

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE OCTOBER 24, 2016 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)
Gary Grant (Albemarle)
Stephen Walls Mathis (Greene)
Jane B. Kulow (Albemarle)

Vice President Peter McIntosh (Charlottesville)
Marcia McDuffie (Nelson)
Wendy Wheaton Craig (Louisa)
Kathy Johnson Harris (Charlottesville)

TRUSTEES ABSENT

Carla Mullen (Charlottesville)

OTHERS PRESENT

John Halliday, Library Director
Krista Farrell, Assistant Library Director
Zach Weisser, Collections and HR Specialist

Ginny Reese, Staff Recorder/Greene Manager
Bill Lyons, Business Manager
Hayley Tompkins, Crozet Manager

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, October 24, at 3:00 p.m. in the meeting room of the Scottsville Library (330 Bird St., Scottsville, VA), President LaFontaine being in the chair. Vice President McIntosh made a motion for the approval of the September 26, 2016 Minutes. The September, 26, 2016 Minutes were approved as presented without opposition. Trustee Harris abstained.

ANNOUNCEMENTS AND PUBLIC COMMENTS

President LaFontaine welcomed new Trustee Harris, representing the City of Charlottesville.

Trustee McIntosh looked forward to the semiannual Friends of the Library booksale to take place from November 5 to 13 at the Gordon Avenue Library. A higher quantity and quality of books had been donated for this sale as compared to previous sales. Trustee Grant reviewed three continuing education webinars which imparted lessons such as sharing the community's visions within the library's vision, and aligning meeting room policies with the purposes of the mission statement.

Director Halliday distributed a program made available at the successful and well-attended Second Annual Swanson Case Commemoration, held on October 23, 2016 at Central Library and attended by Governor of Virginia Terry McAuliffe. Trustee Mathis mentioned two events at Greene Library: On October 30, 2016, a picnic to reward library volunteers, and on November 8, 2016, a reading summit. President LaFontaine projected that the upcoming 3rd Harry Potter themed Halloween in Scottsville, scheduled for October 29, 2016, would be attended by at least 5,000 people.

POLICY COMMITTEE'S REPORT

Trustee Mathis presented the report of the October 24, 2016 Policy Committee meeting, which included discussion of an update to the bylaws, addressing a library user's complaint about noise levels and the food policy, and the decision to develop a formal legal policy regarding Freedom of Information Act (FOIA) requests.

PERSONNEL COMMITTEE'S REPORT

Vice President McIntosh presented the report of the Personnel Committee, which recommended a 2-2.7% pay raise for FY2018, and a 1% increase to base salaries for new hires. Trustees Grant and Kulow suggested refining the language in which these proposals are framed in order to avoid any misunderstanding.

Vice President McIntosh reported that JMRL's holiday schedule, at twelve paid holidays per year, compared favorably to similar libraries. He indicated intent to solicit and consider staff input when revisiting paid holiday days. Director Halliday

clarified a proposal to replace Jefferson's Birthday with Veterans' Day, as a paid holiday, and to identify the days of the year during which the library experiences the least in-person user activity and recast that day as an in-service day.

DISCUSSION OF FY2018 LIBRARY BUDGET

Director Halliday presented the FY2018 library budget proposals with a focus on the operating budget. Proposed personnel budget increases consisted of a 2.0% or 2.7% pay raise, an unavoidable 15% health insurance increase, an increase in hours at Greene County, Northside, and Louisa County Libraries, and additional positions at various branch locations. Branch Manager Tompkins advocated for the added position of Half-time Shelver at Crozet Library, in support of which she cited a shelved-item-per-hour rate far in excess of the next closest library, and the current and future growth of Crozet Library. Vice President McIntosh suggested separating the personnel portion of the operating budget request into two options, accompanied by a schedule of historical data covering the approved increases over the past three years. Board consensus grouped together pay raises (at 2.7%), the health insurance increase, increased hours, and the Crozet Library Half-time Shelver into the first option, and other items into the second option.

Director Halliday itemized additional operating budget considerations, including budgeting for projected inflation for Northside Library rent (1-2%), a salary study (\$6-7,000), and increased education-in-training programs for staff and trustees. The Board also consented to a preliminary proposal which would transfer the \$62,000 annual Sierra maintenance charges from the equipment budget into the operating budget over a period of three or four years on a straight-line rate.

LIBRARY BOARD CONTINUING EDUCATION

Director Halliday played two videos produced by the American Library Association on Board meetings and Board ethics. This was the second part of a nine part series, to be played at subsequent Board meetings, in keeping with the Board's decision to pursue continuing education.

LIBRARY DIRECTOR'S REPORT

Director Halliday lauded the outreach success of the October 19, 2016 fundraiser in Scottsville. He mentioned the upcoming VLA conference and the reading summit at Greene County Library on November 8, 2016. Assistant Director Farrell confirmed that the Running Man Contest in honor of Philip Weber raised \$3,600; the funds will be added to the materials budget.

FUTURE AGENDA ITEMS

Future agenda items include reading the Policy Committee's proposed amendments to the bylaws at the November Board meeting, and holding a vote for approval at the next fully attended regular meeting, and the FY2018 Library Budget. The next meeting will be November 28, 2016 at Northside Library.

ADJOURNMENT

Vice President McIntosh proposed adjournment and the meeting ended at 4:22 p.m.