The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, April 22, 2013 at 1:00 p.m. in Louisa County Library’s meeting room (881 Davis Highway, Mineral, VA), President Willenborg being in the chair. On motion for approval made by Trustee Ms. Kulow and seconded by Trustee Ms. Mullen, the March 25, 2013 Library Board Minutes were approved as submitted. Trustee Ms. Coy arrived after the vote had been taken. Vice President Rosenthal was not present at the March Board meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS – President Willenborg showed the Board the back page of the April 21, 2013 Book Review from The New York Times. Author James Patterson paid for a full back page article regarding: Who will save our books? Our bookstores? Our libraries? The new library in Crozet is on track for a July completion. The Circulation desk, shelving and other furniture are scheduled for August. JMRL anticipates an early to mid September opening with the Grand Opening scheduled for September 28th. The Crozet Lions Club secured a grant from their state organization and the Lions Club donation qualifies for a matching grant from Bama Works. Historical Society Librarian Peg O’Bryant attended a DAR program on Women in American History and received an award from the DAR.

TOUR OF LOUISA COUNTY LIBRARY (Gail Ott) – The Library Director John Halliday introduced Louisa County Library’s Manager Ms. Ott. Ms. Ott gave the Library Board a brief tour of Louisa County Library.

RESOLUTION RECOGNIZING NATIONAL VOLUNTEER WEEK – To acknowledge and thank JMRL’s community volunteers during National Volunteer Week, the Library Director read a Resolution of Appreciation. Motion for approval of this Resolution of Appreciation for JMRL’s volunteers was made by Trustee Ms. Kulow and seconded by Vice President Rosenthal. The motion was unanimously approved.

POLICY COMMITTEE’S REPORT – The March 25, 2013 Minutes from the Policy Committee Meeting were received by the Library Board. The Committee followed up on Trustee Ms. Coy’s request for no fines for teachers. The Committee decided that branch managers should continue using their discretion when deciding to make exceptions for teachers. No change would be made to the current Circulation Policies (Section 4.225) for fines and fees. The Policy Committee has started their review of 4 JMRL policies:

1) Volunteers Policy (Section: 2.9) – Background checks for volunteers over 18 will be added, volunteers shall be identified with JMRL volunteer badges. The JMRL volunteer coordinator will be processing the volunteer applications and background checks.

2) Library Equipment Fund Policy (Section: 3.2) – Using wording taken from the newest JMRL Regional Agreement, this policy needs to be updated to include: “the Equipment Fund can also be used for books and other library materials.”
3) **Displays of Original Art Policy (Section: 4.52)** – This policy requires more research reviewing other public library policies on original art displays.

4) **Library/Community Partnerships Policy (Section: 4.53)** – The policy is more a JMRL statement. It was suggested JMRL libraries respond to times of community emergencies.

The Policy Committee will come back to the Board for their approval at May’s Board meeting. At today’s Board meeting, the Library Board approved the Safe Child Policy (Section: 4.234). Trustee Ms. Kulow made a motion that the Board approve the revised Safe Child Policy (Section: 4.234) and Vice President Rosenthal seconded the motion. The motion was unanimously approved.

**DISCUSSION OF FY 2014 LIBRARY BUDGET** – Library Director Mr. Halliday gave a status report on the FY 2014 Library Budget. Albemarle and Charlottesville have passed their budgets with no changes from what was previously discussed. At this time Greene has not verified their budget but it looks as though JMRL will receive a small increase but not sufficient to add staff hours. Louisa and Nelson counties have not reported yet.

The Equipment Fund budget for FY 2014 may have some big expenses that went unfunded this year. Approximately $138,000 was put on hold this year for some big ticketed items that included a new van ($42,000), upgraded telephone system ($50,000), and Millennium Server ($26,000) and it looks as though they might go unfunded again in FY 2014. Partly due to staff turnover this year, JMRL expects to come in below budget. In May the Library Director would like to propose to the Budget Committee using some of FY 2013’s Operating Revenues to make equipment purchases now, such as the Millennium Service and other needed equipment. Trustee Ms. Mullen made a motion that the Library Board of Trustees approve the following mid-year budget changes:

1) allocate $11,562 of undesignated state aid funds to the Books fund to be used for library materials at the new library in Crozet;
2) transfer $22,742 designated as “Overage” in the FY 2013 operational budget to the Equipment Fund to be used for Central and Gordon Avenue branch libraries;
3) authorize staff to use up to $150,000 of FY 2013 operational funds to purchase equipment requested for the FY 2014 Equipment Fund, as approved by the Library Board’s Budget Committee.

Trustee Mr. Grant seconded the motion. The motion was unanimously approved. The Budget Committee should be meeting sometime in May to discuss JMRL’s budget.

**BIG READ REPORT (Sarah Hamfeldt)** – Adult Programming & Reference Services Manager Sarah Hamfeldt reported on the variety of activities planned for The Big Read and received an ovation from the Board for the well-received programs and for her participation in making it such a success.

**2020 COMMITTEE REPORT** – Asst. Library Director Ms. Farrell and some of the 2020 team members discussed the 2020 Committee’s Report. A summarization of the 2020 report together with the list of team members, 2020’s Mission statement and the 2020 Team’s recommendations were distributed to the Board. Recommendations included: flexible physical spaces (where feasible and in new facilities), revised library policies (cell phone, food/drink and fines), technology initiatives, library collection enhancements, personnel/staffing/training and advocacy.

**REVIEW OF JMRL FIVE-YEAR PLAN** – Library Director Mr. Halliday distributed and briefly discussed the status of the targeted items outlined in JMRL’s Five-Year Plan covering FY 2009-FY 2014.

**LIBRARY DIRECTOR’S REPORT** – Delegate R. Steven Landes-Delegate Landes sent a thank you letter on April 4, 2013 acknowledging JMRL’s Resolution of Appreciation. Crozet Library-Albemarle asked for suggestions for uses of the new library’s downstairs. The resident should generate revenue in order to cover their expenses, should not compete with the private sector, should prove a lively presence for the Crozet area, should be compatible with JMRL’s mission/operations, and should understand the space may be used by JMRL at a later date. Teen Drawing Contest-Out of 8 winners, 5 came from Greene County. Digital Daily Progress-Has had over 1800 visitors since going online in late December. President O’Bama Recommendation-President O’Bama recommended a $2 million increase in the Library Services & Technology Act (LSTA), NAACP/JMRL Scholarship-Trustee Ms. Turner and Library Director Mr. Halliday interviewed high school candidates for the NAACP/JMRL Scholarship and selected Brandi Quarles of WAHS.
**FUTURE AGENDA ITEMS** – Future agenda items include: Budget Committee meeting in May, FY2014 JMRL budget updates, Five-Year Planning Committee should meet sometime this summer, approval of 3 policies, Policy Committee meeting directly following the May Board meeting, and Advocacy Committee should meet in June or July.

Due to Memorial Day, the May Board meeting will be held a week earlier at 1:00 p.m. on Monday, May 20, 2013 in the Central Library’s McIntire Room.

**CLOSED SESSION FOR LIBRARY DIRECTOR’S ANNUAL PERFORMANCE REVIEW** – Trustee Mr. Grant made a motion that the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.1-344(A), subsection 1, to discuss the performance evaluation of the Library Director. Trustee Ms. Mullen seconded the motion. The motion was unanimously approved and the Library Board went directly into Closed Session at 3:04 p.m. The Library Board reconvened into Open Session at 3:35 p.m. and the Library Board President read the Certification of Closed Meetings (copy attached to the Minutes) and took a vote for confirmation by the Trustees.

**PROPOSED ADJOURNMENT** – Trustee Ms. Coy made a motion for adjournment and Trustee Ms. Turner seconded the motion. The motion was unanimously approved and the Board meeting adjourned at 3:37 p.m.

Deborah Willenborg, President

(DW:JH:dlg)
Attachment: Certification of Closed Meeting
MOTION: That the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.1-344(A), subsection 1, to discuss the performance evaluation of the Library Director. (Motion was made by Trustee Mr. Grant and was seconded by Trustee Ms. Mullen.)

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Jefferson-Madison Regional Library’s Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.1-344 of the Code of Virginia requires a certification by this Jefferson-Madison Regional Library’s Board of Trustees that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson-Madison Regional Library’s Board of Trustees hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Jefferson-Madison Regional Library’s Board of Trustees.

VOTE:

AYES: Mary Coy, Gary Grant, Jane Kulow, Carla Mullen, Vice President Faye Rosenthal, Tamyra Turner, and President Deborah Willenborg

NAYES: None

(For each nay vote, the substance of the departure from the requirements of the Act should be described.)

ABSENT DURING VOTE: None

ABSENT DURING MEETING: Brian LaFontaine and Peter McIntosh

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Deborah Willenborg, President
(Jefferson-Madison Regional Library’s Board of Trustees)