

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE JUNE 26, 2017 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)
Gary Grant (Albemarle)
Marcia McDuffie (Nelson)
Jane B. Kulow (Albemarle)

Vice President Peter McIntosh (Charlottesville)
Stephen Walls Mathis (Greene)
Wendy Wheaton Craig (Louisa)

TRUSTEES ABSENT

Carla Mullen (Charlottesville)

Kathy Johnson Harris (Charlottesville)

OTHERS PRESENT

John Halliday, Library Director
Krista Farrell, Assistant Library Director
Zach Weisser, Collections and HR Specialist
David Plunkett, Collections and Technical Services
Manager

Ginny Reese, Staff Recorder/Greene Manager
Bill Lyons, Business Manager
Erica Younglove, Reference Librarian
Mike Powers, Albemarle County Resident

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, June 26, 2017 at 3:03 p.m. in the meeting room of the Northside Library (705 West Rio Road, Charlottesville, VA), President LaFontaine being in the chair. Trustee Kulow moved for the approval of the May 22, 2017 minutes. The May 22, 2017 minutes were approved as presented without opposition, Trustee Mathis not being present for the vote.

ANNOUNCEMENTS AND PUBLIC COMMENTS

There were no announcements or public comments.

REPORT ON THE DIGITAL PUBLIC LIBRARY OF AMERICA (DPLA)

Reference Librarian Younglove reported on the DPLA, a national digital library which acts as a combined library catalog to describe and provide access to public domain and openly licensed digital content held by various U.S. institutions. Funding comes from large grants, independent donations, and government agencies. A distinction is made between "service hubs," which are linked regional or state-based collaborations, and localized "content hubs" which have one-to-one relationships with DPLA.

BUDGET COMMITTEE'S REPORT

Trustee McDuffie distributed a handout to accompany the report of the Budget Committee, which had met June 21, 2017. Nelson Memorial Library, Greene County Library, and Northside Library would see increased hours. Certain computer-based costs would be transferred from the Equipment Fund to the Operating Fund budget. Director Halliday presented statewide per capita funding numbers, which indicated that JMRL's funding per capita was one dollar above the state average, a figure which incorporated the leasing costs on Northside Library. Branch funding per capita showed Louisa Library to be significantly below its peers, with only \$10.25 funding per capita. Manager Lyons distributed the proposed Operating and Equipment Fund budgets, which showed Louisa Library with a deficit of \$4,686.

ADOPTION OF FINAL FY2018 LIBRARY BUDGET

Vice President McIntosh moved to adopt the FY2018 Operating Fund budget, with the stipulation that the Library Director be advised to reduce hours at Louisa Library as necessary to compensate for any deficit at Louisa Library in

order to balance the budget. The Operating Fund budget was approved as presented without opposition. Vice President McIntosh next moved to adopt the FY2018 Equipment Fund budget as presented. The Equipment Fund budget was approved as presented without opposition.

LIBRARY DIRECTOR JOB DESCRIPTION AND JOB POSTING

Director Halliday distributed a copy of the drafted Library Director job description and job posting. The description was built up from the position's description in the Board bylaws, and the posting format followed that of the City of Charlottesville. The salary was based on those of comparable peer libraries drawn from the state libraries report, with an additional intent to make it comparable to the Albemarle County High School principal salaries. Vice President McIntosh suggested adding "pursuing grants appropriately" to the duties, and Trustee Mathis suggested adding "overseeing collections and collection development."

LIBRARY DIRECTOR'S REPORT

Director Halliday thanked the Friends of the Library for the new bookmobile. The Friends of the Library had also been partnering with a local fraternity to place children's books in barbershops. The Friends provided two to four boxes of books a week through a "Loaves and Fishes" food bank. The Friends Endowment Committee the prior week approved \$10,000 for a new community reading program similar to The Big Read. They approved over \$7,000 for staff scholarships for pursuing Masters in Library Science, and several thousand dollars to subsidize Scottsville out-of-area cards. Director Halliday reported that the yearly audit would commence in summer 2017, and handed out a letter from the auditors. He said that Gordon Avenue Library restroom renovations were scheduled for later in the year, which would necessitate closing the library, probably from the November book sale to Christmas. Regarding statistics, he said that, during July, cards of users who had been inactive for three years would be purged, which might look like a drop-off in registrations. To address Mr. Powers' concern about limiting the number of times any particular group can reserve the display cases, Director Halliday intended to confer with managers, take their recommendations to the Policy Committee, and incorporate the conclusions into official policy. He also looked forward to July, which would see re-enrollment in the various Board Committees. The Trustees then toured the new bookmobile.

ELECTION OF FY2018 LIBRARY BOARD OFFICERS

Last meeting's recommendations by the Library Board Officers Nominating Committee for FY2018 President, current Vice President McIntosh, and Vice President, Trustee McDuffie were considered. No other nominations were presented in response to President LaFontaine's inquiry. The Committee's recommendations were approved as presented without opposition. Trustee Mathis being absent for the vote, and Trustee Grant abstaining. Newly elected President McIntosh thanked outgoing President LaFontaine for his service and presented him with a commemorative gavel.

FUTURE AGENDA ITEMS

Future agenda items include appointing Trustees for positions on the Policy Committee, the Budget Committee, the Five Year Plan Committee, and the Technology Committee; determining assignments for the various Committees; receiving an update on Louisa Library's budget; and approving the final job description and posting format for the Library Director position. The next meeting will take place on July 24, 2017 at **Scottsville Library**.

ADJOURNMENT

Trustee McDuffie proposed adjournment, and the meeting adjourned at 4:40 p.m.

(BL:JH:zw)