

# Jefferson-Madison Regional Library

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## APPROVED

### MINUTES OF THE JULY 24, 2017 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Peter McIntosh (Charlottesville)  
Brian LaFontaine (Albemarle)  
Jane B. Kulow (Albemarle)

Vice President Marcia McDuffie (Nelson)  
Carla Mullen (Charlottesville)  
Wendy Wheaton Craig (Louisa)

#### TRUSTEES ABSENT

Stephen Walls Mathis (Greene)

Kathy Johnson Harris (Charlottesville)

#### OTHERS PRESENT

John Halliday, Library Director  
Zach Weisser, Collections and HR Specialist

Ginny Reese, Staff Recorder/Greene Manager  
Bill Lyons, Business Manager

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The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, July 24, 2017 at 3:00 p.m. in the meeting room of the Scottsville Library (330 Bird Street, Scottsville, VA 24590), President McIntosh being in the chair. Trustee LaFontaine moved for the approval of the June 26, 2017 minutes. The June 26, 2017 minutes were approved as presented without opposition, Trustee Mullen abstaining, and Trustee Kulow not being present for the vote.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

There were no announcements or public comments.

#### FY2018 LIBRARY BOARD AND BUDGET SCHEDULE

President McIntosh said that the fall of 2017 would be the best time to begin to approach the jurisdictions about the FY2019 budget. Trustee Craig suggested that proposals and presentations should be tailored to the individual jurisdictions.

President McIntosh said that the Board should begin the process of conducting its annual Self-Evaluation at the August 28 Board meeting. He hoped that the third Albemarle representative would have joined the Board by that time.

#### FY2018 LIBRARY BOARD COMMITTEES

President McIntosh listed the membership for FY2018 Board committees. The Budget/Finance Committee would be chaired by Vice President McDuffie and include Trustees Craig, Mathis, and LaFontaine. The 5-Year Plan Committee would be chaired by Trustee Kulow and include Trustee Mullen. The Personnel Committee would be chaired by Trustee Mullen and include Trustee Harris. The Technology Committee would be chaired by Trustee Craig and include Trustee LaFontaine. The Policy Committee would be chaired by Trustee Mathis and include Trustee Craig. Trustee Kulow would continue in her role as Liaison to the Friends Advocacy Committee.

#### JMRL & AUGUST 12 RALLY IN EMANCIPATION PARK

Director Halliday and President McIntosh had met July 21, 2017 to discuss the suggestion that Central Library consider closing its operations during the "Unite the Right" rally planned for August 12, 2017 in Emancipation Park. Trustees LaFontaine and Craig confirmed that this was a prudent move and common sense. Director Halliday said that on Tuesday July 25, 2017 he planned to attend an informational meeting with the Downtown Business Association to discuss closures. Central's closure would be posted on JMRL's main website as well as all branch websites. Director Halliday said that staff scheduled for that day had a few options: they could work at Central Library, work at an alternate branch location, or

submit for time off. Trustee LaFontaine moved that Central Library be closed to users on August 12, 2017. The closure was approved as presented without opposition.

### **LIBRARY DIRECTOR JOB DESCRIPTION AND JOB POSTING**

Director Halliday reported that there had been no response to the flyers or website link soliciting public comments on the Library Director position. As decided at the prior Board meeting, sections had been added to the job description to address collection development and grant oversight. He said that the job posting would be posted within the next week, and that the application deadline would be September 15, 2017. The City of Charlottesville would filter out applications that didn't meet the minimum criteria. At the September Board meeting the Trustees would decide how to proceed based on the number of applications received. Trustee LaFontaine moved to approve the job description and posting. The description and posting were approved as presented without opposition.

### **LIBRARY DIRECTOR'S REPORT**

Director Halliday reported that over 200 children were enrolled in the 1000 Books Before Kindergarten program as of June 2017. JMRL and the Friends of the Library had received national recognition for the Books on Bikes program. Greene County Library and Nelson Memorial Library had increased their hours as per the FY2018 Budget, and Northside Library's hours would be increased once additional staff had been hired. JMRL would be working with Starnet and the ALA to provide programming and NASA "eclipse glasses" for Solar Eclipse Day (August 21, 2017) and develop STEM programming through outreach. Renovations at Gordon Avenue library would not begin until the first quarter of 2018. Director Halliday, Trustee Craig, and President McIntosh would meet later in the week to address Louisa County's budget shortfall, including a proposal to reduce Saturday hours by one hour per week. Director Halliday reported that Out-of-Area fees for FY2017 totaled just under \$12,000, with the following distribution: Nelson Memorial (\$60); Louisa County (\$150); Greene County (\$480); Albemarle County (the balance). Of the Albemarle County fees, 55% was paid for with an endowment grant from the Friends of the Library.

### **FUTURE AGENDA ITEMS**

Future agenda items include the Board's annual self-evaluation; and a presentation by Collections and Technology Manager Plunkett on statistics. The next meeting will take place on August 28, 2017 at **Nelson Memorial Library**.

### **ADJOURNMENT**

Trustee McDuffie proposed adjournment, and the meeting adjourned at 3:43 p.m.