The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, September 23, 2013 at 1:00 p.m. in the new Crozet/Western Albemarle Library’s meeting room (located at 2020 Library Avenue, Crozet, VA 22932), President LaFontaine being in the chair. On motion for approval made by Trustee Mr. McIntosh and seconded by Trustee Ms. Coy, the August 26, 2013 Library Board Minutes were approved as submitted. Trustee Ms. Willenborg abstained from voting as she was not present for the August Board meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS – The Greene County Record included a section (Greene’s World) about the Greene County Library and some of their services. Southern Homes advertised in the classified ad section of the Sunday, September 8th, Daily Progress encouraging people to join the “low-maintenance living: Bike to the new Crozet library” and “Haden Place is a brand new community in Crozet, conveniently located between Old Trail and Jarman’s Gap Road, just steps from sidewalks and bike lanes into downtown Crozet and the new Western Albemarle Library.”

Trustee Ms. Kulow distributed to the Trustees a list of the candidates running for office in each of their jurisdictions along with their contact information. The Library Board reviewed the survey questions at their June meeting so that before the end of September JMRL can post responses online by October making them available to the public before elections take place. The areas that are shaded on the list indicate the candidates that have already responded. Everyone in Greene has already responded. Once all the replies have been received, the information should be packaged together and sent on to Library Director Mr. Halliday.

Trustee Mr. McIntosh reported on fundraising for Crozet. A separate bank account was opened for the Crozet Building Fund and currently the account has a balance of approximately $517,825.75. The Friends’ account, including pledges, is fast approaching and may already have surpassed $900,000.

Trustee Mr. Grant was recently in Montana and visited the Whitefish Community Library in Whitefish, Montana. Trustee Mr. Grant distributed a History of the Whitefish Community Library along with a list of some of their milestones going back as far as 1916 when there was only one shelf of books housed in the City Clerk’s office at their Old City Hall. The community library is open 42 hours a week.

At 1:15 p.m., JMRL’s Library Board was given a guided tour of the new Crozet Library. The Board reconvened at 1:40 p.m.

POLICY COMMITTEE’S REPORT – The Policy Committee met following last month’s August 26th Board meeting. Trustee Mr. Grant along with Library Director Mr. Halliday gave a brief report on the Policy Committee’s August meeting. The Committee is still discussing the Displays of Original Art Policy (Section 4.52) and Conduct in the JMRL Policy (Section 4.232). The Committee will give the Library Board a full report at a later date.
VOLUNTEER COORDINATOR’S REPORT (Heather Pehnec) – Heather Pehnec has been JMRL’s Volunteer Coordinator since May 2013. Ms. Pehnec distributed a new Volunteer Handbook to the Trustees. Ms. Pehnec included in her report what was new for FY 2014, such as: the volunteer handbook, background checks for new volunteers (background check authorization form), spreadsheet for tracking volunteer hours, distribution of volunteer badges with updated logo, on-line volunteer exit survey. Future plans for volunteers include: a needs assessment survey for branch and department managers, orientations and training workshops, calculating the monetary value of volunteer hours, seasonal newsletter, and system-wide recognition of volunteers. Trustee Mr. Grant requested an annual report on the volunteer statistics be done. Ms. Pehnec suggested doing a report next spring and Trustee Ms. Willenborg requested the annual statistical report be done much earlier so that it can be added in with the budget reports when they visit the jurisdictions. The Library Director confirmed Ms. Pehnec will do a detailed statistical report by February in time for the Library Board to add the statistics to JMRL’s budget reports.

UPDATE ON OUT-OF-AREA LIBRARY CARD FEE – In accordance with the new Regional Agreement, JMRL’s Board of Trustees was to establish an annual “Out-of-Area Library Card Fee” effective no later than January 1, 2013. The Out-of-Area Library Card Fees are to be credited to the participating locality(ies) where the fee was collected, the only exception being the fees collected from Central Library, Gordon Avenue, and Northside are to be credited to Albemarle County. The minimum annual fee for the card is $30 per year. The Out-of-Area Fees collected during the fiscal year shall be credited toward the budgeted second quarter payment of the ensuing fiscal year for each participating locality due these fees. JMRL is now nine months into this process. As of June 30, 2013, Out-of-Area fees totaled $10,200 (equal to 340 cards). Out of the $10,200 received: $8,550 was for Albemarle, $720 was Louisa, $690 was Greene, and $240 was for Nelson. Ms. Tiffany Duck, Circulation Manager, reported that the public was not very happy with the Out-of-Area Fees. One example given was the Renaissance School on East Jefferson Street in Charlottesville. The Renaissance School requires a library card for everyone. The fee is very expensive for low income families and some families are getting one card for the entire family to use or they are letting their cards expire and aren’t renewing them at all. Due to the fee, more accounts are expiring and have to be deleted from JMRL’s system. Ms. Duck reported circulation has dropped approximately 51%. A report on circulation will be presented to the jurisdictions. Trustee Ms. Kulow made a motion and Trustee Ms. Willenborg seconded the motion that the Library Director convey to the jurisdictions when they meet again that the Library Board’s consensus regarding the out-of-area fees is that it is not proving worth it monetarily and that it is causing bad relations and is pushing people away from the libraries. The motion was unanimously approved. Ms. Rosenthal was absent during the vote. The Library Director is meeting with the jurisdictions in October and plans to go over the figures and discuss the effect the Out-of-Area fees are having on patrons throughout the system.

FIVE-YEAR PLAN & FY2014/15 BUDGET OBJECTIVES – The Library Director indicated at least two major objectives for the FY2014/15 budget: meeting the State’s AA standards and supporting 100% State Aid funding of public libraries. Budget suggestions will be presented at the October 28th Board meeting. Trustee Mr. McIntosh voiced concern regarding JMRL’s compensation for staff. The Five-Year Plan, the salary survey, and the operational funds will all be reviewed when preparing JMRL’s FY2014/15 budget along with considering more open hours at the branches. The Personnel Committee will be discussing JMRL’s salaries in October and the salary study should be available for the Board’s review as well.

LIBRARY DIRECTOR’S REPORT – Crozet Grand Opening—This Saturday, September 28th will be the Grand Opening of the new Crozet Library. Dominion Power Donation—Dominion Power gave a gift of $40,000 to the new Crozet Library. Old Crozet Library’s Furniture and Shelving—If any non-profit or school needs shelving or furniture, they are welcome to check what is left over and not being used in the old Crozet Library. If interested, they are to contact the Library Director so that arrangements can be made. NAACP Freedom Fund Banquet—The Library Director attended the Freedom Fund Banquet held at the Doubletree Hotel on Friday, September 13th. Dr. Teresa Sullivan, President of the University of Virginia was guest speaker. The Library Director drew the Library Board’s attention to the center page in the program highlighting Brandie Quarles the recipient of the 2013 JMRL and NAACP Scholarship. Bookmobile Extra Hours—This fiscal year extra hours were added to the Bookmobile Specialist position enabling the Bookmobile to add Friday stops at MAACA and allow for dropping off deposit collections at locations such as at senior citizen locations. Five-Year Plan Committee Meeting—The Committee is scheduled to meet at 3:30 p.m. on Tuesday, October 15th at Central Library. Northside—Starting in October, JMRL will be doing more publicity on the new Northside Library. The last architectural public meeting will be at Northside the evening of November 7th. After the November 7th meeting, the architects will do the drawings for Northside. Technology Committee—The Committee should meet before October 15th. When a time and location are set, the Library Director will send out notification via email. Salary Study—The salary study should be done within the next two weeks (mid October) in time for the Personnel Committee to review the study (week of October 14th). The Budget Committee will meet before the next Library Board meeting (early morning – October 28th). Handouts—The October issue of BookPage was distributed. The back page included the Director’s FY2013 report and a summary of JMRL’s annual statistics for last year (June 2012–June 2013).

FUTURE AGENDA ITEMS – Committee Reports and FY2014/15 budget presentations by JMRL’s staff.
PROPOSED ADJOURNMENT – Trustee Ms. Kulow made a motion for adjournment and Trustee McIntosh seconded the motion. The motion was unanimously approved and the Board meeting adjourned at 2:44 p.m. The next Board meeting will be held at 1:00 p.m. on Monday, October 28, 2013 in the McIntire Meeting Room at the Central Library.

Brian LaFontaine, President