MINUTES OF THE MARCH 25, 2013 MEETING OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mary Coy (Nelson County)
Jane B. Kulow (Albemarle County)
Carla Mullen (Charlottesville)
President Deborah Willenborg (Greene County)
Gary Grant (Albemarle County)
Brian LaFontaine (Albemarle County)
Tamyra Turner (Charlottesville)

TRUSTEES ABSENT:
Peter McIntosh (Charlottesville)
Vice President Faye Rosenthal (Louisa County)

OTHERS PRESENT:
John Halliday-Library Director
DonnaLee Grossman-Administration
Ginny Reese-Staff Recorder/Greene Branch Mgr.
Krista Farrell-Assistant Library Director
William Lyons-Business Manager

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, March 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 Ms. Kulow and seconded by Trustees Mr. Grant and Ms. Mullen, the February 25, 2013 Library Board Minutes were unanimously approved as submitted. Trustee Ms. Coy abstained as she was not present at February’s Board meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS: NBC29 would like to interview Board members regarding the Dave Matthews Band/BAMA Works Fund awarding the Friends of JMRL with a matching grant of $100,000 for the new Crozet/Western Albemarle Library project. The Dave Matthews Band gave the Friends of JMRL permission to use the band’s name for future fund raising. Local schools have raised funds to benefit Crozet. Another mailing is being planned to request raising funds for books at Crozet.

POLICY REVIEW/UPDATE: The Library Director read the proposed addition to the Safe Child Policy (Section: 4.234):

In addition, library employees and volunteers who work with children and youth (under age 18) should observe the two person rule or the open-door policy. The two person rule requires that employees shall make every reasonable effort to avoid situations where an employed or volunteer worker is alone with a child or youth in a closed room with no outside visual contact. The open-door policy requires any solid panel door be open at all times an employee or volunteer worker is alone with a child or youth. Under no circumstances will a staff member give a child or youth a ride home, or take a child or youth outside the building except on official library business such as a teen volunteer work assignment, or remain in a building alone with an unattended child.

In order for library staff and volunteers to be easily identified, designated JMRL badges must be worn at all times when representing the library.

Since this proposed addition was just read to the Library Board, the Board will approve the revised policy at their April 2013 meeting.

FY2014 SCHEDULE OF LIBRARY CLOSINGS: Every year the Library Board reviews and adopts the scheduled list of holidays and library closings. The only change from last year is removal of the Sunday before Christmas as Christmas falls mid week (on Wednesday) in 2014 and JMRL will be closing on Tuesday and Wednesday (December 24th and 25th). Trustee Mr. LaFontaine made a motion for the Board to accept the FY2014 Schedule of Library Closings as presented and Trustee Ms. Coy seconded the motion. The motion was unanimously approved as submitted.
RESOLUTION IN APPRECIATION: Three Resolutions in Appreciation were presented for the Board’s approval. On behalf of JMRL, the Library Board wished to convey their appreciation to: Senator Emmett W. Hanger, Jr., Delegate R. Steven Landes, and Senator R. Creigh Deeds for their on-going support of public library services and education in Virginia, for their demonstrated support for libraries during 2013’s General Assembly session in supporting a budget amendment to increase State Aid for libraries, and for championing a budget amendment providing state support for the much-needed Crozet/Western Albemarle County Library. Trustee Ms. Kulow made a motion for approval and submission of the three Resolutions in Appreciation to the designated people on behalf of the Library Board, Trustees Ms. Coy and Ms. Mullen seconded the motion. The Resolutions were unanimously approved and President Ms. Willenborg signed the Resolutions on behalf of the Library Board. Press releases will be issued announcing the three Resolutions and a separate announcement will be done through VLA.

FY2014 BUDGET: JMRL requested an increase of 9.87% or approximately $321,477 from Albemarle County. Albemarle County’s budget recommendations for JMRL’s FY2013/2014 budget proposed a budget increase of approximately $190,877 (or 5.9%). This results in a shortfall of approximately $130,600. Renegotiation of the contract for datalines, lower retirement costs, lowering of pay raises to 2%, adding two full-time staff for Crozet/Western Albemarle County Library, adding Shelver hours at Gordon Avenue Library, including a substitute Librarian for the Historical Collection should help JMRL to balance Albemarle’s operating budget for FY2014. This means JMRL will have to postpone: restoration of Sunday hours at Northside, additional part-time staff for Scottsville Library, additional staff for the Bookmobile, and substitute staff at Central Library’s Children’s Department. When the new facility opens in Crozet, circulation could skyrocket and JMRL may have to come back next year to ask for more staffing. As of this date, the Library Director has not heard from Greene, Louisa, and Nelson counties.

LIBRARY DIRECTOR’S REPORT: Mid-Year Budget Transfers-April’s Board meeting will include asking the Library Board for a resolution requesting mid-year adjustments/budget transfers. Bookmobile-In response to Trustee Mr. Grant’s request, the Library Director distributed a list of Bookmobile scheduled stops and a list of additional requested stops. Online Tutorial for Trustees-The Library Director asked if any JMRL Trustees participated in the online tutorial. Three of JMRL’s Trustees participated and took the test at the end. Trustees Mr. Grant and Mr. LaFontaine thought the test wasn’t difficult. Out-of-Area Fees-As of last Thursday, a little over $8,000 was collected in out-of-area fees. Approximately 84% of what is collected will go to Albemarle County. The largest amounts collected were from Northside and Scottsville. So far JMRL’s out-of-area circulation is down 17%. One of the goals of the Regional Agreement was to reduce out-of-area usage and the drop in circulation was to be expected. Overdue Notices-JMRL had been sending overdue notices out 7 days after items were overdue. JMRL plans to try 2-day emailing and/or phone notifications. It may reduce JMRL’s overdue income somewhat but might get books returned sooner and would be good customer service. Central Renovations-Central Library is in the process of renovations and the next step is upgrading the restrooms and making them ADA compliant. Charlottesville and Albemarle are in the planning process and work should begin on them this summer. Book Festival-The Book Festival was successful. Approximately 661 people attended programs held in the McIntire Room. Trustee Ms. Turner requested JMRL purchase books by African-American authors who made presentations at the Festival. Scholarship-Internship Program-2 applications were received for the JMRL-NAACP Scholarship-Internship Program. Both appear to be excellent students. One applicant was from Monticello High School and the other from Western Albemarle High School. The winner will be selected in April. State Aid for FY2014-The Library Director distributed a list of State Aid comparing State Aid in FY 2013 with the FY2014 State Aid and giving the variance/dollar difference between the two years. JMRL is 2nd highest in receiving State Aid and is listed as receiving an additional $34,972 in FY2014.

FUTURE AGENDA ITEMS: Future agenda items: Policy Committee’s Report, adoption of Safe Child Policy (4.234), follow up on The Big Read, 2020 Committee’s Report, JMRL’s mid-year budget update and resolution, a review of the 5-year plan, and a Closed Session for the Library Director’s annual performance review.

ADJOURNMENT: Trustee Ms. Kulow made a motion for adjournment and Trustee Ms. Coy seconded the motion. The motion was unanimously approved. The Board meeting adjourned at 2:18 p.m. The Monday, April 22, 2013 Library Board meeting is scheduled for 1:00 p.m. at Louisa County Library (881 Davis Highway, Mineral, VA).

Deborah Willenborg, Board President