

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE NOVEMBER 23, 2015 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)
Wendy Wheaton Craig (Louisa)
Jane B. Kulow (Albemarle)
Peter McIntosh (Charlottesville)

Vice President Stephen Walls Mathis (Greene)
Gary Grant (Albemarle)
Marcia McDuffie (Nelson)
Carla Mullen (Charlottesville)

TRUSTEES ABSENT

Tamyra Turner (Charlottesville)

OTHERS PRESENT

John Halliday, Library Director
Krista Farrell, Assistant Library Director
Willow Gale, Bookmobile Manager

Shawn Hirabayashi, HR Specialist
Ginny Reese, Staff Recorder/Greene Manager
William Lyons, Library Business Manager

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, November 23, 2015, at 3:05 p.m. in the meeting room of the Northside Library (705 W. Rio Road, Charlottesville, VA), President LaFontaine being in the chair. Trustee McIntire made a motion for the approval of the October 26, 2015 Minutes. The October 26, 2015 Minutes were approved as presented without opposition. Trustee Craig arrived after the vote.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee McIntosh stated that the 41st Friends of the Library (FOTL) book sale was a success. They raised ~\$118,000. While the sale did not generate as much revenue as last year's sale (which was the highest ever), it was the best attended. Trustee McIntosh noted that more books were purchased by credit card (50%) than in the past. He also thanked Director Halliday and the JMRL staff for responding to a call for help when a number of volunteers weren't able to attend on Saturday. When asked if volunteerism was a problem, Trustee McIntosh said no, that there were ~200 volunteers during the sale and 30-35 who attend every week.

Director Halliday relayed a comment from Trustee Turner: the "Teen Chopped Snack Attack Challenge" at Gordon Avenue was excellent. Tasha Birkhead did a wonderful job.

POLICY COMMITTEE'S REPORT

Director Halliday reported. Regarding the policy on Public Comments at Library Board Meetings (Section 1.261) Trustee Mullen felt that some limit should be placed on the number of speakers and Trustee Grant felt that there shouldn't be any limit. The committee asked for some direction from the Board. The committee also discussed the Monticello Avenue (Section 4.61) and Volunteer (Section 2.9) policies. No changes were suggested for the former and language regarding child safety (borrowed from other policies) was added to the latter. Barring major changes, these two policies will be submitted for approval to the Board in December. Regarding the Display policy (Section 4.51), there was a proposal from Director Halliday that all display cases be reserved for Library use except for a "Freedom of Speech" case at Central Library. The case would be at least 20 feet from the main entrance. This policy is being reviewed by JMRL's attorney. Finally, the committee discussed what is appropriate for a Trustee to say (particularly regarding Library staff) at public meetings. It was recommended that this be reviewed at the upcoming Board retreat.

Trustee McIntosh asked why there would be only one "Freedom of Speech" case. He understood that the smaller branches might not have the space, but Crozet and Northside would. Director Halliday pointed out that there really wasn't room at Crozet but Northside was a possibility. Trustee Craig asked for clarification regarding the availability of the cases. Director Halliday said that while there would be coordination with and response to the public on displays, library staff would be in charge of the content. Library staff would have no control over the content of the "Freedom of Speech" display(s).

Trustee McIntosh agreed with Trustee Grant about the Public Comments policy (Section 1.261) – there should be no limits on the number of speakers. Vice President Mathis pointed out that if the number of speakers was of concern, a

public hearing could be convened (JMRL Policy: Section 1.262). President LaFontaine suggested that the policy might have a time constraint depending on the number of speakers signed up (e.g., <10 speakers get 5 minutes, 10-15 speakers get 3 minutes, >15 speakers set a public hearing). He also pointed out that in his memory the number of speakers and/or time limits have rarely been a problem.

Regarding trustee comments on staff, Trustee Grant pointed out that if it was appropriate for staff to be complimented (as happened earlier in this meeting) then trustees should be allowed to critique staff. Trustee McIntosh agreed. Director Halliday and President LaFontaine said this will be a topic at the Board retreat, which should occur sometime in January or February. The retreat will likely replace that month's Board meeting.

BOOKMOBILE SERVICE REPORT

Manager Gale gave an overview of the Bookmobile. 2016 will mark its 70th anniversary. It has 30 stops in Albemarle and 7 in Charlottesville. Trustee McDuffie asked if it could go to other counties. Director Halliday said yes as long as those counties were willing to pay for the service. Manager Gale handed out a flyer showing the number of days the Bookmobile was "off the road" in 2015 and pointed out that at 10 years old the vehicle was nearing the end of its expected viability. Vice President Mathis asked what the replacement cost would be. Director Halliday said ~\$200,000, however, a smaller van might be more suitable. He and Manager Gale would discuss the best way to proceed. Manager Gale said that the Association of Bookmobile and Outreach Services (ABOS) was an excellent resource.

BUDGET COMMITTEE'S REPORT AND DISCUSSION OF FY2017 LIBRARY BUDGET

Vice President Mathis distributed minutes from the November 10 committee meeting and summarized them by stating the committee's goals in order of priority: 1) complete the final year of the 3-year pay raise plan, 2) fund all budget requests other than the Outreach Services Manager, and 3) increase the hours at Northside – if not to 56 hours per week, then 54. The minutes included the percentage increase for the jurisdictions if each of the goals were achieved.

Manager Lyons distributed the updated budget for FY2017. Director Halliday pointed out that the numbers for Retirement and Health Insurance were high-end estimates. He hopes the actual numbers will be lower.

Trustee McDuffie said she may want the assistance of David Plunkett, Collections and Technology Manager, when presenting technology, IT, and technical services budget requests to the Nelson County Board of Supervisors."

President LaFontaine encouraged each Trustee to get a feel from his/her administrators what they might be willing to approve. Towards that end Vice President Mathis requested that Manager Lyons get a revised budget to the Trustees as soon as the actual numbers for Retirement and Health Insurance were known.

LIBRARY DIRECTOR'S REPORT

- JMRL started tracking Wi-Fi usage as of November 1st. 300-500 people log in everyday. Trustee McDuffie asked how many of those people were in Nelson County. Director Halliday said it was not possible to break down the data that way.
- As of January 1, 2016, the hours at Nelson Memorial Library will be increased to 44 hours per week. Scottsville hours will remain the same but instead of closing at 5pm on Wednesdays and 9pm on Thursdays, the branch will close at 7pm both nights.
- Director Halliday met with citizens in the Mill Creek area who are interested in creating a "Southside Library" branch near Monticello High School. He will be meeting again with the citizens and county administrators to discuss the Capital Improvement Plan and fundraising processes.
- The Gordon Avenue Library will have some needed improvements done to its ceiling and lighting this winter. It will probably have to close for a few days.
- In-Service Day was a success. Among other topics there was a presentation about how to deal with an active shooter.

FUTURE AGENDA ITEMS

There will be votes on Policies 4.61 and 2.9, and a vote on the FY2017 budget.

ADJOURNMENT

Trustee Kulow made a motion to adjourn the meeting. The motion passed without opposition. The meeting adjourned at 4:32 p.m.

Brian LaFontaine, President