CALL TO ORDER

MINUTES

CIRCULATION REPORT (May)

FINANCIAL REPORT (May)

UPDATE (Philip Williams, Acting Director)

COMMITTEE REPORTS:

Personnel - Mrs. Blakey
Building - Mr. Gilliam
Budget - Mrs. Burch
Program & Objectives - Mrs. Taylor

STAFF ASSOCIATION - Mary Barbour

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT
MINUTES OF THE JUNE 23, 1981 MEETING OF

THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT:
Mrs. Margaret Melcher, President
Mr. James M. Hingeley, Jr., Vice President
Mrs. Jean Blakey, Secretary
Mrs. Danielle Burch
Mr. Alexander G. Gilliam, Jr.
Mrs. Karen Hayden
Mrs. Barbara Isaacs
Mrs. Margaret Perley
Mrs. Donna Reaves
Mrs. Carol Taylor
Mrs. Helen Wieneke

ABSENT:
None

ALSO PRESENT:
Mr. Philip L. Williams, Acting Director
Mrs. Mary Barbour, Staff Association
Mrs. Dolores Sperelakis, Recording Secretary
Mrs. Beth Berne, Staff
Ms. Andrea Gorczyca, Staff
Ms. Karen Aprill, Staff
Mrs. Marjorie Strange, Staff
Mr. Linwood Frye, Staff

The meeting was called to order by the president, Mrs. Melcher, at 3:35 p.m. A Nominating Committee was appointed with Mrs. Reaves as chairman and Mrs. Perley and Mrs. Wieneke as members of the committee. The committee will report back to the Board in August with a slate of candidates for the next board year.

The minutes of the May meeting were approved as submitted. The Circulation and Financial Reports for May were accepted as submitted. It was requested that the opening of Central Library and the closing of Gordon Avenue Branch on Sundays be noted at the bottom of the Circulation Report.

ACTIONS TAKEN BY THE BOARD:

(1) Mr. Hingeley moved that the Catalog Conversion Office be moved to the third level of the Central Library and that needed electrical work be authorized. Seconded by Mrs. Blakey the motion was passed.

(2) Mrs. Taylor moved that the Board send a letter expressing an intent of use of the lower level of the McIntire building for library purposes to the City Manager (copy to City Council). Seconded by Mr. Gilliam the motion was passed.

(3) Mrs. Blakey moved that the 1981-82 budget of $1,032,012 be accepted as submitted. Seconded by Mrs. Wieneke the motion was passed.

UPDATE:

Mr. Williams, Acting Director, reported that Sundays at Central are still quiet. More publicity will be activated. There is a need for signage in the Central Library and temporary measures will be taken, meanwhile there is a floor plan available to patrons for their use. Mr. Williams reported that an alarm system is on order that will enable the City to be notified when the alarm goes off. Meanwhile the City is evaluating their own alarm system and its need for an update. It was noted that the lower level has no water drain on its floor in Central Library.
COMMITTEE REPORTS:

**Staff Association** - Mrs. Barbour requested that employees be notified of their longevity adjustment percentage and merit award. Mrs. Sperelakis replied that employees will have in their June paycheck a notification including this information. Mrs. Barbour indicated that staff members present were interested in relating information concerning present items such as bookmobile, catalog conversion, etc.

Mr. Gilliam reported that Bookmobile II will be placed on the road for service at the end of the month. Mr. Taylor, City Garage, would inspect the bookmobile every three weeks to maintain the highest safety standards. It was further recommended that the load carried on Bookmobile II be lightened. Mrs. Strange pointed out that the new bookmobile has problems and that close follow-up with City Purchasing Agent, Al Elias, has been necessary and most helpful on Mr. Elias' part, to have Gerstenslager honor all warranty measures and install a new braking system at their cost. Brief discussion ensued concerning the move of bookmobile services into the McIntire building. Mrs. Melcher indicated that the lower level would be altered to accommodate library needs and that a move would follow as soon as possible. City Council has authorized the Senior Citizen Center to make use of some of the facilities. The Board will write their intent of use of the lower level. It was requested that Mr. Williams try to obtain quotations on the cost of any necessary renovation.

Mrs. Berne reported that the Catalog Conversion office would need to move out of its rental quarters since the State Library would no longer support it. Space on the upper level of the Central Library is available with some minor electrical adjustments.

**Program & Objectives** - Mrs. Taylor requested comments from the Board regarding the planning manual on goals and objectives of the library. After brief discussion it was decided that Mrs. Taylor would use Nelson County as a model for future objectives and goals and write up an approach as depicted in the planning manual. Input from the community as to goals/objectives was desirable. The Board felt the new director would find this a challenge to be taken under his administration.

**Personnel Committee** - No report.

**Building Committee** - Mr. Gilliam mentioned use of the McIntire building and the various interests and groups who would like to make use of the building. Bookmobile was discussed under Staff Association.

**Budget Committee** - Note Action 3.

The meeting was adjourned to Executive Session at 6:00 p.m.

Dolores Sperelakis
Recording Secretary
UPDATE by Philip L. Williams, Acting Director

SUNDAY HOURS

It is the consensus of the Central Library staff that the use of the library on Sunday has thus far been disappointingly light. Activity in all departments has on the last four Sundays been nowhere near the level it was at Gordon Avenue. There are several obvious reasons for this:

1) Many people still are unaware that Central Library is open on Sundays
2) Library use always drops off at this time of the year
3) Little else is going on downtown on Sunday as an added incentive to be in the area.

The time measure of the usefulness of Sunday hours will not come until the fall.

FIRE ALARM SYSTEM

One of Mr. Devan's last acts as Director was to initiate the installation of a special connection of our fire alarm system with the City Fire Department. The installation will be done by the ADT Corporation and is in keeping with the recommendation of the City Department of Public Works.

MAJOR BUILDING MATTERS PENDING

1) Settlement of insurance claim for water damages and ordering of new carpet for Central
2) Completion of work on Level III, Central Library
3) Consideration of maintenance and service contracts on new equipment in Central
4) Internal signage in Central
5) Work on McIntire building lower level prior to move of Bookmobile
6) Move of Special Project Office to Level III at Central
7) Status of Bookmobile II

PERSONNEL EVALUATION

Mr. Devan was able to finish the personnel evaluations before he left. Merit increases for those receiving them will appear in the September paycheck.

Respectfully submitted,

Philip L. Williams
Acting Director

6/23/81
ORDER OF BUSINESS

EXECUTIVE SESSION OF THE BOARD

INTERIM REPORT - Accountant Firm
Robinson Farmer Cox Associates

CALL TO ORDER

INTRODUCTION OF GUESTS

MINUTES

CIRCULATION REPORT (May)

FINANCIAL REPORT (May)

DIRECTOR'S REPORT
Action Item: Schedule of Fines

COMMITTEE REPORTS

Personnel Committee - Mrs. Blakey
Job Reclassification
Salary Scale

Budget Committee - Mrs. Burch
Resolution of Rental Surplus, 1980
Proposed Expenditures - 1980-81
Budget - 1981-2

Building Committee - Mr. Gilliam
Level III proposals

Program & Objectives - Mrs. Taylor

STAFF ASSOCIATION - Mary Barbour

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT
MINUTES OF THE MAY 26, 1981 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: Mrs. Margaret Melcher, President
Mr. James M. Hingeley, Jr., Vice President
Mrs. Jean Blakey, Secretary
Mrs. Danielle Burch
Mr. Alexander G. Gilliam, Jr.
Mrs. Karen Hayden
Mrs. Barbara Isaacs
Mrs. Margaret Perley
Mrs. Donna Reaves
Mrs. Carol Taylor
Mrs. Helen Wieneke

ABSENT: None

ALSO PRESENT: Mr. Christopher B. Devan, Director
Mr. Philip L. Williams
Mrs. Mary Barbour
Ms. Anne McKeithen
Mrs. Dolores Sperelakis, Recording Secretary

GUESTS: Mr. Jack Farmer, Accountant
Mr. William Zach, Accountant

Robinson, Farmer, Cox & Associates, represented by Mr. Farmer and Mr. Zach, made their presentation to the Board. Their firm heartily recommends that an audit be made of the Library's finances. Reports should be made available to the jurisdictions indicating liabilities, fund balances, equity and operating level. A written report will be submitted including all recommendations and changes that will be needed to improve the financial reporting of the library.

The meeting was called to order by the President, Mrs. Melcher, at 5:20 p.m. following the accountant's report. Mr. Hingeley requested that the Minutes of April 28, under Building Committee report that the move to the McIntire building read "as soon as possible" rather than "fall". Mrs. Hayden commended the report submitted by Mrs. Williams relating to the Children's Room activities at Central Library. The minutes were then approved as submitted. The Financial Report and Circulation Report for April were accepted as submitted. Mr. Devan reported that Bookmobile II was back on the road. Mrs. Melcher indicated that the Bookmobile had been taken off the road by Board Action and could not be put back into service except by Board Action. Mr. Gilliam will follow through on the safety factor of Bookmobile II and after such investigation will report to the Board. When the safety factor has been thoroughly determined the Board will put Bookmobile II back on the road.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Blakey moved that the Schedule of Fines as presented be adopted. Seconded by Mrs. Taylor the motion was passed.

(2) Mrs. Blakey moved that the job description, Branch Department Supervisor, be upgraded from Level 16 to 17, effective May 1, 1981. Seconded by Mrs. Reaves the motion was passed.

(3) Mrs. Blakey moved that every staff member who has not changed positions since June, 1977 shall be given a 2.5% step increase for each two years or major fraction thereof. Seconded by Mrs. Taylor the motion was passed.
Board of Trustees Minutes

May 26, 1981

ACCTIONS TAKEN BY THE BOARD: (Continued)

(4) Mrs. Burch moved that the accountant's fee be paid this budget year for the internal accounting evaluation and that a sum be set aside to do an audit of the Library. Seconded by Mr. Hingeley the motion was passed.

DIRECTOR'S REPORT:

Mr. Devan reported that Hannah McLay visited the library. She is the new State Library consultant for this area.

The Crozet Branch was briefly discussed. Mr. Devan urged follow up with Mr. Wilcox concerning the date for commencing the new building for the Crozet library. Mr. Gilliam and Mrs. Hayden will meet with Mr. Wilcox to discuss this further.

Signage for the Central Library was briefly discussed. Cost was approximately $4,000. Any action on this was deferred. The insurance claim due to the flooding of the library is still outstanding. Mr. Gilliam will need to follow through on this area as there are some outstanding decisions that will need to be made. The renovation of Level III and costs of such project were noted.

Note Action I, Mrs. Blakey requested that patrons be advised of the change in fines on such items as equipment, etc. when the material is checked out.

COMMITTEE REPORTS:

Personnel Committee - Note Action II and III. Mrs. Blakey reported on the Committee's recommendations and Action II and III were approved. She also requested that a letter be sent to the staff outlining the channels of communication after Mr. Devan's resignation date of June 12, 1981. The Evaluation Procedure will be finished by Mr. Devan. Should there be any area of discrepancy both parties involved will need to write up a summary of their position. This will then be placed in the personnel file. Mrs. Melcher will distribute to the staff a letter outlining the Acting Director's role.

Budget Committee - Mrs. Burch pointed out that the final budget allocation needs to be made. Mrs. Melcher requested input from all Board members. Saturday, May 30th, was set as a meeting date for budget work. Mrs. Burch indicated that the report from the accountants will be most helpful to future financial endeavors of the library. The audit, as recommended by the accountant, is needed.

Building Committee - Mr. Gilliam pointed out that the University League and the Albemarle Historical Society are interested in McIntire building occupancy. The Senior Center is also interested. At this time there are no estimates in renovating the lower level for Bookmobile occupancy. Mr. Gilliam will be talking with Mr. Hendrix concerning the McIntire building.

Program & Objectives - Mrs. Taylor urged Board members to pick up their ALA planning book from Dolores. She reported on the Intellectual Freedom Seminar she attended that was presented by the State Library. The meeting was informative and stimulating. She also wanted to check further into the PVCC grant.

Staff Association - Mrs. Barbour thanked the Board for the longevity adjustment.

The meeting was adjourned at 7:15 p.m.

Dolores Sperelakis
Recording Secretary
DIRECTOR'S RESIGNATION

The Board of Trustees has received my resignation and, by virtue of a decision of the Personnel Committee, my last day of actual work will be the 12th of June, by which time I expect to have completed certain tasks which should not be held over for the new Director. These tasks are largely concerned with the completion of the Central Library building and the completion of the second phase of the Performance Evaluation project.

ADMINISTRATIVE MOVE

The Administrative and Technical Services offices were moved on April 30, from the Wilhoit building, 408 East Market Street, into temporary quarters on the Third Level of the Central Library building. These quarters are spacious but in disrepair. Estimates have been secured to finish off the offices as follows:

- Electrical work, $65/per outlet
- Floor work $2,700
- Plaster repair $6,049 plus $1,478 for court & jury rooms (alternate)
- Painting $9,450

FLOOD

On the night of April 30, 1981, at 8:30 p.m. the Central Library building was struck by lightning, with resulting minor damage to the telephone system and, with a major impact on the smoke detection system and fire alarms. Nearly all the fire detection system modules were blasted by the lightning and the sprinkler system around the well was set off, resulting in a flood of water over the entire Level I of the building. The insurance adjuster approved the removal of the entire carpet which had shrunk and torn the seams. There is not, as yet, any estimate of the time involved in securing new carpeting. The Board has rejected the suggestion that an alternative form of carpeting be secured.

BOOKMOBILE

The eight year old bookmobile was removed from service pending assurance that (a) the vehicle is safe and (b) that the insurance covers any accident that might result from the inherent weakness of the front wheels. I am assured that the vehicle is safe and we have a letter from Mr. Grady Taylor of the City Yard stating this. He is following a preventative maintenance program of inspection and greasing every three weeks. Simultaneously, I am assured by Ms. Shirley Savin of Cabell Insurance Company that, as long as we can demonstrate that we are taking all reasonable precautions, we are not liable for any negligence suit. She has said that the tri-weekly inspection does constitute a reasonable precaution.

ACCOUNTANT

Mr. William Zach of Robinson Farmer Cox Associates is on the job studying the accounts and accounting system of the library. His progress has been slowed down somewhat by Roland Beauford's absence, the absence of his assistant, and by the birth of his daughter.
SCOTTVILLE LIBRARY

The Scottsville Library is proceeding slowly. Mr. Farmer has advised me that he has had a manpower shortage which has slowed down his progress. This should be corrected in June and he will then catch up. A recent survey of this site indicated that the former deed of gift contained an erroneous description of the land.

LONG RANGE PLANNING

The Planning Manuals requested by the Board have arrived and have been distributed to those trustees who have been in the office recently. Will those of you who have not received one, please plan to pick them up at the Board meeting.

SCHEDULE OF FINES AND CHARGES

The Circulation Service Committee met this week and made recommendations for changes in postage charges and fines for non-book items. These changes are entered on the "Schedule of Fines and Charges" attached to this report. I urge that these recommendations be adopted at the May meeting of the Board.

Respectfully submitted,

Christopher B. Devan
Director

CBD:ds
Schedule of Fines and Charges
Jefferson Madison Regional Library
CALL TO ORDER

INTRODUCTION OF GUESTS

MINUTES

CIRCULATION REPORT (March)

FINANCIAL REPORT (March)

DIRECTOR'S REPORT

COMMITTEE REPORTS:
   Personnel - Mrs. Blakey
   Building - Mr. Gilliam
   Budget - Mrs. Burch
   Program & Objectives - Mrs. Taylor

STAFF ASSOCIATION - Mary Barbour

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT
PRESENT:  Mr. James M. Hingeley, Jr., Vice President  
Mrs. Jean Blakey, Secretary  
Mrs. Karen Hayden  
Mrs. Barbara Isaacs  
Mrs. Donna Reaves  
Mrs. Carol Taylor  
Mrs. Helen Wieneke  
Mrs. Danielle Burch  

ABSENT:  Mrs. Margaret Melcher  
Mr. Alexander G. Gilliam, Jr.  
Mrs. Margaret Perley  

ALSO PRESENT:  Mr. Christopher B. Devan, Director  
Mrs. Mary Barbour, Staff Association President  
Ms. Andrea Gorczyca, Gordon Avenue Head  
Mrs. Dolores Sperelakis, Recording Secretary  

The meeting was called to order by the Vice President, Mr. Hingeley, at 3:40 p.m.  
The Minutes of the March meeting were approved as submitted. The Circulation Report and Financial Report for March were accepted as submitted. Mrs. Blakey noted that increase/decrease changes in circulation due to specific incidents should be footnoted in the report. This would enable future reference to the figures to be more informative.

ACTIONS TAKEN BY THE BOARD:  
(1) Mrs. Blakey moved that the Budget Committee be authorized to approve prepayment of any items that could alleviate next year's budget cuts. Seconded by Mrs. Isaacs the motion was passed.

(2) Mrs. Blakey moved that the Central Library be opened for Sunday hours, on a trial basis, as soon as practical. Gordon Avenue would close on Sunday. Seconded by Mrs. Isaacs the motion was passed.

DIRECTOR'S REPORT:  
Mr. Devan indicated that a meeting is being held in Lynchburg sponsored by State Library and encouraged board members to attend. A survey of the use of Gordon Avenue (Sunday use) was submitted by Andrea Gorczyca, Head of Gordon Avenue. Ms. Gorczyca pointed out that closing Gordon Avenue on Sundays would affect their circulation figures yet at the same time the use of Central Library on Sundays was more desirable due to a larger book collection and reference service. Staff working on Sundays are usually part-time or substitutes. The cost of opening Central would be higher due to more staff being needed to service the areas. The prime question is money. A trial basis for opening Central on Sundays was decided. This trial would then indicate usage, desirability and financial costs involved which would help determine a more permanent decision. Publicity for the change in location and the Sunday hours was requested.

Mr. Devan encouraged board members to become members of the Virginia Library Association. There is a membership drive at this time. The Building Committee decided that the Administration/Technical Services office will move on April 30. Bids for cosmetic renovation for the Third Level will be requested. The actual funding of these renovation costs is in question.
DIRECTOR'S REPORT: (Continued)

Mr. Devan reported that the accountants, Robinson Farmer Cox Associates have not started their appraisal of the financial system of the library. Mr. Roland Beauford, accountant for the library, will be on leave in May when the accountants are scheduled to begin.

COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey reported that the committee will be meeting in the next two weeks to discuss a job reclassification. The committee also attended a Staff Association Meeting.

Building Committee - Mr. Hingeley reported for Mr. Gilliam. As reported in the Director's Report the committee decided to move the Administration/Technical Services offices on April 30 to the Third Level. Bookmobile will move into the McIntire building in the fall. The Friends of the Library have requested more space so that a magazine sale can be held to raise more money. The Pendleton and Evans plaque sites have been determined. The Terry Stroh plaque site needs to be determined. The location of the Mr. McIntire portrait was briefly discussed. One suggestion included hanging the portrait in the court room which will be be a meeting room in the future and call this the McIntire Room.

Budget Committee - Mrs. Burch indicated that the budget must be closely monitored at this point. Since there is some money remaining in the salary account it was requested that the Personnel Committee look into the requested adjustment. Mr. Devan pointed out that the GSA still owes some rent. Bookmobile II was discussed. Requested that it be checked and the need for a new one was briefly discussed. The over-expenditure in vehicle repairs was due to keeping Bookmobile I on the road until the new one arrived. Mrs. Burch inquired about a Capital Improvements Fund as this has been suggested by the accountants. A cleaning contract for the Third Level needs to be looked into. There are many outstanding needs that must be accomplished this budget since the next fiscal year budget is very tight.

Program & Objectives Committee - Mrs. Taylor reported that the ALA Planning Book has been ordered. She requested that a seminar on "information systems" be planned similar to the one on "censorship". This would help inform board members as to what is available and the trends of the future.

Staff Association - Mrs. Barbour reported that staff members are scheduled to tour the Michie building. Ms. Gorczyca expressed a concern for space at the Gordon Avenue Branch. The Friends have requested more space for the magazine sale but at the same time she feels that the needs of the Friends and the needs of the Library can be met if areas can be properly determined. The Building Committee will keep this in mind when allocating additional space.

NEW BUSINESS: None.

The meeting was adjourned at 5:40 p.m. Dolores Sperelakis
Recording Secretary
TRUSTEE RE-APPOINTMENT

Mrs. Margaret Melcher has been re-appointed to the Board for a four year term ending on June 30, 1985.

STATE LIBRARY CONSULTATIVE AREA REALIGNMENT

We have been notified that Ray Williams will retire from the State Library on April 30, 1981 and that there will be a replacement of consultative areas which places this Regional Library in Area II, of which Hannah McLay is the Regional Library Consultant. Ray's position will be consolidated into the State Library with a special emphasis on continuing education and special assignments. Best wishes, Ray, for the year ahead.

MEMORIALS

Both Mrs. Pendleton and Mrs. Evans have selected locations for the Memorial Plaques which should be installed as soon as possible in recognition of their gifts. Jack Rinehart has designed a plaque which appears to be acceptable to both of them. I will pass this on to the Building Committee which will have met before the Board meeting.

ROTARY CLUB

On April 14, the Charlottesville Rotary Club, which donated the furnishings of the Young Adult area, toured the building in a massive move from the Monticello Room where their meeting had been convened. They were quite impressed.

SCOTTSVILLE

The Insurance Claim for the contents of the Scottsville Library has been filed in the amount of $148,140.00 against a valuation of $98,500. The Company has sixty days to respond to this claim. As yet, nothing has been heard from them except a reminder that this, and presumably the other libraries are heavily undervalued.

The Virginian Librarian Newsletter, an organ of the Virginia Library Association, carries the first of a two-part article on the fire in Scottsville.

LEGISLATION

The General Assembly, in its recent "short session" passed two proposals by the Virginia Library Association. One of these concerned the availability of State public documents to libraries throughout the state. It promises some improvement. The other bill created a Legislative Study Commission, to explore a "Statewide Library Networking System" but also will be able to recommend new legislation and possible revisions of library related laws. The Commission will complete its work in time to make its recommendations to the 1982 Session of the General Assembly.

PUBLICITY

On Monday, April 6th, I was the guest speaker on the WUVA Public Affairs Program and on Friday, the 10th, I spoke with the Bird Club, a regular user of the Gordon Avenue Branch Century Room. The attached article from the Daily Progress, April 19th, was particularly gratifying.
SUNDAY HOURS

In order to open the Central Library on Sunday and to provide a service comparable to that provided at the Gordon Avenue Branch on Sunday, the cost will be an estimated $10,308 for the next fiscal year in contrast to the projected $5,922 to continue the service at Gordon Avenue. The staff appears to be unanimous in feeling that there is no need for both to be opened and that better service would be provided from the Central Library. Incidentally, this does not, in any way, reflect unfavorably on the service given from Gordon Avenue.

BUDGET, 1981-1982

Not all the figures are in but the results, so far, are disappointing. Both Charlottesville and Albemarle County have adopted a 10% increase over their appropriation for the present year and Nelson County has tentatively proposed a no increase appropriation. Louisa County has not been heard from and Greene County held its budget work session on Friday, April 17th. This will mean a drastic revision of the budget as it was revised by the Budget Committee.

VOLUNTEERS

Attached to this report will be a list of activities, developed by the staff, for which volunteer help will be useful. In spite of the reservations of the Board about the application blank, it has been used with some success in lieu of anything better.

LIBRARY PURCHASING

One of the traditional ways in which the City of Charlottesville helps the library is in providing the services of Al Elias, the City's Purchasing Agent, to acquire equipment, supplies and contractual services. In 1976, after a thorough discussion, including the decision of the City Manager, Mr. Hendrix, that if the Library were to continue using the service, it must use it all, this arrangement was confirmed.

The City Warehouse stocks a large number of commonly used items and the Library orders these directly from the Warehouse. Most of these items are common office supplies, building and cleaning supplies and the materials required to keep the vehicles moving. For other items which the warehouse does not stock, but which are available from local vendors, we use a Local Purchase Order and purchase direct. Release Order/Vouchers are used for local suppliers that have a contract with the City to supply items for a year.

When services are required, when contracts are needed or when equipment is to be purchased, a competitive bidding procedure is followed. The "Purchase Requisition" allows us to suggest a vendor and to describe the needed item or service. This system is commonly used in purchases from library supply houses or from vendors of technical or special equipment.

The purchase of books and library materials is excluded from the agreement with the City and the library makes these purchases independently, sending receipted invoices to the Finance Director for payment. This arrangement results from the fact that book purchasing is a special case, with cancellations, price changes, title changes, and other confusions being commonplace.

In recent years this arrangement has worked extremely well, relieving the library of the burden of managing bids, seeking expert advice in developing special contracts and negotiating prices, terms of sale and so forth. It does take longer that a comparable purchase would take in the private sector but this is the price to be paid for the effective management of public funds.
CHANGING USE OF THE CENTRAL CHILDREN'S ROOM

The move into the new Central Children's Room has resulted in many of the anticipated changes and increase of use. Comments by the public have been generally favorable. Everyone is enthusiastic about the space, light and the luxury of carpet and seating. An interesting observation, often repeated, has been that we have so many "new" books. Actually, the jewel is the same book collection which looks so much better and larger in the new setting. There has been less favorable reaction to the transfer of juvenile circulation to the central desk. Parents, teachers, and children feel that the desk there is "too high", that children cannot see what happens, and also that they have lost much of the rapport with "their" librarians in the children's room. The staff feels the same way; while relieved of circulation routines, we have begun to feel out-of-touch with the names of our patrons and such useful bits of information as what's in and what's out, condition of books, and where there is need for duplication. We have also observed the build up of "snags" which takes books out of circulation. On the plus side, we DO have more time for reader guidance and reference assistance. Strangely enough, less individual help is required now that regular patrons rejoice in the opportunity to serve themselves. Glory be! they can find the books they want now, and even reference volumes are within easy sight and reach. They enjoy the freedom to search, find and use books on their own.

Increased use is due not only to the newness of our facilities, but to easier access to the building and restored evening hours. Once more families can come to the library after six o'clock. During the day an ever growing number of parents visit the library with strollers pushed up the ramp and toddlers who need no longer be carried up and down steps. This has resulted in greatly increased use of books for younger children. Toddlers tumble about The Corner at the foot of the stairs and sometimes even discover books there! It is gratifying to see several parents relaxing on the steps to share picture books with their children and, frequently, older children entertaining young siblings the same way. We often round corners in the non-fiction area to find patrons on the floor or loungers so completely absorbed in reading that we were unaware of their presence.

Programming has been stepped up due to space in The Corner. We now have two weekly pre-school story times, one morning and one afternoon. A Saturday morning program has been added for children of any age. We call it POTLUCK. The name is descriptive; these programs are presented by guests who volunteer or by whichever of our own staff happens to be on duty. We share whatever we have. During the summer we will add the customary Summer Reading Program and puppet programs will follow as we develop expertise with newly acquired equipment.

In addition to the programs, we have had a full schedule of group visits by appointment. These may be tours, introduction to the library and its use, registration, stories, or any combination requested. We have also enjoyed a steady stream of sightseers. Some are curious about the building and what we could do with the old postoffice. Some are curious about the children's department, which they'd never had occasion to visit before. Some are lost, just looking for adult services, and it seems natural for them to turn into the first book-filled area they see inside the door. Many are simply nostalgic. Our staff is available and perhaps not so obviously occupied with routines and lines of patrons. All of our visitors are interested and interesting.

As observers of this changes ,the staff of the Children's Room are pleased to be in an area which invites browsing and curiosity. We are no longer a carry-out service and no patrons need to feel "in the way" of on-going routines.

It was no great surprise to us that circulation figures during the first month of opening showed an increase of 81%, up from 5,283 in February 1980 to 9,538 in February, 1981. In March there was a 72% increase, from 5,768 in 1980 to 9,934 in 1981.
CHANGING USE OF THE CENTRAL CHILDREN'S ROOM (continued)

There were 16 new registrations in February, 1980, 79 in February 1981. New juvenile registrations in March 1980 numbered 25 and in March 1981 it was again 79.

These figures along with those listed in the Director's Report on reference use, speak for themselves, but the Children's Room staff is watching for other trends in reaction to our new facility while planning for the future.

Respectfully submitted,

M. Alexia Williams
M. Alexia Williams, Head, Children's Services

Library Assistants, Carolyn Allen and Lindsay Ideson

Christopher B. Devan, Director

P.S. At the request of the Piedmont Virginia Community College Library, I have listed this library as a supporter of a Grant Application under Title III, L.S.C.A. (Interlibrary Cooperation) for the purpose of acquiring audio-visual equipment to be used in PVCC classes in 1981-82. At the conclusion of the Grant period, the equipment will become the property of this Library with PVCC having a priority of use by the PVCC classes which are held in the library.

The main obligation of this library is to provide space to store the equipment and to schedule its use in the class locations. (Additional equipment will be purchased for and remain in Albemarle High School and Charlottesville High where the PVCC class schedule is heavy.) It appears that our Delivery Van will be needed to deliver equipment (to be reimbursed from the Grant).

We presently have classes at the Scottsville Library and classes are anticipated at the Louisa library and in other areas of the Thomas Jefferson Planning District.

The advantage to this library will be the acquisition of a variety of pieces of audio-visual equipment for which we would yearn for a long time. With this, we can encourage adult education activities in the Central Library and support some of the activities at the Gordon Avenue Branch as well.
April 1981

To: Library Board

From: K. Hayden

Preliminary Report on Volunteerism

I have spoken with the volunteer coordinators for Fairfax and Prince William Counties and am most impressed. Their programs are tightly run and successful. Many volunteers are used; they say money is being saved; and their Boards of Supervisors are pleased.

Both coordinators agree that:

- the key to success is staff acceptance
- one person in charge of the program is necessary
- the programs are great p.r. for the libraries

Problems so far have been

- initial lack of support from staff (now overcome)
- in Fairfax, "overqualification" of volunteers
- the "firing" of some volunteers

I then spoke with Ray Williams. He has some reservations about the scheme, pointing out that:

- a paid coordinator would be necessary
- volunteers can be unreliable
- a program could take an enormous amount of staff time
- our system may be too small to efficiently run a volunteer program

Fairfax has a full-time coordinator; PWC a half-time.

Fredericksburg has started a program run by its deputy director.

I have enclosed vol. application forms from each library, plus PWC's "guidlines" and "Vol.'s statement of commitment", plus 2 job descriptions for volunteer tasks, I have a whole file of papers sent to me which I will gladly circulate.
## Volunteer Application

### Personal Information
- **Mr.**
- **Ms.**
- **Present Address**
- **Home Phone**
- **Office Phone**

### Education
<table>
<thead>
<tr>
<th>School Name and Location</th>
<th>Dates (To)</th>
<th>Dates (From)</th>
<th>Date Graduated</th>
<th>Major Area of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High School or GED</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>College or University</strong></td>
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<tr>
<td><strong>Special Courses</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Technical</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Advanced Degrees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Work Experience
- **Position**
- **Dates**

Volunteer experience can be with children, elderly, adults, or other volunteer organizations. It is essential to volunteer regularly and to participate in group activities.

### Volunteer Experience

### Community Experience

### Home Experience
Hobbies

Where would you like to work?

In your neighborhood library only?
Any branch?

Where needed?

Would you prefer working with:

Handicapped
Children
Young Adults

Adults
Senior Citizens

Would you prefer working:

Alone

With Others

Do you have special knowledge in any of the following areas:

Office Skills
Art
Music
Graphics
Display
Photography
Writing
Foreign Language
Other

Audio Visual
Maps
Cataloging
Research
Handicapped
Senior Citizens
Programming
Education

Your special knowledge and skills you would like to contribute?

How much time can you give?

Mornings
Afternoons

Evenings
Weekends

Minimum number of hours per week.

Remember - you don't have to give great blocks of time. It's the dependability that counts. In some cases, volunteer projects may be available on a project by project basis, rather than weekly commitment of number of hours.

How did you hear about Fairfax County Public Library Volunteer Service Program?

Please return to: Volunteer Coordinator
Library Administration
5502 Port Royal Road
Springfield, VA 22151

Signature
Date

LIB 950 (11/79)
<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>Street or APO</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYED AT</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONES</td>
<td>Home</td>
<td>Business</td>
<td>Extension</td>
<td></td>
</tr>
<tr>
<td>EDUCATION:</td>
<td>Grammar School - Highest Grade Completed ( ); High School - Highest Grade Completed ( ); College - Number of Years Completed ( ); Major(s) Degree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER SCHOOLING OR SPECIAL TRAINING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTERESTS OR HOBBIES</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>SKILLS (Be Specific)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>WHAT KIND OF VOLUNTEER WORK DO YOU PREFER?</td>
<td></td>
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</tr>
<tr>
<td>HAVE YOU DONE VOLUNTEER OR PAID WORK BEFORE? WHAT? WHERE?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morning:</td>
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<td>Afternoon:</td>
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<tr>
<td>Evening:</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Weekly ( ); Twice Monthly ( )</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>VOLUNTEERING THROUGH WHAT ORGANIZATION? (If Applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHO OR WHAT PROMPTED YOU TO VOLUNTEER?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFERENCES: (Give full names, addresses, and phone numbers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Volunteer Signature
PRINCE WILLIAM PUBLIC LIBRARY
VOLUNTEER JOB DESCRIPTION

TITLE: Display Coordinator, Central Library

MAJOR OBJECTIVES: Volunteer is responsible for executing Library Board policy on Displays in Glass Cases. Volunteer will recruit, schedule and be responsible for installing, removing, and publicizing displays in the glass cases at the Central Library according to library guidelines (attached).

MAJOR RESPONSIBILITIES:

1. Locating persons with high-quality collections.
2. Scheduling collections in two display cases (for six weeks at a time) and notifying collector of schedule.
3. Reminding displayers of upcoming display two weeks in advance.
4. Arranging for signs for each display, naming collection and owner and identifying items within the collection.
5. Setting up appointments with collector to install and remove displays and being on hand to unlock and lock cases on both occasions.
6. Getting collector to sign liability release form for files of volunteer coordinator.
7. Completing information for news release form on each display and submitting it to publications officer.
8. Formally thanking collector after display is removed.

QUALIFICATIONS: Knowledge of, access to and ability to judge quality collections in the community. Must have transportation to and from the library.

TRAINING: General orientation to the library; training session on display and publicity procedures done by immediate supervisor.

TIME AND PLACE: Schedule drawn up by volunteer along with collectors.

COMMITMENT: 6 months.

SUPERVISION: Volunteer coordinator supervises Display Coordinator.

May 1980
VOLUNTEER CHILDREN'S ASSISTANT
POTOMAC BRANCH

MAJOR OBJECTIVES
To assist the Children's Librarian by providing clerical assistance.

MAJOR RESPONSIBILITIES
1. Pulling cards from the card catalog as shelf lists arrive, pulling subject heading and "see" cards, verifying the remaining cards against the com cat.
2. Marking bibliographies against the comcat.
3. Spot inventories for collection development purposes.
4. Checking orders against BIP.
5. Housekeeping duties such as labels, reinforce puzzle markings, cleaning records, searching reserves, pamphlet file verifying.
6. Verify shelf lists.

QUALIFICATIONS:
High school diploma; attention to detail.

TRAINING:
General library orientation on the job training.

TIME:
Two hours a week

COMMITMENT:
Six months and longer if mutually agreed on.

SUPERVISION:
Children's Librarian.
Prince William County Public Library

VOLUNTEER'S STATEMENT OF COMMITMENT

Name _____________________________

Street _____________________________

City ___________ Zip ______ Telephone ______

As a volunteer in the Prince William County Public Library, I pledge myself to the following commitment:

Branch/Department __________________________

Days ___________________________ Time ___________________________

I AGREE:

To attend orientation and training sessions for volunteers.

To accept guidance and evaluation from the staff advisor and maintain a smooth working relationship with all employees.

To notify the staff advisor by telephone of an absence as far in advance as possible and in writing of an extended leave of absence or resignation.

To comply with library policies.

Signature ___________________________ Date ___________
Guidelines for Volunteers

Thank you for volunteering your services to the Prince William Public Library. We're glad you're here!

The following information should answer some questions you may have about your responsibilities as a volunteer.

What we expect from you:

1. If you will be late or unable to report for work on your scheduled day, please call your supervisor.

2. If you would like your hours changed, see your supervisor.

3. If you would like a different job, see your supervisor or the volunteer coordinator.

4. Please refer all reference questions from library patrons to the reference librarian.

5. You are responsible for your own transportation and babysitting arrangements.

What you can expect from us:

1. Supervision. Your supervisor will assist you with any matter concerning your job or the library in general.

2. Records. Because volunteer time is looked upon favorably by employers, you will have a timesheet on which to record the hours you work at the library. It will be kept by your supervisor, but it is up to you to mark it.

3. Evaluation. At the end of the time commitment, usually six months, you will have an evaluation conference with your supervisor.

4. Arbitration. Should any job difficulties arise that can not be settled with your supervisor, please feel free to consult the volunteer coordinator.

Who's Who in the Library

Library Director - Mary Jo Detweiler
Deputy Director - Nancy Busse
Central Supervisor - Joan Alexander
Potomac Branch Supervisor - Lyn Ingersoll
Volunteer Coordinator - LaDonna Thompson
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY
AGENDA
ORDER OF BUSINESS

CALL TO ORDER
INTRODUCTION OF GUESTS
MINUTES
CIRCULATION REPORT (February)
FINANCIAL REPORT (February)
DIRECTOR'S REPORT
   Action Item: Bonding of Employees
COMMITTEE REPORTS
   Personnel - Mrs. Blakey
   Building Committee - Mr. Gilliam
   Budget Committee - Mrs. Burch
   Program & Objectives Committee - Mrs. Taylor
STAFF ASSOCIATION - Mary Barbour
UNFINISHED BUSINESS
NEW BUSINESS
ADJOURNMENT

DATE: March 24, 1981, 3:30 p.m.
Central Library
Room 222
PRESENT: Mrs. Margaret Melcher, President
Mr. James M. Hingeley, Jr., Vice President
Mrs. Jean Blakey, Secretary
Mr. Alexander G. Gilliam, Jr.
Mrs. Karen Hayden
Mrs. Barbara Isaacs
Mrs. Margaret Perley
Mrs. Donna Reaves
Mrs. Carol Taylor
Mrs. Helen Wieneke

ABSENT: Mrs. Danielle Burch

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

The meeting was called to order by the President, Mrs. Melcher, at 3:40 p.m. Mrs. Melcher read a telegram from former trustee, Dr. Thompson: "Congratulations on opening of new library. As patron and former trustee I wish to express special thanks and appreciation to Kay Hallock whose vision, perseverance and hard work, continual diligence and concern for every aspect of this project over the years were major forces in creating this library." Mr. Devan reported that Mr. & Mrs. Paul David had also sent a congratulatory telegram on the opening. Both telegrams will be on file with the official minutes of the Board.

The minutes of the February meeting were approved with the following changes: Motions (1) and (3) combined to read:

Mrs. Blakey moved that a Contingency Fund (Trustees' Building Fund) of $7,500 be set up through the City account system. Expenditures of $500 plus should be authorized by the Building Committee Chairman. Seconded by Mrs. Hayden the motion was passed.

Mrs. Melcher requested that it be reiterated that the Staff Room on the top level would be covered by the Trustees' Building Fund. No other part of the top level would be included. The February Circulation Report was accepted as submitted. It was noted that the Central Library has a big increase. It was questioned whether Central would open on Sundays. Mr. Devan replied that such action would depend on the next fiscal budget. The February Financial Report was accepted as submitted.

ACTIONS TAKEN BY THE BOARD:

(1) Mr. Hingeley moved that permission be denied to the Buckingham Parachute Center to land on the library's lot located on Vinegar Hill. Seconded by Mrs. Isaacs the motion was passed.

(2) Mr. Hingeley moved that notice be given by the Administration/Technical Services office to vacate on April 30, 1981, their present quarters located at 408 E. Market Street and move into the third level of the Central Library. Seconded by Mrs. Blakey the motion was passed.

(3) Mr. Hingeley moved that the Board authorize the president, Mrs. Melcher, to sign the letter of agreement with Robinson, Farmer, Cox Associates to review the internal accounting system of the Jefferson Madison Regional Library. Seconded by Mrs. Hayden the motion was passed.
DIRECTOR'S REPORT:

Mr. Devan noted the budget hearings for the various funding jurisdictions.
Also noted was the timetable for the new Scottsville Library. A drawing (submitted
by M. Jack Rinehart) of a plaque to designate the Pendleton donation was exhibited.
Mrs. Hallock will meet with Mrs. Evans and discuss her donation and the suitability
of the plaque. The Building Chairman will need to follow through on the Terry
Stroh designation requested by the Friends of the Library.

Discussion followed concerning the top level and when the administration
and technical services office could be moved into the space. The quarters need
to be cleaned and painted as soon as possible. Rent money has been completely
used up for the temporary quarters of these offices. Mrs. Melcher requested
that Mr. Gilliam, as Building Committee Chairman, follow through on getting the
top level ready for usage for library personnel. The GSA still owes some rental
money and Mr. Stripling is following through on this matter.

Forms for volunteers were briefly discussed. More work needs to be done
in this area and more information is needed. Mrs. Melcher requested that Mrs.
Hayden look into the volunteer programs available in northern Virginia and prepare
a report for the Board. Mrs. Melcher stressed that the use of volunteers was to
aid the staff and not replace it and that careful evaluation of the whole program
would be made before it was implemented. A support system is needed and this is
one avenue to be explored.

The Regulations for Exhibits and Displays was briefly noted. The Bonding
of Employees was discussed. Mr. Devan believes that the library is currently
covered by the City's policy. He will check into the matter further.

Mrs. Taylor commended the report on the Children's Room activities at Gordon
Avenue. Mr. Devan indicated that this will be done in following Director's Reports
with other departments also.

COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey reported that the Personnel Committee had
met on March 16th. Several items were discussed; performance evaluation with some
suggestions regarding the appeal procedure; vacation and sick leave obligations
of the library and a review of the Administrative Assistant job description.
The committee requested that Mr. Devan check into disability insurances and
that the Administrative Assistant description be reworked and brought back to
committee.

Building Committee - Mr. Gilliam commented on the Opening Party for the Central
Library. A letter of appreciation will be sent to the President of the Friends of
the Library for their efforts. Their continued support of the library is sincerely
appreciated. Mr. Gilliam reported that visits had been made to branches in the
Richmond system to gather ideas for the Scottsville Branch. The branches viewed
stimulated a lot of ideas and provided factual information.

Mr. Gilliam has met with the University League and the Albemarle Historical
Society regarding their usage of the McIntire building. Rent would be determined
by the City of Charlottesville. He pointed out that both these groups would be
consistent with the usage of the library. Letters will be sent to both groups
expressing the Board's interest in their usage of the building.

Landscaping is still an outstanding issue. Mr. Gilliam will follow through
on this subject. A sign posting hours would be desirable. Mr. Devan will check
into this item.
COMMITTEE REPORTS:

Budget Committee - Mr. Hingeley had a letter of agreement from the Robinson, Farmer, Cox Associates. Note action (3).

Program & Objectives Committee - Mrs. Taylor had a draft of a questionnaire for the staff to answer. Mrs. Melcher requested that the Board have a chance to go over and review it before distribution. More copies of the ALA Planning Process Book will be ordered to aid in this procedure. Mrs. Melcher requested that Mrs. Taylor and Mrs. Hayden look into the world of computers regarding library function. Currently the conversion of the shelf-list is being done by the library supported by state funds. The trend of the future is computers and much information will be needed.

Staff Association - Mrs. Barbour thanked the Personnel Committee for attending the Staff Association meeting. The Association will be donating a plant for the new Central Library.

NEW BUSINESS:

A brief discussion concerning library budgets and public hearings followed. Board members will be attending budget hearings.

The meeting was adjourned at 6:00 p.m. Executive session followed.

Dolores Sperelakis
Recording Secretary
CENTRAL LIBRARY DEDICATION CEREMONY

The great day has come and gone. Mayor Frank Buck and Board of Supervisor's Chairman, Gerald Fisher cut the ribbon at 5:15 p.m. on Sunday, March 15, 1981 after a brief presentation by Lloyd Smith, former President of the Board of Trustees of the Library. The guests were well refreshed by the Cavaliers Basketball victory and the wine, cheese and punch provided by the Friends of the Library. The six weeks of "shake-down" has been profitable; the contractors have finished up most of their work and the Central Library of the Jefferson Madison Regional Library is an accomplished fact.

MCINTIRE LIBRARY BUILDING

There is still an active interest in the McIntire Building by the Senior Center; by the Albemarle County Historical Society and, to a lesser extent by the University League. I think we can expect some formal proposals within a couple of months. Until the future of the Main Floor is determined, I have made no effort to schedule the move of the Bookmobile Service into the lower level.

CETA WORKERS

We have lost one of the two CETA workers at the Central Library. We still hope to keep the other one through the summer. All positions on the regular staff are filled so that additional work will have to be picked up by the existing staff. We are using student pages as much as possible.

PERFORMANCE EVALUATIONS

Virtually all Preliminary Performance Evaluations are completed. This is the first step in a two-step operation; the Final Evaluations will be completed in May and June in time for recommendations on Merit Raises in August. The entire process was reviewed with the Personnel Committee at their meeting on March 15th. It appears that the staff is very pleased with the revised process.

SCOTTSVILLE LIBRARY

A second round of visits to other libraries has been undertaken on March 17th (branches in Chesterfield and Henrico Counties and Richmond). These have been very helpful to John Farmer, myself, Louise Holt, Helen Wieneke, and Sandy Gilliam. A planned trip to Luray was postponed due to weather conditions and, instead, a review meeting was held with Helen Wieneke, Louise Holt, John Farmer and myself to discuss the Richmond trip and to plan a provisional schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 20, 1981</td>
<td>Receipt of site survey and topographic maps</td>
</tr>
<tr>
<td>continuing</td>
<td>Building program development</td>
</tr>
<tr>
<td>April 21</td>
<td>Building program presentation to Board of Trustees</td>
</tr>
<tr>
<td>continuing</td>
<td>Design work and cost estimating</td>
</tr>
<tr>
<td>June 23</td>
<td>Final presentation to Board of Trustees</td>
</tr>
<tr>
<td>continuing</td>
<td>Modifications</td>
</tr>
<tr>
<td>July 1st</td>
<td>Forward design and cost estimates to Board of Supervisors</td>
</tr>
<tr>
<td>continuing</td>
<td>Allow 6 weeks for final approval by Board of Supervisors</td>
</tr>
<tr>
<td>August 15</td>
<td>Begin design modifications and working drawings</td>
</tr>
</tbody>
</table>
Director's Report

SCOTTVILLE LIBRARY (Continued)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1st</td>
<td>Bid documents out</td>
</tr>
<tr>
<td>October 31st</td>
<td>Open, examine bids</td>
</tr>
<tr>
<td>November 15</td>
<td>Award contract and break ground (Construction begins)</td>
</tr>
<tr>
<td>August 1, 1982</td>
<td>Move into new library</td>
</tr>
</tbody>
</table>

TRUSTEE'S EXPENSES

Margaret has asked me to remind all trustees that the law (42.1-35) states "A member shall not receive a salary or other compensation for services as a member but necessary expenses actually incurred shall be paid from the library fund".

This includes both travel expenses for special trips such as the one to Fair Oaks Mall and travel to Board meetings, particularly for those who travel a significant distance. It does not include compensation for time lost from work. At the present time, we pay 18.5¢ per mile for automobile travel.

FRAMED ART PRINTS - Gordon Avenue

The Friends of the Library have established a lending collection of framed art reproductions (similar to the one at the Central Library) for the Gordon Avenue Branch in honor of Mrs. Peggy Jolly who worked for many years on the publicity for the Annual Book Sale before she moved to Florida last fall. Here is her letter to me:

Dear Chris: Such a delightful surprise! So, I am thanking you and the Board for honoring me in a lovely fashion.

My years of working with the Friends was very rewarding. I greatly miss it.

Friends have sent me newspaper clippings of the new Library. It looks plush. I am anxious to see it.

Again, thank you. Cordially, Peggy

EXHIBITS IN THE CENTRAL LIBRARY

With the advent of the Exhibit Cases and Places, we have had the beginnings of what will be a flood of requests for exhibit space. Already, the Orchid Society is booked for April, the Queen Charlotte Letter for March and part of April, and by Focus for the last week of April. Art groups and others have asked about the Mezzanine for temporary (or permanent) display. We have an informal policy on this kind of thing that was developed for Gordon Avenue (copy attached) and I have used this as the basis for decisions on the Central Library exhibit space. However, we will have to enlarge on this as the facilities are bigger, more numerous and, at the moment, in greater demand.

VOLUNTEERISM

As instructed by the Board, we have developed an application blank for volunteers (copy attached) and have begun to identify work which can be acceptably performed by volunteers. As yet, we have not distributed the form for use but we do have a couple of likely candidates.

COMPARATIVE COST FIGURES

Nelson County asked for some comparative cost figures for their budget presentation. This is attached as it was developed late last week. I hope it will be helpful in some of the budget preparations and politicking.
### ACTIVITIES REPORT - GORDON AVENUE CHILDREN'S ROOM

<table>
<thead>
<tr>
<th></th>
<th>SEPT.</th>
<th>OCT.</th>
<th>NOV.</th>
<th>DEC. (1980)</th>
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<tr>
<td>Reference Walk-ins</td>
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<td>180</td>
<td>210</td>
<td>120</td>
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<tr>
<td>Reference Telephone</td>
<td>80</td>
<td>90</td>
<td>100</td>
<td>52</td>
</tr>
<tr>
<td># Programs</td>
<td>25</td>
<td>26</td>
<td>20</td>
<td>15</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>524</td>
<td>615</td>
<td>508</td>
<td>348</td>
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<tr>
<td># Group Visits</td>
<td>0</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Group Attendance</td>
<td>0</td>
<td>40</td>
<td>50</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Fall Activities

The staff presented a full calendar of events for children including films, storytimes, art and trips to Bayly Museum. Among special activities were creative dramatics for Columbus Day ("You are there on the Santa Maria"), reminiscences of D-Day by a W.W. II veteran for Veteran's Day and a puppet presentation of Kipling's Elephant Child during Children's Book Week.

Our preschool outreach program, LIBRARY ACTION, is in its fifth year of existence, taking weekly reading-readiness activities to approximately 40 disadvantaged children during the fall. Carried out by volunteers, and co-sponsored by the Central Virginia Child Development Center, LIBRARY ACTION will continue in the Spring.

#### Professional Participation

The Children's Librarian participated as a speaker in two recent conferences. At the Virginia Educational Media Association Annual Conference in Williamsburg she spoke on "Creative Promotion". At the Virginia Library Association pre-conference, "Plug into P.R." her topic was "Special Events". At VLA's annual conference she handed over the chairmanship of the Childrens & Young Adults Roundtable to Therese Bigelow of Hampton Public Library.

#### Winter/Spring Programs Underway

Winter/Spring programs are underway with the largest storyhour enrollment in over two years. We attribute this partly to strong promotional activity in the local media and at the Library.

#### Service to the Handicapped

We are getting increased requests for materials and programs for handicapped children. In late January and early February we hosted visits from two groups of pre-school children with special needs, a U.VA. pre-school for the hearing-impaired and an Albemarle County School group of children who are language-delayed. We need to evaluate our present ability to handle such requests and prepare for what will surely be a greater demand for service. Areas that need strengthening are staff development (training in dealing with handicapped individuals) and materials acquisitions.

Anne L. McKeithen, Head
Children's Services
Gordon Avenue Branch

Respectfully submitted,

Chris Devan, Director
### Population

<table>
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<tr>
<th>Year</th>
<th>2%</th>
<th>16%</th>
<th>69%</th>
<th>93%</th>
<th>125%</th>
<th>15%</th>
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### Total Cost/Pop

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost/Pop</th>
<th>Cost/Pop</th>
<th>Cost/Pop</th>
<th>Cost/Pop</th>
<th>Cost/Pop</th>
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### Note

"Total Appropriation" equals local contribution plus the justifications' share of state aid and of state and local aid.

### Charlestown

<table>
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<tr>
<th>Fiscal Year</th>
<th>Total Appropriation</th>
<th>Total Registration</th>
<th>Total Cost/Reg</th>
<th>Local Cost/Reg</th>
<th>Total Cost/Local</th>
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<td>1979-80</td>
<td>$2,167</td>
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<td>1980-81</td>
<td>$2,170</td>
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<tr>
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<td>1984-85</td>
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**Average**

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<th>Total Registration</th>
<th>Cost/Reg</th>
<th>Cost/Reg</th>
<th>Cost/Local</th>
<th>Cost/Local</th>
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<td>$2,177</td>
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**Note:** The table provides data on population and total cost per capita for the years 1985-1986. The population in 1985 was 3,07%, increasing to 3,09% in 1986. The total cost per capita averaged around 4.5% for both years. The data is structured to show the breakdown of costs between local and state revenues.
March 16, 1981

Mr. James Hingeley
Jefferson-Madison Regional Library
P. O. Box 990
Charlottesville, Virginia  22902

Dear Mr. Hingeley:

This letter is to confirm our understanding of the arrangements for our review of the internal accounting system of the Jefferson-Madison Regional Library.

We will review the present system of financial recordkeeping and the present level of documentation maintained. Our review will encompass financial communication lines with all branches, bookmobiles and the City of Charlottesville as fiscal agent.

We will develop a system procedures manual for the communication of financial data between the branches and the bookmobile, and develop an internal financial reporting system.

This internal financial reporting system, if feasible, will be integrated with the fiscal agent's recordkeeping system. The benefits of integration should result in:

- the ability to generate trial balances, as required, economically and rapidly,
- improved comprehensive financial reports, and
- management decisions are facilitated by current information on the status of the financial position as compared to the budget.

Review of prior audit reports of the City of Charlottesville indicate an audit has been made of your financial records. During the course of our review and implementation of the financial reporting system we will employ certain audit procedures as we deem necessary in the circumstances and so advise as to an independent audit for the fiscal year ending June 30, 1981.

Fees for our services will be at our standard rate for the time required to complete the assignment. We estimate that our fee for this service will be from $2,500 to $3,000. As we discussed, our
staff assigned to the job will consist of interns employed under our Internship Program, where practicable, with other permanent staff levels employed as required. This approach should maintain the fee within the range. Any fee adjustments that may be required as to any unforeseen problems that may arise will be brought to your attention immediately and discussed with you in detail as to the effects that these problems may have upon the system. Also, as we discussed, work will commence subsequent to April 15, 1981.

If this letter correctly expresses our understanding, please sign the enclosed copy where indicated and return it to us.

Very truly yours,

ROBINSON, FARMER, COX ASSOCIATES

Irvin J. Farmer, Jr.
Certified Public Accountant
Principal

Approved by:

Margaret Melcher, President
Board of Trustees
Jefferson Madison Regional Library

Signature and Title
March 25, 1981
CONGRATULATIONS ON GRAND OPENING OF NEW CENTRAL LIBRARY ONLY ABOUT TWENTY YEARS AFTER MY MANAGEMENT STUDY RECOMMENDED URGENT NEED FOR MORE SPACE. PAUL JOINS IN REGRETTING OUR INABILITY TO BE THERE AND ASSURING YOU THE NEW LIBRARY WILL BE ONE OF OUR FIRST STOPS WHEN WE RETURN TO CHARLOTTESVILLE AT THE END OF MAY.

OPAL D DAVID

1335 EST

MG MCMP MG M
CONGRATULATIONS ON OPENING OF NEW LIBRARY. AS PATRON AND FORMER TRUSTEE I WISH TO EXPRESS SPECIAL THANKS AND APPRECIATION TO KAY HALLOCK WHOSE VISION, PERSEVERANCE AND HARD WORK, CONTINUAL DILIGENCE AND CONCERN FOR EVERY ASPECT OF THIS PROJECT OVER THE YEARS WERE MAJOR FORCES IN CREATING THIS LIBRARY.

MIKE THOMPSON

1657 EST

MGMCOMP MGM

MARGARET MELCHER
GLEN ECHO FARM
CHARLOTTESVILLE VA 22901
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY
AGENDA
ORDER OF BUSINESS

CALL TO ORDER

DATE: February 24, 1981, 3:30 p.m.
Main Library, Court Room

SPEAKER: Prof. Paul Slayton, Dept. of Education
Mary Washington College
"Censorship"

MINUTES

CIRCULATION REPORT (January)

FINANCIAL REPORT (January)

DIRECTOR'S REPORT

COMMITTEE REPORTS

Personnel - Mrs. Blakey
Building Committee - Mr. Gilliam
Budget Committee - Mrs. Burch
Program & Objectives Committee - Mrs. Taylor*

STAFF ASSOCIATION - Mary Barbour

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

*Program & Objectives Committee will meet at 3:00 p.m. February 24 (just prior to the Board meeting)
MINUTES OF THE FEBRUARY 24, 1981 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT:
Mrs. Margaret Melcher, President
Mrs. Jean Blakey, Secretary
Mrs. Danielle Burch
Mr. Alexander G. Gilliam, Jr.
Mrs. Karen Hayden
Mrs. Barbara Isaacs
Mrs. Donna Reaves
Mrs. Carol Taylor

ABSENT:
Mr. James M. Hingeley, Jr.
Mrs. Margaret Perley
Mrs. Helen Wieneke

ALSO PRESENT:
Mr. Christopher B. Devan, Director
Mrs. Mary Barbour, Staff Association President
Mrs. Beth Berne, Head, Technical Services
Mrs. Dolores Sperelakis, Recording Secretary

GUESTS:
Professor Paul Slayton, Mary Washington College
Members of the Library Staff

The meeting opened with invited guest, Professor Slayton, discussing "Censorship". He opened with a quote from Mr. Jefferson, "Tolerate any error as long as reason is free to combat it". The opposition to all forms of censorship is the only way to make freedom of information available to all. Professor Slayton indicated that each library should have an "appeals" form whereby a patron can complain about a particular book should they so desire. A committee should then handle the complaint. Mr. Devan commented that this system does have a form of that type and he has always replied to it and that this method has been satisfactory to this point in time. The book recommended by Professor Slayton for help in these matters is "Dealing with Censorship" by Jim Davis. After his discussion a period of questions and answers followed.

The official meeting of the board was called to order by the President, Mrs. Melcher, at 5:05 p.m. Mrs. Donna Reaves, the new City of Charlottesville Trustee, was introduced to the Board. The minutes of the January meeting were approved as submitted. The Circulation Report for January was noted. McIntire was closed for the move to the Central Library which accounts for their decreased circulation whereas Gordon Avenue increased circulation due to patrons using this facility during the closing of McIntire. The Financial Report for January had a few typographical errors. Corrected copies will be issued. The outstanding rent from GSA was questioned. Mr. Devan will check into the status of this situation.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Blakey moved that the Building Committee Chairman work in close conjunction with Mr. Devan and have the authority to expend funds from the Trustees Building Fund. Seconded by Mrs. Hayden the motion was passed.

(2) Mrs. Hayden moved that the expenditures for remodelling the Staff Room and adding a telephone be covered by the Trustees' Building Fund. Seconded by Mrs. Blakey the motion was passed.

(3) Mrs. Hayden moved that a Contingency Fund be set up, through the city account system, of $5,000. Expenditures over $500 should be authorized by the Building Committee Chairman. Seconded by Mrs. Blakey the motion was passed.
ACTIONS TAKEN BY THE BOARD: (Continued)

(4) Mrs. Isaacs moved that the recommendation of the Nominating Committee to elect Mr. James M. Hingeley vice president of the Board of Trustees be instituted. Seconded by Mrs. Burch the motion was passed.

(5) Mrs. Burch moved that the firm of Robinson Farmer Cox Associates be hired to analyze, review and recommend proper procedures for the accounting system used by the Library. Seconded by Mrs. Blakey the motion was passed.

(6) Mrs. Hayden moved that the Main Library be known as the Central Library. Seconded by Mrs. Blakey the motion was passed.

DIRECTOR'S REPORT:

A group of trustees will set up a date to view the Fair Oaks Mall mini-library setup. Mr. Devan reported that Bookmobile II has been out of commission due to problems. Replacement may be more imminent than anticipated. One of the CETA workers has been deleted. This leaves the library with one through the summer and a temporary worker that will be going on the regular payroll.

The idea of using volunteers was discussed. There are many groups that might be interested in volunteering their time to the library. Mrs. Melcher pointed out that this would put some burden on the staff because the volunteers need training and supervision. This idea will need to be further discussed with staff and along the lines of future use and planning. At the present time two new regular full time personnel have been added to the Circulation Desk area of the Main Library.

Mrs. Melcher pointed out that a contingency fund is needed for the Library. There is a list of things to be done and Mr. Gilliam pointed out that the Building Committee will follow through on this. The third floor needs some work so that Administration and Technical Services can move to those quarters. Round figures of $15,000 might get the quarters in order. Mr. Gilliam will talk with Mr. Hendrix and Mr. Agnor regarding the financing of this project. The Staff Room is in the area of $1600. The Trustees' Building Fund will finance this project. Mrs. Burch questioned whether the catalog conversion office would have room to move into the third floor. Mr. Devan stated that the fire marshall will have to be advised of the usage that this level will be put to and then rule on fire safety rules that need to be followed. He will check into this matter.

Mr. Gilliam reported that Mr. Rinehart is eager to get the landscaping done at this time of the year. Funding this project will have to be determined as to amount and availability. Mr. Gilliam will check with Mr. Rinehart regarding the plans available and will report back at the next Board meeting.

COMMITTEE REPORTS:

Nominating Committee - Mrs. Isaacs reported that the Committee nominated Mr. Hingeley to fill the position of Vice President of the Board of Trustees. (Note Action #4)

Personnel Committee - Mrs. Blakey reported that the letter from the supervisors regarding the proposed new position would be taken into consideration. At this point in time the new position has not been fully determined. The Committee will be meeting to discuss a job description for Branch Administrative Assistant.

Budget Committee - Mrs. Burch reported that during the Board's Executive Session it was decided to approach accounting firms to analyze the library's
COMMITTEE REPORTS: (Continued)

Budget Committee - (continued) accounting system. Eight firms were contacted and two interviewed. After discussion the firm of Robinson Farmer Cox Associates was recommended (Note Action #5). Approximate cost will be $2,300. An agreement will be drawn stating the needs to be accomplished.

Budget presentations will be done by the trustees representing the jurisdiction. Mrs. Melcher and Mrs. Burch will attend Albemarle's hearings and Mr. Hingeley will be requested to attend Charlottesville's hearings. Greene, Louisa and Nelson trustees will each present to their jurisdiction. Board members are encouraged to attend these budget hearings to give support to their fellow trustees. At this point in time it is doubtful that full allocation requested will be funded. The merit allocation of the city and county were briefly discussed. Mr. Devan indicated that state aid remains the same for this 1981-82 budget as that of 1980-81. Awards are based on a biennium factor. The library budget is following recommendations issued by the city regarding percentage of increase in various areas such as: postage, 15%; office supplies, 8%; cleaning supplies, 10%; vehicle operation, 10%; telephone, 10%; electric, 12%; fuel, 25% and printing and duplicating, 10%. Mrs. Isaacs extended her thanks to Mrs. Burch for her efforts regarding the budget. Mrs. Burch felt she had help from all board members in this regard.

Program & Objectives Committee - Mrs. Taylor passed out an agenda for long-term planning consisting of an initial primary planning cycle and secondary planning cycle. In March or April she is hoping to make a survey of the staff. Mrs. Blakey suggested that the Thomas Jefferson Planning Commission might be of some help in this matter. Mrs. Isaacs suggested a business major at the university might do this as a thesis requirement. Mrs. Taylor stressed that time will be a major factor and eventually financial aid may be required.

Staff Association - Mrs. Barbour reported that the security guard at the Main Library has been highly satisfactory. She also urged the completion of the staff room as soon as feasible. The staff is planning to tour the Michie Company in the near future.

The Dedication of the new library will take place tentatively March 8. Mr. Gilliam will be handling the details. Mr. Devan has provided him with some information. Mrs. Hayden made a motion to change Main Library to Central Library.

The meeting was adjourned at 7:20 p.m.

Dolores Sperelakis
Recording Secretary
JEFFERSON MADISON REGIONAL LIBRARY

Director's Report

February 18, 1981

BUDGET HEARING SCHEDULE

Immediately after the Board Meeting, I want to send confirmed figures to each jurisdiction so that they can include this information in their material for the Supervisors. The Schedule for hearings is as follows:

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<tr>
<th>Jurisdiction</th>
<th>Budget Work Session</th>
<th>Public Hearing</th>
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<tbody>
<tr>
<td>Charlottesville</td>
<td>March 24th</td>
<td>Not Set</td>
</tr>
<tr>
<td></td>
<td>9:45 - 10:00 p.m.</td>
<td></td>
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<tr>
<td>Albemarle</td>
<td>March 2nd</td>
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<tr>
<td></td>
<td>2:00 p.m.</td>
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<tr>
<td>Louisa</td>
<td>March</td>
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<td></td>
<td>Not set</td>
<td></td>
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<tr>
<td>Nelson</td>
<td>March 19th</td>
<td>April 14th</td>
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<tr>
<td>Greene</td>
<td>Not Set</td>
<td>Not Set</td>
</tr>
</tbody>
</table>

PUTTING THE LIBRARY ON EXHIBITION

The staff is being overwhelmed by requests from school classes and organizations for tours of the library. In view of the extra workload resulting from increased circulation and reference use, I am arranging for a substitute to schedule tours for the next few weeks. The only alternative is chaos. With a regular tour guide, the tours can be arranged at any time (not just when we have duplicate staff) and can be spread out over the entire week. Tours will be welcomed instead of dreaded.

LIFE IN THE NEW LIBRARY

In the two weeks and two days (Feb.2-17) that the library has been opened, circulation has had a 41% increase over the same period last year with 14,781 books being circulated. The most dramatic increase is in the Children's circulation - 70%. In addition to the excitement of the new building, the evening hours of children's service contributed a great deal to this.

At the Reference Desk, library use is even more dramatic. Comparing this period to the total for all of February, 1980, walk-in reference questions are already exceeding the total for the whole month last year and telephone inquiries are 65% of the total. Not surprisingly, directional questions are up 225% from a year ago.

FINISHING OFF THE NEW LIBRARY

During the week of February 23, the glass railing will be replaced (at night and at no cost to the library), the ding-dong chimes will be removed from the hold button of the telephone, the final punch list will be assembled and checked out in that and the following weeks, the carpeting will be completed and the fire alarm system will be working properly, as opposed to being a self-starter.

Decisions are needed now on landscaping, finishing off the third level and the purchase of a wide variety of small equipment items that were not included in the original plans. The largest item is a paperback bookrack.
MINI-LIBRARY

While at ALA I saw the "Porta-Boutique" in the White Oak Mall Shopping Center in Fairfax, Virginia. It is well worth seeing (off I-64 near Dulles Airport) and should be considered as an alternative to the Northside Branch.

BOOK DETECTION SYSTEM

Our inventory showed that we are losing books at a rapid rate. A book detection system was originally included in the new library plan but was omitted due to lack of funds. At ALA, I looked at several systems and am still looking at others. The cost will be in the ballpark of $12,000 plus the labor of installing the magnetic strips in each book. This is a project which should be given a high priority in library plans for the future.

SCOTTSVILLE

On February 10, Helen Wienke, Louise Holt, John Farmer and I went to Orange to look at their library building. It was an instructive visit and one which should be repeated with other small library buildings as we develop the program for the Scottsville Library.
CETA AND THE LIBRARY

For several years the library has had the services of a number of CETA Workers (Comprehensive Employment and Training Act), working mostly at the Circulation Desks. The present federal administration has severely cut back this program and we will, in the future be able to rely less and less on these exceptionally willing (and free) workers. At the moment, we have two at the Central Library and one at Gordon Avenue. We do not know at this time how long we will be able to keep them. I hope that the present people will stay through the summer. Beyond that, the staff will have to absorb the work presently done by CETA workers.

Respectfully submitted,

Christopher B. Devan
Director

AN ANONYMOUS SUGGESTION

"The new library is magnificent. I only wish it would be open on Sun. That's a convenient day for school children and people who work Mon-Sat.

I feel it would be so much more appropriate to open the downtown library instead of the Gordon Ave. on Sun. The Gordon Ave. is too small & noisy due to the children's section."

The department heads have considered this. At study is presently being taken of the Sunday users of the Gordon Avenue Branch. It should be noted that Sunday at Main would be more expensive.

PUBLIC EMPLOYEES BLANKET BOND

Several years ago, the Board decided that there was no need to have our employees bonded. Our new insurance agent (Cabell) feels that this should be reconsidered. It is unclear, both to me and to the Agency, if this type of coverage is to be provided for all clerical personnel who handle fine money or only those people who become involved in the expenditure of major sums of money. Cabell is investigating this and I will pass on their information to the Board when I receive it.
By Michael Kernan

For years, reports of censorship attempts came across Judith Krug's desk at a rate of three to five a week. Suddenly, beginning literally on election day, it is three to five reports a day.

"I could sense an increase in the pressures since last spring," said the 40-year-old director of the American Library Association's Office of Intellectual Freedom, "but it really took off last November. I don't know if it's a coincidence or if this is the wave of the future."

The targets aren't just the old regulars like Henry Miller and James Joyce. Now it's Ken Kesey, Aldous Huxley, J.D. Salinger, Dr. Jekyll and Mr. Hyde because it contains the words "Good God!" and Thomas Hardy's "Far From the Madding Crowd," which a man threw on a bonfire of rock records last fall.

And it's not just in the small towns, either. There's an uproar in San Francisco over "Doctor Dolittle" and "Mary Poppins."

"That's right. A librarian there said they were racist and sexist."

"This is the thing," said Krug, who is in town for the association's convention. "It's not just the anti-sex education people. All sorts of people are trying to keep out things that they don't approve, including feminists and anti-feminists, blacks, Jews, single-issue groups."

As a "bleeding-heart conservative who believes in the Constitution and the Bill of Rights, a strict constructionist," the 13-year veteran of the struggle for the freedom to read says this:

"I will not buy the people who come to me and say, 'I'm not a censor, but this book is awful.' I will not buy the argument of a higher good. There is no higher good than the First Amendment." She is seriously worried that for the first time in her memory the First Amendment may be in trouble.

"I hate to say it, but I'm not sure we could pass the First Amendment today in this country by referendum." She stirred in her seat. Her voice rose. "It's getting to the point where being committed means being intolerant of any opposition. People are turning into zealots. Anyone who is willing to just listen to another view is seen as somehow suspect."

Censorship is a Band-Aid, she said. "Child pornography, using children's bodies for commercial purposes, is a terrible thing. But you're not ever going to eliminate child pornography by censoring the product. That just saves your conscience for you. But that child who was used—that child has been destroyed. Taking the pictures off the market isn't the answer."

Krug has been married 17 years, has a son and a daughter.

One new feature of the rage for censorship is the attacks on public libraries, usually considered a far less vulnerable target, since they deal with adults and serve an entire community. Over the past two years, Krug said, 89 percent of the complaints related to schools. Now the balance is shifting, as people who don't have children in school, people who aren't even parents, get into the act.

In Houston, some parents tried to stop a sex-education film about a pregnant teen-ager. None of the parents had a child in the class where it was shown. It was just that they didn't want anybody's child to see the picture.

"How not seeing a movie is going to keep a girl from getting pregnant, I don't quite understand. Some parents think their kids can be kept from knowledge by not letting them see a book. Right now they're going after what's left of sex education in the schools—come on, you can't have it both ways. If you don't want it in the schools, fine. But then you have to teach them at home."

She brought up the case of Mel and Norma Gabler, a Texas couple with no background in education who have made such a fuss over books with "liberal bias" that their imprimatur is sought by publishers and school boards all over the country, and who want American students to learn only "traditional American values and absolutes like right or wrong."

"These people were created by the media," she said. "It's made them celebrities, made them feared. What do they mean by traditional American values? Are they going back to before the women got the vote? Back to the 1400s when the world was flat?"

The media, however, can also be an ally. The Office of Intellectual Freedom fights censorship mainly by enlisting community support, by appealing to what it sees as the good sense of the citizens as a whole. Every state has a library association, and every association has an intellectual freedom committee. Together, these groups help organize the besieged, explain what's happening, remind them of their heritage as Americans.

The danger in censorship, she feels, is that it metastasizes. In Abingdon, Va., a fundamentalist minister demanded that Sydney Sheldon's "Bloodline" and Harold Robbins' "Memories of Another Day" be removed from the Washington County Library. Then he demanded that all books by Sheldon and Robbins be removed. Now he is asking for a list of everyone who checked out the books.

"You have to fight," Judith Krug said. "You have to fight."
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY
AGENDA
ORDER OF BUSINESS

DATE: January 27, 1981, 3:30 p.m.
Main Library
Meeting Room 222

CALL TO ORDER

MINUTES

CIRCULATION REPORT (November, December)

FINANCIAL REPORT (November, December)

DIRECTOR'S REPORT

COMMITTEE REPORTS
   Personnel - Mrs. Blakey *
   Building Committee - Mr. Gilliam
   Budget Committee - Mrs. Burch
   Program & Objectives Committee - Mrs. Taylor

STAFF ASSOCIATION - Mrs. Mary Barbour

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

*Personnel Committee will meet at 2:30 p.m. January 27 (just prior to Board meeting)
Meeting Room 222
MINUTES OF THE JANUARY 27, 1981 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: Mrs. Margaret Melcher, President
Mrs. Jean Blakey, Secretary
Mrs. Danielle Burch
Mr. Alexander G. Gilliam, Jr.
Mrs. Karen Hayden
Mr. James Hingeley, Jr.
Mrs. Barbara Isaacs
Mrs. Margaret Perley
Mrs. Carol Taylor
Mrs. Barbara Wieneke

ABSENT: NONE

ALSO PRESENT: Mr. Christopher B. Devan, Director
Mrs. Mary Barbour, Staff Association
Mrs. Dolores Sperelakis, Recording Secretary

The meeting was called to order by the president, Mrs. Melcher, at approximately
3:40 p.m. following the Personnel Committee meeting. A Nominating Committee was
appointed by the president, Mrs. Melcher, to nominate a vice-president since Mrs.
Mathes' resignation left this position vacant. The committee appointed: Mrs. Isaacs,
chairman; Mrs. Taylor and Mrs. Wieneke. The committee's report will be presented
at the February meeting of the Board of Trustees.

The minutes of the January meeting were approved as submitted. Mr. Gilliam
indicated that the censorship discussion was not a suggestion but rather a request
for a presentation of the issue by an expert in the field. Mrs. Hayden will invite
a speaker for the next Board meeting. The Financial and Circulation Reports for
January were accepted as submitted. At this point the Board requested Executive
Session.

Upon resumption of the open Board meeting Mrs. Blakey announced an Executive
Session was scheduled for 3:30 p.m. on February 10, 1981.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Isaacs moved that Bookmobile I, now replaced by a new bookmobile,
be returned to the owner, Albemarle County, for disposition. Seconded by Mrs.
Hayden the motion was passed.

(2) Mr. Hingeley moved that the move involving the Administration and Technical
Services offices be taken under study by the Building Committee to consider the
effects of where these offices would move, whether McIntire or the upper floor of
the Main Library; and that the Building Committee have the authority, after making
such a study, to decide the location of these departments. Seconded by Mrs. Burch
the motion was passed.

(3) Mrs. Blakey moved that a security guard for Main Library be hired at
approximately $5.50/hour to work from 6:00 p.m. until closing. This will be on
a trial basis and evaluated after an appropriate time lapse. Seconded by Mrs.
Hayden the motion was passed.
ACTIONS TAKEN BY THE BOARD: (Continued)

(4) Mrs. Wieneke moved that the staff be commended on their outstanding job in moving from McIntire to the Main Library. Seconded by Mrs. Hayden the motion was passed.

(5) Mr. Hingeley moved that major cuts be made to the 1981-82 budget by cutting salaries (eliminating new positions), calculating the cost of living on base salary which leads to a reduction in current charges (social security, insurances, etc.); reducing utilities; and that Danielle Burch, Chairman of the Budget Committee, be authorized with her assistants, to review other figures (including funding for administrative post) and to present a reduced budget to the jurisdictions. Seconded by Mrs. Blakey the motion was passed.

DIRECTOR'S REPORT:

Personnel evaluations will take place in February. Mr. Devan indicated that a service contract covering custodial help plus the hiring of a security guard would cost the same money as had been allotted for custodial employees (library payroll). Nelson County has picked up the insurance on the Nelson Branch. The Friends of the Library have donated the use of a parking stamp at the City Garage for a period of six months. This stamp is available at the Main Library.

Mr. Devan submitted a memorandum regarding the Trustee's Building Fund and the uses suggested. One expenditure was the moving bill which amount to $2,641.00. This cost was less then projected. The Building Committee will study the suggested uses and make recommendations to the Board. The staff room would have a high priority. Discussion included comments on landscaping, use of McIntire building, move of administration and technical services office, and uses of McIntire. The furniture from McIntire will be used in the Scottsville Branch.

COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey reported on the Personnel Committee meeting which was held prior to the Board meeting. A new position was briefly discussed along the lines of an administrative post. Further study will be undertaken by the committee and a request for funding will be included in the 1981-82 budget. Other action included motions noted, (motions 3 and 4).

Building Committee - Mr. Gilliam reported on the selection of an architect for the Scottsville Branch. Mr. John Farmer has been selected and the Albemarle Board of Supervisors will authorize and sign the contract. Mr. Farmer will be meeting in Scottsville with library personnel and trustees in order to get suggestions and needs. Mrs. Wieneke requested that visits be set up to view other comparable libraries within Virginia. Mr. Devan will obtain a list and set up visits. Mrs. Taylor indicated that a new library in Nelson has support but funding will be an issue. Greene County is still considering a new location and Crozet's new building is still at a standstill.

Budget Committee - Mrs. Burch reported that the 1981-82 budget presented will have to be revised. Cuts will have to be made, therefore, trustees have gone over the figures and have indicated some line item revisions. Mrs. Burch spoke with both the city and county in order to revise some of the figures. The current revision will involve an approximate 14% increase. Note motion 5 for specifics.
COMMITTEE REPORTS: (Continued)

Program & Objectives Committee - Mrs. Taylor announced that there would be a brief meeting of the committee directly before the Executive Session at 3:00 p.m. on February 10, 1981. There will be a discussion of immediate and future goals and priorities.

Staff Association - Mrs. Barbour had expressed her appreciation at the Personnel Committee meeting for the continued efforts and support of the Board.

The meeting was adjourned at 7:00 p.m.

Dolores Sperelakis
Recording Secretary
It has been a long time since the November Board Meeting, and most of the activity since then has been concerned either with the library budget, about which the Board held a work session on January 11th, and with the move into the new main library building which is still going on as I write and which will be in its final stages as the Board meets.

MOVING THE LIBRARY

The move is still in progress and is going fantastically well. The joint efforts of the movers, Security Storage, the library staff and the volunteers have made a potentially dreadful nightmare into a smoothly running, if extremely tiring, experience. I want especially to commend the work of the staff, both of the main library and of the administrative and technical services departments, who have put in many days of hard work, including a number of twelve-hour days and whose work will go on after the movers and the volunteers have left.

The volunteers turned out in just the right number, having been organized and scheduled by Mrs. Anne Thomas of the Friends of the Library. They worked diligently at frequently dull and always difficult work, doing what they were told, without question and with great good humor. By Friday evening, the work had gone so well that we were forced to cancel the Saturday and Sunday sessions because we had run out of boxes to pack. Because of this, a number of willing and eager volunteers were deprived of the experience. We are still grateful to them.

It was unusually difficult to get sufficient publicity about the closing of the library in advance of the closing itself. However, the radio stations did well for us and most people turned their attention to the Gordon Avenue Branch for library services. It was necessary to cancel the fine collections for the period of closing from all branches and no fines will be collected until a week after the Main Library is open for business.

SCOTTSVILLE LIBRARY ARCHITECT SELECTION

The Architect Selection Committee met and reviewed applications from numerous architects and selected five for interview. After the interviews were completed, the committee made a unanimous recommendation to the Board of Supervisors that John B. Farmer, Jr. be appointed.

INSURANCE

A summary of our insurance coverage, as consolidated in the office of Cabell Insurance Company has been presented to me and I will be able to present this to the Board for their information at the January meeting. (I haven't read it myself as yet.)

GREENE COUNTY LIBRARY - User Survey

At the request of the Thomas Jefferson Planning District, the library cooperated in a survey of the users of the library in Stanardsville. I am attaching the results of that survey as a matter of general interest. The survey was used as support evidence in the application for a HUD Grant which will provide a Community Services building in which a library will be located.
BOOKMOBILES - Old and New

The new bookmobile is in operation and is doing well. We are negotiating with the supplier for the few problems which still exist.

Originally, we had a vague idea of using the old vehicle as a special purpose vehicle for visiting retirement centers and possibly playgrounds in the summer. In view of its increasing unreliability and of the tight budget picture, these options appear to be less and less desirable. Therefore, I would like to get the Board's approval to offer the bookmobile for sale in accordance with City policies for the sale of property. In actual fact, the vehicle is probably the property of Albemarle County and the proceeds of any sale will go to the county. I will have to verify this.

OTHER ACTIVITIES OF THE LIBRARY

I am confident that there are other items which should be reported to the Board but I don't at this time know what they are. As they surface after the move, they will be reported.

Respectfully submitted,

Christopher B. Devan
Director
GREENE COUNTY
SURVEY OF LIBRARY USERS - RESULTS
DECEMBER 1, 1980 - DECEMBER 5, 1980

NO. OF RESPONDENTS - 36

ZIPCODE AREAS
22901 - 1
22932 - 1
22965 - 3
22968 - 5
22973 - 26

HOUSEHOLD SIZE
1 Person - 1
2 Person - 10
3 Person - 9
4 Person - 7
5 Person - 8
6 Person - 0
more than 6 - 1

HOUSEHOLD INCOME*
$0 - $8,400 - 3
8,401 - 9,600 - 3
9,600 - 11,100 - 2
11,100 - 12,000 - 2
12,001 - 12,754 - 2
12,775 - 13,500 - 2
over 13,500 - 18
no response - 4

YEARS OF SCHOOLING
Grades 1-8 - 1
Some High School - 3
Finished high " - 10
Some College - 6
College Degree - 11
Graduate Degree - 5

NEEDS (Number of responses in parentheses)
More space in larger facility (8), longer hours (11), night deposit (3),
lower fines (4), children's hour (2), book pick-up from Charlottesville
(2), more reference books and periodicals, comfortable chairs, book drop,
films, discussion groups, listening space for recordings, more area for
browsing and research, better parking, more craft books.

*When correlated by household size, 18 of 32 (56%) have incomes at or
below the HUD-defined 80% of median ($12,804 for 4).
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY
AGENDA

ORDER OF BUSINESS

DATE: November 25, 1980, 3:30 p.m.
Gordon Avenue Branch

CALL TO ORDER

INTRODUCTION OF GUESTS

MINUTES

CIRCULATION REPORT (October)

FINANCIAL REPORT (October)

DIRECTOR'S REPORT:
Action Items:
Authority to Accept Low Bids
(a) Moving the Library
(b) Main Library Custodial Contract

COMMITTEE REPORTS
Personnel - Mrs. Blakey
Action Item: Group Life Insurance

Buildings Committee - Mr. Gilliam
Action Item: HVAC Service Contract - Gordon Avenue Branch
Scottsville Resolution

Budget Committee - Mrs. Burch
Action Item: Budget, 1981-82

Program & Objectives Committee - Mrs. Taylor

STAFF ASSOCIATION - Mrs. Mary Barbour

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT
MINUTES OF THE NOVEMBER 25, 1980 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT:
Mrs. Margaret Melcher, President
Mrs. Calvert Mathes, Vice President
Mrs. Jean Blakey, Secretary
Mrs. Danielle Burch
Mr. Alexander G. Gilliam, Jr.
Mrs. Karen Hayden
Mr. James M. Hingeley, Jr.
Mrs. Carol Taylor

ABSENT:
Mrs. Barbara Isaacs
Mrs. Margaret Perley
Mrs. Helen Wieneke

ALSO PRESENT:
Mr. Christopher B. Devan, Director
Mr. Linwood Frye, Bookmobile II
Mrs. Mary Barbour, Staff Association President
Mrs. Dolores Sperelakis, Recording Secretary

The meeting was called to order by the president, Mrs. Melcher, at 3:35 p.m. The minutes of the October meeting were approved as submitted. The October Circulation and Financial Reports were accepted as submitted.

Mr. Linwood Frye, of Bookmobile II, was introduced for his presentation on Bookmobile II. This bookmobile serves Greene, Louisa and Nelson Counties plus a couple of city runs. It is a "Books on Wheels" service which is more popular than ever with the energy crunch. Senior citizens, mothers at home with young children, children on school vacations are just some of the faithful followers of Bookmobile service. Summer circulation is usually very high due to school vacation. Mr. Frye pointed out that Bookmobile II is currently seven years old and that a replacement should be planned. The Bookmobile has its own collection of books but has access to the entire collection in the regional for any requests from patrons. Overdue books are not a problem since the patrons are well known to the librarian and a reminder or call usually results in books being returned. Mr. Frye thanked the Board for the opportunity to talk about the services rendered by Bookmobile II and hoped they would keep in mind the replacement time for a new bookmobile.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Mathes moved that authorization be given to Mr. Devan, in consultation with the Building Committee Chairman, Mr. Gilliam; to accept the low bid submitted by the Purchasing Department of the City of Charlottesville to move to the Main Library. Seconded by Mrs. Burch the motion was passed.

(2) Mrs. Blakey moved that the low bid for increased life insurance coverage (twice the annual salary) for employees be accepted provided there is no problem with the City who presently covers the library personnel on their policy. Seconded by Mrs. Burch the motion was passed.

(3) Mrs. Blakey moved that the resolution (attached to official Board minutes) concerning the Scottsville Library be presented to the Albemarle County Board of Supervisors. Seconded by Mrs. Taylor the motion was passed.

(4) Mrs. Taylor moved that the Service Contract for heating/air conditioning proposed by Honeywell for the Gordon Avenue Branch be accepted. Seconded by Mrs. Burch the motion was passed.
ACTIONS TAKEN BY THE BOARD: (Continued)

(5) Mr. Hingeley moved that the Budget for 1981-82, as submitted to the Board, be accepted for submission to the funding jurisdictions. Seconded by Mrs. Hayden the motion was passed.

(6) Mrs. Blakey moved that $2,000 from Crozet (utilities) be allocated to Scottsville's operating budget. Seconded by Mrs. Taylor the motion was passed.

(7) Mr. Hingeley moved that authorization be given to Mr. Devan to obtain prices for storm windows for Gordon Avenue to be paid out of this year's funds if available. Seconded by Mrs. Blakey the motion was passed.

DIRECTOR'S REPORT:

The December meeting is scheduled for the 23rd, and will be called only if needed. The move to the Main Library should be taking place after the new year. Insurance for volunteers is available for a fee of $100. Mr. Devan pointed out that custodial work on a service contract has proved to be a satisfactory arrangement. New contracts will need approval by the Board to establish the use/acceptance of service contracts. Mr. Devan will be seeking a custodial service contract for the new Main Library.

The Building Fund will cover moving expenses. Other considerations include: smoke alarms, fire extinguishers, book detection system and landscaping. Remodelling the top floor or Phase II will cost approximately $684,000 based on very rough calculations. Mr. Gilliam expressed concern about the roof. Mr. Devan indicated that a roofer had been consulted prior to any remodelling and said the roof was in satisfactory condition for at least another five years. There is a question as to where the money for the final remodelling will come from.

COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey referred to the memorandum written by Mr. Devan summarizing the quotes from several insurance companies on life insurance for the employees of the library. The low bid was accepted by the Board and Mr. Devan will make arrangements to cancel the City's coverage and institute the new coverage.

Building Committee - Mr. Gilliam distributed a report on the meeting in Scottsville concerning a new library. Many good ideas were listed and a resolution will be presented to the Albemarle County Board of Supervisors. A selection of an architect will be of major interest.

The service contract prepared by Honeywell for Gordon Avenue was discussed. Mrs. Melcher pointed out that service contracts will be a method of providing professional expertise in the most efficient and economical manner. The use of service contracts will be followed through at the Main Library as well as other branches where it is deemed feasible.

Budget Committee - Mrs. Burch reported that the budget had been gone over step by step and that one of the biggest factors involved in the increase is the new Main Library. Others increases are based on figures submitted by the Purchasing Department of the City of Charlottesville concerning items like office supplies, utilities, etc. In the salaries category new positions are added plus a merit system will be implemented for the first time. Mrs. Melcher suggested that board members attend hearings concerning the budget. A work session for all board members will be held going over the budget step by step as the Budget Committee had done.
COMMITTEE REPORTS: (Continued)

Program & Objectives Committee - Mrs. Taylor indicated that she is sending a questionnaire to the library staff concerning philosophy and attitudes toward future goals for the library. It was reported that the ALA is suggesting a five-year rollover for all library policies. This means a review on a consistent basis.

Mrs. Melcher stated her intention to write up the goals and direction that the Board of Trustees should consider following and working toward in the future.

Staff Association - Mrs. Barbour expressed the appreciation of the staff for the doubled life insurance coverage. She also requested that Christmas Eve be given as a holiday. After brief discussion it was felt that the library, being a public service, remain open for half day as is the usual practice.

NEW BUSINESS:

Mrs. Calvert Mathes submitted her resignation from the Board effective December 31, 1980. The City of Charlottesville will appoint her successor.

Mr. Gilliam questioned whether the library has a censorship policy. Mr. Devan pointed out that the Book Selection Policy deals with censorship. Board members expressed an interest in seeking more expertise in this area and perhaps a speaker or panel can be arranged to discuss the topic more fully.

The meeting was adjourned at 5:50 p.m. Board members then proceeded to view the new Bookmobile which had just gone into service replacing Bookmobile I.

Dolores Sperelakis
Recording Secretary
BOOKMOBILE

As the final portion of the "branch visitation program" of the Board (except for Crozet), Mr. Linwood Frye will be present to discuss his activities on Bookmobile II, which visits Nelson, Greene and Louisa Counties and the City. In addition, at the conclusion of the meeting I hope that we will have a chance to look at the new Bookmobile which will be on its second day of service when the Board meeting starts.

As a part of the rejoicing over the new vehicle, we should also begin to consider the disposition of the old one and also the establishment of a "vehicle replacement fund".

GROUP LIFE INSURANCE

Quotations from five local agencies have been sought and will be available for the Board to consider at the November meeting. There does appear to be some real competition for the business.

BUDGET, 1981-82

The Budget Committee will be meeting in my office on Sunday, November 23rd, at which time they will review the budget proposal which I will have developed in accordance with the guidelines which I have received. At the time of writing, I do not have a projected figure to offer. I met with the Budget Administrators on November 5th for what the diplomats call a "frank exchange of views". This was, as usual, extremely helpful in some of the preliminary decision making.

SCOTTSVILLE-Post-Fire Negotiations

The Building and Property Committee met with the Property Disposition Committee of the Albemarle School Board and reached a full, and to me, wholly satisfactory agreement which is in full accord with the results of the public meeting held on November 7th. The School Board will seek a replacement settlement which will allow full freedom to develop the kind of library building which is needed on the same site. The next step in the process will be the adoption by the Board of Trustees of the resolution, a draft of which is attached to this report. If everything goes smoothly, the School Board will act in early December and the whole package will be presented to the Board of Supervisors on December 10th. I have written to the four architects who have expressed an interest in the project, asking for estimates of the costs of planning so that we can request this amount from the Supervisors in the resolution. The highest amount will be inserted in the blank space in the Resolution.

I have met with the Insurance Adjuster on the book and contents policy and we seem to be on the road to a complete settlement. An advance payment of $25,000 has been received and we have agreed upon January 15th as the target date for the submission of the final claim.

MAIN LIBRARY - Third Level

The Building and Property Committee has asked Jack Rinehart for an estimate of the costs associated with developing plans for the remodelling of the upper level of the Post Office building. Our present understanding is that most of the Federal functions will be moved out of the building in early December and the balance about the first of the year. The Committee has determined that we
Director's Report

November 19, 1980

MAIN LIBRARY - Third Level (Continued)
should continue to expect the Administrative and Technical Services offices to move into the McIntire building, in anticipation of a continuation of the remodelling project in the near future.

ALBEMARLE HISTORICAL SOCIETY
The Historical Society is looking at its own library space problems and continues to be interested in the future use of the McIntire building for this purpose. I understand this will have had further discussion before our meeting.

MAIN LIBRARY - Custodial Contract
I have asked the City Purchasing Department to draw up the necessary documents to secure quotes on a Custodial Contract comparable to the one which is so effective at Gordon Avenue.

MAIN LIBRARY - Moving Contract
The date of the move is still up in the air but it keeps edging closer and closer to Christmas. I hope to have a firm date from Jack Rinehart before the Board meeting. In the meantime, I have met with six moving companies to review the details of the job. Purchasing expects to receive about four bids.

GORDON AVENUE BRANCH - HVAC Maintenance Contract
The Honeywell Corporation has offered a Maintenance Contract on the heating and air conditioning at Gordon Avenue for the annual sum of $2,886 (a two-year contract) with an initial additional payment of $574 for the installation of certain equipment on a non-recurring basis. I have checked this with the City Purchasing Department for competitiveness and they have found it acceptable. I urge the approval of this contract so that the heating system can be placed under Honeywell's care as soon as possible.

LIBRARY BUILDING FUND
Following receipt of a request from the City Finance Director, the sum of $200,000 was paid out of the Library Building Fund for the Library Board's contribution to the construction of the new Main Library. The balance of the fund has been placed in a Virginia National Bank Masternote.

FRIENDS OF THE LIBRARY
The Friends held their Annual Meeting on October 29th at which time they elected the following new officers and directors:

Vice-President: Commora B. Snowden
Secretary: Beverly Carson
Treasurer: Kay Hollifield
Directors: Anne H. Thomas, Terry van Groll, Joe Tobias

Continuing officers are:
President: Nancy Tatar
Books on Wheels: Roy Land
Nominations: Cliff Evans
Director: Naomi Morgan
Membership: Naomi Morgan
Book Sale: Joan Wamsley, Chairman
Zollie Conduff, Vice Chairman

After the meeting, the Directors voted gifts to the library totalling $7,785.00. Most of this is support for the continuing activities which they have supported from year to year including supplementary rent on the Administrative Offices.
SCOTTSVILLE - RESOLUTION DRAFT

WHEREAS: The Library Branch serving the Scottsville area of Albemarle County was destroyed by fire on September 17, 1980, and

WHEREAS: The people of Scottsville, in public meeting, have indicated their desire of having a new library, designed specifically for library purposes, to be built on the site of the previous library; and

WHEREAS: The School Board of Albemarle County, being owners of the property but having no responsibility for the provision of public library services, has indicated its interest in an insurance settlement that will best satisfy the library needs of the community, and further, their interest in eventually turning over to the Board of Supervisors of Albemarle County, their interest and title to the property; and

WHEREAS: The Board of Trustees of the Jefferson Madison Regional Library is without other sources of funds for the purpose of developing a new library building;

THEREFORE, BE IT RESOLVED: That the Board of Trustees of the Jefferson Madison Regional Library, hereby:

URGES the Board of Supervisors of Albemarle County to provide a new library building, designed specifically for library purposes to be built on the site of the previous library; and

ENDORSES the suggestion that the Board of Supervisors accept full title to the building and site at a time to be selected by the Board of Supervisors and the School Board; and

DECLARES its intention to work with the Board of Supervisors, the School Board and the Architect to secure a building suitable for library purposes in harmony with the architectural styles prevalent in the Town of Scottsville; and

DECLARES its intention to operate a public library in the proposed building for the benefit of the people of Albemarle County and the surrounding areas which are within the jurisdiction of the Jefferson Madison Regional Library; and

REQUESTS THAT THE SUM OF $__________ be appropriated by the Board of Supervisors of Albemarle County to enable the Library Board to select and employ an Architect and to secure from him a building program, preliminary drawings and cost estimates for a library to be built on the same site as the original building.

Respectfully submitted,

Christopher B. Devan
Director
1. If the library is rebuilt on the site of the burned out building, is the lot adequate? The speaker pointed out that more parking would be needed.

2. To general applause of the audience, the speaker stated that the new library building should be built in an architectural style compatible with the prevailing Federal style in Scottsville.

3. The speaker wondered if other sites would be preferable and available, and also questioned whether money was available for a new building.

4. Virginia Moore spoke on the importance of schools and libraries, reaffirmed the prevailing opinion that the present site is the best and said a new building should be designed in "long range terms;" i.e., to take into account future needs.

5. Citing figures quoted by a member of the School Board present at the meeting, the speaker wondered where additional money necessary for the building is to come from. Miss Nash replied that she was optimistic that the Board of Supervisors would take care of things. The speaker also noted the unsafe nature of the ruin of the library.

6. Who will own the new building? Miss Nash said the Board of Supervisors probably will take title.

7. The speaker asked if the insurance company which holds the policy on the burned out building would put strings on the settlement -- that is to say, would they dictate what would be built as a replacement? Mrs. Nash and the people from the School Board said they thought not.

8. A speaker, on behalf of the Thursday Craft Group, cited the need for space in the new building for crafts.

9. To the general approval of the audience, the speaker stated that the library should not be put in the present Scottsville school building, but that it should be in a building built as a library. The speaker also noted that children are steady patrons of the library and their needs should be considered in designing the new building.
10. One of the Town Councilmen at the meeting said that the Town Government wants the library rebuilt on the present site and in a compatible architectural style.

11. A speaker speculated that if the University Hospital is moved to Blue Ridge, than population growth would be encouraged in the Scottsville area and that this ought to be taken into account in designing the new building. The same speaker, a newcomer to Scottsville, said that the library had been a boon to her in meeting people.

12. If the present building is at all salvageable, why not attach it to the new building as an activity room?

13. Speaking on behalf of senior citizens, a speaker declared that the library is the veritable Senior Center for Scottsville.

14. The speaker was concerned about architectural style and parking.

15. On behalf of the James River Book Club, a speaker described the Club's activities at the library and said that the library was the town's real meeting place. She noted that the fire has actually awakened new awareness in Scottsville of the library.

16. A speaker noted that the library has an active Friday night film program and that Piedmont Community College has used the building for classes.

17. Virginia Moore spoke again, noting that numbers of plays, along with other cultural activities, have been given at the library in the past. She hoped the meeting room in the new library can be designed to accommodate these activities and that the room should be able to hold more than 50 people. She said that the library should be a "meeting place for ideas."

18. A speaker wondered where the new library should be built and answered the question by saying that she didn't know but that she didn't care as long as a good building could be put up.

19. The Scottsville Library has a good summer program for children and a proper activity room is needed for this. The speaker cautioned against making the new building too small -- "don't compromise just to save money."

20. The President of the Chamber of Commerce said he was pleased at the size of the audience this evening and said that it was indicative of community spirit and interest in Scottsville. He cautioned against building the new
library too small and said that the library should be built for the children of Scottsville and for the children to come.

21. Major Thacker read a resolution adopted by the Town Council on October 20 in which Council stated that the new building should be put up on the site of the old library and that it should be in a style compatible with the prevailing architectural styles of Scottsville. Mayor Thacker said that he would bring a group of Scottsville citizens to the meeting of the Albemarle County Board of Supervisors where the plans for the new building are to be discussed.

After the meeting, a lady came up to me and said she hoped that the new building would have adequate professional space for the library staff.
CALL TO ORDER

INTRODUCTION OF GUESTS

MINUTES

CIRCULATION REPORT (September)

FINANCIAL REPORT (September)

DIRECTOR'S REPORT
   Action Items: Moving the Library

COMMITTEE REPORTS
   Personnel - Mrs. Blakey
   Buildings Committee - Mr. Gilliam
   Program & Objectives Committee - Mrs. Taylor
   Budget Committee - Mrs. Burch

STAFF ASSOCIATION - Mrs. Mary Barbour

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT
MINUTES OF THE OCTOBER 28, 1980 MEETING OF

THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: Mrs. Margaret Melcher, President
Mrs. Calvert Mathes, Vice President
Mrs. Jean Blakey, Secretary
Mrs. Danielle Burch
Mr. Alexander G. Gilliam, Jr.
Mrs. Karen Hayden
Mr. James M. Hingeley, Jr.
Mrs. Barbara Isaacs
Mrs. Carol Taylor
Mrs. Helen Wiencke

ABSENT: Mrs. Margaret Perley

ALSO PRESENT: Mrs. Louise Holt, Scottsville Librarian
Mrs. Peggy Boatwright, Scottsville Assistant Librarian
Ms. Karen Aprill, Extension Supervisor
Mr. Christopher B. Devan, Director
Mrs. Mary Barbour, Staff Association President
Mrs. Gisela Tomlinson, Staff Association Vice President
Mrs. Dolores Sperelakis, Recording Secretary

GUESTS: Mr. Raymon Thacker, Mayor of Scottsville
Mr. Tom Bruce, Scottsville Town Council
Mr. Frank Schumacher, Fire Department
Mr. Dwayne Karr, Chamber of Commerce
Mrs. Hannah Goodwin, James River Book Club

The Board met at the temporary quarters of the Scottsville Branch Library. The meeting was called to order approximately 3:30 p.m. by the president, Mrs. Melcher, who turned the meeting over to the Scottsville Trustee, Mrs. Wiencke. Mrs. Wiencke extended sincere appreciation to Mrs. Holt, Mrs. Boatwright, Ms. Aprill and Mr. Devan for their dedicated efforts to keep a library service available to the Scottsville residents.

Mrs. Holt then introduced the guests at the Board Meeting. A resolution from the Chamber of Commerce was read. (Copy attached to Official Minutes). Mrs. Goodwin pledged the support of the Book Club to give whatever help they can to get a new library. She pointed out that the library plays an important part in the lives of the senior citizens in the Scottsville area. Mrs. Holt praised the support of the area's residents. There are money-raising projects planned and a town meeting will be held to plan for the new library. The Book Club plans on releasing a monthly newsletter with all the events happening at the Scottsville Library. Mrs. Holt thanked "everyone" for their efforts and pointed out that because of this togetherness and dedication, Scottsville can always be proud of its accomplishments.

The meeting was then turned over to Ms. Aprill who presented a "Meet Your Regional Library" slide production. This had been given at the Louisa Dedication held on October 26, 1980. All branches of the Regional were presented with emphasis on the new library building in Louisa.

The minutes of the September meeting were approved as submitted. The September Circulation Report indicated an overall gain for the system even though the Bookmobile has had problems and the Scottsville Branch has not been in full operation. The September Financial Report and Circulation Report were accepted as submitted.
ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Blakey moved that the Board accept the Personnel Committee recommendation to adopt a three level 2.5% merit increment and a cost of living salary plan for 1981-82. Seconded by Mrs. Mathes the motion was approved.

(2) Mrs. Hayden moved that the Buildings & Property Committee Charge, as presented by Mr. Gilliam, be adopted by the Board of Trustees. Seconded by Mrs. Blakey the motion was approved.

DIRECTOR'S REPORT:

The GSA is tentatively scheduled to move in early December. There is no official notification at this point. At the time of the move the building will be turned over to the library. This will eliminate rent revenue. Some question as to where Administration and Technical Services will move. The Friends have given a gift of $4,000 to help equip the Staff Room.

Moving the library by professionals has been estimated at $4,000. This is strictly moving packed boxes only. The use of volunteers in packing and unpacking boxes was discussed. Lists asking for volunteers will be posted in the libraries. The time of the year may be a problem. Bids, to be obtained through the Purchasing Department, should include two alternatives. One, moving packed boxes from McIntire to Main; two: packing, moving, and unpacking the boxes. Mr. Devan indicated that the heating system in the new Main Library may need to be replaced. Publicity concerning the move will be good for public relations and stimulating interest in volunteering services.

Mr. Devan reported on the Scottsville progress. Mr. Devan has talked with Dr. McClure regarding insurance money for the building. The building is owned by the School Board who had the insurance on the building. Book replacement will be invoiced to the insurance company. There are still many insurance options which are not completely cleared. There have been architects, who have made their interest known, concerning the rebuilding of the Scottsville Library. The Board of Supervisors is being kept informed about the situation.

COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey presented the recommendation of the Personnel Committee to the Board of Trustees concerning the merit increment and cost of living increase for the 1981-82 fiscal year. (Note Actions Taken). The merit increment will be based on the evaluation system which has gone into effect. Evaluations will take place twice in one year. The November meeting will further discuss the life insurance plan for the employees. Further figures are required. Study of the whole benefits package will be undertaken this year. The cost of living would be based on the Tayloe Murphy figure when it becomes available.

Buildings & Property Committee - Mr. Gilliam presented the charge for the committee (Note Actions Taken). Mrs. Hayden will be following the Crozet building more closely and also doing some photographing of the different stages.

Budget Committee - Will be meeting to get the budget ready on November 11th.

Staff Association - Mrs. Barbour, the new President, introduced the Vice-President, Gisela Thomlinson. Mrs. Barbour thanked the Board for their action concerning a salary plan. She stressed the hopes of the Association in working closely with the Board to achieve close communication and harmony.

The November meeting will be at Gordon Avenue to meet with Bookmobile II. The meeting was adjourned at approximately 5:20 p.m.

Dolores Sperelakis
Recording Secretary
TRUSTEE WORKSHOP

Ray Williams has advised me that the Trustee Workshop will be held in Waynesboro on November 13 from 1:30 to 4:30. He will be notifying all trustees directly. In the meantime, please clear your calendars for this. We can possibly arrange a car pool for those who are interested.

VIRGINIA LIBRARY ASSOCIATION

The Annual Meeting of the Virginia Library Association will be in Richmond on December 4-6 at the Hyatt House. The Joint Public Library Section/Trustees Section meeting will be on Friday, December 5th at 2:30 - 4:00, with the speaker, Dr. John Rizzo, Professor of Management of Western Michigan University: "Management for Non-profit Institutions; Managing for Technological Change for Public Libraries".

STAFF ASSOCIATION

The results of the Annual Meeting and of the election of officers will be presented to the Board by the new President, Mary Barbour of the Gordon Avenue Branch.

SCOTTSVILLE FIRE

On October 8, Margaret Melcher, Helen Wieneke and I met with the Board of Supervisors of Albemarle County to report our efforts and concerns about a new building for the Scottsville Library. The Supervisors were sympathetic but still waiting for information about the insurance settlement, a matter which, as far as I know, has not yet been settled.

Supervisor Ellen Nash will be conducting a public meeting for the people of Scottsville to express their feelings about what a new library should be, where it should be placed and how this should relate to the settlement of the insurance. This meeting will, I understand, be held on November 7th.

I have been working on the book insurance (another company is involved in this) and have just completed the analysis of the collection:

Out of a collection of 13,461 volumes, 10,023 were destroyed in the fire, an estimated 1,661 were out in circulation and an estimated 1,777 were salvaged. These are the figures which I am reporting to the insurance company. The final settlement will depend on their acceptance of my count and my judgment of about 760 books.

INSURANCE

The Library's insurance coverage for most things other than personnel matters has been placed with the Cabell Insurance Company as a result of a study conducted by the City Finance Director. In the course of the year this insurance coverage should be carefully studied, continuing the study which Lloyd Smith and I started last year. I am still not satisfied completely that the library's interest is being served as well as it should be.
NELSON MEMORIAL LIBRARY

On October 16, I was invited to meet with a Citizens Committee to discuss the need for a new library building in Lovingston. It appears that a 2-acre site will be donated for the purpose and that there is a nucleus of a building fund, derived from the sale of the book "Torn Land" which tells of the flood of 1969. Other funding sources were discussed and will be explored by the Committee.

CROZET LIBRARY

There appears to be some difficulty in getting this building started since the site is presently occupied by a gigantic sewer tank and other building equipment.

MERIT BONUS

Merit bonuses were distributed to 38 employees in accordance with the plans approved by the Personnel Committee. This was, in its present form, a one-time arrangement. Another means of recognizing merit will be studied for the future by the Personnel Committee and the staff.

MOVING A LIBRARY

My report on plans for moving the library was sent separately. There is only one minor up-date on this report. It has been estimated that, if the books are packed in boxes, a mover could get them to the new location but not unpacked, for about $4,000 as a ball-park figure. Can we get, and when, the volunteer help to pack and unpack the boxes?

FEDERAL FUND APPLICATIONS

The State Library has informed me (and all other libraries participating in the Catalog Conversion Project) that none of our applications for other purposes will be approved. The state will supply the readers for the COM Catalogs.

JOINT SECURITY COMPLEX - A Service Report

Roe Buchanan, "our man in Jail" has given me the following report which speaks for itself. He visits the complex one day a week.

The Joint Security Complex has a distinctly local flavor these days, now that the state prisoners have been returned to the state prisons. Most JSC inmates today are there for minor offenses—drunkenness, drug abuse, shoplifting, fighting—and for brief periods. Offenders who have short sentences do little reading as compared to their longer-term brethren, but because our bookstock is now closely attuned to their reading interests (thanks to the generous support of the Friends and the library system), our circulation is holding up pretty well. Another factor may be that many offenders have experienced our library services before, or else may have heard about them from relatives (crime, like many other Virginia pastimes, is often a family tradition).

Although the inmates—still almost all men in their late teens and early twenties—are checking out about the same number of books as six months ago, their reading preferences have shifted once more. Mysteries and "action" novels are temporarily in disfavor; poetry and how-to-art books are enjoying a revival of interest; westerns continue as always to be the only reading of about 1/5 of the inmates and to be ignored by the other 4/5ths; history, biography, ethnic studies, and vocational books are still in low demand; the occult category has risen from the dead to bedevil my attempts at keeping an adequate stock on hand.

All in all, our service continues to be appreciated and used by many for whom it represents a link to the world beyond the bars. (Guards as much as inmates).
LETTERS OF THANKS

(1) From Sally Miller of Downtown Charlottesville, Inc. to Alexia Williams for the outdoor story hour during the "Court Days" Craft Festival.

(2) From John Schroll of Family Service, Inc. to Phil Williams for putting together a bibliography of sex education books for the National Family Sex Education Week.

Respectfully submitted,
Christopher B. Devan
Director

CHRISTMAS HOLIDAYS

We will follow our usual practice of closing the library at 1:00 p.m. on Wednesday, December 24, and remaining closed on Christmas Day. We will close at 5:00 p.m. on Wednesday, December 31st and remain closed on New Year's Day.
Directions: Scottsville

Route 20 from Charlottesville

Route 4 West

Burned out Library

Pigeon St.

Bird St.

Train Station

Route 4 East

James River Bridge

Meet Here
MONTHLY MEETING
JESSIEHADSON REGIONAL LIBRARY BOARD
AGENDA
ORDER OF BUSINESS

DATE: September 23, 1980
3:00 p.m. Greene County Library
3:30 p.m. Shank Bldg. - Greene
MAP ENCLOSED

CALL TO ORDER

INTRODUCTION OF GUESTS & NEW MEMBERS

MINUTES

CIRCULATION REPORT (August)

FINANCIAL REPORT (August)

DIRECTOR'S REPORT

COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey
Building Committee - Mr. Gilliam
Program & Objectives Committee - Mrs. Taylor
Budget Committee - Mrs. Burch

STAFF ASSOCIATION - Mrs. Joyce Hall

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT
MINUTES OF THE SEPTEMBER 23, 1980 MEETING OF

THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT:
Mrs. Margaret Melcher, President
Mrs. Jean Blakey, Secretary
Mr. Alexander Gilliam
Mrs. Karen Hayden
Mrs. Barbara Isaacs
Mrs. Margaret Perley
Mrs. Carol Taylor

ABSENT:
Mrs. Danielle Burch
Mrs. Calvert Mathes
Mr. James Hingeley
Mrs. Helen Wieneke

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

The Board met at the Greene County Branch in Stanardsville where Mrs. Lois Breeden conducted a tour and commented on the activities in the library. There are still some complaints about fines. It was pointed out that telephone renewals are still acceptable in the branches. In the near future there will be some rearranging of the present setup of shelves.

The meeting was called to order by the President, Mrs. Melcher, at approximately 3:45 p.m. The minutes of the August meeting were approved as submitted. The August Circulation Report and Financial Report were accepted as submitted.

DIRECTOR'S REPORT:

Mr. Devan reported that a workshop for trustees will be sponsored by the Virginia State Library and will be held in Waynesboro. Board members will be notified of time and place.

The Unemployment Compensation Fund was briefly discussed. The Budget Committee will discuss it further when budget discussion/meetings commence concerning the next fiscal year's budget.

It was the consensus of the Board that real estate holdings should be in the name of the jurisdictions. This matter has recently come up due to the Scottsville fire whereby it was indicated that any property should be in the name of Albemarle County. Mr. Devan indicated that the jurisdictions carry the insurance on the buildings and the library carries the insurance on the contents of the building. The Scottsville Branch is set up in temporary quarters and was in service. At this point Mrs. Melcher read a letter of thanks and praise from Mrs. Holt, the Scottsville Librarian. She commended Mr. Devan and Ms. Karen Aprill for their dedication.

Mr. Devan reported that he had submitted grant applications for federal funds. Mrs. Melcher indicated that the Program & Objectives Committee could draw up a list of needs for the future and have it available for such requests as federal or state aid.

As of September, 1979 the book value in the library was $1,745,925. This figure is updated every year.
DIRECTOR'S REPORT: (Continued)

Mr. Devan reported that the move into the Main Library should occur some time about December 15 - January 1. About 75,000 volumes will need to be moved requiring about 4-5,000 boxes going from three levels of McIntire to two levels of Main Library. Advance planning will be of the utmost importance. Ideas and comments were discussed.

COMMITTEE REPORTS:

Committee assignments have been made for the next year. Mrs. Melcher requested Mrs. Blakey, as Chairman of the Personnel Committee, to review the benefits package of the library and to comprise a list of all important papers that all Board Members should have in their possession. The committee will also need to consider what contacts should be made through the City to promote better communication.

Mr. Gilliam, Chairman of the Buildings Committee, was requested to write a charge for the relatively new committee. One of the first tasks would be to review and present a recommendation to the Board concerning a service contract at Gordon Avenue. Board members were asked to serve as members of the committee regarding their specific location, Mrs. Hayden for Crozet, Mrs. Wienke for Scottsville, Mrs. Isaacs for Main Library and Mrs. Burch for Northside location.

Mrs. Taylor, Chairman of the Program & Objectives Committee, will follow through with the 5-year plan. This plan will need to be presented to each of the jurisdictions.

Mrs. Burch, Chairman of the Budget Committee, will be working with the next budget due in early December.

Staff Association - Mrs. Hall reported some concerns of the staff such as security in the Main Library, life insurance benefits, evaluation allocation and funding. She thanked the Board for their concern and involvement during her year as President. The Staff Association will hold their annual meeting and new officers will be elected in early October.

The Louisa Branch Dedication will take place on October 26th and Board Members were invited to attend.

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

Dolores Sperelakis
Recording Secretary
Resolution Adopted by the Scottsville Town Council on the Scottsville Branch of the Jefferson-Madison Library.

Whereas, The Town of Scottsville and Community has been blessed for the past seventy five years or more with a library which has contributed to the Education, Dignity and Edification of the people of this community, and

Whereas, This service has been of an invaluable use to the community and its Citizens, and

Whereas, Due to an unfortunate act of Nature, this valuable asset of our community has been consumed by fire.

Now, therefore be it resolved that the Scottsville Town Council in Session on the 20th day of October, 1980 do respectfully request to the Jefferson-Madison Regional Library Board, The Albemarle County School Board, and the Albemarle County Board of Supervisors, that a new library be constructed on the same property that the old library stood upon and that the structure be built architecturally compatible with other building in that area.

Done by order of the Scottsville Town Council Oct. 20, 1980

[Signature]
Mayor
The Committee shall have the responsibility for policy development and planning for all buildings and physical property in the custody of or owned by the Library, including the following:

- Building design and planning
- Site planning and selection
- Property repair and maintenance
- Insurance
- Vehicles
- Service contracts

The Committee shall consist of a Chairman, and shall have, as members, trustees representing the areas in which Library property is located, and such other trustees who are knowledgeable or interested in the particular agenda item.

Active long-range items the Committee should consider are:

- Northside Branch
- Greene County Library Branch
- Nelson County Memorial Library

Active immediate items the Committee must consider are:

- Main Library -
  - Third level development
  - McIntire building uses
  - Landscaping
  - Moving
  - Budget and finance
  - Heating system

- Scottsville Library -
  - Site preference
  - Building preference

- Crozet Library -
  - Lean on the builder

- Library Insurance
WHEREAS, the Scottsville Chamber of Commerce recognizes that the Scottsville Library is of great value to the literary, academic and cultural life of Scottsville.

WHEREAS, it appears that the Scottsville Branch Library is desirous of rebuilding the library on the site of the recently burned library building and that the Board of Supervisors of Albemarle County desire to know the feelings of the Scottsville community.

NOW BE IT RESOLVED, that the Chamber of Commerce supports wholeheartedly the efforts of the Jefferson-Madison Board of Trustees in procuring the land and rebuilding the library as soon as possible. The Chamber of Commerce further will endeavor to assist in realizing this goal.

ADOPTED: October 14, 1980
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY
AGENDA
ORDER OF BUSINESS

CALL TO ORDER

INTRODUCTION OF GUESTS

MINUTES

CIRCULATION REPORT (September)

FINANCIAL REPORT (September)

DIRECTOR'S REPORT
   Action Items: Moving the Library

COMMITTEE REPORTS
   Personnel - Mrs. Blakey
   Buildings Committee - Mr. Gilliam
   Program & Objectives Committee - Mrs. Taylor
   Budget Committee - Mrs. Burch

STAFF ASSOCIATION - Mrs. Mary Barbour

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

DATE: October 28, 1980
3:00 p.m. Scottsville Library
Map enclosed
Call Dolores for Car Pool
Mrs. Margaret Melcher, President
Board of Trustees

Dear Mrs. Melcher:

If there is anything good to be gotten out of a tragic loss, it is that at such times, we learn how truly wonderful people are. At 2:00 A.M. on September 7th I got the call that the Scottsville Library was burning to the ground. I truly felt, at that moment, I couldn't stand it. But, from that night until this day I have never experienced such love, cooperation, encouragement and support. I have always felt that Jefferson Madison Library had the most helpful staff I have ever known. They have made every possible effort to help and for that I am more grateful than I can express.

We especially appreciated your coming to Scottsville to support us at the James River Book Club meeting. We thought the meeting was good in every way - the programing, community support, fellowship and we hope that it will set the standard for the new library - the best in every way.

Mrs. Wieneke was on the phone daily to help and encourage me until she left for England. As you know, she is an excellent trustee. She is actively involved with every activity in the library. She is my friend and I am truly proud to know that. The Friends of the Library set up an Emergency Fund of $2,500 and have made it possible for us to move at top speed in reopening the library.

There are two people, that have worked so hard and given such support, that I can not begin to adequately express my gratitude but I want the Trustees to know how great they are: Mr. Devan and Karen April. I called Karen at 2:30 that morning and by 3:30 she was in Scottsville to comfort me and to give whatever help she could. Mr. Devan came early Sunday afternoon and since that time they both have worked so hard and supported the Scottsville Library until we have all been inspired and moved to go forward. There is no way I can tell you what this has meant to me. I can simply say "THANK YOU" to you all.

We opened the temporary library on September 16th at the cannery building. During that week The Book Club, The Craft Group and The Movie were held at the branch services

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Methodist Fellowship Hall, but now they are held in our temporary quarters. We invite the Board of Trustees to visit us and to hold your meeting with us again. We, at Scottsville, are truly proud to be a part of such a wonderful organization.

Sincerely,
Louise Holt, Librarian
Scottsville Library

Dear Mrs. Melcher:

If there is anything good to be gotten out of a tragic loss, it is that at such times, we learn how truly wonderful people are. At 2:00 A.M. on September 7th I got the call that the Scottsville Library was burning to the ground. I truly felt, at that moment, I couldn’t stand it. But, from that night until this day I have never experienced such love, cooperation, encouragement, and support. I have always felt that Jefferson Madison Library had the most helpful staff I have ever known. They have made every possible effort to help and for that I am more grateful than I can express.

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We opened the temporary library on September 16th at the cannery building. During that week The Book Club, The Craft Group and The Movie were held at the
NEW TRUSTEES

Two appointments to the Board of Trustees were made by the Charlottesville City Council. Mr. Alexander Gilliam, Jr., Assistant to the President of the President of the University of Virginia, formerly a U.S. Foreign Service Officer, and a helper in organizing the Governor's Conference on Libraries in 1971.

Also, Mr. James Hingeley, a former high school teacher from West Virginia, a graduate of the University of Virginia Law School and an associate in the law firm of Boyle & Bain.

Mrs. Karen Hayden was appointed by the Albemarle County Board of Supervisors to replace Mike Thompson. Mrs. Hayden has a Master's Degree in Scandinavian Studies from the University of Wisconsin. She has been an instructor at the University of Virginia and has done freelance writing, editing and research work. She has two children, ages six and eight.

These appointments give the Library a full Board of Trustees.

COMMITTEE APPOINTMENTS

Mrs. Melcher, President of the Board of Trustees, has made the following appointments:

Personnel Committee
James Hingeley
Karen Haden
Jean Blakey, Chairman

Program & Objectives Committee
Barbara Isaacs
Helen Wieneke
Carol Taylor, Chairman

Budget Committee
Calvert Mathes
Margaret Perley
Danielle Burch, Chairman

Building Committee
Alexander Gilliam, Chairman
Helen Wieneke, Scottsville Sub-Committee
Karen Hayden, Crozet Sub-Committee
Danielle Burch, Northside Branch & Main Library Sub-Committee

SCOTTSVILLE FIRE

On the morning of September 7th, the Scottsville Library was destroyed by fire resulting from lightning. The entire roof caved in and the building is, probably, a total loss. (The Insurance Adjusters have not yet agreed to this statement.) Ten days later there is still no final determination about the loss of books. 9,002 were removed from the building in various states of wetness, smoke and heat damage. At least 2,315 books, magazines and games are known to have been left in the building as burnt, soggy wet or inaccessible. More may be in a corner which has not, as yet, been examined.

The Insurance Companies are attempting to salvage as many books as possible from the 9,002. It appears to me that most of them, if not all, will be rejected for library purposes and therefore, be subject to insurance payment. At the present time, they are in a building in Scottsville with electric fans and dehumidifiers playing over them under a large sheet of plastic.

On the morning of the fire, I started to prepare for a massive freezing of the salvaged books by getting a refrigerator truck from Morton's. In the course of working out the details of this plan, which is a recent development
SCOTTVILLE FIRE (continued)

in the case of library disasters, it emerged that the cost of freeze-drying would probably exceed the cost of replacement of the salvageable books. The Library of Congress advises that this will normally be the case unless the books are extremely valuable or unreplaceable.

It has been difficult to get the full cooperation of the salvage companies and the insurance adjusters (there are two separate policies) and, as a result, there are still problems to be solved. Our access to the building is limited and the building is, in any case, unsafe for anyone other than professional salvage workers. We do not know, as of this writing, how long the insurance company wants us to keep the dehumidifiers operating.

Some of the furniture may be salvageable. In fact, some has already been removed from the building and installed in the temporary library which has been opened in a small building across the street from the former library.

Please see the attached letter to the Editor of the Daily Progress for additional information about the establishment of the temporary library. It deserves to be a part of the official history of the library as recorded in the Director's Report.

In order to provide a continuum of service, I have doubled the McNaughton Book Rental service, giving us an inventory (when the books arrive) of 300 volumes with a monthly selection of 30 titles. We have begun to prepare book orders against the time when we can use the insurance money and, particularly, in the children's area, we are transferring books temporarily from the Gordon Avenue Branch and the McIntire Library.

Margaret Melcher, Helen Wieneke and I met with Guy Agnor and George St. John and later, with Clarence McClure to discuss plans for the future. These will be reported in detail at the Board meeting.

FRIENDS OF THE LIBRARY

The Board of Directors of the Friends of the Library met on September 10 and approved the following gifts to the Library:

- Filmstrip cassette viewers for all the branches
- Clocks, calculators, and miscellaneous equipment for the small branches
- A back-up bell for the Bookmobile and other miscellaneous equipment
- $500 for books for the Jail
- Furnishings and equipment for the Main Library Staff Room up to $4,000
- An Emergency Fund of $2,500 for the Scottsville Library

This Emergency Fund has already been used to buy glass, supplies, install electricity and other start-up costs which couldn't wait for purchase through normal channels.

The total gifts as approved by the Board of Directors was $9,365.

LIFE INSURANCE UPDATE

National Life Insurance of Canada has approved the request of the Board and indicated, that an appropriate endorsement be made on the City's insurance package to delete the increase in benefits for this segment of personnel. The library's coverage will remain at the prior schedule until the Board advises them further.

TRUSTEE WORKSHOP

The State Library has informed me that they have no scheduled Trustee Workshops planned; they have referred the Board's request to Ray Williams, and asked him to plan a Regional Workshop. No date for this has been established.
REAL ESTATE OWNERSHIP - A Policy Matter

In the discussions which have followed the Scottsville fire, there has been an emerging feeling that this Regional Library Board, representing five separate political jurisdictions, should not own real estate or library buildings. The feeling is that the parent jurisdictions should own or lease library buildings and make them available to the Regional Library. In this way, each jurisdiction will have a greater control over its own form of library service.

At the present time, the only real estate held by the Library Board is the Vinegar Hill property in Charlottesville which we are anxious to sell. The proceeds of this sale have been promised to the jurisdictions which contributed the purchase money in 1975.

The Board may wish to adopt a formal policy statement on this or to leave it in an unwritten state. In either case, it would be helpful to have the Board's thinking as the Scottsville situation develops.

UNEMPLOYMENT COMPENSATION FUND

The library's U.C.F. in the Charlottesville Savings & Loan Account #16115528 has a balance, as of August 27th, of $11,438.58, which represents $11,000 of deposits and $438.58 of interest since the account was established. The interest rate is 5-1/2%. This is a self-insuring reserve which the library must maintain if it is not to participate in the State Unemployment Compensation fund. It was decided two years ago that this would be a sounder plan. There have been no claims against the fund and the Board should consider whether there is sufficient principal to warrant a reduction in the annual deposit.

SUMMER ACTIVITIES AT GORDON AVENUE LIBRARY, 1980 (Children's Room)

Summer has been a lively, fun-filled time at the Children's Room of Gordon Avenue Branch. Our usual line-up of Summer Reading Club, films and storyhours continued to flourish while our special programs about life in the Middle Ages (music, weapons, games, food and stories) and Sun Arts and Crafts added real spice. New attractions were evening programs: "Watch the Night Sky" was an evening spent under the stars with astronomer Walter Jaffee and his telescope. The enthusiastic audience stayed until 11:00 P.M. We plan another installment this fall. Musician Eve Watters helped usher in a Midsummer Nights' Eve with music, folklore and even heart-shaped cookies. On Wednesday nights in July we hosted Bedtime Stories.

Climaxing the summer fun was our once-a-year day on the downtown mall, this year a SUN CELEBRATION held Friday, July 25. In addition to a parade, picnic and puppet show about the sun, children planted sunflowers to take home. Solar displays made by children, the Charlottesville Extension Service, a local solar energy firm and Piedmont Alliance for Safe Energy were on exhibit during lunch. The library provided a display of books about the sun, book marks, yellow balloons (that sported the slogan, LIBRARY SUNSHINE), and yellow sun visors made by RSVP volunteers. Charlottesville Coca Cola Company provided drinks. And, thank goodness, the sun did shine!

Anne Leland McKeithen
Children's Librarian

FEDERAL FUNDS

In late August, the State Library invited requests for Federal Fund grants from the libraries, to be received in Richmond by September 15. It was not possible to secure Board suggestions before the deadline, and as it turned out with the Scottsville fire, it was not possible to meet the deadline for which we received an extension of one week.
The following grant requests were made, based on suggestions and requests from the staff and from my own awareness of library needs:

1. An automated acquisitions system, linking this library to its major book supplier for purposes of placing book orders and receiving the resultant accounting. The result of this will be faster, more accurate ordering and receipt of books and a prompt interface with the COM Catalog when this becomes operative. First year cost: $13,450. This will be an experimental program for Virginia although it is operative elsewhere.

2. COM Catalog installation, supplying the readers which will be required for the film catalogs in all libraries. Some will be microfiche readers and some will be, in the larger libraries, power-driven microfilm readers; total cost: $20,210.

3. Library Audio-Visual Equipment and Resources: a request for records, sound-cassettes and film-strip cassettes, and the necessary equipment where it is lacking, to enable the small branches to provide programs related to seasonal and annual events: Holidays, special weeks, etc., where all libraries need the material at the same time. Cost, $5,000.

4. Main Library Service Improvement: A request for funds to purchase audio-visual and other equipment that would normally have been acquired over the last decade for use in the main library but was not acquired because of space problems: It is the purpose of this request to enable the Main Library to begin program activity immediately after the move into the new Main Library. Cost, $10,750.

5. Use of Virginia Union Catalog: the acquisition of microfiche readers for all branches so that they can use the State Library's Union Catalog which, it is assumed under the grant request, will be supplied to all branches. This particular proposal would be withdrawn if Number 2 above, is approved. Cost, $2,080.

With all the activities presently under way within the library, it will not be possible without additional staff to undertake any projects which involve either a major staff commitment or the acquisitions of books for any particular program. (Uses of Federal Funds are more restricted than they used to be.) If the Board chooses to repudiate any of the above requests, there would be no credits to be applied to other requests. There is no guarantee that all, or any, of these will be funded. I will be happy to provide additional details for any Trustees who want to pursue this further.

Respectfully submitted,

Christopher B. Devan
Director
TO:       ALL TRUSTEES  

SUBJECT: BOARD MEETING OF SEPTEMBER 23, 1980

The Board will meet at 3:30 p.m. in the Shank Building in Stanardsville. At 3:00 p.m. there will be a meeting in the Greene County Library, on Main Street (Route 33) in Stanardsville as the last in our series of meetings held in libraries throughout the system.

If you park between the Church and the Courthouse, you will be within walking distance of both locations.

I promised a map which is below. If you would like to "car-pool" from Charlottesville, please call Dolores at 296-0191.
CALL TO ORDER

INTRODUCTION OF GUESTS & NEW MEMBERS

MINUTES

CIRCULATION REPORT  (July)

FINANCIAL REPORT
  June (Year-End)
  July

DIRECTOR'S REPORT

COMMITTEE REPORTS:
  Personnel Committee - Mr. Bain
  Building Committee - Mr. Smith
  Program & Objectives Committee - Mrs. Melcher
  Budget Committee

STAFF ASSOCIATION - Mrs. Joyce Hall

UNFINISHED BUSINESS
  Northside Branch
  Contract Committee

NEW BUSINESS

ADJOURNMENT
The meeting was called to order by the president, Mrs. Melcher, at 3:35 p.m. at the Gordon Avenue Branch Library, Century Room. The minutes of the July meeting were approved as submitted. The July Circulation Report and Financial Report were accepted as submitted. The Annual Circulation Report was submitted and it was noted that there was an overall increase. The year end Financial Report prompted several questions. Mrs. Burch suggested that special situations concerning fiscal operations be noted by an asterisk on monthly reports denoting special increase/decrease situations. Board members were concerned about getting a more informed expertise concerning the financial reports. Suggestions included workshops or individual presentations from city personnel, e.g., finance department.

DIRECTOR'S REPORT:

Mr. Devan praised and thanked the staff at Gordon Avenue Branch for their efforts during the carpet installation. He then requested the Board's permission to obtain bids concerning an air conditioning/heating service contract. The Board agreed and Mr. Devan will present results of such bids at the next meeting. It was noted that the September meeting of the Board would take place at the Greene County Branch Library.

Mrs. Melcher and Mr. Devan visited the Fashion Square Mall to inquire about leasing space in such an area. This was done to have a more informed view of a Northside Branch of the library. Brief discussion took place concerning the move into the new Main Library near the end of the year.

Mr. Devan also informed the Board that the regional library is not a legal entity but rather classified as an activity and commented on various aspects of this definition.

Mr. Bain and Mr. Smith were thanked for their eight years of service to the Board of Trustees.

COMMITTEE REPORTS:

Personnel Committee - No report.

Building Committee - Mr. Devan reported that the color for the Main Library had been selected.
COMMITTEE REPORTS: (Continued)

Program & Objectives - No report.
Budget Committee - No report.
Staff Association - Mrs. Hall expressed the staff’s disappointment concerning the Board’s vote on the life insurance benefit. A copy of the MAIL BALLOT will be attached to official Board minutes. Mrs. Melcher stressed that the feeling of the Board was a lack of information and time to make a fully informed decision. This will become an item of priority during the forthcoming year as the Board reviews all benefits to employees.

No action has been taken by any of the jurisdictions concerning the proposed new contract submitted early in the year.

Mrs. Melcher suggested that Board Members would find the book The Library Trustee helpful information.

Mrs. Taylor reported that several committees are forming in Nelson regarding a new library.

The meeting was adjourned at 4:55 p.m.

Dolores Sperelakis
Recording Secretary
Director's Report
August 21, 1980

LIBRARY BUILDING FUND

All the funds from the several accounts have now been consolidated into one Open Repurchase Agreement with Virginia National Bank effective August 12, 1980, where they will continue to accrue interest at a daily variable rate until they are called for.

GORDON AVENUE BRANCH

Miss Andrea Gorczyca, formerly of the Reference Department at the McIntire Library, has been appointed Head of the Gordon Avenue Branch Library, and has assumed her duties as of August 18, 1980.

MAIN LIBRARY BUILDING

The Building Committee has selected a specially mixed warm gray color as the basic wall color in the Main Library, with a slightly darker version of the same color for the base (wainscoting level) walls. Antique white (by Glidden) was selected for the trim. After much debate, it was decided to omit an additional color for the "reveals" which are design accents on the columns. It is futile to try to describe a color in words. I will be happy to take any Trustees into the building to see the colors in place at any time. Mainly, I feel pleased that a satisfactory color has actually been selected.

MAIN LIBRARY - THIRD LEVEL

On Lloyd Smith's advice, I have begun to rework some of the earlier schematic designs for the adapting of the top floor of the new Main Library to library use. While there has been no confirmation of the GSA's reported intention to move out this spring, it seems appropriate to have definite plans available for implementation.

MOVING DAY FOR THE LIBRARY

Jack Rinehart's office advises that we can expect to start moving books in the week of November 24th which is Thanksgiving Week. I will start to develop plans, using this information. I will not bet large sums of money on its accuracy.

NELSON COUNTY - Library Building

A recent article in the Nelson County Times reports that the Chamber of Commerce has established a committee to run a fund drive for a new library building with a goal of $250,000. Specific plans have not been announced. It was noted, however, that there is a fund of about $20,000 representing the proceeds from the sales of Torn Land, a book on the 1969 flood. Mrs. Ruby Dodd, President of the Nelson County Chamber of Commerce announced the new committee.
GREENE COUNTY - Library Building

A referendum on a Bond Issue in Greene County passed 4 to 1 August 19 which has major implications for the future of the library in Stanardsville. The Bond Issue will cover the cost of a new Community Services Building which will include space for a new library.

CAPITAL IMPROVEMENTS - Albemarle County

At a Public Hearing on its Capital Improvements Budget, the Albemarle County Board of Supervisors received its Staff Recommendation that the Scottsville and Crozet portions of our building program be approved as a project and be funded when they are needed. In other words, funds have been reserved for these. Consideration of a Northside Branch has been deferred for six months at which time the County should have a clearer picture of the financial considerations of their entire Capital Improvements Program and also a clearer picture of the negotiations, regarding annexation, with the City of Charlottesville.

Guy Agnor suggested to me that we might well consider leasing space and asking the County only for the funds to furnish the building if capital funds are not available.

LIBRARY LEGISLATION

The Virginia Library Association is conducting a series of meetings to secure ideas and expression of attitudes regarding suggested changes in the library laws of the state. One of the major concerns is the development of library networks to take advantage of new technology. These networks, as envisioned, would not affect the basic independence of each library, but would facilitate the exchange of library materials and information by the use of on-line computer technology. Our COM Conversion project is one of the components of this networking idea. The VLA Report, when it is completed, will be presented to a Legislative Study Committee which will be appointed during the next session of the General Assembly.

Other concerns are: The development of a practical system of distribution of State Documents to designated Depository Libraries; provision for contractual agreements between libraries which do not desire to become Regional Libraries, and, my own chief concern, the creation of Regional Libraries as corporate entities rather than an activity.

LIFE INSURANCE

By Mail Ballot, the Board voted, six to four, to retain the Life Insurance benefit for the staff at the previous level of approximately the annual salary of the affected staff members. Steps are being taken to implement this decision. In the mean time, the Staff Association is taking action which will be reported to the Board at the next meeting.

SUGGESTED REFERENCE BOOKS FOR THE HOME

The Bookstores of the area, the Friends of the Library and the Barracks Road Merchants Association joined with the library in providing a short booklist and a display of books at the Back to School Days promotion at the Barracks Road Shopping Center. Bookstores loaned the books, the Friends staffed the Library Booth, the Merchants Association provided the space and over two hundred people stopped by the booth. To the best of my knowledge, this is the first time that all of the bookstores of the area have joined with the library in a special promotion. The Library Staff developed the list which I then reduced in size to fit onto the single sheet of paper available. (Copy attached)
MONTHLY MEETING

JEFFERSON MADISON REGIONAL LIBRARY BOARD

AGENDA

ORDER OF BUSINESS

REVISED

Date: July 22, 1980  3:30 P.M.
Red Cross Building

CALL TO ORDER

INTRODUCTION OF GUESTS & NEW MEMBERS

REPORT OF NOMINATING COMMITTEE

ELECTION OF OFFICERS

MINUTES

CIRCULATION REPORT (June)

FINANCIAL REPORT (Not Available)

DIRECTOR'S REPORT

COMMITTEE REPORTS:
  Investment Committee
    Mr. Bain
    Mr. Smith
  Personnel Committee - Mr. Bain
  Building Committee - Mr. Smith
  Program & Objectives Committee - Mrs. Melcher
  Budget Committee

STAFF ASSOCIATION - Mrs. Hall

UNFINISHED BUSINESS
  Northside Branch
  Contract Committee

NEW BUSINESS

ADJOURNMENT
CALL TO ORDER

INTRODUCTION OF GUESTS AND NEW MEMBERS

MINUTES

CIRCULATION REPORT (June)

FINANCIAL REPORT (Not Available)

DIRECTOR’S REPORT (Available at Meeting)

COMMITTEE REPORTS:
  Personnel Committee-Mr. Bain
  Building Committee-Mr. Smith
  Program & Objectives Committee-Mrs. Melcher
  Budget Committee

STAFF ASSOCIATION - Mrs. Hall

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

NEW BUSINESS

ADJOURNMENT
PRESENT: Mr. Edward H. Bain, Jr.
Mrs. Jean Blakey
Mrs. Danielle Burch
Mrs. Barbara Isaacs
Mrs. Margaret Melcher
Mrs. Margaret Perley
Mr. Lloyd T. Smith, Jr.
Mrs. Carol Taylor

ABSENT: Mrs. Calvert Mathes

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

The meeting opened and Nominating Committee Chairman, Edward H. Bain, presented a slate of officers for 1980-81. The slate as presented: Margaret Melcher, President; Calvert Mathes, Vice President; Jean Blakey, Secretary. Mr. Smith moved that the above stated slate be installed as officers. Seconded by Mrs. Wieneke the motion was passed.

The meeting was officially called to order by the new president, Mrs. Melcher. The minutes of the June meeting were approved as submitted. The June Circulation Report was accepted as submitted. The June Financial Report (year end) will be presented when all figures are received.

ACTIONS TAKEN BY THE BOARD:

(1) Mr. Smith moved that the Board is not in favor of leasing any more space to the General Services Administration. Seconded by Mrs. Blakey.

DIRECTOR'S REPORT:

Mr. Devan reported that circulation figures are up; progress on the Main Library is progressing very good; Gordon Avenue carpeting will be installed the week of July 28th; and all five jurisdictions have approved the use of state aid funds. The cleaning contract at Gordon Avenue will be held up for a short time to clear up some questions. Mr. Devan attended the ALA meeting in New York and interviewed several candidates for the position of Head of Gordon Avenue. The Large Print Catalog was distributed to the Trustees.

Mrs. Carol Taylor was introduced as the new trustee from Nelson County.

The lease amendment presented by GSA was discussed. The signature of the city and the county is required. By Board motion it was decided to inform the city and the county that the Board is not in favor of the amendment and should any signatures be given that the Library Board be informed. There are rumors that the GSA will be relocating in the very near future.

The investments for the Building Fund were discussed. Some of the certificates are due and a consolidation of the accounts will take place. The going interest rate is approximately 8%, with short term access. Mr. Devan indicated that the library does have a safe deposit box. The checking account for the Building Fund will be terminated.
COMMITTEE REPORTS:

Personnel Committee - Mr. Bain questioned if there is any further information on the life insurance for the employees. Mr. Devan stated there are several factors still involved before a decision can be made concerning the implementation of the additional insurance or retaining the present coverage.

Building Committee - The committee will need to select wall colors for the Main Library building.

Program & Objectives Committee - Mrs. Melcher reported that work on the 5-year plan was a high priority.

Budget Committee - No report.

Staff Association - Mrs. Hall requested that the Board check to make sure that the life insurance stays in effect and that no lapse occur due to the decision as to what type of insurance will be available to the employees. She indicated that the increased benefit, as proposed, would be a favorable benefit to the employees.

Northside Branch - Mrs. Melcher passed out some information regarding site selection to the trustees.

Contract Committee - No action on the contract.

The meeting was adjourned at 4:30 p.m.

Dolores Sperelakis
Recording Secretary
TO:        Board of Trustees
FROM:  Chris Devan, Director
SUBJECT: Life Insurance
DATE:  July 30, 1980
URGENT
Mail Ballot

Mathes  YES  Melcher  YES  Darby  YES
Isaacs  NO   Wrenne  YES  Taylor  NO
Bain  YES  Burch  NO  Blakey  YES
Smith  NO

In June, I reported that, without informing the Library, the City had provided an increased life insurance benefit for full time and half-time or more part-time personnel. The former package was a minimum of $7,500 or the actual salary rounded up to the next thousand. The new package is to be a minimum of $7,500 or twice the annual salary rounded up to the next thousand. This had not been included in our budget. The Board asked me to take the following steps:

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

I spoke with Tom Leitch of Minor-Alexander (the agent for the City program) who said that he felt that the same carrier (National Life Assurance Company of Canada) would cover the library staff at the old level, either by endorsement of the City policy or (at a probably greater premium rate) by a separate policy. We did not go into this in detail at that time.

I also spoke with Mrs. Virginia Purvis-Smith, Benefits Administrator for the City, who was most apologetic about the fact that we had not been informed about the city's intent. She has made the following points:

(1) There appears to be no objection, from the City's viewpoint, to the library's retaining the former benefit as long as this does not jeopardize the new rate which the city is receiving. There is a question as to what rate would be applied to the library if we insist on different coverage. We cannot expect to receive the reduced rate which the city secured because of greater volume. It is possible, although unlikely, that the present rate would be increased because of the special treatment.

(2) In the absence of a formal intervention by the Library, the library's insurance will be doubled with premium payment due on August 10th. This is an automatic action designed to guarantee that no insurance will be inadvertently cancelled.
As nearly as I can determine, pumping in all the variables, the cost of the doubled insurance package would run about $4,500 as opposed to the $3,088 included in the budget for this purpose for 1980-81. This amount will be more than offset by a savings in the Health Insurance package (Blue Cross/Shield) which did not increase in the anticipated amount. The actual rate of insurance premium has been reduced as a result of the greater volume.

I have not looked elsewhere for a group life insurance package. There are many available. It seems to me to be important to plan for a study of all benefits which should be included in a comprehensive Compensation Plan. Until that is complete, I would be reluctant to separate this one item from the City's benefit package which also includes retirement, Blue Cross/Shield, and Social Security as well as the unitemized benefits of vacation, sick leave and holiday time. We have previously seen the results of acting hastily. This is too small a matter to create a major earthquake over. I feel that the error on the part of the City was inadvertent and will not happen again with regard to personnel matters.

THEREFORE; It is my recommendation that the Board select one of the following alternatives:

(a) By a formal action, prior to August 10th, ask that the Life Insurance be kept at the former level within the City's policy;

(b) By a formal decision not to act, accept the doubled Life Insurance program.

In either case, the Board should ask the Personnel Committee to study all the benefits and formally to include them in a Compensation Plan which will also incorporate the emerging merit system of salary raises.

I have tried to touch bases with the members of the truncated Personnel and Budget Committees with variable success, but with enough to provide a summary of opposing views:

PRO-Increased Insurance: This will be an inexpensive benefit for the staff; a major morale booster. We might not be able to do as well next year of we decide to add it later. It would be good to provide a benefit without making the staff fight for it. If the delay were to result in someone's actually losing out on the doubled insurance (by death this year) there would be grave unhappiness on the part of the staff.

CON-Increased Insurance: We should study the entire package of benefits before altering it in any one particular, especially by hasty action. Once given, the doubled insurance cannot be removed, even if the study reveals a better form
of benefit. It is early in the year and we may need the funds for other purposes. We have seen the results of making hasty decisions; we should not be rushed into this.

Note: The Staff Association, recognizing the difficulties of hasty action, did not initially express strong views, but did indicate that they would urge the doubled insurance in future years. In view of the fact that the funds are available via the Blue Cross/Shield rates, they are presently circulating a petition that the insurance be increased this year.

Margaret Melcher wants this issue to be settled by a mail vote under the provision of the by-laws which will require a telephone contact with 3/4 of the board membership (eight trustees). Therefore, either Dolores or I will call you on Monday, August 4, to seek your vote on the motion.

THE MOTION: That the Board of Trustees ask the city to provide, for the library staff, the same life insurance benefits that has been in effect in the last fiscal year.

(Note: A vote AGAINST the motion will be a vote in FAVOR of providing the doubled insurance coverage.)

CBD:ds
Director's Report  
July 22, 1980

Since the June meeting, I have been in the office a total of five days, the balance being spent in New York at the American Library Association Convention or on vacation. On my return, I find that circulation is up; that the staff has held up wonderfully in the heat and that progress on the Main Library building has been splendid.

STATE AID

All jurisdictions have approved the use of State Aid money and confirmation is expected from Richmond within the week. This will be the earliest that we can order books since the State required this approval four years ago.

GORDON AVENUE

Carpeting will be installed during the week of July 28-August 3. The Library will have to be closed during that week. Books due then will be received at other branches and fine remissions will be arranged.

GORDON AVENUE

The cleaning contract is held up due to a challenge on the bidding which will have to be resolved by the City Attorney.

LIFE INSURANCE

Information is still being secured on the questions raised at the June meeting.

TELEPHONE SYSTEM

The most desirable system, at the lowest cost, is being held up by the Assistant City Manager pending a decision as to whether it should be combined with a new telephone system being considered by the City. In spite of my objections that the library is not a part of the City government and, therefore, should not be linked to their telephone system, the contract will not be released for another few weeks.

RECRUITING

At the ALA convention, I interviewed eleven candidates whose credentials are presently being reviewed. In addition, there is one applicant from the staff and one or two others from the local area. I hope to have a decision made within the next week.

PERFORMANCE EVALUATION

The first semi-annual round of evaluations of all staff is virtually complete and the results are ready for review by the Director.

SHELF LIST CONVERSION

The latest report is that work will begin in October to convert the shelf list into machine readable form. This will be the first step towards a micro-form catalog available in all branches.
LARGE PRINT CATALOG

A new edition of the catalog of the Large Print holdings of the library has been issued and is available to individuals and organizations. Copies will be distributed to the Board.

POST OFFICE TENURE

A lease amendment has been proposed by GSA which gives the entire second floor to GSA, which appears to deny the earlier claim that they already had it. It would appear to be obsolete in view of the latest rumor that ALL the courts will be moved out soon; however, I would appreciate it if the Board would express its opposition to this lease amendment, and in particular to the inspector's office which has been designated for a staff facility.

Respectfully submitted,

Christopher B. Devan
Director

CBD:ds
THE YEAR IN REVIEW 1979-80

It has been a busy year. A number of long-standing projects have come to what might be called "substantial completion" and a number of new projects have been undertaken. Some activities seem to go on forever.

New Main Library
* Construction
* Furnishing
* Equipment
  Federal Court and GSA

Personnel
  Salary Schedules
  * Personnel Policy Statement
  * Job Descriptions and Classifications
  * Performance Evaluation
  Benefit Studies

Rural Libraries
  * Contract adjustments and studies
  New buildings
    * Louisa
    Crozet
  Budget Negotiations
  * Hours of Service

* New Bookmobile

* Fine Schedule Revision

* Book Selection Policy

Computer-based Catalog on Microfilm

* Five Year Development Plan

State Aid - Full Funding

* Gordon Avenue - Cleaning Contract

* Gordon Avenue - New Carpeting

Budget Making

* - Substantially Completed

Most of these concern the management and administration of the library without reference to the actual services that the library provides. The most common measurement of these services is in circulation.

Library Services

All libraries except Gordon Avenue showed an increase in circulation, with an overall increase of 9,731 for the year. The Gordon Avenue Branch showed a decline of 22,487, a portion of which can be attributed to the incorrect figures which were discussed earlier in the year. Examination of the circulation figures reveals that where children's circulation is not actually declining, it is increasing at a far less rapid rate than adult circulation. This is probably a result of the same cause for declining school enrollment - namely less children are being born.

We have just recently started to keep reference inquiry statistics and it would be premature to make any profound judgments on the basis of those we have. The available figures do support the long held feeling on the part of
The Year In Review - 1979-80

the staff that this, perhaps the most important service of the library is increasing.

The third field of service, programming, also has few statistics to support any claims. We do know that good programs, particularly those for children, stimulate library use for a while and then level off. It may be that the declines at Gordon Avenue are attributable to the "leveling off" following the increased programming of the last few years.

Personnel

The library is operated by people, both on the Board of Trustees and on the Staff. In the course of the year, Robert Ward, Head of Gordon Avenue was replaced by Joanne Lopez who, in turn, has been replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replaced by Andrea Gorczyca. Janice Shave, Assistant Adult Services Librarian by replace...