The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, February 25, 2013 at 1:00 p.m. in the Central Library’s McIntire Room (201 E. Market St., Charlottesville, VA 22902), President Willenborg being in the chair. On motion for approval made by Trustee Mr. McIntosh and seconded by Vice President Ms. Rosenthal, the January 28, 2013 Library Board Minutes were unanimously approved as submitted. Trustee Ms. Kulow abstained as she was not present at January’s Board meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS: The Library Director thanked Trustee Mr. McIntosh for participating as the master of ceremonies at JMRL’s The Big Read kickoff held at 2:00 p.m. on Saturday, February 23rd at the Free Speech Monument on Charlottesville’s Downtown Mall.

POLICY COMMITTEE’S REPORT: The Safe Child Policy (Section: 4.234) is currently under review and JMRL is looking into out-of-area fees/overdue fines and having a different loan policy for teachers. Assistant Library Director Ms. Farrell will be visiting Waynesboro tomorrow and plans to inquire about their policy for fines for teachers. JMRL staff is working on safety for staff and patrons, having a 2-person rule or an open door policy to avoid having one staff person alone with a minor. All policy changes will be sent to the managers for review prior to submission to the Library Board in March.

FY 2014 BUDGET DISCUSSION: Last week the General Assembly approved an increase in state aid. JMRL’s share should be approximately $20,000 which will go towards books for next year. The General Assembly also approved $125,000 for the new Crozet/Western Albemarle Library. Albemarle County’s Executive has recommended a significant budget increase which includes sufficient funding for the new Crozet/Western Albemarle Library, funding obligations outlined in the updated Regional Agreement, increase in Northside Library’s rent, additional staffing for Crozet/Western Albemarle Library, and a 2% pay raise for JMRL’s staff. Albemarle will be taking over maintenance/utility costs for both Crozet and Scottsville. The Library Director stated when considering the economic uncertainty at this time, the County Executive’s proposal is fair and meets JMRL’s basic needs. Although the budget increase seems fairly substantial, with a new library opening JMRL’s budget increase will fund only the bare essentials. It will still be a fairly tight budget for next year and the Budget Committee will have to find economies elsewhere in order to balance the budget. Trustee Mr. McIntosh asked that the 2-1/2% pay increase be left in if at all possible and voiced regret at JMRL not being able to restore Northside’s Sunday hours. The Library Director plans to report to the Board next month regarding what he suggests the Board approve to balance next year’s budget. The Library Board suggested the Library Director write a letter/a resolution to present to the
Trustees for their approval at the March meeting thanking Senator Emmett W. Hanger, Jr., Senator R. Creigh Deeds and Delegate R. Steven Landes for their support to increase state aid for public libraries. Trustee Mr. Grant distributed a draft statement he proposed be read at tonight’s public hearing of Albemarle County’s budget. After minor adjustments were made to Mr. Grant’s statement, Trustee Mr. LaFontaine made a motion with Trustee Mr. McIntosh seconding it to approve reading Mr. Grant’s statement at tonight’s Albemarle County budget hearing. The motion was unanimously approved by the Board. A budget meeting is set for next week with Greene. No official response received yet from Louisa or Nelson. Charlottesville plans to release its proposed budget March 1st.

**BOOKMOBILE/OUTREACH SERVICES REPORT (Willow Gale):** Bookmobile Manager Ms. Willow Gale gave the Board a brief discussion on JMRL’s Bookmobile and Outreach Services. JMRL’s bookmobile service currently has one full-time employee and one 18-hour per week part-time staff person. Bookmobile visits include neighborhoods, county stores, preschoolers, senior communities, recreation centers, and schools. Ms. Gale distributed JMRL’s bookmobile schedule along with a 7-page handout showing outreach services of other libraries, remote book drops; remote hold pick-ups; some very small library installations; a Yale Valley Library Express and a Yacolt Library Express; service strategy of Kansas City Library System (in-library, online and outreach); five supporting goals (early literacy, children & teens, patron assistance, life-long learning, and engaging culturally diverse populations); and a picture of a Farber Specialty Vehicle (called the Farber “Sprinter”) with high fuel economy and maneuverability and built to accommodate smaller stops and services. The cost of a new vehicle averages $130,000-$180,000. The annual Bookmobile Association Conference was held in Richmond, Virginia and had as their theme: “Thinking Outside the Walls”. Board members were invited to visit the bookmobile and to arrange going on a bookmobile run with a staff member.

**LIBRARY DIRECTOR’S REPORT:** The Big Read-The Library Director distributed 2013 Big Read programs. Trustee Tutorial-By accessing: [http://lva.learnpointlms.com](http://lva.learnpointlms.com) JMRL’s Board members can gain access to a free online trustee tutorial intended for governing boards. The tutorial covers roles and responsibilities as laid out in the Virginia Public Library Trustee’s Handbook. It takes approximately 25 minutes for the tutorial and includes a quiz. There are handouts included with a certificate upon completion. Volunteers-Last month the Director reported approximately 8,300 hours were expended by volunteers for JMRL and compared volunteer usage with four peer libraries, indicating JMRL was well within their range. No state or national volunteer statistics could be found. Last week the Director polled eight neighboring libraries and found one has a half-time paid volunteer coordinator, four were similar to JMRL and assigned somebody to be a coordinator and three did not have a coordinator. Volunteers are most often used for shelving, mending, cleaning and gardening. 6 out of the 8 included Friends volunteer hours and trustee volunteer hours. If JMRL included the Friends’ volunteer hours, JMRL would have well over 12,000 volunteer hours. A new volunteer coordinator should be hired in April. Charlottesville’s Sister City-Charlottesville’s sister city Winneba, Ghana will soon have the groundbreaking of their new public library. Through donations and private funding, Circulation Manager David Plunkett will be traveling to Ghana representing JMRL. Mr. Plunkett will be reporting on his trip to Winneba at the May Board meeting.

**FUTURE AGENDA ITEMS:** Future agenda items: Board meeting at Louisa in April, in March or April a review of the 5-Year Plan, budget updates and Director’s suggestions for Board approval to balance next year’s budget, draft of policy for Board approval, Board’s Resolution thanking Senator R. Creigh Deeds and Senator Emmett W. Hanger, Jr. and Delegate R. Steven Landes for their support to increase state aid for public libraries.

**ADJOURNMENT:** Trustee Mr. LaFontaine made a motion for adjournment and Trustee Ms. Kulow seconded the motion. The motion was unanimously approved. The Board meeting adjourned at 2:35 p.m. The Monday, March 25, 2013 Board meeting is scheduled for 1:00 p.m. in Central Library’s McIntire Room.

Deborah Willenborg, Board President