

# Jefferson-Madison Regional Library

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## A P P R O V E D

### MINUTES OF THE SEPTEMBER 25, 2017 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

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

Vice President Marcia McDuffie (Nelson)  
Carla Mullen (Charlottesville)  
Wendy Wheaton Craig (Louisa)  
Stephen Walls Mathis (Greene)

#### TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)

#### OTHERS PRESENT

John Halliday, Library Director  
Krista Farrell, Assistant Library Director  
Ophelia Payne, Louisa Manager

Zach Weisser, Specialist  
Bill Lyons, Business Manager  
Ginny Reese, Staff Recorder/Greene Manager

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, September 25, 2017 at 3:00 p.m. in the meeting room of the Louisa County Library (881 Davis Highway, Mineral, VA 23117), President McIntosh being in the chair. Trustee LaFontaine moved for the approval of the August 28, 2017 minutes. The August 28, 2017 minutes were approved as presented without opposition, Trustee Kulow being absent for the vote.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Louisa County Library Manager Payne welcomed the Board. She mentioned the successes of Louisa's "Summer Food Program" and the Eclipse Day events. Trustee Craig asked if data relevant to the Board could be shared on JMRL's G-Suite drive. Director Halliday and Mr. Weisser said this would be possible.

#### POLICY COMMITTEE'S REPORT

Trustee Mathis reported that proposed revisions to the displays and handouts policies would be distributed by email and reviewed at the October Board meeting. He said that the social media policy was up for review, and would be addressed alongside staff suggestions. Furthermore, the Policy Committee intended to schedule policies that had last been updated in 2008 and were due for review in 2018.

#### PERSONNEL COMMITTEE'S REPORT

Director Halliday distributed notes from the Personnel Committee meeting. Trustee Mullen reported that the Personnel Committee had arrived at a potential solution to the salary compression issue and would also support a pay scale increase, and intended to report fully on those issues at the October Board meeting. President McIntosh asked that the members of the Personnel and Budget Committees meet before the October Board meeting so that the Budget Committee could present on the Personnel Committee's findings at the October Board meeting.

#### FIVE-YEAR PLAN COMMITTEE'S REPORT & PLAN REVIEW

Trustee Kulow distributed notes from the Five-Year Plan Committee's meeting. The Committee met September 15 to review JMRL's progress. (1) FY2018 was the last year that progress towards the current plan, including the 2.5-Year Technology Plan, could be made. (2) The next Five-Year Plan would begin FY2019, and would include input from the public, staff, partners, and others. (3) The Committee accepted and agreed to address the salary compression issue, which would impact the current and subsequent fiscal years. (4) Certain other items were not expected to be accomplished by the end of the current Five-Year Plan and would affect the FY2019 budget: (a) raising the JMRL pay scale; (b) increasing the weekly hours of Louisa County and Northside Libraries; (c) renovating Central Library; (d) adding positions for Digital Services Coordinator and Outreach Coordinator.

#### REPORT ON BUDGET MEETING WITH LOUISA COUNTY

President McIntosh reported that he, Director Halliday, and Trustee Craig met with the Louisa County Board of Supervisors on September 18 and received positive feedback from at least two Supervisors regarding making up Louisa County's budgetary shortfall of \$4,686. Should this amount not be received by October 31, 2017, action would be taken to reduce

Louisa Library's weekly hours by one hour per week for the remainder of FY2018. Vice President McDuffie suggested distributing questionnaires to candidates for upcoming elections in order to gauge their support for JMRL and library funding. Trustee Kulow said that she would use the questions developed with former Trustee Gary Grant.

### **STATE AID REPORT**

Director Halliday distributed handouts showing per capita funding for all Virginia libraries, the requirements for receiving aid in the form of state grants, actual state aid to localities, and the formula to determine state aid. State aid library funding for all Virginia libraries was only a percentage of the calculated amount, and Director Halliday recommended pursuing strategies for recovering this difference of approximately \$500,000 per year for JMRL, including contacting the Governor of Virginia and any candidates for that position.

### **LIBRARY BOARD'S SELF-EVALUATION**

Director Halliday distributed the aggregated results from the Board's self-evaluation. Trustee Mullen suggested that the Board Trustees review the results and discuss them at the October Board meeting. The other Board Trustees concurred.

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

Director Halliday reported that the Charlottesville Southside Citizens Group hoped to convince the Board of Supervisors to commit to the Southside Library project. He said that he would position the out-of-area fee as JMRL's main concern with the regional agreement when he met with the administrators for JMRL's five jurisdictions in October. Library staff were interested in hosting a two-week food drive during the holiday season; the Policy Committee had agreed that this would not violate the solicitation policy's ban on solicitation, insofar as the "solicitation" was sponsored by JMRL. Director Halliday also brought up the City Council's concerns with the Historical Society building; namely, a short-term lease had been imposed on the condition that the Historical Society consented to an audit and reconsideration of management. JMRL's Historical Collection, housed in the building's basement, was not part of the City Council's specific issue, but nonetheless could be affected by the negotiations. President McIntosh said that JMRL had established itself as the historical tenant of the basement for the last forty years but might nonetheless have to rely on communications and publications from the intervening period which were not legally binding on the City in order to retain its tenancy. Director Halliday planned to attend the upcoming VLA Conference in Norfolk, as did Trustee Kulow in her capacity as Director of the Virginia Festival of the Book.

### **LIBRARY DIRECTOR SEARCH**

President McIntosh specified the rules regarding Closed and Open Session; discussions of scheduling, process, and meetings arrangements must be done in Open Session; Closed Session was for discussion of candidates, ranking candidates, and decisions on who and who not to interview. Trustee Mullen inquired regarding the composition of the interview committee. President McIntosh suggested that Friends of the Library President Tony Townsend be present. Trustee Mathis reported the results of the Special Committee regarding the job posting for Library Director: 22 applications had been received and sorted into three pools. Eight candidates had been chosen for the "strong" pool. Trustee Mullen recommended interviewing candidates by phone preliminarily, especially if the Board concurred about interviewing four or more candidates. President McIntosh said that the fund balance could be used for visiting interviewees, which would effectively eliminate caps on reimbursement for travel and accommodations. Trustee Powers voiced his assent.

### **CLOSED SESSION TO DISCUSS LIBRARY DIRECTOR CANDIDATES**

Trustee Mathis read the motion to enter a Closed Session. In Open Session: President McIntosh read the Certification of Closed Meeting Resolution. All Trustees voted "aye," with Trustee Harris being absent. Once Open Session resumed: President McIntosh announced that the Library Board would go forward with the four strongest candidates for Library Director. The interview process would include Mr. Townsend and assistance from City of Charlottesville Human Resources Department. The Trustees planned to conduct brief telephone interviews in October with onsite interviews in early November. The Trustees desired to have a committee of five JMRL managers participate in the interview process.

President McIntosh stated his plans to schedule a going-away reception for John Halliday on Sunday, December 3, at Central Library. He also intended to schedule a going-away dinner with Friends and Trustees sometime in December.

### **FUTURE AGENDA ITEMS**

Future Agenda items include discussion of the FY2019 budget and an update on the Library Director search.

### **ADJOURNMENT**

Trustee Kulow moved for adjournment. The meeting adjourned at 5:15 p.m.

(PM:JH:zw)