JEFFERSON MADISON REGIONAL LIBRARY

AGENDA

ORDER OF BUSINESS

DATE:  June 22, 1982

3:00 MEET AT GREENE COUNTY BRANCH LIBRARY

3:30 CALL TO ORDER AT GREENE COUNTY MEETING ROOM

INTRODUCTION OF BOARD MEMBERS & SPECIAL GUESTS

MINUTES

CIRCULATION REPORT

FINANCIAL REPORT

DIRECTOR'S REPORT

COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey
  Director's Salary Motion

Building Committee - Mr. Gilliam
  Bookmobile II Repair/Location
  Fire Doors for Level III
  Carpeting for Level III
  Crozet - Mrs. Hayden

Budget Committee - Mrs. Burch
  Recommendations 1982-83 Budget Cuts
  Service Charges

Program & Objectives Committee - Mrs. Taylor

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

*Anyone interested in car-pooling, please call Dolores 979-7151
  Park near Branch Library as Old Shank Bldg. walking distance

Greene Branch Library is located right on Rt 33 in Stanardsville on left hand side
  next to Virginia National Bank
MINUTES OF THE JUNE 22, 1982 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

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

ABSENT:  Mrs. Margaret Perley

ALSO PRESENT:  Mrs. Ann Braunmet, In-coming Greene Trustee
Mrs. Marie Arthur, In-coming Albemarle Trustee
Mrs. Isabelle White, President of the Greene Friends of the Library
Mr. J. L. Morris, Greene County Administrator
Rev. C. C. Kurtz, Greene County Chairman, Board of Supervisors
Ms. Molly Miller, League of Women Voters
Library Patrons of Greene County
Mrs. Betty G. Kohler, Director
Mrs. Dolores Sperelakis, Recording Secretary
Members of the Staff of the Library

The meeting was called to order by the President, Mr. Hingeley, at 3:45 p.m. at the Shank Building in Greene County. A brief visit to the Greene County Branch Library preceded the official meeting. Mrs. Blakey introduced special guests to the meeting. Mr. Hingeley announced that this would be the last meeting for trustees, Mrs. Blakey and Mrs. Burch. Mrs. Blakey was retiring after serving two full terms of dedicated effort on behalf of Greene County on the Board of Trustees. Mr. Hingeley commended Mrs. Blakey's hard work and involvement on the Personnel Committee through the years and pointed out how much she had contributed and would be very much missed. Mrs. Burch's term of office had also expired and Mr. Hingeley thanked her for her wholehearted efforts with the library budget as chairman of the budget committee. On behalf of the Board of Trustees, a certificate of commendation and an expression of gratitude was extended to Mrs. Blakey and Mrs. Burch. Mrs. Isabelle White as President of the newly formed Friends of the Greene County Library, thanked Mrs. Blakey for all her help in forming the group. She praised Mrs. Blakey as a diplomat and a real lady who served Greene County with the utmost of dedication. Mrs. White pledged the help and backing of the Friends to the new trustee, Mrs. Braunmet.

Mrs. Schwartz of Greene County spoke on the usage of the Bookmobile II and praised their service to her area but stated that she could appreciate the costs of running such a service and the need to discontinue funding Bookmobile in Greene County. Another patron of the Bookmobile from Blue Ridge School also commended the service and was sorry to see the end of the funding for such a service.

Mr. Hingeley thanked the audience for attending the meeting and encouraged input from library patrons. He requested that the minutes note that Mrs. Braunmet attended the May meeting of the Board also.

The minutes of the May meeting were approved as submitted. The circulation report and financial report for May was accepted.
ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Burch moved that the 1982-83 Budget be adopted as presented at this meeting. Seconded by Mrs. Blakey the motion was passed.

(2) Mrs. Hayden moved that charges for postage on films and inter-library loans be passed on to the patron; a reserve charge be increased to 25; and a donation be requested for usage of meeting rooms at Gordon Avenue. Seconded by Mrs. Blakey the motion to adopt service charges was passed.

(3) Mr. Gilliam moved that Friday night hours be terminated at Central and Gordon Avenue (closing at 5:00 p.m.). Seconded by Mrs. Isaacs the motion was passed.

(4) Mrs. Blakey moved that one other evening (as agreed between Central and Gordon Avenue) be terminated. Seconded by Mrs. Hayden the motion was passed.

(5) Mrs. Melcher moved that the Volunteer Coordinator be hired in September. Seconded by Mrs. Hayden the motion was passed.

(6) Mr. Gilliam moved that Bookmobile be placed on blocks in Albemarle Square (terms to be worked out). Seconded by Mrs. Blakey the motion was passed.

(7) Mrs. Hayden moved that the Circulation Assistant position remain vacant for one year with an evaluation at the end of that year. Seconded by Mrs. Burch the motion was passed.

(8) Mr. Gilliam moved that the Board wishes to declare its gratitude to the Perry Foundation for the Foundation's proposal, made to the Albemarle County Board of Supervisors, to purchase and renovate the former Chesapeake and Ohio depot at Crozet for the use of the Crozet Branch Library. The Board of Trustees commends the Perry Foundation for this latest expression of its generosity and civic concern. The Board believes that locating the library in the renovated depot is an admirable and innovative use for the building and it urges the Board of Supervisors of Albemarle County to accept the Perry Foundation's generous offer. Seconded by Mrs. Hayden the motion was passed.

(9) Mr. Gilliam moved that the fire doors low bid be accepted and installed on Level III. Seconded by Mrs. Isaacs the motion was passed.

(10) Mrs. Blakey moved that the Director's salary be increased by 5% for the 1982-83 fiscal year. Seconded by Mrs. Burch the motion was passed.

DIRECTOR'S REPORT:

Mrs. Kohler reported that Bookmobile service in Nelson and Greene was not funded for the 1982-83 fiscal year. Louisa funded $6,528 which would cover bookmobile service once a month to Louisa. Mrs. Blakey indicated that Greene County fully funded the budget presented to them. Charlottesville and Albemarle did not fully fund the requested budget amount. Mrs. Kohler recommended cuts in budget that would be necessary to stay within the appropriated budget. Note motions above.

Bookmobile II was discussed and the needed repair to put it back on the road would be approximately $1,000. Parts are difficult to obtain due to the age of the bookmobile and there is no guarantee that it will not be back in the garage after the repair. Parking Bookmobile II on the north side of town would serve as a temporary north side branch and the Albemarle Square location would be most convenient. Hours of service need to be determined. Note motion (6). Bookmobile I would then need to have schedule revisions in order to cover the areas required. Mrs. Taylor pointed out that Nelson County still had one month of service owed to them since they had funded bookmobile service with an added appropriation in 1981-82.

Ms. Gorczyca asked several questions regarding the position of Volunteer Coordinator. Note motion (5). The Board indicated that this position was a one year project which hopefully would help ease the problem of supplying service with budget cuts that have to be dealt with in coming fiscal years. At the end of the year an evaluation will be made of the whole project.
COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey reported that an Executive Session had been held to determine the Director's salary for 1982-83. Note motion 10.

Budget Committee - Mrs. Burch made several recommendations of cuts to be made in the 1982-83 budget. Note motions above. She indicated that it would be helpful to the director to have additional help with the budget. A volunteer from the Senior Center was suggested as an excellent source of expertise and experience.

Building Committee - Mr. Gilliam reported on the Bookmobile II situation. Note motion 6. The Perry Foundation has made an offer to renovate a building in Crozet for use as a library, note motion 8. The bid on the fire doors on Level III came in higher in cost than anticipated. After discussion motion 9 ensued. Carpeting bid still outstanding.

Mrs. Hayden reported that the Contract Revision Meetings are taking place. All the jurisdictions are meeting in hopes of arriving at a contract that would be suitable to all involved.

Program & Objectives Committee - Mrs. Taylor offered to do any special projects during the summer that the Board might need. The idea of slide presentations showing how and what a library is all about was suggested.

NEW BUSINESS

None.

Mr. Hingeley pointed out how welcomed the input from the public attending the Board meetings is to the Board. The next meeting will be held in Louisa at the Branch Library. He urged public notification of the meetings.

The meeting was adjourned at 6:15 p.m. with repeated gratitude to both Mrs. Blakey and Mrs. Burch.

Dolores Sperelakis
Recording Secretary
The staff is very saddened by the public reprimands that we received but feel that our actions were instrumental in the preservation of the continued service and standards of the library.
Director's Report
June 15, 1982

FY '83 BUDGET SHORTFALL

1. With present service levels, current staff and a Volunteer Coordinator (figuring a 5% COLA in July and an average 3.5% Merit Raise effective 10/1/82), the salary line item exceeds our original figure by $3,670. (See attached revised budget).

2. Several line items (including cleaning supplies) needed to be adjusted upward as this year's expenditures increased. I deleted $500 for dues and subscriptions, cut the printing/duplication allowance by $500, and increased local travel to $2500. This year's local travel costs exceeded $3,000; we are cutting Branch Meetings to quarterly from bi-monthly to lower that figure. The net increase in Contractual Services is $6,191.

3. With Current Charges adjusted slightly, the net local budget estimate totals $898,219, $9,444 over the $888,775 which is the sum of local revenues.

4. Since a Circulation Assistant (Level 9-C) will be leaving in July to attend Library School, I recommend not filling that position this year, saving the $9,500 she would be making, with the hope that we could rehire her in a professional position when she returns, or that, at least, the position not be permanently eliminated.

5. Even though that, in theory anyway, wipes out our shortfall, some sort of "cushion" in our budget is mandatory.

6. To "furlough" all full time staff one day a week for one month would save the library between $6 - $7,000, the loss in salary to staff members varying from $120 to $413/month. Such a measure at already understaffed Central would necessitate closing one day and one night a week. As we have been advised by City Hall Personnel Department, this would affect staff's retirement benefits and would require approval by City Council. Staff would be eligible for some unemployment compensation but it would have to be figured on individual basis. Blue Cross/Blue Shield would not be affected but it could affect life insurance.

A similar 20% reduction in part time staff would cut 14.5 additional hours, principally at Gordon Avenue, which would also have to close one day and one night and would save approximately $1904/month. The total for the two agencies would be $6332 a month.

If the small branches are included, a 20% cut would reduce Scottsville's, Crozet's and Louisa's hours by 4.5 hours each week; Nelson's and Greenet's by 3.75. The savings per week would be $220/week or $880/month for a system wide savings of $7212.

7. I feel that the very minimum padding a budget the size of ours needs is $20,000, but perhaps that is a luxury we can't afford in a depression. Utilities look to be coming in this year at about $45,000; we've budgeted $55,000 for '83. This is the only line item containing any potential surplus.

8. If the Board would be willing to settle for that small a margin for miscalculation or misfortune, we could try to provide service as usual, except for Friday nights which, I must insist, are really a waste of time and money. Specific schedules will be presented to the Budget Committee on Thursday for their consideration.
Director's Report

June 15, 1982

FY '82 DEFICIT

Thanks to the extra money chipped in by the jurisdictions and the fact that more revenue has been realized on fines and fees (about $30,000) than was budgeted ($24,000), it appears that we'll come out very, very close. We won't know precisely, of course, until we get the June printout the middle of July.

SERVICE CHARGES

While both the City and County keep asking us about the possibility of "charging for library cards", which the State Code expressly forbids, if there are no objections from the Board, I would like to institute the following charges as of July 1:

(1) Postage for films borrowed from the State Library;
(2) Postage on Inter-Library loans;
(3) $10 fee for the use of Gordon Avenue's Century Room;
(4) Increase the charge for Reserves from 20¢ to 25¢.

These seem like minor things but over a year they add up.

CONTRACT REVISION

Karen Hayden and I met with the jurisdictional administrators and one chairman of the supervisors on June 4. Guy Agnor chaired the meeting and while Cole Hendrix said: "Everyone will want to change if it benefits his jurisdiction," they all felt it was worthwhile. They voted unanimously to explore the possibilities further and a second meeting date was set for June 24. I am sending out copies of other contracts for their study.

CROZET

A wonderful and amazing development has occurred concerning the branch library here. I think Karen should get to be the one to tell you next Tuesday. It will require a resolution by the Board.

Respectfully submitted,

Betty G. Kohler
Director

BGX:ds
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY
AGENDA
ORDER OF BUSINESS

DATE: May 25, 1982
3:30 p.m.
WINDHAM, CROZET

3:00 Visit Library
3:30 CALL TO ORDER AT WINDHAM*

MINUTES
CIRCULATION (April)
FINANCIAL REPORT (April)
DIRECTOR'S REPORT
COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey
  Director's Salary
Building Committee - Mr. Gilliam
Budget Committee - Mrs. Burch
Program & Objectives Committee - Mrs. Taylor

UNFINISHED BUSINESS
NEW BUSINESS
ADJOURNMENT

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

ALSO PRESENT:Mrs. Marie Arthur, Incoming Board Member
Mrs. Isabelle White, Friends of Greene County
Members of Staff & Public

The meeting was called to order by the President, Mr. Hingeley, at Windham in Crozet. The Minutes of the April meeting were approved as submitted. The Circulation and Financial Report for April were accepted as submitted. The next meeting of the Board will take place in Greene County, meeting at the Branch Library at 3:00 p.m. and the official meeting to take place in the Greene County Meeting Room.

Brief discussion followed concerning the public input on the Crozet issue. Mr. Gilliam suggested meeting with Mr. Agnor to discuss the options suggested and try to determine what direction is next for the Crozet Branch. Mr. Wilcox feels that a commitment from the Board of Supervisors is necessary before he can do anything regarding a building for the library. It was pointed out that 1500 sq. ft. is not adequate and that the current library has many things in storage due to a lack of space, plus the growth potential of Crozet is quite high.

Mr. Hingeley pointed out that efforts are being made to publicize the meetings of the Library Board and that public attendance and input is very desirable.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Blakey moved that the Cost of Living for the 1982-83 Budget be 5% instead of the original 8%. Seconded by Mr. Gilliam the motion was unanimously approved.

(2) Mrs. Hayden moved that the position of Volunteer Coordinator be included in the 1982-83 budget. Seconded by Mrs. Blakey the motion was approved.

(3) Mrs. Blakey moved that consideration of summer hours for the 1982-83 be ranked a low priority as a cost savings method. Seconded by Mrs. Melcher the motion was approved.

(4) Mrs. Blakey moved that the Board adjourn into Executive Session to discuss the Director's Salary. Seconded by Mrs. Isaacs the motion was approved.

DIRECTOR'S REPORT: Mrs. Kohler's absence precluded discussion.

COMMITTEE REPORTS:

Personnel Committee - Executive Session.

Building Committee - Mr. Gilliam asked several questions about the Friends' group as to how and where the funding is appropriated.

Program & Objectives Committee - Mrs. Taylor had nothing to report.
COMMITTEE REPORTS: (Continued)

Budget Committee - Mrs. Burch reported that the State Aid figure is not yet official. The easing of state restrictions on salaries will enable the library to use more state aid for salaries. Mr. Hingeley requested that a breakdown of the figures be made to indicate Charlottesville's and Albemarle's share. The committee will be meeting with the director before the next board meeting to finalize the figures of the 1982-83 budget. Note motions 1, 2, and 3.

Mrs. Wieneke reported on the book sale in Scottsville. Mrs. Wieneke also indicated that Scottsville is fortunate to have a small group of retired librarians who would like to volunteer their efforts to cataloging books etc. Mr. Hingeley requested that the Director look into this further.

The Board went into Executive Session at 5:55 p.m.

Dolores Sperelakis
Recording Secretary*

These minutes were taken from tapes and due to many conditions some things were not very clear; therefore, corrections or additions may need to be noted at the June board meeting. Thank you.
JEFFERSON MADISON REGIONAL LIBRARY

Director's Report

May 19, 1982

I. BUDGET FOR FY'83

Although we have been officially notified of their appropriations by only Charlottesville, Albemarle & Nelson Counties, we have been told by the Chairman of the Supervisors in Louisa and by Jean Blakey for Greene, that we know that of the $942,320 requested, we will be receiving only $863,775.

However, it is not quite as bleak as that sounds, since we did offer the smaller counties the three different levels of service, the amount appropriated defines the level they will receive, so it comes out like this (since it was the Board consensus to give the 8% COLA if at all possible, I revised salary budget to reflect that):

<table>
<thead>
<tr>
<th></th>
<th>Appropriated</th>
<th>Shortfall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nelson (W/O Bookmobile)</td>
<td>$32,042</td>
<td>$31,350</td>
</tr>
<tr>
<td>Nelson (W/O Bookmobile)</td>
<td>$29,725</td>
<td>$29,451</td>
</tr>
<tr>
<td>Louisa (W/ Bookmobile)</td>
<td>$61,373</td>
<td>$39,677</td>
</tr>
<tr>
<td>Louisa (W/ Bookmobile)</td>
<td>$45,000</td>
<td>$16,373</td>
</tr>
</tbody>
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With Charlottesville and Albemarle appropriating $349,691 + $416,000 respectively, the total underfunding comes to $42,524 ($7,717 from Charlottesville + $17,468 from Albemarle.)

Since Nelson & Greene's shortfalls are comparatively small, we can adjust the amount of reference service from Central that Nelson receives and in Greene's case, simply absorb it.

In the case of Louisa we will have to figure out how to give them $5,323 worth of Bookmobile service.

As you know, the original budget was figured very tightly and there is no padding to be cut. Since the library was criticized for not cutting services last year when appropriations were so much less than had been requested, this would seem to be the sensible course of action. The Budget Committee is meeting Friday the 21st in order to be able to make a recommendation to the Board on the 25th.
The one bit of good news is that the State has relaxed its restrictions on professional salaries so that 25% of the total State Aid may now be used instead of being able to use it only for increases of professional salaries. In other words as opposed to the $24,213 that was all we thought would be available for salaries we can now use $85,250 instead (based on the figure of $341,000 total that Sandy gave us). This is a real windfall.

II. DEFICIT FY'82

This continues to be a cliff-hanger. Present projections indicate that we should squeak by with a probable deficit of less than $1500 which will be corrected once we reimburse the Unemployment Compensation line item from our Certificate of Deposit.

We are in the process of renegotiating the cleaning contract at Gordon Avenue for less frequent cleaning, and will probably do the same here, particularly if summer hours are instituted.

III. BOOKMOBILE II

I have called the manager of Albemarle Square to inquire about the possibility of putting this Bookmobile up on blocks in their lot. He has sent me a site plan, which I will have at the Board Meeting. Chris Devan thinks they should be willing to do it w/o rent as a public service and because it would be a drawing card. Mr. Plotkin would promise nothing other than to show our proposal to the owners this week, I may have more news by Tuesday.

IV. CROZET

The owner of Fruitgrowers, Mr. Buddy Rausch, is increasingly irate at Crozet newspaper articles which mention his name and the name of his store. I had another phone call from him today saying the Bulletin article was libellous. He also wants a 5-year lease which, of course, is out of the question.

The house in Crozet that Stan Wilcox found seems to be completely out of the question as far as the things that would have to be done to make it comply w/ fire regulations.
Supervisor Joe Henley has been invited to attend the Board Meeting at Windham and Carol Taylor says she expects a lot of residents will also be there.

(As I wrote this, a Mrs. Starke of Starke's Market, called and offered to rent a house they owned to the library. I hope Karen Hayden will have time to look at this before the meeting and give us an assessment.)

V. FRIENDS GROUP

This group met last week and approved the following:

- Lockers for Staff Room at Central: $684.50
- Gas-powered weed-cutter for Gordon Ave.: $200.00
- Signage for Central: up to $5,000.00
- Children's service supplies: $2,650.00
- Refurbishing Gordon Ave. Staff Room: up to $1,000.00

The Branch Coordinator is to get specifics on smoke detectors for the branches and they will pay for those. Andy is to get estimates for repairing leaks and for attic insulation at Gordon Ave. (Later, in conversation w/ the Treasurer, she told me that they are prepared to spend $10,000 to replace Gordon Avenue's roof if this proves to be necessary.)

And since the question had been raised at the last Board Meeting about the Friends paying for the laying of the carpet on the Third Level, I inquired about that. They said they would be happy to if the library couldn't afford it.

VI. SCOTTSVILLE

The ground-breaking ceremonies at Scottsville were well-attended, I thought, with Gerry Fisher speaking as well as the Mayor, Louise Holt and our Helen. The refreshments were also beautifully handled in a typical Scottsville manner. The contractor told me he expected to start work that next week. I will tell Karen Aprill to resume ordering books for them. (Phil assured me he and Andy will help in this.)

VII. LEVEL III

The Building Committee did not come up with a definite recommendation on the laying of carpet as Danielle reported she and Margaret Melcher felt the library might be criticized for have too plush a Director's Office. It was left that we get definite space requirements for the areas needing it and that the following priorities be observed:
1. Replacement piece for area from front door to elevator and including the stairs, out of the original carpet surplus.

2. Court Room

3. Director's office (?)


5. Board room

I am meeting with Mr. Martin of The Ceiling & Floor Shop Friday afternoon to get his idea of how many rooms each piece of surplus carpeting would cover.

Men are still coming through measuring the doors in response to Al Elias' request for bids.

VIII. UNITY CHURCH

I have obtained copies of regulations for the renting of rooms by the public schools in Charlottesville and Albemarle. They are identical. Ours would probably not need to be as detailed, but we should definitely have signed agreements for those applying for meeting places. Mr. Giordani has been out of town so I've been unable to ascertain their continued interest in Gordon Avenue for Sunday services. He will be back Monday, the 24th.

IX. VOLUNTEER COORDINATOR

I have drawn up a job description for this position which the Department Heads have more or less approved. Whether or not the Board will feel we can afford one in the new budget situation is a moot question.

Respectfully submitted,

Betty G. Kohler
Director
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY
AGENDA
ORDER OF BUSINESS

DATE: April 27, 1982
3:30 p.m.
Central Library, Room 209
(next to Director's office)

TALK TIME (3:00 p.m.)
CALL TO ORDER
MINUTES
CIRCULATION REPORT (March)
FINANCIAL REPORT (March)
DIRECTOR'S REPORT
COMMITTEE REPORTS:
    Personnel Committee - Mrs. Blakey
    Building Committee - Mr. Gilliam
        Crozet Status
        Crozet Lease
        Scottsville Update
    Budget Committee - Mrs. Burch
    Program & Objectives - Mrs. Taylor
STAFF ASSOCIATION - Ms. Granger
UNFINISHED BUSINESS
    Level III - Carpet Usage
NEW BUSINESS
ADJOURNMENT
MINUTES OF THE APRIL 27, 1982 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT:
Mr. James M. Hingeley, Jr., President
Mrs. Danielle Burch
Mrs. Jean Blakey
Mr. Alexander G. Gilliam, Jr.
Mrs. Karen Hayden
Mrs. Barbara Isaacs
Mrs. Margaret Perley
Mrs. Donna Reaves

ABSENT:
Mrs. Margaret Melcher
Mrs. Carol Taylor
Mrs. Helen Wieneke

ALSO PRESENT:
Ms. Hannah Mclay, State Area Consultant
Mr. Sandy Peaselee, Charlottesville Observer
Mrs. Betty G. Kohler, Director
Ms. Deborah Granger, Staff Association President
Mrs. Dolores Sperelakis, Recording Secretary

The meeting was called to order by the President, Mr. Hingeley, at 3:30 p.m. The Minutes of the March meeting were approved as submitted. Discussion of the Financial Report included the existing deficit and the funding of the deficit. The City of Charlottesville funded $11,250 and Albemarle, $13,750; Greene, $840; Louisa, $1,400; and Nelson, $1,200. The Library will need to absorb $2,560. The Financial Report for March was accepted and the Circulation Report for March was accepted as submitted. There was brief discussion of energy savings, some measures that the Library had already put into effect, and suggestions from Mr. Koon of Charlottesville's Public Works Department.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Burch moved that staff attending Staff Association meetings and Board of Trustees' meetings must do so on their own time and not library time. Seconded by Mrs. Perley the motion was passed.

(2) Mrs. Blakey moved that the Trustee Building Fund be used to implement fire code regulations and install fire doors on Level III with a ceiling price of $6,000. Seconded by Mrs. Burch the motion was passed.

(3) Mrs. Blakey moved that Mrs. Karen Hayden's name be placed in nomination for the position of Vice President. By acclamation Mrs. Hayden was elected Vice President.

(4) The attached resolution was adopted by the Board of Trustees during Executive Session. Resolution on file with official minutes.

DIRECTOR'S REPORT:

Mrs. Kohler reported on the meetings with the City/County staff to work out the deficit funding. Her appreciation and that of the Board was expressed. Discussion of summer hours and cuts in service ensued. Mrs. Kohler was requested to have dollar figures on summer hours for the next Board meeting. Notification has not been received from Louisa, Nelson or Greene as to funding for the next fiscal year. This information should be available for May's meeting. Mr. Hingeley reported that Mr. Agnor would follow through with the other jurisdictions regarding discussion of the contract and whether or not revision of the existing contract would follow.
Various service cuts were discussed. The 1982-83 budget will not be fully funded as requested by the Library, therefore, measures will have to be taken commencing July 1, 1982 so that the Library will function within the figure allocated by the jurisdictions. Mr. Hingeley felt public input would be highly desirable. Publication of the time, place, date of Board meetings should be issued to the papers to encourage public attendance. Once fire regulations are met, the meetings can be held at the Central Library. Mrs. Blakey suggested meeting in the outer jurisdictions also so that the public can attend in those areas also. The decision was made to meet in Crozet for the May meeting of the Board.

Discussion concerning donations and gifts followed. A copy of the policy on monetary gifts to the library will be included in next month's mailing to the Board. Mr. Gilliam mentioned the tax deductible aspect of contributions. Ms. McIay did indicate that the mechanics and costs of gift books sometimes outweigh the advantage of its donation.

COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey reported that the committee has not met but she would like to point out that all recommendations and budget figures always be noted by Board action. Particularly in situations like COLA, etc. and that changes also be noted by Board action.

Building Committee - Mr. Gilliam reported that Scottsville is on its way to a new building. The Board was invited to a Ground Breaking on May 9th at 3:00 p.m. Mrs. Hayden pointed out that Crozet's library needs a commitment as to location. Mr. Wilcox will be invited to the next Board meeting which will meet in Crozet to view the current temporary location and discuss a future location. Mr. Henley, Albemarle County Supervisor, will be invited to attend the meeting.

Carpet recommendation not available. The Committee will meet on this issue. Insulation of Gordon Avenue will need to be looked into by the Committee also.

Budget Committee - Mrs. Burch questioned that status of the Senior Center lease. Use of substitutes was briefly discussed. It was recommended that once the budget figures are known that allocation be made to various line items and possibly reviewed with service cuts in mind.

Staff Association - Ms. Granger had no report.

Nominating Committee - Mrs. Blakey presented the report. Note Motion 3.

NEW BUSINESS:

The State Library has issued a Manual for Trustees. Each trustee was given a copy. Ms. McIay was thanked for her attendance at the Board meetings.

Mrs. Kohler submitted a request by a group to rent space at Gordon Avenue. Mr. Hingeley requested that Mrs. Kohler request from city/county schools the procedure and rules they use when renting their schools out to groups in the community. Mrs. Kohler will report back at the next Board meeting.

With an increase in State Aid would it be possible to award money to a staff member to attend library school? Mr. Hingeley requested that Mrs. Kohler come back to the next Board meeting with a recommendation.

The Board requested Executive Session at 6:00. Mr. Peaselee of the Charlottesville Observer reminded the Board of the Freedom of Information Act. Public meeting reconvened at 6:15. The meeting was adjourned at 6:15 p.m.

Dolores Sperelakis
Recording Secretary
Director's Report
April 21, 1982

1982 DEFICIT

As most of you probably know by now, the deficit situation was finally resolved in the following manner:

(1) The State Library graciously (and very unusually) agreed to let us pay FY'81 book encumbrances out of the current year's State Aid. This will just about use up remaining book budget funds, meaning few, if any, new books for the balance of the year. $27,269.21 was the amount approved.

(2) Charlottesville and Albemarle agreed to appropriate $11,250 and $13,750 respectively. Greene, Louisa and Nelson had already contributed $3,440, leaving the library with $2,560 to absorb within the next two months.

(3) The Security Guard has been cancelled (at the City's suggestion) saving us $825 for this year and $3,990 per year. (I don't want any publicity about this.)

(4) Savings in the salary line item are being realized because of less use of substitutes.

Dolores, Roland and I worked very closely with Suzette Denslow and Melvin Breeden (City and County staff people) in this process. They were extremely helpful and, I think, have a much better grasp of the library's budgetary problems than before. All the paperwork they produced, their comments on how and why the deficit developed and their recommendations are available for any Board Member to peruse, if desired. We didn't want to copy it all and send out.

1983 BUDGET

Only Charlottesville and Albemarle have given us definitive answers to our budget requests: Charlottesville $12,717 less than requested and Albemarle $17,468 less for a total shortfall of $30,185 - so far. Ed Kube, who is leaving as Louisa County's administrator, indicated in a telephone conversation that he thinks we should get all, or very nearly all of our request. Albemarle County warned us to expect a total shortfall of nearly $90,000 for the coming year.

I am presently at work on possible cuts in hours of service so that I hope I will have some concrete recommendations to make by Board Meeting, but of course until we know definitely how much we are getting nothing can really be decided.

For a start, since the staff has always agreed that Friday nights are a waste of time, and as a token that we are in earnest about living within our means, I would suggest closing Friday at 6:00 p.m. beginning immediately, if the Board agrees.

Also, this is a staff recommendation you might like to consider: Summer Hours: Many libraries, just as a matter of course, reduce the number of hours open during July and August and I think it would be a splendid way to inaugurate the Age of Austerity: Mon., Tues., and Thurs.: 9:00-6:00; Wed. 1:00-9:00, and Friday, 9:00 - 5:00 for a total of 43 hours, as opposed to the 68 we are now open. The staff insists that summer Saturdays are very slow; I don't know about Charlottesville. These hours could apply at both Central and Gordon Avenue with perhaps a different night open at Gordon Avenue. Or we might consider having one library open on Saturday.
1983 BUDGET (Continued)

These are drastic cuts involving practically all of our part-time people, and I'm not at all sure that the staff is ready to face reality yet in this respect. I anticipate another couple of rough months.

(Why did my Board Members in Fredericksburg, though politely regretting my departure, tell me encouragingly: "There's money down there!")

STAFF ASSOCIATION

In regard to the motion that apparently was passed at the last Board meeting, members of the staff will be told that they are welcome to attend board meetings on their own time, as all meetings are, of course, open to the public. Staff Association Meetings, also, from now on, must be on the members' time off. This is customary in most libraries. This is to take effect after April's meeting.

Since we should be notifying the public through the paper of our meetings, Jim has pointed out that meetings should be held where public can attend and according to the Fire Marshall, the 3rd floor of the library is not one of these places. I am investigating possible use of either City Hall's basement Conference Rooms or a meeting room in the County Building.

SUGGESTIONS FROM THE PUBLIC

Although Albemarle County officials had strongly recommended that we consider institution of users' fees, the State Code explicitly states that library service must be free. I called Dorothy Fuller just to check out the possibility and she confirmed this.

However, I keep hearing from patrons (most recently at the Thomas Jefferson Planning District Commission Meeting last week: "I wouldn't mind at all paying $1.00 to renew my library card". Since we re-register patrons only every three years, making such a charge optional is not going to generate a lot of money, but it might help.

Also a donation box on the Circulation desk similar to that frequently found in museums might be an acceptable idea.

And I'm sure Gerry Fisher would like it if we doubled our non-resident fee to $25. How many patrons we'd lose in the process is debatable.

Happily, our "overdues" revenue seems to be holding up comparably to last year's despite eliminating overdues notices.

THIRD FLOOR

The plastering and painting is finished and everyone in his or her permanent office. The staining of the molding around the floor of the Court room still awaits a decision and we are still waiting to get prices on fire doors from Al Elias.

SCOTTSVILLE

Finally got the plan approved that includes all the features we wanted: activities room, metal roof and triangular bay window. The low bidder was Adom, Inc. of Staunton. John Farmer advises me that they expect to start site work around May 10 at the earliest, and Louise Holt is ready with a ground-breaking party the minute she gets the word!

Respectfully submitted,

Betty G. Kohler, Director
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY
AGENDA
ORDER OF BUSINESS

EXECUTIVE SESSION (3:00)  DATE: March 23, 1982

CALL TO ORDER
3:30 p.m.
Central Library, Room 206

MINUTES

CIRCULATION REPORT (February)

FINANCIAL REPORT (February - Available at Meeting)

DIRECTOR'S REPORT

COMMITTEE REPORTS:
Personnel Committee - Mrs. Blakey
Building Committee - Mr. Gilliam
Budget Committee - Mrs. Burch
   Report on Budget Deficit Hearings (City/County)
   Report on FY '82-83 Budget Presentations & Workshops
      (Louisa, Nelson, Greene, Charlottesville)
   Chart Presentation - Carol Taylor
Program & Objectives Committee - Mrs. Taylor

STAFF ASSOCIATION - Ms. Granger

UNFINISHED BUSINESS
   View Level III - Painting/Plastering Completed *
   Discuss Carpet Usage/Installation
   Regional Contract Letter

NEW BUSINESS

ADJOURNMENT

*If time allows, viewing of articles stored in security area
MINUTES OF THE MARCH 23, 1982 MEETING OF
THE JEFFERSON MADISON REGIONAL BOARD OF TRUSTEES

PRESENT: Mr. James M. Hingeley, Jr., Acting President
Mrs. Danielle Burch
Mrs. Jean Blakey
Mr. Alexander G. Gilliam, Jr.
Mrs. Karen Hayden
Mrs. Margaret Melcher
Mrs. Donna Reaves
Mrs. Helen Wieneke

ABSENT: Mrs. Barbara Isaacs
Mrs. Margaret Perley
Mrs. Carol Taylor
Mrs. Betty G. Kohler

ALSO PRESENT: Ms. Hannah McLay, State Library Area Consultant
Ms. Deborah Granger, Staff Association President
Mrs. Dolores Sperelakis, Recording Secretary

Mr. Hingeley, Acting President, called the meeting to order at 4:35 p.m.
following an Executive Session of the Board. The minutes of the February
meeting were approved as submitted. The February Circulation was accepted as submitted.
Mrs. Melcher noted that decline in circulation and requested that unusual
increases/decreases be noted with an explanation in the future reports.
The February financial report was distributed at the meeting.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Hayden moved that the Board accept Mrs. Melcher's letter of resigna-
tion as president. With reluctance and a great deal of gratitude for a job well
done during trying times, the Board approved the motion.

(2) Mrs. Hayden moved that by acclamation, acting president, Mr. Hingeley,
become president. Unanimously approved.

(3) Mrs. Hayden moved that Mr. Hingeley, as president, be authorized to
sign all legal papers on behalf of the Board of Trustees, covering the sale
of the Vinegar Hill property. Seconded by Mrs. Melcher.

DIRECTOR'S REPORT:

Due to Mrs. Kohler's absence, discussion of report did not take place.
Mrs. Burch briefly commented on the suggested list of budget cuts. Mr. Hingeley
pointed out that this had been requested by City Council.

Mrs. Blakey reported on the budget hearing in Greene County. The option of
cutting the bookmobile was in the budget as an alternative. Questions concerning
bookmobile service and state requirements of such service were answered by
Ms. McLay. The area of a jurisdiction is one guideline used by the state.
As notification of funding FY 1982-83 is determined, more discussion concerning
bookmobile will need to take place.

COMMITTEE REPORTS:

Building Committee - Mr. Gilliam reported that Mr. Farmer has the list of
firms that will be bidding on the Scottsville library. The bids will be opened
in early April. The Senior Center Lease Committee will need to meet.

Crozet Branch - Mrs. Hayden reported that Mr. Wilcox hopes to have the
library located in different quarters sometime in the fall. The costs will
increase and this will entail more discussion with the Board of Supervisors
once the place is determined.
COMMITTEE REPORTS: (Continued)

Building Committee - Mrs. Hayden also reported that the Crozet Branch had formed a Friends Group which hopefully can be a big help in getting bigger quarters for the branch.

Mrs. Burch inquired about the use of the extra carpeting for Level III. Mrs. Melcher suggested that this matter be referred to the Building Committee who would then make a recommendation at the next Board meeting.

Budget Committee - Mr. Gilliam reported that state aid will be increased for the next fiscal year. Ms. McLay pointed out that Regionals fare better with state aid than do individual libraries. Mr. Hingeley indicated that a letter inviting the jurisdictions to discuss the contract will be sent to all jurisdictions shortly.

Mr. Hingeley reported that the budget hearing with the City went well. They did not feel that an 8% COLA was out of line. The actual percent of the cost of living will depend on the funding from all the jurisdictions.

Staff Association - Ms. Granger presented the Board with a letter from the staff. Mr. Hingeley noted acceptance of the letter. Discussion followed concerning the publicity the library had received regarding proposed budget cuts and the involvement of the staff. Clarification and proper procedure of staff involvement in public relations needs to be outlined.

UNFINISHED BUSINESS:

Vinegar Hill - Mr. Hingeley reported that the sale of this property is going through the proper channels. Distribution of funds will be made after all papers are signed.

NEW BUSINESS:

Mrs. Burch and Mrs. Hayden reported on the conference they attended regarding "How to Get Corporate Grants". A lot of ideas were presented at the meeting and some can be applied to the existing library situation. This will take time and planning for the future endeavor of raising funds. The Green Planning Book will be a big help in how to approach the public, who in the community should be approached, etc.

Mr. Hingeley will appoint a Nominating Committee to seek a Vice President. He thanked the Board for their confidence in him to carry on as President and he will do so until the next election of officers, which takes place in September.

The meeting was adjourned at 6:15 p.m.  

Dolores Sperelakis  
Recording Secretary
PLEASE VOTE!!! I need to turn this in by Monday March 22nd.

The staff is very saddened by the public reprimands that we have received but feel that our actions were instrumental in the preservation of the continued service and standards of the library.

I approve of this memo to the Library Board.

Carmela Sotiers

Janice Carey

James F. Barnes, Jr.

Andrea S. Stouffer

Francilla Baumgardner

Karen L. Apel

Bill Davis

I have seen this memo to the Library Board but do not approve of it.

Kolbi Doss

Have seen this memo

Melodie Turner
March 17, 1982

To the members of the Board of Trustees
of the Jefferson Madison Regional Library:

The time has come for me to submit my resignation as president of the library board. When I accepted a second term, I foresaw a relatively quiet year, believing as I did that Betty Kohler needed a year to study the library system before much serious work on our problems could begin. Events have proved me wrong.

There will be a lot of activity in the next few months and I cannot guarantee that I will be available when needed. I am at a point where I have to put my own business first, where every hour I put into it results in significantly improved service and lower operating costs.

Sincerely,

Margaret Melcher

Margaret Melcher
JEFFERSON MADISON REGIONAL LIBRARY
Director's Report
March 18, 1982

Due to the extremely tight schedule of budget and deficit meetings last week, this week and next week, this report will be brief. Enough media hype has surrounded the library's problems that I don't believe a replay of it is necessary here. Attached is a copy of my letter of apology to Gerald Fisher and the other supervisors in which I accept full responsibility for the flyer that went out. A similar letter was sent to all City Council members following a call to Frank Buck.

I have just met with the Staff Association and it is hard to overemphasize the depth of the feelings that were expressed. They felt that they were working for the good of the library to try to prevent major cuts and that they were made the public scapegoats in the brouhaha that ensued. I doubt very much that they will be willing to write a public apology, as Fisher suggested, nor do I think it necessary. If the Board feels that such a gesture is mandatory, I will be glad to go public with my mea culpa. Personally, I think the less said the better at this point. I am working very hard with the staff to help them understand the politics of the situation and hope that given sufficient time, some mutual shred of trust between Staff and Board, Board and Director and Staff and Director may be restored.

Also, I believe that as far as the two jurisdictions are concerned, now that they have publicly vented their wrath they will not seriously hold it against the library that the staff urged public help for the continuance of library service. The teachers, for instance, are much more vocal every year in their demands than librarians have ever been. And finally, the good that did come out of the whole mess is that the tremendous outpouring of public support made clear that a lot of people out there do value our services and consider them vital.

FY'82 DEFICIT

Meetings have now been held with every jurisdiction on this subject. Greene, Louisa and Nelson all voted immediately to pay their share which was calculated on the basis of the projected $40,000 shortfall this year and totalled $3,440 altogether. Unfortunately, City Hall has since come up with further deficits they have uncovered going back to the previous year. These bring the total deficit to $65,993. Feeling that we could not go back to the smaller jurisdictions again, we have asked Charlottesville and Albemarle for a 45%/55% split, these amounts coming to $28,149 and $34,404 respectively.

The City, without committing itself definitely, did give a first reading to that amount, pending further discussions with the Board and Director and Mr. Fisher promised that they would work closely with the City in dealing with this issue.

The City also asked that we come up with specific alternative possible cuts and the savings they would realize both for the rest of this year and the next.

FY'83

Jim Hingeley and I are on the agenda at 9:00 tonight, 3/18. The City has already informed us that the City Manager will recommend funding the library at a figure $12,717 less than we requested. Meeting with the Department Heads on Wednesday (3/17) the following service cuts were suggested as being the least painful to both the public and the library:
1.) Closing Central one full day and two nights a week.
2.) Doing the same at Gordon Avenue but on different days and nights, so that one library, at least, would be open 9:00 a.m. to 9:00 p.m. Monday through Friday, and one on Saturday.
3.) This would enable us to cut down on the hours of shelvers, cleaning crews and Security Guard.

These measures should effect a savings in utilities and wages of between $12,500 and $15,000.

They also recommended adopting a summer schedule, as many libraries normally do, of being open only one night a week during July and August and closed Saturdays. This is based on the pattern of circulation that prevails during the summer months.

As the other jurisdictions announce their appropriations, further cuts applicable to their area will undoubtedly have to be made.

NELSON COUNTY

Last week Hannah McLay, Carol Taylor, Karen Aprill and I met with the County Administrator, to discuss service options, particularly relating to the bookmobile. Carol officially presented the new budget last night (3/17) and reported the supervisors were noncomittal. She also produced some beautiful visual aids in the way of bar graphs showing increases in circulation and operating expenses to be used with Charlottesville and Albemarle. Thanks, Carol!

GREENE COUNTY

Jean Blakey and I meet with the supervisors Friday afternoon 3/19 to present the Budget.

LOUISA COUNTY

Margaret Perley and I meet with their officials Monday night, 3/21.

ALBEMARLE COUNTY

Their budget work session is scheduled for 1:30 p.m. April 5.

LEVEL III RENOVATION

Most of the work is finished now with the exception of laying the surplus carpet from downstairs. Total cost of painting, plastering and refinishing the hardwood floors come to $10,823.

The price received for cutting and laying of the red carpet in the Jury Rooms (Public Meeting Rooms), Court Room (Future Auditorium), Director's Office and "Board Room" (between Director's and Secretary's offices) comes to $1,422. This, of course, is subject to Board approval at your meeting the 23rd.

BOARD MEETING

Sandy Gilliam has requested an Executive Session at the beginning of Tuesday's meeting, from 3:00 to 3:30 p.m.

Respectfully submitted,
Betty C. Kohler
Director

BGK:ds
March 15, 1982

Mr. Gerald Fisher, Chairman
Albemarle County Board of Supervisors
Sheffield Road
Charlottesville, Va. 22901

Dear Mr. Fisher:

I am writing in an attempt to make amends for the unfortunate events of the past week.

First of all, I accept full responsibility for what happened in the premature releasing of information to the public, and I want to tell you how sorry I am that you and other supervisors were put in the position of being asked to comment on proposals of which you weren't even aware.

I can only say in defense of the staff (I have nothing to say in my own defense) that after they heard the proposed service cuts we were going to discuss with Mr. Agnor and Mr. Hendrix, they were naturally very upset; when people knew that their jobs are being threatened they want to do anything they can to prevent it. Unfortunately, I let myself get caught up in the urgency of that feeling of wanting to do something, and even though we had the tacit approval of two Board Members, it was a serious error in judgment on my part not to have checked it out with the other nine before releasing the flyer.

As to the media coverage: I did not seek out the interviewers, they called me. I realize this is no excuse and I regret many of the quotes, but at least it was not an attempt on my part to manipulate the media as Mayor Buck has suggested.

Again, I apologize for any annoyance you and the other supervisors have been caused, and hope you will accept my apology in the spirit it is offered. I had hoped to improve the relationship between the County and the library, not to damage it even further.

Sincerely,

Betty J. Kohler
Director

cc: All Supervisors
MONTHLY MEETING

JEFFERSON MADISON REGIONAL LIBRARY

AGENDA

ORDER OF BUSINESS

DATE: February 23, 1982
3:30 p.m., Room 222
Central Library

3:00 - 3:30 TALK TIME

CALL TO ORDER

MINUTES

CIRCULATION (January, Corrected December)

FINANCIAL REPORT (January)

DIRECTOR'S REPORT - Mrs. Betty G. Kohler

COMMITTEE REPORTS:
  Personnel Committee - Mrs. Blakey (Meeting scheduled for 3/3/82 at 10:30 a.m.)
  Building Committee - Mr. Gilliam
  Budget Committee - Mrs. Burch
    1) Status of Deficit FY '82
  Program & Objectives Committee - Mrs. Taylor

STAFF ASSOCIATION - Ms. Granger

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT
Sunday, February 7, 1982  2:00 P.M.

1.) Dolores' Job

2.) Forest Hills' Revised Figure:
   With deletions = $1,985  (from $4,580)
   Total Pnty/Plstng 8,748
   Total  $10,733

3.) List of Electrical Installations

4.) Interest on Building Fund

5.) Sr. Center Contract and Vepco Bill

6.) Scottsville - Water Line

7.) Transfer of $200 to James River Book Club (H. Wienke)

8.) Air Conditioning in Basement at McIntire?

9.) Mike VanYahres - Landscaping

10.) Budget

11.) Back to Jurisdictions?
MINUTES OF THE FEBRUARY 23, 1982 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT:
Mr. James M. Hingeley, Jr. Acting President
Mrs. Danielle Burch
Mr. Alexander G. Gilliam, Jr.
Mrs. Karen Hayden
Mrs. Margaret Perley
Mrs. Donna Reaves
Mrs. Carol Taylor
Mrs. Helen Wieneke

ABSENT:
Mrs. Jean Blakey
Mrs. Barbara Isaacs
Mrs. Margaret Melcher

ALSO PRESENT:
Ms. Hannah McLay, State Library Area Consultant
Mrs. Betty G. Kohler, Director
Ms. Deborah Granger, Staff Association President
Mrs. Dolores Sperelakis, Recording Secretary

The meeting was opened at 3:30 p.m. and officially reached quorum status at 3:45 p.m. The minutes of the January meeting were approved with one correction: Mrs. Reaves noted that Mrs. Perley was present at the meeting and had been listed as absent. This correction noted, the minutes were approved as submitted. The Circulation Report and Financial Report for January were accepted as submitted.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Reaves moved that the Snow Days Policy be approved with the addition of Albemarle to the outlying jurisdictions' list, paragraph 4, and seconded by Mrs. Wieneke the motion was approved.

(2) Mr. Gilliam moved that the Board of Trustees approve the sale of the Vinegar Hill property with proper disbursement of funds to the jurisdictions according to funding. Seconded by Mrs. Hayden the motion was approved.

(3) Mrs. Perley moved that the jurisdictions, should they desire, be invited to participate in a general discussion of the regional contract. Seconded by Mrs. Wieneke the motion was approved.

(4) Mrs. Hayden moved that additional funding of $680 be approved for painting on Level III (shelves, halls). Seconded by Mrs. Burch the motion was approved.

DIRECTOR'S REPORT

Mrs. Kohler reported that she had visited the Crozet Branch and the pursuance of a new library, as previously proposed by Mr. Wilcox, should proceed. A meeting with Mr. Wilcox will need to be set up. A Capital Improvement Proposal has been submitted to the Albemarle Planning Department. Mrs. Kohler also mentioned that budget workshops with the jurisdictions will begin shortly.

COMMITTEE REPORTS

Personnel Committee - Mr. Hingeley reported on the meeting of the Personnel Committee. Note Motion 1.

Budget Committee - Mrs. Kohler reported that Louisa has the library on the agenda for March 1 regarding deficit funding. Ms. McLay reported that cutting the bookmobile services will have to be carefully evaluated so that state aid monies will not be affected. State aid requires that certain standards of service be maintained in the jurisdictions. Book drops may be a consideration.
COMMITTEE REPORTS (Continued)

Mrs. Taylor reported briefly on a recreation program that is funded in Nelson during the summer months. She used this as a comparison in funding.

Building Committee - Mr. Gilliam reported on his meeting with Fire Marshal Maupin and City Inspector Mr. Pace concerning Level III and fire codes. Doors leading into the hall must be fire rated particularly once Level III is opened to the public. It was requested that Mr. Elias be contacted for prices on fire rated doors. They also visited the lower level of McIntire.

Mr. Hingeley reported briefly on the lease with the Senior Center. Currently, the utility bills will be allocated on an 85-15% basis and phase II, when the library occupied McIntire’s lower level a projection of 65-35% is possible. There is a need to meet with the Bookmobile personnel to draw up plans for their actual needs such as shelving, etc. Appropriation for renovation of the lower level is uncertain as to source.

Mrs. Kohler commented that there is a lot of carpeting left over from Level I and can possibly be used in the meeting rooms. Estimates will be obtained and the Building Committee will advise.

Staff Association - Ms. Granger reported that the staff, after a survey, favored a cost of living and merit increase rather than strictly cost of living. It was noted that the Board is committed to the merit system.

UNFINISHED BUSINESS

Vinegar Hill property (note Motion 2) action taken. It was requested that the county attorney act on the behalf of the library in reviewing the sales contract. The city attorney will draw up the sales contract.

Mr. Hingeley will draft a letter to be sent to the jurisdictions inviting them to participate in a discussion of the regional contract. (note Motion 3) A brief discussion of the allocation formula followed.

Mrs. Wieneke commented on the valuable articles owned by the library and submitted an appraisal sheet. Possibly these articles can one day be used in one of the meeting areas.

NEW BUSINESS

Mrs. Burch and Mrs. Hayden have spent time with the staff interviewing about possible positions for volunteers. A volunteer coordinator is a necessity to implement the program. Discussion of funding ensued. The advantage of a professional in that slot would be the use of state aid funds could be implemented.

The meeting was adjourned at 6:03 p.m. Dolores Sperelakis
Recording Secretary
SNOW DAYS POLICY (Draft submitted to Board 2/23/82)

If road conditions become hazardous during the day or night due to snow, Library offices may close at the discretion of the Library Director. The Library Director, or designated agent, will notify the radio stations of such closings. Staff members are expected to report to work unless they are informed otherwise.

In cases of inclement weather, supervisors shall have the authority to allow staff members who live in outlying areas to leave early from work with the understanding that such time will be taken as compensatory time or annual leave. In the absence of the Director, the person in charge of any library branch may close it if an emergency exists. The Gordon Avenue Branch librarian will decide about closing of that branch based on local conditions and inform the Director. Any such closings will be reported to the Board of Trustees at their next regular meeting.

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

Branches in the outlying counties of Greene, Louisa and Nelson should consult their Sheriff's office as to the advisability of opening or closing and make a decision after consultation with Extension Supervisor who will notify radio stations.

As has been customary, Bookmobiles do not run if schools in the area in which they are to travel are closed.
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY

AGENDA

ORDER OF BUSINESS

DATE: January 26, 1982
3:30 p.m., Room 222
Central Library

3:00 - 3:30 TALK TIME

AUDIT DISCUSSION - Mr. Zach-Robinson, Farmer, Cox

CALL TO ORDER

MINUTES (December 1 Meeting) Previously mailed

CIRCULATION REPORT (November-Mailed in December)
(December - Enclosed)

FINANCIAL REPORT (November - Enclosed)
(December - Available at Meeting)

DIRECTOR'S REPORT - Mrs. Betty G. Kohler

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

STAFF ASSOCIATION - Ms. Granger

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

EXECUTIVE SESSION

* There will be a meeting of the Budget Committee, MONDAY, JANUARY 25, 1982 at 2:30 in Room 222, Central Library.
FY'82 DEFICIT

Jean Blakey and I visited the Greene County Supervisors last week and they unofficially indicated a willingness to pay their share, $840. This gives us a psychological boost in approaching the other jurisdictions.

In the meantime, the projected deficit has had to be increased to $40,000 as a shortage has shown up in retirement and hospitalization of over $13,000 and the Repairs/Maintenance figures continue to grow. Since most of the deficit is due to increased costs of operating Central it seemed only fair to retain the allocations of the outlying counties and add the increase to Charlottesville's and Albemarle's shares.

Attached is a copy of the letter that is going out to City Council members and Supervisors requesting a place on the agenda of their next meeting, with the allocation for each. They also received the attached copy of the current budget showing the underfundings.

We will be presenting this to Louisa on Monday, March 1* and Charlottesville, not set yet. Hannah Mclay, Carol Taylor and I will be meeting with Nelson County on March 11 to discuss deficit and Bookmobile alternatives for 1983. A letter was sent to Guy Agnor earlier, but no answer has been received as yet.

*Margaret Perley will be unable to attend. Can Jim or Danielle accompany me?

FY'83 BUDGET

According to Dolores' inquiries, all the jurisdictions are planning on late March public hearings as they are waiting to hear what state and federal aid will be available. Albemarle's will be "around March 22."

LEVEL III

Work continues, but we hope to be finished by early next week. A decision was made (and approved by the Building Committee) to sand and refinish those rooms with hardwood floors rather than carpeting them. Also the three exit halls needed to be repainted after the other painting was done as there was a marked discrepancy in color. Apparently the original paint was a mix and was impossible to reproduce the exact color. Total cost of both operations: $1,395.

Sandy Glliarm and Phil Williams are meeting with the fire marshall on Friday, February 26th to discuss code violations.

NELSON COUNTY

They have agreed to pay the money needed to restore full bookmobile service. We are awaiting receipt of their check. The county administrator requested that we add the amount to their quarterly payment and bill them accordingly.

SNOW DAYS POLICY

The revised copy with suggestions from Department Heads incorporated is attached.

CROZET BRANCH

Since I have not been able to contact Stan Wilcox and the deadline for submitting projects for Albemarle's Capital Improvements Program was approaching, Katherine Imhoff with the Planning Commission felt we should be on record with the request for a new branch. I used the 4,000 sq. ft. figure previously discussed for 1985 population and suggested $50 a sq. ft. As you no doubt all remember, we have blueprints and specifications from Johnson, Craven & Gibson Architects.

Respectfully submitted,

Betty G. Kohler
Director
JEFFERSON MADISON REGIONAL LIBRARY

Director's Report

February 18, 1982

FY'82 DEFICIT

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In the meantime, the projected deficit has had to be increased to $40,000 as a shortage has shown up in retirement and hospitalization of over $13,000 and the Repairs/Maintenance figures continue to grow. Since most of the deficit is due to increased costs of operating Central it seemed only fair to retain the allocations of the outlying counties and add the increase to Charlottesville's and Albemarle's shares.

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FY'83 BUDGET

According to Dolores' inquiries, all the jurisdictions are planning on late March public hearings as they are waiting to hear what state and federal aid will be available. Albemarle's will be "around March 22."

LEVEL III

Work continues, but we hope to be finished by early next week. A decision was made (and approved by the Building Committee) to sand and refinish those rooms with hardwood floors rather than carpeting them. Also the three exit halls needed to be repainted after the other painting was done as there was a marked discrepancy in color. Apparently the original paint was a mix and was impossible to reproduce the exact color. Total cost of both operations: $1,395.

Sandy Gilliam and Phil Williams are meeting with the fire marshall on Friday, February 26th to discuss code violations.

NELSON COUNTY

They have agreed to pay the money needed to restore full bookmobile service. We are awaiting receipt of their check. The county administrator requested that we add the amount to their quarterly payment and bill them accordingly.

SNOW DAYS POLICY

The revised copy with suggestions from Department Heads incorporated is attached.

CROZET BRANCH

Since I have not been able to contact Stan Wilcox and the deadline for submitting projects for Albemarle's Capital Improvements Program was approaching, Katherine Imhoff with the Planning Commission felt we should be on record with the request for a new branch. I used the 4,000 sq. ft. figure previously discussed for 1985 population and suggested $50 a sq. ft. As you no doubt all remember, we have blueprints and specifications from Johnson, Craven & Gibson Architects.

Respectfully submitted,

Betty G. Kohler
Director

BGK:ds
SNOW DAYS POLICY  (Draft submitted to Board 2/23/82)

If road conditions become hazardous during the day or night due to snow, Library offices may close at the discretion of the Library Director. The Library Director, or designated agent, will notify the radio stations of such closings. Staff members are expected to report to work unless they are informed otherwise.

In cases of inclement weather, supervisors shall have the authority to allow staff members who live in outlying areas to leave early from work with the understanding that such time will be taken as compensatory time or annual leave.

In the absence of the Director, the person in charge of any library branch may close it if an emergency exists. The Gordon Avenue Branch librarian will decide about closing of that branch based on local conditions and inform the Director. Any such closings will be reported to the Board of Trustees at their next regular meeting.

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

Branches in the outlying counties of Greene, Louisa and Nelson should consult their Sheriff's office as to the advisability of opening or closing and make a decision after consultation with Extension Supervisor who will notify radio stations.

As has been customary, Bookmobiles do not run if schools in the area in which they are to travel are closed.
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY
AGENDA
ORDER OF BUSINESS

DATE: January 26, 1982
3:30 p.m., Room 222
Central Library

3:00 - 3:30 TALK TIME

AUDIT DISCUSSION - Mr. Zach-Robinson, Farmer, Cox

CALL TO ORDER

MINUTES (December 1 Meeting) Previously mailed

CIRCULATION REPORT (November-Mailed in December)
(December - Enclosed)

FINANCIAL REPORT (November - Enclosed)
(December - Available at Meeting)

DIRECTOR'S REPORT - Mrs. Betty G. Kohler

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

STAFF ASSOCIATION - Ms. Granger

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

EXECUTIVE SESSION

* There will be a meeting of the Budget Committee, MONDAY, JANUARY 25, 1982 at 2:30 in Room 222, Central Library.
PRESENT: Mr. James M. Hingeley, Acting President
Mrs. Jean Blakey, Secretary
Mrs. Danielle Burch
Mrs. Karen Hayden
Mrs. Barbara Isaacs
Mrs. Donna Reaves
Mrs. Carol Taylor
Mrs. Helen Wieneke

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

ALSO PRESENT: Mr. Irvin Farmer, Mr. William Zach, of Robinson, Farmer and Cox Associates
Mr. Philip Williams, Adult Services, Central
Ms. Deborah Granger, Staff Association
Mrs. Betty G. Kohler, Director
Mrs. Dolores Sperelakis, Recording Secretary

The meeting was called to order by the Acting President, Mr. Hingeley, at 3:30 p.m. A brief presentation by Mr. Farmer of Robinson, Farmer, Cox Associates ensued concerning the audit of the library. Mr. Zach and Mr. Farmer were available for questions from the Board concerning any aspect of the audit. The main guideline for the audit was the existing Contract between the Library and its funding jurisdictions. According to Contract, funding and charges are based on circulation figures of each jurisdiction whereby the audit indicates that the contract has not been adhered to by the jurisdictions.

Mr. Williams gave a report on moisture in the heating/cooling system which has impaired some very specialized mechanisms. The repairs on the system will cost several hundred dollars. Currently, there is a service contract which will not cover this problem since it occurred before the service contract and after the initial warranty. Costs involved will be: replacement of an air dryer, drying out the control system and possibly thermostat replacement.

Mrs. Taylor requested that it be noted in the minutes that out-of-area circulation is noted strictly for statistical purposes. There is no double charge to outlying jurisdictions if patrons charge out books at the Central facility. One of the attributes of a regional library is that a patron does have access to all libraries within the regional area.

The minutes of the December meeting were approved as submitted. Due to weather conditions, the meeting of the Board of Trustees scheduled for December 15th did not have a quorum. Members attending chose to use the meeting as a work session on the FY'83 budget. Gordon Avenue circulation figures for December were inadvertently omitted. Corrected copies will be sent to the Board. The December financial report was accepted as submitted.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Burch moved that line item 5301 be allocated according to needs of the budget as administered by the Director. Seconded by Mrs. Taylor the motion was approved.
ACTIONS TAKEN BY THE BOARD: (Continued)

(2) Mrs. Wieneke moved that the Building Committee view the list of renovation needs on Level III and decide what items have a priority and authorize expenditure of such funds as needed. Seconded by Mrs. Blakey the motion was approved.

(3) Mrs. Wieneke moved that the portrait of Mr. Mcintire be on loan to the Senior Center (Located in Mcintire Building) for a temporary period subject to recall by the Board. Seconded by Mrs. Isaacs the motion was approved.

(4) Mrs. Hayden moved that the Board of Trustees initiate and seek the advice of the jurisdictions, comprising the regional, as to the advisability of renegotiating the existing Contract. Seconded by Mrs. Perley the motion was approved.

DIRECTOR'S REPORT:

Mrs. Kohler reported that the Fire Marshall has indicated that Level III has violations of the current fire code. Mr. Hingeley will follow through on this matter. Renovation needs of Level III were discussed. A Building Committee meeting will be arranged.

Mrs. Wieneke reported that the bids for the Scottsville Library will be going with and without an activity room request. Hopefully, the activity room will be incorporated when the time comes for a final decision.

Snow policy was briefly discussed. A Personnel Committee will be called to discuss the matter further. Mrs. Hayden will give Mrs. Kohler the State Climatologist's phone number where weather reports are available.

COMMITTEE REPORTS:

Personnel Committee - No report.
Program & Objectives Committee - No report.
Building Committee - No report.
Budget Committee - Executive Session.
Staff Association - No report.

NEW BUSINESS:

Mrs. Hayden will look into new letterhead for the library. Mrs. Kohler reported that Mr. Gilliam had notified her that a bill will be before State Assembly requesting that State Aid funds for salaries be used for all library personnel and not just limited to professional salaries.

Discussion concerning the Contract with the jurisdictions followed. Note Motion (4). Mrs. Kohler will prepare a background information guide to Mr. Hingeley who will draft a letter to be sent to the jurisdictions requesting input as to the feasibility of contract renegotiation.

UNFINISHED BUSINESS:

Mr. Hingeley reported that the utilities with the Senior Center will be divided based on two periods of use. The split will be 85-15% while the library does not make use of the lower level and the renegotiation of the percentages will be when the library's bookmobiles move into the facility.

The meeting was adjourned into Executive Session at 6:10 p.m.

Dolores Sperelakis
Recording Secretary
This month has been one of our less pleasant ones (to err on the side of understatement), what with unprecedented winter storms and the uncertainties of closings and the refining and revising of the budget figures (already).

To begin with the one piece of good news:

THIRD FLOOR

The low bids for plastering and painting came in at $8,748 total: C & C Painting for $4,248 and Michie Contracting for $4,500. As soon as performance bonds have been obtained the work should begin, probably some time next week. There need to be some electrical installations and minor carpentry that we would like to get done before then; Al Elias has given us tips on whom to use for these. The Building Committee should meet to decide on some suggested changes.

BUDGET:

The results of our "less-than-a-quorum" Board Meeting/Budget Committee of December 15 were presented to city officials and county administrators on January 7. Our request was not greeted with cries of joy, but on the whole they were pretty nice to us. The $90,000 "surplus" about which we were questioned, for which I didn't have the answer then, is the insurance recovery money from Scottsville. We anticipate all the smaller counties will make deep cuts and alternatives need to be discussed.

VINEGAR HILL:

Cole Hendrix announced that the City is "ready to move" on the building project slated for this property. We have no timetable, but the member jurisdictions are aware that they will have funds returned in the following amounts: Charlottesville, $87,376; Albemarle, $87,376; Louisa, $8,641; Nelson, $6,145; and Greene, $2,496.

SCOTTSVILLE:

Once again the Supervisors, while approving the idea of the building but not the cost estimates, sent the architect back to come up with prices for an alternate plan without the activities room. Karen Aprill and I are scheduled to attend the James River Book Club Executive Board meeting January 28 (at which Supervisor Ellen Nash will be present) to try and emphasize the need for this room.

CROZET:

Karen Hayden reports a stalemate on the building situation there. The Building Committee may want to meet with Mr. Wilcox before the next Board meeting; possibly he should even be invited to attend the February meeting. Karen originally wanted to schedule a discussion of this at Tuesday's meeting, but rightly assuming that the bulk of this meeting would be needed for the budget, has made these suggestions instead.

SNOW DAYS:

Jim Hingeley has kindly suggested that the Board give the Director some guidance on criteria for opening or closing in bad weather. This would certainly be gratefully accepted, as 7:30 a.m. consultations with staff members doesn't seem to be the most efficient or satisfactory procedure.
Helen Wieneke informs us that the Sr. Center has requested this picture, which is presently housed in the former "jail" for their dedication ceremony and perhaps for temporary quarters there pending the completion of the auditorium renovation.

APPRAISAL OF SHAKESPEARE FOLIOS:

At our request, Mr. Julius Barclay of the Rare Books Room at Alderman accompanied by Mr. Graves, an out-of-town expert, examined the books and objets d'art also housed in the jail and gave us some pointers about liquidating these assets. Margaret Melcher has asked Helen Wieneke and Donna Reaves to act as our agents in this matter, so Mr. Barclay's suggestions will be turned over to them. Unfortunately, it was discovered that the complete Shakespeare set consists of nine volumes and we have only eight. Inquiries of Ray Williams and Chris Devan have yielded no further information.

CONTRACT REVISION:

Before Margaret's timely departure for a warmer climate, she asked Jim to send a letter to all the jurisdictional administrators suggesting a re-negotiation of the contract for the purpose of arriving at some better basis of cost distribution: one that would be realistic and enforceable and would take into account the difference in accessibility to Charlottesville's library resources. This may be discussed at the meeting, contingent on time restraints.

NELSON COUNTY:

Administrator Robert Murphy responded to our notification of cuts in Bookmobile service and Branch periodicals with a letter emphasizing their interest in and appreciation of the library and suggested a meeting with the Director to discuss ways to avoid the cuts. (The once a month service is in force, but the cancellation of periodical subscriptions has been postponed pending the outcome of discussions.) Two meetings have been scheduled and postponed because of driving conditions. A third is scheduled for Friday, January 22. Attached are the breakdowns of figures for Nelson County's and Bookmobile II's costs which will be presented to Mr. Murphy. In telephone conversations he asked two interesting questions: in the event of a jurisdiction's pulling out of a system, do they retain the books and equipment bought with State Aid? and: Have we ever thought of "book deposits" at selected locations in lieu of bookmobile service?

For an answer to the first question, a letter has been sent to Dorothy Fuller requesting an official position for our files. (A telephone conversation with Ida Patton, Dorothy's assistant at the State Library, indicated that they probably do, because we wouldn't have gotten that much State Aid had they not been members; in that sense they "earn" it.) Mr. Murphy emphasized that he certainly was not going to recommend their withdrawal.

The answer to the second question is that this may be the way to keep them in the system; it would certainly be infinitely less expensive to have the van, which already makes weekly visits to branches, and gets much better mileage than the Bookmobile, rotate collections once a month.

CHILDREN'S CIRCULATION:

A decision has been made to change the charging out of juvenile materials back to the other side of the circulation desk where staff familiar with them may act in a Reader's Advisory capacity while checking out books.

Respectfully submitted,

Betty G. Kohler
Director
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY
AGENDA
ORDER OF BUSINESS

DATE: December 15, 1981
3:30 p.m.
Central Library, Room 222

3:00 - 3:30 TALK TIME

CALL TO ORDER

MINUTES

CIRCULATION REPORT (November) Enclosed
FINANCIAL REPORT (November) Not Available
DIRECTOR'S REPORT - Mrs. Betty G. Kohler

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

STAFF ASSOCIATION - Ms. Granger

UNFINISHED BUSINESS
(1) Audit
(2) Level III

NEW BUSINESS

ADJOURNMENT

[Handwritten note: Cancelled as official meeting.]
[Handwritten note: No Quorum]
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY
AGENDA
ORDER OF BUSINESS

DATE: December 15, 1981
3:30 p.m.
Central Library, Room 222

3:00 - 3:30 TALK TIME

CALL TO ORDER

MINUTES

CIRCULATION REPORT (November) Enclosed

FINANCIAL REPORT (November) Not Available

DIRECTOR'S REPORT - Mrs. Betty G. Kohler

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

STAFF ASSOCIATION - Ms. Granger

UNFINISHED BUSINESS

(1) Audit
(2) Level III

NEW BUSINESS

ADJOURNMENT

Cancelled as official meeting
No Quorum
PRESENT:  Mrs. Margaret Melcher, President
          Mr. James Hingeley, Jr., Vice President
          Mrs. Jean Blakey, Secretary
          Mrs. Danielle Burch
          Mrs. Karen Hayden
          Mrs. Barbara Isaacs
          Mrs. Margaret Perley
          Mrs. Donna Reaves
          Mrs. Carol Taylor

ABSENT:  Mr. Alexander G. Gilliam, Jr.
          Mrs. Helen Wieneke

ALSO PRESENT:  Mrs. Betty G. Kohler, Director
                Ms. Deborah Granger, Staff Association
                Mrs. Dolores Sperelakis, Recording Secretary

The November Board Meeting scheduled for November 24th was cancelled due
to inclement weather.  The Board Meeting was held December 1st and was called
to order by the president, Mrs. Melcher, at 3:30 p.m.  She requested that
Mrs. Taylor serve on the Budget Committee this year.  No other committee changes
would be made.  Mrs. Melcher indicated that the budget is a board effort and
that all members are invited to any budget meetings and the more participation
the more beneficial it is to each and every serving board member.  Mrs. Melcher
requested that Mrs. Reaves and Mrs. Wieneke form a committee to take stock of
valuables owned by the Library and update appraisals of value.

Mrs. Melcher will be out of town the first months of the new year and Mr.
Hingeley, as vice president, will preside in her absence.  The minutes of the
October meeting were approved as submitted.  The October Circulation Report
did have a discrepancy and a corrected version will be issued.  Discussion
of the financial report was included in the Budget Committee discussion.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Blakey moved that upon presentation of a job description and
salary recommendation that the position of Executive Secretary be upgraded to
Administrative Assistant.  Seconded by Mrs. Burch the motion was approved.

(2) Mrs. Blakey moved that Personnel Performance Evaluations be conducted
on a yearly basis rather than bi-annual with implementation once a year.  Seconded,
the motion was approved.

(3) Mrs. Hayden moved that the Trustees' Building Fund be used to renovate
Level III.  Seconded by Mrs. Blakey the motion was approved.

(4) Mrs. Burch moved that a letter, composed by Mr. Hingeley, be sent to
the Senior Center, outlining some items that should appear in a contract between
the Center and the Library.  Seconded by Mrs. Isaacs, the motion was approved.

(5) Mrs. Perley moved that a three step program involving budget cuts be
implemented: 1) reduce Bookmobile stops and frequency to Nelson County and cut
the periodical expenditures to Nelson Branch; 2) eliminate Sunday hours at the
Central Library; and 3) eliminate compensatory time for attendance at meetings.
Seconded by Mrs. Reaves the motion was approved.  Mrs. Taylor abstained from the
vote.
COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey reported. Note motions (1) and (2). Discussion regarding the evaluation procedure included these recommendations: Probationary evaluations still be used after 6-months employment, implementation of merit increase would be in a month other than July when the Cost of Living is implemented, and the Board would welcome the suggestion of the Director as to the most advantageous timing of the evaluations and its actual implementation.

After discussion, the Cost of Living recommendation of the Board for Budget purposes is 8%.

Building Committee - Mr. Hingeley reported on the ad hoc committee's meeting with the Senior Center representatives. Note motion (4). A tour of the McIntire building was taken by the ad hoc committee and the renovation is progressing rapidly. It was suggested that an engineer from the City might be able to make some recommendations as to the sharing of costs of the building's utilities.

Mrs. Melcher indicated that an invoice from Mr. Rinehart concerning the memorial plaques be allocated to the Trustees' Building Fund as the appropriate funding source.

The Purchasing Department is preparing an invitation to bid on the renovation (painting, plastering) of the third level which should be ready shortly. Note motion (3). The Board is hoping for a reasonable cost since the work will be done during "slow season".

Program & Objectives Committee - Mrs. Taylor reported that the James River Book Club in Scottsville is working on the goals and objectives of their library. She reported briefly on the meeting with the Nelson County Board of Supervisors and the Director. Discussion mainly centered on funding and services. It was commented that it might be very helpful if the Board of Supervisors and City Council were invited to the library and follow a "book's process" from start to finish. Administrative and Technical Services costs are not very obvious to the public and an understanding of such costs would promote adequate funding from the jurisdictions.

Staff Association - Ms. Granger stated that she will be meeting with the Staff Association the next morning to relay the Board's actions.

UNFINISHED BUSINESS:

Copies of the audit made by Robinson, Farmer & Cox Associates were distributed. Discussion will take place at the December or January meeting.

NEW BUSINESS:

Copies of the Albemarle County Planning questionnaire was distributed. Board members will note page 4, 6B. Answers will be sent to Karen Hayden who will compile an overall summation.

A Volunteer Coordinator position was discussed. The State will pay for 1/2 funding of a professional position for one year. Further discussion on the position and whether it can be funded will take place during Budget Committee meetings.

Mrs. Melcher noted a thank you note from the James River Book Club in Scottsville.
BUDGET COMMITTEE:

A meeting was held with Mr. Hendrix and Mr. Agnor concerning the situation of the 1981-82 budget. The Committee noted that the Board faces the problem of returning to the jurisdictions for additional funding or running into a deficit with this budget.

Mrs. Kohler presented to the Board a three step program which will help reduce some costs. Note motion (5). Nelson County did not appropriate any increase in budget for this fiscal year which necessitates cuts in those areas serviced by the Bookmobile. These cuts in service will be fully publicized and effective the first of the year, 1982. The service of sending overdue notices will cease January 1, 1982 in the hopes of saving postage costs, and staff costs. This is effective throughout the system.

Mrs. Kohler discussed the budget for FY'82-83. This is due by mid-December. It was suggested that copies of the Contract between the jurisdictions and the Regional Library be included in budget presentations plus a copy of the State Aid regulations. The use of State Aid and its limitations are not fully understood by the funding jurisdictions and some clarification is needed along these lines. Good communication between the trustee and the jurisdiction it serves helps to solve some of the areas of uncertainty. Board members are encouraged to remain in good contact with their Board of Supervisors or City Council.

The December meeting of the Board will be held one week early, December 15, 1981.

The meeting was adjourned at 6:10 p.m.

Dolores Sperelakis
Recording Secretary
I. THIRD FLOOR

Al Elias has scheduled a pre-bid meeting with interested contractors for Friday, December 18 here at the library. Bids will be opened at 2:00 p.m. on Thursday, January 7, 1982. Mr. Elias estimated that this work should be completed by spring or early summer.

II. PERSONNEL EVALUATION

The Department Heads stated they prefer semi-annual evaluations as it gives an employee warning that he has weak areas and an opportunity for improvement before the final rating. This year only, supervisors will evaluate in January and again in the spring or summer, without the Director's reviewing the preliminary report. It is my feeling that a final evaluation in September or October would be most helpful in budget making as it would permit more precision in calculating the salary budget.

III. SERVICE CUTS

The three recommendations adopted by the Board should go into effect January 1 and publicity about them should go out as soon as possible. Since our budget is going to the jurisdictions this week (December 17-18), this should reinforce the idea that we are making every effort to live within our means. Separation of State Aid and local funds in our budget presentation will underscore the stringent restrictions on using State Funds.

IV. FY'82 BUDGET

It now appears, based on the best estimate one can make with the incomplete figures we have so far this fiscal year, that we will have a budget deficit of between $20,000 to $25,000. Whether or not we should go back to Charlottesville and Albemarle to ask for this amount is a decision the Board will have to make between now and February, when utility costs can be more accurately gauged.

V. FY'83 BUDGET

Despite the fact that we could have used State Aid funds for funding half of three new professional positions for the coming year, the fringe benefits we have to pay made their addition prohibitive. As it is, the budget as presently figured (before the Budget Committee meeting December 11) is a 20% increase over the current year. This reflects the service cuts already planned and absolutely no new staff except the professional Volunteer Coordinator whose salary will be 50% funded by State Aid.

Both Reference and Children's Services urgently requested additional staff to cope with the increased business in their departments (38% in Reference, overall circulation increase at Central of 36%, with a whopping big increase of 85% in Juvenile). Even the cost of part-time non-professional help raised the budget a couple more percentage points. It is to be hoped that volunteer para-professionals can be obtained to ease the situation.
V. FY'83 BUDGET (Continued)

The one good feature about requesting additional emergency funds for the current year is that it would raise the basic budget so that the projected increase would be only 16.7%.

Respectfully submitted,

Betty G. Kohler
Director

BGK:ds

P.S. I'm happy to inform you that Hannah McLay will be present at the Board meeting on December 15th, barring any inclement weather.
MONTHLY MEETING

JEFFERSON MADISON REGIONAL LIBRARY

AGENDA

ORDER OF BUSINESS

DATE: November 24, 1981
3:30 p.m.
Central Library, Room 222

3:00-3:30 TALK TIME

CALL TO ORDER

MINUTES

CIRCULATION REPORT (October)

FINANCIAL REPORT (October)*

DIRECTOR'S REPORT - Mrs. Betty G. Kohler

COMMITTEE REPORTS:

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

STAFF ASSOCIATION - Ms. Granger

UNFINISHED BUSINESS

(1) Audit Presentation
(2) Level III Floor Plan (Enclosed)

NEW BUSINESS

(1) FY '82-83 Budget

ADJOURNMENT

* Hopefully, will be available at the meeting.
NOVEMBER MEETING CANCELLED
DUE TO BAD WEATHER
At Margaret Melcher's suggestion, since most Boards have a tendency to discuss problems at length without solutions being arrived at promptly, action that needs to be taken in each instance, and by whom, will be listed and so labelled in these reports. She also suggested the period before the Board Meeting, 3:00-3:30 be considered "Talk Time", to give everyone a chance to air ideas.

THIRD LEVEL

Al Elias, City Purchasing Agent, has walked around with members of the staff and is supposedly in the process of getting specifications written for the purpose of advertising bids. He reported last week that he could not give us any idea when these would be ready. He said he would:
(1) Check with the Fire Chief about the necessity of replacing glass panels and transoms in doors;
(2) Send somebody to look at the roof that was leaking over one of the jury rooms.

BUDGET DISCUSSION

A meeting with the Budget Committee, City Manager and County Executive and Director will be held November 20 primarily to discuss the budget. This might also be a good chance, while we have them on the third floor, to ascertain the possibilities of their paying for the needed renovation here.

Margaret has suggested preparing a wish list (drawn from Mr. Devan's lists) for the contingency fund money and telling them these are basic needs; that if we have to spend the contingency money on renovation, we will have to come to them for money for the wish list.

On re-reading Chris's lists, I find that most of the items have been done. Of the ones left, I would consider most basic:
(1) Renovation of lower level of McIntire for Bookmobile;
(2) Stairway to mezzanine;
(3) Display cases and shelving for mezzanine;
(4) Signage for whole building;
(5) Tiled floor in children's storage area on mezzanine;
(6) Fire extinguisher in Staff Room;
(7) Installation of rest of thermostats on 3rd floor.

Since our meeting with Mr. Agnor and Mr. Hendrix will have taken place before the Board Meeting, anyone wishing to express any opinions before should contact Margaret or me.

BUDGET, FY '82-'83

The first draft for FY 82-83 is supposed to be on the City Manager's desk December 10. Nothing higher than a 5%-10% increase will be accepted. Since we are planning to go back to Charlottesville and Albemarle in January to request additional funds for FY 81-82, it is difficult to know what figure to use and to base an increase on. This is one of the problems to be discussed on the 20th.
Another is that the current operating budget is so unstable, I am asking Department Heads to give me their total expenditures for the last twelve months and I will start from there.

Since I doubt that the jurisdictions will grant me a delay on the December 10th deadline (though I'll request one November 20th), I shall probably just have to take the figures the department heads come up with and project a 10% increase across the board. This is not the way I prefer to budget, but I see no alternative in this case.

Another item that should be discussed with them is inclusion of bookmobile replacement in Capital Outlay.

Board action on cost-of-living increase for FY-83 will be needed at this time. My earlier fears that there would be none were mistaken.

BOOKMOBILE

I spent Monday, November 16 on the Nelson County run that includes Avon, Greenfield, Nellysford and Roseland. The earliest date that I can make time for the second run is December 16. I'll then meet with all the bookmobile people on December 18 and be prepared to make a recommendation for cutting service before the January Board Meeting.

MCINTIRE LOWER LEVEL

ACTION ITEM: Sandy Gilliam to meet with Danielle Burch and Jim Hingeley (the ad hoc committee) and draw up contract with the Senior Center. Also to discuss with them paying part (75%) of $400 photocell light installed outside entry on lower level of McIntire.

ACTION ITEM: Sandy to talk with Lloyd Smith about the bill for Jack Rinehart's time in connection with memorial plaques.

Al Elias will be asked for structural engineer's advice on renovation for bookmobile quarters as soon as third floor plans are under way.

LANDSCAPING

Mr. Van Yahres stopped in to pick up the landscaping blueprints. He said that a new group, Piedmont Professional Grounds Managers, had been formed to get these projects started.

FRIENDS MEETING

At their November 6 meeting they approved $4,010 worth of "regular" expenses including the $500 President's Discretionary Fund, seasonal and annual activities, art materials, continuing activities, Virginia Museum Traveling Exhibits and books for the Joint Security Complex. They also approved a Porta-Potty and watercooler for Scottsville, a portable electric typewriter for Louisa and Crozet and some low bookshelves for Nelson and Gordon Avenue, making a total of $7,000.

FALSE ALARMS

The library was the innocent victim of dust in the smoke detector located in Dolores's office. Not once, but three times, Friday, Saturday and Sunday (while I was conveniently out of town) alarms went off and fire trucks rushed promptly to the scene. The Simplex system finally remedied the situation on Monday. Meanwhile, Phil deserves more kudos.
Nov 23, 1981

Dear Mrs. Melcher,

It was generous of you to give the Scottsville library the books which were salvaged from the fire and the chairs, tables, and desk from the McIntire Library. The books should provide funds for several necessary items for the library and certainly the furniture was needed and is being used.

Both employees and
Patrons of the library are grateful.
Thank you very much.

Sincerely,

Mildred Holt
Corresponding Secretary
AT LAST, THE CARPET

A couple of weeks earlier than planned, the carpet arrived Monday morning. Sending it back to storage, we called the movers, who are now working rapidly to pack the books and ready the floor for laying it. Patrons seem relatively unconcerned. The crew estimates three to four weeks, but working till 9:00 each night as they did today, they may do better than that.

LANDSCAPING II

Mrs. Cromwell of the Piedmont Garden Club has called and offered us $600 worth of je ne sais quoi on the condition that the City not touch it. I felt safe in assuring her they wouldn't and suggested she get in touch with Mr. Van Yahres.

(I was late getting this out because of VLA last Thursday and Friday and my bookmobile jaunt this Monday.)

Respectfully submitted,

Betty G. Kohler
Director

BGK:ds
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY
AGENDA
ORDER OF BUSINESS
NOTE EARLY MAILING!!!!

CALL TO ORDER

DATE: October 27, 1981
3:30 p.m.
Central Library, Room 222

MINUTES

CIRCULATION REPORT (September)

FINANCIAL REPORT (September)*

DIRECTOR'S REPORT - Mrs. Betty G. Kohler

COMMITTEE REPORTS:

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

STAFF ASSOCIATION - Deborah Granger

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

* Revenue not available
AGENDA ADDENDA

October 27, 1981

I. Personnel Committee Report - Followed by Executive Session

II. Building Committee
   A. Al Elias - Level III Renovation - Bids
   B. Suggested time schedule for resolving problems involved with the
      Friends' Book Sale, Bookmobile move, expansion of Gordon Avenue
         (1)Leaks in G.A. (report from A. Gorczyca) preventing sorting:
            Friends will sort in lower level of McInire for this year's
            Book Sale
         (2) Renovation of McInire lower level for Bookmobile, May-June, 1982
            (Al Elias get structural engineer to check?)
         (3) Friends will renovate G.A. garage for future book storage for sales
         (4) Surplus books at G.A. moved to former Bookmobile area
   C. Photocell Spot Light Expenditure of $400
   D. Memorial Plaques

III. Budget Committee
   A. Suggestions from Hannah McClay
      (1) When to "go back" to jurisdictions
      (2) Percentage allocation of State Aid money (should be based on
          appropriations if anything)
      (3) Need for new contract in future
      (4) Complexity of contract
          (see attached sheet for actual allocation & appropriations)
   B. Suggestions for Cutting Service to Nelson
      (1) Bookmobile cuts

IV. New Business
   A. Senior Center suggests division of utilities 65%-35%. (I suggested
      90%-10% until Bookmobile is actually located in building)
   B. Response to Cole Hendrix re FY '83 Budget
      (1) With Board approval, elimination of overdue notices, savings in
          postage (get figures)
      (2) Request for full time Volunteer Coordinator to run massive program
          of volunteers to replace the 10-15 full time staff positions we
          are not requesting
      (3) Request for full time roving handyman/engineer per Philip Williams'
          letter
   C. Patron Incident
   D. Request from Staff Association about December 26 and 27, 1981
   E. "Wish List" from Friends suggested by department heads
   F. Establish policy about gifts to community libraries remaining in local
      branch and the desirability of jurisdictions having local Friends group
      and holding own book sales
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<td>Wisconsin</td>
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MINUTES OF THE OCTOBER 27, 1981 MEETING OF

THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

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

ABSENT:  
Mr. James M. Hingeley, Vice President  
Mrs. Donna Reaves  
Mrs. Carol Taylor

ALSO PRESENT:  
Mrs. Betty G. Kohler, Director  
Ms. Deborah Granger, Staff Association  
Ms. Karen April, Extension  
Mrs. Dolores Sperelakis, Recording Secretary

GUEST:  
Ms. Hannah Mc Lay, Virginia State Library

The meeting was called to order by the President, Mrs. Melcher, at 3:40 p.m. as soon as a quorum was attained. The minutes of the September meeting were approved as submitted. The Circulation Report noted increases in most agencies and was accepted as submitted. The Financial Report for September was accepted as submitted. Full Financial Reports will be available at Board Meetings. The Board mailing will have the financial sheet pertinent to each trustee's jurisdiction with a summary sheet of the whole report. Mrs. Kohler noted that several line items were overspent at this point in time.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Blakey moved that the 800 books salvaged from the Scottsville fire be turned over to the James River Book Club to be sold at a book sale to raise some funds for the replacement items at the new library. Seconded by Mrs. Burch the motion was passed.

DIRECTOR'S REPORT:

Mrs. Isaacs inquired about the status of the carpet replacement. Mr. Williams replied that the carpet had arrived ahead of schedule and that plans were being made to have a crew do the book/furniture moving. This will curtail some library service. Mrs. Melcher requested that the public be kept informed via the media.

Mrs. Kohler discussed budget and state aid. At the present time, the budget is based on a contract that allocates cost based on circulation. Hannah Mc Lay, State Library Consultant, indicated that the state gives the regional library and the library board full authority to allocate state funds in their region. There was brief discussion concerning the present contract. A revised contract had been submitted to the jurisdictions a couple of years ago with no action ever taken. After the submission of the FY 82-83 budget thought should be given to approaching the jurisdictions regarding the contract. The current budget does indicate a need to return to the jurisdictions. Underfunding and the repercussions that may be necessary to implement was discussed. Possibilities include cutting of hours, limited bookmobile service, fewer services and books. It was suggested that discussion with the jurisdiction where such cuts are needed, would be helpful in determining just what area should be reduced.
DIRECTOR'S REPORT: (Continued)

The Audit of the library's finances will be available shortly. Mrs. Burch, as Chairman of the Budget Committee, pointed out the need for a Capital Improvements and Depreciation columns in budget preparation and funding.

COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey reported that she attended the annual meeting of the Staff Association. Queries from the staff regarding the adjustment and cost of living was covered by Dolores Sperelakis at the meeting. She notified the Board that she had received a letter from the Staff Association requesting that she not attend Staff Association meetings. Communication has been the main objective and this has been one method to achieve this goal. Ms. Granger, the new president for the Staff Association, will discuss this further with the Staff Association.

Building Committee - Mrs. Kohler reported that it will take about $20-25,000 to renovate the upper level of Central library. The City/County will need to be contacted to seek a source of funds.

Dr. Thompson, of the Senior Center, has been in to meet with Mrs. Kohler. The ad hoc committee needs to draw up a contract with the Senior Center as to use of utilities and responsibilities (extra fire protection in kiln area).

At the request of Mrs. Kohler, Mr. Gilliam will check into the Rinehart invoice. Mr. Gilliam reported on the Scottsville presentation to the Albemarle Board of Supervisors. Costs should be in the area of $50-55/sq. ft. which would be a cost of $200,000. A tree project for downtown is in the making and will mean that the library will benefit from this endeavor (Central).

Mrs. Kohler reported that Gordon Avenue is still having problems with water leakage. This is being investigated further with some estimates as to the cost involved to correct the situation.

NEW BUSINESS:

Mrs. Kohler gave some background on elimination of fine notices based on the experience of the Cleveland Public Library. Commencing January 1, 1982 this system will discontinue the sending of fine notices.

The Staff requested that the library be closed the Saturday and Sunday after the Christmas holiday. The board issued approval for this closing.

Mr. Gilliam suggested placing bins in the libraries to collect books for the annual book sale.

STAFF ASSOCIATION:

Ms. Granger introduced herself as the incoming president for the Staff Association. One of the main concerns of the staff still centers on the evaluation procedure. One of the goals this year is to work with the director to further improve the evaluation procedure.

Executive Session followed. The meeting was adjourned at approximately 6:55 p.m.

Dolores Sperelakis
Recording Secretary
Memorandum, September 10, 1981

To: Staff and Board of Trustees
JEFFERSON MADISON REGIONAL LIBRARY

From: Personnel Committee

The Personnel Committee, in response to a staff request, met on September 8th to study the relationship of merit awards to performance evaluations.

Our survey indicates that the use of performance evaluations in awarding merit increases resulted in an equitable distribution of the funds available for that purpose.

An overview shows that merit awards were distributed as follows:

1 employee received an increase of 7.5%
12 employees received increases of 5%
30 employees received increases of 2.5%
7 employees received no merit award
CALL TO ORDER

INSTALLATION OF NEW OFFICERS

MINUTES

CIRCULATION REPORT (August)

FINANCIAL REPORT (Not Available)

UPDATE (Philip L. Williams, Acting Director)

COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey
Building Committee - Mr. Gilliam
Budget Committee - Mrs. Burch
Program & Objectives Committee - Mrs. Taylor
Assignment: Ways to Save Money Ideas

STAFF ASSOCIATION - Mrs. Mary Barbour

UNFINISHED BUSINESS

Welcome Party for New Director - Mrs. Hayden

NEW BUSINESS

ADJOURNMENT
PRESENT:
Mr. James M. Hingeley, Vice President
Mrs. Jean Blakey, Secretary
Mrs. Danielle Burch
Mrs. Karen Hayden
Mrs. Donna Reaves
Mrs. Carol Taylor
Mr. Alexander G. Gilliam, Jr.
Mrs. Barbara Isaacs
Mrs. Margaret Perley
Mrs. Helen Wieneke
Mrs. Mary Barbour, Staff Association
Mrs. Dolores Sperelakis, Recording Secretary

ABSENT:
Mrs. Margaret Melcher, President
Mr. Philip L. Williams, Acting Director
Mr. Philip L. Williams, Acting Director

ALSO PRESENT:

The meeting was called to order by the Vice President, Mr. Hingeley, at 3:35 p.m. The minutes of the August meeting were approved as submitted. The Financial Report for August was not available and will be mailed to board members as soon as it is available. The Circulation Report for August was accepted as submitted. Mr. Williams pointed out that a corrected copy of July's Circulation Report gave Gordon Avenue a gain rather than a loss for July.

UPDATE:
Mr. Williams, Acting Director, reported that the carpet samples had been sent back and a selection made. The memorial plaques have been ordered through Mr. Rinehart. Mr. Williams mentioned that with the help of the police department, electric engravers are now available to library patrons to make use of in order to protect property, a community service effort.

COMMITTEE REPORTS:

Personnel Committee - Mrs. Blakey reported that there are still areas of concern to the staff. One being that a few people did not receive a full 8% cost of living due to the entry level A being dropped when the salary adjustment was made. An explanation of what was involved will be made to the staff at the Staff Association meeting. Another concern is with the evaluation procedure and the actual financial limitation. Better communication in both areas will help to solve some of these concerns. The annual Staff Association Meeting will be held on October 13, 1981 at 9:30 a.m.

Building Committee - Mr. Hingeley noted that the lease with the Senior Center for use of McIntire building has been approved by the City Council. A copy of a letter from Mr. Wiley outlining ownership of the McIntire building was included in the board mailing. The board is on record that the lower floor of McIntire will be used for bookmobile services.

Mrs. Hayden reported that Mr. Wilcox has agreed to make meeting rooms available at Windham for use by the Crozet Library.

Budget Committee - No report.

Program & Objectives Committee - Mrs. Taylor noted that VLA will meet at the Homestead and hoped that some staff and the director would attend this meeting.
Program & Objectives Committee - (continued) Mrs. Taylor attended a VLA meeting for young adult services which was very good. Mr. Williams indicated that a reference librarian works in this area both at Gordon Avenue and Central. Discussion followed regarding the approach that the board should follow when it considers the goals and objectives of the library. It was decided that a meeting to discuss various approaches, thoughts and philosophies be held on October 10, 1981, Saturday. The new director, Mrs. Kohler, will be on board and will be able to meet with the board at that time. A basic starting point is needed to start work on this objective.

A slide presentation of the library's services in the different areas will be available for showing.

STAFF ASSOCIATION

Mrs. Barbour stated that the staff was looking forward to having Mrs. Kohler as the new director.

NEW BUSINESS

The invitations for the Welcome Party for Mrs. Kohler have been mailed: October 18th, 2-5 at Gordon Avenue.

Mrs. Taylor expressed the gratitude of the Board to Philip Williams for his willingness to serve as Acting Director in this interim period. A certificate of commendation was awarded.

Mrs. Taylor thanked Dolores Sperelakis for her efforts during this interim period and a certificate of commendation was awarded.

Mr. Williams and Mrs. Sperelakis thanked the Board for this recognition.

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

Dolores Sperelakis
Recording Secretary
Mr. Alexander Gilliam, Chairman  
Jefferson-Madison Regional Library Board  
1718 Dairy Road  
Charlottesville, Virginia 22903

Re: McIntire Library Building

Dear Sandy:

This letter will serve as a summary of our conversation this morning about the City's ownership and right to control the building on Second Street, N. E. known as the McIntire Library.

As you know, Paul Goodloe McIntire never owned either this building or the site on which it stands. In 1919, he gave the City sufficient funds to buy the land which he had contracted to purchase, construct the building, equip it and stock it with books.

I have examined the deed by which the City acquired the property from the YMCA on March 25, 1919, and find it contains no restrictive covenants or other limitations on the use of the property. This deed is recorded in the Clerk's Office of the City Circuit Court in Deed Book 33, page 92.

I have also searched other city records, and have found only one such limitation. It is recorded in the minutes of a meeting of the Board of Aldermen and Common Council of the City, held on March 21, 1919, to accept Mr. McIntire's gift. Those minutes (Minute Book F, page 47) recite the contents of a letter from Mr. McIntire's attorney, offering the gift on "the single condition that the city will maintain the library in a state of efficiency for the benefit of the people of this city."
As I told you, I do not think this provision legally restricts use of the building. The library board clearly found it desirable to move to the new location; and the library is being maintained there in a demonstrably more "efficient" state than it enjoyed in the old facility.

If I might be permitted a more personal observation, what I have read about Mr. McIntire indicates that he was an extremely practical businessman. I believe he would be appalled at the suggestion that he had tied the city's hands as to the reasonable future use of a building bought with his donation more than sixty years ago.

Please let me know if you need any additional information.

Sincerely yours,

Roger C. Wiley, Jr.
City Attorney

cc: Cole Hendrix
City Council
CALL TO ORDER

VIRGINIA STATE LIBRARY FILM

MINUTES

CIRCULATION REPORT (July)

FINANCIAL REPORT

UPDATE (Philip L. Williams, Director)

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

STAFF ASSOCIATION - Mrs. Mary Barbour

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT
PRESENT:  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. Carol Taylor
         Mrs. Helen Wieneke

ABSENT:  Mrs. Margaret Melcher
         Mrs. Donna Reaves

ALSO PRESENT:  Mr. Philip L. Williams, Acting Director
                Mrs. Gisela Thomlinson, Staff Association
                Mrs. Dolores Sperelakis, Recording Secretary

The meeting was called to order by the Vice President, Mr. Hingeley at 3:35 p.m.
A film from the Virginia State Library on the role of the library trustee was shown.
The minutes of the July meeting were approved as submitted. The Circulation Report
for July was briefly discussed regarding the drop in circulation in many of the
branches. Promotion of the library and its uses was discussed. Mrs. Taylor re-
ported that the Bookmobile will be present at the Nelson Fair. The year-end Financial
Report (June) was accepted as submitted. The overage in the books line item was due
to money being spent to replace inventoried loss of books. Mrs. Burch noted that
she had talked with Mr. Agnor concerning this budget (1980-81) and the current
budget (1981-82).

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Taylor moved that the Board of Trustees indicate in writing the
Board's intention to pay all expenses of the moving company to move the new
Director, Mrs. Kohler, from Fredericksburg, Va. to Charlottesville, Va.
Seconded by Mrs. Blakey the motion was passed.

UPDATE:

Mr. Williams, Acting Director, had more carpet samples with a recommendation
from Sue Smith of Williams and Tazewell. The Building Committee will evaluate
the carpet situation. There is still concern regarding the water on the roof
and the lack of draining properly. Mr. Williams also reported the theft of gasoline
from the Bookmobiles parked at Gordon Avenue.

COMMITTEE REPORTS:

Personnel Committee  Mrs. Blakey reported that she had attended the Staff
Association meeting.

Building Committee  Mr. Gilliam distributed copies of the lease for the use
of McIntire building by the Senior Citizen Center. The approval of the lease will
be on the City Council Agenda on September 7. A committee of Mr. Gilliam, Mr. Hingeley,
and Mrs. Burch, was appointed to go over the lease before the Council meeting. Mrs.
Burch reminded the Board that Albemarle Board of Supervisors' Chairman, Mr. Fisher,
had written to the City of Charlottesville expressing Albemarle's concern as to
the use of McIntire building. Mr. Gilliam also inquired about the status of
memorial placques for Mrs. Pendleton's and Mrs. Evans' donations. Mr. Williams
will follow up on this matter. The Albemarle Historical Society is interested in
COMMITTEE REPORTS: (Continued)

Building Committee - the use of the third level rooms in the Central Library. The roof has a bad leak which needs to be repaired. This problem will have to be evaluated before any decision can be given to the Albemarle Historical Society regarding their usage of this space.

Budget Committee - Mrs. Burch had no report.

Program & Objectives Committee - Mrs. Taylor asked the Trustees to compile a list (according to the Green Planning Book) of people in the community to serve on a committee to set goals and objectives for the library in their area. Mrs. Perley requested a program that could be presented to the different Boards of Supervisors indicating the services that the library extends to the communities. For example, Bookmobile services, Joint Security Complex services, Children's Programs, plus materials available at the library such as records, art prints, tapes, etc. This presentation can be used for various functions and serve to make the public aware of the services they can find and use at their library. Mrs. Taylor will contact Karen April, Extension Supervisor, to work on such a presentation. Mrs. Taylor requested that for the September meeting Board members present a list of ideas concerning the saving, raising and usage of money for the library. A reminder will be included in the mailing of the Board material.

Nominating Committee - Mrs. Wieneke reported for Mrs. Reaves. For the 1981-82 year for President, Mrs. Melcher, Vice-President, Mr. Hingeley, and for Secretary, Mrs. Blakey. Mrs. Wieneke noted that in requesting them to repeat their offices for the coming year, that it was a tribute to their dedication, endurance, hard work, sense of humor and courage. This slate of officers will be voted into office at the September meeting of the Board.

NEW BUSINESS:

Mr. Hingeley discussed the move of the new director. (Note Motion 1.) He will notify Mrs. Kohler and the moving company. Mrs. Kohler has requested authorization to attend a meeting in Pittsburg, November 2-4. Continuing education funds are available from the state library. The Board is prepared to accept her decision on attendance at meetings.

A welcome party for the new director was discussed. Mrs. Hayden will work with the Friends of the Library to make arrangements for an October 18th date. Invitations will be extended to staff, community and people who will be working with the director.

The meeting was adjourned into Executive Session at 6:40 p.m.

Dolores Sperelakis
Recording Secretary
MINUTES OF THE AUGUST 25, 1981 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: 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. Carol Taylor
Mrs. Helen Wieneke

ABSENT: Mrs. Margaret Melcher
Mrs. Donna Reaves

ALSO PRESENT: Mr. Philip L. Williams, Acting Director
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August 25, 1981

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The meeting was adjourned into Executive Session at 6:40 p.m.

Dolores Sperelakis
Recording Secretary
UPDATE by Philip L. Williams

Central Library

I have placed the order for the replacement carpet as instructed by the Building Committee. The color scheme selected is red with a gray pin-dot. Sue Smith of Williams & Tazewell estimates that production will take about 8-10 weeks. I have requested a sample of the finished carpet as soon as possible.

The gate across the stairs in the Children's Room has finally been installed. It is a simple, black wrought iron gate that closes in the middle. You are invited to go by and see it. You may also be interested in seeing the new display case in the Children's Room, a gift of one of our patrons.

The Pendleton and Evans memorial plaques have been ordered. As previously agreed with the donors and approved by the Building Committee, the plaques will be cast in bronze and measure 10" wide by 6½" high. The plaques will cost $123.00 each. This does not include the cost of having them mounted but that should not be very expensive.

Electric Engravers

The Charlottesville-Albemarle Exchange Club has donated to the library ten electric engraving pencils. The engravers have been distributed to the branches so that each has at least one. Patrons may borrow the engravers for a period of three days for the purpose of labelling their belongings with some identifying mark of ownership. The Police Department maintains that this practice is a powerful deterrent to theft and makes valuables easier to identify should they be stolen. There was some nice publicity about the gift in the Daily Progress.

Bookmobile

The Bookmobile attended the Nelson County Fair recently. Visitors were allowed on board, according to Karen Aprill, to see the book collection and ask questions about library service. Registrations were taken. The library had a booth set up and the staff conducted some story hour activities. Karen felt that the library's whole exhibition was quite successful.

McIntire Building Lease

The lease for the McIntire building, as approved by the ad hoc committee of the Board, has been accepted by the Charlottesville City Council. A copy of the lease is available.

Corrected Circulation Report

Please note that there is a corrected Circulation Report for July. It is significant in that it shows a net gain in circulation for Gordon Avenue Branch rather than a net loss as the incorrect report shows.

Attachments

I have attached two items which might be of interest to the Board. One describes a Virginia Library Association pre-conference on the Legal Responsibilities and Liabilities of Librarians and Libraries. Deadline for registration is October 5.
The other attachment describes a piece of equipment that might be placed in a high traffic area in the community (such as shopping malls) to advertise library services. The unit makes use of a built-in slide projector and tape player to deliver any audiovisual message the user chooses. The unit in its various guises averages about $3,000.

Respectfully submitted,

Philip L. Williams
Acting Director

Audit

Robinson, Farmer, Cox Associates hope to complete the audit of the library's finances sometime in early October.
TH' HOTESTEAD
Hot Springs, Virginia 24445
703-839-5500

Reservations for:

Name

Confirming address

Street or P.O. Box no.

City State Zip Code

Telephone no.

Additional names and addresses:

Arrival date ________ Time ________

Departure date ________ Time ________

Check-in Time is 3 P.M., Check-out Time is 1:30 P.M.

DAILY RATES
FULL AMERICAN PLAN (3 meals daily)

CIRCLE PREFERRED RATE:

Single occupancy $75 $85

Double occupancy (per person) $69

DUPLEX SUITE
Single occupancy $98

Double occupancy (per person) $81

PARLORS (in addition to bedroom rate)

$25 $30 $35 $40

Only limited number available.

We will make every effort to meet requests for specific accommodations. In the event your request cannot be honored, the hotel reserves the right to provide the next available accommodation.

All rates subject to hotel service charge and Virginia sales tax.

*Legal Responsibilities and Liabilities of Librarians and Libraries

VIRGINIA LIBRARY ASSOCIATION

*Preconference: November 11-12, 1981

Conference: November 12-14, 1981

All reservation requests must be accompanied by a deposit of $50 per room and received by September 28. The deposit is applied to the confirmed length of stay.

Deposit will be forfeited on cancellations, or late arrivals or on changes made less than 14 days prior to confirmed dates. (Please note arrival and departure dates on your confirmation.)

Rooms will only be assigned to requests secured by deposit. Requests received after date shown are subject to availability.

Reservations and/or deposits are non-transferable.

Reservations will be held until 6 p.m. on day of arrival unless prior notification has been received by The Homestead.

Reservation request made by:
PURPOSE
This preconference has been designed to create a greater awareness of the legal implications for libraries and librarians in several key areas - personnel, buildings, censorship, and dealing with patrons. Special interest topics will be presented in concurrent workshops. The speakers will inform workshop participants of relevant laws and regulations which will assist them in making decisions.

SPEAKERS
Lawyers, personnel directors, and library school faculty.

WHO SHOULD ATTEND
Librarians, personnel managers, trustees, and other interested persons from public, college, school, institutional, and special libraries.

COSTS
This workshop is funded through LSCA Title III and matching state funds. Participants pay for lodging, meals, and transportation.

PLACE AND TIME
The Homestead, Hot Springs, Virginia, November 11-12, 1981.

lodging
A reservation form is enclosed for direct booking with The Homestead. The hotel has a deadline of September 28 for reservations. The rates are $75.00 for single rooms and $69.00 per person for double rooms. A $50.00 deposit is required.

REGISTRATION
Limited to 100 people. Preregistration is required by October 5, 1981.

SPONSOR
The Virginia State Library and the LSCA Title III Continuing Education Advisory Committee.

FOR MORE INFORMATION
Contact Thomas J. Hehman, Continuing Education Consultant, Virginia State Library, 12th and Capitol Streets, Richmond, Virginia 23219. Telephone: (804) 786-2975.

PROGRAM

Wednesday, November 11
1:30-2:15 Current issues, trends, and problems
2:15-3:00 Libraries and the Virginia laws
3:00-3:30 Break
3:30-5:00 Personnel
- Interviewing and hiring
- Firing and grievance procedures
5:00-5:15 Break
5:15-6:30 Legal aspects of dealing with patrons
6:30-9:00 Dinner
9:00-10:00 Case studies

Thursday, November 12
9:00-10:00 Concurrent workshops
- Data base ownership
- Library buildings: insurance, fire, injury, and theft.
- School libraries: access, personal liability, censorship, and discipline.
- EEOC: its impact on libraries.
10:00-10:30 Break
10:30-11:30 Workshops repeated
11:30-11:45 Break
11:45-12:30 Ethics: professional and personal responsibilities of librarians.
Evaluation

One CEU will be offered.

REGISTRATION
I want to attend the preconference on Legal Responsibilities and Liabilities of Librarians and Libraries on November 11 and 12 at The Homestead.

Name
Title
Library
Telephone ( )
Address
City Zip Code
Social Security Number

Registration is limited to 100 people. Return this form no later than October 5.

Concurrent workshops: Please indicate your first, second, third, and fourth choices. Each participant will attend two.

Data Base Ownership Buildings School libraries EEOC
What Can You Do to Increase the Public’s Use of Your Library Services?

PROBLEM:
“Less than 5% of the people name the public library as a source for needed information. 20% of the public uses the library once a month.” (Sweizig and Dervin 1977). “Not a single respondent in a general population sample reported actual use of the library in the process of resolving a recent and important everyday problem.” (Dervin et al 1976). These findings indicate that in competition for public money it is not enough for public libraries to be serving 20% of the adult population as a once a month user.

A SOLUTION
Show the people where the people are the resources the library has to help them solve their problems or to pursue their special interests.

HOW?
Place an eye catching Audio Visual Show N’ Tel Displayer in a high traffic area such as Super Markets, or Shopping Malls, or you name it. The picture slides present to the people the useful information they can get at the library to help them with their everyday problems, as well as when and where they can go to do something.

The Show N’ Tel Displayer helps you make your library the more widely recognized action center for pertinent timely information in your community. Is your library getting your message across to the public?

*K 2 Commander and the K 2 Show N’ Tel near a cash register in a Colorado Springs Super Market.*

KINGSLEY LIBRARY EQUIPMENT COMPANY
A Division of the Jackson Co. Mfg.
Factory: 1879 Mt. Vernon Avenue
Mailing Address: P. O. Box 2731, Pomona, California 91769
Telephone: (714) 622-5440
K 2 SHOW N' TEL DISPLAYER WILL HELP TO BRING THE INCREASED RECOGNITION AND ACTION YOUR LIBRARY DESERVES

**Kiosk:** 18 gauge, zinc plated steel finished in DuPont's Automotive Enamel — long lasting color retention.

**Standard Color** — multi colors — yellow, white and red, blue and green. Special colors quoted on request.

**Overall Size:** 24" x 24" x 6'6" plus the 13½" sign.

**Shipping Weight:** Approximately 184 pounds.

**Power:** Energy conserving design uses only 400 watts of 110 volts — (no more than a 3 way floor lamp.)

**Security:** Key locked with two (2) Ten Pin Tumbler Locks which give the greatest possible security. Fire and vandal resistant construction throughout.

**Pamphlet Holder:** For New Book Lists, Mini Book Reviews or pamphlets from other Community Agencies.

**Audio-Visual:** Each K 2 Show N' Tel Displayer is delivered with a power control timer (patent pending) which permits user to push red button and activate the 6 minute slide and audio show. The program automatically stops and is reactivated only upon a user punching the red button. (Once the button is pushed, the user can push the button as many times as he wishes without affecting the slide show). The Audio Visual projector has a 9" x 9" screen. The carousel holds 80 35mm slides which are made from your photos of your library. Current six minute tape recordings are made by your library staff.

Audio Viewer Projector and the Timer are warranted to function properly for one year from date of purchase.

**Rotating Sign:** Each unit comes with an electrically driven rotating sign. “Come See Your Library in Action.”

**Front Panel:** Each K 2 Addition Show N' Tel Displayer comes with this lettering on the front panel —

- Push Button
- See the Slide Show and the Great Variety of "info" the library has for you.
- America’s Greatest Bargain
- The Library
- Name and Address of Your Library

**Side and Back Panels**

The other 3 sides are left blank for your Library to use for your own specific community needs. However, the lettering can be done for you at an extra charge. Also, semi-permanent lettering can be purchased and changed from time to time.

**Optional**

Brackets may be riveted to the 3 sides so that show cards may be inserted.

**Suggestions for Topic Headings for the 3 panels.**

**Right Side**

- Free at Your Library: Information on — Carpool; Food Stamps; Satellites; Camp Grounds; Hunting; Fishing; Skiing; Trace Your Family Tree; Energy and Environmental Data; Business and Industry; Job and Educational Opportunities; and Much, Much, More!

**Left Side**

- Enjoy your Library’s Special Events: Adventures in Gourmet Beer — Types, Differences, How Made; All About Indoor Plants; Antique Glass from Egyptian times to present; Forecasting Weather Patterns; Appreciation of the Mystique of the Far Eastern Dining; Earthquake Protection for Your Home; Preserving Prints and Personal records.

**Back**

- Get Fast Answers at your library: Auto Repair; Home Maintenance for Do-It-Yourselfers; Meals; Dress Patterns; Remodeling; Telecommunications and 100's of other topics.

**Potential Community Projects:**

- Decorations for the K 2 on Special Days — Garlands for Christmas and Springtime — a George Washington’s hat — or a Goblin at the top, can be a community project which will stimulate interest.

**Surprisingly Affordable** — Eligible for Extended Services Funds; For Friends of the Library Book Sales; For the Board of Trustees to work with the Community.

---

**ORDER FORM - K 2 Show N' Tel Displayer**

**KINGSLEY LIBRARY EQUIPMENT COMPANY**

*The Innovative Ones for Progress*

Mailing Address: P. O. Box 2731

Factory Address: 1679 Mt. Vernon Avenue

Pomona, California 91769

<table>
<thead>
<tr>
<th>Quantity</th>
<th>$</th>
</tr>
</thead>
</table>

**TOTAL $**

Name

Address

City State Zip

Signature
II. The K2 Addition, The Show N’ Tel Displayer

Cabinet: 18 gauge zinc plated steel, finished in DuPont’s Automotive Enamel - Duranodic Bronze finish with Nevamar natural oak top and bottom trim - cut-outs with Lexan Glass for Cable TV or Audio Visual Displayer. Pamphlet Holder. Security - 2 key locks - fire and vandal resistant construction throughout.

PRICE: For Cable TV .................................................. $895.00
With Audio—Visual Slide Projector and Kingsley exclusive electronic push button for starting the program and automatically stopping the program; rotating sign........................................ $1750.00

Dimensions: 15” x 27” x 66”

III. The K2 Library Plus - “Been to Your Library Recently”

Cabinet: 18 gauge zinc plated steel finished in DuPont’s Bronze Automotive Enamel with Nevamar Natural Oak panel trim top and bottom; 1½” square steel tubing legs on 7” steel plate with ¾” neoprene pads; 5 Lexan glass panels; 3 Illuminated Moving Messages plus one tape for each box; 3 Illuminated Light Boxes for 12 Book Cover Transparencies; Automatic Timer; Perforated Stainless Steel for Speaker-Phone; Electronic Push Button; Convenience Shelf; New technology provides the ultimate in front-viewing Slide Projector and Automatic Cassette Player protected by Lexan; Special 20” x 24” Colorful Transparency - “Been to Your Library Recently” with special light box; Securely backed with 3 activating bars.

Dimensions: 48” x 38” x 32”
Height 8’7¾” Price .................................................. $4,995.00

Compare these costs with the cost of operating a Book Mobile or a Library Station. Compare the K2 personnel costs with any other kind of library services.

ORDER YOUR OWN CUSTOM MESSAGES

Use one letter, numeral or punctuation mark in each square. Allow one or more squares between each word or sentence - 115 squares per tape.

MESSAGE TAPE

ORDER FORM

KINGSLEY LIBRARY EQUIPMENT COMPANY
The Innovative Ones for Progress
Mailing Address: P. O. Box 2731 • Factory Address: 1879 Mt. Vernon Avenue • Pomona, California 91769

K 2 Communication Commander
A
B
C

K 2 Library Plus™ “Been to Your Library Recently”

K 2 Show N’Tel Displayer with Cable TV
K 2 Show N’ Tel Displayer with Audio Visual Slide Projector

Price

Quantity

Name
Address
City State Zip

Signature
These Amazing New Library Tools Demonstrate Your Services to Your Community and proves to the community you want their patronage. Easiest to install; easiest to use; easiest to maintain and to grow with.

I. The K2 Communications Commander

Unit A

Cabinet: 18 gauge zinc plated steel, 3 Lexan glass panels, 1½" square steel tubing legs on 7" steel plates with ¾” Neoprene pads - can be bolted to floor, aluminum panel; cut-outs covered with Lexan glass for Computer Print-Outs; perforated stainless steel for Speaker-Phone, electronic push button, automatic timer, all securely locked, 3 Illuminated moving messages plus one tape for each box, Convenience shelf, 6 pamphlet holders. Fire and vandal resistant construction throughout. Finished in DuPont Automotive Enamel - Duranodic bronze - other colors available.

Price $2850.00

Dimensions: 48" x 38" x 32"

Unit B

Same as Unit A plus 3 Illuminated Light Boxes for 12 Book Cover Transparencies.

Price $3284.00

Unit C

Same as Unit A plus 3 Display Boxes for Cardboard Mounted Book Covers

Price $2995.00

FOR THE INFORMATION CENTURY

*Named for the second highest mountain in the world.
The Libraries, of course, the highest source of information.
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY
AGENDA
ORDER OF BUSINESS

DATE: July 28, 1981
3:30 p.m.
Central Library, Room 222

CALL TO ORDER

MINUTES

CIRCULATION REPORT (June)
Annual

UPDATE (Philip Williams, Acting Director)

COMMITTEE REPORTS:
- Personnel Committee - 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
MINUTES OF THE JULY 28, 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
Mr. Alexander G. Gilliam, Jr.
Mrs. Karen Hayden
Mrs. Margaret Perley
Mrs. Donna Reaves
Mrs. Carol Taylor
Mrs. Helen Wieneke

ABSENT: Mrs. Danielle Burch
Mrs. Barbara Isaacs

ALSO PRESENT: Mr. Philip L. Williams, Acting Director
Mrs. Mary Barbour, Staff Association
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 June meeting were approved as submitted. The June Circulation Report was accepted as submitted.

ACTIONS TAKEN BY THE BOARD:

(1) Mr. Gilliam moved that repairs of approximately $1,500 be made to Bookmobile II to keep it on the road. Seconded by Mrs. Blakey the motion was passed.

UPDATE:

Mr. Williams, Acting Director, had available carpet samples to replace the carpet destroyed by flood/lightning. More samples will be forthcoming. Discussion of Bookmobile II followed (note above motion). Mr. Williams indicated that there is still a problem with a leak in the level I area plus water accumulation on the roof. The meeting with Hannah McLay, State Library consultant, was very helpful in the use of state aid money.

COMMITTEE REPORTS:

Staff Association - Mrs. Barbour inquired about the search for a director. In September, the Staff Association will be having their annual meeting and new officers will be elected. She thanked the Board for their concern and efforts on behalf of the staff.

Personnel Committee - Mrs. Blakey reported that she and Karen Hayden attended the Staff Association meeting.

Budget Committee - Mrs. Melcher reported for Mrs. Burch. They had met with Mr. Agnor of Albemarle County and discussed the 1980-81 and 1981-82 budgets with him. A copy of the report from Robinson Farmer Cox Associates was distributed. The audit of the library's financial system will begin in August. An increase in State Aid was announced.

Building Committee - Mr. Gilliam reported that plans for the Scottsville library are progressing. A meeting with Mr. Agnor, Albemarle County, informed him of the progress and measures taken to keep within a budget. The amount of $165,000 has been set aside in the capital improvements budget for this building with $15,000 in addition for the architect fee.

Mr. Gilliam met with Mr. C. Moran of the Albemarle Historical Society to discuss space needs. The Senior Center will go ahead with their plans for use of the McIntire building using the upper levels. Space was requested for a kiln in the lower level
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COMMITTEE REPORTS: (Continued)

where the Bookmobile headquarters will be. This area can be provided. Mr. Gilliam requested a letter be sent to the City of Charlottesville indicating the Board's cooperation in Senior Center usage of the McIntire building.


Program & Objectives Committee - Mrs. Taylor followed the procedure outlined in the Planning Book and drew up a goals/objectives plan for Nelson which included increased public awareness, increase registered borrowers, training programs, programming, and expanded facilities. It will be highly desirable to have input from a cross-section of the community to develop these goals/objectives for an area.

UNFINISHED BUSINESS:

Mrs. Hayden reported that some contact with Mr. Wilcox has been made concerning the Crozet library.

NEW BUSINESS:

Mr. Williams mentioned that information concerning a seminar on networking will be mailed to the Board.

EXECUTIVE SESSION: 4:30-5:30.

The meeting was adjourned at 6:50 p.m.

Dolores Sperelakis
Recording Secretary
********** REMINDERS **********

Program & Objectives Committee - Mrs. Carol Taylor

PRIZE: ONE JAR DAMSON PLUM JAM

Butter (Danielle)
Bread (Sandy)

Ways to save money and to RAISE money

Please think of businesses or contacts in your community who would donate time, effort, gifts, services or money. List these people or businesses that could be contacted in the near future. For example, like landscaping the Central library.

ASSIGNMENT: GREEN PLANNING BOOK

Pages 17-19 Re: Planning Committee
Page 57 Why Plan?

See you Tuesday with all your ideas and assignments read. Many thanks.
UPDATE by Philip L. Williams, Acting Director

CARPET SAMPLES

I have received two more carpet samples from Sue Smith since the last meeting. Sue is pleased with sample #484. She recommends that the Board consider this sample for the recovering of the Level I floor. Please remember that this is an unfinished sample, that the finished carpet will look more defined.

ADT LINE

The line connecting our fire alarm system with the city fire department is now being installed. We should be able to test it tomorrow. In the future, whenever the fire alarm system is activated, the ADT transmitter automatically sends a coded message to the fire department signalling the alarm and giving our location.

BOOKMOBILE II

Repairs have been made on the Bookmobile II and it is now operational. The cost of repairs originally estimated at $1,500 came to exactly $1,503.48.

WATER LEAKS-CENTRAL LIBRARY

I am pleased to report that the leak causing the flooding on Level I has been stopped. The blocked drain pipe causing the leak has been repaired, and we expect that there will be no further problems with flooding.

THEFTS OF GASOLINE AT GORDON AVENUE

There have been several instances recently of thefts of gasoline from the bookmobiles. The police have been notified each time. They have suggested that the parking area at Gordon Avenue is inadequately lighted to deter these incidents. Midway Electric Company can install two 175 watt mercury vapor lamps $650 complete. The lamps would be turned on and off by a photocell.

THOMAS JEFFERSON PLANNING DISTRICT

I have attached a copy of a letter from the Thomas Jefferson Planning District concerning a meeting that might interest some Board members concerned about funding.

Respectfully submitted,

[Signature]

Philip L. Williams
Acting Director
August 12, 1981

Christopher Devan, Director
Jefferson-Madison Regional Library
408 East Market Street
Charlottesville, Virginia 22901

Dear Mr. Devan:

The Planning District Commission has invited Mr. Stuart Connock, Secretary of Administration and Finance in the Governor’s cabinet, to discuss with the Commission the federal budget reductions. Mr. Connock, together with Mr. Andrew Fogarty, Assistant Secretary for Financial Policy, has agreed to talk with the Commission on Tuesday, September 1, at 7:30 p.m. in the auditorium of Piedmont Community College.

While the meeting is primarily for local elected officials and local administrators, I wanted to call the meeting to your attention because of the importance of the topic for your agency. As you are well aware, it has been difficult to get a clear picture of the nature and extent of the coming changes. Mr. Connock and Mr. Fogarty are in positions to let us know what has already been decided at the state level and how and when some of the remaining decisions will be made.

Sincerely,

Francis H. Fiffe,
Chairman

JRS/ebg
DISTRIBUTION:

Christopher De'an, Director, Jefferson-Madison Regional Library, 408 East Market Street, Charlottesville, VA 22901
Richard Prindle, M.D., Director, Thomas Jefferson District Health Department, P. O. Box 7546, Charlottesville, VA 22906
James Peterson, Executive Director, Region Ten Community Services, 215 East High Street, Charlottesville, VA 22901
James Elmore, Director, Jefferson Area Board for Aging, 205 Second Street, Charlottesville, VA 22901
Kenneth Ackerman, Director, Monticello Area Community Action Agency, 418 Fourth Street, NE, Charlottesville, VA 22901
Patricia L. Smith, Director, Offender Aid and Restoration, 414 Fourth Street, NE, Charlottesville, VA 22901
Linda Wilson, Executive Director, Jefferson Area United Transportation, Inc., 1138 East High Street, Charlottesville, VA 22901
John J. Pezzoli, Director, Mental Retardation Services, 405 Third Street, NE, Charlottesville, VA 22901
Dr. George D. Vaughan, President, Piedmont Virginia Community College, Route 6, Box 1-A, Charlottesville, VA 22901
Debbie Cobb, Director, Shelter for Help in Emergencies, P. O. Box 3013, Charlottesville, VA 22903
Robert E. Lassiter, Director, Region Ten Mental Health Services, 1602 Gordon Avenue, Charlottesville, VA 22903
Andrea Respess Clapp, Executive Director, Virginia Federation of Emergency Medical Services Councils, Inc., 2120 Ivy Road West, Suite E, Charlottesville, VA 22903
Forrest Kerns, President, Charlottesville Housing Foundation, 170 Rugby Road, Charlottesville, VA 22903
Forrest Kerns, President, Jordan Development Corporation, 204 Westminster Road, Charlottesville, VA 22901
John Connors, Director, Community Diversion Incentive Program, 401 Eighth Street, NE, Charlottesville, VA 22901
Jean Graves, Chairman, Charlottesville Area Transit Study, 2203 Dominion Drive, Charlottesville, VA 22901
Amy Melville, Director, Youth Service Center, 116 West Jefferson Street, Charlottesville, VA 22901
Denise G. Orenstein, Director, Central Virginia Child Development Association, 117 Fourth Street, NE, Charlottesville, VA 22901
Ronald Gordon, Chairman, Area Manpower Planning Council X, Route 2, Box 229, Crozet, VA 22932
Benton G. Tiner, Sr., Chairman, Thomas Jefferson Soil and Water Conservation District, Faber, VA 22938
Oscar Thorup, M.D., Chairman, Thomas Jefferson Subarea Health Advisory Council, P. O. Box 368, University of Virginia Medical Center, Charlottesville, VA 22908
Jerry Brown, President, Charlottesville-Albemarle Chamber of Commerce, P. O. Box 1564, Charlottesville, VA 22902
Jerry Brown, President, Greater Charlottesville Area Development Corporation, P. O. Box 1293, Charlottesville, VA 22902