

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE MARCH 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)
Carla Mullen (Charlottesville)
Kathy Johnson Harris (Charlottesville)

TRUSTEES ABSENT

Stephen Walls Mathis (Greene)

Wendy Wheaton Craig (Louisa)

OTHERS PRESENT

John Halliday, Library Director
Krista Farrell, Assistant Library Director
Zach Weisser, Collections and HR Specialist
Stephen Surbey, Nelson County Resident
Meredith Dickens, Collections Manager

Ginny Reese, Staff Recorder/Greene Manager
Bill Lyons, Business Manager
Allison Wrabel, *The Daily Progress* reporter
David Plunkett, Collections and Technology Manager
Angela Critics, Children's Services Manager

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, March 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 moved for the approval of the February 27, 2017 minutes. The February 27, 2017 minutes were approved as presented without opposition, Trustees Harris and Kulow being absent for the vote.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Vice President McIntosh announced that the Friends of the Library Spring Book Sale would begin on Friday, March 31. Director Halliday mentioned that the most recent *C-VILLE Weekly* had provided positive coverage of Northside Library and library use in general.

PERSONNEL COMMITTEE'S REPORT

Vice President McIntosh presented and recommended to the Board a draft version of the schedule of library closings for FY2018. Changes included replacing Thomas Jefferson's Birthday with Veterans' Day as a paid holiday, and rescheduling In-Service Day for December 7. Trustee Grant expressed his dissatisfaction with the continued recognition of Columbus Day as a paid holiday.

Vice President McIntosh presented the Personnel Committee's recommendation that the Board authorize a salary study, to be conducted by Trustee Mullen, Director Halliday, and Mr. Weisser, in order to (i) compare the results of the three-year salary plan with peer libraries, and (ii) investigate the issue of "salary compression" with respect to the pay scale. He recommended reallocating some of the \$6,000 which had originally been approved for this study to hire a consultant to (i) analyze the data and report on salary competitiveness with peer libraries, (ii) discuss solutions to possible salary compression, and (iii) provide objectivity and external authority to the analysis. Vice President McIntosh moved to authorize the salary study as so described. Motion was approved without opposition, Trustee Kulow being absent for the vote. Vice President McIntosh also reported, regarding increases to the pay scale for all positions, that the Personnel Committee was theoretically in favor of an increase, but felt it wisest to reserve specific recommendations pending the results of the study and the external consultation.

ADOPTION OF UPDATED CIRCULATION POLICIES

Collections and Technology Manager Plunkett demonstrated the physical wi-fi hotspots to be made available April 1, 2017 through the pilot program, explained their functionality, and mentioned that a public press release would be sent out shortly. Trustee Grant moved to accept the proposed changes to the circulation policies for FY2018 regarding the wi-fi

hotspots. Motion passed as presented without opposition. Manager Plunkett also reported that on April 7, 2017, Central Library would activate a new gigabit fiber connection for wireless access, provided through collaboration with Ting Internet at no cost for the first year.

REPORT ON 1,000 BOOKS BEFORE KINDERGARTEN

Children's Services Manager Critics reported that the program "1,000 Books Before Kindergarten" would begin in the current week and would be promoted through a variety of institutions, including schools, Head Start, and ReadyKids. Trustee Kulow expressed her support. Trustee Harris suggested collaborating with the Parks & Recreation Department.

COLLECTION MANAGEMENT PLAN REPORT

Collections Manager Dickens presented and distributed the Collection Management Plan, a goal of the current five year plan. The Collection Management Plan represented no changes to policies, procedures, or responsibilities, but articulated a full description thereof.

FY2018 LIBRARY BUDGET DISCUSSION

Director Halliday reported that responses to the budget presented to Albemarle County and the City of Charlottesville were proceeding as expected, but he had not heard from Greene, Louisa, or Nelson Counties. He expected state funding to remain level, and projected that the increase to health insurance expenses would not be as high as had been budgeted for.

REPORT ON FESTIVAL OF THE BOOK

Trustee Kulow provided an informal report on the Virginia Festival of the Book. Turnout had been very high, and many events were standing room only. Feedback was also quite positive. Many programs were able to be recorded, and some were broadcast live.

LIBRARY BOARD'S CONTINUING EDUCATION

Director Halliday played a video produced by the American Library Association on "Friends of the Library." This was the seventh 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

Director Halliday updated the Board on the state of various construction projects, including improving drainage behind Central Library, improving lighting and updating the bathrooms at Gordon Avenue Library to comply with the Americans with Disabilities Act standards, negotiating with Northside Library's neighbors to provide additional parking, and renovating the roof, lighting, and carpeting at Louisa County Library. He suggested that the Board prepare to contribute to the discussion concerning the possible introduction of parking meters to downtown Charlottesville. The partnership between Meals On Wheels and the Bookmobile was being utilized by up to a dozen people a month.

Vice President McIntosh summarized two meetings that he, Director Halliday, and President LaFontaine had held with an interested party to make JMRL the recipient of a large bequest, contingent on certain conditions, with the income from said donation to be used for children's books and materials.

FUTURE AGENDA ITEMS

Future agenda items include voting on the schedule of library closings FY2018, a report on the volunteer program by Librarian Pehne, a Policy Committee report, and the continuing education video series. The next meeting will take place on April 24, 2017 at Northside Library.

ADJOURNMENT

Trustee McDuffie proposed adjournment, and the meeting ended at 4:17 p.m.

(BL:JH:zw)