APPROVED
MINUTES OF THE APRIL 28, 2014 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)
Jane B. Kulow (Albemarle)  Peter McIntosh (Charlottesville)
Carla Mullen (Charlottesville)  Tamyra Turner (Charlottesville)

ABSENT: Stephen Walls Mathis (Greene)

OTHERS PRESENT:
John Halliday-Library Director  Krista Farrell-Assistant Library Director
Tasha Birckhead-New Children’s Specialist/G.Avenue  DonnaLee Grossman-Administration
Sarah Hamfeldt-Adult Programming &  Mike Owens-Reporter for The Daily Progress
Reference Services Manager  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, April 28, 2014 at 1:00 p.m. in the Greene County Library’s meeting room (222 Main Street, Stanardsville, VA), President Mr. LaFontaine being in the chair. On motion for approval made by Trustee Mr. Grant and seconded by Trustee Mr. McIntosh, the March 24, 2014 meeting minutes were unanimously approved as amended (Trustee Ms. Kulow had requested the last sentence in the “Announcements and Public Comments” section be changed to read: this was the first year two events were held at the Crozet Library for the Virginia Festival of the Book.)

ANNOUNCEMENTS AND PUBLIC COMMENTS – President LaFontaine announced Scottsville was planning a social event on Thursday, May 8th at 7:00 p.m. to help reinvigorate support for the Friends of Scottsville Library.

POLICY COMMITTEE’S REPORT (2014-2019) – The Policy Committee met directly following the March 24th Board meeting. A JMRL staff member requested use of a library meeting room for a wedding reception. The Committee reviewed JMRL’s Meeting Room Policy (Section 5.1) and decided to support the existing policy and deny the request. Regarding the revised Conduct in the JMRL Policy (Section 4.232), Trustee Mr. Grant made a motion for adoption of the revised policy as presented and Trustee Ms. Kulow seconded the motion. The motion was approved. Mr. McIntosh stated he did not approve. In order to give JMRL staff time to do ample publicity regarding allowing food and using cell phones in the library, it was suggested the revised policy be made effective July 1, 2014. Trustee Mr. Grant made a motion to delay implementation until July 1, 2014, President Mr. LaFontaine seconded the motion. The motion was approved by the Board with the exception of Trustee Mr. McIntosh who opposed. At the May Board meeting, the Library Director will discuss the publicity being planned.

PROPOSED REVISIONS TO LIBRARY EQUIPMENT FUND POLICY (Section 3.2) – The Library Equipment Fund Policy (Section 3.2) is being updated to reflect the wording in JMRL’s Regional Agreement. Trustee Mr. McIntosh recommended that the policy change be adopted as presented, Trustee Ms. Mullen seconded the motion. The motion for adoption of the policy change was unanimously approved.

PERSONNEL COMMITTEE’S REPORT – Reporting for the Personnel Committee, Trustee Mr. McIntosh responded to Trustee Mr. Grant’s request made at the March Board meeting and discussed comparisons of JMRL’s library closings with peer libraries and local governments. JMRL does not have the highest number, or an unusual number, of days scheduled for closings. The Board decided to look at this issue again at the end of the planned phase-in of the new pay plan. The Board approved adoption of JMRL’s 2014-2015 Schedule of Library Closings as presented. Trustee Mr. Grant requested the minutes show his abstaining. Under the new pay plan approximately 25 positions are scheduled for an 8% raise and the remaining eligible staff (approximately 80-82) would receive a 3% increase. Trustee Mr. McIntosh made a motion that the 2014-2015 pay plan the Board reviewed, the same pay plan the Library Director used to prepare JMRL’s budget, be adopted by the Board. Trustee Ms. Kulow seconded the motion. The motion was approved by six Board members. Vice President Rosenthal and Trustee Mary Coy opposed the motion. A second motion was made by Trustee
Mr. McIntosh that the Board adopt salaries as its first or top budget priority; Trustee Ms. Kulow seconded the motion. The motion was approved by six Board members. Vice President Rosenthal and Trustee Mary Coy were opposed. Trustee Mr. McIntosh referred to the annual circulation report comparing circulation FTE’s for each area. Trustee Mr. McIntosh suggested Board members use this report when discussing JMRL’s budget with their jurisdictions. Trustee Ms. Coy suggested adding statistics on people using computers.

**ADOPTION OF FIVE-YEAR PLAN (2014-2019)** – The Library Director reported two additional suggestions: Goal #3, Objective #2—“increase diversity in hiring” would include an effort to hire military veterans. Goal 3, Objective #12—measure and track the number of JMRL employees and branch and department workloads to illustrate staffing needs. Vice President Ms. Rosenthal made a motion for adoption of the proposed Five-Year Plan (2014-2019) with the two suggested additions; Trustee Mr. McIntosh seconded the motion. The motion was unanimously approved.

**DISCUSSION OF FY2015 LIBRARY BUDGET** – City of Charlottesville adopted its FY2015 budget. Albemarle County’s final budget approval should be by mid May 2014. Greene, Louisa and Nelson are expected to approve budgets in May or June. JMRL’s Equipment Fund is scheduled for review and approval at the May 19th Board meeting. State aid is still expected to increase when/if the state adopts a budget.

**THE BIG READ (Sarah Hamfeldt)** – Sarah Hamfeldt reported on the tremendous success of the 2014 Big Read. This was the 8th year JMRL won one of the Big Read grants awarded nation-wide. This year’s book was Charles Portis’ *True Grit*. JMRL matched grant money with funds received from the Art and Jane Hess Fund. There were over 70 programs and over 2,000 copies of *True Grit* and other related titles were made available throughout the community. Five local governments (JMRL’s jurisdictions) passed declarations to commemorate JMRL’s **2014 Big Read**.

**LIBRARY BOARD’S NOMINATING COMMITTEE** – The Nominating Committee will consist of Trustee Ms. Kulow and Trustee Ms. Turner. The Nominating Committee will report the names of the candidates to the Board at the May meeting. The Library Board votes on the candidates for next year’s President and Vice President at June’s meeting.

**LIBRARY DIRECTOR’S REPORT** – Friends-Friends of JMRL reported on a successful spring book sale taking in approximately $98,800. The Friends have started a five-year planning effort that includes looking for more space. A special reception was held on Sunday at Northside Library for the book sale volunteers. Charlottesville Workforce Center-In reviewing Charlottesville's budget for JMRL next year, there will be sufficient funding to create a Workforce Center in the Reference Department at Central Library and it will be staffed by the City. Northside-The new Northside Library is planned to open in January 2015. Poem in Your Pocket-This is Crozet Manager Wendy Saz’s 6th year leading JMRL’s poem in your pocket. Each year has proven more and more popular and this year over7,000 poems were given out. Virginia Trustee Academy-An on-line training program for Trustees is now available at Virginia Trustee Academy. Budget Committee – The Budget Committee has set a meeting date of May 19th to discuss JMRL’s FY 2015 budget for recommendations to the Board for approval at the June meeting.

**CLOSED SESSION** – Trustee Mr. McIntosh made the motion that the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.2-3711(A), subsection 1, to discuss the performance evaluation of the Library Director and Trustee Ms. Turner seconded the motion. At approximately 2:11 p.m. the Library Board went into a Closed Meeting. The Library Board came out of closed session at 2:40 p.m., President LaFontaine read the Certification of Closed Meeting Resolution, and the Resolution was adopted. President LaFontaine announced the Library Board had concluded the Library Director’s performance review, was pleased with the Director’s performance, and the Director would receive the same 3% pay raise as most other library staff.

**FUTURE AGENDA ITEMS** – Reports from the Policy, Nominating, and Budget committees and a presentation on public information materials regarding the library’s revised Conduct Policy. The Budget Committee will meet at 11:00 a.m. on Monday, May 19th, at Central Library, preceding the May Library Board meeting. The Library Director said he would be requesting some FY2014 operating funds be used to purchase needed equipment.

**PROPOSED ADJOURNMENT** – It was moved by Trustee Ms. Kulow, seconded by Trustee Mr. McIntosh to adjourn. The meeting adjourned at 2:50 p.m.

Brian LaFontaine, President