A P P R O V E D
MINUTES OF THE JANUARY 28, 2013 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mary Coy (Nelson)
Brian LaFontaine (Albemarle)
Carla Mullen (Charlottesville)
Tamyra Turner (Charlottesville)
Gary Grant (Albemarle County)
Peter McIntosh (Charlottesville)
Vice President Faye Rosenthal (Louisa)
President Deborah Willenborg (Greene)

TRUSTEES ABSENT:
Jane B. Kulow (Albemarle County)

OTHERS PRESENT:
Chris Callahan-Representing WINA
DonnaLee Grossman-Administration
John Halliday-Library Director
William Lyons-Business Manager
Ginny Reese-Staff Recorder/Greene Branch Mgr.
Krista Farrell-Central Library Manager &
Assistant Library Director
Jacqueline Lichtman-Web/Marketing Librarian
David Plunkett-Circulation Manager

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, January 28, 2013 at 1:00 p.m. in the Central Library’s Jefferson Room (201 E. Market St., Charlottesville, VA), President Willenborg being in the chair. On motion for approval made by Trustee Mr. Grant and seconded by Trustee Mr. McIntosh the December 17, 2012 Library Board Minutes were approved as submitted. President Willenborg abstained as she was not present at December’s Board meeting and Trustee Ms. Mullen was absent when the vote was taken.

ANNOUNCEMENTS AND PUBLIC COMMENTS – Trustee Ms. Coy pointed out that the December issue of the Nelson County Times had several articles regarding JMRL. Trustee Mr. McIntosh mentioned that last week donations for the new Crozet Library reached $500,000 in total (in hand and including grants in the pipeline). JMRL has had excellent news coverage regarding the library patron survey. The Director showed the Library Board a few of the newspaper articles that included President Willenborg’s letter about the library patron survey and thanking the residents who took the time to complete the survey. The Director showed the Library Board an article about Nelson County Memorial Library’s “Databases offer information for free” article in the January 3, 2013 Nelson County Times. Trustee Mr. McIntosh also pointed out an excellent article that had recently appeared in The Daily Progress about using JMRL.

FY 2012 AUDIT REPORT (William Lyons) – Mr. Lyons distributed copies of JMRL’s Financial Statements dated June 30, 2012 that were submitted by independent auditors Cherry, Bekaert & Holland out of Richmond, Virginia. Mr. Lyons pointed out that the 2012 Current Assets and Capital Assets, shown on page 5, went down significantly when compared to 2011. Most of that was due to decreases in furniture, equipment (deletions of computers), and vehicles. Long-term liabilities include JMRL’s vacation and sick leave accrued absences. Mr. Lyons pointed out that the report has required supplementary information on pages 21 through 23. Page 6 indicates that Charges for Services and Fines went down in 2012. General Revenues went up in 2012 basically due to the e-rate program and from contributions JMRL received from people. Library expenses went up in 2012 due to increased computer purchases, employee salaries and increased cost in their benefits, and due to the cost for repairs on vehicles and for fuel. JMRL’s end of year Fund Balance for the General Fund is down to around $10,000; the Equipment Fund is $253,223; with Total Governmental Funds of $263,362. Page 26 addressed management concerns and recommendations. Future general ledger entries will be double-checked by the Business Manager and the Assistant Library Director.

OVERDUE ITEMS RECOVERY EFFORTS (David Plunkett) – Mr. Plunkett distributed a Summary Status Report received from Unique Management Services, Inc. assessing their collection results for JMRL through December 31, 2012. Unique Management Services, Inc. began their services with JMRL on May 1, 2004. To date, 12,874 accounts were submitted to the collection agency with $472,001 received with a total of approximately 113,359 materials returned. Mr. Plunkett distributed and reviewed with Board members the Fines and Assessment procedures JMRL and Unique Management follow.
ADPTION OF UPDATED MEETING ROOMS POLICY (5.1) AND THE NEW SIGNAGE POLICY (5.6) – The Library Director informed the Board that by approving the new Signage Policy (Section 5.6) JMRL will be deleting the Signage section shown in the Displays, Handouts and Signage Policy (Section 4.51). The Meeting Rooms Policy (Section 5.1): Vice President Rosenthal made a motion for Board approval of the revised Meeting Rooms Policy (Section 5.1). Trustee Mr. Grant seconded the motion. The motion was unanimously approved. The new Signage Policy (Section 5.6): Trustee Ms. Coy made a motion for Board approval of the new Signage Policy (Section 5.6) and Trustee Mr. McIntosh seconded the motion. After the Board motions were approved, Trustee Ms. Coy requested JMRL’s Policy Committee look into having a separate loan policy for teachers. Trustee Ms. Coy explained that Waynesboro has an amnesty policy for teachers to use books for their students and she would like JMRL to have a similar policy.

APPROVAL OF LEASE AGREEMENTS FOR ALBEMARLE BRANCH LIBRARIES – The Director referred to items 7A&B in the recently updated Regional Agreement for JMRL. Each participating locality shall either own or lease property for JMRL’s use at no cost to JMRL pursuant to separately executed lease agreements. Albemarle was the first of the jurisdictions to draft lease agreements. If the Library Director doesn’t hear from the other jurisdictions he plans to suggest they use Albemarle County as a model for their lease agreements. Building services and expenses such as for water, sewer, snow removal, utilities, etc. are listed in Albemarle’s agreement and indicate who is responsible for paying for them. The Library Director recommended the Library Board adopt the lease agreements for the Albemarle County branch libraries and Trustee Mr. LaFontaine made a motion for the Board’s approval with Trustee Mr. McIntosh seconding the motion. The motion was unanimously approved. JMRL shares space in the McIntire Building with ACHS and the Library Director requested some assistance from a Board member in getting some clarification of the issues involved. Trustee Mr. McIntosh agreed to assist in that effort.

DISCUSSION OF FY 2014 LIBRARY BUDGET – JMRL has visited and delivered JMRL’s FY 2014 Proposed Budget to all five of the localities. By late February to early March responses to JMRL’s proposed budget should be coming in. JMRL should expect a decrease across-the-board from Charlottesville; Trustee Ms. Coy felt the meeting with Nelson went well. JMRL doesn’t expect to hear from Greene until around late March. Louisa usually is later. An additional $1.2 million has been requested to FY 2014 State Aid to the library localities. JMRL’s portion would amount to approximately a $50,764 increase. Board members were encouraged to contact their legislators, if they have not already done so, regarding State Aid.

LIBRARY DIRECTOR’S REPORT – Patron Survey-All JMRL branches are looking at ways to address and respond to the public’s comments. Volunteers-Approximately 8,300 hours were expended by volunteers for JMRL. The Director contacted 7 peer libraries in Virginia but has only received replies back from 4 of them. Hours reported by the peer libraries were: 6,117; 6,573; 7,967 and 12,168. JMRL is well within that range. JMRL is in the process of hiring a new Reference Librarian Volunteer Coordinator. Out-of-Area Fees-JMRL began collecting out-of-area fees January 2nd. So far JMRL has collected approximately $6,000 (averaging $1,500/week) with most of the cards sold at Northside (29%) and Scottsville (26%) and approximately 9% at Greene and between 3-4% at Louisa and Nelson. By February the Director should have a much better idea of what JMRL can anticipate in out-of-area fees. Speaker’s Bureau-The Board has received a response from the Senior Center. Trustee Mr. Grant and the Director have been invited to speak at the Senior Center at 1:00 p.m. on April 1st. Crozet-The new library is on target with a late summer opening being planned. Sufficient funds have been raised so that the Friends of the Library can order furniture and shelving (should be installed before the end of August). Special Summer Project-JMRL will be participating in an exciting summer project with the Library of Virginia (LVA) and Virginia Department of Education. They will be tracking SOL scores of children participating in SRP to see the correlation between summer library programs and school performance. Since there are strict data privacy laws in Virginia, there will not be any direct access to anyone’s SOL scores.

FUTURE AGENDA ITEMS – Agenda items include: FY2014 JMRL budget updates, report from Policy Committee, follow-up report on volunteers, and Trustee Mr. Grant requested a report on survey results in the spring.

PROPOSED ADJOURNMENT – Trustee Mr. McIntosh made a motion for adjournment and Trustee Ms. Turner seconded the motion. The motion was unanimously approved. The Board meeting adjourned at 2:34 p.m. The Monday, February 25, 2013 Board meeting is scheduled for 1:00 p.m. in the Central Library’s McIntire Room.