MINUTES OF THE JUNE 17, 1975 MEETING OF THE
JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Mrs. Sam Eggleston, Vice President
Edward H. Bain, Jr.
James E. Craig
Mrs. Harold Hallock
Mrs. David Hardin
Mrs. Henry Mitchell
Robert W. Stroh
Mrs. Herbert Silvette

Absent: Mrs. L. Gordon Dorrier, Sr.
Lloyd T. Smith, Jr., President

Also present: Philip L. Williams, Acting Director
Evelyn Garth, secretary to the Director

In the absence of the President, Mrs. Eggleston called the meeting to order at 3:30 P.M. at the Gordon Avenue Branch Library. She called for corrections or additions to the Minutes of the May 10 meeting and the Special Meeting of June 3. Mrs. Mitchell moved the May 10 Minutes be accepted, Mr. Bain seconded her motion and it passed. Mr. Bain moved the June 3 Minutes be accepted, Mrs. Hardin seconded his motion and it passed.

The May Circulation Report and the Summary of the May Financial Report were discussed and accepted as presented. (The complete financial report was mailed to each member of the Board on June 19.)

Mr. Bain reported that the Committee to Select a New Director had received from Mr. Christopher B. Devan a formal acceptance of the position as Director of the Jefferson-Madison Regional Library and that he plans to report for duty on July 8.

Mr. Bain also reported that the Fund Raising Committee for the new library building, consisting of he and Mr. Craig, had met with Mr. Vickery to go over fund-raising means and that they had in mind to set up 4 sections—Special Gifts from Private Donors, Foundation Gifts, Individual Gifts, and Industry Gifts.

Other discussions were: a landscaping project at the Scottsville Branch Library by the Scotts Ferry Junior Woman's Club which received approval of the Board; acknowledgement of several monetary gifts from the Friends of the Library which Mr. Williams agreed
to write on behalf of the Board; a request from a Greene County resident for Sunday hours at the Greene County Branch Library; the encumbrance of funds for the moving expenses of Mr. Devan and also the encumbrance of funds for the landscaping and repair of the McIntire Library building.

At 4:20 Mrs. Hallock moved for adjournment, Mrs. Hardin seconded the motion and it passed.

Evelyn Garth
DIRECTOR'S REPORT FOR JUNE 17, 1975 BOARD OF TRUSTEES MEETING

1975-76 Budget

Both Greene and Louisa Counties have approved the Library's budget request for FY 1975-76 as submitted. At the last meeting of the Louisa County Board of Supervisors about 40 local citizens appeared to speak in favor of full funding for the library's operation in Louisa. The amount approved by Greene County included an increase of $1200 over the original request to cover rent on the branch building.

Library Service to the Joint Security Complex

The jail library continues to thrive. Attached are circulation figures and other statistics reflecting activities over the past three months. The February 27 figure represents the combined circulation of all visits prior to that as best we can tell from Barbara Davis' records.

The jail collection consists now of about 200 titles, mostly paperbacks since this is the format favored by the inmates. Some books have been purchased for the collection, many are gifts of the Friends of the Library, and a few are gifts of patrons. Mr. Reese of the Charlottesville school system has donated a circular metal rack to display the paperbacks. Offender Aid and Restoration has provided guidance and a few books for the project. Requests for titles and subjects not in the collection are filled from the McIntire collection.

There is some loss of books in circulation, but Mr. Albert Shank, the Administrator, has spoken to jail personnel about unauthorized removal from the library of books by staff and inmates. As to result, loss is diminishing.

Landscaping Work at Scottsville

The Scott's Ferry Junior Woman's Club has submitted a proposal to make the lot behind the Scottsville Branch into a mini-park for children and adults. Immediate plans call for the planting of flowers and for clearing the underbrush around the perimeter of the lot. The Woman's Club will have the technical advice of the Fair Haven Garden Club about plantings and arrangement of the plants. Future plans include the repair of the swings and installation of some outdoor seating for the adults. Most materials and all labor will be donated. It seems an admirable community project which reflects an interest and pride in the library.

Miscellaneous

I plan to be out of town beginning June 21, but will be back at work by July 8 in time to be of assistance to Mr. Devan in settling in.

Attachment

Respectfully submitted,

Philip L. Williams, Acting Director
Circulation Report for the Joint Security Complex Book Cart

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<tr>
<th>DATE</th>
<th>BOOKS CIRCULATED</th>
<th>INMATES</th>
<th>REQUESTS</th>
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REPORT OF LIBRARY ACTIVITIES AT THE ALBEMARLE-CHARLOTTESVILLE
JOINT SECURITY COMPLEX since March 28, 1975.

Date: 12 June 1975
Submitted by Carolinda Phillips, Jail Librarian

With the sudden passing away of the former Joint Security
Complex librarian in March, Carolinda Phillips assumed
responsibility for the weekly visits to the Complex on
March 28. Although some discussion had taken place between
Barbara Davis and the new librarian, actual knowledge of
conditions and procedure that was passed from one to the
other was minimal; thus, re-organization of the procedures,
which were initiated by Miss Davis at the first of the year
when the Jefferson-Madison Regional Library took active
part in the administration of the Complex library, was
unavoidable. There was, unfortunately, little or no carry-
over.

As the library service is now organized, service is provided
to all inmates each Wednesday afternoon. The librarian
brings a book cart laden with popular paperbacks, requested
hard-bound books from the McIntire Library, and magazines to
all cell blocks, including the segregation block. Because
the library is housed in a corner of the schoolroom, the
books are visible and accessible throughout the week to all
students and trustees.

Books are checked out simply by the borrower signing his name
on the book card for two weeks; the books must be returned
by that time, or renewed, in order for the inmate to borrow
any more books from the cart. However, books taken from the
shelves in the schoolroom are rarely checked out due to ignorance,
I believe, of proper procedure; yet, most are returned.

Please see accompanying page two (2) for a full tally of
circulation statistics. The figures for the dates prior to
April 2nd include only the number of books circulated, and
the figure for February 27th, judging by Miss Davis' records,
is a composite of all previous circulations. After April 2nd,
number of requests made by the inmates for books from the
McIntire Library is included, and, after May 1st, the number
for the general population housed in the Complex—the population
to be served by the library—is tallied. Library use by the
inmates is ten times that of the population of the region served
by the Library.
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</table>
To increase reading interest in the Complex, as reportable with circulation figures, paperbacks were solicited in April from the Friends of the Library who graciously contributed five large boxes of paperback books, many relating topically to Black culture, to crime, or to self-help and psychology. In addition, they furnished the Complex library with *Playboy* magazine back issues, the rationale being that such appealing material could keep inmates alive and in contact with printed paper. Slyly, the *Playboys* bait readers to the book cart where, frequently, they become interested in books. After the infusion of popular paperback titles from the Friends, the comparatively drab and uninteresting hard-back books, originally discarded from the McIntire Library's regular collection and appropriated for jail use, were taken from the Complex and recycled into the Friends Book Sale inventory. Another gift made to the Complex library was made by Mr. Reese of the Charlotteville public school system: a circular metal rack to display the paperback books. In addition, Offender Aid and Restoration, who originally approached the Library about a Complex library, contributed invaluable guidance, and numbers of books, to the librarian.

New titles including dictionaries, duplicates of popular titles, and many replacements for titles lost in circulation are needed. American Library Association standards for jail libraries serving average populations of between 50 and 500 call for a collection of between 500 and 2000 books; the Complex library includes about 200 titles. The Collection as it stands, however, limps along moderately well. Following the guidance of the ALA standards, requests from inmates are willingly filled from the McIntire Library's collection, despite the fact that there is regular loss.

There is measurable loss of books in the Complex circulation—75 paperback titles and some two dozen cataloged books from the regular collection must soon be declared "lost in circulation". At the librarian's request, Mr. Albert Shank, Complex Administrator, spoke with all Complex personal concerning the removal from the Complex by prisoners and staff of books stamped with the library's stamp; loss has declined. However, the problem is not yet solved because many hard-bound cataloged books are still disappearing, albeit with lessening ferocity. If the paperback collection were enlarged, many more requests could be filled from the Complex's own collection. Translated into monetary terms, loss would be decreased; uncataloged paperbacks cost a fraction of the hard-bound cataloged titles.

The Complex library's needs are modest: a larger and more appropriately select collection of paperbacks, increased in number by about 200 titles, and revolving metal book racks to replace the huge and unwieldy industrial shelving—the kind used in warehouses. And, of course, "elbow grease" and organization which are always at the librarian's disposal, funds or no funds.
MINUTES OF THE JUNE 3, 1975, SPECIAL MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Mrs. Sam Eggleston, Vice President
James E. Craig
Mrs. L. Gordon Dorrier, Sr.
Mrs. Harold H. Hallock
Mrs. David Hardin
Mrs. Herbert Silvette
Robert W. Stroh

Absent: Mrs. Henry Mitchell

Also present: Philip L. Williams, Acting Director
Joyce M. Hall, secretary

Mr. Smith called the meeting to order at 4:10 P.M. in the Gordon Avenue Branch Library. The purpose of the special meeting of the Board of Trustees was to select a new director for the library system.

Mr. Bain reported that the Committee to Select a New Director was recommending to the Board Mr. Christopher B. Devan of Lakewood, Ohio.

After discussion, Mrs. L. Gordon Dorrier, Sr., made a motion to hire Mr. Christopher B. Devan as the new Library Director of the Jefferson-Madison Regional Library System. Mrs. Hallock seconded the motion and it passed unanimously.

Mr. Craig then moved to offer Mr. Devan a salary, per annum, of $19,000. Mr. Stroh seconded the motion and it passed.

Mr. Stroh made a motion for the library to reimburse Mr. Devan's moving expenses up to $2,500 limit. Mrs. Hardin seconded the motion and it passed.

At 5:10 Mr. Craig moved for adjournment. Mrs. Hallock seconded the motion and it passed.

Joyce Hall
MINUTES OF THE MAY 10, 1975 MEETING OF THE
JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Mrs. Sam Eggleston, Vice President
Edward H. Bain, Jr.
James E. Craig
Mrs. Harold Hallock
Mrs. David Hardin
Mrs. Henry Mitchell
Robert W. Stroh

Absent: Mrs. L. Gordon Dorrier, Sr.
Mrs. Herbert Silvette

Also present: Philip L. Williams, Acting Director
Evelyn Garth, director's secretary
Mrs. Christine Parker, Children's Librarian, Gordon Ave.
Robert Vickery, University of Virginia School of
Architecture

President Lloyd Smith called the meeting to order at 3:00 P.M.
and because of pressing new business to come before the Board, which
would consume a great deal of time, the normal agenda was dispensed
with.

Mrs. Parker, Children's Librarian at the Gordon Avenue Branch,
presented the results of the Library Action Program which has been an
additional activity of the City of Charlottesville through the Library
since January 1975. She asked for support from the Board to continue
the Program for FY 1975-76 if funds can be obtained from the City in
the form of a special appropriation or from private sources. Mr.
Stroh moved that the Board support the program as presented by Mrs.
Parker. Mr. Bain seconded the motion and it passed.

Professor Robert Vickery of the University School of Architecture
presented a Site and Building Feasibility Study for the new library
building giving the Board 3 concepts as to how it could be constructed
on the Vinegar Hill site on which the Library Board has purchased
and the approximate cost of the building. (A copy of this report is
attached.)

Mr. Smith appointed Mr. Stroh to chairman the Publicity Committee
for the New Library Building, consisting of Mrs. Hallock, Mrs.
Eggleston, Mrs. Hardin and Mrs. Silvette, with Mr. Smith serving as
an ex officio member.

Mr. Stroh, Library Budget Committee Chairman, reported on the
progress of the approval of the budget by the regional political sub-
divisions.
Mr. Bain and Mr. Stroh, co-chairmen of the Committee for a New Director, reported that 6 individuals were interviewed the previous week by the committee and board members. They recommended to the Board of Trustees, equally but with no final decision to be made at this meeting (one other candidate is to be considered) the names of Mrs. Phyllis Young and Mr. Rene Jordan. After discussion, it was decided that the seventh candidate, Mr. Christopher B. Devan, would be invited to come to Charlottesville for an interview and that Mr. Jordan and Mrs. Young and their spouses also would be invited to return for further interviews.

Mrs. Hallock reported on the Monticello Garden Club plan for relandscaping the court of the McIntire Library, which Mrs. Gavan of the School of Architecture had submitted, incorporating the Garden Club's plan along with suggestions of the School of Architecture of the University of Virginia. She expressed pleasure at the plan and the Board agreed to ask the acting director to encumber funds from the Building Maintenance Fund for McIntire for the work which will be done during the next fiscal year.

At 5:45 Mrs. Mitchell moved for adjournment. Mrs. Hallock seconded the motion and it passed.

Evelyn Garth

Attachment
MINUTES OF THE APRIL 15, 1975 MEETING OF THE
JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present:  Lloyd T. Smith, Jr., President
          Edward H. Bain, Jr.
          James E. Craig
          Mrs. L. Gordon Dorrier, Sr.
          Mrs. Harold Hallock
          Mrs. David Hardin
          Mrs. John P. Jordan, Jr., Alternate from Greene Co.
          Mrs. Henry Mitchell
          Robert W. Stroh
          Mrs. Frank Wood, Alternate from Nelson Co.

Absent:  None

Also present: Philip L. Williams, Acting Director
              Evelyn Garth, director's secretary

Mr. Smith called the meeting to order at 3:40 P.M. and asked
for corrections or additions to the Minutes of the March 18th
meeting. The Minutes were accepted as presented on motion of Mr.
Bain and seconded by Mrs. Hallock.

The circulation report for the month of March was discussed
and accepted as presented. The financial report had not been
received from the City Finance Office in time to summarize for the
Board, but will be mailed later.

Mr. Stroh, Chairman of the Budget Committee reported that the
City of Charlottesville and Albemarle County had accepted and
approved the library's budget as it was submitted to them. Repre-
sentatives from Nelson, Louisa and Greene Counties reported that
up to this time no action on the budget had been taken by those
political subdivisions. Mr. Smith asked Mr. Williams to follow up
on any action taken by them before the next meeting.

Mr. Smith reported that the Site Selection Committee had com-
pleted the closing of the acquisition of the land on Vinegar Hill
for the new library building.

Mr. Bain, Chairman of the Committee for a New Library Director,
reported that Mrs. Roberta Miller, a candidate for the position, had
written him and Mr. Youngman stating that she would not be in a
position to pursue the directorship at this time. He said recom-
mendations on eight or ten other individuals who have applied for
the position have been requested.

Mr. Smith reported that the plans submitted by the Monticello
Garden Club for restoring the grounds around the McIntire Library
have been forwarded to Mr. Vickery of the University of Virginia
School of Architecture for suggestions from that school. He
appointed Mrs. Hallock and Mrs. Dorrier to an ad hoc committee to work with Mr. Williams, the Garden Club and the School of Architecture in coordinating the plans in order that the work can go forward before the end of the fiscal year.

Subjects discussed were: a request from Mrs. Barbara Porter, Librarian in charge of the Gordon Avenue Branch, who asked for clarification of the rules regulating the use of the meeting rooms there; an inquiry from Mrs. Christine Parker, Children's Librarian at the Gordon Avenue Branch, who is in charge of the Library Action Program, and who wanted to know if the Board wished to continue the program into the next fiscal year. The Board President asked Mr. Williams to go over the policy for the use of the meeting rooms at Gordon Avenue and also to gather information on the Library Action Program for discussion at the May meeting.

Other items discussed were: the use of the library's slide projector by the public and the possible purchase of cassette tapes; the use of the former director's office at McIntire as a story-telling room for the children's department. But because of the location of the room, the President asked Mr. Williams to check its safety with the fire marshal before making it into a story-telling room. Mr. Bain, Chairman of the fund-raising committee, discussed the fact that his committee would like to pursue some private funds for the new library building but that they could take no steps toward approaching foundations until they had some concrete plans for the building. Mr. Smith said that Mr. Vickery of the UVA School of Architecture is working on preliminary plans and that he would invite him to the next board meeting if he had plans prepared by that time.

At 4:45, Mr. Bain moved for adjournment. Mrs. Hallock seconded the motion and it passed.

Evelyn Garth
DIRECTOR'S REPORT
May 20, 1975

Budget

On May 7 Mr. Stroh, Mrs. Hardin and I attended a session of the Louisa County Board of Supervisors, when Mr. Stroh explained our budget request for service to Louisa County for FY 1976. I subsequently received a letter from Mr. Dickens, the Louisa County administrator, to the effect that the Board had approved only $15,512 of our $22,094 request. A copy of his letter was mailed out to each Library Board member.

The library's original budget proposal asked a 6% cost of living salary increase. Since we will follow the City of Charlottesville's approved 5% increase instead, I have been able to inform the jurisdictions of the following reductions in our original request for funds: City of Charlottesville, $2,270.00; Albemarle County, $2,680.00; Greene County, $43.00; Nelson County, $72.00; and Louisa County, $185.00.

I have been in contact with Mr. Sperry, Nelson County administrator, and Mr. Morris, Greene County administrator, about the Library's budget requests for those two jurisdictions. Both have informed me that those requests will be considered by the respective Boards soon and that I will be contacted regarding any problems.

Relandscaping of the McIntire Grounds

On April 21 there was a meeting at the Library Annex of three representatives of the Monticello Garden Club and three representatives of the University School of Architecture. Mrs. Hallock and I also attended. Ten plans for relandscaping the grounds around McIntire were presented by the Architecture School, each of which was discussed by all present. The Garden Club took the plans for study after the meeting and presented to me on May 12 a composite plan made up of acceptable parts of the original ten. This composite has been returned to Mrs. Gavan of the Architecture School who has agreed to render a final plan which will be given to the Library Board committee in charge of presentation to the Board. Apparently it is already too late to plant some things, but I am told the money can be encumbered now to pay for the project. For this reason Mrs. Gavan has agreed to furnish me with an estimate of the total cost of materials for the relandscaping.

Story Hour Room

Captain Maupin of the City Fire Department has informed Lloyd Smith that use of the former director's office in the
Director's Report - Page 2

McIntire Building as a Story Hour room is definitely precluded by fire regulations. Therefore, the plan to use the room for story hour has been abandoned. The space will continue to be used for storage of materials and as a work area for one staff.

Mrs. Williams has asked me to extend her appreciation to the Board for its efforts in this matter and for taking the time to read the material sent out on the subject.

Services to the Blind and Physically Handicapped

Mr. Youngman initiated before he left a move to make the Jefferson-Madison Regional System a sub-regional library under Virginia State Library for distribution of free talking books to the blind and physically handicapped of our service area. The sub-regional library furnishes space and a staff member to administer the program while Virginia State Library furnishes the materials: tapes, records and playback equipment.

Mrs. Judy Dunham of the Virginia State Library came to Charlottesville at my request to discuss the possibilities of setting up the service in Jefferson-Madison Regional Library. The North Room at Gordon Avenue is adequate to house the collection and there are in our service area at least 157 current users of the service directly from Virginia State Library. (In order to qualify for sub-regional status the Jefferson-Madison Regional Library would have to have 150 users in its service area.)

However, the supplemental budget request to fund a clerk-typist position to administer the program has been rejected by the City. It is therefore unlikely that a program of services for the blind physically handicapped can be started soon. Mrs. Dunham has recommended to me that position, whenever it is funded, should be upgraded to at least library assistant status. There is a possibility that in the near future the State Library may require that a professional librarian administer the program.

Miscellaneous

Attached for your information are a breakdown of the cost for the Library Action Program as requested (all monies came from Community Development), a list of Board committees and the membership of each, a copy of the branch meeting room regulations requested, and a letter from the Civic League concerning the choice of the new library site as a possible future location for the Lewis and Clark statue.

Respectfully submitted,

Philip L. Williams
Acting Director
LIBRARY ACTION PROGRAM

Line Item Budget

Salaries
Bookmobile Driver $525.00
Van Driver 110.00

Personal Services Subtotal 635.00

Books 1,750.00

Supplies
Activities $500.00
Storytelling Materials 300.00
Mimeograph Supplies 52.00
Posterboard 24.00
Leaflets 180.00
Brochures 250.00 1,306.00

Commodities Subtotal 3,056.00

Gasoline
Bookmobile 110.00
Van 10.00 120.00

Contractual Services Subtotal 120.00

Total Request 3,811.00
LIBRARY BOARD COMMITTEES

BUDGET COMMITTEE

Robert Stroh, Chairman
Edward H. Bain, Jr.
James E. Craig

BUILDING COMMITTEE

Robert Stroh, Chairman
Lloyd T. Smith, Jr.
Mrs. Harold H. Hallock

PROGRAM AND OBJECTIVES COMMITTEE

Mrs. Herbert Silvette, Chairman
Mrs. Sam Eggleston
Mrs. Henry Mitchell

FUND RAISING COMMITTEE

Edward H. Bain, Jr. Chairman
James E. Craig

COMMITTEE FOR A NEW LIBRARY DIRECTOR

Edward H. Bain, Jr. Co-Chairman
Robert Stroh, Co-Chairman

MCINTIRE LIBRARY GROUNDS COMMITTEE

Mrs. Harold H. Hallock
Mrs. L. Gordon Dorrier, Sr.

May 1975
USES:

The Library meeting rooms are available for public gatherings of a civic, recreational, cultural or educational character, but not commercial purposes for private profit.

Upon adequate notice the Library reserves the right to revoke permission to use any meeting room.

BOOKINGS:

Applications may be made at the Gordon Avenue Branch (296-5544) for the use of the Branch. Anyone desiring space at other branches within the Jefferson-Madison Regional Library System is urged to contact that branch librarian directly.

Authorization or refusal is determined by the branch librarian on behalf of the director. Organizations are urged to notify the branch librarian as far in advance as possible in order that arrangements may be satisfactorily arranged for space. Every effort will be made to satisfy space requirements, but certain library-oriented functions throughout the year will take precedence over other functions. No bookings of space will be completed until the agreement has been signed by an authorized person (President, Secretary, Treasurer of an organization).

SERVICE CHARGE:

If it is necessary to hire additional personnel to close the library after the regular 9:00 PM closing, groups may make provisions for late meetings by paying a $5.00 per hour fee 48 hours in advance to the Branch Librarian.

REGULATIONS:

The following regulations must be observed in using library meeting rooms and are agreed to by the organization representative:

1. Requests for permission to display exhibits in connection with meetings should be submitted with the application for use of meeting rooms, and should include information about size and type of exhibit. Such displays must be approved by the Branch Librarian.

2. All members of the organization and the audience attending the meeting must have left the building by 12:00 midnight. The signer of the application is responsible for the observance of the rule. Arrangements can be made for a meeting to continue beyond the Library's closing time, when a separate, lockable exit is available. A $5.00 per hour fee will be charged after 9:00 PM, payable 48 hours in advance.

3. Light refreshments may be served if the room is left in an orderly condition and does not interfere with normal operations of the Library.
4. Playing of music is not permitted during library hours except by permission of the Branch Librarian.

5. Although organizations may meet regularly in a branch library neither the name nor address of the branch may be used as the official address or headquarters of the organization.

6. If a meeting is cancelled, the Branch Librarian must be notified in advance.

7. A film projector is provided but the organization must provide a competent projectionist. Any damage to the projector is the responsibility of the organization and it must assume full fiscal responsibility.

8. Furniture will not be re-arranged for the special desires of any group, but the organization may itself quietly re-arrange the furniture before its meeting, and restore the usual order afterwards. A standard number of chairs is provided for each meeting room. Additional chairs needed for a meeting may be provided by the agency concerned up to the capacity allowed by city fire regulations.

9. The rooms must be left in the same condition as found at the beginning of the meeting. As janitorial assistance may not be available during meetings, containers are provided for use in disposing of debris.

10. The doors will be securely locked when the organization leaves after library hours. This is the responsibility of the applicant.
The Honorable Charles Barbour, Mayor
The Honorable Francis H. Fife, Councilman
The Honorable Jill T. Rinehart, Councilwoman
The Honorable George H. Gilliam, Councilman
The Honorable Mitchell Van Yarhes, Councilman
Mr. Cole Hendrix, City Manager
Mr. Eugene German, Director of Parks and Recreation
Mr. Lloyd T. Smith, Jr.
Mr. Phillip Williams

Dear Gentlemen:

Upon direction of The Civic League, I am enclosing herewith a copy of a Resolution adopted at the April 15 meeting of The Civic League pertaining to the Lewis and Clark statue presently located at the intersection of Main Street, Ridge Street and McIntire Road.

The thought behind sending a copy of the Resolution to the addressees affiliated with the library is that, should the library be interested in its grounds as a site, the matter should be considered in connection with site selection and site planning by those persons.

Respectfully,

[Signature]

Lucius H. Bracey, Jr.

LHBjr/slm
Enclosure

cc: Forbes R. Reback, President
The Civic League
RESOLUTION adopted by the Board of Directors of The Civic League at its regular meeting on April 15, 1975:

The Civic League believes that it is important that the Lewis and Clark statue, located at the intersection of Main Street, Ridge Street and McIntire Road, remain in the downtown area on, or near, Main Street, formerly the Three Chopt Road leading west, for historic reasons, and in order that the statue will more likely be seen by the large number of tourists visiting our city, as well as by local citizens; accordingly, the Civic League requests the City to consider alteration of the traffic flow in the vicinity of the statue in order to relieve the present congestion and overcrowded condition in preference to removal of the statue from its present location, and if the statue must be removed from its present location, the Civic League asks the City to consider moving the statue to the old Midway School site adjacent to the intersection where the statue is presently located, to the grounds of the proposed library site on Vinegar Hill, or to the Mall, in preference to moving the statue away from the downtown area. A copy of the foregoing is to be sent to members of City Council, to the City Manager, to the Director of Parks and Recreation for the City, and to the Chairman of the Library Board, and to the Director of the Library.

I, Recording Secretary of The Civic League of Charlottesville and Albemarle, certify that the foregoing is a true and correct copy of a Resolution duly adopted by the Board of Directors of The Civic League at its April 15, 1975 meeting.

[Signature]

Lucius H. Bracey, Jr.
ADDENDUM TO DIRECTOR'S REPORT

At its board meeting on May 15 the Friends of the Library decided the following:

1. To place $10,000 into some type of savings account where it will draw interest and to be used for equipment on the new building,

2. Approved an expenditure of $2000 for landscaping at Gordon Avenue Branch for a walkway to the parking lot,

3. Fund the Friday film program for the whole year,

4. For the Gordon Avenue Branch children's room buy a set of replacement headphones and provide fund for arts and crafts,

5. Authorized the purchase of a wall-mounted magazine rack for the Louisa Branch up to $100 in cost, and

6. To spend $300 for a rug and room darkening shades for Greene County Branch in order to convert one room into a children's story hour corner.

May 20, 1975
To: Library Board
From: Philip Williams, Acting Director
Subject: Use of former director's office at McIntire Library
Date: April 30, 1975

Lloyd Smith has asked that I bring to your attention the attached materials since this matter will come up for discussion at the May Board meeting. Mr. Smith is going to check with Captain Maupin to determine whether this decision precludes our use of the room by code or whether his opinion is simply advisory.

I hope that you will be able to respond to Mrs. Williams' invitation to visit the Children's Room so that you might see the situation which has precipitated this problem. If you have further questions concerning this matter, please contact me or Lloyd Smith.

Attachments
April 29, 1975

Mr. Lloyd T. Smith, Jr.
105 East High Street
Charlottesville, Virginia 22901

Dear Mr. Smith:

At the suggestion of the Board I asked Captain B. N. Maupin of the City Fire Department to look at the proposed story hour room at McIntire Library with regard to its safety in the event of a fire. A copy of his letter is attached for your information.

Needless to say the staff here is keenly disappointed with Captain Maupin's decision. Mrs. Alexia Williams, Coordinator of Children's Services, has requested the opportunity to address you directly concerning this matter. I therefore attached her letter and notes with Captain Maupin's.

Sincerely yours,

Philip L. Williams
Acting Director

Attachments
17 April 1975

Mr. Phillip Williams, Director
McIntire Library
2nd & Jefferson Streets
Charlottesville, Virginia 22901

Dear Mr. Williams:

Following our meeting of 16 April 1975 in reference to the use of the former director's office located in the basement of McIntire Library as a center for story time for pre-school children, I met with Mr. Frank Muse, City Building Official and it is our opinion that the room in question cannot be used for the proposed program, due to lack of approved exit facilities. We hope you will be able to find a suitable area to meet your needs.

Sincerely,

[B. N. MAUPIN, CAPTAIN]
FIRE PREVENTION DIVISION

BNM/dfm

cc:
Mr. Frank Muse, Building Official
File
Mr. Lloyd T. Smith, Jr.
President, Library Board
Jefferson-Madison Regional Library
105 East High Street
Charlottesville, Virginia 22901

Dear Mr. Smith:

Phillip Williams has provided me with a copy of the communication which was received from Captain Kaupin, Fire Inspector, and Frank Kuehler, Building Official, in response to a question of safety which was raised in the last Board meeting when it was reported that the library planned to convert the former director's office into an area to be used for pre-school story hours. This response is exactly what we had anticipated and feared, due to their previous comments and recommendations. However, I would like to urge that the Board, before making a final decision based on this judgment alone, consider a few other aspects of our problem. Mr. Williams has conceded that I might present our case, and I believe that he is in agreement and that he will forward this letter and attached notes to you.

What was begun, several days ago, as a letter has since grown to such proportions that I shall, instead, submit it as a sort of report attached to THIS letter. It is my sincere hope that the Board will view these comments not as a list of complaints, but as our concern problem. It is our fervent hope that some solution can be found.

We, of the staff in the children's department at McIntire are most certainly aware of the need to consider safety and welfare of groups of children. We appreciate the Board's concern and also its responsibility in this regard. We also know that whenever and wherever such concern is directed toward very young children there is a tendency to make it a separate case, to become excited about precautions, and to make a special note of existing conditions hitherto overlooked or not brought to our attention. I assure you that we know that regulations must be made when it is a matter of groups meeting for a sustained period of time, but we feel that the shorter time at infrequent intervals is not an altogether unreasonable chance to take. Especially when...
one considers the possible benefits and the alternatives which I have outlined. Our immediate concern here is for a relatively small group, not always the same, which would meet for a period of only one half-hour once each week. We even hoped to conduct two such groups, meeting on different days.

I should like to invite any and all Board members, especially those whose offices are located conveniently nearby in downtown Charlottesville, to plan a visit to the Children's Room soon and to let me show you what we have and have not in the way of working space at McIntire——just why our staff was so excited and inspired at the hope of a bit more elbow room——why we urge you to permit the use of this space which the Friends-of-the-Library have so generously offered to refurbish and-carouflage for our purposes.

You would be most welcome at anytime, but a phone call would let you know when I am available and prevent waste of your own time. My schedule changes weekly and is also subject to shifts to adapt to our current needs and to appointments. I work on alternate Saturdays, which means that I usually take alternate Fridays for my days off. During the week I am in the Children's Room from 9 to 6 or from 1 to 9 when I am scheduled to work at night. During the week of April 23 to May 3, I shall be working three nights and Saturday, but this is a bit unusual.

Please come. Please see for yourselves. And do, please, find the time to read through and ponder the accompanying report with its hopeful suggestions.

Sincerely,

M. Alexia Williams

M. Alexia Williams
Coordinator, Children's Services

Encl.
A Report on Safety Conditions on the Lower Level of McIntire Library

Because all of us are suddenly aware of the need to consider the safety of a small group of young children in the proposed use of the former director's office on the lower level of McIntire Library, I should like to direct your attention to several additional but related conditions which might be worthy of your attention before making a final decision in this matter. I also invite the Board members to visit the Children's Department soon. Let us show you what we have to work with in the way of space as we attempt to give quality library service to our public and why we have considered the use of this additional small area when it became available. I should welcome your visits as an opportunity for "Show and Tell" which might serve to increase your awareness of our inadequacies as a physical plant from which to provide the essential library services in a community of this size as well as to inform you about what we have been doing, what we are trying to do now, and what we should like to do. While we all welcome visitors at any time, I should like to be present to answer those questions for which my nine years of experience on this staff have prepared me and for which I was equipped by previous years experience and exposure which made me familiar with other systems of recognized quality and reputation.

In regard to use of the former director's office, the Friends have indicated a willingness to finance our decoration of this room in order to make it appropriate and to camouflage its multipurpose use as a storage and work room. This would make it possible for us to use the area for small groups of pre-school children for a period of half an hour only each week, It would enable the CENTRAL library to undertake the kind of programming which is already possible in the rural branches which are open only part time. The staff of the Children's Room was enthusiastic and inspired at the prospect. Materials were ordered. Plans were made. And even yet the potential hazards seem minimal when we consider the alternatives—such as taking the children outside the building (which would involve careful supervision and the use of more adults as well as weather problems). This would mean removing the children from the desired library atmosphere, yet our very reason for programming is to introduce children to books and libraries—to reading which can enrich a whole lifetime. Other agencies provide recreation and entertainment. Our, there is the rather questionable safety of continuing to take them up and down those narrow slippery marble stairs for a sometimes frustrating session in the open rotunda which serves as both entrance and exit to the adult area of McIntire. Here, since September 1974, our staff has been attempting to revive the pre-school story times which were discontinued some years ago—for lack of space and adequately prepared staff! Here, we present picture book programs once each week to from 15 to 20 children. Doors open and shut in front of and behind the story teller and her listeners. Here, they are surrounded by the continuing confusion and interruption involved in the use of the card catalog and of the copying machine and of typewriters. This represents the very worst of atmospheres, but it is all we have had. It also limits our programming, excluding the use of both record player and cassette, flannel board and listener participation. These are some of the recommended means of presenting books and stories to young children in public libraries and all are widely used.
I should like to add, however, that the adult patrons have been most patient and understanding—never appreciative—of this program. They have accepted the necessity of rearranging the furniture and of moving them and their work to another spot in our already over-crowded quarters. Some of them have even volunteered compliments. But because conditions are far from ideal, we had all looked forward to a more secluded corner in which our programs could proceed with fewer feelings of inhibition and self-consciousness—where we need make no apology to those few adults who look upon our activity as an invasion of their territory and right to absolute quiet and freedom from distractions.

Completely aside from our desire to be imaginative with the use of the small area, I should like to take this opportunity to point out that it is as nothing compared to the daily use of some of this same hazardous area of our CENTRAL library by that endangered species known as our regular patrons. And the staff! This use has gone on unnoticed for years and it will continue to do so unless we board up McIntire and declare it to be unsafe for further use. As a matter of fact, the limited area of the main floor circulation and reference departments is probably the only really "safe" location in the McIntire building.

Personally, I feel that this small group of children would be no less safe in the old director's office than in any other area of the basement level of McIntire and that nothing short of the furnace blowing up or a bomb dropping or even an earthquake would create a greater safety problem here than anywhere else.

However, I do feel that there are some improvements which might be made for the greater safety of all during the time this building must continue in its present use, and that these would be considered necessary to convert it to any other use by the public. These safety measures should certainly rate a higher priority than such items as re-landscaping. Surely it would be within the realm of possibility to install some kind of fire door in the furnace area—one which would prevent or at least prohibit the rapid spread of fire in event of emergency. And there should be no delay in converting the only outside exit from the lower level to a door which opens out rather than in! Such items seem to have passed unnoticed in the rush to install air-conditioning, yet they are much more important to all of us. Because the present door from the Children's Room swings in and not out, any attempt to escape this way from fire, flood, gas explosion or even earthquake would most certainly result in the disastrous pile up of bodies which causes injury, suffocation and death in the wake of many disasters.

With these two rather major maintenance changes, we would all feel a great deal more safe and secure in this location. But in considering the continuing use of this building, I should like to point out a few specific examples of use and of conditions of which the Board could not be aware. All too often a quick visit may find only one or two people in the Children's Room, but a look at the circulation figures will prove that people do come. Sometimes they come in bunches. One of the two groups which spent almost an hour in the Children's Room this morning consisted of more than forty children and six adults from Louise. The second group was smaller. I doubt whether all of the Board members are aware:

(1) that we frequently have the same number of warm bodies using the Children's Room that we had expected to take into the little room for a short period of time and under controlled conditions, or (2) that while the children are listening to stories
NOW, about that same number of mothers will be waiting for them and using the Children’s Room—taking up more space behind that hazardous door, or (3) that we schedule groups to visit and use the children’s area as a regular service and that this means from 15 to 40 children plus the adults who accompany them and that they may spend from 45 minutes to an hour here. It is true that most such groups and classes no longer come on a regular basis and that we have been sending them to Gordon Avenue instead because we simply have no place—no room—to put them. It is necessary for them to remain standing throughout the visit. But there remain those who still wish to come to McIntire. We have one entire private school which comes every two weeks to return and check out books! or (4) that there are only two tables and eleven chairs available for use of patrons in the Children’s Room. It is often necessary to stand to consult the encyclopedias. This is hardly up to standard! or (5) that frequently adult patrons must use the one standard size table to consult books, newspapers and bound periodicals shelved on this level, thus making it unavailable to other adults and/or children who have come for the express purpose of using the reference resources of the juvenile collection, or (6) that a group or a number of individuals may spend several hours at a time in that deadly area behind the furnace where bound periodicals are now shelved. This is the area which was used by the processing department until it was moved to the Annex in the former rectory of Holy Comforter Church last year. On a recent day it was so used by students and librarian from Tanden. One day this week a Mennonite teacher brought her entire class to use the library for a full day, with a break for lunch in Lee Park—and they spent the greater part of that day in the Periodical Room. These patrons come into the Children’s Room to borrow our chairs. We could not let the chairs be moved because they were already in use here by other adults who could not find room in the Periodical Room. We found three stacking chairs which we have on loan from the meeting room at Gordon Avenue and I believe they took turns, or (7) that on that same day and adult patron came into the staff room where I was eating lunch, although the door is plainly marked "STAFF". He wanted to share the small table there for study because he couldn’t find room to sit down anywhere else, or (8) does the Board know that this one small room, located beyond the old director’s office and which is designated "STAFF" is actually a multipurpose room and not a staff lounge. In truth, there is no space to lounge. How many have seen it? This small room with no windows and with many pipes and meters is also used for additional stack space and for receiving and pick up of bindery books and other supplies, as a partial stock room (it is not always possible to run over to the Annex!) and to store some of the janitorial supplies. It is used for the staff lunch room and it is where we take our breaks. There are four straight chairs here and two old tables. Small ones. There is an ancient refrigerator and an old one barner hotplate, a snack dispenser which was acquired after the Post Office counter was closed, and a coke machine. There is no sink to rinse our dishes. This is done in the one small wash bowl of the same vintage and condition as the one staff toilet, and it is adjacent to it. All of this is screened from public view by the back of the small locker, but even this dismal sight does not prevent an occasional member of the public from straying in now and then...

There is a problem of supervision in this cut-up lower level, and this has become the duty and responsibility of the Children’s Room staff since the move to the Annex. It is the obvious solution, of course, since the staff of the adult department can hardly cover three floors and work as well. We are now the only regularly scheduled members of the staff who work on this level and there has been no problem except that there are
times when there is only one person on duty. Supervision includes keeping an eye on the use of the one public toilet in the building. This is located just outside the door to the Children's Room. The Children's Room is now open for 12 hours four days each week and for 9 hours on Friday and Saturday.

We do not wish to complain. We feel that our service is needed, used and also that it is appreciated by those who come. We are continually amazed that so many people DO come! But we also feel that this community deserves more and that it wants much more than we are now able to provide in the way of services to children and to those adults who work with children. I sincerely hope that every member of the Library Board will find the time to come into McIntire and take a good hard look and ask lots of questions—not just as a matter of duty or obligation, but as a matter of civic interest and pride. Surely any community facility which remains open for service so many hours of each day and which is used by so many people, ranging in age from 8 months to more than 80 years, should be better and more safely equipped to handle the traffic. Surely it is as deserving of funding as those recreation facilities which are open only a few hours and on a seasonal basis—as necessary, perhaps, as the swimming pools in schools which are used by so few. We do not object to the pools, but we would like a library too.

It is not for ME to say any of this in public, but I feel that I must say it all to you who are charged with the responsibility for providing at least adequate public library service to this community. I know that all of you give generously of your time and that much of that time must be devoted to the bigger issues of budget and policy and where to get the next director—but in order to deal with these items it is sometimes required to see and to know the nitty gritty details of what makes things run in the day-to-day operation. The staff would be glad to help you in this at any time. We have, so far, been fortunate in having a very strong and efficient staff which is willing to make things run as they are and to hope for a solution. Most of them have experienced more convenient and efficient working situations. But do not hesitate to come lest we cry on your shoulders. Far from it. We all have a sense of humor and it serves us well and often.

We hope that you will give most serious thought and consideration to the safety improvements mentioned and that you may even nod approval for the use of that little room for story time programs when those safety features are installed.

Respectfully submitted,

M. Alexia Williams

M. Alezia Williams
Coordinator of Children's Services

23 April 1975
DIRECTOR'S REPORT
April 15, 1975

National Library Week

National Library Week will be observed April 13 through April 19. As a part of this observance the Jefferson-Madison Regional Library will have posters and a variety of books on display as well as special bookmarks available for public distribution. Mr. Youngman planned a "Forgiveness Week" during which no fines would be collected on overdue materials returned, and that project has been publicly announced to coincide with National Library Week.

Library Service to the Regional Jail

A staff member of the Library is once again visiting the regional jail facility each week along with a volunteer from O.A.R. Miss Carolinda Phillips from the main library reports that on her first visit she circulated about 70 books to the inmates. She estimates that the jail library's book stock has now reached about 300 volumes, mostly paperbacks. The program seems to be very successful and we are pleased that library can be involved.

Miss Phillips, who normally works in the Children's Services, is also quite competently substituting for me in Adult Reference while I am away from that post.

Coordination of Work with Branches

Since the position of Extension Coordinator is presently vacant, Karen Aprill, Bookmobile Librarian, will perform most of the duties associated with that post by visiting the branches at least once a month to maintain the branch catalogs and to help the librarians with the day-to-day problems which occur. Ms. Aprill will, in addition, be the primary book selector for these branches.

Story Hour Room

The story hour at McIntire has generally been very successful. However, the sessions have been held by necessity in the main entry room of the building. This room is a high traffic area and disturbances are unavoidable. Presently the room on the basement level formerly used as the director's office and recently used for storage, is being renovated as a story hour room by the staff of the Children's Room. The Friends of the Library have agreed to buy a carpet, and materials to be used to cover the storage shelves during story hour are being bought. Upon completion
of the project for the story hour an area will be available where
the children will not be disturbed nor will they disturb adult
readers. Having this space available will probably make it
possible for the library to offer the story hour more frequently.

At other times the room will be used to store little-used
adult reference materials, thereby relieving the shelf crowding
in that department. In addition, the space will be used to
process phonograph records and to store the library's audio-
visual equipment.

Audio-Visuals

A few years ago the library purchased a new slide projector.
Since its use by the library staff is infrequent, I have decided
to make the projector available to community groups for slide
shows, lectures, and the like. The library will also make avail-
able, hopefully in the coming year, cassette-tapes with a
variety of program materials and the player to use with them.
In preparation for this, five cassette players which operate only
in the playback mode have already been bought.

Respectfully submitted,

[Signature]

Philip L. Williams
Acting Director
April 28, 1975

Mr. Philip L. Williams
208 E. Jefferson Street
Charlottesville, VA. 22902

Dear Mr. Williams:

This firm has now completed the purchase of the Citizens Commonwealth site for the new Regional Library.

The only remaining matter concerns the payment of the funds due from Louisa County, which will be taken care of as soon as they are received. Once this has been accomplished, and I would estimate that would be some time in June or July of this year, I will forward to you an accounting and all other appropriate documentations.

In the meantime, I am enclosing the original of a title insurance policy insuring the Jefferson Madison Regional Library's title to this new site. This should be placed in some safe place in case it is ever needed.

Should you have any questions, please do not hesitate to let me know.

Best regards.

Very truly yours,

John K. Taggart, III

JKT,III/bb

Enclosure
SUBJECT TO THE EXCLUSIONS FROM COVERAGE, THE EXCEPTIONS CONTAINED IN SCHEDULE B AND THE PROVISIONS OF THE CONDITIONS AND STIPULATIONS HEREOF, JEFFERSON-PILOT TITLE INSURANCE COMPANY, a North Carolina corporation, herein called the Company, insures, as of Date of Policy shown in Schedule A, against loss or damage, not exceeding the amount of insurance stated in Schedule A, and costs, attorneys' fees and expenses which the Company may become obligated to pay hereunder, sustained or incurred by the insured by reason of:

1. Title to the estate or interest described in Schedule A, being vested otherwise than as stated therein;
2. Any defect in or lien or encumbrance on such title;
3. Lack of a right of access to and from the land; or
4. Unmarketability of such title.

IN WITNESS WHEREOF, the Company has caused this Policy to be signed and sealed, to be valid when countersigned on Schedule B by an authorized officer or agent of the Company as of Date of Policy shown in Schedule A, all in accordance with its By-Laws.

JEFFERSON-PILOT TITLE INSURANCE COMPANY

[Signature]
President

The followin

1.
1. Definition of Terms
The following terms when used in this policy mean:
(a) "insured": the insured named in Schedule A, and, subject to any rights or defenses the Company may have had against the named insured, those who succeed to the interest of such insured by operation of law as distinguished from purchase including, but not limited to, heirs, distributees, devisees, survivors, personal representatives, next of kin, administrators, or fiduciaries.
(b) "Insured Claimant": an insured claiming loss or damage hereunder.
(c) "knowledge": actual knowledge, not constructive knowledge or notice which may be imputed to an insured by reason of any public records.
(d) "land"; the land described, specifically or by reference in Schedule A, and improvements affixed thereto which by law constitute real property, provided, however, the term "land" does not include any property beyond the lines of the area specifically described or referred to in Schedule A, nor any right, title, interest, estate or easement in abutting streets, roads, avenues, alleys, lanes, ways or waterways, but nothing herein shall modify or limit the extent to which a right of access to and from the land is insured by this policy.
(e) "mortgage": mortgage, deed of trust, trust deed, or other security instrument.
(f) "public records": those records which by law impart constructive notice of matters relating to said land.

2. Continuation of Insurance after Conveyance of Title
The coverage of this policy shall continue in force as of the date of Policy in favor of an insured so long as such insured retains an estate or interest in the land, or holds an indebtedness secured by a purchase money mortgage given by a purchaser from such insured, or so long as such insured shall have liability by reason of covenants of warranty made by such insured in any transfer or conveyance of such estate or interest; provided, however, this policy shall not continue in force in favor of any purchaser from such insured of either said estate or interest or the indebtedness secured by a purchase money mortgage given to such insured.

3. Defense and Prosecution of Actions — Notice of Claim to be given by an Insured Claimant
(a) The Company, at its own cost and without undue delay, shall provide for the defense of an insured in all litigation consisting of actions or proceedings commenced against such insured, or a defense interposed against an insured in an action to enforce a contract for the sale of the estate or interest in said land, to the extent that such litigation is founded upon an alleged deficient, lien, encumbrance, or other matter insured against by this policy.
(b) The insured shall notify the Company promptly in writing (i) in case any action or proceeding is begun or defense is interposed as set forth in (a) above, (ii) in case knowledge shall come to an insured hereunder of any claim of title or interest which is adverse to the title to the estate or interest, as insured, and which right or interest would be destroyed or impaired by the performance of any improvements made subsequent to Date of Policy, unless a liability is shown that has otherwise been agreed upon as to such performance by the Company and the insured at the time of the issuance of this policy and shown by an express endorsement or otherwise; and (iii) in case of any breach of warranty or by anendorsement attached hereto.

4. Notice of Loss — Limitation of Action
In addition to the actions required under subsection (a) of this policy, the Company will pay, in addition to any loss insured against by this policy, all costs imposed upon an insured in litigation carried on by the Company for such insured, and all costs, attorneys' fees and expenses in litigation carried on by such insured with the written authorization of the Company.
(c) When liability has been definitely fixed in accordance with the conditions of this policy, the loss or damage shall be payable within 30 days thereafter.

5. Limitation of Liability
No claim shall arise or be maintainable under this policy (a) if the Company, after having received notice of an alleged defect, lien or encumbrance insured against hereunder, by litigation or otherwise, removes such defect, lien or encumbrance or establishes the title, as insured, within a reasonable time after receipt of such notice; (b) in the event of litigation until there has been a final determination by a court of competent jurisdiction, and disposition of all appeals therefrom, adverse to the title, as insured, as provided in paragraph 1 hereof, or (c) for liability voluntarily assumed by an insured in settling any claim or suit without prior written consent of the Company.

6. Reduction of Liability
All payments under this policy, except payments made for costs, attorneys' fees and expenses, shall reduce the amount of the insurance pro tanto. No payment shall be made without producing this policy for endorsement of such payment unless the policy be lost or destroyed, in which case proof of such loss or destruction shall be furnished to the satisfaction of the Company.

7. Liability Noncumulative
It is expressly understood that the amount of insurance under this policy shall be reduced by any amount the Company may pay under any policy insuring either (a) a mortgage shown or referred to in Schedule B hereof which is a lien on the estate or interest covered by this policy, or (b) a mortgage hereafter executed by an insured which is a charge or lien on the estate or interest described or referred to in Schedule A, and the amount so paid shall be deemed a payment under this policy. The Company shall have the option to apply to the payment of any such mortgages any amount that otherwise would be payable hereunder to the insured owner of the estate or interest covered by this policy and the amount so paid shall be deemed a payment under this policy to said insured owner.

8. Apportionment
If the land described in Schedule A consists of two or more parcels which are not used as a single site, and a loss is established affecting one or more of said parcels but not all, the loss shall be computed and settled on a pro rata basis as if the amount of insurance under this policy was divided pro rata as to the value on Date of Policy of each separate parcel; and the amount of insurance exclusive of any improvements made subsequent to Date of Policy, unless liability is shown that has otherwise been agreed upon as to such parcel by the Company and the insured at the time of the issuance of this policy and shown by an express endorsement or otherwise.

11. Subrogation Upon Payment or Settlement
Whenever the Company shall have settled a claim under this policy, all right of subrogation shall vest in the Company unaffected by any act of the insured claimant. The Company shall be subrogated to and shall be entitled to all rights and remedies which such insured claimant would have had against the person or property in respect to such claim had this policy not been issued, and if requested by the Company, such insured claimant shall transfer to the Company all rights and remedies against the person or property necessary in order to perfect such right of subrogation and shall permit the Company to use the name of such insured claimant in any transaction or litigation involving such rights or remedies. If the payment does not cover the loss of such insured claimant, the Company shall be subrogated to such rights and remedies in the proportion which said payment bears to the amount of said loss. If loss should result from any act of such insured claimant, such act shall not void this policy, but the Company, in that event, shall be required to pay only that part of any losses insured against hereunder which shall exceed the amount of such payment.

12. Liability Limited to This Policy
This instrument together with all endorsements and other instruments, if any attached hereto by the Company is the entire policy and contract between the insured and the Company.
Any claim of loss or damage, whether or not based on negligence, and which arises out of the status of the title to the estate or interest covered hereby or any action asserting such claim, shall be restricted to the provisions and limitations of this policy.

No amendment of or endorsement to this policy can be made except by writing endorsed hereon or attached hereto signed by both the President, a Vice President, the Secretary, an Assistant Secretary, or a validating officer of authorized signatory of the Company.
SUBJECT TO THE EXCLUSIONS FROM COVERAGE, THE EXCEPTIONS CONTAINED IN SCHEDULE B AND THE PROVISIONS OF THE CONDITIONS AND STIPULATIONS HEREOF, JEFFERSON-PILOT TITLE INSURANCE COMPANY, a North Carolina corporation, herein called the Company, insures, as of Date of Policy shown in Schedule A, against loss or damage, not exceeding the amount of insurance stated in Schedule A, and costs, attorneys' fees and expenses, which the Company may become obligated to pay hereunder, sustained or incurred by the insured by reason of:

1. Title to the estate or interest described in Schedule A, being vested otherwise than as stated therein;
2. Any defect in or lien or encumbrance on such title;
3. Lack of a right of access to and from the land; or
4. Unmarketability of such title.

IN WITNESS WHEREOF, the Company has caused this Policy to be signed and sealed, to be valid when countersigned on Schedule B by an authorized officer or agent of the Company as of Date of Policy shown in Schedule A, all in accordance with its By-Laws.

JEFFERSON-PILOT TITLE INSURANCE COMPANY

President

EXCLUSIONS FROM COVERAGE

The following matters are expressly excluded from the coverage of this policy:

1. Any law, ordinance or governmental regulation (including but not limited to building and zoning ordinances) restricting or regulating or prohibiting the occupancy, use or enjoyment of the land, or regulating the character, dimensions or location of any improvement now or hereafter erected on the land, or prohibiting a separation in ownership or a reduction in the dimensions or area of the land, or the effect of any violation of any such law, ordinance or governmental regulation.

2. Rights of eminent domain or governmental rights of police power unless notice of the exercise of such rights appears in the public records at Date of Policy.

3. Defects, liens, encumbrances, adverse claims, or other matters (a) created, suffered, assumed or agreed to by the insured claimant; (b) not known to the Company and not shown by the public records but known to the insured claimant either at Date of Policy or at the date such claimant acquired an estate or interest insured by this policy and not disclosed in writing by the insured claimant to the Company prior to the issue of this policy; (c) caused by the insured claimant; or (d) arising out of any act, default, or neglect of the insured claimant.
1. Definition of Terms

The following terms when used in this policy mean:
(a) "insured": the insured named in Schedule A, and, subject to any rights or defenses that the Company may have against the insured, deemed to include all persons (other than those who succeed to the interest of the insured) in the possession, custody, operation, control, maintenance, and use of the thing insured or any part thereof, including, but not limited to, heirs, distributaries, devisees, survivors, personal representatives, next of kin, or corporative or fiduciary successors.
(b) "beneficiary" or "insured claimant": an insured claiming loss or damage hereunder.
(c) "knowledge": actual knowledge, not constructive knowledge or notice which may be imputed to an insured by reason of any public records.
(d) "land or premises": the land described, specifically or by reference in Schedule A, and all buildings, improvements, fixtures thereto which by law constitute real property, and all additional land owned or leased, or to be owned or leased by the insured hereunder at the time of the occurrence of the loss, or at the time of the incident to which a right of access to and from the land is insured by this policy.
(e) "mortgage": mortgage, deed of trust, trust deed, or other security interest as to real estate.
(f) "public records": those records which by law impart constructive notice of matters affecting the land.

2. Continuation of Insurance after Conveyance of Title

The coverage of this policy shall continue in force as of Date of Policy in land, or holds an independent existence from any purchase of the insurance by a purchaser from such insured, or so long as such insured shall have transfer or conveyance of such estate or interest; provided, however, that the policy shall have no further force or effect in favor of any purchaser from such insured money mortgage given to such insured.

3. Defense and Prosecution of Actions — Notice of Claim to be given by an Insured Claimant

(a) The Company, at its own cost and without undue delay, shall provide for the defense of an insured in all litigation arising out of the act or omission insured against in this policy, or for the defense of an insured claiming loss or damage hereunder. The Company may require the insured to reimburse the Company for all reasonable expenses incurred in such defense. The Company may decline to defend the insured if it shall be determined in its sole discretion that the claim is not covered under this policy.

4. Notice of Loss — Limitation of Action

In addition to the notices required under paragraph 30 of these Conditions and Stipulations, a statement in writing of any loss or damage for which an insured is liable shall be furnished to the Company within 90 days after such loss or damage shall have been determined and no right of action shall accrue as a result of such loss or damage. The Company may pay all reasonable expenses in the settlement of any claim made by the insured against the Company. The insured shall be liable for all reasonable expenses incurred in the defense of any such action or proceeding, in all legal or administrative proceedings, in all legal or administrative proceedings, or any other action or proceeding, and the Company shall reimburse such insured for any such expenses so incurred. In no event shall any insured be liable for any loss or damage which it has not been notified of by the Company.

5. Options to Pay or Otherwise Settle Claims

The Company shall have the option to pay or otherwise settle for or in all liability claims or disputes brought against or to or in favor of the insured by any person for the act or omission insured against under this policy, and may, at its option, pay money into court, and permit the Company to use, at its option, the name of such insured for such purposes.

6. Determination and Payment of Loss

(a) "insured": the insured named in Schedule A, and, subject to any rights or defenses that the Company may have against the insured, deemed to include all persons (other than those who succeed to the interest of the insured) in the possession, custody, operation, control, maintenance, and use of the thing insured or any part thereof, including, but not limited to, heirs, distributaries, devisees, survivors, personal representatives, next of kin, or corporative or fiduciary successors.

(c) "claim": any loss or damage which may be recovered by action against the Company under this policy.

7. Limitation of Liability

(a) The Company will pay, in addition to any loss insured against by this policy, all costs imposed upon an insured in litigation carried on by the Company for such insured, and all costs, attorneys' fees and expenses in litigation carried on by such insured with the written authorization of the Company.

(c) When liability has been definitely fixed in accordance with the conditions of this policy, the loss or damage shall be payable within 30 days thereafter.

8. Reduction of Liability

The amount paid under this policy, except payments made for costs, attorneys' fees and expenses, shall reduce the amount of any excess property insurance to which such payment may be made without producing this policy for endorsement of such payment unless the policy is endorsed herein executed by an authorized agent of the Company.

9. Liability Noncumulative

(a) The Company shall not be liable for any loss, damage, or expense for which any other insurance, whether or not excess, has assumed liability, or for which any other insurance is obligated to the Company in the amount so paid shall be deemed a payment under this policy. The Company shall have the option to apply the payment of any such amounts to the insured owner of the estate or interest covered by this policy and the amount so paid shall be deemed a payment to such insured owner.

10. Apportionment

If the land described in Schedule A consists of two or more parcels which are used as a single site, and a loss is established affecting one or more of said parcels but not all, the loss shall be computed and settled on a pro rata basis at the value of the Class A Rate of Policy of each separate parcel prior to the time of the occurrence of said loss subject to any improvements made subsequent to Date of Policy, unless a liability or value has otherwise been notified of a loss in excess of the interest covered by the Company and the insured at the time of the issuance of the policy, and separate insurance may be obtained on an endorsement attached hereto.

11. Subrogation Upon Payment or Settlement

Whenever the Company shall have settled a claim under this policy, all right of subrogation under any such claim shall be irrevocably transferred to and for the benefit of the Company unconditionally by any act of the insured or by any such claim or claim which such insured claimant would have had against any other person in respect thereto. If such insured, by such insured claimant, or such insured claimant shall transfer to the Company all of his interest in such claim or claim for the purpose of perfecting such right of subrogation and shall give the Company all right of action and proceed to protect such rights, the Company may, at its option, and with the consent of the insured, have all right of action against such insured claimant, and any damages incurred in such action may be charged to such insured claimant.

12. Liability Limited to this Policy

This instrument together with all endorsements and other instruments issued by the Company are the entire contract and understanding between the insured and the Company.

Any claim of loss or damage, whether or not based on negligence, and which shall be recovered by any person for the act or omission insured against hereby or any action asserting such claim, shall be subject to all of the adjustments and limitations of this policy.

Any amendment or endorsement to this policy, or any rights or requirements under this policy, may be made by writing endorsed hereon or attached hereto signed by either the President, a Vice President, the Secretary, the Assistant Secretary, or any other officer of the Company.

13. Notice, Where Sent

All notices, requests to be given the Company, and any statement in writing required to be furnished the Company shall be addressed to its Home Office, 852003, Greensboro, North Carolina.
JEFFERSON-PILOT TITLE INSURANCE COMPANY

SCHEDULE A

No. E 026702
Agent No. C1246

Date of Policy: March 24, 1975 at 8:54 A.M.

Amount of Insurance: $201,000.00

1. Name of Insured: Jefferson-Madison Regional Library

2. The estate or interest in the land described herein and which is covered by this policy is (a fee, a leasehold, etc.) Fee Simple and is at Date of Policy vested in the Insured.

3. The land referred to in this policy is described as follows:

All that certain tract or parcel of land situated on the North side of Main Street in the City of Charlottesville, Virginia, consisting of 67,000 square feet, more or less, shown as Parcel 18C-2 on a physical survey by William S. Roudabush, Jr. and Associates, C.L.S., dated 9/25/74, and incorporated herein by reference.

SCHEDULE B

This policy does not insure against loss or damage by reason of the following:

1. The dower, curtesy, homestead, community property, or other statutory marital rights, if any, of the spouse of any individual Insured.

2. Restrictions, covenants, and easements recorded in deed book 317, page 414, and in deed book 340, page 496. Said restrictions have not been violated, and a future violation will not cause a forfeiture or reversion of title.

3. Rights or claims of parties other than the insured in actual possession of any or all of the property.

4. Real estate taxes for the year 1975, a lien, but not yet due and payable.
MINUTES OF THE MARCH 19, 1975, MEETING OF THE
JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present:  Lloyd T. Smith, Jr., President
          Edward H. Bain, Jr.
          James E. Craig
          Mrs. Sam Eggleston
          Mrs. Harold H. Hallock
          Mrs. David Hardin
          Mrs. Henry Mitchell
          Mrs. Herbert Silvette
          Robert W. Stroh

Absent:  Mrs. L. Gordon Dorrier, Sr.
          Mrs. Albert E. Horrocks

Also present:  Charles L. Youngman, Director
                Evelyn Garth, director's secretary

Mr. Smith called the meeting to order at 3:30 P.M. in the
Gordon Avenue Branch Library and asked for additions or corrections
to the Minutes of the February meeting. Mr. Bain moved for acceptance
of the Minutes with one correction— that of adding James E. Craig's
name to those present. Mrs. Hallock seconded the motion and it
passed.

The circulation and financial reports were accepted as presented.

The President asked for a report from the Budget Committee and
the Committee to Select a New Library Director.

Robert Stroh reported that the City had proposed a cut in the
library's proposed budget. After much discussion, the Library
Director and the Chairman of the Budget Committee were authorized to
draft a reply to City Manager Cole Hendrix concerning a City request
regarding the effects of a budget cut on the library's operation.
(Copy attached.)

Mr. Bain, Chairman of the Committee to Select a New Library
Director, reported that they had received about 20 applications and
would like to arrange for a special meeting of the Board in about two
weeks in order for the Board to meet one of the candidates.

Mr. Bain moved that Philip Williams, Head of Adult Services,
be employed as acting director, effective April 1, 1975, with his
same salary plus a bonus of $200.00 a month, contingent upon Mr.
Youngman's clearing the financial procedure with Sidney Rush,
Charlottesville's Director of Finance. Mr. Hallock seconded the
motion and it passed.
Other subjects discussed were: a recommendation by the Director that the library staff be given an opportunity for some input in the selection of a new director which resulted in a motion by Mr. Craig that three members of the staff be appointed as a staff liaison to assist in any way possible, under the direction and at the request of the acting director. Mrs. Hardin seconded the motion and the vote was 5 in favor, 1 no, and 3 abstentions. The Monticello Garden Club's plan to renovate the court yard behind the McIntire Library was also discussed. Mr. Smith said the plan had been given to Robert Vickery of the Architecture Department, UVA. for suggestions and when it is returned would be brought to the Director and the Board for approval. The President also reported that the closing date of the acquisition for the site on Vinegar Hill for the New Regional Library is scheduled for March 20.

Mr. Youngman reported that Mrs. Susie Bailey, Circulation Clerk at the Gordon Avenue Branch is hospitalized, probably for a lengthy period, and has been temporarily replaced by two people, and that Barbara Davis, part-time reference librarian at McIntire Library, died suddenly on March 11 and her position has been filled by Mrs. Holly Eddy who was working part-time as reference librarian at McIntire. He also announced the resignation of Julia Bush, Coordinator of Extension, effective March 21, but that no replacement had been hired for her position.

The President and members of the Board expressed their gratitude for Mr. Youngman's accomplishments during his directorship of the Library the past two years and wished him well when he leaves on April 1.

At 5:45 P.M. Mrs. Hallock moved for adjournment. Mr. Bain seconded the motion and it passed.

Attachment

Evelyn Garth
MEMORANDUM

To: Cole Hendrix, City Manager

From: Charles L. Youngman, Library Director

Re: Effects of Proposed Budget Cuts on the Regional Library

Date: March 20, 1975

Since the Library Board is charged by Virginia State law with setting policies for the regional library, I cannot outline to you what specific services would be dropped or cut back. As you know, the cut of $139,153 would of course have to be divided proportionately among the jurisdictions funding the regional library. This would mean that Charlottesville would share 40% of the cut ($55,661), Albemarle County 51% ($70,968) and Louisa, Nelson and Greene Counties the remaining 9% ($12,524).

On Tuesday, March 18th, the Albemarle Board of Supervisors tentatively approved their share of the budget for FY 1976. The amount approved was $211,169.

If there is a 26% cut in the budget, the regional library would lose all of the State and Federal Aid, a total of $79,904, because according to State law when an appropriation is cut below the level of the preceding years' expenditures all State funding is severed. Thus, a 26% cut in appropriation would result in a cumulative cut of $219,057 ($139,153 + $79,904). Since State and Federal Aid is for the most part limited to new books, periodicals and audio visual materials, we would in effect lose our entire new book budget.

One further point: During hard economic times many people turn to the library as one of their main leisure activities. Our book circulation has increased by at least 10% every month since 1973. The Sunday opening of the Gordon Avenue Branch has also been very successful with an average of 500-600 books being circulated between 1:00 and 6:00 P.M. every Sunday, which is over 100 books an hour. On an average day the library circulates 600-1000 books during a twelve hour period.

For the above reasons, I respectfully ask that the library budget not be cut.
MINUTES OF THE FEBRUARY 18, 1975 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present:  Mrs. Sam Eggleston, Vice President
          Edward H. Bain, Jr.
          Mrs. L. Gordon Dorrier, Sr.
          Mrs. David Hardin
          Mr. Robert Stroh
          James E. Craig

Absent:  Mrs. Harold H. Hallock
          Mrs. Albert Horrocks
          Mrs. Henry Mitchell
          Mrs. Herbert Silvette
          Lloyd T. Smith, Jr., President

Also present:  Charles L. Youngman, Library Director

In the absence of President Lloyd Smith, Mrs. Eggleston, Vice President, presided and called the meeting to order at 3:30 P.M. in the Gordon Avenue Library. She asked for additions or corrections to the Minutes of the January meeting. Mr. Stroh moved that the Minutes, mailed earlier to the Board members, be accepted. Mrs. Dorrier seconded the motion and it passed.

The December Financial Report and the Second Quarterly Summary were discussed and accepted as presented.

The Circulation Report for January and an Annual Circulation Report for the calendar year were discussed. Mr. Youngman noted that the circulation percentages showing use of the library by patrons of various jurisdictions were approximately the same as last year.

Mr. Youngman presented the Director's Report for the month of January. After discussion about whether a meeting of the budget committee should be held with the Board representatives from Louisa, Nelson and Greene Counties, it was decided to postpone such a meeting until there was some reaction to the budget by the county administrators and various boards of supervisors in these counties.

Mrs. Eggleston asked for a report from the committee searching for a new Director. Mr. Bain reported that two Virginia
applicants have been interested and another Virginia applicant will be interviewed shortly. Mr. Bain also reported that the committee has received two more applications from outside Virginia.

Mr. Bain moved for adjournment at 4:40 and Mrs. Hardin seconded the motion which passed.

Charles L. Youngman
JEFFERSON-MADISON REGIONAL LIBRARY
DIRECTOR'S REPORT
FOR
February 18, 1975

BUDGET FOR FISCAL 1975

I have met periodically with Mr. Joe Dunn, budget analyst for the city to clarify some personnel changes in the budget. Mr. Dunn and his staff are now in the process of placing all departmental budgets onto the computer for consideration by the City Manager. It is my understanding that a public budget hearing will be held before City Council sometime in March.

Since we have requested substantial funding from Greene, Louisa, and Nelson counties, I would like to suggest that a meeting be held in the near future consisting of board members from these jurisdictions and the library budget committee. This meeting could clarify any problems in the county budgets, and also the group could adopt a strategy for presenting the budgets to the various boards of supervisors. If it will be necessary to make cuts in personnel, I would like to give these people as much notice as possible.

LIBRARY ACTION PROGRAM

On January 20th, the bookmobile began serving the various stops within the city that are listed for the action program. At first the response was slow, but after one week, the program really took hold, and at the present time, the bookmobile is circulating over 300 books per evening.

The visits by the University League women to the various day care centers havenot been as successful. Mrs. Parker believes that many of the ladies running the centers are suspicious that the University League women are spying on their operations. However Mrs. Parker believes that with time, the program will be successful.

SUNDAY AFTERNOON LIBRARY SERVICE

Barbara Porter, Branch Librarian at the Gordon Avenue Branch reported to me that during the past month, the library has been circulating over 600 books between 1:00 and 6:00 P.M. on Sunday afternoons. Also the Saturday afternoon circulation has increased at both McIntire and Gordon Avenue Libraries; both libraries reporting over 700 books circulated during Saturdays. The evening hours at the McIntire Children’s Room have also been successful with 616 books circulated during 15 days and 202 people using the room. Some thought will have to be given to hiring or transferring additional personnel if this trend continues.
LIBRARY SERVICE TO THE REGIONAL JAIL

Barbara Davis coordinator of library service to the regional jail facility reports that she is circulating about 65 items to between 30 to 65 prisoners on each weekly visit. Miss Davis is keeping circulation records, and a report will be sent to you quarterly. besides taking a cart of books to the cell blocks, Miss Davis has established a library for the prisoners that are allowed to leave the cell blocks. Also she takes special requests from the prisoners, taking the materials to them on her next visit. In looking over the requests for this week, I noted that one of the prisoners requested "Houdini". I wonder what he has in mind?

Respectfully submitted;

[Signature]

Charles L. Youngman
Library Director
MINUTES OF THE JANUARY 21, 1975 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present:  Mrs. Sam Eggleston, Vice President
          Edward H. Bain, Jr.
          Mrs. L. Gordon Dorrier, Sr.
          Mrs. Harold H. Hallock
          Mrs. Henry Mitchell
          Robert W. Stroh

Absent:  James E. Craig
         Mrs. David Hardin
         Mrs. Albert E. Horrocks
         Mrs. Herbert Silvette
         Lloyd T. Smith, Jr., President

Also present:  Charles L. Youngman, Library Director
                Evelyn Garth, director's secretary

In the absence of President Lloyd Smith, Mrs. Eggleston, Vice President, presided and called the meeting to order at 3:30 P.M. in the Gordon Avenue Branch Library. She asked for additions or corrections to the Minutes of the November meeting. (No meeting was held in December.) Mr. Stroh moved that the Minutes, mailed earlier to the Board members, be accepted. Mrs. Hallock seconded the motion and it passed.

The circulation reports for November and December were discussed and accepted as presented.

The October and November financial reports were also discussed and accepted as presented. There was no December report because the December financial print-out had not been received from the Office of the Director of Finance.

A Proposed Personnel Organization and Procedures for the Jefferson-Madison Regional Library was submitted by the Director. Also a proposed plan drawn up by the Charlottesville Garden Clubs for re-landscaping the grounds around the McIntire Library was submitted for the Board's approval. After a lengthy discussion, both items were tabled until a full Board could be in attendance.

Mrs. Eggleston asked for a report from the committee searching for a Director to succeed Mr. Youngman who had tendered his resignation to the Board, effective April 1, 1975. The committee,
appointed earlier by Mr. Smith, is composed of Mr. Bain, Chairman, and Mr. Stroh. Mr. Bain reported that they had received two applications from local librarians and that an advertisement had been placed in the national library journals, but that no responses had been received to date from the advertisement.

The Director reported that the Garden Club Council had tastefully decorated both City libraries for the Holidays and that he would write a note of thanks to Mrs. Walter Salley, President of the Council.

Mr. Bain moved for adjournment at 5:15 and Mrs. Mitchell seconded the motion which passed.

Evelyn Garth
DIRECTOR'S REPORT
January 1975

Budget for Fiscal 1975

The final Library Budget Committee's version of the budget was submitted to all of the jurisdictions near the first of the year. It was necessary again to adapt our budget to the forms provided by the City of Charlottesville and Albemarle County.

Shortly after completing this process, the City Manager asked for reductions because the city is faced with a possible difference of 2.3 million dollars between revenue and expenditures. At the City Council meeting held January 6th, members of City Council requested Mr. Hendrix to further cut the budget, and to have all department heads present their various budgets to Council, sometime in March 1975. A total of $5,362 was cut from the basic budgets of Administrative Services, McIntire Library, and Gordon Avenue Library. If it is necessary to make further cuts, (which seems likely) consideration will have to be given to cutting personnel and eliminating some services. The Budget Committee has tentatively approved plans for some cuts of personnel if such a request is made of the committee in the future.

Proposed Personnel Procedures

Enclosed with this report is a proposed personnel Organization and Procedures document that was drafted by a committee of library employees and approved by me after several versions were drafted. Efforts were made to conform with the rules and regulations of the city. This will be the first time that all of the regulations and administrative organization are combined into one document. Previously there has been much confusion on the part of staff members about personnel regulations and exactly how the library is organized for service. Any changes which the Board would like to make would be welcomed, as these regulations are still in draft form for your study and eventual approval.

Library Action Program

During December, Charlottesville's City Council approved $4,000 for a bookmobile story van and visits by volunteers to Day Care Centers within the city. This program will begin January 20th and continue until the end of June, at which time a report will be submitted to you and to City Council for evaluation. Since the City is experiencing fiscal problems, it looks doubtful at this time if the program will be funded beyond July 1st.
LIBRARY SERVICE TO THE REGIONAL JAIL

Also during December, more meetings were held with Albert Shank, administrator of the regional jail, and with Richard Jones, local director of the Offender Aid and Restoration Program. The following interim procedure was decided upon until funding is secured for a branch library at the jail: A collection of between 200 and 400 books from our duplicate materials as well as some gift books donated to the library have been placed at the jail. Mr. Shank has donated shelving. Miss Barbara Davis, Reference Librarian on the McIntire Library Staff will take a bookcart of books around the various cell blocks for two hours each Thursday, between 3:00 and 5:00 P.M. Some of the prisoners are not allowed to visit the recreation area where the books are located, and therefore it is necessary to have the cart service. Miss Davis will be accompanied by one of the guards and a volunteer from Offender Aid and Restoration service. A questionnaire has also been prepared for the prisoners asking their reading interests.

Respectfully submitted,

[Signature]

Charles L. Youngman
Library Director

January 1975
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Respectfully submitted,

Charles L. Youngman
Library Director

January 1975
PROPOSED PERSONNEL ORGANIZATION AND PROCEDURES
for the Jefferson-Madison Regional Library

Administration Organization

The Jefferson-Madison Regional Library is governed by a Board of Trustees consisting of four members each from Charlottesville and Albemarle County, and one member each with an alternate member from Greene, Louisa and Nelson Counties.

The Library Board under Article V of the By-Laws of the regional public library (revised September 1974) is responsible for hiring a "capable, trained Director to administer the library system, who serves at the pleasure of the Board."

Under Article VI, No. 2, the Director's duties include "to hire the staff, professional positions being filled in accordance with the recommendations of the State Library Board" and No. 3, "to direct the activities of the staff."

The library staff is organized by function, that is, each specific service area of the library has a department head who in turn supervises the staff under his jurisdiction. Currently the Jefferson-Madison Regional Library has the following administrative positions: (1) Coordinator of Adult Services, (2) Coordinator of Children's Services, (3) Coordinator of Extension Services, (4) Coordinator of Technical Services, (5) Gordon Avenue Branch Coordinator. Department heads report to the Library Director. An Organization Chart of the library is attached.

Relationship with the Community

As a tax-supported institution, all activities of the library are motivated by the idea of public services. Paramount in the staff
member’s mind should be the idea that he is a public employee and that the activities of the institution in carrying out its objectives are of first concern.

**Appointments**

It is the responsibility of the Library Director to make appointments to the staff. Selection of staff members is based solely on the requirements of the position. Purely personal considerations do not enter into the selection of staff members, nor is there discrimination or favoritism because of race, sex, marital status, political opinions, or religious beliefs. Appointment of members of the immediate families of Board members or administrative officers is strictly avoided.

Notice of appointment in writing shall be given to each successful candidate by the library Director. Such notice specifically describes the position to which the person is appointed, including working title and duties; terms of salary, probation; sick leave and vacation allowance.

Temporary appointments (ie. less than 6 months) are given to those with qualifications which would entitle them to consideration for permanent positions. If the temporary appointment becomes permanent, a staff member will be entitled to all benefits dating from the time of the permanent appointment.

Permanent part-time staff members are those who work less than full time but on a continuing basis with a regular schedule. The employee in this category receives vacation, sick leave and holiday benefits, pro-rated in line with hours worked.

A transferred employee is one who moves from one position to another position in the same pay range.
A substitute is a person placed on a special list who may be called to help at the library in an emergency situation.

Probationary Period

All persons appointed to fill any vacant position on the library staff shall be on probation for six months. During the probationary period, an evaluation of the employee's job performance will be made by the supervisor. An employee who finds that he does not wish to continue working at the library during the probationary period may leave the position without prejudice.

Anniversary Date

An employee's anniversary date is the date on which he or she may be considered for a salary increase. The anniversary date is one year after the date of employment, and annually thereafter unless altered by promotions or unpaid leave in excess of ten days.

Progress and Evaluation Reports

All staff member's work will be evaluated at least once a year by their immediate supervisor. The evaluation will be both written and verbal. Any deficiencies on the part of a staff member will be brought to his attention by his supervisor. If such deficiencies are not corrected by the next evaluation, a staff member may be demoted or dismissed.

Progress reports are confidential and will be kept in the Director's office. Any employee wishing access to his personnel file may examine his file in the Library Director's presence. Any supervisor wishing access to a staff member's file may also examine the staff member's file in the Director's presence, provided that the employee is under the supervisor's immediate jurisdiction.
An acceptable performance rating is a requirement for salary increases. Such increases will be granted only when a staff member's most recent (within a year) performance report indicates satisfactory work. Progress reports may also be the basis for an employee's transfer, demotion and if a totally unsatisfactory report is given, for a staff member's dismissal.

Promotions, Transfers and Demotions

When a position is to be filled on the library's staff, the library Director will first consider all possible present staff members who are eligible and interested in the position. No position shall be filled by appointment from the outside until the possibilities of filling it by transfer or promotion have been exhausted.

Promotions to or in professional grades are made only by the Director. If an appointee fails to meet the requirements of the new position as evidenced by progress reports and other evaluations, he or she is returned to his former grade and salary if such a position is available, or to a lower grade until his former position is available. If all staff positions are filled at this time, the appointee will be terminated but he or she will later be given first consideration should a vacancy occur within the next six months.

Transfers

A transferred employee is one who moves from one position to another position within the same pay range without an increase in salary. Transfers are made (1) as an aid in proper placement; (2) to provide additional or wider experience; (3) to achieve more effective personnel utilization; and (4) as a means of equalizing promotional opportunities.
Transfers are discussed in advance with staff members concerned in order to explain reasons for the moves and, whenever possible, to give consideration to employee's wishes.

**Demotions**

If a staff member performs his work unsatisfactorily as evidenced by his progress and evaluation report; and has been given at least two written warnings from his immediate supervisor, such staff members will be demoted. A demotion is a shift from a higher to a lower pay range. However a staff member who is demoted to a lower pay range will retain the steps in that lower range which were previously attained in the higher range. For example a staff member in Pay Range 12, step C is demoted to Pay Range 9, the staff member would be entitled to remain at step C in Pay Range 9.

**Separation From Service**

**Retirement**

Permanent staff members unless granted an extension by the Library Board are automatically retired at the age of 65. The Library Director, serves at the pleasure of the Board of Trustees.

**Resignations**

Resignations are submitted in writing to the library Director. Before separation from service, the Director or the staff member's immediate supervisor shall conduct an exit interview to ascertain any problems or other reasons for the resignation.

Professional staff members must give one month's notice; supervisory clerical personnel, 3 week's notice; and regular clerical 2 week's notice. Permanent part-time employees will also give the same notification.

Any accrued vacation time will be included in the staff member's final pay check.
Dismissals

A staff member may be dismissed from the library for gross incompetency, insubordination or any other serious act deemed by the library Director to warrant such action. All dismissals will be brought to the attention of the Library Board by the Director, along with the reasons given for the dismissal.

A staff member should receive adequate notification of a pending dismissal unless circumstances are such that such notice is not appropriate.

Following any immediate dismissal of a staff member, the Library Director will send a letter of dismissal by registered mail, specifically stating the reasons for such dismissal.

WORKING CONDITIONS

Work Week

Each full-time staff member works 37½ hours per week according to a schedule arranged by the department head.

In cases of inclement weather, supervisors shall have the authority to allow staff members who live in outlying areas to leave early from work. Only the library Director in consultation with the President or in his absence the Vice President of the Library Board has authority to close the library due to extreme weather conditions. If neither the President nor the Vice President of the Library Board can be located, the library Director will make every effort to poll other Board members concerning the closing of libraries.

During inclement weather, staff members are expected to report to work unless informed otherwise.
Breaks

Staff members may take a break from their duties for fifteen minutes in the morning and fifteen minutes in the afternoon provided such breaks do not interfere with the operation of the library. In no case may a staff member skip his or her break and leave early from work.

Holidays

The following legal Holidays are observed by the library:

A compensatory day is defined as a day in which the library (except for non-public service areas) remains open but the staff member may at his election, and provided that his or her absence does not interfere with the operation of the library, take another working day off. A compensatory day must be used within one month following the Holiday. All non-service employees must take Holidays when they occur.

The following compensatory days are observed by the library:

Religious Holidays

Since all staff members receive the same number of Holidays, the library does not grant free time for religious holidays not specified. Supervisors may arrange schedules to permit the observance as special holidays through the use of vacation leave or time without pay.
Vacations

All permanent and permanent part-time employees are eligible for vacations with pay after they have been employed for six months.

Vacation time for full time employees shall annually accumulate as follows:

During first five years 10 working days per year
After five years 15 working days per year
After ten years 20 working days per year

Professional librarians, department heads - 20 working days per year
Permanent part-time staff members are those who work less than full-time but on a continuing basis with a regular schedule. An employee in this category receives vacation, sick leave and Holiday benefits on the following basis:

A. Professional librarians working
   (1) between 30-40 hours per week will receive
       3 weeks vacations, 15 days sick leave and Holiday benefit;
   (2) between 20-30 hours per week will receive 2 weeks vacation, 7.5 days sick leave, all Holiday benefits;
   (3) between 10-20 hours per week will receive 1 week vacation, 5 days sick leave, all Holiday benefits;
   (4) under 10 hours per week, no benefits

B. Clerical employees working
   (1) between 30-40 hours per week will receive 2 weeks vacation, 15 days sick leave, all Holiday benefits;
   (2) between 20-30 hours per week will receive 1 week vacation, 7.5 days sick leave, all Holiday benefits;
(3) Between 10-20 hours per week will receive 3 days vacation, 5 days sick leave, all holiday benefits; (4) under 10 hours per week, no benefits.

C. Library pages working any amount of hours are considered temporary employees and are not entitled to any vacation, sick leave, or holiday benefits.

If a staff member is transferred, demoted or promoted all of his or her unused balance of vacation credits shall remain.

Sick Leave

All permanent employees accumulate sick leave at the rate of 1/4 days for each month worked. In the event of a serious extended illness, when an employee's sick leave has been exhausted, special sick leave may be accrued at the rate of 1/2 day or 4 hours for every month of service, provided that proof of illness is verified by a physician and approval is given by the Library Director.

Special sick leave for two days only will be given to a staff member who must remain home to care for an immediate member of his or her family who is sick. After two days, an employee must take annual leave.

Leaves of Absence (Without Pay)

Leaves of absence without pay may be granted a staff member for the following reasons: (1) professional purposes such as extended study (2) extended vacation (3) personal matters that require a staff member to request an extension beyond the usual vacation period.

A request for a leave of absence must be submitted in writing to the library Director at least one month in advance of taking such leave. All pensions and other benefits normally due a staff member will stop during the period of the leave of absence.
Funeral Leave

Funeral leave will be granted to a staff member for a death in his immediate family. If the location of the funeral is 100 miles or less from the employee's place of business, three days leave will be granted. If the location of the funeral is over 100 miles from the employee's place of business, five days leave will be granted. The immediate family is defined as a mother, father, brother, sister, spouse, mother-in-law, father-in-law, son, daughter or some very special relationship which in the opinion of the Library Director would merit the granting of funeral leave.

Injury Leave

In order to conform with the practice of the City, the following policy is adopted:

Injury leave shall be granted to protect an employee against loss of income when that employee has sustained an injury arising out of or in the course of the performance of the job.

(a) Eligibility

Any employee who has incurred an injury that is ruled by the Industrial Commission of the State of Virginia to be compensable under the Workmen's Compensation Act shall receive injury leave for all days of absence beyond the first seven. An employee who sustains a job-related injury which causes absence from work shall use sick leave to cover the first seven days of absence, as these days are not compensable under state law.

(b) Length

An employee who is placed on injury leave may remain in that status as long as there is satisfactory medical evidence that he or she is unable to perform his or her regular duties, or until it has been determined that the employee is entitled to a disability retirement.

(c) Salary During Injury Leave

An employee whose injury has been ruled to be compensable shall receive the amount awarded by the Industrial Commission untaxed, and in addition, shall receive injury leave pay which is subject to taxation which, when added to the Industrial Commission award, shall equal his or her net regular pay. If the injury leave extends beyond three months, the amount of the injury leave payment shall be reduced by twenty percent (20%).

(d) Subrogation of the City

Any employee injured in the course of his employment by any act or omission of another person must notify his appointing authority and the City Attorney prior to the institution of any
proceeding against such other person and prior to the settlement of any claim of the employee against such other person. In the event damages are recovered for such injury, the employee shall promptly reimburse the City to the extent of the injury leave payments received by the employee as a result of such injury, but not to exceed the net amount recovered by the employee after deduction of attorney's fee and costs of suit, if any, and any sums payable to the City as subrogee under the Virginia Workmen's Compensation Act. Acceptance of injury leave payments by any employee shall constitute an agreement to make such reimbursement.

Civil Leave

The appointing authority shall grant an employee a leave of absence with pay, designated as civil leave, for any absence necessary for serving on a jury, attending court as a witness under subpoena, or taking a test of fitness for military service. The employee shall show the order requiring such duty when he or she requests leave. The employee may accept a jury fee, or be paid by the library but in either case will not be paid by both agencies.

Military Leave

(a) An employee entering active military duty will have his job status protected in full compliance with current Federal requirements.

(b) An employee attending annual Reserve or National Guard active duty for training is entitled by State law to not more than fifteen calendar days of leave annually with full pay. This leave is not charged to the vacation leave of the individual. Weekly or monthly drills must be attended on the employee's own time. If the leave is requested for more than 90 days and if the appointing authority believes that the leave should be granted, he or she shall submit in duplicate a memorandum recommending the leave to the Director of Personnel. The memorandum should include the following information:

Name of employee
Job title
Where employed
Date of employment
Why leave of absence is needed
Date leave is requested to begin
Date leave is expected to end
How employee's work would be performed during the absence
Any other pertinent information

After consideration of the facts presented, the library Director will either disapprove the request or authorize the leave of absence without pay up to a maximum of one year. He will retain one copy for the employee's personnel file.
Prohibited Practices

No person seeking appointment to or promotion within the regional library system shall either directly or indirectly give, render or pay any money, service or other valuable thing to any person for or on account of or in connection with his or her appointment, proposed appointment, promotion or proposed promotion.

No staff member may be a party to or financially interested in any contract entered into by the regional library with any persons, firm or corporation.

Library employees may work on outside jobs if, in the opinion of the library Director, the outside employment does not affect nor reflect on the operation of the regional library. Before engaging in any outside occupation for pay (more than just odd jobs), an employee must notify the library Director of the facts in writing.

Staff Meetings

It is important that there be effective communication between the library staff and the administration concerning policies and procedures vital to the operation of the regional library. To this end, staff meetings may be held by immediate supervisors or by the library Director upon regular schedule or special call. Every effort will be made to have one staff meeting of the entire staff annually.

Grievance Procedure

Every effort will be made within the library organization to give a fair hearing to staff grievances. The following procedure must be followed by staff members:
(1) When the problem first arises, the staff member will discuss the grievance with his immediate supervisor. If no satisfactory solution is found then;

(2) Both the staff member with the grievance and the supervisor will together meet with the library Director to try to solve the problem, or the library Director may determine that it would be in the best interests of all parties concerned, to meet with each staff member separately. If no satisfactory solution is found then;

(3) The staff member with a grievance may request the Library Director to ask the President of the Library Board to place the hearing of the grievance on the agenda for the next Library Board meeting. If such a request is granted by the Library Director and the President of the Library Board, a formal hearing of the grievance will take place before a full meeting of the Library Board. In any case, the decision of the Library Board shall be the final decision in the arbitration of any dispute.

12/23/74

Attachment
LIBRARY ORGANIZATION FOR SERVICE

The attached organization chart lists all of the departments and their various functions. The chart is a line, staff and a functional outline of the library organization.

The line relationships provide for a chain of command whereby authority flows from the Library Director through various levels of management.

The staff structure is advisory, that is, the staff organization is imposed on the line structure to accomplish specialized functions. Staff agencies serve the line by providing specialized advisory services.

The functional organization is advisory but with delegation of authority from the Library Director to the advisory personnel for certain functions necessary to the operation of the library.

On the attached chart, the Library Director is the chief administrator. Directly responsible to him are five coordinators; the five coordinators are advisory to one another (dotted lines) advisory to certain functions and directly responsible for other functions (straight lines). Directly responsible to the coordinators are various agency or branch personnel who in turn have personnel under their jurisdiction.

Attachment

December 1974
No December Meeting
per By-laws of Board
MINUTES OF THE NOVEMBER 19, 1974 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Mrs. Sam Eggleston
Mrs. Harold H. Hallock
Mrs. Albert E. Horrocks
Mrs. Henry Mitchell
Mrs. Herbert Silvette
Robert W. Stroh

Absent: Edward H. Bain, Jr.
James E. Craig
Mrs. David Hardin

Also present: Charles L. Youngman, Library Director
Evelyn Garth, director's secretary

Lloyd Smith called the meeting to order at 3:30 P.M. at the Gordon Avenue Branch Library and asked for comments of the previous Minutes. Mrs. Hallock moved that the Minutes be accepted as presented, Mrs. Eggleston seconded the motion and it passed.

The Circulation Report was discussed and accepted as presented. No financial report for October was submitted because it had not been received from the Director of Finance. The Financial Report for September and the quarterly report (mailed to the Board after the October meeting) were also accepted as presented.

Mr. Youngman reported that the item in his Director's Report pertaining to library services to the new regional jail facility had been discussed once again with Mr. Shank, director of the regional jail. Mr. Stroh offered a resolution expressing the Board's enthusiastic desire to establish library service to the regional jail and asked the Director to prepare a budget for obtaining books and personnel and to coordinate plans with Mr. Shank in order to get it started. Mrs. Hallock seconded the motion and it carried.

Mr. Smith reported that he, Mr. Youngman and Mr. Williams had met with Mr. Vickery concerning details of his work as a consulting architect. Mr. Vickery, in a letter, stated that his fee would be $840 to $1,000. Mr. Smith presented a resolution requesting payment, from the Regional Library's book budget, of these expenses. Mr. Stroh requested that before these expenses were paid from the Regional Library's book budget that he be allowed to appear before the City Council and the Albemarle County Board of Supervisors to request the money. Mr. Smith moved that Mr. Stroh be requested by
the Board to appear before these two bodies but if he was unable
to secure the funds by March 1, then the attached resolution,
taking money from the library's book budget, would be adopted at
that time. The Board agreed to proceed in this manner.

Mrs. Silvette, Chairman of the Program and Objectives Com-
mittee reported that it had met and had the following suggestions
to propose to the Board:

(1) That note paper be ordered for thank you notes with
the same emblem on the note paper as that which
appears on the library stationery;

(2) That lapel pins be made using the same emblem for sale by
the Friends of the Library as a public relations project
to bring more people into the libraries;

(3) That an annual open house be planned for the branch
libraries; and

(4) That more publicity be given to the library service
for the visually handicapped, resulting in a decision
that the Director would contact the Virginia State
Library for suggestions.

No action was taken on the suggestions but the President
urged the committee to contact the President of the Friends of the
Library in regard to these suggestions.

Mr. Smith announced that Mrs. David Hardin has been appointed
by the Louisa County Board of Supervisors to fill the unexpired
term of Mrs. Dixon P. Ellis, which term expires June 30, 1976.

Mr. Stroh, Chairman of the Budget Committee presented the
1975-76 library budget. After discussion, the Board approved in
principle the budget but subject to modification, if necessary.

On motion of Mr. Stroh and seconded by Mrs. Eggleston the Board
adjourned at 5:45 P.M. Motion passed.

Evelyn Garth

Attachment
MINUTES OF THE OCTOBER 15, 1974 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, President
         Edward H. Bain, Jr.
         Mrs. Sam Eggleston
         Mrs. Dixon P. Ellis
         Mrs. Harold H. Hallock
         Mrs. Herbert Silvette
         Robert W. Stroh

Absent: James E. Craig
         Mrs. Albert E. Horrocks
         Mrs. Henry Mitchell

Also present: Charles L. Youngman, Library Director
              Mrs. Joyce Hall, secretary

Lloyd Smith called the meeting to order at 3:30 P.M. with a request that Board members read a thank you letter from Virginia Moore, past President of the Board, concerning a gift certificate presented to her.

President Smith called for additions or corrections of the Minutes of the September 17 meeting. The Minutes were unanimously accepted as written.

The President reported on the status of the new library building. He requested a motion from the Board to ask City Council to hire Mr. Robert Vickery as a consultant to the Board. Mr. Bain moved that the request be granted, Mrs. Silvette seconded the motion and it passed unanimously. Following a discussion of the need for special committees necessary for the building of the new library, Mr. Smith confirmed the Building Committee consisting of Mr. Robert Stroh, Chairman, himself and Mrs. Harold Hallock as members of that Committee. He appointed to a Fund Raising Committee, Edward Bain, Chairman, and James Craig and a third member to be appointed at a later meeting; and to a Program and Objectives Committee, Mrs. Herbert Silvette, Chairman, Mrs. Sam Eggleston and Mrs. Henry Mitchell. The President requested that each committee meet before the next Board meeting.

The Director presented a proposal for a Library Action Program by the Library to provide bookmobile service, story telling sessions and special children's activities to low income neighborhoods within the City of Charlottesville. Mr. Stroh moved that the Board approve the Director's request to approach City Council for $4,200 for a Library Action Program, Mrs. Hallock seconded the motion and it passed unanimously.
Other discussions were: the status of the gasoline tank for use of the delivery van and the bookmobiles which is expected to be located at Burley School according to a report from Calvin Jones, Purchasing Agent for Albemarle County; that the Director had met with Mr. Albert Shank, regional jail administrator and Mr. Richard Jones and Tom Ball of the Offender Aid and Restoration Program about the feasibility of the library providing library materials to the jail which resulted in a decision that the Director will meet with the above group again and report to the Board; that a Library Program for the Blind, to be housed at the Gordon Avenue Branch, is under consideration for next year; and that the circulation has been good during the Sunday afternoon library hours at the Gordon Avenue Branch.

Mr. Youngman reported that the gift policy for library materials would be incorporated into a general book selection policy and that this complete policy would be presented to the Board shortly. He also reported that the Personnel Policy was almost complete and that after comments were received from all the staff, this policy would also be presented to the Board.

President Smith reported that the Friends of the Jefferson-Madison Regional Library had presented the following gifts: $350.00 for a popular film program that will be presented the first Friday of each month in the Century Room of the Gordon Avenue Branch; $139.55 for promotional material for Children's Book Week, and $100.00 for supplies for Children's Book Week.

Mrs. Eggleston announced that the next Virginia Library Association meeting will be held November 14-16 at The Homestead, Hot Springs, Virginia and urged all the trustees to try to attend.

Mrs. Silvette invited the Board to the new Greene County Library on October 20th at 2:00 P.M. The opening of the library coincides with the "Greene County Bi-centennial Celebration."

At 4:50 P.M., Mr. Bain moved for adjournment. Mr. Stroh seconded the motion and it passed.
RESOLUTION

WHEREAS, The Board of Trustees of the Jefferson-Madison Regional Library voted on October 15, 1974 to hire Mr. Robert Vickery as a consulting architect to the Library Board and

WHEREAS, Mr. Robert Vickery has estimated his fee to be between Eight Hundred Forty ($840.00) and One Thousand Dollars ($1,000.00)

NOW BE IT RESOLVED that The Board of Trustees of the Jefferson-Madison Regional Library desire Mr. Vickery to be paid from Account Code 2019 (books) of the total book budget.

Lloyd T. Smith, Jr., President
Budget

The library budget for fiscal 1975-76 has been completed, approved by the Library Budget Committee (Stroh, Bain, Craig) and mailed to all Board members. Recently I attended a meeting called by the Albemarle Board of Supervisors in which Albemarle Board Chairman, Gordon Wheeler, urged all departments requesting money from the County to hold costs down as much as possible. We have attempted to hold our costs to a minimum with a 6.47% increase in our basic budget and a 10.68% increase in our basic budget plus our supplemental budget. Also this year we have returned, as per contract, to the allocation of costs on the percentage of use basis. Under this method, only the costs actually incurred by the various jurisdictions are assessed to them. The percentage of increase for Charlottesville and Albemarle was not as great this year as the increases for Louisa, Nelson and Greene. These increases were anticipated when the new contract was negotiated.

New Central Library

Since the general staff meeting on October 9th, the library staff has divided into several committees to study the building program and the plans. From the written and verbal comments I have received so far, most staff members do not believe (1) that 34,000 square feet will be enough space; (2) restricted stacks on the lower level are unnecessary; (3) the bookmobile and extension services should be housed at the Main Library along with both bookmobiles; (4) there should be a circulation desk for both children and adult areas and (5) a complete revision of the plans for the cataloging department is necessary.

Both the cataloging and the adult services departments drafted plans of their own along with sending me their written suggestions.

Library Service To New Regional Jail Facility

A second meeting was held with Mr. Albert Shank, regional jail administrator and Mr. Richard Jones and Tom Ball of the Offender Aid and Restoration Service.

Our discussion focused on two areas: (1) whether it would be feasible for the regional library to provide service to the jail at this time; (2) if service is feasible, what is the best method of establishing and starting library service.

At the last library board meeting, discussion concerning this service was about whether the library should establish a branch at
the regional jail and request funding from the City and County for a branch, or whether it would be possible to divert some book funds for purchasing of books just for the jail facility with the Offender Aid and Restoration Service coordinating the program.

Mr. Shank has no objection to the library establishing a branch at the jail. He pointed out that the prisoners have requested library service and that he would support any type of service we could provide to the prison.

I would like to propose the following course of action:

(1) By January 1, 1975, a collection of from 400 - 600 existing books (duplicates and books that were once popular but have not circulated lately) be placed in the prison on a long-term (6 months) loan basis, with Mr. Shank responsible for their disposition.

(2) That the Library Board pass a resolution expressing their desire to establish a branch library at the prison provided that the City and County agree to fund the facility on a 50-50 basis. Since the books would not be checked out through normal procedures it would not be possible to count circulation from each jurisdiction.

(3) If the City and County agree to fund a branch, we could then establish a book budget, part-time employees, etc. If the City and County do not agree to fund a branch, we would continue to provide books on loan, but we would not purchase titles specifically for the prison.

Miscellaneous

The Library staff exceeded their goal for the United Fund by 113%.

On November 4th I addressed the University of Virginia School of Architecture's design class about requirements for a new library building. This class consisting of about 50 students will construct 50 models from which 5 or more of the best models will be selected for review by the Library Board. The class is also studying the impact of the mall on the Vinegar Hill Area.

Respectfully submitted,

[Signature]
Charles L. Youngman
Director
MINUTES OF THE SEPTEMBER 17, 1974, MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Virginia Moore, President  
           Edward H. Bain, Jr.  
           James E. Craig  
           Mrs. Sam Eggleston  
           Mrs. Harold H. Hallock  
           Mrs. Albert Horrocks  
           Mrs. Henry Mitchell  
           Mrs. Herbert Silvette  
           Lloyd T. Smith, Jr.  
           Robert W. Stroh

Absent: Mrs. Dixon P. Ellis

Also present: Charles L. Youngman, Library Director  
               Mrs. Evelyn Garth, director's secretary

Miss Moore called the meeting to order at 3:30 P.M., noting that no meeting had been held in August, but that between the July and September meetings, by action of the governing political bodies, the Regional Library Board had acquired a site on Vinegar Hill for the long-sought new main Library—"a great event." She stated (as the Board had been advised) that a month ago she had sent her resignation from the Library Board -- "for health and other personal reasons" -- to the Albemarle County Board of Supervisors, effective the end of this meeting, and that an election of new officers would take place just before adjournment.

President Moore called for additions or corrections of the July Minutes, which were accepted as written on a motion made by Mr. Smith and seconded by Mr. Bain. The motion passed.

After a discussion the financial report for July (the August one had not been received from the City) was accepted as presented. Mr. Youngman explained the report's new format by saying that a summary would be submitted each quarter in addition to the monthly statement. The circulation reports for July and August were also discussed and accepted as presented.

The By-Laws of the Library Board of Trustees were amended to incorporate Greene County into them on a motion made by Mr. Bain and seconded by Mrs. Eggleston. The motion passed. (Copy of revised By-Laws attached.)

Miss Moore recommended a shorter, easier title for the standing Committee for a New Central Library. It was renamed The Building Committee on a motion which was made by Lloyd Smith, seconded by Mrs. Hallock and carried. Robert Stroh chairs the committee.
The following Budget Committee was re-appointed for fiscal year 1975-'76: Robert Stroh, Chairman, Edward Bain and James Craig.

The Director announced: (a) that a gas tank for the use of the bookmobiles and the delivery truck was being installed at Albemarle High School; (b) that from September 30 through October 5 there would be an exhibition of art prints at the McIntire Library in memory of Nancy B. Huyett; and (c) that the former office space at McIntire now houses for public use, the phonograph record collection with two record players.

Miss Moore announced an open house at the Scottsville Library on September 22 from 3 to 5 o'clock and extended an invitation to all Board members.

Mrs. Silvette announced that Congressman J. Kenneth Robinson plans to present some gift books to the Greene County Library.

Under Committee Reports, Mr. Bain said that he and Mrs. Mitchell and Mr. Youngman had met to discuss terms for the Library's acceptance of special book collections. The committee had written no suggested policy, but agreed that the terms should be flexible, with no promises of separate housing. Mr. Bain said it would welcome suggestions from other members of the Board. It was recommended that Mr. Youngman examine a certain special collection if it were still available, and he agreed.

Miss Moore asked the nominating committee consisting of Mr. Craig and Mrs. Mitchell for its report. Mrs. Mitchell read the selection of the following slate of officers: Lloyd T. Smith, Jr., President, and Mrs. Sam Eggleston, Vice-President. There were no nominations from the floor and Mr. Stroh moved that nominations be closed, Mrs. Mitchell seconded the motion, and Mr. Smith and Mrs. Eggleston were elected by acclamation.

Miss Moore spoke of her rewarding experience on the Library Board during the 5 years and 3 months of her tenure, three terms as President, and extended to it a "thousand good wishes."

The following resolution was proposed by Mr. Smith and adopted unanimously by the Board on a motion made by Mrs. Eggleston and seconded by Mrs. Hallocl:

BE IT RESOLVED the Board of Trustees of the Jefferson-Madison Regional Library expresses its appreciation and acknowledges its indebtedness to Virginia Moore for her competent and resourceful leadership as President of the Board October, 1971 to September, 1974, and further expresses its lasting gratitude for her devotion to the Regional Library and her untiring efforts expended on its behalf.
Miss Moore thanked the Board warmly for the resolution. She said the library was "in her blood" and she would always be interested in its work.

At 5:15 P.M. Mr. Bain moved for adjournment, Mrs. Horrocks seconded the motion and it passed.

Evelyn Garth

Attachment
BY-LAWS
FOR THE JEFFERSON-MADISON REGIONAL PUBLIC LIBRARY

ARTICLE I. BOARD OF TRUSTEES

Pursuant to Section 42. 1-35 of the Virginia Code, the management and control of the Jefferson-Madison Regional Public Library system shall be vested in a Board of Trustees consisting of eleven members chosen from citizens at large with a view to their fitness, four of them appointed by the City of Charlottesville, four by the County of Albemarle, one, with an alternate, by the County of Louisa, one, with an alternate, by the County of Nelson, one, with an alternate, by the County of Greene. The term of each member shall be four years. For neglect of duty a member may be removed by the governing body which appointed him. Necessary expenses incurred by a member in his board duties, such as transportation costs, may be charged to the library fund. Board members perform a public service without compensation.

ARTICLE II. ELECTION OF OFFICERS

A President, a Vice President and, if desired, a secretary shall be elected from the membership, or re-elected, once a year at the September meeting. No Treasurer is required inasmuch as, by agreement, the Director of Finance of the City of Charlottesville handles the library system's expenditure of funds on the warrant of the Library Board.

ARTICLE III. DUTIES OF THE OFFICERS

The duties of the officers shall be such as by custom and law devolve upon them in accordance with their names. If there is no Secretary, the Minutes can be taken by any designated person. The President shall appoint all committees, and be a member, ex officio, of all standing committees.

ARTICLE IV. BOARD MEETINGS

The Board shall meet regularly once a month on an agreed-upon date and hour, except in August and December. Special meetings may be called by the President or any three members. Six members shall constitute a quorum. Meetings shall be conducted in accordance with Robert's Rules of Order. Any rule may be suspended for any length of time by a unanimous vote of all members present at a meeting. The agenda at all regular meetings shall be as follows:

(1) Call to order.
(2) Disposition of the Minutes of the previous meeting.
(3) Circulation report
(4) Financial report
(5) Director's report
(6) Committee appointments and reports
(7) Unfinished business
(8) New business
(9) Adjournment

Adopted September 1972
Revised September 1974

adoption 9/17/74
ARTICLE V. GENERAL DUTIES OF THE BOARD

The duties of the Board shall include the following:

1. To determine all library policies.
2. To secure funds for carrying out those policies.
3. To examine monthly financial reports.
4. To accept gifts and donations.
5. To become familiar with State and Federal library standards and aid programs, study the needs and problems of good library service, and support library legislation.
6. To see to it that the public is informed about the work of the Board.
7. To hire a capable trained Director to administer the library system, who serves at the pleasure of the Board.

ARTICLE VI. GENERAL DUTIES OF THE DIRECTOR

The duties of the Director shall include the following:

1. To administer the library system.
2. To hire the staff, professional positions being filled in accordance with the recommendations of the State Library Board.
3. To direct the activities of the staff.
4. To stimulate the growth and improvement of library service.
5. To keep the library's financial records and submit monthly financial reports to the Board; and to prepare the yearly budget in consultation with the Board.
6. To select and purchase books, library materials and supplies.
7. To prepare and release publicity related to the operation of the library.
8. To act as technical advisor to the Board, keep it informed about library legislation and standards, and recommend policies and procedures to promote the library's services.
9. To attend library meetings.

ARTICLE VII. AMENDMENTS TO BY-LAWS

Amendments proposed at a regular meeting shall be voted upon at a subsequent meeting.
Extension Services

The Greene County Branch Library opened for business on October 10th with a bookstock of approximately 3,000. Since the bookmobile has been making regular two-week stops in Stanardsville with good circulation, it is anticipated that the library will even be more successful.

The hours of the library are Monday, Tuesday, Wednesday and Friday, 2:00 - 5:30 P.M., Thursday, 2:00 - 9:00 P.M. and Saturday 10:00 A.M. - 2:00 P.M. Mrs. Lois Breeden has been appointed librarian of the branch with Mrs. Mary Morris as her assistant.

Calvin Jones, purchasing agent of Albemarle County, has assured me that the gas tank currently located at Gordon Avenue Branch will be moved shortly to Burley School. This location is much more central than either Albemarle High School or Charlottesville Oil Company previously considered, and should be a satisfactory location in the future.

Special Charlottesville Bookmobile and Van Project

During the latter part of August, Mrs. Louise Walton of the University Year for Action approached us concerning a program to provide library service to the lower income areas of Charlottesville.

According to our statistics there are 867 families or 6,095 people who fall below the poverty level within the City. Many of these people do not use the library, and unless the library goes to them in some manner, many of these people will never learn the value of library services.

In consultation with Mrs. Walton, the following program is being proposed:

(1) That the Action Program provide three students, who work under the auspices of a faculty advisor, are paid by ACTION, and receive university credit.

(2) The program will run from January to June 1975

(3) Specific Programs that the library will provide are

(a) Evening (2 to 3) bookmobile service to low income neighborhoods
DIRECTOR'S REPORT
September 1974

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(a) Evening (2 to 3) bookmobile service to low income neighborhoods
(b) A storytelling van (storyteller and books in our Volkswagen Van) travels to these areas on Saturday mornings

(c) That day care homes certified by the City of Charlottesville receive deposit book collections and story hours at various times.

(4) Extensive publicity of the program, generally, and of the Jefferson-Madison Regional Library in particular will be done.

Funding of the program involves a total of $4,200 and includes

1. Paperback books $1,725.00
2. Allowance for lost and damaged books 300.00
3. Salary for bookmobile driver 600.00
4. Gasoline for bookmobile and van 200.00
5. Publicity 500.00
6. Supplies 700.00
7. Program evaluation survey printing 150.00

TOTAL $4,175.00
Contingency 25.00
Total Request $4,200.00

I have approached Jerome Miller, Director of Community Development for the City and Bern Ewert, Deputy City Manager, concerning funding. Mr. Ewert was optimistic we could be funded for the program, since $100,000 has been set aside for human resource development.

The University League was also approached by Mrs. Tina Parker, Gordon Avenue Children's Librarian, and coordinator of the program. The University League voted to contribute $500.00 toward the program if other funding can be found. The League also agreed to provide volunteers to go to the day care homes.

I would like to request your formal approval of this program at the next Board meeting. Following this approval, we will again approach Mr. Ewert and hopefully appear before City Council before November 1st.

Library Service to The City-County Jail

On Thursday, October 10th, I am meeting with Richard Jones and Tom Ball of the Offender Aid and Restoration Service, and with Mr. Shank, the Jail Administrator, concerning the possibility of the library providing some service to the regional jail.

Since most of the inmates are not incarcerated for a long period of time, the problem of book losses may become of such magnitude that the service would have to be partially funded by funds from the prison budget.
One suggestion would be to provide a paperback book collection that could withstand heavy losses. The collection could be supplemented quarterly.

**Miscellaneous**

A staff meeting of the entire regional staff was held Wednesday October 9th, at which time Ray Williams and I discussed plans for the new library and a report was given on the progress of the personnel policy and procedures committee.

The framed art prints have been displayed at the McIntire Library. Several patrons have expressed interest in them, but circulation so far has been slow.

On Tuesday September 10th, at the invitation of James Craig, I addressed the Albemarle County Rotary Club concerning the regional library.

Respectfully submitted,

[Signature]

Charles L. Youngman
Director
MEMORANDUM

To: Library Board Members

From: Charles L. Youngman, Director

Date: September 12, 1974

Enclosed are Minutes of the July 18, 1974, Meeting of The Jefferson-Madison Regional Library Board of Trustees; Annual Report of the Library Director; Circulation, Book and Record Stock for the month of July, 1974; and a revised copy of the By-Laws of the Jefferson-Madison Regional Public Library.

Because of a change in format in our budgeting procedure and illness of a secretary the financial report for July 1974 and the circulation report for August 1974 will be distributed at the next Board Meeting. The financial report for August 1974 has not arrived from the Director of Finance Office.

Enclosures
MEMORANDUM

To: Virginia Moore, President, Jefferson-Madison Regional Public Library Board of Trustees

From: Charles L. Youngman, Library Director

Re: Revision of the By-Laws to include Greene County

Date: August 29, 1974

Enclosed is a copy of a prepared revision of the By-Laws for the Jefferson-Madison Regional Public Library to formally incorporate Greene County into the document.

This revision is in the first paragraph immediately following the word "Nelson" and reads, "one, with an alternate, by the County of Greene."

If this revision meets with your approval, I will have Mrs. Garth send copies to all the Board members for their approval at the September 17th meeting.
BY-LAWS
FOR THE JEFFERSON-MADISON REGIONAL PUBLIC LIBRARY

ARTICLE I. BOARD OF TRUSTEES

Pursuant to Section 42. 1-35 of the Virginia Code, the management and control of the Jefferson-Madison Regional Public Library system shall be vested in a Board of Trustees consisting of eleven members chosen from citizens at large with a view to their fitness, four of them appointed by the City of Charlottesville, four by the County of Albemarle, one, with an alternate, by the County of Louisa, one, with an alternate, by the County of Nelson, one, with an alternate, by the County of Greene. The term of each member shall be four years. For neglect of duty a member may be removed by the governing body which appointed him. Necessary expenses incurred by a member in his board duties, such as transportation costs, may be charged to the library fund. Board members perform a public service without compensation.

ARTICLE II. ELECTION OF OFFICERS

A President, a Vice President and, if desired, a secretary shall be elected from the membership, or re-elected, once a year at the September meeting. No Treasurer is required inasmuch as, by agreement, the Director of Finance of the City of Charlottesville handles the library system's expenditure of funds on the warrant of the Library Board.

ARTICLE III. DUTIES OF THE OFFICERS

The duties of the officers shall be such as by custom and law devolve upon them in accordance with their names. If there is no Secretary, the Minutes can be taken by any designated person. The President shall appoint all committees, and be a member, ex officio, of all standing committees.

ARTICLE IV. BOARD MEETINGS

The Board shall meet regularly once a month on an agreed-upon date and hour, except in August and December. Special meetings may be called by the President or any three members. Six members shall constitute a quorum. Meetings shall be conducted in accordance with Robert's Rules of Order. Any rule may be suspended for any length of time by a unanimous vote of all members present at a meeting. The agenda at all regular meetings shall be as follows:

(1) Call to order.
(2) Disposition of the Minutes of the previous meeting.
(3) Circulation report
(4) Financial report
(5) Director's report
(6) Committee appointments and reports
(7) Unfinished business
(8) New business
(9) Adjournment

Adopted September 1972
Revised September 1974
ARTICLE V. GENERAL DUTIES OF THE BOARD

The duties of the Board shall include the following:

1. To determine all library policies.
2. To secure funds for carrying out those policies.
3. To examine monthly financial reports.
4. To accept gifts and donations.
5. To become familiar with State and Federal library standards and aid programs, study the needs and problems of good library service, and support library legislation.
6. To see to it that the public is informed about the work of the Board.
7. To hire a capable trained Director to administer the library system, who serves at the pleasure of the Board.

ARTICLE VI. GENERAL DUTIES OF THE DIRECTOR

The duties of the Director shall include the following:

1. To administer the library system.
2. To hire the staff, professional positions being filled in accordance with the recommendations of the State Library Board.
3. To direct the activities of the staff.
4. To stimulate the growth and improvement of library service.
5. To keep the library's financial records and submit monthly financial reports to the Board; and to prepare the yearly budget in consultation with the Board.
6. To select and purchase books, library materials and supplies.
7. To prepare and release publicity related to the operation of the library.
8. To act as technical advisor to the Board, keep it informed about library legislation and standards, and recommend policies and procedures to promote the library's services.
9. To attend library meetings.

ARTICLE VII. AMENDMENTS TO BY-LAWS

Amendments proposed at a regular meeting shall be voted upon at a subsequent meeting.
NO AUGUST MEETING PER BY-LAWS
MINUTES OF THE JULY 18, 1974, MEETING OF THE
JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present:  Virginia Moore, President
          Edward H. Bain, Jr.
          James E. Craig
          Mrs. Sam Eggleston
          Mrs. Dixon P. Ellis
          Mrs. Harold H. Hallock
          Mrs. Henry Mitchell
          Mrs. Herbert Silvette
          Robert W. Stroh

Absent:  Mrs. Albert Horrocks
         Lloyd T. Smith, Jr.

Also present:  Charles L. Youngman, Library Director
               Mrs. Terry Stroh, President of the Friends of the Library
               Mrs. Evelyn Garth, director's secretary

Miss Moore called the meeting to order at 3:30 P.M. She
warmly welcomed Mrs. Herbert Silvette, appointed by the Greene
County Board of Supervisors to represent Greene County on the
Library Board, and expressed pleasure that Greene County had joined
the regional library system, pointing out that 5 of the 6 political
subdivisions comprising Planning District Ten have now joined the
regional library. The President thanked Mrs. Terry Stroh for the
unfailing co-operation of the Friends of the Library.

The Minutes of the June meeting were accepted as written on a
motion made by Mrs. Eggleston and seconded by Mrs. Hallock. The
motion passed.

During discussion of the circulation report, an increase in
circulation was noted. The report was accepted as presented.

The June financial report had not been received from the Office
of the Director of Finance. It will be mailed to the Board when
available.

The Director announced that Mrs. Louise Holt has been appointed
librarian in charge of the Scottsville Library and Mrs. Ruby Boggs
as her assistant. He also announced the appointment of Mrs. Lois
Breeden, librarian in charge of the Greene County Branch Library
when it opens in September.

Miss Moore announced that the final report of the Site Selection
Committee had been mailed to all members of the governing bodies of
the political subdivisions in the library system, and that the report
will be presented to Albemarle County July 25th, to Charlottesville
City Council August 5th, to Greene County August 6th, and to Louisa
County August 6th. Nelson County had already voted to appropriate
its share of the cost of the proposed site. She thanked and praised Lloyd Smith and his committee for their splendid work on the report.

Other subjects discussed: the advisability of having a staff committee selected by the Director work on a staff personnel policy to be submitted to the Board within 6 months; the concern of some citizens as to how the McIntire Library building will be utilized after a new central library is built; vacations in line with national practices, for professional staff members. Mr. Craig moved that the Board adopt a 4-weeks vacation policy for all professional staff members, effective immediately. Mr. Bain seconded the motion and it passed unanimously.

Mrs. Eggleston moved for adjournment at 4:40 P.M., Mrs. Mitchell seconded the motion and it passed.

Evelyn Garth
ANNUAL REPORT OF THE LIBRARY DIRECTOR

Introduction

Although you have received monthly reports from me about the welfare of the library, I believe it is a good practice to once a year give you an accounting of my directorship of the library system.

June 18, 1974 marked the end of my first year as director of the Jefferson-Madison Regional Library system. I would be less than candid if I said that fiscal 1974 (July 1, '73 - July 1 '74) had been a good year, since many problems greeted my arrival and of course many more followed thereafter. I do realize however that a library director who does not have problems apparently is (1) not doing an adequate job, (2) thinks he is doing an adequate job when in fact the system is in shambles or (3) really is doing a good job, and for that reason there are few problems.

Fiscal 1974 was a year of learning for me since the staff was new, the budgeting process was new, you, the Board of Trustees were new and many other areas needed to be learned quickly if I was to adequately direct the library.

What follows is an accounting of various areas of my responsibility within the library during fiscal 1974.

Extension Services

Extension services include those library activities conducted in branches outside the City of Charlottesville.

Shortly after my arrival I quickly surveyed each branch to ascertain their strengths and weaknesses. At first glance I found the following: (1) Crozet being one of the older branches has a fine book collection and a good staff. The library is neat, arrangement is good and the service is satisfactory. Nevertheless there has been a small decline each month in circulation. I believe that more work needs to be done to bring people into the library. A story hour and craft lessons have been conducted with a fair response, but more public relations oriented activities are needed. (2) Scottsville has a good book collection and a good staff. I was sorry to see Mrs. Stone retire but I believe Mrs. Holt is a worthy successor. Many repairs were done to the building during the past year and hopefully maintenance will not be such a problem in the future.

Since the school located next to the library is leaving, we can expect a drop in circulation here, but Mrs. Holt is taking some public relations counter measures to soften the effect of the
school's moving. (3) Louisa has a very good book collection, very competent personnel, but the building is just too small to conduct adequate service. Preliminary steps have been taken to find a new location and with the help of Dean Agee, County Administrator, I am sure we can locate a new building in the near future. (4) Nelson's book collection is good and the staff very competent. The main problem here has been the lack of response. I do believe that the circulation will pick up in Lovingston, since we have an effective story hour and Miss Turner has made many efforts to attract patrons to the library. (5) Greene County bookmobile service was begun on a full-time basis starting July 1, 1974. At this time the projected date of opening of the library is September 28th which will coincide with Greene County Day.

Budget

During the past year a complete revision of the budget was undertaken under the direction of Robert Stroh. Many, many problems were encountered (all discussed previously) but I do believe that we have a very workable budget document. You will note on this month's budget report that each agency is given a separate budget which should enable us to better account for expenditures as they occur during the year.

The projected deficit of $19,332 was planned by the budget committee since our total of $514,334 was a minimum figure that would allow us to effectively administer the total operation. This deficit can be made up by several means: (1) an increase in Federal funds (2) a special appropriation requested later (3) not filling vacant staff positions as they occur. There will also be some savings due to the fact that Greene County is opening later than planned.

Personnel

Some staff changes occurred during the past year due to budget difficulties and planned resignations. However I do feel that staff morale is better than previously. The major personnel problems have been largely eliminated by more careful attention on the part of the supervisors to the needs of their employees. Of course with 57 people there will always be some problems.

Several staff members were given substantial pay raises on July 1, 1974. And no one was denied their merit increase during the past year because of inefficiency, etc.

City Agencies

Both the McIntire and the Gordon Avenue Libraries have experienced change during the past year.
Fortunately we were able to move the acquisition, cataloging processing, Director's office, Director's secretary's office and the Extension Department into the Holy Comforter Church Annex. This relieved some of the overcrowding at McIntire but during my last inspection, I noticed that space is once again at a premium.

The Gordon Avenue Branch having more accessibility is the agency which is now becoming used more every day. Of course with a new main library, the Gordon Avenue library can get back to being a branch.

Conclusions

During the next year I foresee the following problem areas that are really opportunities for more efficient library service:

(1) Further refinement of the budget document by breaking out administrative and bookmobile costs;

(2) A more effective public relations campaign for all the agencies;

(3) Attempting once again to persuade Fluvanna County to join the regional system;

(4) Better personnel policies and procedures;

(5) A written book selection policy to guard us against censorship attempts;

(6) Beginning to raise funds for the new central library;

(7) Hiring one additional person for the cataloging department and one for bookmobile department.

(8) More individual staff conferences by supervisors and by the Director;

(9) More liaison work with the branches;

(10) More in-service training sessions for staff members.

I apologize for the length of this report, but I do feel that at least once a year you are entitled to a more or less comprehensive accounting of the library director's administration of the regional library.

Respectfully submitted,

Charles L. Youngman
Library Director
March 15, 1975

Site and Building Feasibility Study
for the new Jefferson-Madison Regional Library

Prepared for the Board of Trustees,
for use in interviewing prospective architects;
for studying feasibility of Vinegar Hill Site,
analyzing cost estimates and as instructions
for the architect selected.

And for use as a general document to explain
the new library, its use, its space
requirements and its symbolic importance.

Prepared by Robert Vickery,
with assistance from William Hellmuth
March 15, 1975

Site and Building Feasibility Study
for the new Jefferson-Madison Regional Library

General Statement

The proposed new Jefferson-Madison Regional Library has had ample prior study, ranging from an in-depth program analysis in 1969, to studies by students in the School of Architecture at the University of Virginia; from specific staff requests, to a general statement of needs by the Department of Community Development in Charlottesville.

The first purpose of this study will be to review all of this prior work, evaluate it, condense it, and produce a concise report which can be used as "instructions for the architect selected".

The second purpose will be to examine the proposed site on Vinegar Hill, analyzing it as to view, access, drainage, building feasibility, and symbolic importance.

The third purpose for this study is to prepare material which can be used to help explain the need for a new regional library.

Content and Organization:

The study is organized as follows:

General Statement

Content and Organization

1) Building Analysis
   (a) Program concern; (b) Background; (c) Square Footage Needs; (d) Related Space Diagram; (e) Cost Estimates

2) Site Analysis
   (a) Importance and significance in city form;
   (b) Characteristics of site within Vinegar Hill;
   (c) Photos, views, access; (d) Previous studies
3) Instructions to Architects
   (a) General Instructions;
   (b) Specific Instructions;
   (c) Three suggested alternative attitudes towards design concept;

Summary and Closing Statement

The summary will include conclusions and recommendations for action by the Board of Trustees.

1. BUILDING ANALYSIS

   (a) Program Concern; (b) Background; (c) Square Footage Needs; (d) Related Space Diagram; (e) Cost Estimates

(a) There are three areas of concern in studying the spatial arrangement for the new library. The first of these is public movement, access and use. A single controlled public entry point must be convenient to the public parking lot. This entry should also be convenient to, and apparent from the new Mall; contingent with it must be a public place (indoors/outdoors) which is inviting, has seating and display panels for permanent and changing exhibitions, etc. No single "place" of the new building is more important to the success of the new library than this entry area.

Within, the public will have access to an open-stack library. Care must be taken to ensure that the public will understand which areas are "open" and which are closed -- if the public is allowed on two floors the central connecting stair should probably be "open" (as in a sky-lighted well) for ease of communication as well as control.

The second area of concern in program planning should be the staff, servicing and private areas. The servicing entry (to include two bookmobiles) must accommodate medium truck sizes (2-5 tons), while being completely separate from public parking. Work areas within the building should be flexible, well-lighted and clearly separated from public areas.

The third area of concern is the importance of the building as a regional cultural symbol -- in its massing; its sense of completing the Mall; its location in the middle of a hill slope...the library's form will itself, be critical to the building's success.
The building site will require a two-story building; even so, portions of the roof will be visible from the crest of Vinegar Hill. It will be imperative that air conditioning units, plumbing ducts, etc., are not unpleasantly exposed. While this does not in itself argue for a sloped roof, it is true that the building must not look like a factory warehouse, but rather as an important regional reading and resource center. This aspect is more fully covered in the Site Analysis.

The principal background material for review is the "Building Program for the New Main Library of the McIntire Public Library", a report prepared by Raymond Williams, May 5, 1969. This document outlines all the general space requirements. After careful review of this well-prepared document, this present study urges that it be accepted as the basis for square footage requirements; and that its figures be refined in light of both the actual site, and certain new staff requirements.

(b) The architect should be familiar with the new requirements needed by addition of the bookmobile services (two bookmobile trucks, four staff and 8,000 books housed together with the general collection). In addition there are staff reports which should be consulted; (1) memorandum dated January 23, 1974 from Chuck Youngman, Library Director to Cole Hendrix, City Manager and titled "Joint City-School Board Committee on Surplus School Space"; (2) "Suggestions by the Adult Services Committee on the Physical Arrangement of a New Main Library" (no date; includes a 1/8" = 1'-0" floor plan drawn by Tina Parker); (3) "Library Facilities" a report prepared by the Department of Community Development, Charlottesville, Va., Oct. 1974; (4) and, "General Requirements of the New Central Building -- Two Floors", a space summary prepared by Chuck Youngman (no date).

(c) A review of all of the above produces the following condensed square footage analysis. The "minimum" area assumes the absolute minimum to function with an estimated regional population of 140,000 persons.
Chart 1

Square Footage Requirements
(based on "Building Program" dated May 5, 1969, plus
data from Mr. Youngman, dated January 23, 1974, plus
staff reports)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Minimum Area Needed</th>
<th>Adequate Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Area</td>
<td>500 sq. ft.</td>
<td>800 sq. ft.</td>
</tr>
<tr>
<td>Circulation &amp; Work Areas</td>
<td>1,200 sq. ft.</td>
<td>1,600 sq. ft.</td>
</tr>
<tr>
<td>Adults' Services</td>
<td>11,000 sq. ft.</td>
<td>11,300 sq. ft.</td>
</tr>
<tr>
<td>Childrens' Services</td>
<td>3,000 sq. ft.</td>
<td>3,200 sq. ft.</td>
</tr>
<tr>
<td>Director's/Staff Areas</td>
<td>1,200 sq. ft.</td>
<td>1,500 sq. ft.</td>
</tr>
<tr>
<td>Technical Services</td>
<td>2,500 sq. ft.</td>
<td>2,800 sq. ft.</td>
</tr>
<tr>
<td>Additional Stack Area (lower floor)</td>
<td>5,200 sq. ft.</td>
<td>5,500 sq. ft.</td>
</tr>
<tr>
<td>Other (maintenance, storage, public toilets, janitors)</td>
<td>2,800 sq. ft.</td>
<td>3,000 sq. ft.</td>
</tr>
<tr>
<td>General Pedestrial</td>
<td>2,640 sq. ft.</td>
<td>2,970 sq. ft.</td>
</tr>
<tr>
<td>Circulation (10% of above)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meeting Rooms</strong></td>
<td>29,040 sq. ft.</td>
<td>32,670 sq. ft.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>32,440 sq. ft.</td>
<td>36,070 sq. ft.</td>
</tr>
</tbody>
</table>

+(plus) small space also needed for Bookmobile Services.

Given the previously proposed figure of 34,000 sq. ft., it is the recommendation of this review, that 34,000 sq. ft., be used as the proper square footage requirement, and that the architect be so instructed.

(d) The Chart which follows, outlines a "flow" procedure. The architect chosen for library design, should be thoroughly familiar with this flow diagram.
Chart 2

Spatial Flow Diagram

3,400 sq. ft.
- Meeting Rooms
  - 2 at 15 each = 600 sq.ft.
  - 1 at 200=2400 sq.ft.
  - 1 projection rm. at 400 sq.ft.

Neighborhood Pedestrian

City Pedestrian

Park (80 cars, maximum)

Possible Alternate Route

300 sq. ft.
- public toilets

500 sq. ft. (variable)
- Entry, Art, Displays, Exhibits (May double as meeting room)

1200 - 1600 sq.ft.
- Circulation Area
  - Area
  - Checkouts, Control, etc.

11,000 - 11,300 sq.ft.
- Adult Services Seating, 140
  - 80,000 books

3,000 - 3,200 sq.ft.
- Children's Room, seating 45, 17,000 books

600-700 sq.ft.
- Director's Office/Secretary/Conference/Duplicating/Storage, etc.

5,200-5,500 sq.ft.
- Work Rooms and Storage

2,500 - 2,800 sq.ft.
- Book Processing and Receiving

(?) sq.ft.
- Bookmobile, Receiving Dock Service Entry

2,000-2,200 sq.ft.
- Mechanical Janitors

500 sq.ft.
- Storage
Note that it may be possible to separate out the "Meeting Rooms" from the program; however, the architect must take care that if these rooms are not built, his design may still be executed without appearing unfinished.

A few notes are needed concerning construction since the cost estimates which follow are based on these assumptions: The building will be two-storied, with considerable area placed partially or totally underground. The structure may be steel, brick or concrete but will be fireproof, with design which utilizes conservation of energy (no expanses of windows on the West, for example). Good light quality will probably mean some skylighting, and/or north light. The building will be air conditioned, with sufficient electrical capacity to sustain a good "resource" center. Finishes will be consistent with quality public construction to insure low maintenance cost. The public entry will have sufficient landscaping, paving, benches, or some feature, to be appropriate in this site.

(e) The cost estimates are:

34,000 sq. ft. at $42.00/sq.ft $1,428,000

80 parking spaces & exterior drives; 100,000

special sitework at entry (end of mall, steps, ramps, etc., needed because of steep slope) 82,000

Base Bid $1,610,000

plus 7% fees 112,700

plus 6% contingency of base bid 96,600

Total Cost $1,819,300

This assumes construction beginning June 1, 1976, with 10% escalation in building costs for that period, above present costs.

(Special Note: these computations were done after consultation and assistance from M. Jack Rinehart, architect, and Thomas W.S. Craven, architect.)
2. SITE ANALYSIS

(a) Importance and Significance in City Form;
(b) Characteristics of Site Within Vinegar Hill;
(c) Photos, views, access; (d) Previous Studies.

(a) The site is one of the most important in the city. (See drawing #1: "Site Determinants") It lies along Main Street (the old Three-Notched Road) at the end of the Mall now under construction, and forms the eastern entry to Vinegar Hill. Furthermore, from its Western side it is easily accessible by road from any location in the surrounding planning district. West Main, Ridge Street (connecting with I-64), McIntire Road (connecting with U.S. 250 by-pass) and Preston Avenue, all lead directly to the proposed new library's parking lot for eighty cars.

Other factors of the site are also important -- it is visible from McGuffey, the Mall, Midway (School) Hill, and the intersection of Ridge and Main Streets.

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(3) Acknowledge symbolic importance of site by designing "entry" park, or small plaza off of the New Mall suggesting ways in which the new library will be the natural extension of the Mall and connected with it. Place appropriate benches, planting, lighting, etc., to make the entry pleasant.

(4) Work to a budget of $1,610,000 for total contract bid (including parking and landscape), assuming construction begins June 1, 1976.

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(4) Because of the steep slope, the mass of the building will lie below the top of Vinegar Hill (elev. 490 at McIntire and Main intersection). Because of this, the elements of scale will be critical. The architect must not only consider this in his design but also explain to the client how this concern has been dealt with.

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March 15, 1975

Site and Building Feasibility Study
for the new Jefferson-Madison Regional Library

Prepared for the Board of Trustees,
for use in interviewing prospective architects;
for studying feasibility of Vinegar Hill Site,
analyzing cost estimates and as instructions
for the architect selected.

And for use as a general document to explain
the new library, its use, its space
requirements and its symbolic importance.

Prepared by Robert Vickery,
with assistance from William Hellmuth
March 15, 1975

Site and Building Feasibility Study
for the new Jefferson-Madison Regional Library

General Statement

The proposed new Jefferson-Madison Regional Library has had ample prior study, ranging from an in-depth program analysis in 1969, to studies by students in the School of Architecture at the University of Virginia; from specific staff requests, to a general statement of needs by the Department of Community Development in Charlottesville.

The first purpose of this study will be to review all of this prior work, evaluate it, condense it, and produce a concise report which can be used as "instructions for the architect selected".

The second purpose will be to examine the proposed site on Vinegar Hill, analyzing it as to view, access, drainage, building feasibility, and symbolic importance.

The third purpose for this study is to prepare material which can be used to help explain the need for a new regional library.

Content and Organization:

The study is organized as follows:

General Statement

Content and Organization

1) Building Analysis
   (a) Program concern; (b) Background; (c) Square Footage Needs; (d) Related Space Diagram; (e) Cost Estimates

2) Site Analysis
   (a) Importance and significance in city form;
   (b) Characteristics of site within Vinegar Hill;
   (c) Photos, views, access; (d) Previous studies
3) Instructions to Architects
   (a) General Instructions;
   (b) Specific Instructions;
   (c) Three suggested alternative attitudes towards
design concept;

Summary and Closing Statement

The summary will include conclusions and recommendations for
action by the Board of Trustees.

1. BUILDING ANALYSIS

   (a) Program Concern; (b) Background; (c) Square
   Footage Needs; (d) Related Space Diagram; (e) Cost
   Estimates

(a) There are three areas of concern in studying the spatial
arrangement for the new library. The first of these is public
movement, access and use. A single controlled public entry
point must be convenient to the public parking lot. This entry
should also be convenient to, and apparent from the new Mall;
contingent with it must be a public place (indoors/outdoors)
which is inviting, has seating and display panels for
permanent and changing exhibitions, etc. No single "place"
of the new building is more important to the success of the
new library than this entry area.

Within, the public will have access to an open-stack library.
Care must be taken to ensure that the public will understand
which areas are "open" and which are closed -- if the public
is allowed on two floors the central connecting stair should
probabaly be "open" (as in a sky-lighted well) for ease of
communication as well as control.

The second area of concern in program planning should be the
staff, servicing and private areas. The servicing entry
(to include two bookmobiles) must accommodate medium truck
sizes (2-5 tons), while being completely separate from public
parking. Work areas within the building should be flexible,
well-lighted and clearly separated from public areas.

The third area of concern is the importance of the building
as a regional cultural symbol -- in its massing; its sense
of completing the Mall; its location in the middle of a hill
slope...the library's form will itself, be critical to the
building's success.
The building site will require a two-story building; even so, portions of the roof will be visible from the crest of Vinegar Hill. It will be imperative that air conditioning units, plumbing ducts, etc., are not unpleasantly exposed. While this does not in itself argue for a sloped roof, it is true that the building must not look like a factory warehouse, but rather as an important regional reading and resource center. This aspect is more fully covered in the Site Analysis.

The principal background material for review is the "Building Program for the New Main Library of the McIntire Public Library", a report prepared by Raymond Williams, May 5, 1969. This document outlines all the general space requirements. After careful review of this well-prepared document, this present study urges that it be accepted as the basis for square footage requirements; and that its figures be refined in light of both the actual site, and certain new staff requirements.

(b) The architect should be familiar with the new requirements needed by addition of the bookmobile services (two bookmobile trucks, four staff and 8,000 books housed together with the general collection). In addition there are staff reports which should be consulted; (1) memorandum dated January 23, 1974 from Chuck Youngman, Library Director to Cole Hendrix, City Manager and titled "Joint City-School Board Committee on Surplus School Space"; (2) "Suggestions by the Adult Services Committee on the Physical Arrangement of a New Main Library" (no date; includes a 1/8" = 1'-0" floor plan drawn by Tina Parker); (3) "Library Facilities" a report prepared by the Department of Community Development, Charlottesville, Va., Oct. 1974; (4) and, "General Requirements of the New Central Building -- Two Floors", a space summary prepared by Chuck Youngman (no date).

(c) A review of all of the above produces the following condensed square footage analysis. The "minimum" area assumes the absolute minimum to function with an estimated regional population of 140,000 persons.
Chart 1

Square Footage Requirements
(Based on "Building Program" dated May 5, 1969, plus data from Mr. Youngman, dated January 23, 1974, plus staff reports)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Minimum Area Needed</th>
<th>Adequate Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Area</td>
<td>500 sq. ft.</td>
<td>800 sq. ft.</td>
</tr>
<tr>
<td>Circulation &amp; Work Areas</td>
<td>1,200 sq. ft.</td>
<td>1,600 sq. ft.</td>
</tr>
<tr>
<td>Adults' Services</td>
<td>11,000 sq. ft.</td>
<td>11,300 sq. ft.</td>
</tr>
<tr>
<td>Childrens' Services</td>
<td>3,000 sq. ft.</td>
<td>3,200 sq. ft.</td>
</tr>
<tr>
<td>Director's/Staff Areas</td>
<td>1,200 sq. ft.</td>
<td>1,500 sq. ft.</td>
</tr>
<tr>
<td>Technical Services</td>
<td>2,500 sq. ft.</td>
<td>2,800 sq. ft.</td>
</tr>
<tr>
<td>Additional Stack Area (lower floor)</td>
<td>5,200 sq. ft.</td>
<td>5,500 sq. ft.</td>
</tr>
<tr>
<td>Other (maintenance, storage, public toilets, janitors)</td>
<td>2,800 sq. ft.</td>
<td>3,000 sq. ft.</td>
</tr>
<tr>
<td>General Pedestrial</td>
<td>2,640 sq. ft.</td>
<td>2,970 sq. ft.</td>
</tr>
<tr>
<td>Circulation (10% of above)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Rooms</td>
<td>3,400 sq. ft.</td>
<td>3,400 sq. ft.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>32,440 sq. ft.</strong></td>
<td><strong>36,070 sq. ft.</strong></td>
</tr>
</tbody>
</table>

+(plus) small space also needed for Bookmobile Services.

Given the previously proposed figure of 34,000 sq. ft., it is the recommendation of this review, that 34,000 sq. ft., be used as the proper square footage requirement, and that the architect be so instructed.

(d) The Chart which follows, outlines a "flow" procedure. The architect chosen for library design, should be thoroughly familiar with this flow diagram.
Spatial Flow Diagram

3,400 sq. ft.
Meeting Rooms
2 at 15 each = 600 sq.ft.
1 at 200=2400 sq.ft.
1 projection rm. at 400 sq.ft.

300 sq. ft.
public toilets

500 sq. ft. (variable)
Entry, Art, Displays, Exhibits (May double as meeting room)

Possible Alternate Route

1200 - 1600 sq.ft.

11,000 - 11,300 sq.ft.
Circulation Area
Area
Checkouts, Control, etc.

600-700 sq.ft.

3,000 - 3,200 sq.ft.
Children's Room, seating 45, 17,000 books

Director's Office/Secretary/Conference/Duplicating/Storage, etc.

5,200-5,500 sq.ft.
Work Rooms and Storage

2,500 - 2,800 sq.ft.
Book Processing and Receiving

Bookmobile, Receiving Dock Service Entry

2,000-2,200 sq.ft.
Mechanical Janitors

500 sq.ft.
Storage

Neighborhood Pedestrian
City Pedestrian
Park (80 cars, maximum)
Note that it may be possible to separate out the "Meeting Rooms" from the program; however, the architect must take care that if these rooms are not built, his design may still be executed without appearing unfinished.

A few notes are needed concerning construction since the cost estimates which follow are based on these assumptions: The building will be two-storied, with considerable area placed partially or totally underground. The structure may be steel, brick or concrete but will be fireproof, with design which utilizes conservation of energy (no expanses of windows on the West, for example). Good light quality will probably mean some skylighting, and/or north light. The building will be air conditioned, with sufficient electrical capacity to sustain a good "resource" center. Finishes will be consistent with quality public construction to insure low maintenance cost. The public entry will have sufficient landscaping, paving, benches, or some feature, to be appropriate in this site.

(e) The cost estimates are:

\[
\begin{align*}
34,000 \text{ sq. ft. at } $42.00/\text{sq.ft} & = 1,428,000 \\
80 \text{ parking spaces & exterior drives} & = 100,000 \\
special sitework at entry (end of mall, steps, ramps, etc., needed because of steep slope) & = 82,000 \\
\text{Base Bid} & = 1,610,000 \\
\text{plus 7\% fees} & = 112,700 \\
\text{plus 6\% contingency of base bid} & = 96,600 \\
\text{Total Cost} & = 1,819,300
\end{align*}
\]

This assumes construction beginning June 1, 1976, with 10\% escalation in building costs for that period, above present costs.

(Special Note: these computations were done after consultation and assistance from M. Jack Rinehart, architect, and Thomas W.S. Craven, architect.)
2. SITE ANALYSIS

(a) Importance and Significance in City Form;
(b) Characteristics of Site Within Vinegar Hill;
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The second approach "Gallery Concept" proposes that the Mall be symbolically extended through the building, by constructing an interior gallery. The public meeting rooms would be on the south side of the gallery, while the library would be on the north side. The gallery would link the Mall and the entry plaza with the public parking lot at the opposite end of the building. The "controlled" entry could be in the center of the gallery (equidistant from each public access point). In addition, the gallery would be used for displays, visual education and exhibits.

The third approach shown "Tower Concept" suggests that a "tower" might be built as the focal point of the complex. The tower would serve as the termination of the Mall, the central point, as the place from which pedestrian bridges might be built to McGuffey Hill and the parking lot. While this concept would be the most difficult to design, it offers interesting prospects for the future of Charlottesville's urban fabric.

**SUMMARY AND CLOSING STATEMENT**

The site for the proposed new library is an excellent one -- central to the entire district, and highly symbolic in the cultural context of Charlottesville and the surrounding area.

This report argues for interviews with architects at an early date, suggesting that three local architects be interviewed and that two firms outside the area be interviewed.

All firms interviewed should be expected to respond to this document during their interview -- discussing scale, attitude to site, attitude to client, etc. They should be expected to respond to the suggested guidelines of 34,000 square feet (gross), with a budget of $1.610,000.00.

Each architect interviewed should also be expected to explain his thoughts on how he would conceptually proceed with his design.

The proposed new Jefferson-Madison Regional Library to be located on Vinegar Hill in Charlottesville is a unique opportunity for not only building a much needed facility, but also for adding to the architectural heritage of a land already rich in cultural symbols. This opportunity can only be realized by the most skillful architect.
**Concept One**

Tower Heights, Entry Point and Control Area Measures at End of the Mall, and at 200 Feet. Pedestrian Tunnel Close to Create Landscaped Terraces. Main level Hallway Houses Entryway and Malls North for Reading Light.

**Concept Two**

Gallery Forms Pedestrian Link through Building Site with Public Meeting Rooms. Current Upper entries Must Be Closed on the Evening While Meeting Rooms Are Left Open.

**Concept Three**

Concept Projects Pedestrian Line (With a Bridge Spanning Over Surface Government Site to McCaffrey School Site) to Residential Area of Downtown Charlottetown.