TRUSTEES PRESENT:
President Brian LaFontaine (Albemarle)
Mary Coy (Nelson)
Jane B. Kulow (Albemarle)
Carla Mullen (Charlottesville)
Stephen Walls Mathis (Greene)

Vice President Faye Rosenthal (Louisa)
Gary Grant (Albemarle)
Peter McIntosh (Charlottesville)
Tamyra Turner (Charlottesville)

OTHERS PRESENT:
John Halliday-Library Director
Kathy Evans-The Daily Progress
Abigail Harris-Public Communications Specialist
Heather Pehnec-Ref.Librarian-Volunteer Coordinator

Krista Farrell-Assistant Library Director
DonnaLee Grossman-Administration
William Lyons-Business Manager
Ginny Reese-Staff Recorder/Greene Mgr.

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, March 24, 2014 at 1:00 p.m. in the Central Library’s McIntire Room (201 E. Market St., Charlottesville, VA), President Mr. LaFontaine being in the chair. On motion for approval made by Trustee Ms. Coy and seconded by Trustee Mr. McIntosh, the February 24, 2014 Library Board of Trustees’ meeting minutes were approved. Trustee Ms. Kulow wasn’t present when the vote was taken and Trustee Mr. Walls Mathis didn’t vote as he just began serving his term as a Trustee at today’s meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS – Trustee Mr. Grant met with Albemarle County School Superintendent Pam Moran. On behalf of the schools, Pam Moran requested JMRL consider being open more evening hours to aid students particularly those residing in the Crozet and Scottsville districts. The Board’s Policy Committee will meet directly following today’s adjournment. The Board’s newest Trustee Mr. Stephen Walls Mathis (representing Greene County) was introduced to the Board members. Trustee Mr. McIntosh announced that the Friends Book Sale begins this coming weekend, running from March 29th – April 6th with half-price days on April 5th and 6th. Trustee Ms. Kulow announced this was the first year two events were held at the Crozet Library for the Virginia Festival of the Book.

JMRL’S FIVE-YEAR PLAN (2014-2019) – A draft of JMRL’s Five-Year Plan was distributed to the Trustees. By consensus, this draft depicts what the Committee wished to present to the Board for their review and approval. The Committee included in the plan approximately 13-14 public comments. Hopefully the Board will be able to review the Five-Year Plan and approve it at the April Board meeting in time for it to go into effect by July 1, 2014. Trustee Mr. McIntosh thanked the Committee for moving the salary plan up to Objective #1 under Goal #3. Trustee Ms. Rosenthal pointed out Objective #8 under Goal #3 regarding providing staffing levels based on circulation to support library service hours by June 2016. Any suggestions for changes should be submitted as soon as possible to the Library Director so he can send out a summary for the Board’s review prior to approval of the Five-Year Plan at April’s Board meeting.

VOLUNTEER PROGRAM REPORT – April is National Volunteer Month. JMRL’s Volunteer Coordinator Heather Pehnec summarized JMRL’s current Volunteer Program. Ms. Pehnec distributed a March 2014 Volunteer Coordinator’s Report and a pie chart outlining use of adult volunteer hours (7/13-2/14) by branch location. Currently JMRL has 139 adult volunteers. Ms. Pehnec has: updated forms and posted them to JMRL’s intranet, held a meet and greet for potential Crozet volunteers, presented the volunteer process to various branch managers, and is planning for the April Central Library volunteer recognition. Ms. Pehnec encourages feedback from the managers and volunteers and highlights JMRL volunteerism in The Free Press and JMRL’s Newsletter. Listed as volunteer community partners: University of Virginia, United Way, Center for Nonprofit Excellence, and Charlottesville Kiwanis. Ms. Pehnec is working on updating the volunteer webpage, system-wide volunteer recognition, and teen volunteers. Crozet has just added 6-8 new volunteers. Suggested additional sources for volunteers include: Martha Jefferson Hospital, JABA, Senior Center, the Friends, and University of Virginia fraternity volunteers.

POLICY COMMITTEE’S REPORT – The Policy Committee met following last month’s meeting and plans to meet after today’s meeting. Conduct in the JMRL Policy (Section 4.232) is being reviewed. The draft revisions include
under #1 Improper Conduct: includes use of any smoking devices (such as electronic cigarettes). A new item #2 was created stating: Shoes and shirts must be worn in the library. Under #3 and added at the very end of the sentence on cellular phones and other audio devices: must not be disruptive to other patrons. Item #4 was changed to: Covered drinks and dry snacks are permitted. Light snacks such as fruit, candy, cookies (e.g. food generally dispensed in vending machines) are allowed, but hot foods are prohibited except in library meeting rooms. No food or drinks are permitted near library computers or other library equipment. After reviewing the changes, the policy should be ready for Board approval at their April meeting.

Library Equipment Fund (Section 3.2) is currently under review to make sure it will be consistent with the Regional Library Agreement. FY2015 Schedule of Library Closings (Holidays) (Section 5.4) was presented to the Board for review and approval. The proposed FY2015 Schedule of Library Closings was reviewed by the managers and they recommended leaving the schedule as presented. Trustee Mr. Grant pointed out that Federal offices have 10 holidays but JMRL has 12 and he asked if 2 days should be deducted now that a 3% raise is forthcoming. The 2 days were given because staff had not received a raise in 3-4 years. President Lafontaine suggested this be referred to the Personnel Committee.

DISCUSSION OF FY2015 LIBRARY BUDGET – It looks like Albemarle and Charlottesville’s budgets will be approved as previously discussed but they won’t be confirmed until April. Earlier this month Assistant Library Director Ms. Farrell and Greene County Branch Manager Ms. Reese presented JMRL’s FY2015 proposed annual budget to Greene County. The Library Director has yet to receive a reply from Louisa, Nelson or Greene regarding JMRL’s FY2015 budget requests. State Aid is still being negotiated but it looks as though it is likely State Aid for public libraries will be receiving a $500,000 increase which translates into approximately a 5% or $30,000 increase for JMRL next year.

LIBRARY DIRECTOR’S REPORT – Assistant Library Director Ms. Farrell reported two separate projects. Book Habitat-JMRL, Bridge PAI and the Tom Tom Festival were partners in a book habitat project. A habitat with a reading area was built to house shelves to fill with books that had been rejected by the Friends for their Book Sale. A photo of the habitat was shown to the Board. Central Renovations-The first and second floors at Central Library are undergoing restroom renovations to make them ADA compliant. The restroom renovations should be done within two months. Third floor restrooms will remain available during the renovations. Central’s pay phone has been removed. Big Read-The Big Read ends March 31, 2014 with the finale being held at Paramount Theater. The Big Read was a tremendous success this year and committee members are to be congratulated. A follow-up report to the Board will be given in April. Business Cards-Generic business cards were made up in time for distribution to the Trustees at today’s meeting. Legal Representation-Trustee Mr. McIntosh and Library Director Mr. Halliday have been working on obtaining legal services for JMRL and are in receipt of a draft agreement for the Library Board’s consideration. The agreement is from Attorney James M. Bowling, IV (of St. John, Bowling, Lawrence & Quagliana, LLP). Communications between JMRL and Attorney Bowling will be solely through the JMRL President and/or JMRL Director unless directed otherwise by the JMRL Board. The agreement may be terminated by either party at any time for any reason. In support of this agreement, Trustee Mr. Grant made a motion for Board approval of this proposal. Trustee Mr. McIntosh seconded this motion. The motion was unanimously approved by the Library Board. Endowment Fund-On February 26th the Endowment Fund Committee met to review funding of approximately $39,000 for: next year’s continuation of funding for The Big Read, the JMRL/NAACP scholarship and internship and a $1,000 scholarship for Tasha Birckhead to attend graduate library school, early literature computers for children and a video camera for Greene, and approval of funding for a pre-design architectural study of the Central Library. The current Endowment Fund is approximately $1.2 million. National Library Week-National Library Week is April 13-19th.

FUTURE AGENDA ITEMS – FY2015 budget update; Big Read report; Friends Book Sale report; review and approval of the Five-Year Plan; Policy Committee’s report-includes approval of the Conduct in the JMRL Policy (Section 4.232); Personnel Committee’s report-includes recommendation to the Board and Board approval of FY2015 Schedule of Library Closings (Section 5.4); and annual assessment for the Library Director.

APRIL BOARD MEETING – Next month’s Board meeting will be held at Greene County Library (222 Main Street, Stanardsville, VA) on Monday, April 28, 2014 at 1:00 p.m.

PROPOSED ADJOURNMENT – Trustee Ms. Kulow made a motion for adjournment and Trustee Mr. Walls Mathis seconded the motion. The motion was unanimously approved and the Board meeting adjourned at 2:21 p.m.

Brian LaFontaine, President

(BL:JH:dlg)