CALL TO ORDER

INTRODUCTION OF GUESTS AND NEW MEMBERS

MINUTES

CIRCULATION REPORT (May)

FINANCIAL REPORT (May)

DIRECTOR'S REPORT

Action Items:
- Gordon Avenue-carpeting
- Gordon Avenue-custodial care
- Branches-copier proposal

COMMITTEE REPORTS:
- Personnel Committee
  - Salary Scale, 1980-81
  - Director's Salary, 1980-81
- Building Committee
  - Status of Third Level
- Program & Objectives Committee
  - 5-Year Plan
- Capital Budget Requests
- Budget Committee

STAFF ASSOCIATION - Mrs. Hall

UNFINISHED BUSINESS (No Action Anticipated)
- Northside Branch
- Contract Committee

NEW BUSINESS
- Nominating Committee

ADJOURNMENT
ORDER OF BUSINESS

CALL TO ORDER

INTRODUCTION OF SPECIAL GUESTS

MINUTES

CIRCULATION REPORT (April)

FINANCIAL REPORT (April)

DIRECTOR’S REPORT

COMMITTEE REPORTS: Personnel Committee - Mr. Bain
Building Committee - Mr. Smith
Budget Committee - Dr. Thompson
Program & Objectives Committee - Mrs. Melcher
Book Selection Policy

STAFF ASSOCIATION - Mrs. Joyce Hall, President

UNFINISHED BUSINESS:

Northside Branch - Mrs. Melcher
Contract Committee - Mr. Weed

NEW BUSINESS

ADJOURNMENT
CALL TO ORDER

INTRODUCTION OF SPECIAL GUESTS

MINUTES

CIRCULATION REPORT (March)

FINANCIAL REPORT (March)

DIRECTOR'S REPORT

Action Items:

COMMITTEE REPORTS:
- Personnel Committee - Mr. Bain
- STAFF ASSOCIATION - Mrs. Hall
- Building Committee - Mr. Smith
- Budget Committee - Dr. Thompson
- Program & Objectives Committee - Mrs. Melcher
- Crozet Library Committee - Dr. Thompson
- Bookmobile Purchase Committee - Mrs. Wienke

UNFINISHED BUSINESS:
- Northside Branch - Mrs. Melcher
- Contract Committee - Mr. Weed

NEW BUSINESS

ADJOURNMENT
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY BOARD

AGENDA
ORDER OF BUSINESS

DATE: March 25, 1980 3:30 p.m.
SCOTTSVILLE LIBRARY

CALL TO ORDER
INTRODUCTION OF SPECIAL GUESTS
CIRCULATION REPORT (February)
FINANCIAL REPORT (February)
DIRECTOR'S REPORT
   Action Items: Use of Bookmobile for Registration
   Name of Library
COMMITTEE REPORTS
   Personnel Committee - Mr. Bain
   Building Committee - Mr. Smith
   Budget Committee - Dr. Thompson
   Program & Objectives Committee - Mrs. Melcher
STAFF ASSOCIATION - Mrs. Hall, President
SCOTTSVILLE BRANCH LIBRARY STAFF - Mrs. Wieneke
UNFINISHED BUSINESS (No action indicated)
   Northside Branch - Mrs. Melcher
   Contract Committee - Mr. Weed
   Bookmobile Purchase Committee - Mrs. Wieneke
   Crozet Library Committee - Dr. Thompson

NEW BUSINESS

ADJOURNMENT
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY BOARD
AGENDA
ORDER OF BUSINESS

DATE: February 26, 1980 3:30 p.m.
Gordon Avenue Branch

CALL TO ORDER

MINUTES

CIRCULATION REPORT (January)

FINANCIAL REPORT (January)

DIRECTOR'S REPORT

COMMITTEE REPORTS
Personnel Committee - Mr. Bain
Building Committee
Budget Committee - Dr. Thompson
Program & Objectives Committee - Mrs. Melcher
Bookmobile Purchase Committee - Mrs. Wieneke
Crozet Library Committee - Dr. Thompson

STAFF ASSOCIATION - Mrs. Hall, President

UNFINISHED BUSINESS (No action indicated)
Northside Branch - Mrs. Melcher
Contract Committee - Mr. Weed

NEW BUSINESS

ADJOURNMENT
MONTHLY MEETING

JEFFERSON MADISON REGIONAL LIBRARY BOARD

AGENDA

ORDER OF BUSINESS

DATE: January 22, 1980, 3:30 P.M.
The Red Cross Building

CALL TO ORDER

INTRODUCTION OF GUESTS

MINUTES

CIRCULATION REPORT (December)

FINANCIAL REPORT (December)

DIRECTOR'S REPORT --- Action Item: Option Renewal, Vinegar Hill

COMMITTEE REPORTS

Personnel Committee - Mr. Bain
Building Committee - Mrs. Hallock
Budget Committee - Dr. Thompson
Program & Objectives Committee - Mrs. Melcher
Bookmobile Purchase Committee - Mrs. Wieneke
Crozet Library Committee - Dr. Thompson

STAFF ASSOCIATION - Mrs. Hall, President

UNFINISHED BUSINESS (No action Indicated)

Northside Branch (Location, etc) - Mrs. Melcher
Contract Committee - Mr. Weed
Scottsville High School

NEW BUSINESS

ADJOURNMENT
MONTHLY MEETING

JEFFERSON MADISON REGIONAL LIBRARY BOARD

AGENDA

ORDER OF BUSINESS

DATE: December 18, 1979 3:30 p.m.
Meet at Reference Room
McIntire Library

CALL TO ORDER

INTRODUCTION OF OFFICIAL GUESTS
Barbara Thiele, Virginia State Library
Discussion of COM Catalog

MINUTES

CIRCULATION REPORT (November)

FINANCIAL REPORT (If Available)

DIRECTOR'S REPORT

COMMITTEE REPORTS
Personnel Committee - Mr. Bain
Building Committee - Mrs. Isaacs for Mrs. Hallock
Budget Committee - Dr. Thompson
  Report on Administrator's Meeting - Mr. Devan
  Progress Report on the Budget - Dr. Thompson
Program & Objectives Committee - Mrs. Melcher
Bookmobile Purchase Committee - Mrs. Wieneke
Crozet Library Committee - Dr. Thompson

STAFF ASSOCIATION - Mrs. Joyce Hall, President

UNFINISHED BUSINESS (No Action Indicated)
Northside Branch (Location, etc.) - Mrs. Melcher
Contract Committee - Mr. Weed
Scottsville High School

NEW BUSINESS

ADJOURNMENT
CALL TO ORDER

INTRODUCTION OF OFFICIAL GUESTS

MINUTES

CIRCULATION REPORT (October)

FINANCIAL REPORT (October)

DIRECTOR'S REPORT
   Action Items:
      December Meeting
      Catalog Conversion Project

COMMITTEE REPORTS
   Personnel Committee - Mr. Bain
      Personnel Policies
   Building Committee - Mrs. Hallock
      Report attached to Director's Report
   Budget Committee - Dr. Thompson
      Report on Administrator's Meeting - Mr. Devan
      Progress Report on the Budget - Dr. Thompson
   Program & Objectives Committee - Mrs. Melcher

STAFF ASSOCIATION - Mrs. Joyce Hall, President

UNFINISHED BUSINESS (No Action Indicated)
   Bookmobile Purchase - Mrs. Wienek
   Northside Branch - Mrs. Melcher
   Contract Committee - Mr. Weed

NEW BUSINESS
   Scottsville High School

COMMENTS FROM VISITORS

ADJOURNMENT
To the Louisa Library
Time: 3:00 p.m.

Library

Church

Imperial Gas Station

Main Street

U.S. 33 to Mineral

Court House

Traffic Light

8 miles Va 208 from I-64 at Furncliff

U.S. 33 To Gordonsville
MONTHLY MEETING

JEFFERSON MADISON REGIONAL LIBRARY

AGENDA

ORDER OF BUSINESS

CALL TO ORDER

DATE: Tuesday, October 23, 1979
3:30 p.m.
RED CROSS BUILDING

MINUTES

CIRCULATION REPORT
October

FINANCIAL REPORT
October

DIRECTOR'S REPORT

COMMITTEE REPORTS

Personnel Committee - Mr. Bain
Budget Recommendations
Personnel Policy
Budget Committee - Mrs. Thompson
Building Committee - Mrs. Hallock
Programs & Objectives Committee - Mrs. Melcher
Staff Association - Mrs. Joyce Hall, President
Contract Committee - Mr. Weed

UNFINISHED BUSINESS

NEW BUSINESS

Fines & Fees Changes
Bookmobile

ADJOURNMENT
CALL TO ORDER

MINUTES

CIRCULATION REPORT
  August

FINANCIAL REPORT
  1978-79 Fiscal Year-Final
  August

DIRECTOR'S REPORT

COMMITTEE REPORTS
  Personnel Committee - Mr. Bain
  Staff Association - Ms. Gorczyca
  Budget Committee - Mr. Weed
  Building Committee - Mrs. Hallock
  Program & Objectives Committee - Mrs. Melcher

UNFINISHED BUSINESS

NEW BUSINESS
  Committee Appointments and Chairmanships
  Contract Examination

ADJOURNMENT
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY BOARD
AGENDA
ORDER OF BUSINESS

CALL TO ORDER

MINUTES

CIRCULATION REPORT
July

FINANCIAL REPORT
July

DIRECTOR'S REPORT
Action Items:
- Crozet
  Scottsville Hours of Service
  Crozet Hours of Service

COMMITTEE REPORTS:
- Personnel Committee - Mr. Bain
  Salary Scale
- Budget Committee - Mr. Weed
- Building Committee - Mrs. Hallock
- Program & Objectives Committee - Mrs. Melcher
- Staff Association - Ms. Andrea Gorczyca

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

DATE: Tuesday, August 28, 1979
3:00 P.M.
Room 215, Post Office Bldg.

NOTE: There will be a RECESS at
4:00 p.m. for the
CEMENT BREAKING CEREMONY
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY BOARD
AGENDA
ORDER OF BUSINESS

DATE: July 12, 1979
3:00 p.m. P.O. Room 215

CALL TO ORDER

MINUTES

CIRCULATION REPORT
June

COMMITTEE REPORTS:

Building Committee - Special Report on Bid Opening, Mrs. Hallock
Crozet Building Committee - Mrs. Thompson

NEW BUSINESS

ADJOURNMENT
PRESENT: Mr. A. C. Weed, II, President  
Dr. Michaela Thompson, Vice President  
Mrs. Jean Blakey  
Mrs. Margaret Meltcher  
Mrs. Helen L. Wieneke  
Mr. Edward H. Bain, Jr.  
Mrs. Calvert Mathes  
Mrs. Margaret Purley  

ABSENT:  
Mrs. Danielle Burch  
Mrs. Barbara Isaacs  
Mrs. Marge Sauer  
Mr. Lloyd T. Smith, Jr.  

ALSO PRESENT: Mrs. Karen Hayden  
Mr. Christopher B. Devan, Director  
Mrs. Joyce Hall, Recording Secretary  

The meeting was called to order by the President, Mr. Weed, at 4:20 p.m. Minutes of the May meeting were approved after a word correction in paragraph one. The May Circulation and Financial Report were accepted as submitted.

DIRECTOR'S REPORT:

Mr. Devan reported that the Library Building Fund has approximately $257,000, of which $200,000 is committed to the County and City. The other $57,000 could be used as the second phase of the building. After discussion by the Board, the $257,000 will be reinvested as a short term investment until the County and City request the funds.

The jurisdictions are due a $6,098 refund from the fiscal year, 1978-79. Louisa County Branch had a fine arts festival and the Nelson County Branch is starting a fund drive for a new library building.

Gordon Avenue Library's carpet bids are in and the low bid of $5,578 went to Sears. Mr. Bain moved we accept the Sear's bid for carpeting. Seconded by Mrs. Thompson. Stands approved.

Custodial contract for Gordon Avenue had a low bid of $531/month. Board approved bid with services commencing July 1, 1980. Bid awarded to Stornaway.

Mr. Devan will send a letter about copiers to several jurisdictions. Board approved of sending the letter.

Mr. Devan reported that the City of Charlottesville is increasing their life insurance to city employees (double). After discussion the Board would like Mr. Devan to look into the following:

(1) Let the City government know the Board did not approve of this increase in life insurance;
(2) Shop around for life insurance for the library employees;
(3) Find out what happens if library drops out of the city life insurance plan;
(4) Deal with insurance company directly to find out about a life insurance package.

Mr. Devan reported that the Rebhun Endowment Fund, in the amount of $4,902,
has been invested in a 30-month Certificate of Deposit at 9.5% interest, the income from which will be devoted to the purchase of books.

Mr. Devan reported that Mrs. Joanne Lopez is leaving the Gordon Avenue Library and that he is looking for a replacement.

PERSONNEL COMMITTEE:

Mr. Bain moved that the staff receive a 13.9% increase (10% cost of living and 3.9% MAI adjustment) as of July 1, 1980. Seconded by Mrs. Mathes. Stands approved.

Mr. Bain moved that the Director's salary increase by 7% or $1,750 as of July 1, 1980 with a review of his salary again in six months time. Seconded by Mrs. Mathes. Stands approved.

BUILDING COMMITTEE:

Mr. Devan reported a meeting of GSA to report on future housing plan will be held at City Hall on June 26. All board members were asked to attend. Mr. Weed asked Mr. Devan to look into the following:

1. Rights on the lease - library
2. Check with library donors and their commitments
3. Get the staff and the Friends of the Library involved and let them know what is happening

PROGRAM & OBJECTIVES COMMITTEE:

Mrs. Melcher presented the library's Five Year Plan. After discussion Mr. Bain moved that the Board accept the Plan with the following additions. Seconded by Mrs. Blakey, the motion was passed.

1. Phase II of the Post Office Building-third floor-$107,500 to be shared equally between Charlottesville and Albemarle
2. McIntire Library renovation-$29,000-Charlottesville only
3. Northside Branch Library-$564,000 plus site, Albemarle only
4. Scottsville addition $46,500-Albemarle only
5. Southside Branch Library-$566,500 plus site, Charlottesville only

BUDGET COMMITTEE:

No report.

UNFINISHED BUSINESS:

Dr. Thompson reported that ground breaking for Crozet Library will be June 26 as per Mr. Wilcox.

Mr. Bain moved to adjourn meeting at 5:20 p.m. seconded by Mrs. Thompson. Board meeting will be held at the Red Cross building in Charlottesville next month.

Joyce Hall
Recording Secretary

STAFF ASSOCIATION:

Mrs. Hall requested that the Board give careful consideration to the life insurance benefits for the employees.
NEW TRUSTEE

Mrs. Margaret Perley of Bumpass, Virginia has been appointed to the Board of Trustees, taking over the position of Mrs. Marge Sauer who declined to be reappointed.

Mrs. Perley moved to Bumpass two years ago from Ipswich, Mass. where her husband managed a farm that had been in his family since 1630. Their present home, on Woodlawn Farm was built between 1738 and 1746. The family consists of herself and her husband and five teenage children. The farm is planned as a "pick it yourself" plantation of strawberries and blueberries. They also raise most of their own food and a herd of goats.

Mrs. Perley has been a substitute teacher in the Louisa schools for two years although she has her degree in music. Both as a parent and as a teacher, she has been a regular user and supporter of the Louisa Library. She is also active in the 4-H Club of Louisa County.

NEW MAIN LIBRARY

The best unofficial completion date for construction that I can secure is November 1st to be followed by the installation of carpeting and furniture and equipment. This would put us actually moving into the building at the end of November with an opening in early December. There are still a number of questions, particularly as they relate to the "court days" we will have to provide. One major hurdle is past, however, with the arrival of the air conditioning "chiller" which has evidently been a critical item since a lot of construction had to wait for its installation. The elevator equipment has been installed and the second staircase has been constructed. So far, we have not had to move out of the building. Evidently the pressure for this will come with the confirmation of a new Resident Judge.

GSA AND THE MAIN LIBRARY

The General Services Administration is planning a meeting, to which the public will be invited, on June 26th at 2:00 p.m. in the Basement Conference Room of City Hall to present information and answer questions about the proposed schedule for relocating the Federal Court. They will also discuss GSA regulations concerning space leasing. I plan to attend the meeting and hope that a number of trustees will also be able to attend.

LIFE INSURANCE

We have just been informed that the City's Group Life Insurance package has been altered, doubling life insurance benefits for all covered personnel, with a consequent increase in our annual premium of approximately $2,000 effective July 1, 1980. It is discoveries like this that make the budget such an interesting document.

VOTER REGISTRATION

Albemarle County has declined our offer of the Bookmobile for use in a voter registration drive. Charlottesville, on the other hand, has requested its use for three days in the fall. No response has been received from our offer to the three other counties.
DIRECTORS REPORT - 2 - JUNE 18, 1980

COPIERS - Once Again

The following is a draft of a letter which I would like to send to the several jurisdictions regarding copiers in the five small branches. I will appreciate your comments or concurrence:

"For several years, the library provided copiers in all branches as a part of the standard library service. The uses made of these copiers were numerous: copying from books and magazines for school assignments, for home information and as an adjunct to all the reference and information services provided by the library in lieu of hand copying. A small charge was made for the service. As people in the communities became aware of the service, they used the copiers for non-library related purposes such as copying family and legal documents, letters, church bulletins and a host of other uses. In fact, this became a valuable community service.

The copiers which we provided were not efficient and their maintenance became extremely costly. Most of them have become liabilities and have been retired from service. New machines which will be effective are costly to rent. The library feels that it can no longer assume the burden of providing what is essentially a community service. In most cases, there is little likelihood that there will be sufficient use to make them commercially successful. They must be subsidized and the library cannot continue to subsidize them.

Therefore, we are seeking help from the County Board of Supervisors. The Library will provide the space, daily supervision and the necessary electricity if the County will provide the rent on the equipment. All copier fees will be returned to the county to offset the rental on the equipment. If the county prefers to provide a public copier in a location other than the library, we will make liberal arrangements for the lending of reference books and periodicals for copying purposes. If, on the other hand, the County decides it cannot provide the service at all, the library will be unable to provide it."

PERSONNEL

Mrs. Joanne Lopez, Head of the Gordon Avenue Branch, has resigned in order to accompany her husband to a new position in Vermont. While this is a great opportunity for Dr. & Mrs. Lopez, it is a most unfortunate development for the library. I am planning to spend a couple of days at the American Library Association meeting in New York at the end of June on a recruiting mission. I had not planned to attend the meeting, but since I will be there, I will also participate in a couple of meetings and visit the exhibits.

GORDON AVENUE - Custodial Work

Five bids were received which are still under review. I will have a recommendation at the Board meeting. The two lowest bids make the plan to use a contract custodial service seem to be a highly satisfactory one.

GORDON AVENUE - Carpeting

Nine bids were received which are still under review. Again, I hope to have a recommendation at the Board Meeting. The lowest bid, and the lowest bid to exact specifications were both higher than the budget amount but are not totally beyond the capacity of the library to produce the funds.
BUDGET, 1980-81

With the concurrence of the Chairman of the Budget Committee, Mike Thompson, I have submitted our working budget to the Finance Department as it was approved by the Board in spite of an actual deficit of $5,789 (resulting from low appropriations by Greene County of $2,789 and Charlottesville of $3,000) and disregarding an apparent over-appropriation by Albemarle County of $7,061 and a fund transfer of $50,000 from Albemarle County's Capital budget. With all of these complications and the uncertainties of operating the new Main Library, it is impossible to formalize a budget reduction at this time. It will be the responsibility of the Director and the Budget Committee to revise the budget in October, taking advantage of the experience of the first three months of the year and of a clearer picture of the outlook for the new Main Library.

MCINTIRE LIBRARY - Overflow

The seasonal downturn in circulation plus the many new books being brought into the library and the transfers from the bookmobile collections, have generated a major overflow of books. (It is so bad that it is impossible to find many books - this could be a part of the explanation for the circulation decline). In any case, we have decided that the only way out is to box up many books which we feel will be little needed in the immediate future and to hold them in boxes until we have moved into the new Main Library. We are taking one of the basement periodical rooms for the storage of the boxes and moving the bound periodicals (those which are not being boxed up) into the other room.

FIVE YEAR PLAN

In a separate mailing, you all received the proposed 5-year plan which was developed out of a need for this by the Virginia State Library. In separate developments (with virtually no notice) both Charlottesville and Albemarle County asked for Capital Improvement budgets for the next five years.

I have submitted the following:

(a) Phase II of the Post Office Building - third floor - $107,500 to be shared equally between Charlottesville and Albemarle
(b) McIntire Library Renovation - $29,000 - Charlottesville only
(c) Northside Branch Library - $564,000 plus site, Albemarle only
(d) Scottsville addition $46,500 - Albemarle only
(e) Southside Branch Library - $566,500 plus site, Charlottesville only

The Board may wish to repudiate these requests, but it seems urgent to me to get them on paper at least. I hope for some confirmation or rejection at the June meeting.

LETTERS - WE'VE GOT LETTERS  Red Hill Elementary School, April, 1980

Dear Ms Boes:

Thank you for helping me find a book and telling me things I did not know. Thank you for showing me the book elevator. Love, Jennifer Dowell

Dear Ms. Boes

Thank you for letting us sing with you, and showing us things especially the book mobile and the Library card. Yours Truly, Keith Morris

Dear Ms. Boes:

I like the book elevator very much. It was very neat. from Lee Bishop

Respectfully submitted,

Christopher B. Devan
Director
MINUTES OF THE MAY 27, 1980 MEETING OF

THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: Mr. A. C. Weed, II, President
Dr. Michaela Thompson, Vice President
Mrs. Jean Blakey
Mrs. Danielle Burch
Mrs. Barbara Isaacs
Mrs. Margaret Melcher
Mrs. Helen L. Wienke

ABSENT: Mr. Edward H. Bain, Jr.
Mrs. Calvert Mathes
Mr. Lloyd T. Smith, Jr.
Mrs. Marge Sauer

ALSO PRESENT: Mr. John B. Williamson, Nelson County Administrator
Mr. Leon Brandt, Nelson County Board of Supervisors
Ms. Karen Hayden
Mrs. Tanith Knight
Mrs. Frances Bailey
Mr. Christopher B. Devan, Director
Mrs. Dolores Sperelakis, Recording Secretary
Mrs. Joyce Hall, Staff Association President
Mrs. Joanne Lopez, Gordon Avenue Branch Librarian
Ms. Andrea Gorczyca, McIntire Reference Librarian
Ms. Barbara Ott, McIntire Reference Librarian

The meeting opened at the Nelson County Branch Library at 3:00 p.m. Mrs. Knight indicated some of the needs of the library; more space, dependable delivery service, gift book policy and high fines. There is $20,000 set aside by the community toward a new library in the future. Some of the positive factors include a film program every Friday morning for children, summer reading program for children, and increased circulation. After brief discussion the meeting adjourned to the Nelson County Office Building.

The meeting was called to order at 3:45 p.m. by the president, Mr. Weed. The minutes of the April meeting were approved as submitted. The Circulation Report and Financial Report for April were accepted as submitted.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Melcher moved that the allocation of $7,500 be used as a one time bonus for deserving employees (fiscal year 1980-81). Seconded by Mrs. Isaacs the motion was passed.

(2) Mrs. Blakey moved that the Book Selection Policy, as submitted to the Board, be accepted for adoption. Seconded by Mrs. Wienke the motion was passed.

DIRECTOR'S REPORT:

Mr. Devan reported briefly on the following: Workshop on exhibits would be attended by Mrs. Lopez; the Red Cross would be remodelling the room the Board uses for its meetings; Crozet branch is progressing; and the bids are out on the carpeting for Gordon Avenue. He reported that Mr. Sheets has not replied to the letter written by Mr. Weed concerning the insurance refund.
COMMITTEE REPORTS:

Personnel Committee - Mr. Devan reported that the open positions in the library were advertised as requested. He also reported that a performance evaluation system is currently being worked on by the staff. Also needed is a manual relating to the performance standards and a pay plan. Ms. Gorczyca indicated that supervisors will begin evaluating their employees. Standards for establishing the criteria needed to get a merit award is still needed. Ms. Arden, consultant, indicated in her meetings with the staff and supervisors, that meeting and exceeding standards usually merit an award. Mr. Weed indicated that the Board felt that a merit would reward only those of superior achievement. Meeting standards is not a justification for an increase but to be expected from each library employee. Currently the only increases awarded are cost of living issued on July 1 of each fiscal year. The staff is most anxious to get an evaluation procedure operating so that merit increases would become part of the library's operating procedure.

The $7500 allocation, allocated as a bonus, would be determined by an evaluation plus supervisory recommendation.

Building Committee - Mr. Devan reported that the Staff Association has been very active in trying to save the room on the second floor of the Post Office building as a staff room. It was not known that this room had been designated as a staff room. A letter from Guy Agnor to the GSA was read aloud indicating the designated use for this room. Efforts will be made to adjust to the needs of the GSA and at the same time retain the room. Mrs. Hall, Staff Association President, requested that a sign be posted outside the Post Office building indicating that this is the location of the future Main Library. Mr. Devan will order this immediately.

Budget Committee - No report.

Program & Objectives Committee - Mrs. Melcher requested approval of the Book Selection Policy as submitted to the Board. Action was taken by the Board.

Staff Association - Mrs. Lopez and Ms. Gorczyca passed out a letter to the Board signed by the professional staff expressing their dismay at a reduction of vacation days for professional staff to be hired. Mr. Weed indicated that this was discussed when the Board passed this motion and that Mr. Devan, should he have any problem in hiring professional staff due to this reduced vacation leave, would notify the Board and a re-evaluation would ensue.

Northside Branch - No report.

Contract Committee - No report.

NEW BUSINESS:

Mr. Weed appointed a Nominating Committee: Mr. Bain, Chairman; Jean Blakey and Barbara Isaacs.

Mrs. Blakey indicated that the Greene County Book Group would like to handle a magazine exchange. All responsibilities would be the Book Group's. Mr. Devan did not see any problem with this.

Mrs. Wienneke extended an invitation to attend Scottsville's travel session to India with Dr. & Mrs. Lopez as speakers.

The meeting was adjourned at 5:40 p.m.

Dolores Sperelakis
Recording Secretary
A PERSONAL NOTE

Peggy and I will be delighted if each member of the Board of Trustees and your husbands or wives, will join us at the marriage of our daughter, Beth to Mr. James David Marrs at 7:00 p.m. on Sunday, June 1st in the University Chapel and, following the ceremony, at a reception being held in the Monticello Room at 500 Court Square, at 8:00.

(The formal invitations reserved for the Board were appropriated by the Groom. Sorry about that.)

STATE AID

With the agreement, by Albemarle County, to transfer their capital funds into our operating budget and the use of State Aid for the purchase of a bookmobile, there seems to be no further blockage in the full utilization of the State Aid for 1980-81. This is, indeed, a happy solution to a vexing problem. My special thanks, for this solution, goes to Guy Agnor and to Ray Williams, and, of course to the Board of Supervisors of Albemarle County.

BOOKMOBILE

The new bookmobile has been ordered from Gerstenslager and appears to meet all our requirements. Delivery can be expected in about five months.

GORDON AVENUE

Carpeting - While it is estimated that the carpeting will cost more than the amount budgeted, it seems reasonable to place it out for bid since it appears likely that other accounts in the Gordon Avenue budget will have enough to cover it. If there is not, we should go back to Albemarle County and Charlottesville for the difference.

Custodial - Since the position is vacant, it seems to be a good idea to consider placing the custodial work under a service contract. This contract has been drawn up by City Purchasing and will be placed out for bid before the Board meeting.

FIVE YEAR PLAN

At the urging of the Albemarle County Planning Commission, I submitted an advance proposal for an addition to the Scottsville Library (estimated cost, $46,500, Year 1983) and a Northside Branch Library (estimated cost, $564,000 plus site), Year 1983-84). I regret having to do this without prior Board discussion, but it was necessary in order to get the requests into the County's five year plan this year (the hearing on it was held May 13th). I explained to the Commission that our own five-year plan would have to be approved at the June meeting and that they would be kept appraised of developments. Margaret Melcher accompanied me to the hearing.

SCOTTVILLE BRANCH

Mrs. Holt tells me that the Lions, the Ruritan, The James River Book Club and the Thursday Morning Craft Group have determined to help to spruce up the branch with such goodies in donated time and money and materials as are needed. They have asked what the Library can do to help. Some of their concerns are for painting, inside and out, repairs to the walls, re-wiring, a railing for the rear steps, flood lighting for the parking area, etc.
Bugler’s Cavalry Charge Brings Readers To The Bookmobile For Books

When you hear the bugle sounding “Cavalry Charge”, don’t head for the hills; grab your books and head for the nearest Bookmobile stop of the Jefferson Madison Regional Library. In the future, this will be the signal to the neighborhood that the Bookmobile has arrived. Twice a month, the sound will be heard at the ninety-two locations visited on regular schedules by the two bookmobiles in four counties and Charlottesville.

The friends of the Jefferson Madison Regional Library gave the signal horns to the Bookmobiles when the staff reported that the regular truck horns sound too much like everything else. A distinctive sound was needed. “We checked out a lot of musical horns” said Christopher B. Devan, Director of the Library, “and this sounded the best. It is certainly unusual.”

The horns will be particularly helpful during the summer months when children are out of school. They flock to the bookmobiles anyway, but with the new horns, there will be no occasion for the children to get engrossed in a ball game and forget the bookmobile visit. A Summer Bookmobile Schedule is expected to be published in a few weeks.

PERFORMANCE EVALUATION:

At last, after months of work in consultation with Caroline Arden, the department heads and staff have developed a Performance Evaluation system which meets with the approval of the staff who are to be evaluated and who are eager to have it applied by the end of June. The system, which still needs a manual for its application, is based on standards of performance for each individual job. I hope that the Board will approve the use in July, as a Merit Bonus, of the $7,500 which was set aside for merit increases, as a token of the rewards which are deserved for meritorious work.

The next step in the entire personnel development program will be a review of the format of the Compensation System. This should be studied in the coming year for implementation by July, 1981.
A SAMPLING OF GRATITUDE:

Two letters from a Buford Middle School class which visited the McIntire Library:

Dear Librarians:
I am very thankful for your help you people gave me in finding information about the dangers of Nuclear Power.
I worked hard trying to figure out which part of it I could use, and end up with about 1/3 of the things I got usable.
I like the library because it has so much good books, especially the Science Fiction Section.

Your Grateful Friend,
Phil Joseph Pascarella

Dear Ms. Andrea Goriska:
I am writing this letter to thank you for your help in the library. You and all the others were so kind in helping our class. My report and a lot of others are doing fine. In a way we learned a lot from the library we learned how to use the machines and reference books. And again I thank you and all the others for kind hospitality.

Sincerely yours,
Tammy Collier

P.S. Sorry I am late!

REFERENCE SERVICES - Main Library
PhI Williams reports that "for the period April, 1979 through March, 1980, we responded to 19,446 inquiries. Of these, 8,824 were walk-ins at Main Library, 5,139 were by telephone and 5,483 were from the branches by phone or by request card." During the same period, Andy processed 738 interlibrary loan transactions. The month of April showed a total of 1,926 such transactions compared to 1,907 for the same month in 1979." This is the first year such statistics have been kept. They will be reported monthly in the future.

MAIN LIBRARY - Staff Room
The Friends of the Library have indicated that they will provide funds to furnish and equip a room in the new Main Library for a staff facility for meal preparation, locker and lavatory facilities and rest areas. A Staff Committee is developing detailed plans on which to base a cost estimate, including a second lavatory and a modular kitchen unit. The GSA, on behalf of the Federal Court, has expressed a need for the entire 2nd floor of the building for court purposes, including the space needed for the staff room. At the time this is being written, the status of the Staff room is still ambiguous. Both I, as Director, and Mrs. Joyce Hall, as President of the Staff Association, have discussed the matter at length with Guy Agnor. The issues are complex; the library's need is great. Hopefully, there will be greater clarity by the time the Board meets.

Respectfully submitted,

Christopher B. Devan
Director

CBD:ds
MINUTES OF THE APRIL 22, 1980 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT:
Mr. A. C. Weed, II, President
Dr. Michaela Thompson, Vice President
Mrs. Calvert Mathes, Secretary
Mr. Edward H. Bain, Jr.
Mrs. Jean Blakey
Mrs. Danielle Burch
Mrs. Marge Sauer
Mr. Lloyd T. Smith, Jr.
Mrs. Helen L. Wieneke

ABSENT:
Mrs. Barbara Isaacs
Mrs. Margaret Melcher

ALSO PRESENT:
Mr. Christopher B. Devan, Director
Mrs. Nancy Ford Winks, Louisa County Supervisor
Mrs. Joyce Hall, Staff Association President
Members of the Staff
Mrs. Dolores Sperelakis, Recording Secretary

The meeting opened at the McIntire Library, Childrens Room, where Mrs. Alexia Williams presented background, conditions and trends of the juvenile section. Immediately following the Board went into Executive Session. The meeting was formally opened at 4:20 p.m. in the Red Cross Building by Mr. Weed, the President. The minutes of the March meeting were approved as submitted. The Financial Report and Circulation Report for March were accepted as submitted.

ACTIONS TAKEN BY THE BOARD:

(1) Mr. Smith moved that the Annual Leave Policy for non-professionals be: after one year employment, 2 weeks; after five years employment, 3 weeks; after ten years employment, 4 weeks. For professional and department heads: after one year employment, 2 weeks; after three years employment, 4 weeks. This change in policy shall not affect existing leave allocations. Seconded by Mr. Bain, the motion was passed unanimously.

DIRECTOR'S REPORT:

Mr. Devan reported that the maintenance man at Gordon Avenue had resigned and that professional cleaning services would be looked into. The insurance coverage was discussed. Mr. Smith briefly summarized the insurance problem. After meeting with the city about insurance coverage it was discovered that the library is paying $5,750 for insurance which really may not be the library's obligation. Mr. Weed was requested to write to the city requesting a refund.

COMMITTEE REPORTS:

Personnel Committee - Mr. Bain indicated that the Executive Session was needed to discuss personnel matters. The result being the motion made by Mr. Smith. Two points of clarification: branch librarians are not professional staff and are classified as non-professional; a department head can be a non-professional.

Staff Association - Mrs. Hall thanked the Board for their understanding and the award of four weeks vacation after ten years of employment which was an area of deep concern to the staff.

Building Committee - Mr. Smith reported that progress is being made close to schedule. Some color choices still need to be made. Mr. Devan passed out photos taken of the construction work taken by Mr. Philip Williams. Inquiries are being made concerning the actual move.
COMMITTEE REPORTS: (Continued)

Budget Committee - Dr. Thompson reported that the City did not fund the $3,000 as requested. Mr. Devan indicated that a meeting will be held in Richmond of library directors to discuss the state aid restrictions. This will be followed up with State Library to discuss the outcome and hopefully solutions.

Program and Objectives Committee - Mr. Smith indicated his approval of the Book Selection Policy that has been submitted by Mrs. Melcher. After review by Mr. Weed and Mr. Smith the policy will be submitted to all board members so that it may be voted on at the May meeting of the Board.

Crozet Committee - Dr. Thompson indicated that all is going very well. Mr. Devan displayed drawings/plans of the new building.

Bookmobile Committee - Mrs. Wieneke indicated that the Committee had met just prior to the Board meeting. The bids were gone over and Gerstenslager did have the low bid. There is a problem with the location of the generator which the staff feels would have to be relocated to avoid the noise and vibration. Inquiries will be made to see whether Gerstenslager can make the change. The low bid is what Albemarle County has allocated for the purchase of a bookmobile. A decision will need to be made by May 3.

Northside Branch - Mrs. Melcher will have some material to pass out to board members before long.

Contract Committee - Mr. Weed reported nothing has been or is being done.

The meeting was adjourned at 5:20 p.m.

Dolores Sperelakis
Recording Secretary
NEW TRUSTEE

Mrs. Danielle Burch has been appointed by the Albemarle Board of Supervisors to fill the unexpired term of Dr. Paul David. So far as I can tell, she is the first Trustee to have served the library both as a paid employee and as a volunteer worker. For four years she worked on the record collection of the McIntire library partially paid and partially volunteer. Two years ago, she resigned to accept a full time position with the Virginia Division of Forestry. Mrs. Burch, whose husband is an electronic engineer with Sperry Marine, lives in Westmoreland.

BUDGET, 1981

It has been reported that Louisa, Nelson and Albemarle Counties have funded the library's budget request at the level finally agreed upon as needed. Charlottesville has adopted a City Budget which provides for $3,000 less than the library had requested in spite of a last minute appeal at the continued Public Hearing. Greene County is going to a Public Hearing with a recommendation for $23,893 which is $2,789 (or 10.5%) less than we had requested.

STATE AID

There will be two state-wide meetings to discuss the requirements for grants in aid usage. The first, to be held on April 25, in Richmond, will be at the Public Library Section of the Virginia Library Association and will be a preview and consensus-seeking effort prior to the second, which will be at the Virginia State Library on May 5th. The responses to my letter have been interesting and varied, most libraries replying, not supporting us in all respects, but many of them highly sympathetic.

BOOKMOBILE

Bids for the bookmobile came in at $49,947 and $64,304.59 from Gerstenslager and Moroney, respectively. Our purchasing agent has advised that there are no grounds for rejecting the low bid. It does seem to be advisable to reject the alternate of a wheel-chair lift (bid at $2,213) since this will require the blocking of the second door for regular access.

VOTER REGISTRATION

The Bookmobile was used for voter registration drive in Charlottesville, one day on the Mall and two days at Barracks Road. Mrs. Reddick tells me that 60 people were registered on the Mall and 91 at Barracks Road. In addition, many questions were answered and a few people changed their addresses. They would definitely like to use the bookmobile again in the fall. In view of this, I think it would be wise for the Library to make a direct offer to all jurisdictions to help in the most practical manner, in voter registration drives.

UNIVERSITY LEAGUE

Mrs. Williams and I had a very fruitful meeting with Mrs. Pam Bracey of the University League (which is in the process of affiliating with the Junior League) regarding the League's contribution to the library. $3,000 has been given to furnish the Story Area. Specific projects will be undertaken by the League membership, such as painting the poem on the stairs, sewing sit-upons, etc.
A story teller seat will be provided. In more general terms, equipment will be provided to help in the development of activities and programs in the children's area, some of which will eventually involve volunteer activity on the part of League members. One experimental idea was approved to provide a portable play pen and strollers for young mothers visiting the library. Greater detail on this proposal will emerge as the building comes nearer to completion. The League is holding $6,000 in reserve for the library building.

LIBRARY INSURANCE

Lloyd Smith has been working with me to review our insurance coverage and to develop a proposal for the future management of the Library's insurance package. As a part of this effort, we met with representatives of the City and of Albemarle County and agreed that, in general, the Library should have its own insurance program and that a proposal should be sought from the Insurance Buyers Council, Inc. (a Baltimore-based firm of risk management consultants). Subsequently, Pat Davis of I.B.C. suggested that a program should be developed as an "addendum" to that being proposed for the City, this providing greater clout for purposes of bidding. I have suggested that the program should include all coverages for library related property and that any jurisdiction could elect to secure its coverage elsewhere. This would guarantee that the library's responsibility is covered.

GORDON AVENUE INTERIOR

Mr. Brandon Blankenship, of King Interiors, visited with a member of his staff and is preparing a report for the consideration of the Board on both carpeting and eventual wall colors for the Gordon Avenue Branch. This will be submitted to the Board as soon as it is received.

CROZET

The Crozet Committee met and reviewed the final plans for the building. Some minor changes were requested (and subsequently incorporated) by the architect. Mr. Wilcox has no strong preference for interiors people and suggested that we are free to use anyone we like for the purpose. He now hopes to have the building "under roof" by winter.

FRIENDS OF THE LIBRARY

Mrs. Nancy Tatar, has been elected president of the Friends of the Library, replacing Paul David. At the meeting of the Friends Board in March, the Board voted to give two motion picture projectors to the library and also a vacuum cleaner to Scottsville. At the request of the Board at an earlier meeting, I wrote what turned out to be an overly long essay on the kinds of gifts the library had received from the Friends in the past and what I would like to be able to ask from them in the future. This essay was received favorably. A copy will be attached to this report.

TERMITES AND OTHER FRIENDLY VERMIN

The McIntire Library has clearly been attacked by termites, which have in turn been attacked by TERMINEX. Termites were entering the basement through cracks in the masonry and attacking the wooden bookshelves. Scottsville has been reported to be under attack by Powder Post Beetles. More information is being sought.

PERFORMANCE EVALUATION

The project is moving slowly but will be the subject of another meeting in mid-May. I still hope for a workable format for evaluation before the end of June.

Respectfully submitted,

Christopher B. Devan, Director
The New President
Friends of the Jefferson Madison Regional Library

Dear Sir or Madam (as the case may be):

At the last meeting of the Board of the Friends of the Library, I asked for guidance on the kinds of requests which could be favorably considered by the Board of Directors. My question was quite properly turned about and returned to me asking for my ideas as to what might properly be expected of the Friends. I have tried to respond and have, unfortunately, come up with an essay.

At the outset, let me say, as I have many times before, that a friendship based solely on money is not much of a friendship. The Friends of the Library mean more than this. The "Friends" is an organization of individuals which links the institution of the library to the people of the community. The "Friends" is uniquely concerned with this linkage rather than the administrative and supervisory role which is a major concern of the Board of Trustees. The Friends meet their responsibility well and, in the process, raise a significant amount of money to do special things for the library.

Over the years since 1971 (as far back as I can check our records) the uses of Friends money has developed and varied according, evidently, to several criteria: available funds, long-range purposes, immediacies, felt needs and, I suspect, whim. With the success of the Book Sale under the leadership of Terry Stroth, the "available funds" have increased immensely and provided an annual revenue of $12,000 to $15,000. It is clear that with this track record, there is no shortage of funds.

There have been several "long range purposes". The need for a new main library building has long been felt in Charlottesville and the Friends have made a three-fold commitment to the filling of this need:

(1) A grant of $10,000 towards the purchase of the Vinegar Hill site. Since this site will not be used, it will be sold and the proceeds (when available) will be returned to the donors including the Friends.

(2) The sum of $10,000 was given to the Board of Trustees as a contribution to the Building Fund campaign. This is held by the Trustees and will be used as a part of the $200,000 which the Trustees must turn over to the City and County. In 1978, the Friends gave permission for some of this
to be used to finance the fund-raising campaign. Very little (less than $1,000 was used for this purpose.)

(3) It has long been recognized that the available funds for the new Main Library would not provide all the equipment that will be needed. The Friends have, as a tradition rather than a formal policy, maintained a reserve to supplement the equipment to be provided under the main contract.

In recent years, there have been other long range purposes: To ensure that a steady flow of Friends money would be available for the smaller branches, some purchases have been made for which could, perhaps, have been purchased from public funds. At times, there has been an implied criticism of my "gift list" when it did not include at least something for each branch in order to promote the idea of "regionalism". As new buildings are provided in the smaller communities, the Friends have made either a lump-sum grant (most recently $1,000) or purchased special equipment.

Gordon Avenue has been the recipient of (perhaps) an undue share of the available funds simply because many of the Friends work regularly in that building on the book sale and have come to know the staff and their needs. Possibly as a "counterweight" to this, the Friends undertook the renovation of the Staff Room at McIntire providing new equipment, painting, etc. This, in turn, has triggered my own hope (not previously expressed elsewhere) that the Friends would undertake the furnishing of the staff room in the new Main Library, a project which was omitted from the building contract in order to keep the entire project within the budget.

Immediacies and urgent necessities have always been eagerly met by the Friends. When the administrative offices were being evicted in 1978 and had no place to move other than the Century Room at Gordon Avenue, a commitment was made to pay rent on downtown quarters which would be better for the library and which, at the same time, would keep the Century Room available for the Book Sale. When the path down the side of the Gordon Avenue front yard became a gully, the Friends came up with the funds to build a long-needed stairway. When the delivery truck became a costly liability, the Friends provided a new delivery van. These are large items. There have been many small ones: air conditioners, an unprecedented anniversary party, the opportunity to purchase a sign printer from a local store.

Library service is a developing art. There are new technologies constantly emerging to support this development. The Friends have frequently enabled the library to participate in experimental and novel approaches: the use of a variety of audio-visual forms; puppetry as a developing art for children; the portable booth which has been a frequently used resource for a variety of approaches to library outreach programs. On one occasion, the Friends provided the funds for a staff member to attend a Library Convention in which she was a participant.

The Friends have supported a variety of "ongoing" programs, both annual events such as Children's Book Week and National Library Week and the growing variety of summer activities and reading programs, traditional Christmas presents of books and the like.

The Friends have sponsored several "special events": the 5th Anniversary of Gordon Avenue; the party in the old Post Office building; there has been a suggestion that the Friends sponsor the grand opening of the new Main Library in
that same Post Office building. These are activities for which the expenditure of public funds might be considered undesirable. There are others such as the purchase of coffee urns for the branches, the replacement of a stolen piece of electronic equipment for a staff member. The purchase of a camera.

And then there is the area of "felt needs": items of equipment and furnishings needed, usually hastily, which could have been purchased out of public funds and properly so, but which were not included in the annual budget (prepared nearly a year before it becomes effective), or which, in recent austerity years, would have been considered "too luxurious". The list is long: typewriter stands, shelving, book trucks, secretarial chairs, calculators, curtains, typewriters, a Coda-phone answering device for the telephone; a full list would take pages. At one time, a Trustee indicated his belief that most of the audio-visual equipment needed by the library should be purchased by the Friends. Indeed, he felt, this was a suggestion which would have great appeal for the Friends.

The gifts have been many. I have tried to categorize them in the following way: Audio-visual Equipment; Books, Draperies and Blinds; Experimental Projects; Film Programs; Library Furnishings and Equipment; Lounge Furniture; Special Office Equipment: New Branch Furnishings; Ongoing Programs and Projects; Sudden and Emergency Needs and, finally, those Unsuitable for Public Expenditure.

I would not be happy having to exclude any of these categories from potential Friends donations. There is a single thread that runs through all of them: the immediacy element. As the needs are felt by the library, the Friends have come through with the required funds; at the same time, the Friends have achieved their long range goals as they are presently perceived. This is a vital part of the linkage between the public the library serves and the institution of the library itself.

Cordially,

Christopher B. Devan
Director

CBD:ds
MINUTES OF THE MARCH 25, 1980 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT:
Mr. A. C. Weed, II, President
Dr. Michaela Thompson, Vice President
Mrs. Calvert Mathes, Secretary
Mrs. Jean Blakey
Mrs. Barbara Isaacs
Mrs. Margaret Melcher
Mrs. Marge Sauer
Mrs. Helen Wieneke

ABSENT:
Mr. Edward H. Bain, Jr.
Mr. Lloyd T. Smith, Jr.

ALSO PRESENT:
Miss Ellen Nash, Albemarle County Supervisor
Mr. Christopher B. Devan, Director
Mrs. Joyce Hall, Staff Association President
Mrs. Mary Barbour, Gordon Avenue
Mrs. Louise Holt, Scottsville Librarian
Mrs. Peggy Boatwright, Scottsville
Mrs. Nancy Hensley, Scottsville
Mrs. Dolores Sperelakis, Recording Secretary

The meeting was called to order by the President, Mr. Weed, at 3:40 p.m. Mrs. Wieneke introduced Miss Nash, Albemarle County Supervisor, and staff of the Scottsville Library where the meeting took place. Mrs. Holt, Branch Librarian, gave a brief history of the Scottsville Library and cited the supportive community it serves. Past goals such as discussion groups, movies, classes, and crafts have been successfully achieved. Future goals include increased circulation, adding a meeting room, improving the grounds, etc. Mrs. Holt thanked the Board for visiting and holding their meeting in Scottsville.

Mr. Weed proceeded with Board business. The minutes were approved as submitted. The Circulation Report and Financial Report for February were accepted as submitted.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Sauer moved that recommendations of the Personnel Committee Report (Snow Days Policy, Maternity Leave, Sick Leave, Substitute, Outside Employment) be adopted as part of the personnel policy. Seconded by Mrs. Mathes the motion was passed.

(2) Mrs. Mathes moved that the drawing submitted in the Director's Report for the Main Library heading and lettering be accepted as submitted. Seconded by Mrs. Wieneke the motion was passed.

DIRECTOR'S REPORT:

Mr. Devan briefly discussed the copier issue. He suggested that perhaps the jurisdictions could take over the responsibility of offering this service as a community one. Mr. Devan asked whether it would be a problem to use the Bookmobile as a voter registration site. The Board did not see any problem with this service. The heading for the new Main Library was discussed and a motion passed. Mrs. Melcher suggested having a sign plainly visible listing the hours.

Mr. Devan then discussed the fine situation. Most of the branches feel that they do not have a problem. There will always be a small percentage who run up a fine obligation. Mr. Weed suggested that the problem of fines and books lost in circulation be discussed with the staff so that a solution may be derived.
COMMITTEE REPORTS:

Personnel Committee - Mr. Devan presented the Personnel Committee Report which was sent out to the Board. Two items needed more discussion: The amount of time for maternity leave and extending the vacation period from three weeks to four weeks for employees on the payroll over ten years. The maternity leave time element was decided at two months after delivery. Mr. Devan reported that Mr. Bain could not recommend that four weeks after ten years be the vacation policy. Mr. Devan placed a couple of phone calls to check vacation policy of others. After a brief discussion Mrs. Mathes placed a motion on the floor to allocate four weeks vacation after ten years of employment. For lack of a second the motion was defeated.

Budget Committee - Dr. Thompson reported that the Nelson budget hearing went very well and that the supervisors had requested a five-year projection. Mr. Devan pointed out that the Jefferson Madison Regional Library had received the second largest state aid allocation. He has written to other directors seeking support for the lifting of state aid restrictions. The city is being requested to allocate $3,000, the amount the city staff cut, to the budget as it had been presented.

Building Committee - Mr. Devan reported that there are still some outstanding decisions. The bookstacks will be sand color. The elevator is now out of service and in the process of being removed.

Program & Objectives Committee - Mrs. Melcher reported that the book selection policy is just about completed.

Staff Association - Mrs. Hall indicated that the comments of the association has been presented during the personnel committee presentation.

Northside Branch - Mrs. Melcher indicated that she will be passing out to the Board about 10 pages of information concerning branches.

Contract Committee - Mr. Weed reported that he had brought this up at the Nelson supervisors' meeting. There was no action.

Bookmobile Committee - The bids are out and expected by April 3, 1980.

Crozet Committee - Dr. Thompson reported that all is going well.

NEW BUSINESS:

Dr. Thompson questioned the letter to the editor of the Daily Progress and the magazine exchange idea. Mr. Devan indicated that allowing a magazine exchange at the library was not feasible due to lack of space and also staff time. The idea is good but just not practical.

The meeting was adjourned at 5:10 p.m.

Dolores Sperelakis
Recording Secretary
PERSONNEL COMMITTEE REPORT

The following additions to the Personnel Manual will probably be recommended by the Personnel Committee with the concurrence of the Staff Association and the Director:

Snow Days Policy

If a staff member is unable or unwilling to report to work as scheduled because of inclement weather, but the library is open, the absence shall be charged to vacation or compensatory time.

Maternity Leave

Maternity leave shall be provided to all pregnant employees upon written application in advance of the expected termination of pregnancy. At any time during pregnancy an employee is aware that her and/or her unborn child's health is endangered by her job she shall immediately make that fact known in writing to her department head. By the end of the sixth month of pregnancy and at such times as deemed necessary by the department head, pregnant employees shall submit to their department head a doctor's statement discussing the probable date the employee must cease work. Return from maternity leave status shall be at a time no later than 2 months following the conclusion of the pregnancy, except that in cases of major unusual complications the Director may authorize an extension.

Persons who use maternity leave shall be paid from their sick leave, compensatory leave and vacation leave accounts, in that order, during their absence. Should all of these accounts become exhausted, the balance of the leave will be without pay.

An employee may continue to work as long as her doctor permits. Should she have a temporary pregnancy-related illness before beginning maternity leave, the illness may be charged to sick leave.

Sick Leave

A staff member who is ill and unable to work should call his or her supervisor as soon as the decision is made not to work. This call should be received before or as soon as the library has opened for the day. Unless the individual is specifically excused by the supervisor, a call should be made every day.

Immediately on returning to work, the employee should complete a leave form, recording the duration and cause of absence. Failure to comply with these regulations may result in leave without pay being charged to the individual.

Sick leave with pay shall be earned at the rate of one and one quarter days per month worked for all permanent full-time employees. Sick leave will be prorated for permanent part-time employees in the following manner:

<table>
<thead>
<tr>
<th>Weekly hours</th>
<th>Monthly earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10</td>
<td>None</td>
</tr>
<tr>
<td>10⁺ - 12</td>
<td>2-3/4</td>
</tr>
<tr>
<td>12⁺ - 18</td>
<td>3-3/4</td>
</tr>
<tr>
<td>18⁺ - 24</td>
<td>5-1/4</td>
</tr>
<tr>
<td>24⁺ - 28</td>
<td>6-1/2</td>
</tr>
<tr>
<td>28⁺ - 37</td>
<td>8-1/4</td>
</tr>
</tbody>
</table>

Sick leave, if not exhausted in the year in which it accrues, may be carried over from year to year without limit. Employees shall retain all benefits while on approved sick leave.
Annual Leave

No annual leave shall be taken by any employee until he or she has worked for six months; and then leave taken shall not be greater than the amount accrued for the number of hours worked.

Annual leave may be accumulated until the total equals one week more than the amount which can be earned each year. Thereafter, excess vacation credits will be lost. In exceptional circumstances, the Director, or the Board of Trustees in the case of the Director himself, may authorize the accumulation of an additional week of vacation time.

Substitute

A person who is listed on the payroll for no regularly scheduled hours but who may be called upon to work in place of a permanent employee for short periods of time. Substitutes are employed at an established pay rate (usually the starting salary for the appropriate job classification) and are paid on an hourly basis. It is understood that substitutes will be asked to work at their convenience as well as that of the library and, therefore, have no guaranteed hours and receive no benefits.

Regular part-time employees may be asked to work as substitutes at their regular rate of pay but receive no benefits for that portion of their work.

Outside Employment

Library employees may work on outside jobs if the outside employment does not affect or reflect on the operation of the library or the work of the staff member or create some conflict of interest. In case of doubt, the staff member should consult his or her supervisor.

The following Policy Correction will be recommended by the Personnel Committee:

TABLE OF HOURLY EARNINGS PER MONTH

<table>
<thead>
<tr>
<th>Regular Schedule</th>
<th>0 - 5</th>
<th>6 - 15</th>
<th>16+</th>
<th>Professional, Branch and Department Heads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours/Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10+ - 12 hrs.</td>
<td>1-1/2</td>
<td>2-1/4</td>
<td>3-1/2</td>
<td>3-1/2</td>
</tr>
<tr>
<td>12+ - 18</td>
<td>2</td>
<td>2-1/2</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>18+ - 24</td>
<td>3-1/4</td>
<td>4-3/4</td>
<td>6-1/4</td>
<td>6-1/4</td>
</tr>
<tr>
<td>24+ - 28</td>
<td>4</td>
<td>6-1/2</td>
<td>8-1/4</td>
<td>8-1/4</td>
</tr>
<tr>
<td>28+ - 37</td>
<td>4-3/4</td>
<td>7</td>
<td>9-1/2</td>
<td>9-1/2</td>
</tr>
<tr>
<td>37 1/2 (full time)</td>
<td>6-1/4</td>
<td>9-1/2</td>
<td>12-1/2</td>
<td>12-1/2</td>
</tr>
</tbody>
</table>

The following Policy Change will probably be recommended by the Personnel Committee:

"That staff members be authorized four weeks vacation after (10) years of service rather than the fifteen (15) years presently authorized."
STATE AID

We are advised by the State Library that funding of State Aid will be approximately 61% and that, as a result, we can expect approximately $207,761 for fiscal year 1981. This significantly reduces the amount to be requested from the jurisdictions. The Budget Committee will have additional information for the Board at the meeting.

U.S. DISTRICT COURT

(Extract from a letter to Senator Byrd from Clarence A. Lee, Jr., Regional Administrator, GSA)

"GSA has requested offers to meet the requirements of the judiciary in Charlottesville, and offers have been received. We are presently evaluating the offers and negotiating with the offerors. Negotiations should be concluded between mid February and early March. The Solicitation for Offers requires that the space be ready no later than 18 months after award. It is anticipated that once an award is made the space can be ready within one year.

In addition to the above permanent solution to the problem, a serious attempt to find interim space to house the Courts until construction is complete is underway. Due to the tight real estate market in Charlottesville and the short period that the Government will require the space, no potential offerors have come forward with space for Government use. The efforts to secure space are continuing."

GORDON AVENUE BRANCH

Mr. Brandon Blankenship of King Business Interiors, which is doing the carpeting in the Main Library, has offered to provide advice on the new carpeting (and eventual wall colors) at the Gordon Avenue Branch. I am waiting for his report.

BOOKMOBILE

The Bookmobile specifications are out for bid and bids are due at the end of March.

NORTHSIDE BRANCH - Demographic studies

All demographic studies that I have been able to locate are based on total county populations which is reasonable for shopping malls. Except for the Albemarle County Planning office there are no studies indicating growth areas inside Albemarle County.

EASTER CLOSING

In accordance with the practice of the last few years, the Gordon Avenue Branch will be closed on Easter Sunday.

ROTARY CLUB OF CHARLOTTESVILLE

The Charlottesville Rotary Club has made a gift of $2,500 to the Building Fund of the library in order to furnish the Young Adult area. Their thinking indicated that there might be additional gifts in the future from time to time.
VOTER REGISTRATION IN CHARLOTTESVILLE

The Charlottesville Electoral Board has asked for, and received permission to use the bookmobile for a voter registration drive on Friday, April 4 and Saturdays, March 29 and April 5 at the Barracks Road Shopping Center and at the Downtown Mall. If they find this satisfactory, they would like to do it regularly, provided the Board of Trustees approves. I have suggested that other Boards of Elections may wish to have Deputy Registrars meet the bookmobile in the several counties for similar registration drives.

BUSINESS HISTORY

The Charlottesville Albemarle Chamber of Commerce has offered the library a treasure trove of business history of the Charlottesville area including many photographs and other special publications. Details of the gift are still being worked out. We will accept the material for our general local history collection. The Chamber is seeking special funds to catalog, microfilm and preserve the materials.

CROZET LIBRARY

The preliminary plans have been approved by Stan Wilcox and the architects are going ahead with the working drawings for the library. There is not, as yet, any target date for completion except, several weeks ago "the end of the summer" was mentioned.

CIRCULATION

The welcome increase in circulation this month (8,988) is partially offset by the realization that last year's, against which this year is measured, showed a 7,015 decline, due apparently to the weather which forced the closing of the library for several days. This year, we lost no days in February due to weather.

MAIN LIBRARY BUILDING

The construction people advise me that we are reasonably on schedule if we take into account that we don't know what the schedule is because of the Court. In the meantime, the Friends of the Library are planning a party at the time of the opening.

UNACCRUED VACATION AND SICK LEAVE PAY

The Library, in accordance with public accounting practices, does not record accumulated vacation and sick pay earned but unpaid at the end of the year. Individual records are maintained in the personnel files of the library. The cumulative amounts, which approximate $27,530 and $98,063 respectively, as of December 31, 1979, will be recorded as salary expenditures when paid in future years.

<table>
<thead>
<tr>
<th>Sick Leave</th>
<th>Vacation</th>
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<tbody>
<tr>
<td>1658.5 days (full time)</td>
<td>469.50 days (full time)</td>
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<tr>
<td>1570.2 hours (part time)</td>
<td>411.62 hours (part time)</td>
</tr>
<tr>
<td>1,867.87 days (FTE) x 7.5 x $7.00</td>
<td>524.38 days (FTE) x 7.5 x $7.00</td>
</tr>
<tr>
<td>$98,063</td>
<td>$27,530</td>
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SIGNAGE

The Building Committee is seeking a final decision on the nomenclature to be applied to the new Main Library building. The architects have proposed the attached design to be placed over the main entrance to the Library, using anodized (bronzed) aluminum letters, the word "Library" to be in letter 12 inches high. One suggested alternative is "Public Library".

My own opinion is that while "Public Library" would be a somewhat better statement of the case, the architects have designed a satisfactory alternative which is aesthetically much more pleasing. It is highly desirable that a conclusion be reached at the Board meeting.
MINUTES OF THE FEBRUARY 25, 1980 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: Mr. A. C. Weed, II, President
Dr. Michaela Thompson, Vice President
Mrs. Calvert Mathes, Secretary
Mr. Edward H. Bain, Jr.
Mrs. Jean Blakey
Mrs. Margaret Melcher
Mr. Lloyd T. Smith, Jr.
Mrs. Eleanor Woodward

ABSENT: Mrs. Barbara Isaacs
Mrs. Marge Sauer
Mrs. Helen L. Wieneke

ALSO PRESENT: Mrs. Joanne Lopez, Gordon Avenue Branch Head
Mrs. Marjorie Strange, Bookmobile Librarian
Mrs. Joyce Hall, Staff Association President
Mrs. Dolores Sperelakis, Recording Secretary
Mr. Christopher B. Devan, Director (Absent due to illness)

The meeting was called to order by the president, Mr. Weed, at 3:35 p.m. The minutes of the January meeting were approved as submitted. The January Circulation Report and Financial Report were accepted as submitted. A brief discussion followed concerning the trend of decreased circulation.

ACTIONS TAKEN BY THE BOARD:
None

DIRECTOR'S REPORT
Presented in written form. Due to Mr. Devan's absence little discussion ensued.

GORDON AVENUE PRESENTATION:
Mrs. Joanne Lopez, Head of the Gordon Avenue Branch, discussed various aspects and trends in the current library situation. She indicated that this particular branch is used heavily on the weekends and late afternoons. There is a concern about the number of books lost in circulation and also the amount and meaning of a fine system. After some discussion it was noted that perhaps some publicity and education of the public is needed to implement the fine system stressing the importance of books being returned so that another patron can make use of the books. Possible suggestions were made by board members to be considered.

The discussion then turned to the actual physical needs of the library. New carpeting and redecorating is a high priority. Wise use of utilities was also discussed. Mrs. Lopez also indicated a need for more help at peak periods, additional reference and large-print books and more current selections. Various questions and answers were exchanged with Mrs. Lopez and board members.
COMMITTEE REPORTS

Personnel Committee - No report.

Building Committee - Mr. Smith has agreed to act as Chairman of the committee. At this point Mr. Weed indicated that the board will be undergoing a big changeover in the summer. He encouraged current board members to seek qualified replacements if at all possible. Along the lines of change, Mr. Weed indicated a restructuring of the building committee into a permanent committee dealing with the buildings and property of the library. In the current situation, Mr. Smith pointed out that feedback from all board members will be needed when it comes to the selection of wall colors for the new main library.

Budget Committee - Dr. Thompson reported that the Albemarle County budget hearing went very well. Letters from state representative James Murray, and Virginia State Library Librarian, Dorothy Fuller, were read. State funding should come in somewhere between 56-60% of full funding. Hopefully, as more state funding is released, restrictions as to how the funds are spent will be eased.

Program & Objectives Committee - Mrs. Melcher reported that a Book Selection Policy will be forthcoming at the next board meeting. She indicated that Mr. Devan does have background material of selection policies prevalent in other libraries and past history of the whole policy.

Bookmobile Committee - Mr. Weed reported that the specifications were drawn and that it would soon be sent to bid. Mrs. Strange questioned whether a lift step to aid handicapped people should be considered. Mr. Weed questioned whether the bookmobile would have any protection from the weather in its new parking area at the main library.

Crozet Committee - Dr. Thompson indicated that plans are being drawn up and that all is going well.

Staff Association - Mrs. Hall requested a Personnel Committee meeting and Mr. Bain requested that Mr. Devan set it up.

Northside Branch Committee - Mrs. Melcher indicated that Mr. Devan has not been able to locate a suitable demographic study as of this time.

Contract Committee - No action.

NEW BUSINESS:

Mr. Weed extended an invitation from Mrs. Wieneke to board members to attend the next board meeting at the Scottsville Branch Library.

The meeting was adjourned at 5:10 p.m.

Dolores Sperelakis
Recording Secretary
BUDGET, 1980-81

The Legislature has not yet acted on the State Budget, but it seems reasonably sure that there will be a significant increase in State Aid for the next biennium. The next problem, which will be addressed by the Budget Committee before the Board Meeting, will be to work with the jurisdictions in developing the budget for the coming fiscal year. Both Albemarle and Charlottesville have indicated a small reduction in the budget requests; the smaller counties have not yet responded to the budget message.

TRUSTEE CHANGE

Our newest trustee, Paul David, resigned within weeks of his appointment in order to accept a research position in Indiana. He also resigned as President of the Friends of the Library; Opal David also resigned as Editor of "Among Friends". They will both be missed. As yet, no appointment has been made by the Albemarle County Board of Supervisors.

WHITE HOUSE CONFERENCE ON LIBRARIES AND INFORMATION SCIENCE

This conference was held on November 15-19, 1979, after several years of preparation, including a Governor's Conference in Richmond last spring. The resolutions adopted (and rejected) at the conference are summarized in the article attached to the Director's Report. The particular content of each resolution is, perhaps, less significant than the discussion of the issues which each resolution addresses. These are the issues that libraries are facing and will be facing in the next decade.

CIRCULATION REPORT

A new element has been added to the Circulation Report: namely, the Title Count. Until a few years ago, this record was never maintained. With the advent of COM Catalogs, and computer technology in general, it has been recognized as an important element of record keeping. The figure which we are using has been developed within the last three years. Rather than actually count the shelf-list cards, we measured the shelf-list and estimated the base number. From that time on, we have counted additions and deletions. From now on, this will be included in the regular monthly report to the Board of Trustees. It represents, of course, an estimated figure which will be corrected as the shelf-list is converted into machine readable form.

CROZET

Floyd Johnson has been instructed to proceed with working drawings for the new Crozet Building in accordance with the ideas developed by the Committee. As soon as the working drawings are received, we can proceed to draw up specifics for the furnishings and equipment needed for the building.

NELSON COUNTY

On February 12th, Al Weed made a presentation to the Nelson County Board of Supervisors, backed by Tanith Knight, Karen Aprill and myself, which resulted in a grant of an additional $1,350 for books for the balance of the present year. At the same time, he mentioned the emerging need for a new building with more space.
PERFORMANCE EVALUATION PROCEEDINGS

Ms. Caroline Arden, a Consultant with the State Department of Personnel is working with the department heads in developing the specific pattern of standards by which the staff will be evaluated. She will have met with the department heads to review their work before this report goes to press.

NEW MAIN LIBRARY BUILDING

The Contractor assures me that we are reasonably on schedule; the Architect assures me that we can anticipate completion "sometime in the fall". Rumors abound but there seems to be no assurance that the GSA has made any provision, either for the long range solution to the Federal Court problem or for temporary quarters which will remove the courts from the dust and confusion associated with construction.

DOCUMENTS RECEIVED

Bookmobile Specifications drawn up by the City Purchasing Department at the request of the Bookmobile Committee (Helen Wienke, Chairman) and sent to that Committee for review before being placed out for bids.

Computer Output Microfilm Catalog Request for Proposal prepared by the State Library and sent out to potential bidders. This is the first major step in the project. It seems to include a time frame of one year following acceptance of a contract or approximately eighteen months from now.

Children's Activities at the Gordon Avenue Library - A schedule of activities which will be of general interest. Copies are attached to Director's Report.

Senate Bill No. 303 (Virginia) introduced by Senators Buchanan, Bird and Boucher, to increase the State Aid Grant factor on area from $10 per square mile to $15 for single jurisdictions and from $30 to $45 for multiple jurisdictional libraries. It seems unlikely that it will get anywhere during this session, having been introduced quite late in the session. However, it will probably come up again.

Respectfully submitted,

Christopher B. Devan
Director

CBD:ds
MINUTES OF THE JANUARY 22, 1980 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: Mr. A. C. Weed, II, President
Dr. Michaela Thompson, Vice President
Mrs. Calvert Mathes, Secretary
Mr. Edward H. Bain, Jr.
Mrs. Jean Blakey
Mrs. Katherine Hallock

ABSENT: Mr. Paul David
Mrs. Barbara Isaacs
Mrs. Marge Sauer
Mr. Lloyd T. Smith, Jr.
Mrs. Helen L. Wieneke

ALSO PRESENT: Mr. Christopher B. Devan, Director
Mrs. Joyce Hall, Staff Association President
Mrs. Dolores Sperelakis, Recording Secretary

The meeting was called to order by the president, Mr. Weed, at 3:35 p.m.
The minutes of the December meeting were approved as submitted. The December Circulation Report and Financial Report were accepted as submitted. Mr. Weed requested that Mr. Devan have available the percentage of increase in circulation of the Nelson library in comparison to the other branches in the system so that this information can be presented at the Nelson County Board of Supervisors meeting.

ACTIONS TAKEN BY THE BOARD:

(1) Mr. Bain moved that the option on the Vinegar Hill site to the City of Charlottesville be extended. Seconded by Mrs. Mathes the motion was passed.

DIRECTOR'S REPORT:

Several Board members mentioned the excellent work that the Reference Department of the McIntire Library extends to its patrons. Mr. Devan reported that $4,000 was deposited for the Unemployment Fund into the savings account. There has also been some interest accrual on this account. He also reminded the Board that the Library does have a safe deposit box available. He brought the Board up to date on the Building Fund accumulation.

Mr. Devan indicated that the GSA is still seeking quarters for the Federal Court. The Board noted the receipt of the letter sent by Mr. Weed to elected officials concerning the occupancy of the Federal Courts. Mr. Devan will be attending a meeting in Richmond concerning state funding to the libraries.

COMMITTEE REPORTS:

Personnel Committee - Mr. Bain had no report. The memorandum sent by Mr. Devan regarding outside employment by employees will be referred to the Personnel Committee for further evaluation.

Building Committee - Mrs. Hallock presented a blueprint outlining the outside entrance and ramp for the new Main Library. The Committee agreed to have the stairs and ramp merge for a smoother flow. Landscaping was also discussed. Mrs. Hallock requested that the Board follow closely the choice of color for the interior of the new Main Library, since the color presently submitted may not
COMMITTEE REPORTS: (Continued)

Building Committee - be suitable for the present scheme. Mrs. Hallock then expressed her enjoyment and satisfaction of serving as a Board Member for the Library. Mr. Weed then thanked Mrs. Hallock for her dedication and expressed how much she will be missed.

Budget Committee - Dr. Thompson indicated that the committee was in a holding pattern until the city and county and funding jurisdictions presented their budgets. The state funding percentage is still uncertain also.

Crozet Committee - No report. The committee will be meeting shortly.

Program & Objectives Committee - Mrs. Melcher reported that the book selection policy has taken longer than anticipated. This policy plus a 5-year plan are both due June 30, 1980. Mrs. Melcher will be meeting with members of the staff to discuss aspects of the selection policy.

Bookmobile Committee - Mr. Weed reported that Mr. Elias of the Purchasing Department of the City of Charlottesville is in the process of getting bids for the new bookmobile.

Staff Association - Mrs. Hall had no report.

UNFINISHED BUSINESS:

Northside Branch - A brief discussion ensued whereby locations were discussed. It was suggested that the use of mini-libraries and their effectiveness be checked into, also whether a committee of interested citizens might be useful.

Contract - No further action from any of the jurisdictions.

The appointment of Mr. Paul David to the Board was noted. Mr. David was unable to attend the meeting. He will be replacing Mrs. Hallock.

The Scottsville High School matter will be dropped from the agenda until a future date.

The meeting was adjourned at 4:40 p.m.

Dolores Sperelakis
Recording Secretary
HAPPY NEW YEAR!!

What with holidays, weather conditions and illness, the library has been grateful to maintain an even keel since mid-December. Most committee activities have been resumed and while there is little definitive action to be reported, things are moving.

U.S. DISTRICT COURT

In response to a letter from Al Weed, Congressman Robinson has indicated that some decisions about the future location of the Court can be expected in mid-February. In the meantime, we are making every effort to keep the Court as comfortable as possible in the face of numerous breakdowns of the heating system, leaks in the boiler and failure of the heating control system.

VINEGAR HILL SITE

The City of Charlottesville has requested an extension of the Option Agreement on this site until January 1, 1981, in view of its continuing attempt to develop the hotel/conference center project. The original 6-months option, granted in June to the Park Tower Corporation, established a purchase price of $202,036, representing the original purchase price with no interest from the time of original purchase in 1975.

BOOKMOBILE COMMITTEE

The Bookmobile Committee, under Mrs. Wienke, met in December and asked for information about the desirability of a diesel-powered vehicle. This information has just been received and is being evaluated.

BUILDING COMMITTEE

The Building Committee has met and considered, among other things, the landscaping on the front of the building, as well as a redesign of the ramp access point.

CROZET COMMITTEE

This Committee will be meeting on January 24th to consider interior arrangements on the Crozet building. A recent communication from the architects indicate that a basement level room is impractical because of drainage problems. Alternatives are being considered by Stan Wilcox.
Devan met with the Administrators of the several jurisdictions on January 10th for a formal question and answer period about the budget. The event went smoothly, with good questions asked and little information given from them to indicate how their final recommendations would come out. A key feature of this year's budget is the effectiveness of the campaign to increase the State Aid appropriation. On the day after this hearing it merged that the Governor's budget had requested only a $500,000 increase which, for this library yields an increase of some $6,000 or 5%. This is more than disappointing; it is a disaster to the budget as prepared. Other information received indicates that the Legislature will increase this but probably not to the level of 65% which is what had been hoped for.

LOUISA COUNTY

The Louisa Board of Supervisors met on January 7th. A newspaper report of their actions is attached to this report. Mrs. Sauer expects to appear before the Board on January 22nd to request additional funds for the balance of the present year.

Mrs. Nancy F. Winks will be vice chairman and James R. King will serve as chairman of the Louisa County Board of Supervisors for 1980. They were chosen for these posts by their fellow members during the organizational meeting of the new board Monday afternoon.

Central Virginia, January 10, 1980

James R. King, senior member of the Louisa County Board of Supervisors, was elected as its chairman during the boards first meeting Monday afternoon. Newly elected Louisa Supervisor Mrs. Nancy F. Winks was elected as vice chairman. They were elected for one year terms.

In addition to King and Winks, the new board which took over January 1 is composed of veteran member Frank B. Boxley, Jackson, and Tie-Breaker R. Alfred Lloyd and new members Bobby Lee Johnson, Green Springs, John E. Thomasson, Patrick Henry, and Willie L. Harper, Mineral.

The board established a number of standing committees and made appointments:

- Budget and Capital Improvements Plan - The entire board; Medical - Winks and Johnson; Building and Grounds and Landfill - Boxley and Thomasson; County Code, Building and Zoning Code - Johnson and Harper; Regional Agencies - Winks and Thomasson; Legal Matters, Litigation and Personnel - King and Harper; By Law and Rules of Order - King and Boxley.

Boxley was reappointed to represent the board on the county Planning Commission and County Administrator C. Edward Kube was reappointed to the Emergency Medical Services Council.

In other committee action the board voted 4-2 to dissolve the Fact Finding Library Committee. This committee was appointed by the previous board and presented a report to that board at its December 3 meeting, comparing cost for remaining with a regional library as compared with the county having an independent library. The committee also made a number of recommendations for the board to consider. The board accepted the report of the committee, thanked them for their work and asked that they continue to serve as a committee, but took no action on the recommendations.

At Monday's meeting Johnson moved that the committee be discontinued as of that date, that they be thanked for a job well done, and that the board continue to study the recommendations and decide at a later date what route they want to go.

Prior to making his motion Johnson said he did not think the present board should be saddled with a "watch dog" committee appointed by a previous board. He further stated that he did not feel the committee was needed any longer since they had fulfilled their fact finding job and given their report.

Boxley and Harper both took exception to Johnson's motion, stating that they felt it was a very capable committee who had worked hard and done a good job. Harper also said he didn't feel it was very sound to drop a committee before a decision was made since they might be needed for advice later.

In other initial decisions that board voted to continue regular meetings on the first Monday of each month at 1 p.m. and on the third Monday at 8 p.m. However, the next meeting of the board will be Tuesday, January 22, because Monday, January 21, is a state holiday, Lee-Jackson Day.
CONTRACT REVISION

There has been no response as yet to the proposals for revision of the Contract. At the Budget Hearing, I was asked if we had implemented the 3-year averaging of circulation, to which I replied in the negative since this is not presently a part of the contract.

PERFORMANCE EVALUATION

The Department heads have met with consultants from the State Department of Personnel, who are assisting in the development of a Performance Evaluation system for the library. We are now developing the first draft of standards for some specific positions. This is a major step forward.

BRANCH USE OF MAIN LIBRARY

In 1979, 3,322 subject and title adult request were sent from the Branches to the Main Library for help. This is an increase of 15% over the previous year. In the same period, with no prior statistics to compare them to, the branches made 1,527 telephone calls for books or subjects. These represent requests for specific books or subjects which the branches were unable to provide from their own collections. As a measure of increased expectations of service from the branches, it is an indication of the improved service the branches are giving, and should be encouraged.

Respectfully submitted,

Christopher B. Devan
Director

FLASH!!! The Albemarle County Board of Supervisors, at their meeting held on January 14, 1980, appointed Mr. Paul T. David to the Library Board to replace Mrs. Harold Hallock whose term has expired. Mr. David’s term is to expire on June 30, 1982.
The meeting convened at the Reference Room of the McIntire Library for a presentation by Head Librarian, Mr. Philip Williams. A tour of the building was taken and services and equipment available to patrons was indicated. The meeting transferred to the Red Cross Building and was opened by Mr. Weed, the president, who then introduced Ms. Barbara Thiele from Virginia State Library.

Ms. Thiele then discussed the COM Catalog system that the library is eligible to participate in. Federal funds normally allocated to the Library would be used toward the installation of the system. By April 15th it is hoped that a contract will be awarded. Installation will depend on the contractor. The system should save time, effort and provide a more efficient operation. Ms. Thiele answered questions from board members. Later in the meeting a vote was taken to allocate the federal funds toward installation of a COM Catalog system.

The November minutes were accepted as submitted. The November Circulation Report and November Financial Report were accepted as submitted. It was reported that the drop in juvenile circulation at Gordon Avenue was evenly distributed between city and county.

**ACTIONS TAKEN BY THE BOARD:**

1. Dr. Thompson moved that the budget, as presented to the Board, be submitted to the funding jurisdictions. Seconded by Mrs. Mathes the motion was passed.

2. Mrs. Mathes moved that the Federal funds allocated to the Jefferson Madison Regional Library be used toward the installation of a COM Catalog system. Seconded by Mrs. Isaacs the motion was passed.

3. Mrs. Isaacs moved that the library be closed for an official holiday, December 24, 1980. Seconded by Mrs. Blakey the motion was passed.

**DIRECTOR'S REPORT:**

Mr. Devan pointed out that due to City policy the city insurance has no comprehensive or collision insurance. In meeting with the administrators of the jurisdictions Mr. Devan indicated that a request was made to include $49,258 as revenue in the budget from GSA. Mr. Weed pointed out that there is no contract with the GSA and that inclusion of $49,258 as revenue is premature.
DIRECTOR'S REPORT: (Continued)

Mr. Devan then brought up the addition of a staff car, which would be mainly used by himself and Karen Aprill, the extension supervisor. He indicated that costs of maintaining a car used for library travel was not keeping up with the reimbursement. Mr. Weed indicated that some costs of the car would be the owner's anyhow, such as plates, insurance and some maintenance. A more feasible approach and of benefit to all employees would be to consider an increase in travel reimbursement.

COMMITTEE REPORTS:

Budget Committee - Dr. Thompson reported that the committee recommended a 15% increase in the book budget with technical services costs incorporated into some of it. The salary line item would be 10% cost of living and 3.9% MAI adjustment, also an allocation for a merit system. The board voted to present this version of the budget to the funding jurisdictions.

Personnel Committee - No report.

Building Committee - Mrs. Isaacs presented the report. The carpet bid was awarded to King for $51,955 with an alternate of $2,925 for mezzanine carpeting. There has been a lot of problems with the eligible bidders. Al Elias, of Purchasing, is responsible for the handling of the bids and awards. Somehow the cost of the telephone system was not incorporated into the costs. Centel will be doing the work and costs will be kept down. It was requested that Mr. Weed write to the elected officials to speed up the GSA in locating quarters for the federal court.

Program & Objectives Committee - Mrs. Melcher passed out a brief summary of some thoughts relating to the book selection policy. She requested that Board Members read it and contact her with comments and suggestions.

Bookmobile Committee - Mr. Weed reported that Al Elias of Purchasing was handling the bids for the bookmobile. Hopefully in early spring a contract should be ready.

Crozet Committee - Mr. Devan had a drawing available as to the new building interior.

Staff Association - Mrs. Hall requested that the Board consider giving the employees Christmas Eve (Monday) off. Both the City and County will be closed that day as well as State and Federal offices. The Board voted Christmas Eve a day off.

The meeting was adjourned at 5:55 p.m.

Dolores Sperelakis
Recording Secretary
ADULT SERVICES

Mr. Philip Williams, Head of Adult Services, will describe for the Board, the activities of the Reference Room and of the Adult Circulation area.

This portion of the Board Meeting will take place in the Main Reading Room of the McIntire Library at 3:30. Following this, the Board will adjourn to the Red Cross Building where the balance of the meeting will be held.

ALTERNATES TO THE CARD CATALOG

Ms. Barbara Thiele, from the Virginia State Library, will be on hand to briefly describe the State Library proposal and to answer any questions you might have on this.

CROZET BRANCH

A "Progress Print" of a floor plan for the Crozet library has been received from the architects and will have been discussed with the Crozet Committee and Staff before the next Board meeting (I hope).

ADMINISTRATOR'S MEETING - Budget, 1980-81

The Meeting with the Administrators, originally scheduled for November 21, has been rescheduled for December 14th. A summary of the discussion of this meeting will be presented at the Board meeting.

BUDGET, 1980-81

A formal request has been presented to the Virginia State Library asking for an exemption from the 20% requirement on a temporary basis and suggesting a 17% requirement as an alternative. After computation of this and other emerging factors, the budget is still over the million dollar mark. I hope to be able to present a detailed picture of the budget at the Board meeting.

CIRCULATION FIGURES - A Final Word

After making adjustments to the circulation figures for corrections from Gordon Avenue and for losses due to eliminating telephone renewals, it appears that there is no statistical redistribution of library use (carried to the tenths of one percent) between jurisdictions because of these factors. Therefore, I do not plan to make any adjustments in the budget-making process as I had previously intended.

LOUISA- Fact Finding Committee

The Committee Report is included with this mailing; also included is a copy of the article from the Central Virginian about the presentation. The Report contains a lot of material for further discussion and study, both by the Board of Trustees and the Board of Supervisors. The most significant recommendation is, of course, that Louisa County remain in the Jefferson Madison Regional Library.

Respectfully submitted,

Christopher B. Devan
Director
MINSUTES OF THE NOVEMBER 27, 1979 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: Mr. A. C. Weed, II, President
Dr. Michaela Thompson, Vice President
Mr. Edward H. Bain, Jr.
Mrs. Jean Blakey
Mrs. Barbara Issacs
Mrs. Margaret Melcher
Mrs. Marge Sauer
Mrs. Helen L. Wieneke

ABSENT: Mrs. Calvert Mathes, Secretary
Mrs. Katherine Hallock
Mr. Lloyd T. Smith, Jr.

ALSO PRESENT: Mr. Christopher B. Devan, Director
Mrs. Joyce Hall, Staff Association President and Recording Secretary
Mr. Paul David, President, Friends of the Library
Mrs. Opal David, former Albemarle County Supervisor
Mrs. Eleanor Woodward, Alternate Louisa County Board Member
Mr. C. Edward Kube, Louisa County Administrator
Mrs. Lillian Sparks, Louisa Library Librarian
Louisa County Supervisors: Messrs. Robert Johnson, John Thomasson,
Robert Curtis, and Mrs. Nancy Winks
Mr. R. A. Lloyd

The meeting was called to order at 3:00 p.m. by the president, Mr. Weed, at
the Louisa County Branch Library. Mr. Weed welcomed the guests and thanked everyone
for attending. He noted that this was the first time a Board meeting was held in one
of the outside area branches. The minutes of the October meeting were approved as
submitted. A corrected September Circulation Report and the October Report were accepted
as submitted. The drop in juvenile circulation was discussed. The Board requested
Mr. Devan to compare city to county to see where the drop is occurring (Gordon Ave).
The Financial Report for October was accepted as submitted.

ACTIONS TAKEN BY THE BOARD:

(1) Dr. Thompson moved that the MAI Personnel Manual and Classification System
be incorporated into the library system. Seconded by Mrs. Blakey the motion was passed.

DIRECTOR'S REPORT:

The December meeting will be held December 18th, 1979 commencing at the McIntire
Library and then the Red Cross building.

Mr. Devan presented a Virginia State Library Trustees Manual he received from
Mr. Raymond Williams. Copies were given to Mr. Weed and Dr. Thompson for comments
and suggestions and to be passed on to each board member.

The Crozet Branch Library lease was briefly discussed. The Library is in its
new quarters.

Mr. Devan reported that the Catalog Conversion project would cost approximately
$105,900 with funds coming mainly from Federal Aid. Virginia State Library will put
out the bids for the catalog conversion. Action was deferred pending additional
information.
DIRECTOR'S REPORT: (Continued)

Mr. Devan reported that Bookmobile bids will go out as soon as an error in the specifications is corrected. It should take approximately 60 days to get replies.

COMMITTEE REPORTS:

Personnel Committee - A brief history of the MAI was given by Mr. Weed. The Board then approved the Personnel Manual and Classification System.

Building Committee - Progressing as expected.

Budget Committee - Dr. Thompson reported that the budget may hit one million for the following reasons: A new library building, the move of Crozet and Louisa into larger buildings, inflation and the requirement by Virginia State Library to allocate 20% of the budget to books or related materials category.

Discussion of salaries included a 3.9% increase (recommended by the MAI report) and a cost of living increase of 11.2% for the 1980-81 budget. An allocation of $7,500 to be used as merit increases for the staff was proposed. The Budget has to be submitted by December 17th.

Program & Objectives Committee - Mrs. Melcher reported that a draft on a new book selection policy should be ready in December.

Staff Association - Mrs. Hall thanked the Board for passing the MAI Personnel Manual and Class Specification. She also thanked Mr. Bain for his letter of reply.

NEW BUSINESS:

Mr. Weed announced that Mrs. Melcher will head a Study Committee for the Northside Branch.

UNFINISHED BUSINESS:

The Louisa Study Committee has met and will present their report to the Louisa County Supervisors this month. Mrs. Woodward commented on the branches having two representatives to the Board and also more open communication with the director and the Board of Trustees.

Dr. Thompson expressed the appreciation of the Board to the Louisa Branch Library for having the meeting in the library. The meeting was adjourned at 5:05 p.m.

Joyce Hall
Recording Secretary

ds
JEFFERSON MADISON REGIONAL LIBRARY

Director's Report
November 20, 1979

DECEMBER BOARD MEETING

Since Christmas falls on the fourth Tuesday of December, I will, in the absence
of instructions to the contrary, plan the Board Meeting on Tuesday, December 18th.
It will take place at the Red Cross Building with a presentation by Philip Williams
in the McIntire Library in Adult Services.

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LEGISLATIVE HEARING

On November 14, fourteen people from this area, including five trustees, joined
nearly 500 others from all over the state in a pilgrimage to Richmond to testify
on behalf of full funding for State Aid for libraries. The testimony, presented
by 50 speakers, was eloquent and most people I talked with during and after the
event feel that it was effective. Ray Williams has worked out the figures for
this library for 1981: fully funded, the State Aid Program would yield $342,181;
at 65%, funding would be $222,418; at 50%, funding would be $171,090 and so on.
The 65% level would give us a 95% increase over the $113,799 available this year.

The level of funding is extremely important to the library in that we must have
a book budget equal to 20% of the total operating budget. Without a massive increase
in state aid, we cannot expect to achieve this requirement of the state.

BUDGET, 1980-81

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the jurisdictions to discuss the forthcoming budget. In view of the new Main Library,
the new Crozet and Louisa libraries and of the 20% book budget, as well as the costs
of inflation, it looks now like we will present the first million-dollar budget in
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Additional information will be available at the Board Meeting.

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At the last meeting, several questions were raised about the financial statement.
Most of them have fairly simple explanations which I will try to answer orally at
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The Financial Statement for October will have further distortions because of the retroactive increases awarded by the Personnel Committee. In addition, there have been heavy demands on the substitute budget in some locations.

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Copies of the Proposed Revised Contract have been distributed to all jurisdictions with covering letters signed by the appropriate trustees. As yet no response has been received in the Director's Office. I will bring the matter up with the Administrators at our meeting.

CROZET

The Albemarle Board of Supervisors have approved the proposed library building, have authorized the additional hours which were requested and appropriated sufficient funds to furnish the building. The Library has been moved into temporary quarters and the architects have provided a rendering of the proposed building for our consideration. I am still trying to negotiate a lease between the Fruit Growers Cooperative for the temporary quarters.

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Under separate cover, a description of the proposed Shelf List Conversion project was sent to all trustees. I hope that we can get this cleared up or at least placed under formal study at the next board meeting.

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SCOTTSVILLE HIGH SCHOOL

I have been asked to discuss with the Board the possibility or desirability of moving the library into the library of the former High School when it is vacated next year, as a part of an effort to develop this building into a community center. A Study Committee, chaired by Rev. Peter Way, with Clarence McClure as a major contributor of information, is seriously considering this. Piedmont Virginia Community College has also been asked to consider the use of the building. (Note: the space allocated for the library has never been under water except during the two "hundred year floods" which occurred three years apart.)

The present library building is approaching capacity, particularly in view of the heavy community use of the building. Before leaping blindly into the High School building, we should also consider the desirability of attempting to secure a clear title to the present library building and then asking the County to enlarge it. If the High School is to become truly a community center, we should be a part of it.

Respectfully submitted,

Christopher B. Devan
Director
Mr. Sam Cleveland reports that as of this date we are one month behind schedule. The main problem has been one of disposal of the debris from the first floor. A ramp in the loading area with will help to alleviate some of the problem.

Better sealing off of the third floor has eliminated some of the dust problem.

The crew is getting started on the towers for the elevator and fire stairs. Hopefully the well will be started before Thanksgiving.

On November 30th, bids on the furnishings will be opened in the City Hall Conference Room (basement) at 10:00 a.m. There will be many decisions involved because as it looks now the budget figures probably will not cover the actual furnishings needed. Mr. Cleveland has talked to various dealers and it seems as if prices have really increased.

The month behind schedule is really not unexpected. Once the debris is removed, things should move along.
To Arms! To Arms!  
They're Closing the Libraries!

CARTOONIST Robert Osborn is one of many celebrities who have recently joined the growing library users' movement for more federal and state funds for public libraries. His imaginative library Paul Revere drawing shown on LJ's cover is being distributed to TV stations across the nation as part of a public education alert mounted by the Urban Libraries Council and the National Citizens Emergency Committee to Save Our Public Libraries.

The joint ULC-NCEC effort is aimed at building support for the bipartisan National Library Act study bill filed in May by veteran lawmakers Jacob K. Javits and Edward M. Kennedy in the United States Senate. Affirmative action on the measure is expected to take place soon after the White House Conference delegates have had an opportunity to suggest any amendments or revisions at their Washington pow-wow this month.

S. 1124, the bill that carries the proposed National Library Act, brings together in one comprehensive package major legislative proposals advocated by library organizations over recent years: the American Library Association, the Chief Officers of State Library Agencies, the Urban Libraries Council, the National Citizens Emergency Committee, the American Library Trustee Association, the National Commission on Libraries and Information Science, and others. The bill contains these key elements:

1. Establishment of a National Library Agency to coordinate interlibrary cooperation, information exchange, and innovative research;
2. A partnership formula to shift the main burden of public library funding from local taxpayers to state and federal governments;
3. An expanded library construction program;
4. Federal funds for special library services to the illiterate, unemployed, disabled, handicapped, institutionalized;
5. New emphasis on interlibrary cooperation on local, state, regional, and national levels, with financial help for heavily used research libraries; and
6. In-service training for community-oriented library staff responsibilities to better serve users with special needs.

The National Library Act's main impact will be in providing public library funding at a level to guarantee adequate library services for all Americans. Today, over 80 percent of public library costs are paid by local government. The National Library Act will reverse that ratio by establishing a matching formula under which the local share will end up at 30 percent. Small libraries stand to benefit even more than those in metropolitan centers, since they are assured exactly the same per capita aid even with generally lower operating costs and are also guaranteed access to the resources of major research libraries without having to contribute to their overhead or operating expense.


When Will Durant signed up, he apologized for the fact that his 93 years made him "too old and too impatient for interviews," but he took the time to supply a written testimonial on the role public libraries had played in the research for his monumental The Story of Civilization. "My debt to them is beyond payment," he said.
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The meeting was called to order by the president, Mr. Weed, at 3:35 p.m. at the Red Cross building. The minutes of the September meeting were approved as submitted. The September Circulation Report was accepted as submitted. It was noticed that Gordon Avenue still has a drop in circulation. Mr. Devan will make an evaluation of the situation once the October figures are in. The September Financial Report provoked many questions and some corrections are needed. Mr. Devan will have answers at the next board meeting.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Mathes moved that the fine sheet as proposed be accepted. Seconded by Mrs. Blakey the motion was passed.

(2) Mrs. Mathes moved that the regional contract, as proposed, be submitted to the jurisdictions for evaluation and approval to replace the existing contract. Seconded by Mrs. Sauer the motion was passed.

DIRECTOR'S REPORT:

Mr. Devan encouraged members of the board to attend the VLA special trip to Richmond to lobby for full state funding for libraries. Mr. Devan presented Honeywell's offer for a temperature control system for Gordon Avenue. Mrs. Hallock suggested that should this be considered a committee be formed to check into it thoroughly to see if the savings justify the investment. There have been some repercussions from the closing of the Children's Room at McIntire. Mr. Devan presented a list of patrons who signed a petition voicing their objections.

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Budget Committee - No report.

Building Committee - Mrs. Hallock reported that Mr. Hanbury had forwarded material on the furnishings. Comments were made and sent back to Mr. Hanbury.

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Contract Committee - It was proposed that Article 9 of the proposed contract be deleted. A motion was made to submit the proposed contract to the jurisdictions. The main change is to base charges on a 3-year circulation figure rather than one year. The revised contract will be forwarded to each jurisdiction with a covering letter signed by the appropriate trustees and president.

UNFINISHED BUSINESS:

Mr. Weed indicated the need to know the staff of the library and its branches. He suggested having board meetings at the outlying branches at some point in the year. Mr. Devan suggested that it would be most appropriate to visit Louisa since they have just moved into new quarters.

NEW BUSINESS:

The new proposed fine sheet was submitted for approval. Mrs. Wienekie questioned the $12.50 charge for out of area patrons. It was pointed out that this was still a good bargain since circulating books does cost the library money.

Bookmobile - Mr. Devan reported that a rough estimate for the new bookmobile was $58,000. Bids will be going out. Mrs. Strange, Bookmobile Librarian, made an appeal for the board to consider purchasing a good bookmobile and not one to just make due. This is a purchase that will last for years. Mr. Weed suggested that specifications be submitted to suit our needs. When the bids are received discussion will include all aspects of such an investment.

The meeting was adjourned at 5:05 p.m.

Dolores Sperelakis
Recording Secretary
MINUTES OF THE OCTOBER 23, 1979 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT:
Mr. A. C. Weed, II, President
Dr. Michaela Thompson, Vice President
Mrs. Calvert Mathes, Secretary
Mr. Edward H. Bain, Jr.
Mrs. Jean Blakey
Mrs. Katherine Hallock
Mrs. Barbara Isaacs
Mrs. Margaret Melcher
Mrs. Marge Sauer
Mr. Lloyd T. Smith, Jr.
Mrs. Helen L. Wieneke

ALSO PRESENT:
Mr. Christopher B. Devan, Director
Mrs. Joyce Hall, Staff Association President
Mr. Paul David, President, Friends of the Library
Ms. Andrea Gorczyca, McIntire
Mrs. Joanne Lopez, Gordon Avenue
Mrs. Marjorie Strange, Bookmobile
Mrs. Dolores Sperelakis, Recording Secretary

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CATALOG CONVERSION PROJECT

The State Library has called a conference of all Librarians who have applied for Federal Funds to convert their catalogs to machine readable form. This conference will take place on Thursday, October 25th. At that time, they will discuss the options and the problems. Evidently, the greatest problem is that so many applications have been received.

NEW MAIN LIBRARY BUILDING

The General Services Administration has tentatively agreed to take over the complete custodial care of the second floor. As long as there were tenants in the basement and the second floor, it made sense for us to do the custodial work. Now, with only the Federal Courts in the building, it is better that they do all the work and not have one of our men in the building for just a couple of hours a day.

PERFORMANCE EVALUATION

An agreement has been reached with the Office of the Local Government Management Relations, State Department of Personnel and Training, to develop a task-oriented performance appraisal system geared to the library profession. This will be at no cost to the library. The work will be done by Mr. Jack Foster, a Consultant to the state who will be working with Caroline Arden, a professional librarian on the faculty of the Catholic University Library School.

CANCER INSURANCE

All staff members have had an opportunity to secure Supplemental Cancer Insurance under a project of the City of Charlottesville, which provides for a payroll deduction for the payment of premiums. Several staff members have taken out this insurance for themselves and their families.

SCOTTSVILLE LIBRARY

The Albemarle Board of Supervisors has approved $1,500 additional funds to increase the hours of the Scottsville Library as the Board recommended last month. This decision has already been implemented.

CROZET LIBRARY

The Albemarle Board of Supervisors deferred action on the new Crozet Building until October 24th at 7:30 at which time the County Executive will make his recommendation on a plan which is somewhat revised. Mike Thompson will have a full report to the Board.

LOUISA LIBRARY

The Louisa Library has moved into its new quarters and is, according to reports, doing a land-office business.

BOOKMOBILE

The first estimate on replacing the Bookmobile with one of comparable size has come in about 17% over budget. (Note: this is not an actual bid but
BOOKMOBILE (Continued)

it will be close). I have discussed this with Guy Agnor who says "Go ahead and bid it. You will probably have to stand in line with other capital projects which are coming in over budget".

Alternatives are:

(1) Delay until next year in the hope of more money to cover higher prices.
(2) Divert Federal Funds from either of the other two projects for which it has been requested. The State Library advises me that there will be no additional funds for a bookmobile although we could convert the audio-visual project to Bookmobile use. They also advise me that this project will probably not be fully funded if the Catalog Conversion project goes through.
(3) Order a smaller bookmobile.

SCHEDULE OF FINES AND CHARGES

A staff review of all fines, fees and other charges has been completed and herewith submitted for Board approval. If accepted by the Board, this will be copied and be available at all library service desks. The most notable changes are increased fines and the increase in maximum fines.

Respectfully submitted,

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Director

CBD:ds
**Schedule of Fines and Charges**

Jefferson Madison Regional Library

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>25¢ per notice</td>
<td>No charge</td>
</tr>
<tr>
<td>10¢ per book per run</td>
<td>10¢ per book per run</td>
</tr>
<tr>
<td>10¢ per copy</td>
<td>15¢ per copy</td>
</tr>
<tr>
<td>No change</td>
<td>5¢</td>
</tr>
<tr>
<td>10¢ per day</td>
<td>$1.00</td>
</tr>
<tr>
<td>25¢ family</td>
<td>$12.50</td>
</tr>
<tr>
<td>10¢ per book per run</td>
<td>$10.00 (three months)</td>
</tr>
<tr>
<td>5¢ per book per day</td>
<td>$1.00</td>
</tr>
<tr>
<td>85¢ per book</td>
<td>25¢ per book</td>
</tr>
<tr>
<td>10¢ per book/day</td>
<td>$1.00</td>
</tr>
<tr>
<td>Proposed</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

Additional Changes:
- Overdue notice
- fines, bookmodule
- Copying Machines
- Cassette Jackets
- Cassette Containers
- I.T.'s Overdue
- Film Lenses
- art print photos
- Book Pocket Damage
- Record Jacket
- Lost Card, Date Due
- Lost Card, Chamber
- Lost Card, Adult
- Non-Resident Fees
- Deposit Cards (Refundable)
- Reserve Charge
- Maximum Fine
- Police, Juvenile
- Maximum Fine
- Police, adult

*Note: All fines and charges will be passed on to the library by the bank.*
The meeting was called to order at 3:40 p.m. by Mr. Weed, the President. The minutes of the August meeting were approved as submitted. Mrs. Thompson questioned if Mr. Bain had replied to the Staff Association. Mr. Bain replied he had told Ms. Gorczyca the information. Mr. Weed requested a reply in writing. The Circulation Report for August had a typographical error: Records for McIntire should read 1,026. Mrs. Hallock commented on the drop in circulation at Gordon Avenue in juvenile category. Mr. Weed requested that Mr. Devan check this matter and report to the Board in October. The June Financial Report was briefly discussed and approved. The August Financial Report was approved as submitted.

DIRECTOR'S REPORT:

Mr. Devan reported that Greene County has submitted a grant to build a new library. Greene County Supervisors will match funds raised to provide a microfilm reader for the Greene County Branch Library. Mr. Devan thanked Ms. Gorczyca for her efforts on behalf of the Staff Association.

COMMITTEE REPORTS:

Personnel - Mr. Bain reported that the Committee had met just prior to the Board meeting. The main topic was the MAI report which involves two upgradings, retroactive to July, and an across the board salary adjustment as requested by the staff. A joint meeting of the Personnel and Budget Committees was recommended and will be held prior to the October meeting of the Board. Should a salary surplus exist in the current fiscal budget, the staff is requesting that such surplus be distributed this year.

Staff Association - Ms. Gorczyca commented that the MAI study confirmed the fact that the salaries of the library staff were below competing area salaries. A letter from the supervisors of the library requests an audit of salary allocations in the current budget. According to MAI figures there is a salary discrepancy of 5.3% which can be awarded should a surplus exist.

Budget Committee - No report.
COMMITTEE REPORTS: (Continued)

Building Committee - Mrs. Hallock reported that the remodelling had commenced. Mr. Cleveland has found further savings (approximately $11,000) that can be realized. Mr. Devan reported that the value of the grill work is strictly scrap and he has no offers to remove the grills. Mrs. Melcher offered to take the grill work and make a donation to the library.

Programs & Objectives Committee - No report.

NEW BUSINESS:

Mr. Weed allocated committee assignments: (A list is attached)

Contract discussion followed. Mr. Weed indicated that funding from the jurisdictions is increasingly more difficult particularly to the smaller ones. The two main expenses for branch libraries include the running of the branch plus the administrative overhead. Mr. Devan pointed out that administration costs involve technical services and that perhaps for clarification purposes can be broken down. Services of the extension supervisor and the driver/messenger are also allocated to the Administration fund yet provide services mainly to the branches.

Some questions raised: Are people in the branches aware of the services of the regional library? Who uses the library? Why does the main library have to have a copy of a book when it might be pertinent only to a particular branch? What to do about the donation of books? Is there some way to "educate" people to the services of the regional library? Is it feasible to remain in a regional concept?

A committee consisting of: Mr. Weed, Mr. Bain, Dr. Thompson and Mr. Devan will meet and discuss the questions noted above. The regional contract will be revised and worked on and submitted to the next Board meeting. The idea of allocating costs based on a 3-year period versus a yearly allocation will be considered.

The meeting was adjourned at 5:40 p.m.

Dolores Sperelakis
Recording Secretary
Director's Report
September 19, 1979

MAIN LIBRARY BUILDING:

Work has actually commenced on the building as you will be able to see when you come to the meeting. The only entrance available will be the Second Street entrance and either the elevator or the Second Street staircase should be used. The remainder of the old main floor is now in the hands of the builders and is considered a hard-hat area.

BOOK BUDGET AND EXPENDITURES:

With the approval of Louisa County, secured on September 4th, State funds can now be used for the purchase of books and the first orders have been sent out. Each branch has been given its own book budget and a suggested formula for allocation between adults, juveniles, periodicals, etc. This year, we plan to keep the branches well informed about the status of their accounts.

Within the last year, three successive "prime suppliers" of books have either gone bankrupt or been absorbed by others, leaving only two general jobbers available for the library. This makes for an uneasy outlook for the future but should have no immediate impact on the book purchase program for this year.

BOOKMOBILE:

Albemarle County has approved $50,000 in their Capital Budget for a new Bookmobile. The staff has made numerous recommendations, and the City Purchasing Department is drawing up the technical specifications for placing it out for bids.

FRIENDS OF THE LIBRARY:

At the Annual Meeting of the Friends of the Library, held on September 19th, Mr. Paul David was elected President succeeding Mrs. Barbara Spoerl whose two-year term expires this fall.

In addition to the regular annual meeting, a Board Meeting was held which authorized gifts to the library totalling $7,105 for the annual events which the Friends have traditionally sponsored and $1,725 for special gifts.

SCOTTSVILLE - HOURS OF SERVICE:

The meeting with the Board of Supervisors of Albemarle County has been postponed from September 12th to October 10th at the request of Helen Wienke. Library staff are securing supporting evidence and Mrs. Wienke is developing the strategy.

It seems likely that we will be on the agenda for about 11:00 a.m.

CROZET:

The site plan has been reviewed and approved by the Albemarle County Planning Commission at the meeting held on September 18th. It seems likely that this can be presented formally to the Board of Supervisors on October 10th. I have tentatively scheduled this matter to follow the Scottsville matter on that date.

LOUISA:

The Louisa Branch will have to be closed for either a few days or almost two weeks while the furnishings and collection are moved into the new building which is barely ready to receive them. The Study Committee, consisting of Mrs. Eugenia Bumpass, Chairman; Rev. Edwin Barbour and Mrs. H. M. Woodward, Jr., our Alternate Trustee, are planning the move and the arrangements, with Karen Aprill, Acting Branch Supervisor. The present quarters will have to be vacated by October 1st.
REPORT ON A FEDERALLY-FUNDED PROJECT AT THE MCINTIRE LIBRARY
by Phil Williams, Project Coordinator

The purpose of this project was to enrich and strengthen this library's collection in those areas specifically oriented to the elderly, the adolescent, and the socio-economically disadvantaged of all ages. To this end materials were selected by the professional staff from these subjects (among others):

- Self-help
- Personal Hygiene & Grooming
- Health & Nutrition
- Crafts
- Self-Realization & Personal Growth
- Retirement
- Citizenship
- Child Care
- Large Print Materials - Including Leisure Reading
- Family
- Success
- Recreational Pursuits
- Home economics
- Interior Decoration
- Careers & Employment
- Aging
- Do-It-Yourself
- Careers & Employment
- Aging
- Do-It-Yourself
- Careers & Employment
- Aging
- Do-It-Yourself

It was expected that the availability of up-to-date and appealing materials in these areas would not only be useful to those people in the target groups in advancing the quality of their lives but also would encourage their use of the library's other services and resources.

It seemed possible to measure the success of this project only by keeping statistical records of circulation of the materials and monitoring demand through requests made to the reference department. Since the subjects chosen are generally above average in demand, it was predictable that newer titles would receive a good deal of use. Circulation of these books, as a group, has been excellent, above average. Some subjects, such as home improvement, interior design, crafts and auto repair have frequently been heavily used. The large print materials have been particularly successful additions to the collection.

From a librarian's point of view, the project has been as successful as could be desired. The intended audience has been reached. Other patrons have also benefitted. Although it is still too early to predict the effects that this project will have on more extensive use of the library by the target groups, it appears safe to expect that the results will be positive.
September 13, 1979

Mrs. Joanne Lopez, Librarian
Gordon Avenue Library
1500 Gordon Avenue
Charlottesville, Virginia 22903

Dear Mrs. Lopez:

We would like to thank the library for providing us with a meeting room for the months of October, November and December. We will be meeting in the North Meeting Room from 3 to 5 on Sunday afternoons. If this arrangement proves satisfactory, perhaps we can continue to meet with you in 1980.

The Charlottesville Cat Club, Inc. is a non-profit organization which offers the community a neuter-spay assistance program for cat owners who cannot afford regular veterinary fees. We also plan to offer very soon a Cat and Kitten Referral program to help place unwanted cats with people who want them. In 1980 we plan to offer an Education Program on proper pet care. We will be available to speak to other interested groups. Our funds come in total from fund raising events and public donations.

When we recently tried to find a place to meet, we found that the public schools charged $20.00 a night. Churches receive approximately that much in a donation. Gordon Avenue Library is the only public place we could find in Charlottesville that we could meet free of charge. We feel that meeting in the library will make us accessible to the public and perhaps increase our membership. We are very grateful for the opportunity the library has given us and applaud your community spirit.

Sincerely,

Mary Gilman Derr
President
Jefferson-Madison Regional Library

All Staff

to:

from: Chris Devan, Director

date: Sept 17, 1979

re: New Trustee

I am happy to announce the recent appointment by the Charlottesville City Council of Mrs. BARBARA ISAACS to the Library Board of Trustees, replacing Robert Stroh.

Mrs. Isaacs has lived in Charlottesville for 12 years, the last eight of them on Park Street. She is a native of Louisville, Kentucky and came to Charlottesville from New Hampshire. All of her three children attended the Charlottesville Public Schools. She proudly insists that she has one grandson in addition to her three children.

Mrs. Isaacs is presently a Placement Assistant at the Colgate Darden Graduate School of Business at the University. She assures me that this will not interfere with her attendance at Board meetings, etc.

Mrs. Isaacs worked for two years in the School Library at Walker Middle School. This gave her some familiarity with library operations and she says that the Library appointment is the only one she would have considered accepting.

It is a pleasure to have her on the Board.

Respectfully submitted,

Christopher B. Devan
Director

CBD:ds
MINUTES OF THE AUGUST 28, 1979 MEETING OF

THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Robert W. Stroh, President
A. C. Weed, Vice President
Edward H. Bain, Jr.
Mrs. Zirkle Blakey
Mrs. Harold Hallock
Mrs. Daniel Melcher
Mrs. Raymond Sauer
Mrs. Helen Wienke

PRESENT:
Lloyd T. Smith, Jr.
Mrs. Calvert Mathes

ABSENT:

ALSO PRESENT:
Mrs. H. M. Woodward, Jr., Louisa County Alternate Trustee
Christopher B. Devan, Director
Andrea Gorczyca, Staff Association President
Dolores Sperelakis, Recording Secretary

The meeting was called to order by the president, Mr. Stroh, at 3:05 p.m. The minutes of the July meeting were accepted as submitted. The July Circulation Report and Financial Report were accepted as submitted. It was reported that the June circulation figures were down because of the inventory closing.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Wienke moved to add four (4) additional hours per week to the Scottsville Branch schedule and to request additional money from the Board of Supervisors. Seconded by Mrs. Thompson the motion was passed.

(2) Mr. Bain moved that the pay scale submitted on August 28th, 1979 be accepted as proposed. Seconded by Mrs. Thompson the motion was passed.

DIRECTOR'S REPORT:

Mr. Devan reported that $23,674 is available in federal funds after a grant application is submitted. He will request a special purpose grant to purchase A-V aids and equipment for the small branches (approximately $10-13,000). The balance will be used to convert the shelf-list to a microfilm technique that is a step toward computerization.

A need for extra hours at the Scottsville Branch was discussed. Mr. Devan will write to Ms. Neher requesting that this be put on the agenda for the Board of Supervisors. Added hours for Crozet will also be needed in the spring once the move into new quarters is made. Mr. Wilcox is in the process of getting the proper approvals from the Planning Commission. A temporary move will be necessary before the final move to the new location. Also, the Louisa Branch will be moving into their new building and additional hours may be requested.

COMMITTEE REPORTS:

Personnel Committee - Mr. Bain turned the report over to Mr. Devan who presented a corrected pay scale. Mr. Devan indicated that the next budget must include some merit increase provision. The pay scale provides an entering step and a "longevity" step. The entering level has a 3.5% differential to step B; Steps B-F has 5% and there is a 1¾% differential from F to the Longevity step.
COMMITTEE REPORTS: (Continued)

Budget Committee - Mr. Weed had nothing to report.

Program & Objectives Committee - Mrs. Melcher had nothing to report.

Building Committee - Mrs. Hallock reported that most of the furnishings had been approved for the new library and she thanked the board members for their input and attendance at the meetings to discuss furnishings. The main color scheme includes reds and grays. Mr. Bain questioned the outcome of the ramp and Mrs. Hallock indicated that the plans had been left as submitted and that landscaping was going to be used to its utmost advantage.

Staff Association - Ms. Gorczyca reiterated the need for extra hours in Scottsville. Mr. Stroh indicated that the present budget does not have the money to provide the extra hours and that the request will have to be presented to the Board of Supervisors to provide funds to cover the hours requested. Mrs. Wienke will work closely with the staff to make a presentation to the Board of Supervisors.

Ms. Gorczyca questioned why Mr. Bain had not replied to the letter requesting information concerning the Director's salary. Mr. Stroh requested that Mr. Bain attend to the matter.

The staff has been working on the MAI report most of the summer and much has been accomplished. A report was distributed to the Board Members concerning the MAI report and staff findings and evaluation. Discussion did not follow as the meeting was adjourned to attend the "Cement Breaking" ceremony of the post office building.

The meeting was adjourned at 4:00 p.m.
MINUTES OF THE AUGUST 28, 1979 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: Robert W. Stroh, President
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          Mrs. Thomas Thompson, Secretary
          Edward H. Bain, Jr.
          Mrs. Zirkle Blakey
          Mrs. Harold Hallock
          Mrs. Daniel Melcher
          Mrs. Raymond Sauer
          Mrs. Helen Wienke

ABSENT: Lloyd T. Smith, Jr.
        Mrs. Calvert Mathes

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The meeting was adjourned at 4:00 p.m.
In order to allow time for the "Cement Breaking" at 4:00 p.m. on the 28th, the Board meeting will begin at 3:00 instead of the usual 3:30. As usual, Room 215 of the Post Office building will be used.

CROZET
Currently realistic estimates place occupancy of a new building in Crozet at April at the earliest. Since the Hardware store which wants our space insists on moving by January 1st, and which really must have moved out before we could move into our new quarters, it has been suggested that the Library move to temporary quarters (a couple of sites have been identified) for about six months. This is acceptable to the staff if it is a preliminary to better things.

At the Board meeting, I expect to have a written proposal from Stan Wilcox on which the Board may express its opinion. He understands that we can take no formal action until we are in a position to present a complete package to the Supervisors.

SCOTTSVILLE - HOURS OF SERVICE
When additional students are transferred to the Scottsville School in September, we expect a heavier load on an already overloaded branch staff. I recommend to the Board that we request an additional $1,500 to open the Branch an additional four hours per week. This sum, for three quarters of the year, would provide the necessary staff time to serve the school as we expect to be asked to do it.

CROZET - HOURS OF SERVICE
A similar amount should be asked for Crozet when the new quarters are occupied. I would expect this to be effective April, requiring an additional $500 for the balance of the year.

VIRGINIA MAPS
The Library has received, as a gift from the U. S. Army, 386 Geological Survey maps of Western and Southwestern Virginia and other parts of the state. This gift will increase, 5-fold, our holdings of these valuable and expensive maps.

STATE AID
State Aid grant was awarded to the Library with $305 more than we had anticipated. Approval for its use has been granted by all jurisdictions except Louisa County which has declined to approve, asking for more information. The additional information was sent but not acted on at the August 20th meeting. The next meeting will be on September 4th. There has been at least a hint that they may be using their approval of this for a lever, to acquire some unidentified benefit from the library. I am asking the State Library for advice. By reminding Louisa that we cannot use the money and might lose it without their approval, I fear we might have strengthened their leverage.

CATALOG
The State Library informs me that they are ready to proceed with a project to convert our shelf-list into machine readable form as a preliminary to a catalog on microfilm which will eliminate the necessity of duplicating the Main Library Catalog. With this catalog available in all branches, service to
CATALOG (Continued)
the outlying areas of the Region will be greatly improved.
Unfortunately, we will have to secure approval for the use of Federal Funds to implement this action from all jurisdictions. It remains to be seen how this will be achieved.

SALARY SCALE
The Scale adopted by the Board in June was based on an erroneous application of the principles that the Personnel Committee established. A revised scale will be presented to the Board of its approval at the meeting.

COMMITTEE ACTIONS - Staff Support
During the summer vacation season, the staff has been able to attend a minimum of committee meetings, attending to only the most urgent items. There has been a lot of work connected with the Building Committee and also with the Personnel Committee (with few final actions in either area of interest). Program and Objectives and Budget activities have unfortunately had to slip in the interests of covering public work stations.

NEW MAIN LIBRARY
Charlottesville and Albemarle County have appropriated full funds for the award of the construction contract to the firm of Alekna Construction Company of Endicott, New York. The contract has been signed and, in agreement with the U. S. District Court and Alekna, construction is to begin on September 4, 1980 (plus additional penalty days.)
All basement tenants have been moved out and the parking spaces have been officially cancelled for both library staff and Federal personnel.
All equipment maintenance has been put on a "band-aid" maintenance program, making only such repairs as will keep it going until it is removed.

SUMMER ACTIVITIES
A tempting variety of programs and lots of eager faces kept Gordon Avenue Library's Children's Room a busy, active place this summer. Highlighting the schedule were programs focusing on International Year of the Child. These included making Peruvian masks, origami, African games and English country dancing. An IYC Festival on the Mall complete with music, dancing, storytelling, and a picnic at Lee Park attracted a large, enthusiastic crowd. Adding to the summer fun at the Library were sessions on new games, model building, films, storyhours, art time and the Summer Reading Program. Special trips to Bayly Museum to see exhibits on Oriental and African Art were a treat for those who attended. Similar programs were held at the McIntire Library and in most of the smaller branches.

Charlottesville City Schools and the Children's Rooms at McIntire and Gordon Avenue Libraries cooperated this summer in a program called "Super Worlds at Your Libraries", using a colorful brochure to publicize summer programs. Each child could earn a Super Badge by making four visits to the public or school libraries in Charlottesville.

LOOKING FORWARD TO FALL AT GORDON AVENUE CHILDREN'S ROOM
Looking forward to fall, Gordon Avenue Library's programs for children will include sessions on making nutritious snacks, how to use sign language, how to juggle and a puppet show. Visits to Bayly Museum to view American Indian and 20th Century American Art and a trip to Skyline Schwinn for a Bike Workshop are planned. Celebrations will include an All Hallow's Eve with old Celtic traditions observed, Harvest-time and a holiday Celebration of Lights in December.
CIRCULATION, 1978-1979

Annual circulation for the library system declined by 22,284 or 3.38%. The only locations where circulation actually dropped were Gordon Avenue and McIntire Library, the only places affected by the elimination of telephone renewals. Elsewhere, circulation increased from a 1.16% jump on Bookmobile #1 to a 70% increase at the Joint Security Complex.

<table>
<thead>
<tr>
<th>Location</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>McIntire Library</td>
<td>-26,328</td>
<td>-11.53%</td>
</tr>
<tr>
<td>Gordon Avenue</td>
<td>-29,736</td>
<td>-12.92%</td>
</tr>
<tr>
<td>Scottsville</td>
<td>3,634</td>
<td>11.61%</td>
</tr>
<tr>
<td>Louisa</td>
<td>7,464</td>
<td>25.85%</td>
</tr>
<tr>
<td>Crozet</td>
<td>10,290</td>
<td>48.54%</td>
</tr>
<tr>
<td>Nelson</td>
<td>4,809</td>
<td>33.13%</td>
</tr>
<tr>
<td>Greene</td>
<td>2,340</td>
<td>19.09%</td>
</tr>
<tr>
<td>Bookmobile #1</td>
<td>625</td>
<td>1.16%</td>
</tr>
<tr>
<td>Bookmobile #2</td>
<td>1,929</td>
<td>5.6%</td>
</tr>
<tr>
<td>Joint Security Complex</td>
<td>3,157</td>
<td>70.02%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>-22,284</td>
<td>-3.38%</td>
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</table>

It is noteworthy that these increases in circulation in the smaller branches coincide with an increase in the scheduled activities in those branches, particularly activities for children. It is also noteworthy that, in spite of 10 and 11 percent drops in children's circulation at McIntire and Gordon Avenue, there was an overall increase of 641 or less than one quarter of one percent of children's circulation. Adult borrowing declined at McIntire and Gordon Avenue (due largely to the telephone renewal issue) and on both Bookmobiles, which are very sensitive to the increase in "working mothers".

Circulation is only one aspect of library service and should not be considered the only criterion for successful service. The vibrations that I receive from the community all say that the library is becoming more meaningful to the people of the communities it serves, political vibrations to the contrary notwithstanding.

It is impossible to discuss library use without paying tribute to the staff who create the atmosphere which attracts people to the library. We are, indeed, fortunate in having persons in every location who have both the personalities and the abilities we need.

CIRCULATION PERCENTAGES

There are no dramatic shifts in the use of any specific location by residents of any particular locality. The most notable change has been the increase in overall use of the library by the residents of Louisa, Nelson and Greene Counties.

<table>
<thead>
<tr>
<th>Location</th>
<th>Change</th>
<th>% Change</th>
</tr>
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<tr>
<td>Charlottesville</td>
<td>-26,638</td>
<td>-10.79%</td>
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<tr>
<td>Albemarle County</td>
<td>-11,132</td>
<td>-3.64%</td>
</tr>
<tr>
<td>Louisa County</td>
<td>8,410</td>
<td>18.88%</td>
</tr>
<tr>
<td>Nelson County</td>
<td>3,985</td>
<td>12.29%</td>
</tr>
<tr>
<td>Greene County</td>
<td>4,614</td>
<td>24.83%</td>
</tr>
<tr>
<td>Out of Area</td>
<td>1,152</td>
<td>-13.19%</td>
</tr>
</tbody>
</table>

Charlottesville's decline is largely due to the loss of telephone renewals, as is Albemarle County's. Bookmobile use by Charlottesville residents has increased 17%.

Respectfully submitted,

Christopher B. Devan
Director
MINUTES OF THE JULY 12, 1979 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: Robert W. Stroh, President
A. C. Weed, Vice President
Mrs. Thomas Thompson, Secretary
Mrs. Zirkle Blakey
Mrs. Harold Hallock
Mrs. Daniel Melcher
Mrs. Helen L. Wienke

ABSENT: Edward H. Bain, Jr.
Mrs. Calvert Mathes
Mrs. Raymond Sauer
Lloyd T. Smith, Jr.

ALSO PRESENT: Raymond Williams, State Library Consultant
Jack Rinehart
Sam Cleveland
Dolores Sperelakis, Recording Secretary

The Special Board Meeting was called to order at 3:10 p.m. by the president, Mr. Stroh, following the opening of the bids on the Post Office building renovation. The meeting opened with discussion of the bids from five contractors. The bidding was divided into base bid plus nine alternates. After discussion of the alternates, the Board voted to recommend to the City of Charlottesville City Council and the Albemarle County Board of Supervisors that the remodelling contract be awarded to the low bidder on the base bid plus the mezzanine, smoke detection system and storm sash (alternates 1, 4 and 8). The president, Mr. Stroh, will advise the city and county of the Board recommendation so that it can be placed on the agendas this month so construction can commence in September. Copies of the letter will be sent to all Board Members.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Blakey moved that the Special Board Meeting of July 12, 1979 to review the bid opening for the renovation of the Post Office building be the official July meeting of the Board of Trustees. Seconded by Mrs. Melcher the motion was passed.

(2) Mrs. Hallock moved that the Board seek the approval of the Albemarle Board of Supervisors for the proposal to move into new quarters by January 1, 1980 of the Crozet Branch Library. Seconded by Mrs. Blakey the motion was passed.

The minutes of the June meeting were approved as submitted. The June Circulation Report was accepted as presented.

COMMITTEE REPORTS:

Mrs. Thompson presented a special report on the Crozet Branch Library and a proposed move to new quarters. Mrs. Thompson met with Mr. Fisher and Mr. Henley at the Crozet Branch Library. Circulation in the past year has increased 50% and added space is needed. Mr. Stan Wilcox's proposed new quarters would be approximately 3,000 square feet and the location would be near a home for the elderly. Mr. Fisher indicated that Mr. Wilcox needs to put in writing his proposal and the rental fee involved.
Mr. Weed requested that the Regional Contract of the library and its jurisdictions be discussed in relationship to the branches at the Board's September meeting.

The meeting was adjourned at 4:50 p.m.

Dolores Sperelakis
Recording Secretary
Bids from five contractors for remodeling the Post Office/Courthouse into a new Main Library for the Jefferson Madison Regional Library were opened on Thursday, July 12, 1979. At the request of our architects the bidding was divided into base bid plus nine alternates. The results between two of the bidding firms was extremely close. If only the base bid is let then Heindl-Evans Construction Company of Mechanicsville, Virginia is low bidder. If a mezzanine is built on level two (the main level) then the Alekna Construction Company of Endicott, New York is the low bidder. If a smoke detection system and storm sash is added, Alekna is still the low bidder (see attached sheets).

The Board of Trustees in a special meeting yesterday, voted to request you let the remodeling contract to the low bidder on the base bid plus the mezzanine, smoke detection system, and storm sash. The Board urges you to consider the fact that if the mezzanine is not built initially, then the cost at some future date would be prohibitive. The mezzanine will assure the Library of meeting book storage requirements into the year 2000. The smoke detection system will protect both life and property. The storm sash will soon pay for itself in this day of rising heating and cooling costs.

We are acutely aware that the base bid is $299,229 over our budget. The 5% Contingency Fund adds another 73,229. Thus awarding the bid to the low bidder on the base bid only (Heindl-Evans) will produce a total budget for acquiring and remodeling the Post Office/Courthouse of $2,172,418 or $372,418 over the budget of $1,800,000 (20.7%).

Awarding the contract to the low bidder on the base bid plus mezzanine, smoke detection system and storm sash (Alekna) (the recommendation of the Board of Trustees), plus 5% Contingency Fund will total $2,260,285 or $460,285 over budget (25.6%).

Your Board of Trustees has struggled to find an answer to the fact that inflation and the cost of maintaining the Federal Court in the building
while it's being remodeled has caused the cost of this project to rise so greatly. We have no answer but we do promise to continue to do our best to attempt to make the new Library one you will be proud of, a Library to meet the needs of our citizens through the next 25 years and into the new century.

Sincerely,

JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Robert W. Stroh, President

Attached: Bid Tabulation Sheet
Architect's Summaries
Original Bids (5)