TRUSTEES PRESENT:
- President Brian LaFontaine (Albemarle)
- Mary Coy (Nelson)
- Jane B. Kulow (Albemarle County)
- Vice President Faye Rosenthal (Louisa)
- Gary Grant (Albemarle County)
- Carla Mullen (Charlottesville)

TRUSTEES ABSENT:
- Peter McIntosh (Charlottesville)
- Deborah Willenborg (Greene)
- Tamyra Turner (Charlottesville)

OTHERS PRESENT:
- John Halliday-Library Director
- Noelle Funk-Scottsville Branch Manager
- J. Reynolds Hutchins-Daily Progress
- Brandie Quarles-NAACP/JMRL Scholarship
- Krista Farrell-Assistant Library Director
- DonnaLee Grossman-Administration
- William Lyons-Business Manager
- Ginny Reese-Staff Recorder/Greene Branch Mgr.

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, July 22, 2013 at 3:00 p.m. in the Scottsville Library’s meeting room (located at 330 Bird Street, Scottsville, VA 24590), President LaFontaine being in the chair. On motion for approval made by Trustee Mr. Grant and seconded by Trustee Ms. Mullen, the June 24, 2013 Library Board Minutes were approved. Trustee Ms. Coy abstained from voting as she was not present for June’s Board meeting. Trustee Ms. Kulow was not present at the time the motion for approval of the July Minutes was made.

ANNOUNCEMENTS AND PUBLIC COMMENTS – Scottsville Manager Ms. Funk welcomed the Library Board to the Scottsville Library. Trustee Mr. Grant pointed out library intern Brandie Quares made it into the Daily Progress. Ms. Quares received an Academic Achievement Award from the Kiwanis Club. Trustee Ms. Mullen announced that the General Assembly now allows on-line applications/voter registrations. Library Director Mr. Halliday shared with the Library Board a confirmation letter from VLA Awards and Recognitions Committee Chair Ms. Anne Driscoll announcing Trustee Mr. McIntosh as recipient of the Trustee Library Award commending him on his outstanding continued support of JMRL and the Library Board of Trustees for the last three years he has served on the Board and for his previous service from 1983-1994. VLA hopes Trustee Mr. McIntosh can be present to receive his award in person during the Virginia Library Association’s Closing Session scheduled for September 27th beginning at 9:00 a.m. at the Williamsburg Hotel and Conference Center in Williamsburg, VA.

LIBRARY BOARD COMMITTEE ASSIGNMENTS – New committee assignments for this year include:

- **Budget/Finance Committee**
  - Chair: Mary Coy
  - Staff: Lindsay Ideson
  - Meets as needed

- **Technology Committee**
  - Chair: Faye Rosenthal
  - Staff: Anne Chiles, Stella Pool, David Plunkett
  - Meets as needed

- **5-Year Plan Committee**
  - Chair: Gary Grant
  - Staff: Krista Farrell, Sarah Hamfeldt, Jackie Lichtman, and David Plunkett
  - Meets as needed

- **Policy Committee**
  - Chair: Carla Mullen
  - Staff: Tasha Birckhead, Krista Farrell, Jackie Lichtman
  - Meets after the Board meeting usually every other month

- **Personnel Committee**
  - Chair: Peter McIntosh
  - Staff: Gail Ott, Anne Wilson, Margarete Gillette
  - Meets as needed

- **Advocacy Committee**
  - Chair: Jane Kulow
  - Staff: Mary Coy, Deborah Willenborg
  - Meets as needed
LIBRARY BOARD AND BUDGET SCHEDULE – A draft of the FY2014 JMRL Library Board and Budget Schedule was distributed to the Board for their review and approval. Vice President Ms. Rosenthal made a motion for Board approval of the draft budget schedule as presented and Trustee Ms. Coy seconded the motion. The motion was unanimously approved.

LIBRARY BOARD SELF-EVALUATION – Copies of the Library Board’s self-evaluation survey were distributed and President LaFontaine summarized some of the responses. There should be a follow up on next month’s Board agenda to see if there are any questions or additional input from the Trustees. It was suggested JMRL’s department and branch managers do a Board evaluation survey. The Library Director will report the results at August’s Board meeting.

RENEWAL OF ADMINISTRATIVE SERVICES AGREEMENT – The Administrative Services Agreement was brought to the Board for their review and approval. This Agreement has a term of three years and covers August 1, 2013 – July 31, 2016. The City of Charlottesville serves in the capacity as fiscal agent to JMRL’s Board. In lieu of a cash payment for services (personnel, financial, computer/IT) the Board pays the City an annual fiscal agent fee equal to 2% of JMRL’s annual budget to cover for these services. JMRL normally uses the City’s Human Resources Personnel Regulations but the Library Board may adopt/revise personnel regulations as their own as circumstances warrant. Only minor changes have occurred from the previous Agreement and the Library Director recommends approval of the new Agreement. Trustee Ms. Coy made a motion recommending the Library Board approve the 3-year Administrative Services Agreement between the City and JMRL as presented and Trustee Ms. Kulow seconded the motion. The motion was unanimously approved.

QUESTIONNAIRES FOR CANDIDATES – At June’s Board meeting, the Library Board reviewed the draft of the JMRL survey questions for 2013 political candidates. Trustees should be meeting with their own candidates prior to September 15th (2-3 weeks should be set aside for candidates to reply to questions prior to the September 15th deadline so that JMRL can get their responses online by October and available to the public well before elections. In addition to the Trustee survey questions, Board members suggested asking political candidates if they have a library card and how often the candidate uses JMRL. As for state legislators, the most important point for JMRL to request and support is full funding of State Aid to public libraries in Virginia. State Aid has not been fully funded since 2001.

REPORT ON ALA CONVENTION (Ginny Reese) – The Elusive Library Non-User was one of the interesting programs Ms. Reese attended at the ALA Convention. How does a library contact non-users to find out why they don’t use libraries if they are not coming in or answering library surveys. The answer seems to be by going out to numerous public locations and interviewing people to ask them some questions: what comes to mind when you think of a library; did they ever use a library; what discourages them from using libraries, etc. Another program involved discussion of libraries having difficulty reaching out to 20-30 year olds who do not have children. Libraries are attempting to reach them by using special language, graphics, creating a group for 20-30 year olds that would appeal to them.

PRESENTATION ON PEER LIBRARIES (Brandie Quarles, Library Intern) – Ms. Quarles gave a PowerPoint presentation comparing peer libraries to JMRL. The comparisons varied from regions located across the United States: (Arizona, Georgia, Louisiana, Michigan, New Jersey, Ohio, Oregon, South Carolina, South Dakota, Virginia, Washington, and West Virginia). Comparisons included a picture of each library, populations, total circulation per capita, operating expenditures, hours open, etc.

LIBRARY DIRECTOR’S REPORT – JMRL Personnel Changes-There have been many recent changes in personnel, primarily due to several retirements. The Library Director distributed an updated JMRL Organizational Chart. Salary Study-JMRL is currently working with the City of Charlottesville on a salary study and anticipates completion in September. Crozet Library-Crozet Library is still on track for an opening after Labor Day. A special reception for elected officials is planned for the week of August 26th possibly Wednesday or Thursday the last week in August. Scottsville Parking-JMRL needs to find additional parking space for the Scottsville Library. Northside Relocation-Albemarle County has been moving forward with the new Northside Library. The contract is almost finalized with the architect and the first public meeting is scheduled for August.

FUTURE AGENDA ITEMS – The 5-Year Plan Committee will be meeting in August to begin the planning process for JMRL. There should be a Policy Committee Meeting in August, Crozet and Northside Library updates, Out-of-Area Fees update (September), JMRL managers Board evaluation survey (August) and September Board meeting held at the Crozet Library.

PROPOSED ADJOURNMENT – Trustee Ms. Kulow made a motion for adjournment and President LaFontaine seconded the motion. The motion was unanimously approved and the Board meeting adjourned at 4:57 p.m. The next Board meeting will be held at 1:00 p.m. on Monday, August 26, 2013 in the McIntire Meeting Room at the Central Library.

Brian LaFontaine, President