The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, October 28, 2013 at 1:00 p.m. in the Central Library’s McIntire Room, President LaFontaine being in the chair. On motion for approval made by Trustee McIntosh and seconded by Trustee Coy and Vice President Rosenthal, the September 23, 2013 Library Board Minutes were approved as submitted. Trustee Mullen and Trustee Turner abstained from voting as they were not present for September’s Board meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS – Trustee Deborah Willenborg was unable to attend the Board meeting today due to an out-of-town commitment.

TECHNOLOGY COMMITTEE’S REPORT – The Technology Committee met on October 11, 2013 to review the 2010-2013 Technology Plan confirming the accomplishments and making recommendations for the 2014-2017 Technology Plan. Mr. Plunkett presented JMRL’s Technology Advisory Committee’s (TAC) draft summarizing accomplishments during the past 3 years and recommending goals for the new 2014-2017 Technology Plan. The Technology Committee recommended synchronizing future technology plans with the five-year planning process. Three recommendations were added to the TAC list: explore feasibility of federated searching, evaluate accessibility to technology issues throughout the system, and explore feasibility of becoming an OCLC library. TAC is scheduled to meet in November and plans to prioritize recommendations with a final draft presented to JMRL’s Technology Committee and Five-Year Plan Committee in early 2014.

5-YEAR PLAN COMMITTEE’S REPORT – Trustee Grant presented to the Library Board a summary of the Five-Year Plan Committee’s October 15, 2013 meeting. The Committee reviewed Trustee Grant’s draft of goals and objectives for the Five-Year Plan and offered suggested changes. Mr. Grant said the Committee will be using press releases, letters to the editor, and public meetings to solicit broad public input on the plan. The Committee’s next meeting is scheduled for November 19, 2013 at 3:30 p.m. in Central Library’s Madison Room. The Committee will be making recommendations to the Library Board in March, so the Board’s review and approval will be completed in time for the Five-Year Plan to go into effect June 2014.

PERSONNEL COMMITTEE’S REPORT – The salary assessment study has been completed by the City of Charlottesville’s Human Resources Department. The City studied eight other Virginia libraries, outside northern Virginia, serving communities with populations of 150,000 or more. JMRL’s service area population is currently about 210,000. Northern Virginia libraries were excluded because salaries are generally higher in that area. Trustee McIntosh summarized some of the study’s findings and reported the Personnel Committee had not reached consensus on how to proceed with the findings. The staff Compensation Committee will look at options for implementing a new pay plan based on the findings and discuss with the Personnel Committee on November 20th. Mr. McIntosh stated that due to budget limitations JMRL cannot implement a new pay plan mid-year. The Committee discussed a mid-year bonus, but took no action.
BUDGET COMMITTEE’S REPORT – The Budget Committee met today at 10:00 a.m. JMRL should end the current year with a higher than usual budget carryover due primarily to staff turnover. It was suggested that $100,000 be used for replacement of the Millennium circulation system. The system is 10-years-old, requires a new server now, and will be discontinued within several years. It was also suggested that JMRL use anticipated carryover funds for replacement of the library’s old mini-van. The Budget Committee was not prepared to make a unanimous recommendation regarding anticipated carryover funds. Trustee Coy made a motion to use some of the anticipated carryover for a one-time, pre-holiday staff bonus. Several Trustees said they needed more time to consider the motion. The motion failed. Trustee Grant made a motion to proceed with expenditures for the circulation system and mini-van replacement. After discussion, Mr. Grant amended his motion to proceed with planning for the circulation system and mini-van replacements with a final decision to be made following pay plan recommendations from the Personnel Committee. The amended motion received unanimous approval.

FY2015 BUDGET PROPOSALS - Library Managers made the following budget proposals: additional regional technical support staff; substitute help for Gordon Avenue and Northside libraries; additional open hours at Greene County Library to reach the goal of 48 hours/week; substitute help for Central Library’s Children’s Department; additional staff hours at Nelson Memorial Library; a Digital Services Coordinator position; additional help for Northside Library after the move to the new facility. The Library Director presented statistical data on the use of JMRL’s libraries, circulation per square foot and per FTE. The Trustees directed the Library Director to develop a draft of the FY2015 budget with all proposals included. Trustee Kulow made a motion that the Board approve funding for a half-time Shelver for Crozet Library now, due to the tremendous increase of library use since the move to the new facility. The motion received unanimous approval.

LIBRARY DIRECTOR’S REPORT – Northside Library Progress– Planning for the new Northside Library is progressing on schedule. The next public meeting about the project will be 7:00 p.m., November 7th. Trustee Grant has arranged for the Seminole Trail Volunteer Fire Department to bring some of their vehicles to Northside that evening to attract families and children to the library meeting. Bookmobile Letter-JMRL received a very nice letter regarding the importance of Bookmobile service to elderly residents living in assisted living facilities. Regional Agreement Meeting – The Library Director held the first annual meeting of local government administrators. The administrators shared their revenue projections for FY2015. The out-of-area card fee was discussed. The administrators reported receiving few complaints regarding the fee. No action was taken. Sculpture – Crozet Library received an offer of a long-term loan of a large sculpture. The Trustees appreciated the offer but agreed the library did not have sufficient space to appropriately display the sculpture. Endowment Committee – The Friends of the Library Endowment Committee will meet in December or January.

FUTURE AGENDA ITEMS – Policy, Five-Year Plan, and Personnel Committee Reports and FY2014/15 budget.

PROPOSED ADJOURNMENT – Trustee Kulow made a motion for adjournment and Trustee Coy seconded the motion. The motion was unanimously approved and the Board meeting adjourned at 3:23 p.m. The next Board meeting will be held at 1:00 p.m. on Monday, November 25, 2013 in the McIntire Meeting Room at the Central Library.

Brian LaFontaine, President

(BL-JH)