MINUTES OF THE AUGUST 25, 2014 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT
President Brian LaFontaine (Albemarle)
Gary Grant (Albemarle)
Peter McIntosh (Charlottesville)
Faye Rosenthal (Louisa)

Vice President Mary Coy (Nelson)
Stephen Walls Mathis (Greene)
Carla Mullen (Charlottesville)
Tamyra Turner (Charlottesville)

TRUSTEES ABSENT
Jane B. Kulow (Albemarle)

OTHERS PRESENT
John Halliday, Library Director
Krista Farrell, Assistant Library Director
Lindsay Ideson, Northside Manager
Dean Seal, The Daily Progress
Ginny Reese, Staff Recorder/Greene Manager
William Lyons, Business Manager
Chris Callahan, WINA Radio
Shawn Hirabayashi, Administration

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, August 25, 2014, at 1:02 p.m. in the Central Library’s McIntire Room (201 E. Market St., 3rd Fl, Charlottesville, VA), President LaFontaine being in the chair. Vice President Coy made a motion for the approval of the June 23, 2014 Minutes and Trustee Grant seconded. The June 23, 2014 Minutes were approved as presented with Trustees Mathis and Turner abstaining. Trustee Turner made a motion for the approval of the July 28, 2014 Minutes and Trustee Mullen seconded. The July 28, 2014 Minutes were approved as presented with Vice President Coy and Trustees Mathis, McIntosh, and Mullen abstaining.

ANNOUNCEMENTS AND PUBLIC COMMENTS
Director Halliday announced that Trustee McIntosh had been appointed to the Library Board for another 4-year term. Tanith Knight, Manager of the Nelson County Library, will be retiring on August 29, 2014 after 37 years at JMRL. There will be a retirement party on September 24, 2014 at the Nelson County Library from 4:30-6:00. A resident of Augusta County sent a letter complaining about the Out of Area Fees. Finally, Director Halliday passed around a copy of an article from DailyFinance.com demonstrating the economic value of public libraries.

President LaFontaine passed around a breakdown of committee appointments and asked for any comments. Trustee Mullen suggested that the Personnel Committee include a Trustee from Albemarle County.

LIBRARY BOARD’S ANNUAL SCHEDULE
Director Halliday passed out copies of the FY2015 Library Board and Budget Schedule. Trustee McIntosh expressed concern about potential cuts of the state funding for materials and whether or not those would be known by the October 27, 2014 presentation of Department and Branch Manager budget proposals.

BOOKMOBILE POLICY (SECTION 4.41) AND EMERGENCY CLOSING POLICY (SECTION 5.3)
Changes to the Bookmobile and Emergency Closing Policies were presented and discussed. There were no objections to the changes of the Bookmobile Policy. There was some discussion of the changes to the Emergency Closing Policy with one minor change suggested. Director Halliday will present the revised policies for adoption in September.

LIBRARY HOURS & CIRCULATION REPORT
Director Halliday and Branch Manager Ideson (Northside) presented the results of a study they conducted with Branch Manager Saz (Crozet). The report broke down the circulation in each branch for the months of October 2013 and April 2014, presented the schedules of peer libraries, and showed the number of meetings that were held at each branch. The general conclusion is that the results support the Five Year Plan’s goals of increasing branch hours. Trustee Grant suggested that more hours would allow for more consistent opening and closings, which would be less confusing to the public. Trustee Mullen asked for a similar breakdown regarding computer usage. Vice President Coy noted that meet and
greets might be held on Tuesdays as it, in general, was the most popular day. Trustee Mathis asked for a daily breakdown of meetings at each branch.

**LIBRARY BOARD’S SELF-EVALUATION**
President LaFontaine said he would need more time to process the self-evaluations, but a consensus would be that the Board feels it is doing a good job, although there is room for improvement. Trustee Grant had questions about Advocacy, Continuing Education, Board Development, and the annual review of the Mission Statement. There was much discussion which was used by Trustee McIntosh as evidence of the effectiveness of the Board. The discussion eventually led back to the citizen complaint, reported earlier in the meeting, concerning the Out of Area Fees. After more discussion Trustee McIntosh moved that another letter to the administrators of the 5 jurisdictions be drafted (there was one 1½ years ago) requesting that the Out of Area Fees be terminated. Trustee Mathis seconded. The motion passed without opposition.

**LIBRARY DIRECTOR’S REPORT**
- Director Halliday stated that the Northside Library was on schedule to open in January or February 2015.
- Crozet Library is a big success. Compared to the old library, usage has nearly doubled. There are over 2,000 new users. A thank you letter will be sent to all the donors. Included will be a fact sheet created by Abby Harris – copies were passed around.
- Copies of the new welcome brochure were distributed.
- With Tanith Knight retiring, the position of Nelson County Library Manager needs to be filled. There are already 10 applicants and Director Halliday will work in concert with Vice President Coy to find a new manager ASAP.
- In September, JMRL will begin advertising for a new manager at the Louisa County Library. Circulation Manager Tiffany Duck is temporarily filling in as Branch Manager.
- Also in September, Crozet will have new evening hours on Wednesdays and Louisa County will have new afternoon hours on Sundays. The Sunday hours will be for the school year.
- There has been an architectural study done for an update of Central Library. The results will be presented in October.

**FUTURE ADGENDA ITEMS**
The next Library Board meeting will be Monday, September 22, at Louisa County Library. The Five Year Plan will be discussed (including the JMRL mission statement). There will be a report from the Policy Committee (they met immediately following the Board meeting). The Bookmobile and Emergency Closing Policies will be voted on. General budget objectives will be discussed (by which point there should be news about possible state funding reductions). Revised committee appointments will be presented.

**EXTRA**
Vice President Coy said there was $300 set aside for a gift for Tanith Knight. She said that Branch Manager Knight expressed the desire for a simple tablet computer. However, Vice President Coy felt that it should not be simple and was raising an extra $200 for a better one. She had already raised $100 and expected to get the rest soon.

**PROPOSED ADJOURNMENT**
Trustee McIntosh made a motion to adjourn. Trustee Mathis seconded. The motion passed without opposition. The meeting adjourned at 2:12 p.m.

Brian LaFontaine, President