Jefferson-Madison Regional Library
201 East Market Street | Charlottesville, Virginia 22902 | (434) 979-7151 | FAX (434) 971-7035

APPROVED

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

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

TRUSTEES ABSENT:  Deborah Willenborg (Greene)

OTHERS PRESENT:  John Halliday-Library Director  Krista Farrell-Assistant Library Director
William Lyons-Business Manager  David Plunkett-Technical Services 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, November 25, 2013 at 1:00 p.m. in the Central Library’s McIntire Room (201 E. Market St., Charlottesville, VA), President LaFontaine being in the chair. On motion for approval made by Trustee McIntosh and seconded by Trustee Kulow, the October 28, 2013 Library Board Minutes were unanimously approved as submitted.

ANNOUNCEMENTS AND PUBLIC COMMENTS – President LaFontaine announced another semi-celebrity beer pour at the James River Brewing Company in Scottsville on December 9, 2013. This community service project will help support the Scottsville Library. Vice President Rosenthal attended a meet and greet at Louisa County Library. At the event a patron asked about making purchase suggestions for Overdrive. Library Director Mr. Halliday stated that the feature would be added to the library’s website. Trustee Coy discussed a Nelson County seventh graders Destination Imagination event. The group is discussing the viability of a mobile library in the Rockfish Valley Community Center. They have an elevator speech they would like to present to the Board, either by skype or at a January meeting of the Board at the in Nelson County Library. President LaFontaine relayed a discussion he had with a technology teacher at Monticello. The teacher is interested in finding ways to access the Internet in rural areas. Mr. LaFontaine indicated to the teacher that the Library Board would be willing to entertain any ideas he may develop. Mr. LaFontaine will keep the Board apprised

POLICY COMMITTEE REPORT – The Policy Committee met on October 18, 2013 following the regular Board meeting. The library’s Art Display policy was discussed. It was decided that the requirement for wearing shoes in the library would be added to the Conduct in the Library policy.

FIVE-YEAR PLAN COMMITTEE REPORT – The Five-Year Plan Committee met on November 19, 2013. Trustee Grant reported to the committee that he had not received any public comment on the Five-Year Plan. Goals 1 through 4 were discussed at the meeting. The committee will review goals 5 and 6 at the next meeting on Wednesday, January 15, 2013 at 3:30 p.m. at the Central Library. During the Board discussion of the report, Trustee McIntosh recommended that the library ask patrons for comments on the Five-Year Plan via the e-mail notification system. Library Director Mr. Halliday stated that the library would do so. Trustee Grant requested that time at the December Library Board meeting be scheduled to accept public comments on JMRL’s Five-Year Plan.

PERSONNEL COMMITTEE’S REPORT – Trustee McIntosh gave a short history of the library’s present pay plan. The present pay plan was last revised in 2005/2006. During the period of 2008-present the library had no way to address increasing funds available for salaries due to the economic conditions. The library used the bonus approach when it could. The end result is that the pay levels have fallen behind. Trustee McIntosh stated that one of the tasks of the Library Board is to insure an equitable salary plan, allowing the Board to recruit, retain and reward capable staff. The Albemarle County Executive had asked Director Halliday to conduct a salary survey. City of Charlottesville Human Resources Department conducted that survey. The study found that the library was 14%-40% below the market average. The Personnel Committee then looked at the market minimum (median starting pay). The library was still behind by 5%-25%. Comparing the market minimums against JMRL area local government salaries again found the library behind. Trustee McIntosh related that 55 staff members are currently below the Market Minimum for their positions. Of those 55 staff, 20 are within 5% of the Market Minimum. Of the remaining 35 staff, 26 are more than 10% from the Market Minimum. Trustee McIntosh proposed that the Board commit to a phased, 3-year plan to
implement a new pay plan. For next fiscal year, he proposed a 10% pay raise for eligible staff currently paid 10% or more below the Market Minimum and a 5% pay raise for all other eligible staff. Using a similar formula for the next 3 years would bring all staff to the Market Minimum. A general discussion ensued. Trustee Rosenthal pointed out that the library doesn’t have a recruitment problem with the present pay plan, and that the economy still is not in boom times, making it difficult for the jurisdictions to support the new plan. There was then a brief discussion of a smaller pay raise. Trustee McIntosh moved that the proposal for a 10% and 5% increase be amended to 8% and 3%. Trustee Mullen seconded the motion. Discussion followed. Trustee Grant asked for the cost difference between the two pay plans. Trustee Coy stated that she was hesitant to recommend pay increases at the expense of new positions, and that it was a good time to hire new people because the economy is slow. Director Halliday noted that although the library has a lot of new employees, retention region-wide was lacking. Trustee Kulow recommended a meeting with the Albemarle County staff to discuss the pay plan and the effects to the budget from the new Northside Library before the next Board meeting. Director Halliday recommended that a similar meeting be held with City of Charlottesville staff. Trustee Coy made a motion to table the Personnel Committee’s Report and recommendations until the December 16, 2013 Board meeting. Trustee Rosenthal seconded the motion. The motion passed unanimously.

OPERATING BUDGET EXPENDITURES – President LaFontaine recommended that two Operating Budget expenditures tabled at the October Board meeting while waiting on the Personnel Committee’s Report be approved. Trustee McIntosh moved that the Board accept the original Budget Committee proposal to expend up to $122,000 of Operating funds to purchase a library computer operating system and a new van. Trustee Coy seconded the proposal. The vote was unanimous for the additional expenditures.

LIBRARY DIRECTOR’S REPORT – The new Crozet Library is receiving national attention. Photos of the Crozet Library taken by a professional photographer were shown to the Board. Holiday cards for Crozet are available that solicit money for the new library. The new Northside Library is on schedule, with a meeting of the Architectural Review Board scheduled on December 2. Opening of the new library is scheduled before Halloween of next year. The VLA agenda for FY2015 is to increase state aid to libraries and support the Library of Virginia. The recent In-Service was a success with staff evaluations saying it was the best one yet. Next year’s In-Service will be held at the new Northside Library. The Director said he would be sending the Trustees information about the Library of Virginia’s online Trustee Academy. The Director and Trustee Mr. Grant conducted a JMRL101 presentation for seniors at the First Baptist Church. The presentation was well received. The church sent the Director a thank you note with a $50 donation to the library. Trustee McIntosh stated that the recent Friends’ Book sale resulted in a collection of $112,000. Mr. Halliday thanked Mr. McIntosh for the many hours he spends, behind the scenes, working to support the annual sales.

FUTURE AGENDA ITEMS – Agenda items include: report from the Policy Committee, public comments regarding the Five-Year Plan, and Adoption of the FY 2015 Library Budget.

PROPOSED ADJOURNMENT – Trustee Kulow made a motion for adjournment and Trustee McIntosh seconded the motion. The motion was unanimously approved and the Board meeting adjourned at 2:30 p.m. The Monday, December 16, 2013 Board meeting is scheduled for 1:00 p.m. in Central Library’s 3rd floor McIntire Room (201 East Market Street, Charlottesville, VA).

Brian LaFontaine, President