MINUTES OF THE NOVEMBER 24, 2014 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)
Gary Grant (Albemarle)
Pete McIntosh (Charlottesville)
Faye Rosenthal (Louisa)

Vice President Mary Coy (Nelson)
Jane B. Kulow (Albemarle)
Carla Mullen (Charlottesville)
Tamyra Turner (Charlottesville)

TRUSTEES ABSENT

Stephen Walls Mathis (Greene)

OTHERS PRESENT

John Halliday, Library Director
Ginny Reese, Staff Recorder/Greene Manager
William Lyons, Business Manager
Donna Lee Grossman, Assistant to the Lib. Director

Shawn Hirabayashi, HR Specialist
Krista Farrell, Assistant Library Director
Gail Ott, Gordon Avenue Manager
Danielle Hebert, Library Student at Catholic Univ.

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, November 24, 2014, at 1:02 p.m. in the Jefferson Room of the Central Library (201 E. Market St., 3rd Fl., Charlottesville, VA), President LaFontaine being in the chair. Trustee McIntosh made a motion for the approval of the October 27, 2014 Minutes and Trustee Mullen seconded. The October 27, 2014 Minutes were approved as presented with Trustee Rosenthal abstaining. Trustee Turner arrived after the vote took place.

ANNOUNCEMENTS AND PUBLIC COMMENTS

• Trustee McIntosh stated that the Friends of the Library fall book sale achieved a new record: $124,000.
• Director Halliday welcomed library school intern Danielle Hebert to the meeting and added that she would be helping at JMRL over the coming months.

POLICY COMMITTEE’S REPORT

Trustee McIntosh and Director Halliday reported that three main items were discussed: 1) the time and day of the Library Board Meetings, 2) changes to the Materials Selection Policy (JMRL Policy: Section 4.11), and 3) the newly proposed policy on Library Audio-Visual Equipment use. For the first, Director Halliday will survey the 5 jurisdictions. For the second, the edited policy was distributed. It will be voted on at the next meeting. For the last, more work needs to be done before presenting the policy to the Board. Trustee McIntosh asked about reaction to the new food and drink policy (JMRL Policy: Section 4.232). Director Halliday said whereas there had been many incidents regarding cell phone use prior to the new policy, since the new policy there have been almost none. There have also been no significant incidents regarding food. There was some discussion of the snack bar at the new Northside Library – it will have vending machines with space for the selling of snacks and/or coffee. Director Halliday doesn’t anticipate a for-profit venture in the space.

PERSONNEL COMMITTEE’S REPORT

Trustee McIntosh reported that the 3-year salary plan is on schedule. If the FY2016 (2nd year) budget is adopted as proposed, employees over 10% below the market minimum will receive an 8% raise. Those less than 10% below the market minimum will receive a 5% raise. All other eligible staff members will receive a 3% raise. The committee’s proposal also includes a 1% adjustment of the pay schedule. Before FY2017 (3rd year) the committee would like another salary survey done to see how JMRL salaries compare to those at peer libraries.

BUDGET COMMITTEE’S REPORT AND DISCUSSION OF FY2016 LIBRARY BUDGET

Vice President Coy reported that the Budget Committee met and asked the Library Director to develop a proposed budget including the salary plan recommended by the Personnel Committee. A cost allocation and a synopsis of the FY2016 Budget Proposal were distributed and Mr. Lyons passed out the actual proposed Budget. The largest costs are the 2nd year of the pay plan, retirement, and the rent for the new Northside Library. There was much discussion about whether or not
to include substitute hours for Central (Children’s), Gordon Avenue, and Northside, and a Young Adult Specialist for Northside. Vice President Coy made a motion to have Director Halliday produce a new budget with those items included. Trustee Rosenthal seconded. After more discussion the motion passed with all in favor except for Trustees Grant and McIntosh. The budget will be voted on at the December meeting.

PRESENTATION OF LIBRARY STAFF’S TRAINING PLAN
Branch Manager Ott passed out the Staff Training Program and explained the process by which it was arrived at and how it would be used. It should be an excellent resource for Managers and staff.

PRESENTATION OF BOOKMOBILE VIDEO
As the meeting was running late, President LaFontaine proposed postponing the video until next meeting. There were no objections.

LIBRARY DIRECTOR’S REPORT
• The new Northside Library is scheduled to be completed by mid-February with an anticipated move-in date the 1st week of March. There will be a “soft” opening shortly thereafter with a grand opening in mid-April.
• This past Friday the State reported its reductions in aid to localities. While the localities have yet to decide how to respond to the reductions, Director Halliday anticipates reductions of library aid in the 3-4% range. Any reduction would impact the book budget. Fortunately, this should not affect Crozet as there is still funding for books available from the Friends of the Library fund raising campaign.
• The City of Charlottesville Council ruled that appointees to citizen boards who miss 3 consecutive meetings or 4 meetings in one year will be subject to removal. The City also presented their capital improvement plan and the renovation of the Central Library will not be funded next fiscal year.
• The transition from Millenium to Sierra library automation platforms went smoothly thanks to all staff in all departments, and especially to the efforts of David Plunkett.
• In January/February 2015, there will be a four part film/lecture series regarding civil rights called “Created Equal.” Coordinated by Central Reference Librarian Hayley Tompkins, and supported by the National Endowment for the Humanities and Friends of the Library. The series is designed to engage the community in discussion about the Civil Rights movement.
• The system wide In-Service Day was on November 11th and was very successful. There were many workshops and a lecture from local author Henry Wiencek. President LaFontaine was on hand to present service awards and Trustee Grant made an appearance as a book worm.

FUTURE AGENDA ITEMS
No agenda items were proposed. Trustee Turner announced that there will be a reception at the Gordon Parks Exhibit at the Fralin Museum on December 13th.

PROPOSED ADJOURNMENT
Vice President Coy made a motion to adjourn. Trustee Turner seconded. The motion passed without opposition. The meeting adjourned at 2:24 p.m.

Brian LaFontaine, President