

FY2019 Library Board and Budget Schedule

August 27, 2018	Library Board self-evaluation
September 24, 2018	Library Board reviews Five Year Plan and sets general budget objectives/guidelines; budget forms distributed to Branch and Department Managers; Trustees contact City Council and Boards of Supervisors about JMRL services
October/November	Library Trustees “meet & greet” at library programs ????
October 12, 2018	Department and Branch Managers submit personnel and operational (non-equipment) budget requests based on Five Year Plan to Library Director
October 22, 2018	Library Director and/or Department and Branch Managers present budget proposals to the Library Board; Library Board discusses and ranks budget requests
Early November	Library Board Budget Committee meets to draft 2019/2020 proposed budget and sends draft to Library Board
November 26, 2018	Proposed budget adopted by Library Board
December 17, 2018	Annual assessment of Library Director
December 2018- January 2019	Library Trustees and Library Director meet with City/County officials to discuss proposed budget
Early January	Library Trustees contact State legislators about State Aid and other library issues
January 15, 2019	Legal deadline for submitting proposed budget to jurisdictions
February 8, 2019	Department and Branch Managers submit equipment requests with justifications to Business Manager
March/April 2019	Budget work sessions with Albemarle, Charlottesville, Greene, Louisa and Nelson
April 12, 2019	Department and Branch Managers submit Friends’ budget requests to Library Director
April 22, 2019	Library Board reviews Five Year Plan
May/June 2019	Budget adoption by jurisdictions
Early June 2019	Library Board Budget Committee meets to draft Final Budget and sends draft to Library Board
June 24, 2019	Library Board adopts Final Budget



**BYLAWS
FOR THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES**

ARTICLE I: NAME AND MISSION

- Section 1** **The organization shall be called the Board of Trustees of the Jefferson-Madison Regional Library existing by virtue of the provisions of Section 42.1-35 and Section 42.1-39 of the Virginia Code and as outlined in the Regional Library Agreement.**
- Section 2** **The mission of the Jefferson-Madison Regional Library is to enhance the quality of life by providing equal access to information. The Regional Library serves all ages, promotes reading, serves as an educational resource, and supports democracy by fostering the free exchange of ideas.**

ARTICLE II: OFFICERS

- Section 1** **Officers shall be elected once a year at the June meeting.**
- (a)** **A President and a Vice President shall be elected from the Board of Trustees.**
 - (b)** **If desired, a Secretary shall be elected from the Board or appointed from the Library staff.**
- Section 2** **The Director of Finance of the City of Charlottesville and the Library's Business Manager handle the accounting of the Library system's expenditure of funds.**
- Section 3** **The duties of the officers shall be such as by custom and law devolve upon them in accordance with their names.**
- (a)** **If the Secretary is not present, the Minutes may be taken by any designated person.**
 - (b)** **The President shall appoint all committees, and be a member, ex officio, of all standing committees.**

ARTICLE III: MEETINGS

- Section 1** Regular meetings shall be held once a month on an agreed upon date, hour, and place.
- Section 2** Special meetings may be called by the President or any three Trustees.
- Section 3** A quorum for the transaction of business at any meeting shall consist of a majority of the **currently serving** Trustees.
- Section 4** Proceedings of all meetings shall be governed by Robert's Rules of Order (small meeting rules), and any rule may be suspended for any length of time by a unanimous vote of Trustees present in person.
- Section 5** The minimum content of the Agenda at regular meetings shall include:
- (a) Call to order
 - (b) Disposition of the Minutes of the previous meeting
 - (c) Announcements and public comments
 - (d) Director's report
 - (e) Committee appointments and reports
 - (f) Old business
 - (g) New business
 - (h) Trustee continuing education
 - (i) Other matters
 - (j) Adjournment
- Section 6** **Remote participation is allowed under the following conditions:**
- (a) **A central physical location is available for members who wish to attend meetings in person.**
 - (b) **Non members cannot participate in meetings electronically except by specific invitation of the Board.**
 - (c) **Meetings must provide conditions of opportunity for simultaneous aural communication.**
 - (d) **All members participating remotely are treated as if they are actually present.**
- Section 7** Closed Meetings may be held for those purposes specified in Section 2.1-344 of the Virginia Code.

- (a) Attendance at Closed Meetings be limited to the Library's Board of Trustees, the Library Director, the Board's Attorney, and any others specially invited by the President with the concurrence of the Board to attend for specific reasons.**
- (b) Upon the duly adopted motion of any Trustee at any regular or special meeting, the Board may adjourn to Closed Meetings.**

Section 8 A Trustee shall notify the Library Director when unable to attend a Board meeting. Two consecutive absences without previous notice being given shall be reported by the President of the Board to the Trustee's respective jurisdiction.

Section 9 Jurisdictions may appoint an alternate Trustee under the conditions of the JMRL Regional Agreement section 2B. Any proxy voting shall be in the form of an alternate as specified in the JMRL Regional Agreement section 2B.

ARTICLE IV: COMMITTEES

- Section 1** **There shall be a standing Budget Committee whose responsibilities shall include:**
- (a) Develop budget calendar with key dates for completion.**
 - (b) Review and present salary recommendations to the Board.**
 - (c) Review and evaluate programs to determine needed changes, establishing priorities.**
 - (d) Approve or amend draft budget including all library funds.**
 - (e) Support budget with appropriate authorities.**
- Section 2** **There shall be a standing Personnel Committee whose responsibilities shall include:**
- (a) Review positions.**
 - (b) Review and evaluate City contract with the Department of Human Resources.**
 - (c) Act as consultant to the Director in matters of personnel.**
 - (d) Act as advisor from the Board to the Director for matters of personnel.**
 - (e) Review and take appropriate action on documented input of personnel concerns from individual Board members.**
 - (f) Act as advisory to the Budget Committee in matters of personnel.**
 - (g) Formulate and implement evaluation of the Director, or designate the President to carry out the evaluation.**
 - (h) Review Staff Training Manual.**
- Section 4** **Special committees may be created by the President and shall exist until completion of the work for which they were created.**
- Section 5** **The President shall appoint members of all committees, designating one member chairman.**
- Section 6** **The President, in creating special committees, may become an ex officio, voting member of such committee, subject to approval of the Board.**

- Section 7** **The President and Library Director shall be invited to all committee meetings at the time regular committee members are notified.**
- Section 8** **The chairman of each committee shall on his/her own volition or when so instructed by the President or the Board call committee meetings, preside at these meetings, and report committee activities to the Board.**
- Section 9** **Membership on a committee shall expire upon the election of new officers.**

ARTICLE V: DUTIES AND RESPONSIBILITIES

The Library Board, representing all citizens of the region, is the policy-making body of the Library; the Library Director carries out the Board-established policies in the administration of the Library.

The Board may properly seek advice from and assign technical and research projects to the Library Director and staff to assist Trustees in setting policy, but it is done with the complete understanding that the final determination rests with the Board.

BOARD OF TRUSTEES

Section 1

- (a) **Employ and contract with a competent and qualified Library Director.**
- (b) **Determine and adopt, after review by the Board's Attorney, written policies consistent with the Mission Statement to govern the operations of the Library.**
- (c) **Secure adequate funds to carry out the operations of the Library.**
- (d) **Know the program and needs of the Library in relation to the community; keep abreast of library standards and trends; develop and approve annual goals and objectives for the Library system.**
- (e) **Establish, support, and participate in a planned public relations program.**
- (f) **Support the Budget Committee in the preparation of the annual budget for approval by the Board; review monthly financial reports and contract for an annual audit by a CPA.**
- (g) **Know local and state laws germane to libraries; actively support library legislation in the state and nation.**
- (h) **Establish Library policies dealing with book**

and material selection.

- (i) **Attend all Board meetings and see that accurate records are kept on file at the Library.**
- (j) **Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.**
- (k) **Be aware of the services of the state library.**
- (l) **Report regularly to the governing officials and the general public.**
- (m) **Approve all additions or deletions in positions.**
- (n) **Approve all contracts in excess of \$10,000 that are changes from the approved budget.**

LIBRARY DIRECTOR

Section 2

- (a) **Employ and supervise all personnel, consistent with the City of Charlottesville Personnel Department policy.**
- (b) **Act as a technical advisor to the Board; recommend needed policies for Board action and carry out the policies of the Library as adopted by the Board.**
- (c) **Suggest and carry out plans for extending library services.**
- (d) **Prepare regular reports embodying the Library's current progress and future needs; cooperate with the Board to plan and carry out the annual goals and objectives of the Library.**
- (e) **Maintain an active program of public relations.**
- (f) **Work with the Budget Committee to prepare an annual Library budget for Board approval; provide a current report of expenditures against the budget at each meeting.**

- (g) Know local and state laws germane to libraries; actively support library legislation in the state and nation.**
- (h) Select and order all books and other library materials.**
- (i) Attend all Board meetings other than those in which his/her own salary or tenure are under discussion.**
- (j) Affiliate with the state and national professional organizations and attend professional meetings and workshops.**
- (k) Make use of the services and consultants of the state library.**
- (l) Report regularly to the Library Board, to the officials of local government, and to the general public.**
- (m) Report significant gifts and donations to the Library Board.**
- (n) Refer all additions or deletions in positions to the Library Board for approval.**
- (o) All contracts in excess of \$10,000 that are changes from the approved budget should be brought to the Board for approval.**

ARTICLE VI: AMENDMENTS

- Section 1** **Proposed amendments shall be read and discussed at a regular meeting and voted on at a subsequent regular meeting of the Board.**
- Section 2** **All amendments must be approved by a two-thirds majority vote of the **currently serving** Trustees.**