a state or federal legal requirement. Trustee Grant said that the Policy Committee would review the issue.

DISCUSSION OF FY2018 LIBRARY BUDGET

Director Halliday reported that Albemarle County recommended a 4.5% budget increase for JMRL for FY2018. This increase included five hours added weekly to Northside Library, a halftime shelver position at Crozet Library, and a 2% pay raise for staff. He reported that Louisa County administrators mentioned they were considering “flat funding.” Director Halliday had contacted the County Administrator, and explained that maintaining current level library services in Louisa County would require a budget increase. Director Halliday had not heard back from the City of Charlottesville, nor Greene or Nelson Counties. He also reported that the City of Charlottesville would be requiring that personnel on the defined benefit retirement plan make contributions to their accounts.

USE OF JMRL FACILITIES IN COMMUNITY EMERGENCIES

Assistant Director Farrell reported on the current five year plan’s objective (Goal 6, Objective 4), “to plan for use of JMRL facilities during community emergencies.”

JMRL EMAIL IMPROVEMENTS

Manager Plunkett presented the transition to a new email server through G Suite for JMRL, effective March 6, 2017.

LIBRARY DIRECTOR’S REPORT

Director Halliday reported on the financial effects of the elimination of overdue fines on juvenile cards earlier in FY2017. He projected a year-over-year decrease of \$12-14,000, which would amount to a 7% decrease in overdue fines revenue. He mentioned major renovations planned at Louisa County Library, and the awarding of \$1,200 to JMRL from the National Endowment for the Humanities and Library of America to host reading and discussion sessions on WWI and its relevance to the 21st century. He indicated that he would be meeting with the Personnel Committee to address the schedule of library closings, since staff had voiced a preference to close on Veterans Day rather than Thomas Jefferson’s birthday. He also distributed materials on the joint JMRL-NAACP program to provide internships and scholarships to African American high-school graduates. Director Halliday said that the retirement of Anne Wilson, Children’s Librarian, would go into effect that day. He had prepared an official recognition statement, which he read to the Board. Vice President McIntosh made a motion to approve the official recognition statement. The statement was approved without opposition, and subsequently signed by President LaFontaine.

LIBRARY BOARD’S CONTINUING EDUCATION

The Board agreed to postpone this installment of the continuing education series due to time constraints.

FUTURE AGENDA ITEMS

Future agenda items include a review of circulation policies with regard to wireless hot-spots, a Personnel Committee report, a FY2018 Budget update, an update on the “1000 Books Before Kindergarten” program, and the continuing education video series. The next meeting will take place on March 27, 2017 at Northside Library.

ADJOURNMENT

Vice President McIntosh proposed adjournment, and the meeting ended at 4:44 p.m.

(BL:JH:zw)