

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE NOVEMBER 27, 2017 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

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

Vice President Marcia McDuffie (Nelson)
Carla Mullen (Charlottesville)
Kathy Johnson Harris (Charlottesville)

TRUSTEES ABSENT

Wendy Wheaton Craig (Louisa)

Stephen Walls Mathis (Greene)

OTHERS PRESENT

John Halliday, Library Director
Krista Farrell, Assistant Library Director
Ginny Reese, Greene County Library Manager & Staff
Reporter
Allison Wrabel, reporter for *The Daily Progress*

Zach Weisser, Specialist
David Plunkett, Collections & Technology Manager
Bill Lyons, Business Manager

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was called to order on Monday, November 27, 2017 at 3:05 PM in the meeting room of Northside Library (705 West Rio Road, Charlottesville, VA 22901), President McIntosh being in the chair. Trustee LaFontaine moved for the approval of the November 13, 2017 minutes. The November 13, 2017 minutes were approved as presented without opposition, Trustee Harris abstaining.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Harris thanked the Trustees for their well-wishes during her recent convalescence. President McIntosh delivered to Director Halliday a check for \$80,000, constituting the last of three payments to disburse the Crozet Library donations. President McIntosh also announced that Manager Plunkett had accepted the offered position of Library Director.

POLICY COMMITTEE'S REPORT

Trustee Powers presented an updated Displays and Handouts Policy (JMRL Policy: Section 4.51) to be considered for adoption. The sole change concerned limiting the number of display renewals. He reported that the Committee had conducted an extensive discussion concerning the Social Media Policy (JMRL Policy: Section 4.81) and consequently intended to revisit the policy during the next Policy Committee meeting on January 22, 2018 before presenting it for adoption. During that meeting, the Committee will also review the Absenteeism (2.42) and Disciplinary Actions (2.43) Policies, both last reviewed in 2008.

ADOPTION OF REVISED DISPLAYS AND HANDOUTS POLICY (SECTION 4.51)

President McIntosh said he considered Trustee Powers' report from the Committee a motion to adopt the revised Displays and Handouts Policy (JMRL Policy: Section 4.51). The motion passed without opposition.

APPROVAL OF LIBRARY DIRECTOR'S EMPLOYMENT CONTRACT

Manager Plunkett joined the table. President McIntosh reviewed for the Board the provisions of the Library Director employment contract. The contract provided that the Director would undergo a performance evaluation in the fall, rather than the spring, so as to dovetail with budgetary discussions during that part of the fiscal year. Trustee Powers voiced a concern regarding the six-months notice specified in Section 8: Non-renewal or termination by Library Board, subsection (a); specifically, that the Board consider reducing that period of time. The Board and Manager Plunkett discussed this concern, and President McIntosh altered the relevant section of the contract to read, in part, "Nothing contained in this agreement shall impair the right of the Library Board to terminate, with three (3) months written notice," &c. Trustee LaFontaine moved that

the Library Director's employment agreement, with stated change, be approved. The motion passed unanimously. The signatories agreed to wait until the document could be reprinted with the approved change to apply their signatures.

DISCUSSION/ADOPTION OF PROPOSED FY2019 LIBRARY BUDGET

Director Halliday reported on three changes to the proposed FY2019 budget. (1) He and Vice President McDuffie proposed Saturday Bookmobile service to the Rockfish area in order to provide service and gauge usage. The budget line item was for the maximum estimated cost. (2) The jurisdiction of Nelson County would be receiving a \$674 credit. (3) The other jurisdictions would also receive modest credits from the FY2017 carryover.. Trustee LaFontaine moved that the proposed FY2019 library budget be adopted as proposed in order to present to the jurisdictions. The motion passed unanimously.

LIBRARY DIRECTOR'S REPORT

Director Halliday reported that the Southside Community Library Committee intended on giving a presentation regarding the Southern Urban Area Library Facility to officials of Albemarle County. He distributed the Albemarle County Summary of FY2019 Capital Project Requests. By scoring classification, the Central Library Renovations ranked 14th, the Southern Urban Area Library Facility 18th, and the Scottsville Library Renovation-Expansion 25th.

He reported that the Gordon Avenue Library renovations had been delayed, and would begin in mid-April 2018 and completed before the Summer Reading Programs. Trustee Mullen had recommended to Director Halliday that the Board Trustees contact attorneys and financial planners in the area with a letter and brochure with the goal of encouraging their clients to give back to the community by donating to the Friends of the Library endowment fund. Director Halliday welcomed all Trustees to attend the annual In-Service Day to be held December 7, 2017 at the Nelson Center on Route 29.

FUTURE AGENDA ITEMS

Future agenda items included further discussion of the FY2019 library budget and a review of the Board's annual self-assessment. A "send-off" celebration for Director Halliday would take place on December 3rd at Central Library in the McIntire room. The next meeting would take place on December 18, 2017 at the Northside Library at 3:00 PM.

ADJOURNMENT

Vice President McDuffie moved to adjourn. The motion passed unanimously, and the meeting adjourned at 4:11 PM.

(PM:JH:zw)