MINUTES OF THE JULY 26, 1983 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

TRUSTEES PRESENT: Mr. James M. Hingeley, Jr. - President
Mrs. Karen Hayden - Vice President
Mr. Alexander G. Gilliam, Jr.
Mrs. Margaret Perley
Mrs. Donna Reaves

TRUSTEES ABSENT: Mrs. Ann Brumett
Mrs. Sally Gieck
Mrs. Barbara Isaacs
Mrs. Margaret Melcher
Mr. W. Bryson Scott
Mrs. Helen Wieneke

ALSO PRESENT: Mrs. Betty G. Kohler, Director
Mrs. DonnaLee Grossman, Recording Secretary
Mrs. Mary Plum, Crozet
Mrs. Marie Hyde, Crozet
Mrs. Joyce Johnson, Crozet

After viewing the future site of the Crozet Library with architect Floyd Johnson, the Library Board of Trustees held a general discussion starting at 4:12 p.m. Albemarle Supervisors Gerry Fisher and Joe Henley were also present at the Depot.

The Minutes and the Circulation Reports for June will be presented at the meeting on August 23, 1983 for approval, due to lack of a quorum at our July meeting. Only an interim Financial Report was distributed at the meeting as the final fiscal year-end figures were just put into the City's computer on July 26, 1983 and were not available. The Financial Report should be available at the August meeting for presentation and approval.

ACTIONS TAKEN BY THE BOARD:

Due to the lack of a quorum, no action could be taken by the Board.

DIRECTOR'S ORAL REPORT:

1) Personnel Changes - Total personnel savings appears to be about $15,500 for a net figure and the changes in Bookmobile amounted to about a $16,500 decrease. The changes in Administration resulted in an increase.

2) Extension Supervisor - As it now stands, Karen is in charge of the book ordering and Marjorie Strange does everything else. Karen has her desk at Gordon Avenue and Marjorie's desk will be downtown. Marjorie will continue to order for the bookmobile.

3) Old and New Vans - The old van is still insured. The insurance is already in for the new van. Our insurance covers anybody who has permission received from the Director and you do not need a chauffeur's license to drive the van.
DIRECTOR'S ORAL REPORT (CONTINUED):

4) Old Bookmobile - Our old Bookmobile was sold at public auction for $4,600. The money will go to the State Library and will be reallocated to the library's account. It is extra money and would be considered a bonus over and above what the State gives us.

5) Vacation Policy - Additional information was distributed on vacation policies. No salaries are mentioned. Fairfax County is the biggest and most prosperous in the State of Virginia and they get twelve days of vacation a year after six months and do not make a distinction between professional and non-professional. Very few of the libraries make a distinction between professional and non-professional. If a library is a part of a city or county government, they usually go along with that agency's policy. Courtland shows a maximum of 25 days but does not indicate how one gets up to the 25 days. A publication showing a survey of 74 public libraries was also distributed. In most cases, it shows two weeks as the norm.

6) Computerization - Beth and Tom Hatch of the City have a rough draft of a report on computerization for Jefferson Madison Regional Library. Tom Hatch is being invited to speak to the Board at the August 23, 1983 meeting.

NEW BUSINESS:

1) Lillian Sparks from Louisa said that the Supervisors have decided to restore the amount of money so that the hours can be restored to what they were. The hours are back up to 28 hours.

2) The Crozet lease with the Fruitgrowers expires at the end of August. Mrs. Kohler is contacting Mr. Rausch to renegotiate the lease. The county attorney, Jim Bowling, is to be included on this. Although it is not known at this time how long we will need the building for, we do know we won't be out before six months. We should probably try to negotiate for six months and then go from month-to-month.

3) Mrs. Kohler and William Davis visited the Joint Security Complex and talked with Mr. McMahan. The possibility of expanding services was discussed. They want more shelves and just to have books permanently displayed instead of going around with a cart each time. They have also asked for some self-help law books. Possibly the Michie Company would be willing to donate some law books as they are very civic minded and might be willing to equip the jail with books.

4) We have a new member on the Board of Trustees named Sally G. Gieck, who will be finishing out a 3-year term for Albemarle County.

5) Karen Hayden suggested putting a branch in the new shopping mall. She thought possibly we could get the rent and utilities paid by the mall with the City paying the employees.

ADJOURNMENT:

The meeting ended at 5:08 p.m. The Board of Trustees remained to informally discuss personnel matters not related to public business as per State Code 2.1-344 sub paragraph (1) and sub paragraph (3).

DonnaLee Grossman
Recording Secretary
The meeting was called to order at 3:34 p.m. by the President, Mr. Hingeley, Jr. Since Mr. Tom Hatch, from the City of Charlottesville, is to speak on a computer system and Philip Williams is to speak and answer questions regarding book ordering, it was suggested they present their talks prior to the regular meeting.

**TOM HATCH—DISCUSSION ON AUTOMATION:**

Tom Hatch feels it would be very beneficial for the library to use a computer system. It would consist basically of three parts:

1) **Hardware** - The computer itself
2) **Software** - The programs and packages that tell the hardware what to do
3) **Support** - Basically the ongoing costs for staff, maintenance, etc. It would also include computer time and training.

Regarding the software, Virginia Tech has developed a library system for a Hewlett-Packard type of computer, which the City already has, and is considered one of the best in the country. It had been made available to libraries in Virginia for approximately $500 and marketed throughout the rest of the country for approximately $60,000. We would need to add items to the computer but we would not have to begin from scratch. There would be a cost savings by sharing the computer.

As to the need for additional staff, the City's staff could be used and the library would not need to hire anyone. The analyst would also be shared and could include training.

While we were doing our feasibility study, we received the news Virginia Tech was going to attempt to recover more cost than the $500. They want to charge 50%, or $30,000. The right software is very important and it is worth the price of $30,000 but it may not be affordable. CRT terminals (hardware) would need to be purchased.
We would not have to buy a complete system, i.e. the tape drive could be shared by the two systems at no cost to the library as the City already has it. Cost of the hardware would probably run around $100,000-$150,000 for:

1) The CRT's
2) Communication Links
3) Disk Drive which stores information on the computer

What we would be getting are services at cost and the library would be charged for the cost of using it. If we do it now, the software is available; but we suspect that if the package prospers with increased sales, the price might be reduced later on. The cost of the service would be considered one of the ongoing costs. The library would pay for:

1) Time Cost Service
2) On-going costs---It would be something like maintenance costs

It is a totally integrated system where everything fits in. Hewlett-Packard uses this as their own corporate library system, which is a good indicator. You would be able to maintain the rate of growth without adding more staff.

We must know what benefits would come to us for using this system. It sounds worth it to pursue it. Betty Kohler needs to come back to us with more benefits on this system so we can present it to our jurisdictions. Tom Hatch should go back and get the on-going costs and hardware costs. We are talking about a significant cost figure. Greene and Nelson are very small and it might not actually be an advantage for them. The cost of hardware would have to be spread out among the jurisdictions and there would probably be equipment at each area; so, we must know the cost and it must be taken into account. Tom Hatch can provide the cost of hardware but the percentage of software charged would have to be dealt with by the library. It would be possible not to put terminals in Greene and Nelson. They would still get the benefits and would have to pay a regional cost. If there are reservations on one or two counties, perhaps we should not be thinking of this. The Friends might be interested in providing some of the cost, perhaps even as much as $20,000. The City would break even and it would provide better services and growth, as well as changes being made easier. Perhaps if we eliminated the terminals in the branches, it might be worthwhile to consider just using it for the main library. The library would have a reduced hardware cost and would be adding some software. The cost would be for new things only.

PHILIP WILLIAMS - BOOK ORDERING:

Phil Williams brought along Alexia Williams and Roland Beauford so they could respond to any specific questions. Answers to most questions would probably be in the Book Selection Policy that was just passed out. There are so many people involved in the process of book ordering that one of them should be able to answer your questions. At the last budget committee meeting some of the jurisdictions did not want us to order books and wanted the cash on hand or to send the books back. The State Library says we must accept all orders. Jurisdictions want us to stipulate when we order books in the spring that if they are not here by May 15th, we will return the books; but with State Aid, we have to accept books that we have ordered. This should be explained to the jurisdictions and perhaps it should be put into writing.
On the financial report for June, it showed $16,493 as too late for State Aid. We did not lose that money. After May 15th, state money is spent on books that come in after that time we have to use local funds for. We spend all state aid money. We had books on order and we have to keep the books; so, the City pays for it. The real problem is not within our control. It is the publishing business and we have to continually order and we may have two or three times our budget on order in order to spend our state aid money or else we lose it. It is even worse of late as the publishers are not maintaining as large an inventory as they used to and we cannot predict with any accuracy how much of the order will be filled— it may be only as much as 50%. We have standing orders for expensive items, such as services used, i.e. special reference books, and they are constantly raising their prices and we don't know ahead of time how much of a bite they are going to take in the book budget. These are all variables of which we have no control over whatsoever. It is very frustrating when we order a book and it doesn't show up for perhaps six months; but if a book doesn't come in within approximately 90 days, we have to reorder it again. Every effort is made to make certain a book is available but the publishers come back to us saying the book is out of print, out of stock reorder, etc. and we have a difficult time in knowing where we actually stand.

Our policy on allocating is done on a percentage of circulation. For central and all the branches on the state aid budget, overexpenditures would be offset by underspent areas. It comes out to the amount of the book budget set out for books for state aid. A computer would help and with a computer accounting system, it would greatly benefit the library. We would know at an instant how much money we had spent. We overspent and if we had not had a surplus, we would have been out of luck. This is a lot of money which will not be overlooked. One of the frustrations is not knowing where we are with our money. It is particularly difficult towards the end of the year, where state aid is concerned. An automated system would help but there is no solution on how to solve this problem. We have always gone over in ordering. We may be able to cut a little in the overrun. February and March are the most active ordering months. We must preorder books and we have to pay for them; and the City pays for them before the state reimburses us. The City hasn't questioned it so far. We must have both the invoice and the book in hand to satisfy the state in order for them to pay. We need a well-written 1-1/2 pages with the facts submitted to the committee.

**ACTIONS TAKEN BY THE BOARD:**

1) The minutes for both June and July were approved as read. Approved by Karen Hayden and seconded by Margaret Melcher.

2) It was the consensus of the Board that we should pay Karen Aprill's insurance. Approved by Karen Hayden and seconded by Helen Wieneke.

**FINANCIAL STATEMENT:**

The labeling of the financial report for June is erroneous, i.e. books received too late for state aid. In checking, usually the state aid money is used and payment for these books is taken out of local funds. Books were received after state aid has been spent. Sometimes we do send invoices back to have them change the date so that it can be paid out of next year's state aid money. We usually absorb overruns by including it in the next fiscal year. We could answer these questions and have a better control if we had it on computer. There would still be processing charges and freight charges not divided by the jurisdictions.

The report shows Scottsville as having overspent on telephone. Helen Wieneke asked Louise Holt how this occurred and she wasn't aware they were overspent or why. Roland Beauford will check the telephone bills and send copies to Louise.
FINANCIAL STATEMENT (Continued):

Regarding duplication fees, we don't have it budgeted for as it would be impossible to come up with a figure as you cannot know how many persons will be using it on a fixed basis.

We did get all the money from the jurisdictions with the exception of Louisa. Albemarle County shows they are lacking $699. This is probably a clerical error. The City should not be put in the position of funding us for days in arrears from the jurisdictions. The jurisdictions' bills have to be brought to their individual boards to be approved before they make a payment. We could bill them in advance. We should not have to nag them to pay if they receive the bill. If this continues after notice, perhaps the budget committee should be notified and perhaps they can do this for Greene, Nelson and Louisa.

Part of the budget in fines went to fund Bookmobile II and part of it went to fund two small deficits of the jurisdictions. The Bookmobile II used $2,000 more than their allocation of $20,000. By taking $2,000 out for Bookmobile II's deficit, we have about $9,000 left and we could pay for the books with that. We should use our own judgement. We have the right to shift money on the line items but the staff should not do it without our approval. We have to dispose of it this year as we are not allowed to keep capital funds. Since our duplication fees are not budgeted for, we could put that money with the fine money that is remaining and completely pay for the book overrun.

Mr. Hingeley mentioned Guy Agnor's letter referring to the budget committee's June 3rd meeting recommending that following an audit of the revenues and expenditures for the fiscal year, any remaining funds should be returned to the local jurisdictions. The audit will probably be mid September.

We still have notification from Charlottesville and Albemarle that they will be giving us more money. It amounts almost to $9,000 and is not included in this report. We need to get into the year a little bit and get them to change their allocations. We also have the savings from the Bookmobile changes we made which we need to deal with. We should end up at the end of the year with a surplus. We could wait until the budget committee gets going again and see what to do to adjust the requirements of the jurisdictions. It could help Greene County and we should be asking for a little less next year because of the realized savings in Bookmobile.

DIRECTOR'S REPORT:

1) Annual Circulation - The system went up 1%. All three small counties went down about 3,000. It is probably due to loss of the Bookmobile II's circulation. Out-of-the-area accounts are almost 2% with 96 out-of-the-area people paying non-resident fees. Betty Kohler will send out figures on the population and the number of registered borrowers to those wanting it.

2) Volunteer Program - Two volunteers are willing to co-coordinate the program and it should be starting the week after Labor Day.

NEW BUSINESS:

1) Ann Brumett received a call asking if Greene withdrew from the system, how many books would they be allowed to keep. Someone should be put on the alert but we should not get caught up in this.
NEW BUSINESS (Continued):

2) Mr. Hingeley read Mr. Gilliam's letter regarding a request he is passing on from Loren Thompson about space at the Senior Center. The Senior Center would like to use some of the space in the basement of the McIntire Building. Mr. Gilliam told Mr. Thompson we still intended to put the bookmobile service from Gordon Avenue there. Although we do not have any clear idea of exact space requirements to do this, we would at least need the space that Mr. Thompson and the Senior Center are most interested in, which are the rooms immediately adjacent to the present outside door.

3) Mr. Hingeley received a letter of resignation from Barbara Isaacs, effective August 31, 1983. She indicated that her new job made it very difficult to get away to come to meetings. She mentioned that she had intended to finish out her term but with the job change, she isn't able to continue.

4) Betty Kohler mentioned that she is getting out an annual report which has not been done since 1976. It should be printed shortly.

5) Karen Hayden suggested Betty Kohler write a letter to the Friends thanking them on behalf of the board and the library for the van.

ADJOURNMENT:

The meeting was adjourned at 6:12 p.m. The Board of Trustees remained to go into Executive Session according to the Virginia State Code 2.1-344 sub paragraph (1) and sub paragraph (3)—Discussion of personnel with the protection of privacy of individuals in personal matters not related to public business.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE SEPTEMBER 20, 1983 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mr. James M. Hingeley, Jr. - Outgoing President
Mrs. Karen Hayden - Outgoing Vice President
Mrs. Sally G. Gieck
Mr. Alexander G. Gilliam, Jr.
Mrs. Margaret Melcher
Mrs. Donna Reaves
Mr. W. Bryson Scott
Mrs. Helen Wieneke

TRUSTEES ABSENT:
Mrs. Ann Brumett
Mrs. Margaret Perley

ALSO PRESENT:
Mrs. Kay Peaslee, Publisher of Charlottesville Observer
Mrs. Betty G. Kohler, Director
Mrs. Donna Lee Grossman, Recording Secretary
Mr. William Davis, Employee - Staff Association Representative
Mr. James Smith, Employee

The meeting was called to order at 3:34 p.m. by the outgoing President, Mr. James H. Hingeley, Jr. Since the meeting was called a week early, Mr. Hingeley suggested the Board take time out to review all the reports issued at the meeting. The Minutes of the August meeting were approved as submitted. The August Circulation Report was approved after noting on the second page the total under Juvenile should be changed to 2,062. It was also suggested that Reference has been in effect long enough to start using comparison figures beginning with our next Circulation Report. The Financial Report for August was accepted as submitted.

DIRECTOR'S REPORT:

The Director's Report was submitted at the beginning of the meeting. No comments were made by the Board or the Director regarding the report.

UNFINISHED BUSINESS:

1) Two swivel chairs were ordered and received last year for Scottsville and are not being used. They have been in a closet at Scottsville as they do not fit under the desk, which was where they were to be placed. The chairs do not match the decor and it was suggested that department heads or the head of the branches should have a say as to the color scheme so that this won't happen again. The chairs are to be returned if at all possible. Also, Scottsville still needs two chairs to replace them.

2) The $1,500 figure we talked about in connection with the audit was taken from last year's funds and would not show up on the report for this year.

3) In connection with the audit, it was finished last week and the preliminary report should be out in October.

4) About 200 people registered for the 1984 lectures. A speaker was rigged up so that the overflow could sit in the hall and hear the lectures. The response has been excellent and we anticipate approximately 90% of those who have registered as turning up to hear the lectures.

5) Crozet has finally started. Locks are being changed, the Crozet signs are down and the telephone company has been called. The outside work is being done first and the inside will be done during bad weather.
UNFINISHED BUSINESS (CONTINUED):

6) We have only received Nelson County's quarterly jurisdictional payment at this time. Notification was sent to them in August; and Louisa and Greene are still outstanding.

7) The fines and duplication fees are broken down more than they were last year. In the past when fine money came in, it had been a separate form; but under the new contract, the fine money is to be credited to the jurisdiction that it comes from. We could do it arbitrarily and by a percentage. Everything else is done on a percentage basis and the fines could be treated in the same way. It is in the budget as a credit to the jurisdictions and really is a revenue source.

8) Regarding the new Sunday hours, the Daily Progress erroneously printed the library hours and have been asked to print a correction. We should get word out about the hours and the radio and television media would be a good source. Our sign has been changed and there are notices on the door of the library.

NEW BUSINESS:

1) The Joint Security Complex is enjoying the new program. Books are now being traded for westerns, which they seem to enjoy more than the biographies. They also have provisions for putting in special requests.

2) It would be a good idea if all the libraries could see all the figures from the other areas. Effective immediately, they will be given a full report.

3) In looking at our Financial Report, it looks as though we should budget more for postage and cleaning supplies for next year.

4) We must start thinking ahead to the preliminaries, such as the allocations from Albemarle and Charlottesville and the format in terms of presentation of our budget. After the audit is completed, we should have a good foundation for this year.

5) Nelson is looking into the possibility of a new library. It is largely a matter of money. Mr. Bob Murphy received the grant but the lands they were looking at are not available. Nelson would like something similar to Scottsville.

6) Nelson was able to increase their shelf space by approximately 33%. There was wall space not being used. Bob Murphy received an estimate this week. The stacks run perpendicular to the wall and there is approximately four feet between the stacks. You can put a four-foot section from the stacks to the walls without it interfering with the aisles.

COMMENTS BY REPRESENTATIVE OF THE PUBLIC:

Mrs. Kay Peaslee, Publisher of the Charlottesville Observer, asked to speak to the Board as a public representative. The public wishes to express their great regret that the Board seems to think it fit to encourage Mrs. Kohler to leave and they feel that the community is losing a great deal. Mrs. Peaslee felt that if the only criticism that could be found was that Mrs. Kohler spent too much time on the budget and not enough time at the branches, it should really be considered a good thing as budgets are very important and she should be spending time on it. Mrs. Peaslee also mentioned at this time that she felt the Board spends entirely too much time in Executive Sessions. Mrs. Peaslee read the following excerpts from Chapter 2L of the Virginia Freedom of Information Act:

2.1-340.1 Policy of Chapter: ... it shall be liberally construed to promote an increased awareness by all persons of governmental activities and afford every oppor-
COMMENTS BY REPRESENTATIVE OF THE PUBLIC (CONTINUED):

tunity to citizens to witness the operations of government. Any exception or exemption from applicability shall be narrowly construed in order that nothing which should be public may be hidden from any person.

2.1-341 Definitions: Sub Paragraph (c) "Executive meeting" or "closed meeting" means a meeting from which the public is excluded.

2.1-344 Executive or Closed Meetings: Sub Paragraph (b) No meeting shall become an executive or closed meeting unless there shall have been recorded in open meeting an affirmative vote to that effect by the public body holding such meeting, which motion shall state specifically the purpose or purposes hereinabove set forth in this section which are to be the subject of such meeting and a statement included in the minutes of such meeting which shall make specific reference to the applicable exemption or exemptions as provided in subsection (a) or 2.1-345.

Sub Paragraph (c) No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in an executive or closed meeting shall become effective unless such public body, following such meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion.

Mrs. Peaslee stated that she had not seen any action in the past minutes regarding Mrs. Kohler's resignation.

NOMINATING COMMITTEE:

Margaret Melcher and Ann Brunett consisted of the Nominating Committee for a new President and Vice President of the Board of Trustees for the library. Since Mr. Hingeley and Mrs. Hayden have shown an excellent working and cooperative relationship between the President and Vice President, it was felt that Karen Hayden would be the most logical choice as our next President. Mr. Alexander G. Gilliam, Jr. has agreed to take over as our next Vice President. Nominations were closed by Helen Wieneke and W. Bryson Scott seconded the motion.

ADJOURNMENT:

The meeting was adjourned at 4:31 p.m. Mr. Scott asked that an Executive Session be called after this meeting to discuss the handling of the branches and the Branch Coordinator. W. Bryson Scott made the motion that the Board go into Executive Session and Karen Hayden seconded it. The Board adjourned into Executive Session according to the Virginia State Code 2.1-344 Sub Paragraph (1) and Sub Paragraph (3)--Discussion of personnel with the protection of privacy of individuals in personal matters not related to public business.

Our next meeting is scheduled for October 25, 1983 at Nelson County.

DonnaLee Grossman
Recording Secretary
The meeting was called to order by our new President, Karen Hayden, at 3:40 p.m. The September Minutes were approved by Mrs. Donna Reaves, seconded by Mrs. Ann Brumett. The September Circulation Report was approved by Mr. W. Bryson Scott and seconded by Mrs. Donna Reaves. The Financial Report for September was approved by Mr. W. Bryson Scott and seconded by Mr. Peter McIntosh.

DIRECTOR'S REPORT:

1) The Friends of the Library are going to pay for the painting of the inside of the Gordon Avenue Branch Library. It hasn't been painted since 1966. We had hoped to do the painting at the same time repairs to shelving at Gordon Avenue would be done. Al Elias, Purchasing Department of the City of Charlottesville, has been to Gordon Avenue, to see what has to be done in order to put bids out on the painting. Shelves against the wall would have to be taken down in order to paint behind them. Mr. Elias feels the painters could work around the public but we need to tell the painters and Mr. Elias when they can work as it must go into the bid specs.

2) The shelves at Gordon Avenue are bowed out and any books on them fall off, together with the shelves. We have discussed this with Mr. Koon, Supervisor of Maintenance for the City of Charlottesville, and this must be dealt with as soon as possible as it is a serious question of safety at this point. The carpenters have already looked at the shelves and want to repair them. We will need a time for when they can be repaired and it will require taking the books off the shelves. Most of the books are now on the tables at Gordon Avenue and anywhere else where space can be found. The Board felt it was a decision to be made by Mrs. Andrea Williams as to whether the library should be closed and if we should go ahead and have the work done. A lot of books will need to be moved and it will take at least two days. Possibly we could get volunteers to come in on a Sunday and box books. We could have our regular staff come in and give them a comp. day for their work. We are talking about approximately 291 shelves, or around 46 sections. We also need 300-350 cartons to pack the books. Essentially, Mrs. Andrea Williams is asking Board approval to pay from our local funds for the repairs of the shelving. We do have approximately $1,800 left in Gordon Avenue's budget on the line item entitled Repairs/Maintenance. While the work is being done, we should make sure that the Central library is open at night in case patrons would prefer to come to Central while Gordon Avenue is being renovated. At least by going through the City on this, we will be saving some money. We really do not have any other choice and at least the City will be monitoring it. If the library is closed for these repairs, it should be publicized.
UNFINISHED BUSINESS:

1) Floyd Johnson, the architect for Crozet, called to tell us that the contractor gave January 18, 1983 as the date of completion. Mrs. Karen Hayden gave Mr. Johnson a list of equipment with the prices and he is passing it on to Mr. Palmer. The Perry Foundation may pay for refurbishing the outside as well as the inside of the library.

2) We received $1,500 for capital improvements from Albemarle and we would still need this to purchase some items such as book carts, etc. even though the Foundation will be paying for most of the internal furnishings.

3) We were to make a decision on the vacation policy but it apparently died out. At our next meeting, we will review previously presented materials collected on vacations so that we can come to a decision.

4) Greene still has not paid for the first quarter. It is time to bill for the second quarter. Mrs. Karen Hayden instructed that we should go ahead and bill all of them and put both quarters on Greene's bill.

5) The audit is due any time now. As soon as it comes in, Mrs. Grossman is to make sufficient copies and submit them immediately to the Board.

NEW BUSINESS:

1) Mrs. Karen Hayden has been thinking of starting up some committees:

   A) She would like to form a committee to look into the use of the basement of McIntire.

   B) Possibly we will start a Building Committee to deal with items such as the shelves we just discussed, etc.

   C) Regarding our Budget Committee, Mr. James Hingeley, Jr. is Chairman and we are changing the name of it to the Finance Committee so that there will be no confusion between the Board's Finance Committee and the jurisdictional Budget Committee mandated by the contract by the jurisdictions. This is a sub group of our own Board to prepare for the proposal of this group to the commission. The Finance Committee has to be concerned with:

       1) Preparing the budget of the next fiscal year to the jurisdictions.

       2) Tie up loose ends from the previous year's surplus. We are still waiting for the audit but it has been determined the money will be returned in the proportions the jurisdictions have given money.

       3) Surplus anticipated in this fiscal year.

       4) We might ask for something in return after we give the jurisdictions back any surplus, but we are not in a position to make any demands. If we have any good ideas when we return the money, perhaps the jurisdictions may return some money back to us.
NEW BUSINESS (CONTINUED):

5) Due to a combination of circumstances, Charlottesville and Albemarle gave us appropriations exceeding what we needed and we have never had a similar situation in the past that we can refer to in order to deal with this.

2) Mrs. Karen Hayden mentioned she would like a new 5-year plan written in the next year. Our library is now old enough so that we should look at what we want to do as a library.

3) Nelson is considering increasing their hours from 24 to 28. There is some question as to how we would handle the funding of this. We could take it out of funds being returned as we do have a surplus from last year and part of it would be refundable. Nelson could look at it as a submittal appropriation. Rough figures were worked up by Ellen Powe and Donnalee Grossman with an effective date of November 1, 1983. It is now felt it would not start until probably the beginning of the year. Mr. Robert Murphy, Administrator for Nelson is leaving his position but it has been verbally approved. The Board feels that the County of Nelson should be taking care of it.

4) The question of who would be signing for the State Aid in the absence of a Director was brought up. Currently, the State Library has three names listed as accepted signers: Betty G. Kohler, Philip Williams and Dolores Sperelakis. On some State Aid we can use a signature stamp but we only have one signature stamp that we can now use--Philip Williams. Also, we need to decide who will be signing the other documents in the absence of a Director. Mr. Hingeley suggested we submit a revised list to the State Library indicating Karen Hayden, Philip Williams and Donnalee Grossman as signers. The new Director's name will be added to the list later on. Mr. Williams will be major signer of the three being listed.

5) The Nelson Friends have given Nelson a $2,000 check to be spent for children from kindergarten to the 7th grade. Mr. Hingeley suggested through Mr. W. Bryson Scott that he have Nelson contact and utilize our Children's Departments to get suggestions on what they could spend the money on.

ADJOURNMENT:

The meeting was adjourned at 4:40 p.m. Mrs. Karen Hayden requested an Executive Session be called after this meeting to discuss the question of Betty G. Kohler's severance pay, Mr. W. Bryson Scott seconded it. The Board adjourned into Executive Session according to the Virginia State Code 2.1-344 Sub Paragraph (1) and Sub Paragraph (3) regarding discussion of personnel with the protection of privacy of individuals in personal matters not related to public business. The Executive Session opened at 4:41 p.m. and it was voted 6 to 2 in favor of giving Betty G. Kohler a severance pay of $5,000 which would include in that figure any vacation pay due her. Executive Session adjourned at 5:43 p.m.

Our next meeting is scheduled for November 22, 1983 at the Main Library.

Donnalee Grossman
Recording Secretary
The meeting was called to order by the President, Mrs. Karen Hayden, at 3:32 p.m. The Minutes of the October meeting were approved as submitted by Mr. Peter McIntosh, seconded by Mrs. Donna Reaves. Also our October Financial Report and Circulation Report were approved by Mr. W. Bryson Scott, seconded by Mrs. Helen Wieneke.

FINANCIAL REPORT:

Ms. Ellen Powe and Mrs. DonnaLee Grossman redid the salary figures on the October Financial Report. Mr. Roland Beauford, Accountant, will in future take our own payroll report figures and use them when doing the monthly report as our figures are more accurate than the City's printout. The City's printout apparently had not been checked for accuracy and communication was not done to make the necessary corrections. In future, these figures are to be more closely checked. Also, the merit raise pool figures had to be changed as the Financial Report had been showing the merit raise pool figures as based on twelve months, instead of ten months. Our merits went into effect in September and were not retroactive to July; therefore, the figures should be spread over a ten-month period and not twelve months.

DIRECTOR'S REPORT:

Mr. Philip Williams did not issue a report as Acting Director as the only items to be discussed were the Gordon Avenue painting and carpentry work and a request by the First Night Virginia to use our library for New Year's Eve. Both of these will be discussed under old and new business.

FINANCIAL COMMITTEE UPDATE BY MR. JAMES HINGLEY, JR.:

Mr. Hingley has met with Ms. Ellen Powe, our Budget Assistant, and she is working very hard but there is still a lot to do. Basically, we are trying to get a budget drawn this year and it probably won't be as good a budget as we should have in the future. We are trying to be as accurate as possible to reflect our current situation, as opposed to
FINANCIAL COMMITTEE UPDATE BY MR. JAMES HINGELEY, JR. (CONTINUED):

Last year's budget. Normally we would take the previous budget and see what expenses would be expected and factor in any new programs that should be incorporated in the new budget. There have been some changes and modifications and if we went back to that budget, we would not be able to use the same figures. Therefore, we are looking at the current situation and are making adjustments to reflect the changes. There are some other changes and the Board is familiar with the changes in Bookmobile. When the current budget was submitted, this was changed after the fiscal year had already commenced and resulted in a savings and because of that savings, the budget we are now working on is different; but there have been other changes. One item we were just brought aware of by Ms. Powe is the half-time position in Tech. Services. This resulted in an increase in costs in salaries that was not budgeted for. All of these changes Ms. Powe will be going through and she will be picking up personnel changes in our current staff situation, as opposed to that as was anticipated from last year's budget.

Basically, our idea is to incorporate all changes that have happened that have occurred during the fiscal year and resolve it all into a working budget and we may want to go to the jurisdictions and explain what we are doing. Overall, at this point, we are about $4,000 short in the mid year. The figures would have been different if we had not had the half-time position added.

Ms. Powe is going back to do the same things with the non-personnel items. There will be changes for non-personnel. The projections, as in the past, will be fairly automatic—start from a base which is more current and then project forward. We are getting some information/guidelines from the City on utilities, etc. to help us in our projections. Regarding personnel, we have to decide on the cost of living increase and nothing is in a finalized form yet; but we should be thinking about it. We should also be thinking what other people we will be getting. We have the merit raise system, which means we are different from the jurisdictions and we anticipate anywhere from a 3%-5% cost of living increase, which would not include merit raises. I know about the maintenance for Scottsville's custodian and that is automatically being picked up. The Nelson hours we need to know about to include them for next year. Crozet will need more custodial service when they move to their new location and we should put this in our budget for this coming year.

We will have to be fairly conservative as far as new programs are concerned. I don't think this is the year for them except for what I have just mentioned. Regarding books-by-mail and any other potential programs, the question is whether we can really get ideas worked out and costs developed and decisions made in time to get them in this year's budget, and I don't feel this is possible. One area that has been suggested and included, subject to Board approval, is a half-time position in Administration. I think everyone has seen the need of this for a long time and we just have to get some budget out there and we have to work with it in the coming year and we must have something that is an extension of where we are now without incorporating too many new things. I think it is a good idea to go for a half-time position in Administration for a clerk/typist and we should at least budget it to go toward that function.

I will keep in touch with the Board so that they know where we are so that the budget won't appear strange or unusual. If any individual Board members have anything they would like to say or put in the budget, please let me know. Anyone is welcome to come to any of the financial meetings. It is a group effort and I would be happy to act as the channel from the Board to the Financial Committee.
UNFINISHED BUSINESS:

1) Ann Brumett was informed by Greene County that they would be paying for their portion for the first and second quarters by the end of this month.

2) W. Bryson Scott mentioned that Nelson County has chosen to go to their Administration to request four more hours and they are going to supply the money. Currently, they are figuring about 16% as the increase in hours.

3) Vacation policy was again submitted for review by the Board. Mr. Hingeley moved that this be tabled and referred to our incoming director. All were in favor of waiting until a new director is here.

4) Karen Hayden has met with Mr. Palmer and Mr. Johnson, the architect for Crozet, and they are very involved in the branch planning, selection and subcontracting. As far as authorizing the buying of a smoke detection system, the Perry Foundation will be willing to pay for it.

5) Andrea Williams, Head of Gordon Avenue, has been working with the Superintendent of Maintenance of the City of Charlottesville and their Purchasing Agent, Al Elias and the estimate for the carpenters will be more, coming out to approximately $1,000, and it is estimated to take three days. Gordon Avenue will be closed December 5th through and including December 12th. Proper public notification will be done, along with notifying the other branches and the news media. We will also be painting Gordon Avenue during this time and we are using an oil based paint which takes a long time to dry out. Everything has to be packed away and moved and this is done easiest with the library closed. It is not safe or we would have left the library open. Mr. Hingeley mentioned that Central should be open Thursday night as our contract states that the library is to be opened four nights a week. Mrs. Williams mentioned that the staff will be there during the time Gordon Avenue is closed and she has written up descriptions of what they are to do. No problem is anticipated.

NEW BUSINESS:

1) Mr. McIntosh mentioned the fact that the Board is expected to sift through too much paperwork prior to a Board meeting and suggested some of it be eliminated or put in a condensed form for items that should only be brought to the Board's attention. Mr. McIntosh also mentioned that if all of this paperwork is necessary, perhaps he should have a training session. If a training session is felt necessary, other Board members asked to be included. Normally we would have a Director who would point out only items needing attention. Unfortunately our Financial Reports are not received enough in advance so that they can be gone over and condensed down to only the items needing special attention. The jurisdictions make it very clear that they expect us to keep a close watch on how the money is spent during the year. Since the Administrations receive these reports, we should be familiar enough with them in case they have any questions.

2) Louise Holt, Head of Scottsville Branch, was instructed to take care of the cleaning requirements and she is concerned about Mr. Wheeler's added hours which were not in the budget. She has requested a transfer from the utilities line item to salaries. This is a relatively minor problem and normally an administrative detail that a Director would take care of; however, the Board should be notified. Also, when you transfer from line items, you assume there is a surplus in one item and an overage in another. We would still have to go back to the jurisdictions for more money.

3) It was suggested that we start having the branches participate more in the preparing of the budget.
NEW BUSINESS (CONTINUED):

4) Mary Plum, Head of our Crozet Branch, has submitted a written request for an increase in hours and pay for their custodian when they move into their new building. There will be at least twice the amount of space and more time will be needed to clean it. It was agreed that this request should be referred to our new director regarding approval of an increase in maintenance and pay. This shall be noted, however, when making up our budget. Ms. Plum is to be commended on her manner in relaying this request.

5) Margaret Melcher brought to Karen Hayden's attention that we have had the Gordon Avenue building for around 17 years and the painting should have been paid for by us and not by the Friends of the Library. We should have some sort of master plan for the library as it is only a good investment to keep up our properties.

6) Mr. Williams mentioned receiving a request that the First Night Virginia again use our library this year. The library will be open from about 7:00-12:00 p.m. and we should make arrangements to have some of our staff here to oversee this. First Night Virginia has only allotted $20.00 for this and Jimmy Smith normally has been very cooperative in doing this for other night groups. We would be more than willing to make up the difference in pay beyond the $20.00 for Jimmy Smith to oversee this. It is a worthwhile expenditure and promotes good public relations. We will rope off the stacks, put items away and unplug the phones. They normally have some of their own people to help supervise. Mr. Hingeley made a motion to allow First Night Virginia to use our library with proper precautions taken. Mrs. Wieneke seconded it. Mr. Williams will see to the details.

7) Christmas and New Year's Vacation Days will have the libraries closed Saturday, December 25th; Sunday, December 26th and Monday, December 27th. New Year's will result in the libraries being closed only on Sunday, January 1st and Monday, January 2nd. Mrs. Melcher made a motion that this be accepted, Mrs. Wieneke seconded it.

8) We have just received the rough draft audit done on fiscal year 1983. Mr. Stephen Lohr, Partner of Peat, Marwick, Mitchell & Co. out of Richmond, Virginia and Ms. Rita Scott, Senior Auditor have both suggested a meeting with the Board members to briefly go over this report before it is finalized. A tentative date of December 20th was suggested.

9) Mr. W. Bryson Scott asked what the actual policy or authority is on the policy of acquiring a duplicate copy of every book that comes into or is contributed to the library. Central is the resource for sharing books with all the branches and the book would normally go into the main catalog at the main library but would go to the branch it was intended for. There are times when we cannot get duplicate copies. We should not refuse books that are donated and the branches should be allowed to accept books as long as they meet selection policy and are set up properly. It should be written into our book policy and hopefully our new Director would be able to modify it. There should be a provision made when donations of unusual items are given and if the gift is to go to a specific branch.

ADJOURNMENT:

The meeting was adjourned at 5:01 p.m. Mr. Hingeley, Jr. mentioned that the Board had some new business to be discussed and moved that the Board go into Executive Session, Mrs. Perley seconded this. The Board adjourned into Executive Session according to the Virginia State Code 2.1-344 Sub Paragraph (1) and Sub Paragraph (3)--Discussion of personnel with the protection of privacy of individual(s) in personal matters not related to public business. Our next meeting is scheduled for December 20, 1983 at the Main Library.
MINUTES OF THE DECEMBER 19, 1983 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mrs. Karen Hayden - President
Mrs. Ann Brunett
Mrs. Sally Gleck
Mr. Alexander G. Gilliam, Jr. - Vice President
Mr. James M. Hingeley, Jr.
Mrs. Margaret Melcher
Mrs. Donna Reaves
Mrs. Helen Wieneke

TRUSTEES ABSENT:
Mr. Peter McIntosh
Mrs. Margaret Perley
Mr. W. Bryson Scott

ALSO PRESENT:
Mr. William Davis, Staff Association Representative
Mrs. Donna Lee Grossman, Recording Secretary
Mr. Lewis Fibel, Volunteer Coordinator/Intermediary for
The Friends of The Library
Ms. Ellen Powe, Budget Assistant

The meeting was called to order by the President, Mrs. Karen Hayden, at 3:36 p.m. The Minutes of the November meeting were approved by Mr. Alexander Gilliam, Jr., seconded by Mrs. Ann Brunett. The November Circulation and Financial Reports were not reviewed at this meeting due to the meeting being primarily a budget review and approval meeting for the 1984-1985 budget. Both reports will be reviewed for approval at the January 24th Board Meeting.

DIRECTOR'S REPORT:

Mr. Philip Williams, Acting Director, was not present at this meeting, as this meeting is primarily a budget meeting, but he did relay on two items through our Board President, Karen Hayden:

1) Gordon Avenue - The Painting of the Gordon Avenue Library has been completed.

2) Display of Artwork - Mr. Philip Williams was approached by a Mr. Jim Respess, a local artist, who is doing a one-man show and who is dealing through the Parks & Recreations Department of the City of Charlottesville. Mr. Respess wants the Library to approve his displaying one of his works on our library lawn at the Main Library. He deals mainly with plywood and geometric shapes and would be paying for it himself and would be responsible for anchoring it. It would be placed on the front right-hand side of the Library’s lawn at Central. This would be displayed on a temporary basis, for six months to one year. The question of insurance coverage must be considered and it was thought that the City of Charlottesville would cover this for insurance purposes and should have some responsibility for it. Mr. Alexander Gilliam, Jr. moved that the Library permit a sculpture by Mr. Jim Respess be exhibited temporarily on the grounds of the Library, under the aegis (protection) of the City of Charlottesville. All were in favor. Mrs. Donna Lee Grossman is to notify Mr. Philip Williams of the decision.
Ellen Lowe presented the budget. She mentioned that we have requested a little over 5% over the amount for the FY 1984 budget. Without the State Aid, we are asking for local funds just under an 8% increase.

We are asking for four (4) new increases in personnel:

1) **Part-Time Clerk/Typist** - For Administration, to help Accounting and in the Director's Office.

2) **Increased Hours for Tech Services Library Clerk** - A half-time person to full-time. This Library Clerk will be paid through federal funds on hand for three months (January-March 1984) and we are asking the jurisdictions to pay for the remainder that we have not budgeted for.

3) Crozet is expected to move into larger quarters in March 1984 and Mrs. Plum has put in a request for more custodial hours.

4) Potential increase in hours at Nelson. We have made an increase in the budget for next year for Nelson from 24 hours to 28 hours per week.

Also, due to increased hours for Scottsville custodial work, we have had to increase budgeted figure for maintenance as FY 1984 was not budgeted for this increase in hours.

The Library Board is asking for a 5% COLA in this budget, amounting to a little over $30,000. We would like to ask for a higher figure but we might get the jurisdictions upset. Gary O'Connell, with the City of Charlottesville, figured COLA would be somewhere in the range of 3-5%. Chances are it could become 3%. All the jurisdictions are different. Mr. Gilliam mentioned that the State is talking about 10% half of this for the first year and the other half the second year.

The merit raise pool is based on two factors:

1) The normal raise pool
2) The merit raise bonus

Our merit raise system is fairly new. We are already bound up this year as far as merit raises are concerned. A question was put to William Davis, Staff Association Representative, inquiring how the staff feels about this. There are pros and cons regarding this. At least something is coming in; but as to the cons—it doesn't affect everyone. Those getting a raise feel good about it but those that don't aren't pleased about it. Mr. Hingeley, Jr. feels the system is too new for a fair trial but feels some of the problems could be worked out. It is a good concept to provide awards to people deserving it. There should be some type of incentive pay for those persons at the end of their line. They would have to be awarded it in a lump sum and this year we included it.

We budgeted this current year for 3.75% as merit raise pool and this coming year we provided for average merit increase of 3%. As Mr. Hingeley mentioned, if you are recommended for the maximum, you don't always get it. The Director makes the final decision. Even if everyone is performing at their highest level, there is not enough funds so that the Director acts as administrator and steps in and decides what people are to get what.
The merit raise pool is less this coming year because we have more people reaching their M Step level. The FY 1985 increase in personnel costs is 10.68% and that would be a reflection of COLA for everybody, the merit raise pool and additional positions, it is not just COLA and merit. As Ms. Ellen Powe pointed out, the FY 1985 budget pages 7-18 show merit raise pools and it does not necessarily mean that the staff in that particular area will receive only that. This figure is done in order to break it out to the jurisdictions to provide a basis for some costs in that area. As Mr. Hingeley, Jr. stated, this could result for their paying for another agency as a local cost but it could end up in another area, such as Charlottesville, for example.

The FICA benefits will increase over 1984 expenditures. It will be changing from 6.7% to 7%.

Some figures that we received from City Hall are:

1) Retirement is based on 11.5% of all eligible salaries.
2) Blue Cross and Blue Shield will probably increase around 40%.
3) On Life Insurance we anticipate an increase of 5.5%.

Under the books category, we are able to achieve over 18.5% as we did for the FY 1984 budget. It is difficult to get 20% without adjustments because it is an accumulative effect. When you reduce the other expenditures, the percentage might change and make 20% of the operating budget. Last year we budgeted a little over 18.5% and ended up a little over 19% when personnel was added. We are using more State Aid in books than we did last year. We increased it by $635 in local aid.

As Mr. Hingeley asked, do we want the line item for books to be increased to whatever it takes to reach 20%? Ellen Powe mentioned she would like to contact someone with a formula for the book budget, perhaps the State Library. If we took 1% of our total operating budget ($13,155) we could just add another say $13,000 by putting in 1% more to get it over 19% and closer to 20%. The 20% is really a guideline from the State and we are doing better. When the State suggests 20% of your book budget, it increases the number of books you can buy, which then requires more processing time and we don't have the staff to keep up with this increase. It can become a real problem.

Office Supplies will remain about the same. Equipment Rental can be reduced this year. We have two copy machines being bought. They will be paid for in July and September and we won't require any more money for them. That is the main reason for the decrease in equipment.

Mrs. Margaret Melcher asked if we have an item in the budget for estimated increases in prices for next year for a variety of items. Ms. Ellen Powe stated that we had done this but not this year. Our overall budget has increased by 5.5% and if the percentage of our budget this year is approximately the same as last year, then our budget for books has already risen about 5.5%, which means we really are not keeping up with the cost of books.

Our Postage has a built-in increase over FY 1984 budget because of need and 10% for probable increase in cost of the stamps themselves. Cleaning Supplies was estimated at cost plus 3%. Dues and Subscriptions are the same as FY 1984. Telephone is reduced based on what we actually need for telephone.

The Printing and Duplicating was the FY 1984 budgeted figure plus 5% increase. This year we tried to use actual data on hand—the actual costs. Ellen took what the expenses had been for the last twelve months and added on whatever rate increase was suggested.
Regarding Utilities, page 23 shows the Utilities Summary FY 1985. These are projected costs for each agency with a statement as to how Ellen Pove derived at the costs shown at the bottom of the page. Ellen took a one-month "extremes" factor and added on a contingency based on the twelve months as adjusted for the coming year; so, in effect, we are budgeted for thirteen months. No one could really help Ellen on figuring out Crozet's utilities. We get a breakdown from Greene for telephone, water, gas and electricity put all in one bill and they bill quarterly. Ellen has asked for more of a breakdown. For Scottsville, we only had eight months and the winter months are the ones missing. Our utility request has decreased from the previous year and has been a high item in the past and is now at a more realistic figure now.

Travel was increased by 15% because a portion of travel is used for conferences and workshops and a definite listing was not available. Conferences can be very expensive. Travel also includes reimbursement for use of private vehicles used to travel long distances on library business. We reimburse at 20¢ per mile.

Service Contracts have been reduced. The City of Charlottesville wishes to take over the repairs to the heating and air conditioning and we use to contract out for this. This would be for Central. Since service contracts has been reduced, we have removed that money and switched it to repairs and maintenance. The City feels they can do a better job for less cost. Also, State Aid will pay for the service contracts for Pitney Bowes and for the Xerox machines; so, we took $3,900 out of service contracts and put it into repairs and maintenance.

We are asking for $8,800 for Vehicle Operation. Marjorie Strange and William Davis helped Ellen Pove obtain a conservative estimate of gas consumption and they also gave Ellen the miles per gallon. Last year Ellen charged out Bookmobile expenses based on circulation based on the City, Albemarle County and Louisa County. This year Ellen factored out cost for vehicle operations based on what William Davis was able to give her, which should be a more natural and true expense/cost, rather than having it again based on circulation. The contract doesn't specify how it is to be done. Mr. Hingeley, Jr. asked how Ellen did salary. Ellen did salary for the Bookmobile based on mileage to the jurisdictions. The van is Administration, based on Central's Administration costs. The cost of insurance for the vans is based on where they are going. On the van, salaries are factored out as a regional cost.

Mr. Hingeley, Jr. stated that mileage should be used for vehicle usage; but as to using it for salary, salary should be based on circulation. It does make sense for the insurance to be done on the mileage. If an area does more circulation, they should pay more, not because of the operating costs of the vehicle but because of the circulation. You can say you will pay for the actual mileage and you will pay your fair share for the circulation you are doing.

Mrs. Ann Brunett noted that page 24 of the budget shows that we pay a lot for the maintenance on our typewriters. Ellen Pove pointed out that this is a service contract through the City of Charlottesville and the City is our agent. This is a bulk rate and is considered a good deal. If you have them come without a contract, it could get very expensive.

Mr. James Hingeley, Jr. mentioned that under the combination repairs and maintenance we don't have a reserve every year for purchasing equipment but we could purchase small items out of the State Aid money and we would be well advised to put our money into the service contracts.
Mrs. Helen Wieneke mentioned she felt she knows more about this year's budget than she ever did with any budgets previously. Mrs. Margaret Melcher mentioned this budget is the type of budget she can take with her to meetings and will be able to find what she needs to explain any questions and the budget explanations are understandable.

Mr. James Hingeley, Jr. made the motion to adopt the budget, subject to the appropriate modifications to reflect the Bookmobile costs to be allocated, based on circulation. Mrs. Helen Wieneke seconded this motion.

Ms. Ellen Powne mentioned at this time that she would like to update the current year's budget as the jurisdictions last saw the February 15th revision. This would help the jurisdictions to see their bottom line.

UNFINISHED BUSINESS:

Mrs. Helen Wieneke asked about the Extension Supervisor/Branch Coordinator position. Mrs. Karen Hayden, President, mentioned that the position will always be there and we have an assistant who has been hired, Cathy Butler, and she is being trained in two weeks. She is working on an hourly basis until the new Director comes in and a definite decision can be made by our new Director. Mrs. Helen Wieneke mentioned that the branches find Cathy Butler a very likable young woman.

NEW BUSINESS:

1) Mr. Lewis Fibel is present at our meeting and will be attending our future meetings as our Volunteer Coordinator and also as intermediary for the Friends of the Library and our Library.

2) Lois Breeden, Head of Greene County Branch Library, is having a health problem and will be going for tests this Wednesday. Ms. Dorothy Maehler, her second in command at Greene, will be needing some help while Lois is out.

3) The new Director, Mr. William Richard Swinson, was here today with his family and they seem enthusiastic about moving to Charlottesville and his new job.

4) Mrs. Karen Hayden, President, received an apology from the League of Women Voters for being misquoted in Ms. Betty Kohler's articles. The new Director is aware of these articles.

ADJOURNMENT:

The meeting was adjourned at 5:31 p.m. Our next meeting will be scheduled for January 24, 1984 at the Main Library.

DonnaLee Grossman
Recording Secretary
The meeting was called to order by the President, Mrs. Karen Hayden, at 3:35 p.m. The Minutes of the December meeting were approved, along with the Circulation and Financial Reports for November and December by Mr. Peter McIntosh, seconded by Mr. Alexander G. Gilliam, Jr.

MR. LEWIS FIBEL'S REPORT ON THE FRIENDS OF THE LIBRARY MEETING:

The Friends of the Library met on January 9th but since they did not have a quorum, they could not conduct any official business.

1) The Friends did have a continuing discussion regarding what types of items the Friends should support versus what the Library should support with their regular budget. The Friends will not fund things that are included or should be included in the regular Library budget.

2) Two requests were made at the meeting:
   a) Bill Davis has requested shelving for the Joint Security Complex.
   b) Louisa previously submitted a request for a sound projector but more information is needed before a decision can be reached.

3) A newsletter from the Friends is now in process and should be going to press this week.

4) The annual book sale is scheduled for April 7th-14th, 1984 at Gordon Avenue. Book sale bookmarks are being distributed at the branches and the Circulation Desk.

5) In December, the weather and holidays caused volunteer activity to be limited. Eleven persons worked in December, totalling 74 hours. A good half of this time was due to the activity of Louise Wiedman.
BUDGET COMMITTEE MEETING:

The Budget Committee had their second meeting today at 1:30 p.m. It was a very positive meeting. Those present (Guy Agnor, County Executive, Albemarle County; Gary O'Connell, Deputy for City Manager, City of Charlottesville; and Robert Klepper, County Administrator for Louisa County) said they would recommend the budget as is and this includes the 5% COLA. Mr. Agnor, who has been chairing the meetings, will do a telephone poll to Nelson and Greene Counties, since they did not attend this meeting, to see if they are amenable too. If they are, the March meeting will be foregone and they can present the budget to their individual jurisdictions for review and approval. Although it is not mandatory, it would probably help if the trustees went to their jurisdiction's Board of Supervisor's meetings when they begin their review of our budget. It would certainly build up public relations by the Board to the jurisdictions.

Also at the Budget Committee Meeting the jurisdictions asked if we had determined the surplus from our previous year's budget. Any surplus we can give the jurisdictions we can turn around and ask for as long as it is for a specific need and a non-continuing cost, or we could use the money towards allocating FY 1985 surplus. Ellen Powe's estimates indicate around a $54,866 as refundable revenue. However, at this time there is a wide discrepancy as to the actual surplus figure. It was suggested that Ellen Powe communicate with the City of Charlottesville, who is our fiscal agent, to confirm the amount of money that is there and perhaps ask for recommendations on how it is used. The jurisdictions would like the money back first and then we would ask for specific items. Mr. James Hingeley, Jr. feels the City would probably take the audit figure over our surplus figure. Ellen Powe is to speak with Gary O'Connell, Deputy for the City Manager, on this and show him her worksheets. The City will want to find out where the discrepancies are and get them straightened out.

The Budget Committee also suggested that we do a salary review since we haven't done one since 1979-1980 through MAI (Municipal Advisors Inc.). The City goes outside for this every three years and we should be doing ours on a more regular basis or schedule.

Philip Williams is to poll the staff and come up with recommendations on any items for the Board of Trustees to consider requesting from the jurisdictions against the surplus funds. This is to be presented at our next Board meeting in February. Mrs. Donna Reaves suggested some of the funds possibly be used to put something on the walls of the Madison Room, such as maps, etc. Mrs. Karen Hayden mentioned Scottsville and Crozet need smoke/fire detectors. Mrs. Margaret Perley mentioned that some of our branches are using old equipment and we could perhaps use some surplus to update equipment. Whatever items are presented should also have a cost figure so that we have a rough idea how much money is involved when final decisions on the surplus are made.

OLD/UNFINISHED BUSINESS:

Ellen Powe mentioned, for the record, that Nelson County is definitely interested in increasing their hours and they will be paying us $750.00 towards it. The branch hopes to implement the hours beginning in February. It is in the budget for next year as continuing.

NEW BUSINESS:

1) Mrs. Margaret Melcher sent our Board President a letter of resignation. She is resigning from the Board immediately as she will be spending more time in Puerto Rico, where she is moving her business. She will continue to serve on the Board in an inactive capacity until Albemarle County gets a replacement. She will be available by phone if anything comes up that the Board needs a decision on.
NEW BUSINESS (CONTINUED):

Mr. Alexander Gilliam, Jr. made a motion that the Board go on record as thanking Mrs. Margaret Melcher for all of her help, time and support that she has given to the Board. All were in favor that this should be included in the minutes.

2) Mrs. Margaret Perley asked if patrons were allowed to use the typewriters and if we had any set policy. Mr. Philip Williams said that the Library doesn't allow it. It could interfere with our staffs' work. If we had a place to put them where it wouldn't be a noise problem, it would be nice to instigate it. The patron usage would probably treat the typewriters roughly but it might be something to ask the Friends of the Library to check, if anyone has some typewriters to get rid of. It would be a good public relations item but it would have to be supervised.

3) Mrs. Karen Hayden mentioned the Crozet Library will be closed the week after March 17, 1984 to get everything settled. Crozet will open to the public on Monday, March 26, 1984.

4) Mrs. Karen Hayden mentioned the Virginia Record had a nice piece on the Scottsville Library. Also, Mrs. Hayden came across a newspaper article whereby England will begin payments to authors whose books were borrowed from public libraries under a concept known as Public Lending Rights. It is based on the premise that a writer should be compensated every time their book is loaned from a public library, not just when a copy is sold.

ADJOURNMENT:

The meeting was adjourned at 4:52 p.m. Our next meeting will be scheduled for 3:00 p.m. on February 28, 1984 at the Main Library.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE FEBRUARY 28, 1984 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

TRUSTEES PRESENT: Mrs. Karen Hayden - President
Mr. Alexander G. Gilliam, Jr. - Vice President
Mrs. Ann Brunett
Mrs. Sally Gieck
Mr. James M. Hingeley, Jr.
Mr. Peter McIntosh
Mrs. Margaret Perley
Mrs. Donna Reaves
Mr. W. Bryson Scott
Mrs. Helen Wieneke

TRUSTEES ABSENT: Person Not Assigned To Replace Mrs. Margaret Melcher
For Albemarle County

ALSO PRESENT: Mr. William Davis, Staff Association Representative
Mr. Lewis Fibel, Volunteer Coordinator/Intermediary
for the Friends of the Library
Mrs. DonnaLee Grossman, Recording Secretary
Mr. William R. Swinson, Director
Mr. Philip L. Williams, Acting Director

The meeting was called to order by the President, Mrs. Karen Hayden, at 3:21 p.m.
The Minutes of the January meeting were approved by Mr. Peter McIntosh, seconded by
were approved by Mr. Peter McIntosh and seconded by Mr. W. B. Scott.

MR. LEWIS FIBEL'S REPORT ON THE FRIENDS OF THE LIBRARY AND VOLUNTEERS:

The Friends of the Library had their Board Meeting on February 8, 1984. The
following was approved by the Friends:

1) Miscellaneous items for the Crozet Branch for $675.00.
2) Sound Projector for the Louisa Branch in the amount of $580.00.
3) Window shades for the Gordon Avenue Branch amounting to $460.00. The shades
   will be for the children's area.
4) Shelving for the Joint Security Complex amounting to $100.00.

All persons involved with the items mentioned have been notified of these approvals.

The accounting for the Friends seems vague. Could the Friends be notified from time-
to-time with a copy of the bill when the approved items have been purchased? I understand
that the money from the Friends is sent to Administration and it becomes a credit against
what the branch can draw from this particular item.

At Christmastime the branches received a gift of money and they could use it for
any purpose that they wished. We didn't get a report regarding when the expenditure took
place and we don't know what actually happened to this.

Mr. Peter McIntosh suggested that the Friends channel the money directly through the
City instead of using the Library, or the Friends could write a check directly to the
vendor. Mr. Fibel said he would look into it. Mrs. DonnaLee Grossman mentioned that when
money is received from the Friends, it is sent directly to the City for deposit and is then
entered on the City's printout for the Friends' account. The City only has one account for
the Friends and it serves for all the branches. No breakdown exists on the printout for
individual branches. The City only wants the one account, which is a general account for all branches. There are line items but that is all.

The Volunteer activities for January 1984 showed ten (10) volunteers working 83 hours in the library. This is a sign of growth and I think February will be even more.

REGARDING SURPLUS FUNDS:

Mrs. Karen Hayden spoke to Mr. Guy Agnor recently and he mentioned that Albemarle wants surplus money spent on one-of-a kind items, things that are unique. He mentioned that a fire system for Crozet and Scottsville would be a good way to spend some of the surplus. Since the meeting is short this time, we will have to discuss the surplus in more detail at a later meeting.

Mr. W. B. Scott mentioned that the library record keeping is outdated and we need to automate.

Mr. W. R. Swinson welcomed this surplus list from the branches as it gives him a good insight as a new Director on what is needed and how our staff is thinking. Mr. Swinson mentioned that if we do have a surplus of around $54,000, Gordon Avenue, Crozet, Scottsville, Nelson and Greene's requests come up to approximately $15,000. Under Central, the Libris II would be vital for us to get in the next two (2) years. It is an acquisition system and would give us more control over our finances and in fulfilling our orders. It has two main functions:

1. Acquisitions
2. Financial Control

Mr. James Hingeley mentioned there is a problem in finding out the surplus amount and exactly whose money it is. We must request the people whose money it is to spend it in the proportion to which they are entitled to it. We don't know who will get it at this time. Also, all of the jurisdictions are interested in seeing that the salary study gets done. We had a difficult time justifying our request of an increase because we had not performed an independent audit of our salary and it would help us in our budget next year when we go to the jurisdictions to justify whatever our salary is based on. This is a one-time expenditure and Mr. Hingeley suggests some of the surplus go to this.

OLD/UNFINISHED BUSINESS:

Mr. Peter McIntosh was looking over the financial statement and wanted to know why Administration was over by almost $5,000. Mrs. Grossman mentioned that in September, October, November we were paying two individuals for the same position, Marjorie Strange and Karen Aprill; and in December we paid three individuals for the same position. In January, we paid Marjorie Strange for 34 days of vacation time. She had asked that we wait until the new year started to pay her vacation time so that she would not have to pay more taxes in 1983. Also, we paid Betty Kohler $5,000 in severance pay.

The comments about paying for vacation time for individuals who are leaving or who have accumulated a large amount of vacation days made Mrs. Margaret Perley state that it is our responsibility to pay for this and it is a very poor business policy to have someone forfeit vacation time for the year. This problem should be addressed. There should be a limit to vacation carryovers and if we don't have a policy regarding this, we should make one. Also, we should have someone fill in who is already on board with the library and it should be understood.
Mrs. Karen Hayden took this time to mention that, after a long bout with cancer, Karen April just died February 19th. Mrs. Grossman mentioned that Karen's friends and brother were trying to set up a Karen April Memorial Fund to buy books in Karen's name and that perhaps Mr. Fibel would like to mention this to the Friends of the Library in case they would be interested in donating.

NEW BUSINESS:

Mr. Swinson mentioned that there is movement in the budget's line items and we should be dealing more with bottom line totals and be more concerned with being in the black or in the hole. He suggests revising the financial report and is thinking more in terms of a region-wide summary, where we would be dealing more in bottom line totals, etc. He would like the Board of Trustees' input on it within the next few months. We could have a detailed report at the end of the quarter and have a summary otherwise for the other months. A full packet would still be mailed to the jurisdictions.

Mrs. Hayden mentioned that our Bookmobile is being used for City voter registration for the weekend dates of March 10th, 17th, 24th and 31st. Linwood Frye will be driving and he will be paid by the City Registrar's Office. We have done this before and it is very good public relations. Mrs. Reaves mentioned that possibly Albemarle County might want to do the same thing later in the year.

Mrs. Hayden mentioned that the Crozet air conditioning is terrible. It doesn't work. If we took it out, we would have to replace the window. She suggests we leave it where it is.

Regarding State Aid:

1. The local expenditures for 1982-1983 were less than the previous year and may change the State Aid allocation for the coming year.

2. The State Library Board voted to eliminate libraries using a minimum of 20% of total expenditures for the purchase of books.

3. Effective immediately, there was a 1½% reduction in the state agencies' budgets making our reduction $5,384 (from $358,925 to $353,541).

4. Phil Williams received a letter from Ida Patton mentioning the State Library is reviewing local expenditures for 1982-83 in preparation for computing state aid allocations for 1984-85. Our local expenditures show a difference of $38,797. Our 1981-82 expenditures show $937,517 and 1982-83 shows $898,720. The State Library enclosed a copy of the requirements to be met with the section noted. A written explanation to the State Library is needed. We have asked Dorothy Fuller for an extension until March 15th and Mr. Swinson doesn't think we will be able to get this resolved until April. This is potentially very serious.

Mr. Swinson read the notation the State Library submitted:

"Local operating expenditures from taxation or endowment for any library, or library system, shall not fall below that of the previous year. In cases where the budgets of all of the departments of the local government are reduced below those of the previous year, the library's state grant-in-aid would be reduced. The State Library may require that the amount of such reduction in the library's total expenditure be subtracted from the library's eligibility and that the state grant be reduced accordingly. If the library's budget
is reduced and other agencies' budgets are not, then the library would receive no state grant-in-aid and would be ineligible for one until local expenditures shall have again reached or exceeded the local effort at the time of the last previous grant."

If we cannot reconcile this difference, we would not have state aid. This is very serious. We spent less last year than the year previously and our records are not good enough to show us what happened and we also have this large surplus. Fortunately, the State Library is on our side; therefore, they are going to give us a lot of support.

Mr. Hingeley mentioned the fact that the dollar amount is part of the surplus and if the surplus is returned, we could use this. The library did operate economically. Part of the problem was moving into this building and not knowing what the expenses would be. The jurisdictions would be willing to help us and should not be penalized because we spent less.

Mr. Swinson stated that it isn't so much that the State Library wants the localities to continue increasing but they don't want them to fall below where they are.

Mr. Hingeley mentioned that some support is being provided by the localities to the system. There is regional space here. The transfer of any appropriation from Louisa, Greene and/or Nelson, for what they were paying, was transferred to pay Charlottesville and Albemarle for office cost; but Charlottesville and Albemarle are not actually paying any money for that service, whereas before they were. In effect, they are paying for it by providing us this building. Actual dollars expended might show a decline but appropriations requested might be through a system of credits generated through the new contract. The last fiscal year was under this contract. Charlottesville gets a 1% fiscal fee as a credit. Some of this can be accounted for but it is all bookkeeping.

Mrs. Hayden mentioned that Mr. Swinson would like to have a meeting with the Board to discuss ideas and philosophies, etc. Mrs. Grossman will poll us.

Mrs. Brumett brought to the Board's attention that Lois Breeden, Head of the Greene County Branch Library, is going to resign effective at the end of March 1984. Mrs. Brumett stressed that Lois Breeden is leaving to spend time helping to raise her grandchild and is not leaving due to any job dissatisfaction.

Mrs. Hayden suggested a letter of appreciation be sent to the staff for their support during the absence of a Director. Also, she wanted to take this time to personally thank Phil Williams who did a tremendous job as Acting Director.

Mrs. Grossman asked about maintaining our Sunday hours this summer. Mr. Hingeley said it wasn't in the budget for this year. Sunday hours will be through May 1984.

ADJOURNMENT:

The meeting was adjourned at 4:29 p.m. Our next meeting will be scheduled for 3:30 p.m on March 27, 1984 at the Main Library.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE MARCH 27, 1984 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

TRUSTEES PRESENT: Mrs. Karen Hayden - President
Mrs. Ann Brumett
Mrs. Sally Gieck
Mr. James M. Hingeley, Jr.
Mrs. Margaret Perley
Mr. W. Bryson Scott
Mrs. Helen Wieneke

TRUSTEES ABSENT: Mr. Alexander G. Gilliam, Jr. - Vice President
Vacant Spot To Replace Mrs. Margaret Melcher
Mr. Peter McIntosh
Mrs. Donna Reaves

ALSO PRESENT: Mr. William Davis, Staff Association Representative
Mr. Lewis Fibel, Volunteer Coordinator/Intermediary for the Friends of the Library
Mrs. DonnaLee Grossman, Recording Secretary
Mr. William R. Swinson, Director

The meeting was called to order by the President, Mrs. Karen Hayden, at 3:36 p.m. The Minutes of the February 1984 meeting were approved by Mrs. Helen Wieneke, seconded by Mrs. Ann Brumett. Both the Circulation Report and the Financial Report for the month of February 1984 were approved by Mr. W. Bryson Scott, seconded by Mrs. Helen Wieneke.

ACTIONS TAKEN BY THE BOARD:

1) Mr. James M. Hingeley, Jr. moved that the Board accept the plan for refunding the surplus of $31,105.47, based on the actual percentage of the contributing localities. This was seconded by both Mrs. Karen Hayden and Mrs. Helen Wieneke.

2) Mr. James M. Hingeley, Jr. made a motion that along with the refund to the jurisdictions, we put in a request that they reallocate to the Library, in the proper proportion, the salary study, microcomputer and printer and the carpeting for the Gordon Avenue Branch Library. Seconded by Mr. W. Bryson Scott.

3) Mr. W. Bryson Scott moved that we make a permanent part of our policy, that beginning with this year, all Easter Sundays our Library will be closed. Mrs. Margaret Perley seconded the motion.
CIRCULATION REPORT:

Mr. Swinson referred to Part II in the Circulation Report for the Jurisdictions. Nelson County is using the Bookmobile but Nelson County does not make a contribution to the Bookmobile. Mr. Hingeley mentioned that we don't charge them for the use of the Bookmobile because they come to Albemarle County. Circulation records are kept and they are doing that much more circulation in that region and will share the cost based on circulation and it is an indirect cost to them.

FINANCIAL REPORT:

Mr. McIntosh asked about the expense of $5,328 under the Administration line item on Insurance. Most of this charge was due to a bill from Cabell Insurance Company, broken down as follows:

1) Directors'/Officers' Liability Insurance -------------- $ 855.91
2) Auto Policies for 3 Vehicles ------------------------ $ 1,592.00
3) A Multi-Peril Package for Blanket Coverage,
   Contents of the Bookmobile, Bodily Injury
   and Property Damage ---------------------------------$ 2,521.00
4) $1,000 Liability (Umbrella) ------------------------ $ 400.00
5) Deletion of 1973 Dodge from Auto Policy ----------($ 41.00)

Total ----------------------------------------------- $ 5,327.91

Mr. Hingeley mentioned there should be an adjustment made to put these expenses in the correct areas and not all into Administration. We show budgeted for Insurance under Administration only $1,145 and we paid $5,328. We have insurance breakdowns throughout our financial report and the charges should be attributed to the correct areas and considered a direct cost.

Mr. Swinson mentioned at this time that when he talked with Tom Haden from the City Finance Department, that Mr. Haden urged us to attribute the right items to the right lines, even though we might go over in the line items. In that way, we would have actual figures so that we could more accurately and more easily base our planning and budget for the next fiscal year.

MR. LEWIS FIBEL'S REPORT ON THE FRIENDS OF THE LIBRARY AND VOLUNTEER PROGRAM:

Mr. Fibel mentioned that the Board of the Friends of the Library won't be meeting until after the Book Sale (April 7th-14th).

Volunteers for February were approximately the same as for January. Ten volunteers worked at the two branches. In January we had 83 hours but in February we had only 76. Mr. Fibel is finding that late reports are coming in, for example, in December and in January, 8 additional hours have been reported. Mr. Fibel feels there will be more activity shown in March and some special activity will be due to the move of the Crozet Branch Library.

Mrs. Hayden mentioned that Mr. Fibel was out volunteering his time to help at Crozet and that his help was appreciated.

Mr. Hingeley was given a stack of bookmarks from the Voluntary Action Center and asked if Mr. Fibel would take them. Mr. Fibel felt that they should do their own advertising and we have our own bookmarks for our own use.
DIRECTOR'S REPORT:

Mr. Swinson discussed the need for coming to a decision on the Extension Supervisor position. We need to take some action regarding this position and possibly our Administrative structure as a whole before we get into the next fiscal year. Mrs. Wieneke mentioned that Cathy Butler has 100% approval. The only question is should the position be advertised. It will probably have to be advertised if only to protect us. Mrs. Perley mentioned she attended the public meeting for the Board of Supervisors in Louisa and was asked about a previous position at Louisa County Branch Library and if it had been advertised. People are watching us and whatever our policy is, we should be following it.

Mrs. Hayden suggested setting up an Administrative Review Committee to review and analyze Administration's functions and discuss the Assistant Director, Branch Supervisor position, etc.

Mrs. Wieneke pointed out that we should make a decision as we are also confronted with choosing a new librarian at Greene County Branch Library. She suggested we establish a policy and possibly upgrade this position. Suggestions were made to upgrade the requirements to at least require a college education, preferably someone with library science. The Board would look to the Director for an answer. Mr. Swinson mentioned that the Greene position is being advertised and that the advertised college education would be preferred but not required. Mr. Swinson also mentioned that before we make a commitment, we should renew discussions regarding the Administrative structure, whether we should have an Extension Supervisor, Assistant Director, etc. It is a policy consideration when it comes to the Administrative structure. Whether we keep the Extension Supervisor position or put it under a different title, the minimum requirement would be certification, especially on the department head level. This should receive our attention and not be allowed to go by the Board while we have a chance to do something about it. Mrs. Brunett suggested we consider experience also and that an attempt should be made to get someone that the patrons will accept, with the ability to fit into the community.

SURPLUS FUNDS:

It was agreed that we should start the process of refunding the surplus as soon as possible. Mr. Swinson referred to Tom Haden's memo showing the refund breakdown. Mr. Hingeley did not think Mr. Haden's theory was the proper one to use because we could have had savings in only certain areas and other regional costs could have gone along as budgeted. He had no objection to using it this year but feels that we should not break it down like this in the future. Mr. Hingeley suggested we develop our accounting so that we can identify what jurisdictions have made the surplus. As Mr. Swinson pointed out, there is a danger in surplus. Mr. Haden felt we should go ahead and spend it in the year we get it, rather than endangering our state aid for the next year by possibly going under what had been expended in previous years.

Mr. Swinson suggested we go ahead with Mr. Agnor's suggestion to use surplus funds for a salary review study. In fact, we have contacted five consultants and have received replies from three of them:

1) Municipal Advisors, Inc. $4,000-$4,500
2) Robinson, Farmer, Cox and Associates $3,000-$4,000
3) Meidinger Inc. $4,500

It looks on the average of costing around $4,000 - $4,500. Mrs. Hayden mentioned that she was pleased that the firm of Robinson, Farmer, Cox and Associates would be con-
SURPLUS FUNDS (CONTINUED):

sidered as they are a local firm and they also did our audit in 1981.

Mr. Swinson talked with Gary O'Connell and he suggested we consider buying a micro-
computer to help us in our budget preparations and our financial management. Tom Hatch,
head of Data Processing, wants us to go with Hewlett Packard hardware as they have Hew-
lett Packard at the City. If we go into the Virginia Tech Library System, that is also
Hewlett Packard and would be compatible. This would be a one-time charge. We would be
using this for budget planning and projection in fiscal years 1985 and 1986. A micro-
computer costs $3,081. This does not include a printer and we would need a printer, esti-
minated cost of $2,201, combined cost would be $5,282.

Mr. Swinson mentioned that in looking at the rest of the surplus list, his priority
would be to pick the Libris II. Very often at this time of year we are ordering blind,
we do not know what will be cancelled, how much of the order will be held, etc. after
May 15th. Being on-line would definitely cut down on the probability of error. The
surplus list indicates an estimated cost for this of $18,000. Ron Thornberg will be
coming in to discuss this in further detail. This does include a terminal. You get
software, no typing of cards and you know definitely whether they have it or not and
whether it is out of print. It would get easier, as time goes by, to order from them.

Mr. Swinson mentioned he would prefer to wait until we have the money to purchase
the VILS system because VILS would have an acquisitions function. The State Library
doesn't feel acquisitions will come up until mid 1985, through Virginia Tech Foundation,
and mid 1985 is not that long to wait. We do not know a price yet.

Mr. Swinson would like the Board's comments on using the surplus for the salary re-
view and for the purchase of the computer, totaling approximately $10,000 ($4,500 +
$5,282).

Mr. Hingeley stated it would be nice to return some of this surplus money. It
would help cement our relationship with the jurisdictions.

Mr. Swinson asked if the Board would like to go ahead with what Nelson, Greene and
Louisa asked for. Mrs. Wieneke mentioned Scottsville doesn't really need anything and
Mrs. Brumett mentioned that Greene doesn't need anything except possibly another card
catalog and four light wood drawers. Mrs. Wieneke mentioned that perhaps the Friends
could take over some of these items.

Mr. Hingeley mentioned that we should set a goal as to how much of the surplus
should be spent. The two items suggested are basically Administrative and would follow
the same percentage allocation mentioned in Tom Haden's memo. We are talking about
under a $1,000 for Nelson, Greene and Louisa, if they agree to this. The salary review
and the microcomputer could be proportioned out based on these percentages. It leaves
a fair amount to Albemarle and to Charlottesville. The microcomputer and the salary study
will both help us in budget presentation and preparation and the carpeting at Gordon
Avenue we would have to ask Charlottesville and Albemarle only; the rest could go back to
the jurisdictions, Nelson, Greene and Louisa.

Mrs. Hayden mentioned that we are going to the Board of Supervisors. It is their
money and we would be asking them if they want to spend it on this. If they say no,
they would get the money. (See Actions Taken By The Board, Item #1 and #2.)

Mr. Hingeley mentioned that the Director will have to write a letter to the jurisdic-
tions about the surplus and it must be a detailed and thorough letter. It needs to be
SURPLUS FUNDS (CONTINUED):

explained with some support for our request about why we chose as we did, particularly for Louisa, Nelson and Greene, so that they know we will be using the microcomputer with the City of Charlottesville and will be looking towards more automation. It would be another step towards automation. We are asking for money and it should be approached as though we are asking for money as an appropriation. This is very important.

OLD/UNFINISHED BUSINESS:

1) Mr. Swinson mentioned that we have adjusted the financial report to reflect the 1.5% State Aid reduction imposed by the Governor.

2) Mr. Swinson mentioned that at our last meeting a question arose about whether or not we had a policy on vacation carryovers. Mr. Swinson read the section taken from our policy manual, page 40-1 regarding vacation carryovers:

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

3) Mrs. Brunett questioned the $77 spent on a maintenance contract for typewriters. Greene's typewriter is a manual typewriter and she doubts it would be worth it. Mrs. Wieneke suggested asking the Friends for a new typewriter for Greene. Mr. Hingeley mentioned that a service contract is a guarantee and if anything goes wrong, the guarantee to fix it goes into effect.

4) Mr. Swinson mentioned the shortfall and the danger we are in of losing our State Aid grant. He went to Richmond last Friday to present our proposal to the State Library hoping they would accept it. He received their official response from Ida Patton and our deadline is April 23rd. The State Library is behind us. This is just too much money for the State Library to give approval without the State Library Board.

   Mr. Swinson has talked with Tom Haden, of the City Finance Department, and he will be working with us and believes we can resolve this before April 23rd. It will mean we will probably have to change the 1981, 1982 and the 1983 Certified Financial Statements. If the revisions are put through as requested, it would make us go below 1981 so that must be changed too. The only way to resolve the situation is to pull out capital expenditure related items and get them in the proper location.

5) Mr. Swinson mentioned there is a problem as regards the State Library's full funding. Mr. Swinson referred to the State Library memo on full funding. The grant shows estimated state aid for our library next year of $462,073, which is $108,532 greater than at present. Once we revise our Certified Financial Statements, they will have to cut them because they granted state aid based on those statements. When we revise them, operating expenditures will be brought down and put on capital expenditures; and according to the State's formula, they will have to go back and figure out the allocation for the next year again. It might not be as much as $100,000 but the Board should be prepared. Full funding is here now although we may be disappointed in what we get next year. We are in better shape for automation in the future, however.

6) Mrs. Hayden mentioned that the new Crozet Branch Library opened Monday. The Crozet Friends had an opening party on March 26th. They are also having a party this
OLD/UNFINISHED BUSINESS (CONTINUED):

Saturday from 9:00-3:00 with balloons, costumes, food and are selling T-shirts with a picture of the Crozet Library on them. Mrs. Hayden has ordered a plaque for the Perry Foundation and somewhere around Sunday, May 6th or May 13th we will have a public presentation, if these dates are good for the Board. Hopefully the plaque will be in by then.

NEW BUSINESS:

1) Mrs. Perley would like us to take a look at our standard of professionalism in the library. On a national level, we are quite low. There are so few colleges offering library courses in Virginia. Why can't we request that at least one course a year be offered at the University of Virginia or at one of the other local colleges? We could offer to pay tuition for the members on the staff. If we offered to pay this, the University/College would know we would have a specific number of persons taking the course. Mr. Swinson asked if the Board wanted this to go towards certification. If so, we would have to have an AIA certified university offering the course. The University of Virginia is not certified. The closest ones are the Catholic University and the University of North Carolina-Chapel Hill.

Mrs. Perley asked if we could set our own requirements, such as we expect our staff to maintain a certain level, similar to what a teacher is required to do. Mr. Swinson mentioned that the Catholic University has been offering courses but that he didn't know how far they would be willing to go on this.

Mr. Hingeley mentioned that we have to first decide if this is a personnel decision and/or a policy decision. If it is a policy decision of the Board, and as a Board, we should come to a decision. We have been interested in upgrading the qualifications of the heads of our branches, we should come to a decision.

2) Mrs. Perley asked who she had to thank for the desk just delivered to Louisa. Mr. Davis stated he took the desk out from Crozet for Lillian Sparks to look at. Mrs. Perley said they put it out of sight and that Lillian Sparks could use it to spread out her work. It would look much better if we could refinish it.

3) Mr. Swinson mentioned in his Director's Report that the capital improvements deadline for submitting proposals is Wednesday, March 28th and he would like any input from the Board. Mrs. Hayden suggested we keep in the Hollymead Branch request, it is a standard request and will continue to go in. We have no reason for a second elevator. Mr. Hingeley mentioned we should keep in the basement of the McIntire Building. Mrs. Hayden has a committee selected to look into the Trustee Building Fund for use of the McIntire Basement renovation for the Bookmobile.

Mrs. Wieneke asked if we really need to keep our Bookmobile at Gordon Avenue or move it here and use the McIntire Basement for the Bookmobile. Mrs. Hayden mentioned that the City is the landlord for the building and it would be a good idea to centralize Administration and free up space for Andrea Williams at Gordon Avenue. The renovation would be more than just putting a coat of paint on it. Mr. Swinson mentioned that the area looks adequate to take care of all the Bookmobile books, etc. but the only problem would be that the Bookmobile would be very difficult to get in. Perhaps we could petition the City and ask them to prohibit parking on the side street completely.
NEW BUSINESS (CONTINUED):

It is a matter of setting our priorities and if it is needed, we must make sure we push it. Generally, the recommendations are postponed and it seems to be an information function only. If we need something done, we would have to have someone come along and make it very well known.

Mr. Hingeley asked if there is a scheduled meeting on the capital improvements for the public to attend. Mr. Hingeley asked Mr. Swinson to look into it.

4) Greene County Branch Library will be holding a party for Lois Breedon, who is leaving March 31st. The party is scheduled for Friday, March 30th at 2:30 p.m.

5) Mrs. Perley requested that on any vote the Board makes we place it in a special collection book so that we have it all in one place. Mr. Swinson thought this was a good suggestion and we will begin doing it with the motions from this meeting.

ADJOURNMENT:

The meeting was adjourned at 5:36 p.m. Mrs. Karen Hayden requested an Executive Session be called. Mr. Hingeley made the motion we go into Executive Session and Mrs. Wiencke seconded it. Mrs. Karen Hayden adjourned the Board Meeting into Executive Session according to the Virginia State Code 2.1-344, Sub Paragraph (1) and Sub Paragraph (3) for discussion of personnel with the protection of privacy of individual(s) in personal matters not related to public business. Our next meeting is scheduled for April 24, 1984 at the Main Library.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE APRIL 24, 1984 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

TRUSTEES PRESENT: Mrs. Karen Hayden - President
Mrs. Ann Brunett
Mrs. Sally Gieck
Mr. James M. Hingeley, Jr.
Mr. Peter McIntosh
Mrs. Margaret Perley
Mrs. Donna Reaves
Mrs. Helen Wieneke

TRUSTEES ABSENT: Mr. Alexander G. Gilliam, Jr. - Vice President
Mr. W. Bryson Scott
Vacant Spot To Replace Mrs. Margaret Melcher

ALSO PRESENT: Mr. Lewis Fibel, Volunteer Coordinator/Intermediary
for the Friends of the Library
Mrs. Donnalee Grossman, Recording Secretary
Mr. William R. Swinson, Director

The meeting was called to order by the President, Mrs. Karen Hayden, at
3:30 p.m. The Minutes of the April 1984 meeting were approved as corrected by
Mrs. Helen Wieneke and seconded by Mrs. Donna Reaves. Both the Circulation
Report and the Financial Report for the month of April 1984 were approved by
Mrs. Margaret Perley, seconded by Mr. Peter McIntosh.

ACTIONS TAKEN BY THE BOARD:

1) Motion #2 of the March 1984 Minutes was revised to replace carpeting
for the Gordon Avenue Branch Library with a fire detection system.
The motion was made by Mr. Peter McIntosh, seconded by Mrs. Donna
Reaves.

CIRCULATION REPORT:

We were concentrating on the Financial Report and forgot to include the
Bookstock and Circulation Report in the packet we mailed out to the Board. It
will be in next month's packet. We have been considering a new format and if
it isn't finalized in May, it should be appearing in June.

Bookstock decreased from February but it is still 9,658 items higher than
March of 1983. Circulation is up 7,640 over February and all ten (10) agencies

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<th>Louisa County</th>
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<td>Louisa</td>
</tr>
<tr>
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CIRCULATION REPORT (Continued):

registered gains. Even Crozet registered a gain when they were closed for six (6) days. March 1984 circulation was 9,589 items higher than for March 1983.

FINANCIAL REPORT:

1) Operating Revenues for Fines/Page 1 - Judging by the rate fines are being collected, it appears we are approximately $3,400 less than anticipated. This is only a general approximation based on collections for the last nine (9) months. Charlottesville and Albemarle currently are under the rates of collection originally anticipated.

2) Local Funds-Summary/Page 2 - Judging by our rate of spending between July 1st and March 31st, we would be spending approximately $834,300. This is $52,973 under the figure we have budgeted for "Total Local Operating Funds" and $44,111 under local expenditures for fiscal year 1982-83. This is not an accurate figure but it gives us a general base for projection. I am basing these figures on our past nine months' expenses. Our concern is that we not get in the predicament we are now in with the State Library. Next month we will have to look at our expenditures. We may be looking at a $50,000-$55,000 surplus.

We don't foresee any large expenses coming up in May or June. The substitute salaries may go up a little and we may pick up a little there. We don't know about utilities, that would depend on the weather. Our local allocations for books would be at the end of this year.

We don't want to endanger $300,000-$400,000 of State Aid. We do overestimate in some areas such as utilities, telephone, Social Security/FICA and for insurance and postage. It is hard to take several months and project what your actual needs will be in the future.

This fiscal year 1984 budget was based on fiscal year 1983, which generated the surplus. We had a big swing with utilities due to moving into this building. If we do generate surplus this year, it is partially a result of the previous year's budget. This coming year's budget is not based on the previous year's budget but based on the most recent twelve (12) months' current expenditures. This budget that we have adopted is based on actual experience as opposed to previous budgets. What we need to ascertain is how much money we can have as a surplus which would not jeopardize State Aid. If we have to spend a given amount, we still could fall within the contract. If we don't spend a certain amount, our State Aid will be jeopardized and the jurisdictions would be asked to make up the difference. If the jurisdictions do not want the responsibility, they would have to understand we might affect our State Aid.

MR. LEWIS FIBEL'S REPORT ON THE FRIENDS OF THE LIBRARY AND VOLUNTEER PROGRAM:

1) Volunteer Activities - For March 1984 Central had nine (9) volunteers for a total of 109 hours. It was the same number of people but more hours than the previous month. There were two significant additions:

a) We had a University of Virginia intern in the library March 12th-16th and she worked approximately 40 hours contributing to the library and her own interests.
FRIENDS OF THE LIBRARY AND VOLUNTEER PROGRAM (Continued):

b) There was significant activity at the Crozet Branch Library involving moving and taking inventory after the move. It involved a substantial number of people but the specifics are not available at this time.

The only other item regarding the volunteers is that Mr. Fibel has begun his visits to the branches.

2) The Friends of the Library - The Board met on April 18, 1984. The gross sales for the book sale were $13,000. The Friends were particularly pleased by the participation of volunteers and Friends from the branches in the book sale. The activity of the book sale as a volunteer activity will be reported in the next report. The Friends collected almost $2,000 in dues and subscriptions in the last quarter.

A very important contribution was made at the meeting April 18th as regards the way requests are to be made to the Friends. Mr. Swinson will receive requests from the branches, via Cathy Butler, and requests from other department heads. He will review the requests and present them in quarterly packages to the Friends. Perhaps we can increase the rate of spending and increase the quality of spending. The Friends prefer to expend money for programs and one-time items, rather than on items that should be or are in the budget. They could make grants for lectures, films and other such activities.

The next meeting of the Friends will not take place until mid June.

DIRECTOR'S REPORT:

1) Update on revision of Certified Financial Statements - Tom Haden of the City of Charlottesville's Finance Department gave Mr. Swinson his unofficial report regarding the State Aid Certified Financial Statements. After separating funding accounts for the Central Library Water Damages, the Trustee's Building Fund, the Post Office Building operation and Scottsville Replacement from the operating expenditures for the fiscal years 1981, 1982 and 1983, the local operating expenditures for the respective years are:

<table>
<thead>
<tr>
<th>Year</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1981</td>
<td>$835,503</td>
</tr>
<tr>
<td>1982</td>
<td>$867,347</td>
</tr>
<tr>
<td>1983</td>
<td>$878,428</td>
</tr>
</tbody>
</table>

This has not been submitted to the State Library. Yesterday was the deadline and Mr. Swinson contacted Ida Patton at the State Library and Tom Haden is to talk with her. On April 30th this will go to the State Library Board. We cannot go below the 1983 figure for this coming year.

2) State Aid - Right now we have twenty-one (21) days to spend approximately $29,474 of the State Aid. We shouldn't have this problem in the coming years. The State will not give us an extension. This has to be spent by May 15th.
SOLINET:

SOLINET was discussed in the Director's Report. We are going off contract with our Computer Company July 30th. We have a database we need to maintain. SOLINET charges for annual service are higher than we originally anticipated. There is an annual membership fee of approximately $3,000-$4,000 and hardware maintenance. We couldn't be operational until around January 1985. Annual costs would be:

- Catalog Data Base Update and Maintenance $30,400
- Inter-Library Loan $620
- Acquisitions/Fulfillment/Fund Control $8,050
- Up Front One-Time Charge $13,080

You are talking of at least $40,000 plus annually. SOLINET expenses could be covered by State Aid. If we do not maintain it, we have wasted a lot of money. With the Computer Company it would be $28,700 annually for catalog data base maintenance and COM CAT production. With Baker & Taylor for the Libris II, for acquisitions only, it runs $19,200 annually. With SOLINET we get all the functions in one package that we are looking for. The data base maintenance is really important. Also, the acquisitions and the fund control are important.

Maintenance of the data base is essential to expanding into on-line circulation systems and on-line catalogs. SOLINET is one of the premiere bibliographic utilities in the country and can give us exceptional service, especially in cataloging and data base maintenance. To not maintain this would be a gross waste of funds and would put us in a poor position with the State and how they perceive us. It will speed up our costs and spending and give us greater control over what we are doing. We will have to do it for our own preservation sooner or later.

Mr. Swinson strongly recommends going with SOLINET. We would have to apply for membership twenty (20) days before the meeting and the membership meeting is in Atlanta on June 13th and 14th. Their next meeting won't be until September. If we are accepted in June, if we apply, we will not be operational on SOLINET until January 1985.

The tapes from Computer Company would be sent to SOLINET, they have to get them in condition to load into their files and interface with OCLC. It takes a lot of time and there is no conceivable way we could be functioning before January 1985. If we wait, we would have to go back on orders we have already ordered. We could pay the $13,080 one-time charge from what would seem to be surplus funds. Even if we did not use it for that, Mr. Swinson recommends we go ahead and make the application. We could use State Aid funds. The contracts will not be signed until July/August and we could use State Aid funds next year. If we are accepted and we don't get our State Aid, we don't have to sign the contracts. There really is no question of not being accepted but SOLINET does this to keep out certain profit-making organizations who would like to get in and build their own files.

The question arises as to where the money is coming from to pay our cost for the coming year. It could be done on State Aid but we would have to pull it down from our total State Aid. We could increase our budget for books and still have money for this. However, when we transmitted our budget to the jurisdictions, we put in it how much State Aid we expected to receive and what it would be spent on. The jurisdictions understand that they will be receiving a certain number of books. Now, if we go back in and pull out the money from the State Aid budget, it changes the expectations of all the jurisdictions. We would be converting those funds for use to Central and Administration. The question is---are the jurisdictions going to accept this or
SOLINET (Continued):

would they rather have more books on their shelves and how are we going to communicate this to our jurisdictions?

We could extend this to possibly six (6) months but no longer. For instance, if we applied next June 1985, it would be eighteen (18) months before the system would be operational. We have been doing the conversion 3½ years, on Federal Aid through the State since 1980, and if we held off another eighteen (18) months, it would be horrible. We are current right now and will be current through July 30th. We would have to pay the people to stay on also. Our current operator is certified and we could use State Aid. We could order from Baker & Taylor and bring our operator back in to update it.

We could use Federal Aid next year. Mr. Swinson mentioned he would be very surprised if we got less than $12,000 but no more than $18,000 next year.

Mr. Hingeley mentioned that he would like to see the impact on next year's budget to see any effects which would show on our budget. This is such an expensive function we should isolate it and communicate it intelligently. The budget should reflect what is going on here and then we would be in a better position to evaluate it.

If we don't do this, we could not go to any automated circulation, fund accounting and catalogs. This is the key to everything. SOLINET is the only library network available to us and is completely built through On-Line Computer Library (OCLC) out of Ohio; and by contracting with SOLINET, we get access to OCLC. We have a person constantly putting in new books. If we do not renew the contract and we do not go with SOLINET, we have no input of books; and if we do not do it next year, we have to go back over eighteen (18) months to put it into the system. We could go to Baker & Taylor and get their computer tapes but to go to a backlog of eighteen (18) months would be terrible.

Mrs. Reaves asked if it would be possible if we get part of this from State Aid but we can't budget this, why not make it a priority as far as the Friends are concerned. There is only a one-time cost and from that time on it could be a budgeted item.

Mr. Hingeley suggested we go into this at the next Board meeting. Mr. Swinson will prepare the budget isolation and try to explain all the benefits. It would be good for the Board to know more about it so that they can fully support it. Also, Mr. Swinson will go ahead and apply for application to SOLINET and by the time the contract is to be signed, we should know more about it.

OLD/UNFINISHED BUSINESS:

1) Surplus Refund - Mr. Swinson has requested the City Finance Department to make the refunds to the localities and has informed them of our intention to request a reallocation for the projects and items the Board discussed in March. A Request For Proposal (RFP) will go out next week concerning the salary review. Bruce Keith, Head of Personnel at the City of Charlottesville, has been assisting Mr. Swinson on this.

Regarding the carpeting for Gordon Avenue, Mr. Agnor and Mr. O'Connell felt the fire detection system would be received more favorably as a request by the Charlottesville and Albemarle governing bodies. They do feel the price is too high. Mr. Swinson was directed to contact the Fire Department in the City of Charlottesville to check Gordon Avenue and see how many detectors are needed and if the price really is too high. The estimate was approximately $5,600 and Mr. Agnor said they are paying
OLD/UNFINISHED BUSINESS:

almost as much in the City building and he doesn't understand why it is so high for a much smaller building. (See Actions Taken By The Board, #1.)

The purchase cost was given on our surplus list as $5,557.92 and this package would give us 11 smoke detectors, 13 combination heat/rate-of-rise/fixed temperature detectors, 5 manual-pull double-action alarm stations, 3 horns with stobe lighting, as well as telephone lease lines to the Fire Department. The service option, if we buy, is $1,045 for full maintenance a year and includes semi-annual inspections. Mr. Hingeley mentioned that this is only one vendor and if we bid it out we might get a lower price.

2) Mrs. Hayden mentioned she had appointed Mr. Gilliam as head of the McIntire Building Committee. Since he wasn't present at the Board meeting, Mrs. Hayden asked one of the committee members, Sally Gieck, if anything has transpired. Mrs. Gieck mentioned they were having their first meeting this Thursday afternoon at 2:30 p.m.

NEW BUSINESS:

1) Mr. Swinson mentioned it was not necessary to wait until the last minute to place book orders. You do have to spend a certain amount in the first half and a certain amount in the second half. In the years to come, we will spend it before we run into this trouble. You have to spend 50% but not over 55%.

The State does not want it at the last minute. They want to have a handle on their cash flow. They invest a lot of their income and they do not want to pull down their cash flow. What you end up doing is holding invoices. You may, in fact, spend at least 60% but you only submit no more than 50%-55% by December 15th.

2) Mr. Swinson mentioned that today he received in the mail an invitation from the Friends of the Williamsburg Library. He suggested that perhaps some of our people could attend.

3) Mr. Swinson mentioned that we want to stay away from charging for our services. There is a growing trend toward charging fees, especially in the western states and in California. They are charging a small fee for records, video cassettes and pictures, etc. Mrs. Wieneke mentioned there would be nothing wrong in putting a basket with a suggestion for donations in a special location.

4) Mrs. Hayden confirmed that the Crozet dedication is scheduled for Sunday, May 6th at 2:30 p.m.

5) Mrs. Hayden selected a Personnel Committee composed of Donna Reaves, Peter McIntosh and Bill Scott.

6) Two items appeared on the Agenda for this meeting:

   a) Annual Leave - Professional Librarians
   b) Part-Time Permanent Employees-Blue Cross/Blue Shield Benefits

   As Mr. Swinson mentioned, both of these items involve policy changes and need to go before the Board.
NEW BUSINESS (Continued):

The annual leave only affects one position at this time, but we should look into it. Certified Librarians do not receive four (4) weeks' vacation until they have been actively employed for three (3) years. They only get two (2) weeks prior to three (3) years of active employment and that is considered low in this state. It is usually higher for starting librarians.

This had been discussed previously and the Board had received figures on this but Mr. Swinson found some of those figures to be out-of-date. Mrs. Hayden mentioned that, historically, this was to make up for lack of salary. Mrs. Perley mentioned that if you equate this position with any other executive position, usually you have three (3) weeks' paid vacation and don't go to four (4) weeks until about ten (10) years. Mr. Hingeley asked why this couldn't be made part of the salary study. They can factor in the amount of vacation pay. We could specify that the fringe benefits package would be included in the salary review study. We could also include the second item regarding Blue Cross and Blue Shield for our permanent part-time people. Mr. McIntosh suggested Mr. Swinson put in the whole compensation package when he puts in the Request For Proposal (RFP) on the salary review study.

ADJOURNMENT:

The meeting was adjourned at 5:42 p.m. Mrs. Hayden requested an Executive Session according to the Virginia State Code 2.1-344, Sub Paragraph (1) and Sub Paragraph (3) for discussion of personnel with the protection of privacy of individual(s) in personal matters not related to public business.

Our next Board Meeting is scheduled for Tuesday, May 22, 1984 at 3:30 p.m. in our Main Library.

DonnaLee Grossman  
Recording Secretary
The meeting was called to order by the President, Mrs. Karen Hayden, at 3:30 p.m. The April 1984 Minutes, Circulation Report and Financial Report were approved by Mrs. Helen Wieneke and seconded by Mrs. Ann Brumett.

ACTIONS TAKEN BY THE BOARD:

1) The motion was made by Mr. W. B. Scott that the Director is to write Mr. Donald Haynes, of the Virginia State Library, asking them to deduct $20,151 from our State Aid for next year as they overpaid us in 1982-1983 and in 1983-1984, according to revised Certified Financial Statements done by the City of Charlottesville's Financial Department. This was seconded by Mrs. Donna Reaves.

2) A motion was made by Mrs. Margaret Perley that we concentrate only on the salary and benefits review out of the refunds made the localities from the previous fiscal year. Seconded by Mrs. Donna Reaves.

3) Mr. James M. Hingeley, Jr. made the motion that the Director negotiate with Mr. Rinehart to obtain a cost from him for performing architectural services sufficient to serve as a base for cost estimating the renovations of the McIntire Basement. Seconded by Mrs. Helen Wieneke.
ACTIONS TAKEN BY THE BOARD (CONTINUED):

4) Mr. W. Bryson Scott made the motion instructing the Director to apply for membership to SOLINET in time for their Board Meeting on June 13th and 14th. Seconded by Mrs. Sally Gieck.

CIRCULATION REPORT:

Mrs. Karen Hayden mentioned that she was very impressed that Crozet's circulation is going up. Mr. Swinson mentioned the fact that he had expected it to go up and it should continue to do so.

FINANCIAL REPORT:

Mr. Swinson mentioned that our local expenditures in 1982-1983 were $878,428. Page Two of our Financial Report indicates we have expended $713,787 through April 30, 1984. We have at least $164,000 to spend in May and June, if we do not want to run into problems and in order to meet last year's local expenditure level. That would work out to approximately $82,000 per month that we have to spend in May and June, which is high but we have to do it or we will come up against State Aid.

Mr. Swinson mentioned that we will be overspent in at least eleven (11) local line items. Taking this into consideration, along with coding adjustments, we estimate we will have a surplus July 1, 1984 of approximately $6,000-$10,000.

The coding adjustments involved moving $12,000 from State Aid coding to local coding and will show under Repairs and Maintenance under Central Library. We had to do this because we submitted to the City of Charlottesville numerous invoices under the general heading of Office Supplies and they were submitted before proper clearance was given by the State Library. If clearance is not given, it becomes invalid. Ellen Powe had to switch it over to local. This is why there is a difference this month from what was quoted to the Board last month. These adjustments show up on Page 14 of the State Aid report as adjustments in the "Exchanged" column.

Mr. Swinson mentioned that we did spend all the State Aid allocated to us; and by March or mid April of next year, we should have it all spent except for contractual items.

Mr. Swinson also mentioned that every agency, except for the Bookmobile, will have overspent their State Aid book budget by our next report. This is partially due to the unsettled leadership over the Bookmobile and partially due to the logistics of having $10,000-$14,000 worth of books coming into the Bookmobile Department on short notice. We will be more careful in the future and will make sure that we put expenditures exactly where they should go so that we will have better actuals for next year.

Mr. W. Bryson Scott asked if there is a reasonable figure or percentage we use to set aside for surplus. Mr. Swinson thought that $10,000 would be a good cushion and even up to $20,000, but not beyond $20,000.
MR. LEWIS FIBEL'S REPORT ON THE FRIENDS OF THE LIBRARY AND VOLUNTEER PROGRAM:

Mr. Fibel stated that the Friends' Board has not met since the last one he reported on. He also mentioned that the volunteer activity for April 1984 shows almost the same statistical data as previous months for Central and Gordon Avenue. The largest volunteer activity was the book sale held at Gordon Avenue. There were at least 65 volunteers that were active and they contributed several 100 hours of activity.

DIRECTOR'S REPORT:

1) Crozet Branch Library - The Crozet Branch Library was dedicated on May 6th.

2) Presentation to Mrs. Bruce Hayden at City Council meeting May 21, 1984 - Last night some of the Board members went to the City Council meeting where Mrs. Bruce Hayden received a resolution to the Library, which reads as follows:

RESOLUTION

WHEREAS, the transfer of the old Post Office building on Market Street to the Jefferson-Madison Regional Library Board afforded this community and the Library commodious quarters for a new Central Library; and

WHEREAS, M. Jack Rinehart, Jr. and Williams and Tazewell and Associates, with the advice of the Library Board, imaginatively converted this important civic building into a resource of benefit to the entire community; and

WHEREAS, the handsome new Central Library with its expanded library space and community meeting rooms has contributed significantly to the City's goal of revitalizing downtown Charlottesville.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Charlottesville recognizes and commends M. Jack Rinehart, Jr., Williams and Tazewell and Associates, and the Jefferson-Madison Regional Library Board for their adaptive use of the old Post Office Building.

Signed by Francis L. Buck, Mayor of the City of Charlottesville.

The Board wants this Resolution framed and suggests it be placed in a visible location, such as near the Circulation Desk or in the Reference area.

3) $20,151 Owed to Virginia State Library Due to Revised Certified Financial Statements - Mr. Swinson received a call from Donald Haynes, of the Virginia State Library and on the advice of the Attorney General, the Virginia State Library Board is advised that because we revised the Certified Financial Statements down to get legal with the State Library, we now owe the State Library $20,151 because they overpaid us in 1982-1983 and in 1983-1984.

We have two choices:

a) We write a check to the State Library and get full State Aid allotment without penalty.

(OR)
b) We write a letter to Donald Haynes and ask that it be deducted from our State Aid for next year.

Mr. Swinson suggests a letter be written to Donald Haynes but needs the Board to make a motion. (See #1, Actions Taken By the Board, Page 1.)

4) Federal and State Aid - Mr. Swinson mentioned that for the first time in four years our Library will be receiving a Federal Aid grant not bound to the conversion project. He estimates the figure could be anywhere from $15,000-$30,000. We won't know until late June or in July.

The final word on both grants will heavily weigh any decisions in personnel we decide to make and we won't have official figures until after June 25, 1984, when the State Library Board meets. We will have a very busy July.

Also, Mr. Agnor is trying to set up a Budget Committee meeting in June and Mr. Swinson is to give them the estimates for the Federal and State Aid. If any adjustments have to be made to local funding because of these grants, we will wait until after the first quarter to make any adjustments. In the future, adjustments should be made the month after the quarter, except for the 4th quarter.

5) 1984-1985 Budget - Mr. Swinson stated that all the localities plan to fund in full except:

   a) Nelson - Nelson County plans to allocate $41,241, which is $5,113 more (14%) than at present but still below our request by $921.

   b) Greene - Greene County doesn't plan any increases at all at this time. We would receive the present allocation of $34,294 for next year. All the agencies at Greene County are receiving the same treatment and it is very hard to fault them on this.

Both of these exceptions will be discussed at the final jurisdictional budget meeting tentatively planned for June.

OLD/UNFINISHED BUSINESS:

1) Reallocation to Jefferson-Madison Regional Library of Refunds Made to Localities - Mr. Swinson mentioned that the letters were sent to the localities regarding refunds. We asked for the Salary/Benefits Review, Microcomputer and the Fire Detection System for Gordon Avenue (Albemarle and Charlottesville only). Everyone is behind the salary and benefits review and will support it. On the other items, the localities think we should get them from State Aid or from the Friends. Since the localities want this review, Mr. Swinson recommends the other items be deleted and that we concentrate on the review. (See Motion #2 on Page 1 under Actions Taken By The Board.)

NEW BUSINESS:

1) McIntire Library Basement as Bookmobile Headquarters - Mr. Swinson stated that we should get ourselves back into the McIntire Building and use the basement. We have $71,000 invested with SOVRAN Bank and approximately $6,800 accrued in interest. If we are to go ahead with the basement, we will need to get plans. We
NEW BUSINESS (CONTINUED):

do have a preliminary drawing by Mr. Rinehart but he didn't make a detailed drawing. We don't know how much it would cost and we also need to talk with the City on this.

Mr. Hingeley thinks we should be on the safe side and get some sort of commitment. We can't put this money into the McIntire Building if we are given a limit.

Mr. Swinson feels we really need to go ahead and make plans for the basement and find out what the cost will be. Mr. Hingeley asked if it would be possible to have Mr. Rinehart give us an estimate, at no cost, of what the amount would be to draw up plans before it is bid out and we could then commit that amount of funds. Mr. Rinehart is interested in this but there would be no implication that he would get the job; we need the plans to get a cost before we put it out for bid.

Mr. Swinson asked the Board if he should go ahead and contact Mr. Rinehart to see what it would cost for preliminary plans. (See Motion #3, Page 1 under Actions Taken By The Board.)

Mr. Hingeley suggested Mr. Swinson present the figure at the Board meeting and then it could be acted on at that time. We would hope this is preliminary work and that Mr. Rinehart will be reasonable and that he will understand this would in no way commit us to giving it to him. Mr. Hingeley also suggested Mr. Swinson check regarding the traffic on the side street and if we need to restrict the areas where the Bookmobile would be driven.

2) SOLINET - Mr. Swinson sent the Board his preliminary report on SOLINET and specified the activities SOLINET would help us to integrate:

a) Maintenance of machine-readable catalog data base.  
b) Acquisitions/Fund Accounting.  
c) Cataloging of New Books.  
d) Produce microform catalogs of regional holdings for the branches.

If we apply for membership at the June 13th and 14th meeting of SOLINET's Board of Directors, we would not sign a contract until mid or late July and we access SOLINET with an IBM 300 terminal. It would be December 1984 when we would be on-line.

Some of the reasons for the holdup are:

a) Training of our staff.  
b) Production is based on an IBM PC heavily customized to interface with the OCLC.  
c) We are looking at start-up costs and the time and cost of accessing SOLINET/OCLC from December 1984 to the end of the fiscal year.

Concerning maintaining our data base, there may be some problems with the way the Computer Company has coded our entries and it will have to be cleaned up. We don't know how much it will take and we won't be able to start until around January 1985. What we need to do in the coming fiscal year is go with the utility, SOLINET/OCLC that we can catalog into and they can put our new acquisitions into the system. Our old materials and records will have to wait until we can find out the cost of cleaning them up. We need to get on a system where we are using a national system, a national machine-readable standard called MARC.
NEW BUSINESS (CONTINUED):

Here are some of the figures for our first year under SOLINET, accessing OCLC using an IBM-M300 dedicated terminal:

a) State Aid one-time charge ------------------ $ 7,496

b) Annual charges to State Aid ------------------ $ 1,294

c) Service Charges from December 1, 1984 to June 30, 1985 through State Aid ------------------ $ 21,472

d) Personnel Expenses for an on-line Cataloger/ Searcher, which includes FICA, through Federal Aid ------------------ $ 15,480

TOTAL FISCAL YEAR 1984-1985 (STATE/FEDERAL AID) --- $ 45,742

The salary will be starting in September and will include training prior to the start-up of the service. We should, as much as possible, keep everything on State/Federal Aid. We can do this and increase the book budget and have additional money for the certified personnel. This exceeds what we had planned on; however, our State Aid grant will be approximately $80,000 higher than at present and this excess will be covered by State Aid.

The membership fee covers the training costs. It amounts to approximately one week of training. The person we have right now has had OCLC training and will be remaining. She is being paid on Federal Aid right now for the catalog conversion.

Once again, for 1984-1985, we need to go ahead and apply in June 1984. If we are accepted, we still are under no obligation until we sign the contracts in July. We shouldn't sign anything until we know what our State Aid will be. This is very important and it is critical that we have everything in a clean standardized machine-readable form.

Although Mr. Swinson was instructed to go ahead and apply for membership to SOLINET, a motion is needed by the Board to do this. (See Motion #4 on Page 2 under Actions Taken By The Board.)

3) Mrs. Margaret Perley brought a book that is on library automation for the Board to look at. Inquiries are available at the University of Virginia for a fee of $5.00 to search for any books and/or articles on SOLINET. You can get a listing if you want more information on SOLINET. If the Board would like to get some articles written by people who have used SOLINET, this also is a service that is available.

4) Mr. Swinson doesn't foresee the day we will have on-line catalogs in the branches. We are dealing with two area codes and the cost would be considerable. We could do it in Gordon Avenue, Crozet and Central.

5) Mr. W. Bryson Scott's term ends June 30, 1984 and he has reapplied.
6) Mrs. Karen Hayden will be leaving for England around mid August. She is not sure yet but either they will be returning in January or they will be going on to Australia or possibly staying in England until June of next year. After the July meeting, she will be stepping down as President. She has talked to Mr. Gilliam regarding this.

ADJOURNMENT:

The meeting was adjourned at 5:07 p.m. Mrs. Hayden requested an Executive Session according to the Virginia State Code 2.1-344, Sub Paragraph (1) and Sub Paragraph (3) for discussion of personnel with the protection of privacy of individual(s) in personal matters not related to public business.

Our next Board Meeting is scheduled for Tuesday, June 26, 1984 at 3:30 p.m. in our Main Library.

DonnaLee Grossman
Recording Secretary
The meeting was called to order by the President, Mrs. Karen Hayden, at 3:34 p.m. The May 1984 Minutes, Circulation Report and Financial Report were approved by Mr. Peter McIntosh, seconded by Mrs. Helen Wieneke.

CIRCULATION REPORT:

Mr. Swinson mentioned that our bookstock and circulation reports are showing region-wide growth.

We will be adding to the Scottsville collection in the next 18-24 months and it will appear disproportionately high in relation to the State Aid book budget Scottsville will be eligible for. This is due to our using the Scottsville Replacement Fund for books, microfilm, videocassettes. We will be purchasing a microfilm reader/printer and a video system for Scottsville through the Scottsville Replacement Fund.
COLLECTION DEVELOPMENT:

Mr. Swinson mentioned that we should re-evaluate the role of each of the agencies in our service to the public. Central has always been the reference center and the collection is here. Mr. Swinson would like to see this in the branches and at Gordon Avenue. The reference capability would have to be upgraded. This would be of great benefit to students served by outlying branches. They would have immediately available retrospective periodical collections on file on microfilm for a period of at least ten (10) years. Obviously the microfilm collections would not be as extensive as Central's but it would include the basic often-used titles: Times, Newsweek, Sports Illustrated, Scientific American, Ebony, Consumer Reports, U.S. News & World Report, Business Week, etc. Mr. Swinson would like to see microfilm reader/printers at the branches. Their cost runs about $3,500-$4,000. We should have certain high-use items that are standard for student use.

Another collection item to be considered is whether we are really getting our money's worth by using the McNaughton Book Lease Plan. We might be able to obtain more books using another approach for the same amount of money.

Mr. Swinson will be discussing the collection development at the regular Department Heads' meeting.

FINANCIAL REPORT:

Mr. Swinson mentioned that at the previous Board Meeting he had estimated we would be overspent in at least eleven (11) local line items and estimated a surplus of $6,000-$10,000 in local funds. Mr. Swinson amended this to ten (10) line items overspent and having approximately $5,500 left in local funds from the operating budget.

Besides this, there will be approximately $7,500 in duplicating fees and approximately $2,700 in miscellaneous contributions that are not part of our budgeted revenue.

The most important point is that we have passed the level of local spending recorded for Fiscal Year 1982-1983 of $878,428. This means we have not endangered our State Aid grant for the coming year, Fiscal Year 1985-1986. We will meet our full eligibility and not be under penalty as we are this current year, Fiscal Year 1984-1985, in the amount $20,151.

Mr. Swinson also mentioned that in May he had reported that every agency, with the exception of Bookmobile, would have overspent their State Aid book budget by the June Board Meeting. However, Central will not have spent the $105,450 allotted to them and will be $3,480 short.

Just for the Board's information, Mr. Swinson mentioned that as of May 31, 1984, we spent 22% toward books.

MR. LEWIS FIBEL'S REPORT ON THE FRIENDS OF THE LIBRARY AND VOLUNTEER PROGRAM:

Mr. Fibel stated that he had two reports to make to our Board. The most recent Friends meeting approved approximately $16,000 worth of requests from about $18,000 of requests submitted to the Friends. This included grants for programming and for
equipment as well. Mr. Fibel feels that the Friends were more than pleased to receive the formal request prior to the meeting. This was a very successful raid on the Friends' treasury. It is a little more than the amount the Friends raised during the course of the year and they would be using some of the Friends' surplus. Mr. Fibel mentioned that he presumed there will be other requests made to the Friends in the next few months.

Regarding the volunteer activity for May, 132 hours were contributed contrasted to 99-100 hours in previous months. This was an increase of about 30%. We are including Crozet volunteers at this time. There were 9 hours listed for Crozet and 20 hours of increase due to the number of hours worked per individual being raised and to the number of individuals that are working at Central and Gordon Avenue.

Mr. Fibel mentioned that we have had a number of people calling to ask if they could volunteer during the summer and a few for longer-range periods. We have added two more people. We also have interest in teenagers working this summer.

Mr. Fibel has asked Cathy Butler if he could receive Scottsville's volunteer report for next month. We are doing this piecemeal. The branches count volunteers and volunteer hours differently and we are trying to get the branches to complete our reports. There are volunteers at other branches but we do not have a listing of the people or their hours worked.

Mrs. Karen Hayden, President, thanked Mr. Fibel for his report and mentioned we should have some form of annual Friends appreciation event as a formal way of thanking them for all they have done for us.

Mr. Swinson mentioned that the meeting was very favorable and the Friends indicated what they want and what they did not want to pay for. Also, they felt they are not appreciated enough. The Friends want programming, equipment related to programming, not just routine office equipment. Programming seems to have caught their imagination.

At this time Mrs. Brumett asked if the Friends' groups in the rural areas were in any way incorporated with the Charlottesville Friends. Mrs. Hayden, President of the Board, said no but that more and more liaison was going on and there was beginning to be a network among the Friends.

DIRECTOR'S REPORT:

Mr. Swinson talked with Ida Patton, of the Virginia State Library, today and she stated that they are giving us $436,566 in State Aid, an increase of $77,641 over what was projected. This amount is after the penalty of $20,151 has been exacted.

Regarding our budget for Fiscal Year 1984-1985, Mr. Swinson mentioned that we have received official notice of the following:

1) Albemarle County $480,064 requested and approved
2) City of Charlottesville $311,698 requested and approved
3) Louisa County $55,121 requested and approved
4) Greene County $35,735 requested $54,038 approved
   (no increase given-same budget as present)
5) Nelson County $42,162 requested $41,241 approved
   (14.15% increase but underfunded by $921)
We are underfunded by $2,618. That amount is manageable. Mr. Hingeley feels that this puts the responsibility back on the Budget Committee, to see how service can be cut back to accommodate the shortfall. You have to start off with the budget, taking into account what is appropriated, or you will end with a shortfall. As Mrs. Hayden mentioned, shortfalls come out of local funds and not regional funds.

Mr. Swinson mentioned that the Jurisdictional Budget Committee is waiting to see what the State and Federal aid will be. He would rather not notify Nelson to make any cuts until we meet with the Jurisdictional Budget Committee. The Jurisdictional Budget Committee has to make the decision. They should be notified of the shortfall and they can take whatever action is necessary.

Greene isn't much of a problem because Lois Breeden received a fairly high salary and Dorothy Maehler is making a lot less. We have an automatic cut in their salaries.

Mr. Hingeley suggested we could adjust the budget to reflect the change in salaries. As regards the Jurisdictional Budget Committee, the people from the outlying jurisdictions are less likely to play a role and the distance to come to discuss a small amount of money just doesn't make it feasible.

Federal Aid - Mr. Swinson mentioned that we are going to get something but we don't know yet what it will be. The Virginia State Library is funding new retrospective conversion projects and that will have first priority and there are a lot of new conversion projects throughout the state. They haven't finalized how much it will cut into the pool for everyone. The Federal Aid is given to the State Library as a block grant and then it is taken out of the State Library.

Solinet - Mr. Swinson mentioned that he received the contracts yesterday and that we are going to let them wait until we find out if our tapes are running and then we will decide whom we will go with. The Computer Company is anxious for business again and they were told they are being considered dependent on their delivering the test tapes.

Pay and Classification Study - Since Mr. Swinson issued his preliminary report to the Board, Greene County has also approved a portion of their refund be used for the study.

We had asked six firms for proposals but only two representatives attended our pre-proposal conference, Yarger Associates out of Falls Church, Virginia and Robinson, Farmer, Cox & Associates out of Richmond and Charlottesville, Virginia. A representative from the Mercer-Meidinger, Inc. company called to say they did not feel their firm would submit a proposal. The deadline for submissions is July 16, 1984 at 3:30 p.m.

Our Personnel Committee met with Yarger Associates and Robinson, Farmer, Cox & Associates; and Yarger Associates wanted to impress us and they had a very high-pressure salesman, which really put us off.

The question was raised if this study would be done in time to be incorporated into the 1985-1986 budget. Hopefully, we will have it in time to incorporate into our budget and review the budget in October and November. Any adjustments could then be made by December. It must go out before the end of the year to the jurisdictions.
Mr. McIntosh asked if we were committed to giving the contract to the lowest bidder. Mr. Hingeley mentioned that you have to evaluate the quality of the service you will be receiving, as well as the price quoted.

OLD/UNFINISHED BUSINESS:

McIntire Library Basement - Mr. Jack Rinehart present at 4:30 for Discussion and Questions - Mr. Swinson invited Mr. Rinehart to answer any questions that the Board might have as a follow-up to the Director's Report sent to the Board.

Mr. Rinehart mentioned that back when this Library was doing renovations, they had Mr. Rinehart include a preliminary plan of the McIntire Basement as they planned to have the McIntire Basement turned into the bookmobile library. When the architects did the extension, they went ahead and fixed up the loading dock area in anticipation of the bookmobile being located there. The plans for a bookmobile library were never finalized.

Mr. Rinehart's observation of the McIntire Basement is that it is a fire hazard right now and it should be corrected. There are a lot of pipes and ducts having something to do with the next floor and Mr. Rinehart wanted to know if they should be upgraded or not.

You would have to finish the floors, put in shelving, have a staff area---they would need a little lounge area, and you would need restroom facilities and paint. Basically, that is all we know at this point. Mr. Rinehart has suggested to Mr. Swinson in a letter dated June 7, 1984, copy of which was included in the Director's Report sent to the Board, that the work be done on the same basis as the original work done on the old Post Office Building, that is on an hourly basis not to exceed the architectural charge percentage taken from the 1983 Commonwealth of Virginia Capital Outlay Manual times the actual construction costs involved.

Some mention was made at the time of inspection of the McIntire Basement regarding the furnace. The City Engineers will be checking this out for us. Also, we may be required to put in a sprinkler system. There is only one-door egress and this might have to be checked by the Inspection Department.

Gary O'Connell sent Mr. Swinson a copy of the lease agreement for the Senior Center. Mr. Swinson read Page 4, Paragraph 9:

9. DIVISION BETWEEN TENANT AND LIBRARY BOARD

The majority of the basement floor of the McIntire Library Building is not to be occupied by the Tenant herein but shall be occupied by the Jefferson-Madison Regional Library Board "Library Board". The Tenant and Library Board have or will enter into an agreement respecting their mutual rights and obligations with regard to occupancy, rent, proration of utilities and other matters. A copy of that agreement is attached hereto as "Exhibit C".

Mr. Swinson mentioned that Exhibit C of Section 9 does not exist in our files.
Mr. Rinehart mentioned we might have some water damage. He mentioned that we have sufficient space. We need at least 1,500 square feet and we actually have about 2,700 square feet. Mr. Rinehart stated they would do as much as they can with the budget and make do and anything else could be upgraded later on; but first you have to be committed. The Library has the space but we do not know the dollar amount yet. Mr. Rinehart mentioned that they could project some of the costs, such as the painting and the lighting. The renovations could be disruptive and Mr. Rinehart said it could be done by working around the schedule.

The Senior Center signed a lease agreement with the City of Charlottesville for five years, as of December 15, 1981. Mr. Swinson suggested we go ahead and handle the basement for the bookmobile library right now but he isn't ready with any plans for the upstairs area at this time. We should at least get the basement fixed up to code. The basement needs to be cleared out and the magazines are going to the Friends' Magazine Sale scheduled this fall, October 25-28, 1984.

Mr. Rinehart mentioned it would take 2-4 months to get the drawings right and the price right so the Board needs to come to a decision right away. If we wait too long, then we will find people working or doing outside work. This is a good winter project as it is all inside work.

Mr. Hingeley reaffirmed that we have to see what this is going to cost the Library and we would also have to negotiate with the Senior Center to decide what the split would be for utilities. The lease was drawn up by the City of Charlottesville because the City of Charlottesville owns the building. Exhibit C was the agreement between the tenants of the building and the Library, not the City of Charlottesville, that would explain why Exhibit C was missing from the copy of the lease agreement Gary O'Connell sent Mr. Swinson.

We would be using the Trustees' Building Fund, which originally came out of miscellaneous contributions acquired prior to remodeling the old Post Office. This is being referred back to the Building Committee and we will get a recommendation in time for the next Board Meeting as to how we are to proceed. A question was raised regarding going out for bids on this. It was decided the work we need done does not require that degree of attention and it would be better decided on a committee level.

NEW BUSINESS:

Two Matters Referred to the Albemarle County Attorney - Mr. Swinson brought to the Board's attention his letter dated June 19, 1984 to Attorney George St. John concerning:

1) Request for civil warrant against Ms. Keith Hightower, P. O. Box 954, Gordonsville, VA 22942. The Virginia State Library lent us a 16mm film entitled SPANISH RIDING SCHOOL and Ms. Hightower has failed to return it or respond to our letter notifying her of its overdue status. The State Library has already notified us they will have to charge us $60.00 for the film. The purchase price is much more but due to the film not being out of print, the State Library can charge us $60.00 if the film is not recovered.

2) Refund of our two security deposits from the Fruit Growers Cooperative, Inc. of Crozet, Virginia. Prior to moving to our new quarters in the renovated railroad station in Crozet, Virginia, our Library leased space from the Fruit Growers and paid a security deposit of $375 toward the rent and another $100 for
the electric bill. Mr. Swinson contacted Mr. Rausch of Fruit Growers and requested our refunds. At that time, Mr. Rausch informed Mr. Swinson he had applied the $375 toward repainting the interior of the building and that the $100 security deposit towards the utilities had actually served as prepayment of the first electric bill.

Mr. Swinson inspected the building and did not feel the Library did $375 worth of wear and tear to the interior of the building in regard to the paint. In fact, prior to the Library moving into this space, it was not Fruit Growers but a Mr. Stan Wilcox who, on the Library's behalf without charge to us, had the space painted which the Crozet Branch Library occupied in the Fruit Growers' Building.

As to the $100 deposit toward the electric bill, the lease seems fairly specific that it is a deposit, rather than a prepayment of the first electric bill.

Mr. Hingeley mentioned that Attorney St. John had called him to get more background on this and Attorney St. John had suggested the Board be made aware of this only for information purposes, not for a decision by the Board. Attorney St. John felt the matter regarding Fruit Growers was serious enough that the Board should discuss it and so that the Board knows what is going on. It is felt the community would support our decision as it is taxpayers' money and Mr. Rausch never contacted the Library saying there were damages that would have to be repaired and taken from the deposits. We have confidence in Attorney St. John and he may want to work directly with the Board of Directors on the Co-op regarding this. We are the party to the lease but it will end up being Albemarle County vs. Fruit Growers, Mr. Rausch.

Appointment of a Nominating Committee - Mr. Swinson mentioned that our Mrs. Karen Hayden, President of the Library's Board of Trustees, will be leaving the country in August and that a nominating committee should be formed to select a new President and Vice President.

The nominating committee will consist of Mr. James M. Hingeley, Jr. and Mrs. Margaret Melcher. They will report back to the Board at our July meeting.

Alternates for Library Board - It was suggested that our Board members urge our rural jurisdictions to appoint alternates and it was pointed out that the contract mentions this.

Joint Security Complex (Jail) - Mr. Hingeley was in the jail area and stopped by the library room at the jail to talk with Bill Davis and the jail administrator. The library program is very unusual in Virginia and the administrator appeared very proud of that fact. The library collection had been moved into a separate room at the jail and they were discussing whether the use of that room could be expanded. It isn't getting full use as it is a storage area. The jail administrator was open to the idea of expanding the room and making it more of a multi-type room; the room would be used in other ways other than for storage of books. It needs some refurbishing and jail funds are non-existent. It could be made a request to the Friends of the Library; it shouldn't take a lot of money, a couple of chairs, an area rug, etc.

The room is located in the men's section and if the room was opened up, it might be that women might not be able to come there, which might be a problem. The room is not heated and it might be a problem in the winter time.

Bill Davis is very highly thought of and he has done an excellent job at the jail.
We have obtained several books on libraries in jails for them to look at. Mr. McMahon, administrator, is very open to the idea of expanding the use of the facilities but does not have the funds to work with. We could use some of the metal shelves from the McIntire Library.

Also, Mr. Hingeley mentioned that some of the inmates expressed an interest in working in the library and it could be therapeutic and help them to occupy their time but we don't know how far they can go on this. There are some inmates at the jail that leave the jail and work in the Court House, so there are things inmates can do.

We should definitely look into the services for the Joint Security Complex and we could use Bill Davis as the resource person. It could be more challenging for Bill Davis; he seems to have a lot of talent and ability.

ADJOURNMENT:

The meeting was adjourned at 5:31 p.m. Mrs. Hayden requested an Executive Session according to the Virginia State Code 2.1-344, Sub Paragraph (1) and Sub Paragraph (3) for discussion of personnel with the protection of privacy of individual(s) in personal matters not related to public business.

Our next Board Meeting is scheduled for Tuesday, July 24, 1984 at 3:30 p.m. in our Main Library.

DonnaLee Grossman
Recording Secretary