The meeting was called to order by the President, Mrs. Karen Hayden, at 3:40 p.m. The June 1984 amended Minutes, Circulation Report and Financial Report were approved by Mr. James M. Hingeley, Jr. and seconded by Mr. Peter McIntosh.

CIRCULATION REPORT: Mr. William R. Swinson mentioned that region-wide circulation rose from 716,112 transactions for 1982-1983 to 761,015 transactions in 1983-1984, which was an increase of 6.3%.

Mr. William R. Swinson presented a breakdown for the region-wide increases as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Percentage Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>11.4 %</td>
</tr>
<tr>
<td>Gordon Avenue</td>
<td>2.3 %</td>
</tr>
<tr>
<td>Scottsville</td>
<td>20.8 %</td>
</tr>
<tr>
<td>Louisa County</td>
<td>8.2 %</td>
</tr>
<tr>
<td>Crozet</td>
<td>7.7 %</td>
</tr>
<tr>
<td>Nelson County</td>
<td>8.9 %</td>
</tr>
<tr>
<td>Bookmobiles</td>
<td>296-5544</td>
</tr>
<tr>
<td>Charlottesville</td>
<td>296-5544</td>
</tr>
<tr>
<td>Louisa County</td>
<td>(703) 967-1103</td>
</tr>
<tr>
<td>Albemarle County</td>
<td></td>
</tr>
<tr>
<td>Crozet</td>
<td>823-4050</td>
</tr>
<tr>
<td>Scottsville</td>
<td>286-3541</td>
</tr>
<tr>
<td>Greene County</td>
<td>985-2370</td>
</tr>
<tr>
<td>Stanardsville</td>
<td></td>
</tr>
<tr>
<td>Nelson County</td>
<td>263-5904</td>
</tr>
<tr>
<td>Lovingston</td>
<td></td>
</tr>
</tbody>
</table>
CIRCULATION REPORT (Continued):

Greene County ------------------------ 11.3 %
Bookmobile ------------------------- 3.6 %
Joint Security Complex ----------- 18.0 %

FINANCIAL REPORT: Mr. Swinson mentioned that our financial report has been based on a preliminary printout we received from the City of Charlottesville. The final printout for June 1984 is due July 27th and hopefully will include all of the adjustments we requested. The financial report will be a revision of the one we currently have.

Mr. Swinson pointed out on page two of the financial report that under Local Expenditures, space rental and the 1% fee should be reflected, an amount of $23,855. There should be downward adjustments amounting to $6,325 from:

- Bookmobile 2 Benefits ------------------- $4,463
- Crozet Rent ------------------------- $1,475
- Relocation Allowance ------------------ $ 387

Total ------------------------ $6,325

The unexpended local balance available from last year, not counting the space rental and the 1% fee, should be $9,830.

Receipts not budgeted for and not reflected in the financial report are:

- Duplicating Fees ------------------- $7,616
- Miscellaneous Contributions --------- $2,973

Total ------------------------ $10,589

Mr. Swinson stated that before we can responsibly begin discussion of any refunds to the localities and of any uses to be made of carry-over funds that remain in our control, we need to see the final printout for June 1984.

Just for your information, Mr. Swinson mentioned that from the preliminary printout information, we applied 20.37% of our total expenditures towards books.

Mr. James Hingeley, Jr. mentioned he felt the category, Miscellaneous Revenues should be broken down more. Duplicating and Fines have been included as a separate category. They are revenues that localities get credit for. They are estimated at the beginning of the year and are credited to each locality against their appropriation.

Mr. Peter McIntosh wanted an explanation regarding the $10,273 over-expenditure under Local Funds for Books and the $12,288 under-expenditure for books under State Aid. Mr. Swinson mentioned that we had ordered books and the books came in after the May 15th cut-off date for State Aid and we had to use local funds. As to the State Aid, we were coming up short and we needed to spend the money quickly and ended up taking the money left for books and spending it in other areas. Another reason for the $12,288 was the fact that we have to submit Form E50 to the State Library prior to purchasing items to get clearance to purchase them. We didn't receive clearance for the $12,288 and we had to pull this out of State Aid and put it in Repairs and Maintenance.
MR. LEWIS FIBEL'S REPORT ON THE FRIENDS OF THE LIBRARY AND VOLUNTEER PROGRAM: Mr. Fibel mentioned that the Friends of the Library had not met since the last meeting of our Board. The Volunteer Program shows an increase in June over May, 142 hours compared with 132 hours. This is approximately a 9% increase. There were 15 volunteers involved, over 13 the previous month. We have three new volunteers. Mr. Fibel mentioned the June 23rd Charlottesville Observer had a picture of one of our volunteers, Mildred Noble, who was named Volunteer of the Week.

Mr. Peter McIntosh asked how one joins the Friends. Mr. Fibel stated that there are envelopes for joining the Friends at the Circulation Desk. You simply fill out the inside of the envelope and leave it at the Library. The address on the envelope is this Library. Mr. Fibel also mentioned there is a place to check for subscription fees and that he hopes people will give more money and more time as we could use both to our advantage.

DIRECTOR'S REPORT: Mr. Swinson mentioned that on July 23rd, Mr. Agnor, County Executive of Albemarle County, had called him to discuss the Library's State and Federal Aid for 1984-1985. Before we can begin spending our State/Federal Aid, each county or locality has to clear it. The State Library issues forms and they have to be approved and sent back by the jurisdictions. Mr. Agnor is in receipt of Albemarle County's clearance form and noticed that the Library is receiving $89,501 more in State/Federal Aid than was anticipated in the budget proposal. He would like a detailed explanation/breakdown of how the overall grants are now going to be spent. Mr. Agnor wants this written up and sent to Albemarle County and to each of the other localities. Mr. Agnor intends to hold this up until he has the summary.

We won't be able to do this until we know the condition of The Computer Company tapes. We have not heard yet from SOLINET and it could make a big difference in how we divide up our State Aid. There won't be that many line items involved because a large amount will be going to the Assistant Director of Finance and to Diana Cheng's salaries and to SOLINET and/or The Computer Company.

Mr. James Hingeley, Jr. mentioned that this is not a fund we can dispense at our own whim, it has to be approved. He feels that the Board has to first come up with suggestions, which Mr. Swinson already has in mind, and then we have to see if it throws off the balance of our existing budget. There really isn't much State Aid being spent in the localities except for books. It might help if we emphasize the connection of automation with books.

Mr. Swinson would like to bring the State Aid proposal to the Board at the August meeting before it is submitted to the localities. The Board can review it, make a decision on it and then it can be sent to the localities.

OLD/UNFINISHED BUSINESS:

A) Report of the Building Committee on proceeding with the plans to renovate the McIntire Library basement--Mr. Swinson confirmed that the Building Committee met with Mr. Rinehart to discuss how to proceed with the basement renovation and the problem seems to be that we really don't know how much it is going to cost until we get into it and we are just going to have to go ahead with it. It is the recommendation of the Building Committee that we go ahead and contract with Mr. Rinehart on an hourly basis and to have him give us plans for proceeding.
OLD/UNFINISHED BUSINESS (Continued):

Mr. Rinehart is to give us the modifications needed so that we can have a clear idea of what is needed, as well as an estimated cost.

What we also need to know is what amount of space the Bookmobile people will need, if we should do a cooling system---should we install a cooling system in the basement---should we plan to get into the whole building and replace the entire system on a central air conditioning system and we need to know approximately how long this will take.

The Board raised the question of going out to bid. Mr. McIntosh mentioned that at the last Board meeting there was some concern voiced about competitive bidding instead of going to Mr. Rinehart. Mr. Hingeley stated that he assumed that once a plan is drawn it would go to competitive bidding. Either Mr. Rinehart is being considered just to do the preliminary drawings to decide if we are able to go ahead with this or we will have to get preliminary drawings and decide what cost is involved. When we get to actually employing an architect for the project, it should at least be negotiated. Mr. Gilliam felt that if an architect is engaged to go to the point of doing a study and making up plans, it really is not feasible for the work to be taken by someone else.

Mr. Gilliam mentioned two areas of dissatisfaction Mr. Rinehart had doing this building---he was dissatisfied with the plans for the third floor and he was unhappy on the landscaping.

Mr. Hingeley mentioned that he felt we probably couldn't get a ball park figure unless the architect also does the work. If this is the case, we might not be too obligated to the architect with the lowest bid because you have to be concerned about how the service is performed. We should look at more than one architect though. State pricing guides would have to be used and they include different charges for the size of the job. We still have to decide which architect we would have more confidence in to do a good job.

Mr. Rinehart would not be able to start the project until the Fall. We could interview more architects to see what they could offer. We could ask the architects to meet with the Building Committee and if they are interested, we could have them come to a Board meeting.

Mr. McIntosh suggested that we have Cathy Butler and Linwood Frye write up what the Bookmobile will need.

Mr. Swinson suggested that we could at least ask the three architects who were involved with this building:

1) Mr. Rinehart
2) Mr. Farmer
3) Mr. Johnson

Mr. Gilliam mentioned that when dealing with Scottsville's building they advertised and picked out 7-8 architects and invited them to come in and make their presentations. We went through a formal bidding process and the advertisement
was published with the specifications available so that the architects had some idea how large the site was, the cost they had to work with and what we needed.

Mr. McIntosh suggested that in order to avoid any charges of favoritism we should publish it.

B) Report of Personnel Committee on choosing a firm to undertake pay/classification study for the library system---Mr. Swinson gave his comments on the pay and classification study in his Director's Report, pages 8, 9 and 10. The prices were varied. The prices were estimated as follows:

1) Robinson, Farmer, Cox Associates ------------------ $ 3,505
2) Municipal Advisors, Inc. ------------------- $ 8,500
3) Yarger and Associates, Inc. ------------------ $ 10,730

The Personnel Committee recommends Robinson, Farmer, Cox Associates. They will meet with management, hand out employee questionnaires and interview the employees. They will be doing a point factor analysis, a computer analysis of the survey results, development of recommendations and the preparation of fiscal impact reports. They will meet regarding the draft report, the alternate compensation methodology, compensation policies and point factor training.

Nelson and Albemarle County have already sent their checks and it will be more than we need. We will have to refund some of the money.

Mr. McIntosh mentioned that Robinson, Farmer, Cox Associates looked at our merit pay system and they are prepared to propose an alternative to our salary structure that could be installed without altering our present system.

Mr. Hingeley proposed that the Board move that Robinson, Farmer, Cox Associates be employed to proceed with the pay/classification study. Mrs. Ann Brunett seconded the motion.

NEW BUSINESS:

A) Two Capital Improvement Project requests submitted to the City of Charlottesville---Mr. Swinson emphasized that he will not make a habit of sending off Capital Project requests without the Board's approval but in this case, they had to be in prior to our Board meeting.

1) Automated Circulation System - This is explained in detail in the Director's Report, page 7, with the Director's breakdown of costs outlined on pages 4 and 8. This is one of our objectives we need to reach. We do not have control region-wide over our collection currently. The branches will have a better idea where materials are in the collection. We will have better control over overdue fines. We will have better information so that we can purchase books more intelligently and it would increase our fine revenues. Mr. Swinson talked with three directors in the State and after they
put in the systems, their fine revenues went up 7-20%. It doesn't pay for the system immediately; however, our controls are enhanced and it has the capability to reinforce the regional concept as we have better information region-wide. Mr. Swinson has proposed that this system go in at Central and at Gordon Avenue and gave the reason for this as presently 64% of the regional collection and 62% of the regional circulation is centered at Central and Gordon Avenue. We have proposed this for Fiscal Year 1986-1987 and give this top priority. Mr. Swinson has given a breakdown of software costs as follows:

a) City of Charlottesville ----------- $99,800
b) Albemarle County ---------------- $98,900
c) State Aid ------------------------- $43,700

Total ------------------------------- $242,400

Local funds would purchase the hardware. As mentioned in the Director's Report, page 4, it is a different type of modem than with a microcomputer. You are dealing with more storage capacity—you are transmitting a larger store of information at a faster rate. We have nine (9) terminals: 3 Circulation Desk-Central; 2 Circulation Desk-Gordon Avenue; 1 Reference Desk-Central; 1 Reference Desk-Gordon Avenue; 1 Children's Department-Central and 1 for Bookmobile.

Our circulation is getting too big to handle manually. Our circulation, in relation to our collection, is in the top 10% of the Southern Library Survey. Mr. Swinson put this in for 1986-1987 as the earliest we would want this to be considered because we are just bringing up a lot of automation services this year. Mr. Swinson would like to do more planning and orientation of the staff before we go any further with this. Mr. Hingeley mentioned he felt that Charlottesville and Albemarle should look at it and we should get their reaction. They will have to be convinced to put their money into this.

2) McIntire Library Basement - This was submitted as a Capital Improvement request for Fiscal Year 1985-1986 but we cannot at this time give an estimate of the cost of the work that needs to be done.

B) Regarding the report of the Nominating Committee, Mr. Hingeley asked that it be reported at the next Board meeting in August.

C) Ann Brunett suggested that we display voter information in Virginia in prominent locations throughout our library system.

ADJOURNMENT:

The meeting was adjourned at 5:22 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, August 28, 1984 at 3:30 p.m. in our Main Library.

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

TRUSTEES PRESENT: Mr. Alexander G. Gilliam, Jr. - Acting President
Mrs. Ann Brunett
Mrs. Sally G. Gieck
Mrs. Mary Hale
Mr. James M. Hingeley, Jr.
Mr. Peter McIntosh
Mrs. Margaret Melcher
Mrs. Helen Wieneke

TRUSTEES ABSENT: Mrs. Karen Hayden - Leave of Absence
Mrs. Margaret Perley
Mrs. Donna Reaves

ALSO PRESENT: Mr. Lewis Fibel - Volunteer Coordinator/Intermediary
for the Friends of the Library
Mrs. DonnaLee Grossman - Recording Secretary
Ms. Lindsay Ideson - Staff Association Representative
Mr. William R. Swinson - Director
Ms. Ann Dale - Concerned Citizen

The meeting was called to order by the Acting President, Mr. Alexander G. Gilliam, Jr., at 3:33 p.m. The July 1984 Minutes and Circulation Report were approved by Mr. Peter McIntosh and seconded by Mrs. Helen Wieneke. The Financial Report was approved by Mrs. Ann Brunett and seconded by Mrs. Helen Wieneke.

ACTIONS TAKEN BY THE BOARD:

1) Mr. Peter McIntosh made a motion that the Jefferson-Madison Regional Library Board of Trustees appeal the decision of the Downtown Board of Architectural Review requesting the Library remove two (2) sculptures located on the front lawn of the library building at 201 East Market Street, seconded by Mr. James M. Hingeley, Jr.

2) Mr. Peter McIntosh made a motion that the Board approve the August 28, 1984 draft of the letter to be sent to the Jurisdictional Budget Committee, reporting on unanticipated State and Federal Aid funds, seconded by Mr. James M. Hingeley, Jr.
ALTERATION TO THE JULY 1984 MINUTES:

Mr. Swinson called out an alteration he wished to make to the July 1984 Minutes, Page 6, paragraph 3, changing the second sentence to read:

Our circulation, in relation to our collection, is in the top 12% of the Virginia Library Survey.

CIRCULATION REPORT:

Mr. Swinson stated there was very little to report on the Circulation Report other than the Joint Security Complex circulation dropped basically due to William Davis being on vacation and we don't have anyone to substitute for him in his role at the Joint Security Complex.

CONCERN OVER LIBRARY HOURS ON THURSDAY AND FRIDAY - MS. ANN DALE:

Mr. Swinson stated that Ms. Ann Dale asked for time during the Board meeting to voice her concern over the hours the Central Library has for Thursday and Fridays.

Ms. Dale mentioned that she runs the Door Store in Charlottesville and that she uses the library a lot and would like at the end of the week to be able to come after hours. On Thursday and/or Friday she would show up after 5:00 and she could not get in as the Central Library closes at 5:00 p.m. on Thursday and Fridays. She voiced the fact that for working people having the Central Library open only on the evenings of Monday, Tuesday and Wednesday just is not enough. She asked if it would be possible to change the evenings or the hours of the Library so that it would be open later on Thursdays and Fridays.

Mr. James M. Hingeley, Jr. commented that this was a budget consideration and the Library had to cut back the hours. The Library did a survey to see which were the least active days. As a result, Central stays open until 9:00 p.m. on Mondays, Tuesdays, Wednesdays and Gordon Avenue is open until 9:00 p.m. on Thursdays. We would be happy to reopen the Library if there is a public demand. It is very hard to justify staying open on Fridays. You could use the Gordon Avenue Branch Library on Thursdays.

It had been suggested rather than opening earlier in the morning that we open later in the morning and add an hour or two in the afternoon. However, we received a definite negative response from the staff on this. We could possibly extend the hours until 6:00-6:30 p.m. or even to 7:00 p.m,

Mr. Hingeley suggested we look into it. If there could possibly be some modest shifting around without too much change in the cost, it might be considered feasible.

Mr. Swinson, Mr. Gilliam and Mr. Hingeley thanked Ms. Dale for coming and voicing her concern to the Board.
FINANCIAL REPORT:

Mr. Swinson mentioned that he would only comment on local funding at this time and leave the State and Federal Aid for "Old/Unfinished Business".

All localities funded the proposal in full with the exception of Greene County. The approved budget proposal had Greene County contributing for this fiscal year $35,735. Greene County decided not to allow any increases and annual funding was frozen at $34,294. This means we are underfunded from our proposal by $1,441.

Due to Lois Breeden's retirement and consequent personnel changes at Greene County, there is a savings of $3,042 in Greene County's projected salaries and salary-related costs. Therefore, because of this savings, Greene County is now overfunded by $1,601.

Mr. Swinson proposed that we apply or ask Greene County to allow us to apply $285 more to the local telephone budget and $512 more to the local utility budget and $804 would then be refunded to Greene County or adjusted out of its quarterly payments.

Regarding the Summary section of the local expenditures, Mr. Swinson would like to make some comments on the adjustments to the budget for the local operating expenditures.

The bottom line for expenditures decreased by only $2,253 from the original budget proposal but there are changes in eleven individual lines:

| Salaries          | $594,159 (- $6,442) |
| Professional Services | $800 (+ $800) |
| Telephone         | $9,496 (+ 285) |
| Utilities          | $56,687 (+ $512) |
| Service Contracts  | $121,483 (-1,539) |
| Repairs & Maintenance | $18,316 (-4,580) |
| * HVAC Charges     | $5,896 (New Line) |
| Social Security    | $54,008 (+ $1,576) |
| Retirement         | $60,872 (+ $401) |
| Life Insurance     | $5,376 (- $100) |
| Hospitalization Ins. | $31,925 (+ $938) |

* This stands for Heating, Ventilation and Air Conditioning. We are now contracting with the City of Charlottesville, rather than with a private firm, for this maintenance. We have separated these charges for Central and Gordon Avenue out of the original figures for Contractual Services and Repairs & Maintenance and have budgeted $5,896 for combined HVAC charges.

There were personnel reassignments in the Administration Department and in Greene County. The Administration savings has been primarily reapplled under Current Charges in Administration and Technical Services, towards the respective salary-related costs of our Assistant Director of Finance and On-Line Cataloger. The salary-related costs for these two positions cannot be covered by State and Federal Aid salary supplements.
FINANCIAL REPORT (Continued):

Professional Services originally did not have a budget, Mr. Swinson advised using $585 of the savings from Administrative salaries and $215 from Central Library’s Repairs & Maintenance budget to allow $800 for a Professional Services budget. We might have to call in consultants during the year and this amount will provide a supplement to any funds we might request.

The adjustments under Current Charges for Social Security, Retirement, Life Insurance and Hospitalization Insurance are directly related to the salary consequences of hiring and reassignment of personnel in the Administration and Technical Services Departments and also in Greene County.

In summary, the $2,253 reduction in our total operating expenditures is accounted for as follows:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,441</td>
<td>Underfunding by Greene County</td>
</tr>
<tr>
<td>804</td>
<td>Refund to Greene County</td>
</tr>
<tr>
<td>8</td>
<td>Underfunding by Nelson County</td>
</tr>
<tr>
<td><strong>$2,253</strong></td>
<td>Reduction in Total Operating Expenditures FY 1984-1985</td>
</tr>
</tbody>
</table>

Mr. Swinson mentioned that Ed Koonce, from the Finance Department at the City of Charlottesville, has been assigned to do library finances.

Mr. Swinson mentioned that we might want to set up a budget for duplicating fees. Presently, we are buying by bulk all our paper for the copy machines from State Aid. The funds we are taking in at the localities have to be included in the refund but we might possibly be able to use the revenue towards fashioning a credit to pay for the paper supplies.

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

The Friends should be having a September Board meeting shortly and Mr. Fibel will be reporting on it at the next Library Board meeting.

In July, 15 people were involved in volunteer activities, the same as for the previous month. There were 3 people who worked in the previous month that did not return; however, 3 new people came to work at the library, for a total of 155 hours worked, compared to 142 hours in the prior month. This is within the range of normal change during the summer.

DIRECTOR’S REPORT:

Mr. Swinson read to the Board an August 6, 1984 letter from the American Red Cross which thanked the Library for making it possible for the American Red Cross to use our facilities to collect blood. It was pointed out in their letter that during the course of ten collection days for blood in July 1984 at our Library, they collected the most blood that they have ever collected in a single month for a fixed site. Collection was a total of 303 units of blood, which can be separated into constituent parts so that up to 1,200 patients can benefit from the donations.
Mr. Swinson referred to his Director's Preliminary Report regarding the Downtown Board of Architectural Review's decision to deny a Certificate of Appropriateness for our application concerning the two sculptures in front of the library building at 201 East Market Street. Mr. Swinson pointed out that in a conversation he had with the sculptor, Jim Respess, Mr. Respess pointed out that this was a form of censorship.

Mr. Peter McIntosh stated he didn't like the idea of people passing judgment and he didn't think their decision was adequate. He felt the Board should consider the notice inadequate and that the Downtown Board of Architectural Review should give us a better reason for denial. We should get a better description of why the sculpture cannot stay and we should have better guidelines.

Mr. James Hingeley, Jr. felt the Board should do something about this decision. One of the functions of the Library is exhibiting works of art. We should appeal this especially if we think we will be doing it again, whether we like the art or not.

The Downtown Board of Architectural Review cited City Code, Section 31-145 as it deals with the harmony of materials, colors and placement, when they made their decision to deny a Certificate of Appropriateness.

It was agreed by the Board to take the necessary action to appeal this decision. (See Page 1, under Actions Taken By the Board, Item #1.) Mr. Swinson told the Board that in order to appeal, we must reply at once directly back to the Department of Community Development. Mr. James Hingeley, Jr. asked that the Board be notified of the date of the appeal so that Board members can appear.

Mr. Swinson mentioned that he was contacted by Mr. James Yarger of Yarger and Associates, Inc. and Mr. Yarger voiced his annoyance with our decision to go with Robinson, Farmer, Cox Associates for the Pay and Classification Study. Mr. Yarger followed up his telephone call with a letter dated August 8, 1984, which Mr. Swinson read to the Board. In this letter, Mr. Yarger officially requested the Board reconsider its decision.

Mr. Swinson met with the Capital Improvement Committee on Thursday, August 23rd. Mr. Swinson had to tell the Committee, regarding the McIntire Basement Renovation, that we still could not put an accurate figure for this project on paper. As to our concern regarding the furnace, the Committee suggested the City of Charlottesville have their own mechanical engineer check the furnace out to ascertain its condition. City involvement in this project is still undetermined due to the lack of a dollar figure for the cost of renovations.

The Capital Improvement Committee also discussed our request for an integrated library system. Their biggest concern was an equitable division of expenses between the City of Charlottesville and Albemarle County.

OLD/UNFINISHED BUSINESS:

Mr. Swinson submitted to the Board the rough draft letter going to the Jurisdictional Budget Committee discussing the proposed uses for the State and Federal
OLD/UNFINISHED BUSINESS (Continued):

Aid that had not been anticipated in the Fiscal Year 1985 budget proposal. Mr. Agnor contacted Mr. Swinson asking that, before Albemarle County could approve clearance of spending State and Federal Aid funds, Mr. Swinson should put in writing an explanation of the uses to which we plan to put these funds. Albemarle County is the only county who has not approved clearance for the State and Federal Aid. Next week is the hearing of Albemarle County.

This explanation will be going to everybody on the Jurisdictional Budget Committee. Mr. Swinson mentioned that we do have a December 15th deadline of spending 50%-55% of our State and Federal Aid. If this is approved next week by the Albemarle Board of Supervisors, the following will occur:

1) Clearance/Approval is sent to the Virginia State Library
2) The Virginia State Library Approves It
3) Virginia State Library Notifies Us of Approval

The earliest we can get clearance and approval in order to begin our submissions for State and Federal Aid would be about mid September.

Regarding the Assistant Director of Finance, Mr. Swinson mentioned that for each month that we do not have an Assistant Director of Finance, there will be an adjustment made out of Salaries into Books - State Aid.

Regarding the data processing charges, Mr. Swinson stated that they are essential in helping us control our collection. Without the steps we are taking now, we cannot go any farther with automation—the collection has to be in machine readable form if we want to proceed further. This is one of the most important long-range steps that this Board will be taking. We have to make a decision on this as our contract with the State Library has ended. Mr. Swinson mentioned that he felt that this Board and the Director have an obligation to the State Library since well over $200,000 of Federal Aid has been allocated over the last four years. (See Page 1, under Actions Taken By The Board, Item #2.)

Mr. James Hingeley, Jr. suggested that, if at all possible, the Board members for this area be present when the Albemarle Board of Supervisors reviews our explanation for the use of the unanticipated funds for State and Federal Aid.

Mr. Swinson submitted a general 5-10 Year Plan in his Director's Preliminary Report to the Board of Trustees, along with a rough draft Library Director's Job Description for the Board's review and approval.

Mr. James Hingeley, Jr. referred to the Director's Job Description mentioning he would like to see a breakdown of the time spent, possibly by percentage. This might not be possible until we get an Assistant Director of Finance. It has been a problem in the past that the Board has been dissatisfied as to the way the Director has been spending his/her time. The Board would like to know how much time it takes to accomplish each of these areas mentioned.

Mr. Swinson said there wouldn't be a problem and that it could be logged once he gets his Administrative staff back to what they should be doing and once we get the Assistant Director of Finance on our staff. There will be a lot of realignment going on in the next six (6) months.
OLD/UNFINISHED BUSINESS (Continued):

The Board mentioned that they want the Director to be involved in public relations and with the various committees and commissions, such as planning committees, jurisdictional committees and boards of supervisors, capital improvement, etc. This has been neglected in the past.

Mr. Swinson mentioned at this time that he had received a call from Cole Hendrix about two weeks ago inviting him to attend the City of Charlottesville's Department Heads' meetings which are every last Tuesday in the month.

The Board is pleased that the Director has been invited to attend these meetings and this is a fine example of what the Board wants to see the Director doing. This will take a considerable amount of the Director's time and the Board acknowledges this as necessary in the duties required of a Director.

NEW BUSINESS:

Mr. Gilliam asked for the report of the Nominating Committee. Mr. Hingeley reports that the election is in September and that formal nomination will be made then. We will be voting on Mr. Gilliam as President and Mrs. Wieneke as Vice President. Also, Mr. Gilliam is up for reappointment.

Mrs. Hale mentioned that Mr. Scott would be Nelson County's alternate and would like him to begin receiving the same information as is mailed to her.

Mr. Hingeley suggested the Director write to Louisa and Greene Counties stating we have a full complement of the Board but we feel we should have an alternate from their areas. Mr. Hingeley suggested that alternates should be encouraged to attend and be active alternates.

ADJOURNMENT:

The meeting was adjourned at 5:40 p.m. and Mr. Gilliam 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.

In Executive Session, the Board agreed to award the Director a salary increase from $32,500 to $34,000 annually, retroactive to July 1, 1984, along with a bonus of $1,500. In Executive Session, the Board approved the Library Director's Job Description.

Our next Board meeting is scheduled for Tuesday, September 25, 1984 at 3:30 p.m. in our Main Library.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE SEPTEMBER 25, 1984 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

TRUSTEES PRESENT: Mrs. Sally Gieck
Mrs. Mary Hale
Mr. James M. Hingeley, Jr.
Mr. Peter McIntosh
Mrs. Donna Reaves
Mrs. Helen Wieneke

TRUSTEES ABSENT: Mrs. Karen Hayden - President - Leave of Absence
Mr. Alexander G. Gilliam, Jr. - Vice President
Mrs. Ann Brumett
Mrs. Margaret Melcher
Mrs. Margaret Perley

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

Mrs. Helen Wieneke and Mr. James M. Hingeley, Jr. both served as acting chairmen at this meeting, until the nominations for the new President and Vice President were made and approved by the Board. The meeting was called to order by Mrs. Helen Wieneke at 3:50 p.m. The August 1984 Minutes were approved as amended by Mr. Peter McIntosh, seconded by Mrs. Helen Wieneke. The August 1984 Circulation and Financial Reports were reviewed by the Board.

ACTIONS TAKEN BY THE BOARD:

1) The Board unanimously approved Mr. Alexander G. Gilliam, Jr. as our new President and Mrs. Helen Wieneke, as our new Vice President.

2) Mr. Swinson suggested the Board select someone to chair this meeting so the election can be held. The Board selected Mr. James M. Hingeley, Jr. to chair the meeting until the election is held.
CIRCULATION REPORT:

Mr. Swinson mentioned that the overall book stock growth is very satisfactory and is showing a 5% increase over the same period in 1983. Mr. Swinson did mention the drop in Crozet's book stock as being attributable to heavy weeding of a portion of Crozet's collection that had been in storage for approximately six (6) years because it could not be housed at the old library.

Circulation is up by less than 1% overall, with three (3) sites reporting decreases from last year. This is nothing to be worried about as August is traditionally a slow month and is following the pattern. During July, which is considered a strong month, we registered a 13% region-wide increase.

FINANCIAL REPORT:

Mr. Swinson pointed out to the Board that the Financial Report has been reduced down and is now printed on both sides. He hopes the Board approves and pointed out that this also will cut down on postage.

We have been unable to draw our State or Federal Aid yet and we are showing up as underfunded by approximately $141,402. Therefore, the City of Charlottesville is actually carrying us at this time. This could be due to the quarterly contributions not being issued or not received in time for the August City's printout. Mr. Swinson has talked with Mr. Koonce of the City Finance Department, and Mr. Koonce stated that this condition is not uncommon this time of year. The quarterly payment from Albemarle County is not reflected.

We received expenditure clearance from the State Library on the 21st of September and we may not see this situation cleared up until around the November printout.

Charlottesville has made two monthly payments.

Mr. Hingeley, Jr. asked about the billing procedure for the other jurisdictions: Greene, Louisa and Nelson counties. The Library bills the jurisdictions on a quarterly basis and when payment is received, a transmittal form is submitted with the payment to the City Treasurer's Office. Mr. Hingeley, Jr. suggested we have some form of second notices when the bills aren't paid within a reasonable length of time. He pointed out that the City is our fiscal agent and they are floating us and we have an obligation to them and we should try to get this on a more businesslike basis.

Mr. Hingeley, Jr. inquired about the fine money. Mr. Swinson mentioned that we do have fine money and it has not been broken down yet but something will definitely be reported next month. We don't have an actual person assigned to do this so Administration has to do it, generally after hours. We are trying to get our Administrative staff back to what they are suppose to be doing.

Local expenditures are on schedule, the State and Federal Aid are behind by about $12,000 but should catch up now that we can submit requests for equipment and book invoices to the State Library.

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

The Friends of the Library Board met September 19, 1984 but did not have a quorum and could not take any action.
Mr. Swinson presented a request for two (2) items:

1. Adult programming for public affairs, lecture series with an annual budget of $8,000-$10,000.

   We requested a committee be formed, composed of Mr. Fibel and Mr. Swinson, to make a more specific proposal in this matter.

2. Approximately $3,200 for Fall program funding for the branches, including a Halloween Show, rental of film for Book Week (November 12-18), Christmas Puppet Show and for programming supplies.

The Friends could not take any action and they indicated they would hold a special meeting Thursday, September 27, 1984 at 12:00.

The annual Magazine Sale will be held at the Central Library on the third floor, October 25-28, 1984.

The annual meeting of the Friends of the Library is scheduled for November 15th, probably at Gordon Avenue.

Volunteers during the month of August 1984, not counting the branches as Mr. Fibel had not received reports yet from them--but including Gordon Avenue, showed 13 volunteers--the same number as in the month of July, contributing a total of 154 hours. It was an active month. We had a Charlottesville teacher who worked with the Reference Department and Technical Services on a survey for McNaughton Books. We also had a 13-year old Charlottesville High School student doing summer team help. Volunteer action donated 27 hours working in Circulation and was well received by the library staff.

DIRECTOR'S REPORT:

The Albemarle Board of Supervisors met on September 12, 1984 and they approved the forms for the expenditure of State and Federal Aid. Mr. Bowie commented by cautioning against bringing someone in on "soft money" and then turning around at a later date and attempting to switch the person's salary to local funding.

There is a Virginia Library Association (VLA) Conference scheduled for October 30 & 31 and November 1-3 in Norfolk, Virginia. VLA is holding a pre-conference on October 30-31 which he hopes to attend along with Cathy Butler. It is called, "Getting On The Air" and is being presented by the American Library Association in conjunction with VLA.

Mr. Swinson mentioned that he is encouraging department heads to attend the regular meeting November 1-3. There are topics on automation being covered and there will be vendors exhibiting automated systems that he wants them to be aware of. Also, Mr. Swinson wants them to stop off at the Newport News Public Library on the way back to examine the VTLS system in operation there.

The VTLS system has taken on even more importance in our future and Mr. Swinson read excerpts from a letter dated September 18, 1984 on revised pricing (letter is attached to the Minutes).
Mr. Swinson mentioned Option #3 would save the library approximately $10,000 over what he had projected in the Charlottesville Capital Improvement Project. Mr. Swinson will be submitting this to the Charlottesville Data Processing Department for their opinion.

OLD/UNFINISHED BUSINESS:

1. Mr. McIntosh mentioned that he needs to know before the next Board meeting just where the Board stands on the outdoor lawn sculpture. What is the formal position of our library in terms of negotiating in the next thirty (30) days—we are to return to City Council within the next thirty (30) days. The Board needs to determine if we should involve ourselves further or whether to back off. The City passed the law; sometimes laws aren't very clear and the interpretation of the law is what is at stake here.

   We could compromise and try to find a way that will be mutually agreeable. We should only ask for the law to be changed as it applies to us. We cannot go further, acting on public interest as a library. We are only representing the library in this particular controversy; we cannot represent other interests.

   We should be allowed to make the judgment. We don't have all literature and all art in our library but somebody has to exercise judgment. We should be making the judgment based on principles of library administration and we should be exercising judgment rather than some outside review board as to what art is displayed and this is also a conscious decision. It is our duty to make the judgment of what art/literature is to be exhibited. It is important to bring in the functional responsibilities to the general public to expose people to literature and to art.

   The Board agreed to:

   A) Ask for special exemption from the review process to make our own decision on temporary work. We would have to go through the regular process for permanent exhibits.

   B) Get a time limit for temporary exhibits (approximately 3-6 months).

NEW BUSINESS:

1. Title of Assistant Director of Finance - Mrs. Reaves brought up the fact that it would be more appropriate to have a Director of Finance as the person is an assistant to the Director. You could change the title to Assistant Director of the Library for Finance.

2. Personnel Committee - Mr. McIntosh stated that the Personnel Committee met today to review the concern of an employee regarding job reassignment. The Committee needs additional information before they can reach a decision. The Committee suggests they meet before the next Board meeting and make their recommendations then. There is some question as to whether it can be considered a grievance and the Personnel Committee will have to determine if it is grievable.
3. Nominating Committee - Mr. James M. Hingeley, Jr. placed the names of Mr. Alexander G. Gilliam, Jr. as President and Mrs. Helen Wieneke as Vice President for nomination at this meeting.

Mr. Hingeley, Jr. mentioned that Mr. Gilliam, Jr. came on the Board about four (4) years ago this month and he has served actively during those four (4) years—he served actively on the Building Committee and has good judgment and has contributed to many areas. Mr. Gilliam, Jr. has also just been reappointed to another four (4) year term.

Mr. Hingeley, Jr. mentioned that Mrs. Helen Wieneke was on the Board when he first came and Mrs. Wieneke has been involved in the library a lot and has a very special interest in Scottsville. Mr. Hingeley, Jr. mentioned that he has had the privilege of working with Mrs. Wieneke on many committees. She has worked hard, has met with the Albemarle Board of Supervisors and she has spoken up often for the library. There are certain obligations to meet in working with the library and Mrs. Wieneke has met them.

Mr. Hingeley, Jr. stated that he feels both Mr. Gilliam, Jr. and Mrs. Wieneke are excellent candidates to lead the Board for the next year. The Board unanimously approved Mr. Alexander G. Gilliam, Jr. as the Board's new President and Mrs. Helen Wieneke as our new Vice President.

4) Virginia State Library Area II Consultant - Ida Patton, currently the VSL Administrative Consultant for the Library Development Branch, has been appointed as the VSL Consultant for Area II of the State. She will be setting up a full-time office here in Charlottesville; previously the Consultant's headquarters was in Lynchburg.

VSL has been having trouble locating office space and has approached Mr. Swinson to ask if we would be willing to rent them office space in our building. We do have the space available at the Lee Park end of the building on the third floor. They would have to do the renovations and Mr. Swinson suggested if they do the renovations, we would not require a security deposit.

We do not have figures available yet for the amount of rent to charge or for the office of the Assistant Director of Finance. Mr. Swinson advised referring these matters to the Building Committee, if the Board is agreeable to this. The Board suggested Mr. Swinson go ahead and present this to the Building Committee.

We will have to get a lease together and Mr. Swinson will notify the proper authorities.

We had planned to have the incoming Assistant Director of Finance in those offices but we could set up the Assistant Director of Finance in the office on the east side of DonnaLee Grossman's office. We could use the revenue coming in to offset the cost of setting up the Assistant Director of Finance's office. We would also be using the store room off the jail. This would mean cutting a door through one wall.
Mr. Swinson feels this is a good move—not only will we be upgrading the third floor, we will be directly upgraded by VSL and we will be improving our relations with VSL by helping them out of a "jam".

Mr. Hingeley, Jr. mentioned it would be a benefit in the long run. Charlotteville and Albemarle own this building and all the jurisdictions pay rent (Greene/Louisa/Nelson). If we get rent from someone outside, it would reduce Administration's overhead figure and we are always trying to strive to keep Administration's budget down. The localities are paying on a square foot basis for rental. This is the Administration floor and it is charged off on Administration's budget. The downstairs rental would be based on circulation. If we are getting rent from another source, it would not be additional revenue to fix up the office space. We should reduce the appropriations accordingly. Mr. Hingeley, Jr. thinks we would have to make a budget adjustment.

Mr. Swinson mentioned that what needs to be done for the Assistant Director of Finance would not be on a grand scale. We could use Repairs and Maintenance for the renovation. Some is already set aside for office equipment already. State Aid is already set up.

ADJOURNMENT:

The meeting was adjourned at 5:35 p.m. Our next Board meeting is scheduled for October 23, 1984 at 3:30 p.m. in our Main Library.

Donnalee Grossman
Recording Secretary
MINUTES OF THE OCTOBER 23, 1984 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

TRUSTEES PRESENT: Mr. Alexander Gilliam, Jr. - President
Mrs. Helen Wieneke - Vice President
Mrs. Ann Brunett
Mrs. Sally Gieck
Mrs. Mary Hale
Mr. James Hingeley, Jr.
Mr. Peter McIntosh
Mrs. Margaret Perley
Mrs. Donna Reaves

TRUSTEES ABSENT: Mrs. Karen Hayden - Leave of Absence
Mrs. Margaret Melcher

ALSO PRESENT: Mr. William R. Swinson - Director
Mrs. Donnalee Grossman - Recording Secretary
Mr. Lewis Fibel - Volunteer Coordinator/Intermediary
for the Friends of the Library
Ms. Lindsay Ideson - Staff Association Representative
Mr. Steve Jacobs - Pay and Classification Study Representative from Robinson, Farmer, Cox Associates

The meeting was called to order by the President, Mr. Alexander Gilliam, Jr., at 3:38 p.m. The September 1984 Minutes were approved as amended by Mr. James Hingeley, Jr., seconded by Mrs. Helen Wieneke. The Circulation and Financial Reports for 1984 were approved by Mr. Peter McIntosh, seconded by Mrs. Helen Wieneke.

ACTION(S) TAKEN BY THE BOARD:

1. Mr. James Hingeley, Jr. made the motion that a proposal be prepared and circulated to the three (3) architects regarding plans for the McIntire Basement. The Director has been given the final decision who he feels would do the best job.

2. Mrs. Donna Reaves and Mrs. Ann Brunett made a motion that the Jefferson-Madison Regional Library Board of Trustees write an appropriate request to the Nelson County Board of Supervisors requesting the allotment of 2,600 square feet of space on the first floor of the Kenteron Building for the Nelson County Memorial Branch Library. This includes the meeting room of approximately 500 square feet.
ACTION(S) TAKEN BY THE BOARD (Continued):

2. This motion was seconded by Mr. Peter McIntosh.

3. Mr. Peter McIntosh, representing the Personnel Committee, made the motion that due to the special circumstances involved, the Board gives the Director the discretion to review the performance of the employee for eligibility for inclusion in the merit bonus system, although the employee has been in the position for less than the 12-month period required. This was seconded by Mr. James Hingeley, Jr.

CIRCULATION REPORT:

Mr. Swinson mentioned that there was not much to report on the bookstock and circulation and that we had maintained satisfactory over-all growth during September in both categories.

FINANCIAL REPORT:

Mr. Swinson referred to Page 1, Operating Revenues and mentioned that last month the City of Charlottesville was carrying us financially and it is still reflected on the City's printout and this report. However, we have received the following amounts and they have been deposited with the City, but not reported on the printout yet:

1) Louisa County------------------ $ 13,780.25
2) Nelson County------------------ $ 21,733.89
3) Greene County------------------ $ 8,573.50

Total --------- $ 44,087.64

Regarding Fines:

1) Charlottesville------------------ $ 1,741.46
2) Albemarle County------------------ $ 2,783.02
3) Louisa County------------------ $ 563.16
4) Nelson County------------------ $ 289.54
5) Greene County------------------ $ 156.15

Total --------- $ 5,333.33

State Aid:

Invoices totalling $142,100.33 have been submitted to Virginia State Library for reimbursement. We just received $71,501.38 today and hope to receive the remainder before the end of next week.

Page 2, Local Funds, indicates we are operating with approximately a $7,000-$8,000 leeway at this time. The City has not charged us for retirement or hospitalization yet. The City is reconsidering their hospitalization plan and Mr. Swinson feels this is one of the reasons why we haven't been charged.
FINANCIAL REPORT (Continued):

As of October 18th, we expended 34% ($149,619) of our grant. The State requires we spend at least 50%, but not more than 55%, by December 15th.

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

At the last Friends of the Library meeting, they received two requests from Mr. Swinson but they did not have a quorum. They met again on September 27th and approved a grant totaling $32,020 for:

- Halloween show, rental of film for Book Week (November 12-18), Christmas puppet show, Fall program supplies, entry fee/registration-American Institute of Architecture for Crozet, $500 for Joint Security Complex for books and for materials.

The annual magazine sale will start this Thursday, Friday, Saturday and Sunday:

- Thursday/Friday: 5:00 P.M. - 9:00 P.M.
- Saturday: 9:00 A.M. - 9:00 P.M.
- Sunday: 1:00 P.M. - 5:00 P.M.

The Volunteer Program was able to contribute to the magazine sale in the preparing and distributing of fliers and press releases to the news media.

The annual meeting of the Friends is scheduled for November 15th and Mr. Swinson is to be the guest speaker.

The volunteers worked a total of 157 hours at Gordon Avenue and Central, as compared to 154 hours the previous month. Scottsville reported 7 volunteers, totaling 41 hours last month. There was also activity in Crozet and the other branches, which will be reported very shortly.

Mrs. Helen Wieneke suggested a thank you letter be sent to the Friends on behalf of the Board.

DIRECTOR'S REPORT:

1. Sculpture on Library Lawn - Mr. Swinson read an article that appeared in the Sunday, October 21, 1984 Daily Progress:

   **Sculpture At Library Should Stay**

   This letter is to express support for the wooden structures by James Respess, located on the Jefferson-Madison Library lawn, on East Market Street. On first seeing them, I was struck by their contemporary simplicity.

   They are in excellent taste with geometric lines easy for the eye to follow. I always look for them
DIRECTOR'S REPORT (Continued):

1. Sculpture on Library Lawn (Continued):

   as I approach the library. I feel that all does not have to be "appropriate" to the historic distric. This leads to monotony.

   Charlottesville is not limited to Virginia or American history. It is cosmopolitan in character and should be open to new ideas.

   Mrs. Marianne Jensen
   Charlottesville

   Mr. Alexander Gilliam, Jr. mentioned that he had a discussion with Mr. Glenn Larson and Mr. Larson talked as though the Library had just gone ahead and put the sculpture up. Mr. Gilliam pointed out to Mr. Larson that the Library had done this at the request of the Parks Department.

   Mr. Swinson has not received any notification as to when the Library should meet with the other parties. It seems that they are shifting the responsibility to the Mall Sculpture and Art Committee. Mr. James Hingelcy, Jr. mentioned that if they shift this from one committee to another, they still did not follow through on the City Council's decision. We should report back to the City. Mr. Alexander Gilliam, Jr. suggested the Board write a letter to the Mayor. Council could make the other parties do something or just let it sit. The thirty (30) day period is up this coming Monday.

2. Steve Jacobs of Robinson, Farmer, Cox Associates---Status Report on Pay and Classification Study - Mr. Jacobs mentioned they have collected job descriptions from the employees of the Library---mostly permanent full-time employees but also a few part-time positions.

   Today, they completed the interview phase representing a selection of Library services. They are on hold at the moment as they still have some surveys that have not been returned yet by other businesses and other libraries and they have not received responses from the local businesses yet.

   They should have a rough draft to Mr. Swinson by the 8th or 9th of November, at which point they will meet with the Board or persons necessary to be met with and they will present a final report about mid or late November.

   They will have to estimate hours for the substitutes and part-time positions. The Library has 37 full-time positions. We will get suggested pay scales for these positions.

   Mr. Peter McIntosh mentioned his concern with the fact that originally we had expected the results by late September and now we are "under the gun" since we are preparing the budget now for next year.

   Mr. Jacobs stated that they would give us a report on the suggested pay scale they suggest employee by employee. It will accompany the draft of the report.
2. Steve Jacobs of Robinson, Farmer, Cox Associates--Status Report on Pay and Classification Study (Continued):

Mr. Peter McIntosh asked if the Personnel Committee would be doing the processing or if the Board would get fully involved in this. The Board would be pleased if the Personnel Committee could review the Pay/Classification study. If the Personnel Committee would take the responsibility, it would help the Board and the Committee can comment to the Board on it.

Mr. James Hingeley, Jr. commented that, basically, the idea is to get the budget in reasonably good form in time for the Board to have it to review by the November meeting. By bringing as much information to the Board in advance, the Board will have some idea as to how the budget is developing. We are under contract to have the budget to the jurisdictions by December 31st.

Mr. Swinson mentioned that Mr. Jacobs will report to him. Mr. Swinson will then express his concerns to the findings and he will ask the Personnel Committee to meet (if the changes are drastic enough to request a Personnel Committee meeting). Mr. Peter McIntosh asked how likely it might be for a job description to be overpaid. Mr. Jacobs stated you do not normally reduce someone's pay. If someone is paid over what the marketplace states you can fill the position for, the person(s) being paid more would probably be left at that pay range but would not be eligible for a merit increase. People above that range basically would be frozen at that salary. Mr. James Hingeley, Jr. asked if this would also apply to the Cost of Living Adjustment and Mr. Jacobs felt that would be a Board decision.

3. Virginia Tech Library System (VTLS) Update - Mr. Swinson contacted the City Manager's office and the Department of Community Development to notify them of the reductions in the prices of the software, communications interface and the on-going costs. The Data Processing Department is still working with us on this.

Phase I would concern only Central and Gordon Avenue while Phase II takes in the entire system. At this time, we are still going with the beginning date of fiscal year 1986-1987, unless we see really substantial decreases in costs of software and hardware. We are just getting the budget together and it could cause difficulties.

Mr. Swinson contacted a consultant to find out general prices to have the work done. As of yet, we do not have a figure as to what was carried over from last year. Data Processing advised Mr. Swinson it would be better to get an independent consultant in when we reach this level. Albemarle County and the City of Charlottesville will probably require the work of an outside consultant on this.

The request for proposal will have to be set up and cleared through City Purchasing. We cannot consider this until we know officially what we have from last year. We should have general word from the Financial Department next month as to what our surplus is and Mr. Swinson will come to the Board with his recommendations.
DIRECTOR'S REPORT (Continued):

4. **Employee Assistance Program** - The City of Charlottesville is under contract with Family Services Inc. to provide this program. The Library is not covered in that contract. Mr. Swinson feels this program would be very helpful. The City of Charlottesville received two requests from our employees and they were told they were not covered under the City's contract.

Albemarle County is also considering this program. The program would cost us approximately $1,000 annually and could be included in our fiscal year 1985-86 budget proposal.

Mr. James Hingeley, Jr. asked if this program would apply to everybody in the regional system. Mr. Swinson felt it would and suggested it be made available only to full-time employees. The department heads would be the persons deciding what employees should go. The department heads will be trained under the program about when to refer people or when to talk to an employee and suggest they go to Family Services, Inc.

Mr. Swinson feels the Library has enough potential problems and personnel who could benefit from this. The City of Charlottesville considered this important enough to contract for it for their people.

The employee can have three free appointments without having to pay; after that time, they would have to pay. What we are doing is giving employees a way to confront their problems by giving them counseling and to also help them improve their working habits here at the Library.

The Board suggested we try it for one year and see the results. Mr. Swinson is to check to see if this would also include our outlying branches. The outlying branches would probably have to come in to Charlottesville for any sessions. We could budget $500 for this fiscal year and budget $500 on a calendar year basis semi-annually as of January 1985.

OLD/UNFINISHED BUSINESS:

1. **Building Committee Report** - The Building Committee met this afternoon, prior to the Board meeting, at Gordon Avenue with the architects John Farmer and Floyd Johnson.

At this point, we don't know what we are going to do and we do not know what the cost will be. We need a preliminary survey done and the architects could do this type of survey.

The Building Committee recommends the Board authorize Mr. Swinson to put out a formal proposal to each of the three architects, stating what we plan to do--we want the McIntire Basement to be used as intended for Bookmobile service. Some structural changes are needed in the building and we should set a time limit and submit a proposal. We should do this in a business-like manner and we need to maintain a continuing written historical record of our foothold in the McIntire Building.
OLD/UNFINISHED BUSINESS (Continued):

1. Building Committee Report (Continued):

One item did arise concerning the Senior Center receiving permission to have a pottery kiln in the basement of the McIntire Building. This was written into their lease agreement and if we don't let them continue using the kiln in the basement, we would be violating the terms of the lease. During an unofficial inspection by the Fire Marshall, he wanted the kiln moved out of the corner room so there would be better access and less of a fire hazard. This problem needs to be resolved. The Board suggested Mr. Swinson contact the Senior Center regarding the kiln. Perhaps the Senior Center could make other arrangements or use other facilities having kilns, such as Piedmont, the Carver Annex or McGuffey.

Mr. Swinson read portions of his memo addressed to the Building Committee, dated October 15th, outlining renovations needed at Gordon Avenue and repairs and refurbishing needed at Central. This memo is attached to the minutes.

We were just informed by Virginia State Library that Congress has just approved LSCA Title II but we do not know yet how much it will be. The State Library, in the past, has dealt with this on a first-come, first-served basis. Plans are needed as soon as possible so that we can submit them when the funds become available.

Mr. Swinson suggested the Library do the plans for the McIntire basement at the same time we do plans for Gordon Avenue. Mr. Swinson also suggested using the Trustee Building Funds for Gordon Avenue, as well as for Central and McIntire. Mr. James Hingeley, Jr. mentioned that he understood the Trustee Building Funds were just limited to Central and McIntire, not Gordon Avenue. People made contributions when the Library was being renovated and was limited to Central Library and included McIntire. Mr. Alexander Gilliam, Jr. suggested Mr. Swinson contact Mr. Lloyd Smith to check on this. The Trustee Building Funds are a trust to the people who made the contributions and it would be a breach of this trust to use the funds for other purposes.

Mr. Peter McIntosh asked if the Trustee Building Funds could be used or applied against maintenance of the buildings. Mr. James Hingeley, Jr. felt that repairs and maintenance problems should be addressed in the budget and that we should go directly to Charlottesville and Albemarle for any structural repairs and renovations for the building here at Central and for McIntire.

Mr. Swinson stressed the importance in maintaining the building at Gordon Avenue and mentioned that Gordon Avenue was around 25 years old and badly in need of renovations. Mr. Hingeley, Jr. mentioned that this was a City building.

The Board suggested the Library go ahead and use the Trustee Building Funds to pay for the architects' services for the McIntire basement, to present a plan. (See Action(s) Taken by the Board, Item #1.)
NEW BUSINESS:

1. New Site for Nelson County Memorial Branch Library - Mrs. Mary Hale, our Nelson County representative to the Board, presented pictures of the Kentron Building, located at the corner of Main and Front Streets. We are interested in the first floor and the large conference room for Nelson County Memorial Branch Library. The first floor is divided up into small rooms but none of the walls are weight bearing walls and could be taken down. The conference room is approximately 500 square feet. This area would be approximately 2,600 square feet and our current library is operating with approximately 800 square feet. There are two bathrooms and there is a kitchen.

If we are interested in this space for our library, the Board needs to make a formal request to the Board of Supervisors of Nelson County. (See Action(s) Taken by the Board, Item #2.)

As Mr. James Hingeley, Jr. pointed out, the main concern of our library would be the on-going costs and that would be taken care of out of local contributions.

The Board was very enthusiastic about the building and that Nelson County considered our library as a tenant. The Board suggested that our November Board Meeting be held in Nelson County so that they could inspect the site.

2. Rough Draft of Lease for Rental of Space to Virginia State Library - The rough draft of the lease, prepared by Albemarle County's Deputy County Attorney James Bowling, was unanimously approved by the Board.

3. Christmas and New Year's Holiday Schedule - Mr. Swinson suggested the following schedule:

   CHRISTMAS
   Close System-Wide All Day Monday, December 24th, as well as Tuesday, December 25th.

   NEW YEAR'S
   Close System-Wide at 4:00 P.M. on Monday, December 31st and Close System-Wide All Day Tuesday, January 1st.

   This schedule was unanimously approved by the Board.

4. Library Board of Trustees' December Board Meeting - Mr. Swinson brought to the attention of the Board that the Board's regularly scheduled meeting date for the December meeting would be December 25th, Christmas Day. The Board agreed to hold their December Board Meeting on Tuesday, December 18th, at which time they will review the proposed budget for fiscal year 1985-1986 so that it can be presented to the jurisdictions by December 31st.

5. Louisa County Branch Library's Personnel Schedule - Louisa lost approximately 25 hours a week when the Green Thumb Program discontinued funding an employee to work at the Louisa County Branch Library. The Louisa County Library League has set up a volunteer program as a stop gap measure; however, the Louisa County Board
NEW BUSINESS (Continued):

5. **Louisa County Branch Library's Personnel Schedule (Continued):**

of Supervisors should be presented with a request for funding extra personnel time, but not extra hours of operation, for the Louisa staff members since they are already working additional hours. This needs to be done for the current fiscal year.

Mrs. Margaret Perley, Louisa County's representative to the Board, has suggested Mrs. Lillian Sparks' hours be increased from 22 to 30 hours per week and her assistant, Cathleen Olson, be increased from 12 to 18 hours per week. The employees are already working these hours and we would like to see them getting paid for it.

6. **Nelson County Alternate to Library Board of Trustees -** Mr. Swinson announced at the Board meeting that the Nelson County Board of Supervisors has appointed Mr. W. Bryson Scott, as an alternate to Mrs. Mary Hale.

**ADJOURNMENT:**

The meeting was adjourned at 5:41 p.m. 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.

The Board reconvened at 6:12 p.m. into open session and made a motion regarding an employee's concern regarding job reassignment. (See Action(s) Taken by the Board, Item #3.)

Final adjournment was at 6:17 p.m. Our next Board meeting is scheduled for November 27, 1984 in Nelson County. Please note this meeting will begin at 3:00 p.m. and that Mr. Swinson will contact the Trustees as to the exact location.

DonnaLee Grossman
Recording Secretary
TO: Building Committee of the Board of Trustees  
of the Jefferson-Madison Regional Library  
FROM: Bill Swinson, Director  
DATE: October 15, 1984  
RE: McIntire Basement Renovation and Other Projects

I think it is becoming apparent that we probably do not have enough time to select an architect, allow him time to bring us an official proposal, review that proposal and authorize renovation of the McIntire Basement during the coming Winter months. On reflection, I believe that delaying the renovation until at least the next fiscal year will work to our advantage.

In my opinion, one of the most important reasons for moving the Bookmobile Headquarters downtown is to make better use of the space available to us at the Central/McIntire location and at our increasingly cramped Gordon Avenue Library.

Looking back over our discussions during the past few months, I believe I have been neglectful by not fully considering the consequences to Gordon Avenue of moving the Bookmobile operation. Furthermore, until recently I have not given enough heed to the physical condition of the Central Library.

With this in mind, what I am proposing for your consideration is that we use the money in the Trustee's Building Fund to:

A) Have an architect prepare plans, and give cost estimates, for the renovation of the McIntire Library basement to house the Bookmobile Headquarters.

B) Have an architect (not necessarily the same individual as above) prepare plans, and give cost estimates for, the renovation of the interior of the Gordon Avenue Library---both upstairs and downstairs. Also, considered in these plans should be expansion of parking space and repaving of the present parking lot and drive-thru.

C) Repair the damages and problems caused by wear and use in the Central Library. Also needed are improvements in storage facilities and office space.
We currently have $80,798 in the Trustee's Building Fund and are accruing interest on the principal of $71,000 at the rate of approximately $600 per month.

**McIntire Library Basement and Gordon Avenue Library**

Although moving the Bookmobile Headquarters from Gordon Avenue to McIntire does free up desperately needed space for the operations of the Gordon Avenue Library, we have not adequately confronted the way to best use that space.

For instance, we can say that we are going to move the children's collection and the regular weekly programs for children downstairs. We can also say that we are going to "loosen up" the adult collection upstairs by moving part of it into what is presently the Children's Room. This has to be carefully considered, though. We have the opportunity to plan for making the Gordon Avenue Library a quieter, less cramped, more attractive and more useful facility and I believe we should not let that opportunity slip by.

Having detailed plans for both the McIntire Library basement and the Gordon Avenue Library renovation would allow us to submit well-conceived and well-documented capital improvement requests to the City of Charlottesville and Albemarle County. This would mean a delay in bringing the Bookmobile operation downtown, but we would have a much clearer picture of the costs involved in coordinating these two related projects.

A further consideration is that Congress, as they did last year, will probably be funding Title II of the Library Services and Construction Act. This Title deals specifically with construction and was funded last year. Because it was, $896,000 came through the Virginia State Library to help build, enlarge, or renovate public libraries in Accomack, Blackstone, Lexington, Clarksville, Harrisonburg, South Hill, and Orange. If we have plans ready, our chances of receiving such funds for one, or both, of our projects would be greatly increased.

**Central Library**

In planning for office space for both the Assistant Director for Finance and the State Library Consultant, I have become more aware of damage and wear to the interior of the Central Library that needs to be corrected and of the need for a limited reorganization of our use of space.

A) Examples of Damage and Wear:

1. Water damage to ceiling tiles on the first and second floors
2. Water damage to ceilings in one office and two meeting rooms on the third floor
3. Water damage to sections of the wall in the foyer on the third floor
4. Holes knocked in walls in the reference workroom and in walls on the first and second floors
CENTRAL LIBRARY (Continued)

A) Examples of Damage and Wear (Continued):

5. Unbalanced shelving ranges on the first floor
6. "Wrinkled" carpeting on the second floor and in the McIntire Room. The danger of tripping on these wrinkles is increasing. Also, the carpeting on the first and second floors has not been deep-cleaned since it was installed.
7. All windows are very dirty, especially those on the Market Street side of the Building.

B) Improved Use of Space:

1. Install storage shelving in the jail, the storeroom off of the mezzanine, and two small rooms currently being used for general storage on the third floor.
2. Create a door between the storage room off of the jail and the room in the executive office suite designated for the Assistant Director of Finance. This would reduce the flow of traffic through the secretary's office and would allow the staff better access to the Assistant Director for Finance.

I will be meeting with Ray Koon, the Head of Building Maintenance for the City of Charlottesville, to discuss the cost of correcting the problems specified under (A) and of implementing the proposals under (B).

I believe all of the projects that I have discussed in this memo can be paid for out of the money available in the Trustee's Building Fund and still leave us a significant amount in that fund for continued investment. I look forward to discussing this with you at our meeting. Please call me prior to then if you have questions.

Very truly yours,

William R. Swinson
Director

WRS:dlg

cc: Building Committee: Mr. Gilliam, Mrs. Sally Gieck and Mrs. Ann Brunett
The meeting was opened by Mr. James Hingeley, Jr. at 3:03 p.m. The Minutes were approved by Mr. James Hingeley, Jr., seconded by Mrs. Donna Reaves.

Mr. Swinson took this time to read a postcard from Mrs. Karen Hayden. She hopes to be back in the Charlottesville area in time for the January meeting.

CIRCULATION REPORT:

Mr. Swinson commented that overall, our bookstock is increasing at a very steady rate. We are seeing a steady increase of usage region-wide. The largest gains over October 1983 were registered by:

- Crozet: + 17%
- Nelson: + 18%
- Greene: + 26%

Bookmobiles 296-5544  Charlottesville 1500 Gordon Ave. 296-5544  Louisa County  
Albemarle County  Louisa (703) 967-1103  
Crozet  823-4050  Greene County  Stanardsville  985-2370  
Scottsville  286-3541  Nelson County  Lovingston  263-5904
A) **Operating Revenues:**

Revenues are beginning to roll in. The City of Charlottesville is no longer carrying us financially. Since this report was prepared, we have received and deposited the following sums:

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<th>Local</th>
<th>State</th>
<th>Federal</th>
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Mrs. Margaret Perley made an effective presentation on November 19th to the Louisa County Board of Supervisors, resulting in approval of an increase in personnel hours (not an increase in operational time).

Lillian Sparks will be increasing from 22 hours to 30 hours per week; and her assistant, Cathleen Olson, will be increasing her hours from 12 hours to 18 hours per week.

This change is effective the first working day of January 1985. This will add $2,901 to Louisa County's 1984-1985 contribution. This will cover wages and FICA.

B) **Expenditures:**

1) **State Aid:**

There is a State Aid regulation requiring invoices for 50%-55% of the total state aid grant be postmarked not later than December 15th to the Virginia State Library. Any part of the grant not expended in meeting this requirement will revert back to the general state aid fund. As of November 16th, we have submitted invoices for reimbursement amounting to 51.45% of our grant.

2) **Acquisition System:**

Mr. Swinson has imposed a "slow down" in ordering books to stay under the 55% limit and also to allow time for our on-order file to be fulfilled. Mr. Swinson wants the file significantly decreased in order to begin using the computerized acquisition system in January with a fairly clean slate.
STEVE JACOBS - PAY/CLASSIFICATION STUDY BY ROBINSON, FARMER, COX:

Mr. Swinson mentioned to the Board that we have three options: 95%, 90%, or not, depending on how the Board feels about the survey.

Mr. Jacobs mentioned that after finishing the survey, the basic conclusion was that the over-all salaries were fairly competitive with the marketplace. The possible exception to this would perhaps be the half-time positions, which were a little out of line. The survey procedure was to compare what the marketplace was paying, along with private business, institutions, and other libraries. This would then be presented to Mr. Swinson. The report would show what the salaries would be, where our salaries would fit in with the marketplace and would show what this survey suggests should be budgeted for our peoples' positions.

Mr. Jacobs listed the areas used in the survey:

A) Libraries:
- Alexandria
- Chesterfield
- Henrico
- Newport News
- Portsmouth
- Prince William
- Richmond
- Roanoke
- University of Virginia

B) Regional Labor Market:
- Albemarle County
- City of Charlottesville
- Greene County
- University of Virginia
- General Electric
- Michie Company
- National Bank & Trust Company
- Virginia Employment Commission

Mr. Jacobs distributed to the Board the survey recommendation sheets for the 95% survey average. The information showed title of the positions, current salary level—minimum/maximum, along with the step. It also indicated the average minimum/maximum salaries at that level and position and gave a final column of Jefferson-Madison Regional Library's survey average at 95%, minimum/maximum salaries.

The survey went to the nearest step. If they couldn't match the salary exactly, they went the step above it.
Mr. Jacobs mentioned that they felt 95% of the survey average to be a realistic figure in order to retain personnel. Mr. Jacobs also mentioned that the Library has a Cost of Living Adjustment which would bring the 95% up to, or closer to, 100% of the marketplace.

Mr. Swinson informed the Board that after making adjustments to allow for the application of state aid, approximately $15,408 of local funding would be required to put the 95% option into effect. This would be approximately a 2.6% increase over our current locally funded payroll.

Mr. Jacobs mentioned by using the 95% figure, the library can successfully recruit and fill a position, if it became vacant—you would be on a competitive basis with the marketplace.

Also, if a position has, for instance, gone from a "B" to an "A", you would be increasing your level but you have moved down in steps. What has been done is to extend the opportunity for a person to receive a raise.

The survey used a relative ranging procedure. You look at the requirements needed for the job—supervision needed, education required, the conditions a person is expected to work in, and then a merit factor is given. This is all added up. Obviously, the more experience and/or education required to fill a position, the more points/salary would be given that position.

These points are added up to get a relative ranging of the internal value of these positions to an organization and then you get the salaries you are paying and what the marketplace is paying and make comparisons. These salaries are the last step in the analysis. The levels would be different at 90% or 100%.

Mr. Swinson mentioned he used the 95% survey as a guide to go by in preparing the budget. If the Board feels it appropriate, we would use these recommendations as the basis to begin our calculations for the budget.

Mr. Swinson mentioned he had talked with Cole Hendrix at a meeting of the department heads for the City of Charlottesville and Mr. Hendrix mentioned that regarding surveys in general, you have to make a decision on how competitive you want to be. The City of Charlottesville does not go with the survey average. We have to decide just how competitive we want to be.

The question was raised as to what happens if a person/position is overpaid according to the survey. Mr. Jacobs suggested we continue to pay the salary the person is currently earning and only give them the Cost of Living Adjustment increases, until such time when the individual's salary goes back onto the scale. Merit would be figured separately from this. In any position where there is going to be a substantial change, Mr. Swinson will discuss it with the individual concerned.
The question was also raised why some positions in the survey show a decrease in the salary level but the recommended salary is higher. Mr. Jacobs explained that the salary would be what the person would earn with the adoption of the recommended level to preserve that person's current salary level. The Board and/or Mr. Swinson would have to decide whether or not to freeze that person's salary until merit increases and the Cost of Living Adjustments caught that person up to the salary scale. This could mean the person might have to wait a long time to get back on the salary scale. If we change the level down, we aren't reducing the salary. It would penalize the individual for something they had no control over. What the individual has earned, he has no control over. Conditions have changed regarding what a person is earning versus what we can pay for that position and skills. We would have to have that person stay at that salary until the rest of the salary scale catches up to them. The person would still have their performance evaluated, whether they received a merit or not.

In some cases, the reverse is true—the person has been given an increased salary level but the step is lower. In this case, you are giving the individual an opportunity to go higher within the new level.

One of the benefits in examining salaries is that we usually find the marketplace has caused the need to increase salary starting levels. By doing that and by paying the person what they should be getting now, you provide persons with salary growth.

If persons are at "M" step with no opportunity for a raise, they would still have the opportunity for a one-time bonus.

As Mr. Swinson mentioned, we need to get our personnel in the right classifications and we need to find the most reasonable impact on the budget. The main impact would be on local budgets. We have to adjust the state aid out and take out the accountant's position. Regarding the Assistant Director of Finance, we are under mandate of the localities to keep this position as state aid.

This survey puts everybody into the right level, keeping them at, or as near to, their current salary as possible or giving increases where increases would result in the change of level. We could do something else. We do not have to accept this survey. The Board needs more time to digest this.

Mr. Swinson mentioned that we need to reach a compromise, which would be as fair as possible—giving our personnel the opportunity for raises and with the impact on the budget as reasonable as possible. Mr. Swinson promised to mail out the full survey to the Board, along with the survey of fringe benefits. We will add our fringe benefits to the bottom of Mr. Jacob's survey so the Board can make comparisons. Mr. Swinson will also have Ellen Powe figure implementation at 90%, as well as the 95%, to show the Board what the impact would be. In
figuring the implementations, we must take into consideration this salary survey adjustment, the cost of living adjustment and the merit pool for budget purposes.

The Board determines the cost of living adjustment they will be requesting and it is usually figured to go into effect in July. The cost of living adjustment should be in conjunction with the salary survey selected.

This survey was basically effective as of October 1984, with the City of Charlottesville and Albemarle County represented as of last July 1984. By holding off until another year to implement the salary survey, you would have to take into account that the marketplace and the Library's salaries would change.

**BUDGET PROPOSAL:**

Mr. Swinson mentioned that Ida Patton, the Virginia State Library consultant for this area, unofficially calculated what our state aid grant for the next fiscal year would be. She figured our state aid as $471,080, based on the new population estimates from the Tayloe Murphy Institute and on our latest Certified Financial Report.

This represents $34,514 over our present grant—we regain the $20,191 we were penalized this year and we pick up an additional $14,323.

Mr. Swinson mentioned to the Board that Virginia State Library allows us to apply 25% of our state aid grant toward supplementing our full-time certified librarian's salaries.

**MR. LEWIS FIBEL'S FRIENDS OF THE LIBRARY & VOLUNTEER PROGRAM REPORT:**

The Friends of the Library met November 15th with a Board meeting followed by their annual meeting. The Friends expressed their great appreciation of the letter they received from the Library Board and Mr. Fibel strongly recommends that the Library Board continue this practice.

The magazine sale was very successful and cleared approximately $2,200-$2,400, which is about twice as much as any other magazine sale. There was additional publicity and news coverage which benefited the sale.

The Friend's Board went directly into their annual meeting, which had a very poor attendance. The officers for the Friends are for two-year terms, while their other positions are elected every other year. They re-elected their Secretary, elected a new Treasurer, re-elected one Director and elected one new Director. At the annual meeting, Mr. Swinson was guest speaker and he gave a status report on the Library, which was very well received.
The Volunteer Program for October 1984 shows Central with 15 people at 148 hours and Gordon Avenue with 4 people at 31 hours, for a total of 19 people at 179 hours. This is a substantial increase from September 1984. Mr. Fibel had just started these reports a year ago and in October 1983 we had only 8 volunteers working for 62 hours. We have tripled our reported amount of activity. Of the 8 original volunteers, 4 are still volunteers at the library.

Crozet did not have a report for October. Scottsville reported 7 people at 35 hours. Louisa reported, for the period from mid September to mid October, 12 people at 90 hours. The total activity is more than we have reported. It was stated at the Friends' meeting that if we added up all the hours of the Friends who are volunteers at the book and magazine sales, we would have a much more substantial figure than we are showing now.

Mr. Fibel mentioned that he has a new volunteer, Beth Alley, a Communications major who has taught communications. Mr. Swinson mentioned that we hope to use her in Scottsville. We could use a camera for making tapes and could use this in our internal system. Video tapes could be used by our staff members to view them as informational tapes. We could even use this for our Board of Supervisors, community courses and for our governing localities. Ms. Alley could help us in this.

Mr. Fibel has made the volunteers a very important and steadily expanding role in our library system. Mr. Fibel and Mr. Swinson presented to the Board a proposal for a Volunteer Program statement to be incorporated into the Library's policies. The following drafted statement was presented:

The primary objective of the Volunteer Program is to extend the activities of the Library beyond those areas normally provided for in the budget.

This can be accomplished in two ways, directly and indirectly. Directly, volunteers can conduct programs (or assist in them) such as forums, discussion groups, outreach programs, etc. Indirectly, volunteers can perform appropriate library tasks, thus releasing other personnel to extend and expand their activities.

It is appreciated that many volunteers "merely want to help at the Library." The result of their helping should be to increase the quality and quantity of the services that the Library provides the Community.

The Friends of the Library is a special category of volunteers that in the same or in other ways seek to enhance the Library program.

The Board suggested this be revised reflecting more accurately our appreciation of the volunteers. Once it becomes a policy, it could be used as an orientation and recruiting tool for volunteers. The branches will also be included in this.
NEW BUSINESS:

A) Duplicating Fees:

Mr. Swinson asked the Board to approve a budget change to be effective for January 1985. The Library currently purchases paper and supplies for our photocopiers with state aid funds, allowing revenue from the use of these machines to be refunded to the localities. Mr. Ed Koonce, the Accountant for the Library at the City of Charlottesville, suggested we consider applying those fees directly to duplicating-related costs.

Mr. Swinson recommends that effective January 1985, we report $7,000 of this revenue under the heading "Duplicating Fees" and add a new line title "Office Supplies" to the local expenditures report under Administration, with a budgeted amount of $7,000.

Mr. James Hingeley, Jr. made the motion that this proposal be adopted, it was seconded by Mrs. Ann Brumett.

B) Refund to Charlottesville and Albemarle County:

Mr. Swinson referred to his Director's Preliminary Report in which he discussed a $13,566.31 refund be made back to Charlottesville and Albemarle County. This amount represents rents owed to them by the Federal Government but which had been held in our account for the last four fiscal years. We have to refund this but we could put through a request to allocate this to repairs for the buildings. The Board was in agreement and instructed Mr. Swinson to proceed in refunding the money back to Charlottesville and Albemarle County.

C) Fire Detection System - Gordon Avenue:

Mr. Swinson requested that the Board consider a reallocation for an installation of a fire detection system at Gordon Avenue. This is a system which has been long overdue. We would have to ask for the funds from Charlottesville and Albemarle County.

Mrs. Donna Reaves made the motion that a letter be sent requesting the fire detection system for Gordon Avenue. The Board suggested the letter be sent to Mayor Frank Buck and to the Albemarle County's Board of Supervisors. This was seconded by Mrs. Mary Hale.

D) Trustee Building Fund Memo Dated October 30, 1980:

Mr. Swinson distributed to the Board a letter dated October 30, 1980 in which mention is made that there had been
NEW BUSINESS:

D) Trustee Building Fund (Continued):

an unwritten commitment on the part of the Board that all funds will be spent on the Main Library building complex and that none is to be held for other purposes.

E) Assistant Director of Finance:

Mr. Neil Everingham has been offered the position of Assistant Director of Finance. He has given a strong tentative starting date of late January or early February 1985.

F) Personnel/Hours at the Branches, Gordon Avenue & Central:

Mr. Swinson mentioned that he plans to upgrade the hours of operation and internal staff hours at the branches and to some extent at Gordon Avenue and Central.

The branches are the biggest concern. We are under-staffed at some locations. Mr. Swinson would also like to cut down the Sub Pool.

For Louisa, Mr. Swinson would like to change hours of operation from 28 to 34. Lillian Sparks would not have a change in her hours of work. Her assistant, Cathleen Olson, would change from 18 hours to 25 hours a week. The substitute hours would change from 4.5 hours to 7.5 hours per week.

Crozet would change hours of operation from 28 to 34 hours a week. Mary Plum would go to 31 hours per week and Joy Johnson, the Assistant, would go from 4.5 hours to 14.5 hours per week. A Library Clerk would be added at the 7A level and step for 14.5 hours per week. A student page would go from 4.5 hours per week to 7.5 hours per week.

At Central, Reference hours would increase for one part-time professional from 15 hours to 25 hours per week. The Children's Room would have one full-time professional children's librarian and one full-time sheler added.

For the Extension and Branches, Mr. Swinson suggests a part-time Van Driver-Clerk position be created at 26 hours per week. He also suggests moving the current Van Driver to Library Assistant, relieving this person of their current van duties and expanding his capabilities as Extension Library Assistant. The Library Assistant would train and supervise the Van Driver-Clerk and would act as a substitute if the need arises.
F) Personnel/Hours (Continued):

At Gordon Avenue, Reference would increase a part-time professional's hours to full-time. In the Circulation area, there would be increased hours for the part-time Clerk-Typist to a full-time position. We would create a half-time maintenance position in lieu of the cleaning service we now have. This person would be under direct supervision by Andrea Williams and would handle all other maintenance needs of the building, including yard work and inside routine maintenance.

G) Non-Personnel:

Ellen Powe is in the process of re-evaluating our complete range of contractual services. Service contracts for cleaning and mechanical maintenance are of particular interest. Hopefully, this will be ready next week.

ADJOURNMENT:

The meeting was adjourned at 6:43 p.m. Our next Board meeting is scheduled for Tuesday, December 18th, beginning at 3:00 p.m. in the Madison Room at the Central Library. The next Board meeting will be exclusively for reviewing the 1985-1986 budget proposal.

DonnaLee Grossman
Recording Secretary
The Board meeting to review the Library's proposed budget for fiscal year 1985-1986 was called to order at 3:17 p.m. by Alexander Gilliam, Jr.

Mr. Swinson began the budget review meeting with the statement that this budget had been prepared with three main objectives in mind and he referred to Page 1 of the proposal.

Mr. Swinson mentioned that he wanted to get the Board's feelings regarding the proposal and to receive any suggested changes.

Mr. Swinson also mentioned that the Library was under contract to have the proposal to the Administrators of the localities by December 31st. There will probably be at least two meetings of the Jurisdictional Budget Committee (composed of the Administrators) and after revisions and approval are given, then it goes to the localities for their Board of Supervisors review and approval.
Mr. Swinson mentioned that he is under no illusions as to the proposal passing in its present form. He expects to have to cut it substantially.

Over the past ten months, there have been concerns voiced to Mr. Swinson by both the Board and the staff. He feels these concerns need to be addressed in order to have a better understanding of:

1. The state of this library system at present.
2. How it wants to develop.
3. How much that development will cost.

Mr. Swinson's intent is to use this proposal as a means of considering a wide range of changes and service enhancements that will all ultimately be accomplished. Our job here is to reach an understanding on which of those changes and enhancements have priority in our Fiscal Year 1985-1986.

Our objectives are inter-related. Books and information services are our reason for being. However, our success in serving more people with more books and services is putting a growing strain on our personnel and our methods of managing our collections.

Objectives I. and III. can be defended and achieved. Objective III. deals with personnel expenses—and is highly unlikely to be achieved as delineated in this budget.

The difference between the total local allocation for this year and Fiscal Year 1985-1986 is $198,054. Of that amount, $97,258 is proposed for additional personnel or increased personnel hours. This is 49.11%.

Some of these additions are urgently needed; and with the others, the urgency is less great. All are justifiable.

Of the total of the proposed allocations from the localities, 82% is for salaries and salary-related expenses.

If we expect to reduce this proposal down to what we all agree is a "reasonable" increase, then those reductions will have to be primarily in salary and salary-related expenses.

There are two immediate ways to do that which will have a region-wide effect:

1. Implement the findings and recommendations of the Robinson, Farmer, Cox survey at 90% of the survey average. This would mean a savings of $8,506.

2. Decline to implement the findings of the survey. This would be a savings of approximately $14,000-$16,000. This does not mean we have rejected the basic findings of the survey.
After revising the status quo (a 3.5% Cost of Living Increase and figuring in a 4% merit pool) and adding the proposed personnel additions of $97,258 (a 7.721 increase), the percentage of increase for everything would be 19.70%.

Mr. Swinson took this time to mention that, with the Board's permission, he would like to be allowed to approach the City of Charlottesville to see about the Library being brought back into their personnel and wage system.

The Assistant Director of Finance is the only one totally funded by State Aid. Mr. Neil Everingham, the candidate for the Assistant Director of Finance position, has accepted and has given February 4, 1985 as his beginning date.

We have one Librarian I, in Technical Services, who will be partially funded by State/Federal Aid.

Mr. Alexander Gilliam, Jr. suggested that Objective II be changed to a more positive statement and mentioned that perhaps we should state that we are responding to the public's increased usage, therefore, we need to increase staffing hours.

Mr. Swinson referred to Page 2, under PROPOSED OPERATING REVENUES FY 86, and stated that in our current budget we don't have a Miscellaneous Revenue for Duplication Fees, the Rebhun Fund, Donations and for the Virginia State Library.

We are up 7.9% in State/Federal Aid and it has allowed us to go over the 5% increase for books and book-related materials— we are in the 8% range.

Pages 5-7, under SUMMARY, the local expenditures for books went up. We have added the Rebhun Fund and Donations into books and have spread it out according to the percentage of circulation between November 1, 1983 - October 1, 1984.

Pages 8-11, under ADMINISTRATION - In order to expand our services in the branches, we have our Van Driver already performing tasks beyond his job description. He has proven his ability to help aid our Assistant Director of Extension & Branches. We propose that we get a half-time Van Driver, expand the current Van Driver to Library Assistant and have him take over the Joint Security Complex, circulation to the Senior Centers and nursing homes and take a greater role in publicity. He would be also acting as supervisor to the part-time Van Driver. By doing this, it would also free the Assistant Director of Extension & Branches so that the branches would be getting more of her professional time.
Regarding Professional Services, we need to get better control of our collection. For better control of our collection and the finances related to the collection and to improve our opportunities for growth, we need to automate.

We need to stop people who chronically never return books. Money put into an automated system will benefit us in the long run.

Phase I involves implementation of on-line cataloging at the Central Library and staff-use-only on-line catalogs at Gordon Avenue and Central.

Phase II would be implemented in 1987-1988 or fiscal year 1989. We would bring up circulation in the branches and circulation control at Central. Circulation control is one of the most expensive items in the system.

To sell this to our jurisdictions, we will need an independent survey taken of our needs and our problems. $8,000 is being allocated for the price of an independent survey. We need hard facts in order to present this to the jurisdictions.

Mr. Swinson has talked with the head of the City's Data Processing Department and we need to sell this to Albemarle County since they will be paying the largest part of this. They will want verification from another source other than Charlottesville. This also has to be cleared with the Data Processing Committee first. It would be costed out according to circulation statistics. We have to be totally compatible with the City of Charlottesville's Hewlett Packard 3000 system.

In Phase I, $111,775 would be for hardware/software and would be spread primarily between Albemarle County and the City of Charlottesville. Albemarle County would take the largest share.

Phase II, for $69,234, would be for on-going costs. Some of the costs would include:

1) $15,000 - For Staff Support
2) $9,492 - Phase I - Hardware Maintenance
3) $17,568 - Phase II - Hardware Maintenance

We would also be doing our own cataloging and this would be offset as we would not be contracting with the Computer Company any longer.
A 1½ fee has been included under Professional Services. This is specified under the Amended Regional Library Agreement. This will be shown in the budget next year and will make it easier for reporting purposes to the State Library and will be shown as a budget item throughout the year.

There is a line item for Board travel and we can reimburse for travel to and from meetings and for other travel done on behalf of the Library. We have also allowed for representation to Virginia Library Association for our Trustees.

Medical Care - is a new contract for an Employee Assistance Program (E.A.P.) through the Family Service Inc. This is for our permanent full-time and permanent part-time employees.

Technical Services - Mr. Swinson stated that there were no additions to personnel.

CENTRAL-Reference/Adult Services - This is the only department of Centrals which is shared by regional costs.

There are some proposed additions:

1) Increase hours for one part-time Librarian I
2) Head of Department has had additional responsibilities. This person has become the unofficial person in charge of the physical operations of Central Library. The acquisitions system scheduled to come on-line around February 1985 will be in this department and under the Department Head's control. The proposal is to reclassify the Department Head to Principal Librarian.

CENTRAL-Circulation - There is little change proposed. However, it has been proposed that the minimum wage for Pages go from $3.02 per hour to $3.35 per hour. We have not been paying below the minimum wage---we were only required to pay $2.65 per hour.

CENTRAL-Children's Services - This has the largest increase. This department is stretched and needs additional staff. We have proposed additions of:

1) Full-Time Librarian I
2) Bookshelver

If we have to make a choice, because we cannot have both positions, it was suggested that the Librarian I be selected. The Board did ask about the possibility of other options, such as:

1) A half-time professional Librarian I (to eventually go to full-time)
2) Go full-time but at a lower level, such as to a Library Assistant
Mr. Hingeley, Jr. suggested we show in our budget:

1) What our needs are to bring us up to standard service in the Library (and)

2) Indicate what are our highest priorities. In case we must make cuts, we would then know where our fallback is.

Item #1 is a long-term planning tool showing potential growth for the Library.

The jurisdictions rely heavily on the Administrative Staff for recommendations. We come to them with new positions and they come into it with certain/definite ideas in their own minds. If we present all of these items, saying this is our total cost and this is what we want, they probably won’t fund it. They will go over the budget, picking on items they consider are weak areas. The elected representatives tend to rely on the staff people. The Library Board and Jurisdictional Budget Committee go over the budget and then give their support.

CENTRAL—Contractual Services – They went from $12,686 to $22,596. Over 95% of this increase is for cleaning service. The contracts are chosen on the basis of low bids and we have been getting marginal or substandard quality work. We have been getting thefts, vandalism and violent crimes because of these cleaning services. We need to get a service with a long-standing record of satisfactory association with their clients, who require quality service and security. This would be for cleaning service for four (4) times a week at the Central Library.

CENTRAL—Telephone – These figures reflect the four (4) new lines that have been added for computer usage.

GORDON AVENUE – $18,714 is proposed as additions in personnel:

1) Librarian I from part-time to full-time status. We are upgrading our reference capabilities at Gordon Avenue and we need a Reference Librarian I full-time.

2) Part-Time Maintenance (new position) – This person would be doing the building and grounds maintenance for Gordon Avenue. If funded, we would be taking this out of service contracts for Gordon Avenue ($4,080).

3) Clerk/Typist – From part-time to full-time.

Our Substitute Pools would decrease if additions are funded. This would also be the case at Central—Children’s Services.
CROZET - Crozet has seen considerable growth in circulation since moving into their new building. They need more time, however. They are pressed to get their clerical work done and emphasis should be on patrons and public service. This same problem could occur when we move into the new building in Nelson County.

There are four additions proposed:

1) Increase personnel time for three current employees.

4) Add a new part-time Library Clerk for 14.5 hours per week.

SCOTTSVILLE - Scottsville needs more internal time. They have a new building and have aggressive programming. Their increased circulation bears this out.

LOUISA - Louisa has the largest circulation annually. The increase shown in the proposed budget is for the Library Assistant, who is going to an increased schedule effective January 1, 1985. The increase is for six hours of operation per week, allowing for a later closing time four days a week. Two other proposals are for:

1) The present Library Clerk is being recommended for an increase of seven hours a week.

2) The Page's proposed hours are for an increased 5.19 hours per week. The fraction for the Page's hours is due to the months being divided by 44.

NELSON - Mrs. Mary Hale reported to the Board that we have been granted all the space we asked for in the Kentron Building. The funding is not firm yet, however. We may need to send a letter to the Board of Supervisors at Nelson County to ask for the Torn Land Fund. We may be able to get into the new building around July 1985.

We will be going from 800 sq. ft. to 2,600 sq. ft. and we will have potential for better service and we need to budget for this. We have had experience in the past of having increased space putting a strain on the staff.

GREENE - We have a proposed budget for Greene County but we do not know if it will be possible. In the 1983-1984 budget, there was no increase. The retirement of Lois Breeden allowed us to make a transition without making a cut.

This proposal allows for a 7.5 hour increase per week. Circulation increased by 16.61% over the period we based our budget
GREENE (Continued):

on. The people of Greene County are using this library and it is a substantial increase in usage.

The 16.61% increase in circulation has raised Greene County's share of their allocation by approximately $5,566. The people from the localities are sending a message as users to their Board of Supervisors.

BOOKMOBILE - There are no additions proposed for the Bookmobile for Fiscal Year 1986.

The general base for allocating costs for Fiscal Year 1986 is based on circulation statistics of November 1983 - October 1984. This includes Administration, Technical Services, Reference, Circulation and some regional services.

Central went from 50.98% to 51.76% for Albemarle County. Albemarle County residents are outstripping Charlottesville residents in usage.

Regarding State Aid, we are at 100% of the funding formula for State Aid now and there should not be much change in the future.

Mr. Swinson again brought up the question of going back with the City of Charlottesville's payroll and personnel salary schedules, plus other benefits as well. The Board felt, although it might be better for the Library, there was sufficient doubt about the jurisdictions accepting their employees as being on the same schedule as the City of Charlottesville. It would not sit well with them and Charlottesville, as a municipality, can't make the kind of decisions of salary schedules that these regions would expect us to make.

The Board agreed that when it comes right down to prioritizing, Mr. Swinson will have to make the decision(s) and get with the jurisdictions, who have the final word. We don't have the decision making power under the new contract but we do have the power to make effective presentations and arguments to the people who do make the decisions. We should cut first---it gives us the decision as to what cuts can be made.

The branches are largely involved in the addition of new positions/hours and it depends on how well we can justify these new positions and increases in hours; and we must consider what is the most important.
Mr. James Hingeley, Jr. made the motion that the proposed budget for Fiscal Year 1985-1986 be submitted in its current form subject to it being modified as far as the narrative portions are concerned and including our highest priorities. Mr. Peter McIntosh seconded the motion.

The Board also requested that they receive the revised budget being sent to the Jurisdictional Budget Committee by January 15, 1985.

ADJOURNMENT - The meeting was adjourned at 6:36 p.m. Our next Board meeting is scheduled for Tuesday, January 22, 1985 at 3:30 p.m. in the Madison Room at the Central Library.

DonnaLee Grossman
Recording Secretary
The meeting was called to order at 3:36 p.m. by Mr. Alexander Gilliam, Jr., President of the Library Board of Trustees. The November and December 1984 Minutes were approved by Mr. Peter McIntosh and seconded by Mrs. Sally Gieck. The combined November and December 1984 Financial Report, together with the December 1984 Circulation Report, were approved by Mrs. Karen Hayden and seconded by Mr. Peter McIntosh.

FINANCIAL REPORT:

Mr. Swinson took this time to inform the Board that Page 1, under Operating Revenues, is not really as low as this report indicates. Our budget has taken precedence. We have approximately $55,618.31 in receipts not reflected yet under State Aid. We have a substantial sum being processed in Fines receipts.

Under LOCAL FUNDS: SUMMARY, on Page 2, the PERSONAL SERVICES section indicates we have approximately a $6,000 leeway.
FINANCIAL REPORT (Continued):

We are on target under SUPPLIES. CONTRACTUAL SERVICES is underexpended by approximately $12,000. Under CURRENT CHARGES, it looks as though we are underexpended but the City has not charged us for Retirement and Hospital Insurance. The City has renegotiated our Blue Cross and Blue Shield plan and it will begin shortly. We have approximately a $5,000 leeway in CURRENT CHARGES at this time.

Page 13, under STATE AID: SUMMARY, as of December 31st we had approximately $56,000 to spend for books during the rest of the fiscal year. April, May and June will be slim months for new books. In past years, we have been on spending binges and we will not be in that position this year. We had always out run State Aid in the past and books coming in after State Aid was cut off resulted in our acquiring more new books than we could pay for with State Aid. This, consequently, forces the localities to pay more than had been budgeted for books.

Regarding departmental State Aid budgets, one glaring result of ordering "blind" is that Scottsville has already run over their book budget by $1,097. This is all the more reason to get our acquisition system up and running. There is approximately $29,000 left in the Scottsville Replacement Fund; and the overrun will be recoded to this fund. Their purchases of books, for the remainder of the year, will be under this fund.

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

The Friends of the Library have scheduled their next Board meeting for January 30th. There will be nothing to report until the next meeting.

Regarding the Volunteer Program, November 1984 shows the highest totals we have had since keeping records. Central had 18 volunteers for a total of 173 hours, as compared to 148 hours the prior month. Gordon Avenue had 3 volunteers for a total of 19 hours. Crozet shows 2 volunteers working a total of 4 hours. Scottsville reported 12 volunteers for a total of 106 hours. Louisa reported unspecified 87 hours.

The December report shows Central with 15 volunteers for a total of 112 hours donated.

Mr. Fibel took this time to mention that the volunteers were included in invitations sent to the staff for the December Annual Staff Christmas Party. The volunteers were very pleased to be included as part of the Library.

ADJOURNMENT INTO EXECUTIVE SESSION:

The meeting was temporarily adjourned at 3:54 p.m. into Executive Session according to the Virginia State Code 2.1-344, Sub Paragraph (1):

Discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of public officers, appointees or employees of any public body, and evaluation of perfor-
ADJOURNMENT INTO EXECUTIVE SESSION (Continued):

The performance of departments or schools of State institutions of higher education where such matters regarding such individuals might be affected by such evaluation.

Mrs. Karen Hayden requested adjournment into Executive Session, with Mr. Peter McIntosh seconding the motion.

RECONVENING OF THE LIBRARY BOARD OF TRUSTEES' MEETING:

The Library Board of Trustees reconvened at 4:50 p.m. from Executive Session.

Mr. Peter McIntosh made the following motion, with Mrs. Donna Reaves seconding the motion:

We amend our Jurisdictional Budget Proposal for 1985-1986 to allow for the purchase of Hewlett Packard equipment to automate our systems (cataloging, circulation, and on-line catalog), with the revenues for this coming from up to three (3) sources:

1) State Aid
2) Trustees' Building Fund
3) Friends of the Library

DIRECTOR'S REPORT:

1. Mrs. Karen Hayden was welcomed back from her leave of absence to Great Britain.

2. Mr. Swinson included, in his Preliminary Director's Report, a letter from Satyendra Singh Huja to Cole Hendrix (as Appendix A) regarding recommended procedures for the acceptance of art objects on City property. A motion was made by Mrs. Karen Hayden and the Board unanimously agreed to defer making a decision or comment on Appendix A in view of the press of other business, such as the Library budget, until a later Board meeting. Mrs. Donna Reaves seconded the motion.

3. There will be a new Louisa County Administrator, Mr. William C. Porter, effective early February 1985.


5. Regarding the Fringe Benefit Survey, Robinson, Farmer, Cox Associates are doing a follow-up as to what our benefits are for permanent/part-time personnel, especially in hospitalization.
DIRECTOR'S REPORT (Continued):

6. Mr. Swinson referred to Appendix D in his Director's Report, which was a memo to Library Trustees and Presidents of Friends groups, from Ida Patton, Public Library Consultant, Area II. In this memo Ida Patton points out that her new position as public library consultant for the central part of the state carries with it the special assignment of working with public library trustees and with Friends groups. She looks forward to this association and in assisting you in strengthening our Library.

OLD/UNFINISHED BUSINESS:

1. Mr. Swinson gave a brief update on the McIntire Basement. Progress is very slow. There are about 150 square feet more than we had originally figured on. Mr. Swinson showed the Board a blueprint from John Farmer, which indicated walls in red as load bearing walls—walls that have to stay. The walls not in red can be taken out so that we can open up some of the areas. The furnace has been checked and is fine. Floyd Johnson and John Farmer have met with Cathy Butler and Linwood Frye to discuss what is needed. Authorization was given by the Board to pay for the preliminary plans of the McIntire Basement out of the Trustees' Building Fund.

NEW BUSINESS:

1. Mr. Alexander Gilliam, Jr. made a comment to the Board regarding attempting to try ending our Board meetings by 5:30 p.m., with minor exceptions such as the budget. We should be able to finish our Board meetings in time to leave by 5:30 p.m. Mr. Gilliam said the Board members may see him interrupting the meeting from time-to-time if things seem to be running too long.

2. The Board unanimously agreed to have Mr. Swinson check on removal of Central Library's shrubbery. Mr. Swinson plans to check with the City of Charlottesville's Parks and Recreation Department.

3. There has been an alternate named for Greene County. Mr. John Genobles was appointed Alternate Trustee Member to the Jefferson-Madison Regional Library Board, effective January 8, 1985.

ADJOURNMENT:

Mrs. Karen Hayden made the motion that the meeting be adjourned at 5:12 p.m., with Mrs. Sally Gieck seconding the motion.

Our next Board Meeting is scheduled for Tuesday, February 26, 1985 at 3:30 p.m. in the Madison Room at the Central Library.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE FEBRUARY 26, 1985 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mr. Alexander Gilliam, Jr. - President
Mrs. Helen Wieneke - Vice President
Mrs. Ann Brumett
Mrs. Sally Gieck
Mrs. Mary Hale
Mrs. Karen Hayden
Mr. James Hingeley, Jr.

TRUSTEES ABSENT:
Mr. Peter McIntosh
Mrs. Margaret Perley
Mrs. Donna Reaves
Mrs. Judith Walker

ALSO PRESENT:
Mr. William R. Swinson - Director
Mr. Lewis Fipel - Volunteer Coordinator/Intermediary for Friends of the Library
Mrs. DonnaLee Grossman - Recording Secretary
Ms. Lindsay Ideson - Staff Association Representative
Ms. Stella Pool - Staff Association Representative

The meeting was called to order at 3:31 p.m. by Mr. Alexander Gilliam, Jr., President of the Library Board of Trustees. The January 1985 Minutes were approved by Mrs. Karen Hayden and seconded by Mrs. Mary Hale. The Financial Report for January 1985 was approved by Mrs. Mary Hale and seconded by Mrs. Sally Gieck. The Circulation Report for January 1985 was amended, with the amended report approved by Mrs. Mary Hale and seconded by Mrs. Sally Gieck.

NEW BOARD MEMBERS:
Mr. Swinson took this time to inform the Board that we have two (2) new Board Members:

Mrs. Judith H. Walker - Albemarle County - 2/13/85 - 6/30/89
NEW BOARD MEMBERS (Continued):

Mrs. Walker is replacing Mrs. Melcher and Ms. Stafford will be replacing Mrs. Reaves.

CIRCULATION:

Mr. Swinson gave the percentage increases over January 1984 as follows:

- Central: 9.85%
- Gordon Avenue: 3.05%
- Scottsville: 4.08%
- Crozet: 32.53%
- Louisa County: 23.00%
- Nelson County: 12.28%
- Greene County: 19.92%
- Bookmobile: (2.87)%
- Nutrition Sites: (11.88)%
- Joint Security Complex: 15.79%

FINANCIAL REPORT:

Due to the time-consuming revisions of our budget proposal, we have not had the opportunity to make coding changes and additions to the City printouts, which would give us a more accurate representation of our finances. We are not yet reflecting "Duplicating Fees" which are anticipated at $7,000 for this year under "Operating Revenues." Under "Operating Revenues," we have received the following amounts and they have been deposited with the City but are not reflected here:

1) Fines (Checks Only) -------------- $ 4,817
2) Duplication Fees ---------------- $ 1,963
3) Contributions towards Books --------- $ 4,103
   ($3,000 of this is for the Helen R. Duke Fund)

Mr. Swinson referred to Page 2 of the Financial Report, under LOCAL FUNDS: SUMMARY. Under the "Personal Services" section our bottom line indicates $2,500-$3,000 of leeway. Under "Supplies" the bottom line shows us as being right on target. Under "Contractual Services" our bottom line indicates we presently have approximately $1,000-$1,500 of leeway. "Telephone" is overrun by approximately $3,000. "Insurance" should be remaining where it is; we are paid out for the year. "Advertising" is overrun mainly due to the search for our Assistant Director of Finance. Our savings in "Contractual Services" is being made in "Utilities" and in "Service Contracts." "Current Charges" is a dangerous area to go to the bottom line. The City has not yet slotted seven months of expenses for "Retirement" or the "Hospital Insurance." We will be saving money under "Retirement" as it was budgeted at 11.5% and we found out later that the actual rate was 8.87%.
FINANCIAL REPORT (Continued):

In summarizing, Mr. Swinson feels we are operating with a little over $4,000 worth of leeway, excluding "Current Charges." Once we enter our new sources of revenue, such as "Duplicating Fees" and once we know our expenditures for "Retirement" and "Hospital Insurance" and once we make certain coding changes, we should be underexpended in the $8,000-$10,000 range.

Included in the Board packet are the printout sheets for the Scottsville Replacement Fund and the Trustee's Building Fund. These printouts will be included from now on until such time as the funds are exhausted.

Mr. Swinson mentioned at this time that he would try to have the report on the refund ready for the next Board meeting.

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

There was a meeting of the Friends on January 30th. The Library was represented by Cathy Butler and Andrea Williams. One of the attachments to the Director's Preliminary Report was the Library's acknowledgement of a total grant in the amount of $2,067. $634 is being reallocated and is detailed in the Director's Preliminary Report.

Mr. Fibel also mentioned that the Friends' Book Sale is scheduled for April 13-20th at Gordon Avenue. They have already begun advertising for donations of books for the sale. The Book Sale Committee started earlier and are able to do more advertising and publicity than in the past.

At the January 30th meeting, the Friends approved the establishment of annual budget accounts for the Library. If these accounts are maintained, we will know sooner than in the past what kind of monies are available and the categories that are available. They may not look so favorably on last minute requests or changes. This is a new system being tried and Mr. Fibel is not sure this will be completely to the Library's advantage.

There is a meeting of the Friends scheduled for this evening at Gordon Avenue. This is a preliminary meeting for discussing the logistics of the Book Sale.

Mr. Alexander Gilliam, Jr. wished to express the Board's sincere thanks for the Friends' generous support. Mr. Fibel suggested a letter from the Chairman of the Board be sent to the Friends.

Regarding Volunteer activities for the month of January, Central had 16 volunteers working a total of 139 hours. This is up from December but not as high as November, which has been our highest month. Gordon Avenue had 2 volunteers donating 19 hours. 17 hours were donated to the Library Action Program. Scottsville had 7 persons donating 21 hours of activity. Louisa shows 12 persons donating 156 hours from November 15th-February 11th. Mr. Fibel asked the Chairman of the Book Sale to report volunteer activity and 75 hours was reported as donated but no additional information, such as how many persons were involved, was given.
DIRECTOR'S REPORT:

1. **Fall Programming** - The Extension Fall Programming Statistics were issued at the Board meeting and a copy of the statistics is attached to the minutes. This represents statistics for September, 1984 - December, 1984.

   Mr. Swinson read Cathy Butler's cover letter to the Board:

   This report differs from 1984 Summer programming statistics. Average attendance per program and branch adult programs have been added. Circulation figures were not included as they are handled in another monthly report. Programs sponsored by the Charlottesville Friends were put under Centralized Specials, so that you can see the significance of planned centralized programs for these small branches. The average attendance for each branch speaks for their success.

   Excluding Scottsville and Greene, most of the adult programs in the branches were sponsored by their own Friends' groups. These events were open to the public and this statistic is included in this report. Several clubs meet on a regular basis and are open to the public and their statistics have been included.

   Only a few years ago Greene offered nothing in the way of programs. With the help of Dorothy Maehler, Greene now offers regular juvenile story times, film shows, and has an adult book club. Dorothy deserves a big hand.

   In most cases, the programs are run by volunteers, with organization for the programs coming entirely from the branch heads. This planning adds a significant amount to their full workloads and these statistics speak well for their efforts.

2. **Black History Month** - This was Black History Month and we had a special program at Gordon Avenue and it was written up in the Observer. It was very successful and the reports were excellent and we had a good turnout. A tremendous amount of credit goes to Jim Barns and Gail Ott.

   We will be putting all three segments of the film series into our permanent collection on 3/4 and 1/2 inch videotape. The Portsmouth Public Library, which produced the series, is providing the originals from which we will be making our copies.

3. **National Library Week Photography Contest** - Mr. Swinson read the following memo received from Gail Ott:

   In conjunction with the American Library Association (ALA), we will be participating in a photography contest for National Library Week. Contests will be held at local libra-
DIRECTOR'S REPORT (Continued):

3. National Library Week Photography Contest (Continued):

The theme of the contest is "A Nation of Readers." Our local contest is now under way with posters and entry blanks coming soon with further details. The contest is open to all ages, youth as well as adult, and cash prizes will be awarded. The Friends of the Library are sponsoring the event.

Our distinguished panel of judges includes Sam Abell, Jim Carpenter and Bob Llewellyn.

The deadline for entering the contest is Wednesday, April 10, 1985. We hope to have an awards ceremony sometime during National Library Week, April 14-20th.

4. Nelson County Library - Mr. Swinson submitted the official notice of Intent to Apply for up to $100,000 from the Virginia State Library, to match a like amount to be raised by the local government and citizens of Nelson County for a new Nelson County Library.

We are under a pressing time constraint. We must have a site, an architect and the schematic drawings by April 1st.

Because of the time constraint, we are using two options:

1. We are using the Scottsville Library as an example from which to work.

2. The second option is a porta-structure designed by Porta-Structure Industries out of Washington, D.C.

The porta-structure is very energy efficient, is designed to be run by one person, with an estimated cost of $190,000-$200,000. Estimated longevity of the porta-structure is 50 years.

Mrs. Mary Hale informed the Board that Nelson County will probably look more for a structure such as Scottsville. The structure will be dedicated to the persons who were lost in the flood and the building would be more appropriate as a memorial. It should be centrally located and have ample parking space.

Mr. Swinson and Mrs. Mary Hale will be reporting back to the Board at the next meeting the results of the February 27th meeting of the ad hoc committee for the new Nelson County Library.

Mr. Swinson feels we have an excellent chance to receive the funding if we can meet the deadlines and secure local funding.
DIRECTOR'S REPORT (Continued):

5. **Security** - Mr. Swinson referred to the Staff Association letter which was in his Preliminary Report. Mr. Swinson feels that there are some very valid concerns expressed in this letter. We have to look at Library procedures more and we should be more sensible and systematic. It may involve some monetary output. The main problems are here at Central and Gordon Avenue. Every time an incident occurs, a report must be made out and sent to the Director. This has not always been done in the past. We need to collect these reports and discuss them with the Charlottesville Police Department. We need to classify our problems and we need corresponding policies.

Mr. Swinson will report back to the Board at the next meeting on the results of his discussion with the Police Department.

OLD/UNFINISHED BUSINESS:

1. **Art** - Due to the budget proposal, we had put aside the discussion on art displays and the procedures to be followed for acceptance of outdoor art objects on City property. Mr. Swinson mentioned that the City has designated three sites for outdoor art displays. Mr. Swinson read item #8 from the City's Procedures for Acceptance of Art Objects on City Property:

   8. **Architectural Design Control** - Art objects proposed for location on City property in an architectural design control district must be approved by the appropriate board of architectural review before City Council review. Both boards may designate locations within their respective districts where art objects can be exhibited temporarily without board review, pending approval by the Art and Sculpture Committee.

   The question has been presented as to whether we as a library could request an exemption. Also, if the Library is only displaying temporary art, do we need to follow the procedures the City requests be used for displaying art. We are not discussing permanent art.

   Mr. Swinson mentioned that we possibly are looking at a form of censorship but that he thinks the City is trying to inform us about the procedure that is to be followed. We will have to come to some sort of agreement as to procedure and we may have to ask for an amendment to this procedure.

   Mr. Alexander Gilliam recommended that an Art Committee be formed to discuss this in further detail. Those named on the committee are:

   1. Mrs. Sally Gieck
   2. Mr. Alexander Gilliam, Jr.
   3. Mrs. Mary Hale
   4. Mrs. Karen Hayden
   5. Mr. Peter McIntosh
   6. Mr. William R. Swinson
OLD/UNFINISHED BUSINESS (Continued):

1. Art (Continued):

The Art Committee is to meet within the next two weeks in time to report their decisions at the next Board meeting. A tentative time was set for March 7th at 4:00 p.m. in Mr. Swinson's Conference Room.

ADJOURNMENT INTO EXECUTIVE SESSION:

The meeting was temporarily adjourned at 4:31 p.m. into Executive Session according to the Virginia State Code 2.1-344, Sub Paragraph (l):

Discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of public officers, appointees or employees of any public body, and evaluation of performance of departments or schools of State institutions of higher education where such matters regarding such individuals might be affected by such evaluation.

Mrs. Karen Hayden requested adjournment into Executive Session, with Mrs. Helen Wieneke seconding the motion.

RECONVENING OF THE LIBRARY BOARD OF TRUSTEES' MEETING:

The Library Board of Trustees reconvened at 5:03 p.m.

The Board went into Executive Session to discuss further adjustments to our Fiscal Year 1985-1986 Budget Proposal. Mrs. Helen Wieneke made the following motion, with Mrs. Karen Hayden seconding the motion:

As of the February 18, 1985 Trustees' Budget Committee Meeting, the following changes have been approved for the Jefferson-Madison Regional Library's Revised January 31, 1985 Budget.

I. PERSONNEL

A) Keep Salary Survey

1) Decrease COLA % from 3.5% to 3.0%.

B) Decrease Merit % from 4.0% to 3.0%

C) Regional Costs

1) 100% cut of increased hours for part-time Reference Librarian (Central Reference).

2) Remove 100% of status quo salaries of two part-time Reference Librarians (Central Reference) to Charlottesville-Albemarle (C-A) costs.
I. PERSONNEL (Continued):

D) Charlottesville-Albemarle Costs

1) See C2 above.

2) 100% cut of increased hours for part-time Reference Librarian (Gordon Avenue).

E) Albemarle Local Costs

1) 50% cut of increased hours for Branch Head (to 4.5 Hours/Week) (Crozet).

2) 100% cut of additional Page hours (Crozet).

3) 100% cut of all additional staffing needs (Scottsville).

II. NON-PERSONNEL

A) Telephone - Remove switchboard relocation cost, which was entered into the budget as a charge to Administration ($275) and Central ($551: Ref/AS - $184, Circ. - $183, Ch.S. - $184). Removed as an $826 decrease to Regional Costs (Administration).

B) Travel - Reduce to status quo (FY 85 - $6,590) for all departments. (Director requests to be exempted from receiving travel reimbursement—he will claim it on income tax.)

C) Data Processing Charges - Cut by 50% (to $7,500) Administration/Staff Support (Regional Cost). Plan to encumber $7,500 from FY 1984-85 underexpenditure to make up the difference needed to pay $15,000 staff support.

D) Adjust the "1% Fee"

NEW BUSINESS:

1. Mr. Alexander Gilliam asked the Board to make a motion that the Board go on record as expressing their sincere thanks to Mrs. Donna Reaves for all her assistance, time and support that she has given to the Board. Mrs. Karen Hayden made the motion that this be put in the Board Minutes, with Mrs. Ann Brumett seconding the motion.

It was also suggested that a contribution be made by the Board members toward a book for Mrs. Reaves, as a token of the Board's appreciation.
NEW BUSINESS (Continued):

2. Mr. Lewis Fibel brought to the Board's attention that the week following National Library Week is National Volunteers Week. He mentioned that they hope to plan some form of ceremonies for all the volunteers, possibly giving out certificates honoring the volunteers.

ADJOURNMENT:

The meeting was adjourned at 5:31 p.m. Our next Board meeting will be scheduled for March 26, 1985 at 3:30 p.m. in the Madison Room at the Central Library.

DonnaLee Grossman
Recording Secretary
## FALL PROGRAMMING STATISTICS
### September - December, 1984

#### SCOTTSVILLE BRANCH

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<td></td>
<td>Santa Claus</td>
<td>1</td>
<td>106</td>
<td>106</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL =</strong></td>
<td><strong>35</strong></td>
<td><strong>581</strong></td>
<td><strong>16.6</strong></td>
</tr>
</tbody>
</table>

**Centralized Specials:**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Halloween Story Time</td>
<td>1</td>
<td>65</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>Book Week Film</td>
<td>1</td>
<td>23</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Xmas Puppet Show</td>
<td>1</td>
<td>59</td>
<td>59</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL =</strong></td>
<td><strong>3</strong></td>
<td><strong>147</strong></td>
<td><strong>49</strong></td>
<td></td>
</tr>
</tbody>
</table>

| ADULT                  | Seniors              | 11           | 98         | 9                |
|                       | Book Club            | 3            | 76         | 25               |
|                       | Craft Club           | 11           | 152        | 13.8             |
|                       | Films                | 16           | 260        | 16               |
|                       | **TOTAL =**          | **41**       | **586**    | **14.2**         |

**COMBINED JUVENILE AND ADULT PROGRAM TOTAL =**

Volunteers = 46; Hours contributed = 63.5

#### CROZET BRANCH

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>TYPE</th>
<th>NO./PROGRAMS</th>
<th>ATTENDANCE</th>
<th>AVERAGE ATTENDANCE PER/PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUVENILE</td>
<td>Story Time</td>
<td>10</td>
<td>84</td>
<td>8.4</td>
</tr>
<tr>
<td></td>
<td>Films</td>
<td>1</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Book Review/Craft</td>
<td>4</td>
<td>25</td>
<td>6.2</td>
</tr>
<tr>
<td></td>
<td>School Visits</td>
<td>2</td>
<td>70</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL =</strong></td>
<td><strong>17</strong></td>
<td><strong>189</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

**Centralized Specials:**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Halloween Story Time</td>
<td>1</td>
<td>50</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Book Week Film</td>
<td>1</td>
<td>67</td>
<td>67</td>
<td></td>
</tr>
<tr>
<td>Xmas Puppet Show</td>
<td>1</td>
<td>73</td>
<td>73</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL =</strong></td>
<td><strong>3</strong></td>
<td><strong>190</strong></td>
<td><strong>63.3</strong></td>
<td></td>
</tr>
</tbody>
</table>

| ADULT                  | Lecture/Speaker      | 1            | 15         | 15               |
|                       | Film                 | 1            | 9          | 9                |
|                       | Craft                | 1            | 15         | 15               |
|                       | **TOTAL =**          | **3**        | **39**     | **13**            |

**COMBINED JUVENILE AND ADULT PROGRAM TOTAL =**

Volunteers = 24; Hours contributed = 28

2-26-85
### LOUISA COUNTY BRANCH

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>TYPE</th>
<th>NO./PROGRAMS</th>
<th>ATTENDANCE</th>
<th>AVERAGE ATTENDANCE PER PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUVENILE</td>
<td>Films</td>
<td>23</td>
<td>521</td>
<td>22.6</td>
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<tr>
<td></td>
<td>School Visits</td>
<td>2</td>
<td>103</td>
<td>51.5</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL =</strong></td>
<td><strong>25</strong></td>
<td><strong>624</strong></td>
<td><strong>25</strong></td>
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<tr>
<td></td>
<td>Centralized Specials:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Halloween Story Time</td>
<td>1</td>
<td>48</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>Book Week Film</td>
<td>1</td>
<td>72</td>
<td>72</td>
</tr>
<tr>
<td></td>
<td>Xmas Puppet Show</td>
<td>1</td>
<td>79</td>
<td>79</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL =</strong></td>
<td><strong>3</strong></td>
<td><strong>199</strong></td>
<td><strong>66.3</strong></td>
</tr>
<tr>
<td>ADULT</td>
<td>Open House</td>
<td>1</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL =</strong></td>
<td><strong>1</strong></td>
<td><strong>40</strong></td>
<td><strong>40</strong></td>
</tr>
<tr>
<td></td>
<td><strong>COMBINED JUVENILE AND ADULT PROGRAM TOTAL =</strong></td>
<td><strong>29</strong></td>
<td><strong>863</strong></td>
<td><strong>29.7</strong></td>
</tr>
</tbody>
</table>

Volunteers = 16; Hours contributed = 11

### NELSON COUNTY BRANCH

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>TYPE</th>
<th>NO./PROGRAMS</th>
<th>ATTENDANCE</th>
<th>AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUVENILE</td>
<td>Story Time</td>
<td>3</td>
<td>66</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Films</td>
<td>3</td>
<td>34</td>
<td>11.3</td>
</tr>
<tr>
<td></td>
<td>School Visits</td>
<td>1</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL =</strong></td>
<td><strong>7</strong></td>
<td><strong>117</strong></td>
<td><strong>16.7</strong></td>
</tr>
<tr>
<td></td>
<td>Centralized Specials:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Halloween Story Time</td>
<td>1</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Book Week Film</td>
<td>1</td>
<td>43</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Xmas Puppet Show</td>
<td>1</td>
<td>102</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL =</strong></td>
<td><strong>3</strong></td>
<td><strong>180</strong></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td>ADULT</td>
<td>Lecture/Speaker</td>
<td>4</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL =</strong></td>
<td><strong>4</strong></td>
<td><strong>80</strong></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td></td>
<td><strong>COMBINED JUVENILE AND ADULT PROGRAM TOTAL =</strong></td>
<td><strong>14</strong></td>
<td><strong>377</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

Volunteers = 6; Hours contributed = 3

### GREENE COUNTY BRANCH

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>TYPE</th>
<th>NO./PROGRAMS</th>
<th>ATTENDANCE</th>
<th>AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUVENILE</td>
<td>Story Time</td>
<td>3</td>
<td>63</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Films</td>
<td>6</td>
<td>161</td>
<td>26.8</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL =</strong></td>
<td><strong>9</strong></td>
<td><strong>224</strong></td>
<td><strong>24.8</strong></td>
</tr>
<tr>
<td></td>
<td>Centralized Specials:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Halloween Story Time</td>
<td>1</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Book Week Film</td>
<td>1</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Xmas Puppet Show</td>
<td>1</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL =</strong></td>
<td><strong>3</strong></td>
<td><strong>156</strong></td>
<td><strong>52</strong></td>
</tr>
<tr>
<td>ADULT</td>
<td>Book Club</td>
<td>3</td>
<td>21</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL =</strong></td>
<td><strong>3</strong></td>
<td><strong>21</strong></td>
<td><strong>7</strong></td>
</tr>
<tr>
<td></td>
<td><strong>COMBINED JUVENILE AND ADULT PROGRAM TOTAL =</strong></td>
<td><strong>15</strong></td>
<td><strong>401</strong></td>
<td><strong>26.7</strong></td>
</tr>
</tbody>
</table>

Volunteers = 11; Hours contributed = 9

2-26-85
The meeting was called to order at 3:32 p.m. by Mr. Alexander Gilliam, Jr., President of the Library Board of Trustees. The February 1985 Minutes were approved by Mrs. Karen Hayden and seconded by Mrs. Helen Wieneke. The Circulation and Financial Reports for February 1985 were approved by Mr. Peter McIntosh and seconded by Mrs. Karen Hayden.

CIRCULATION:

The percentage of increase by agency for February 1985 versus February 1984 is as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Percentage Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>(No Significant Change)</td>
</tr>
<tr>
<td>Gordon Avenue</td>
<td>6%</td>
</tr>
<tr>
<td>Scottsville</td>
<td>8%</td>
</tr>
<tr>
<td>Louisa</td>
<td>11.6%</td>
</tr>
<tr>
<td>Crozet</td>
<td>17.8%</td>
</tr>
<tr>
<td>Nelson</td>
<td>4%</td>
</tr>
</tbody>
</table>

Bookmobiles 296-5544
Albemarle County
Crozet 823-4050
Scottsville 286-3541
Charlottesville 1500 Gordon Ave. 296-5544
Greene County Stanardsville 985-2370
Louisa County Louisa (703) 967-1103
Nelson County Lovingston 263-5904
CIRCULATION (Continued):

<table>
<thead>
<tr>
<th>Service</th>
<th>Percentage Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greene</td>
<td>6 %</td>
</tr>
<tr>
<td>Bookmobile</td>
<td>12.5 % Decrease</td>
</tr>
<tr>
<td>Nutrition Sites</td>
<td>15 %</td>
</tr>
<tr>
<td>Joint Security Complex</td>
<td>16 % Decrease</td>
</tr>
</tbody>
</table>

TOTAL INCREASE 2.5 % February 1985 versus February 1984

FINANCIAL REPORT:

On Page 1, under OPERATING REVENUES, there still are revenues not reflected on this report:

1) Nelson County 3rd quarter payment $10,310
2) Fines Submitted After March 1 4,855
3) State Aid Reimbursement Submitted 70,749
4) Duplication Fees 3,387
5) Miscellaneous Contributions 4,545

TOTAL $93,846

Part of the Miscellaneous Contributions is the $9,000 for the Helen Duke Trust Fund.

On Page 2, under OPERATING EXPENDITURES, Personal Services indicates we have a leeway of approximately $2,200. Under Supplies, we have a leeway of approximately $1,300. Contractual Services indicates a surplus of approximately $970. Under Current Charges, the City has not yet slotted in their printouts our expenditures for hospitalization and retirement. We budgeted at a higher rate for retirement; however, we do not know what the actual figure will be yet.

The total projected underexpenditure is estimated at approximately $7,000 - $9,000. Some of the overexpenditures appear in:

1) Postage (Administration)
2) Cleaning (Administration)
3) Telephone (All except Scottsville & Crozet)
4) Printing & Duplicating (Administration)
5) Advertising (Administration)
6) Insurance
MR. LEWIS FIBEL’S FRIENDS OF THE LIBRARY AND VOLUNTEER PROGRAM REPORTS:

The Friends met at the Central Library on March 19th at 12:00. The Book Sale is scheduled for April 13-20th at Gordon Avenue.

The Friends have approved two requests:

1) Summer Programming for the branches, approved as requested $ 2,000
2) Approval for three book trucks for the Children's Section- $ 597

TOTAL APPROVED BY THE FRIENDS ------ $ 2,597

Assets of the Friends are about $35,000 (not including any money they will make at the Book Sale) and they intend to keep annual expenditures in the amount of $15,000, which is approximately their annual increase from the sale of books and magazines. The $35,000 will be kept as a cushion.

Mr. Swinson mentioned at this time that he would be writing the Friends to thank them for their most recent gifts to the Library.

Regarding the volunteer activity, Central had 17 volunteers for a total of 172 hours. This is up from both previous months and is up from the reported figures of February 1984, when we only reported 76 hours. Gordon Avenue had 2 volunteers for a total of 14 hours. The Library Action Program had 3 volunteers for 20 hours of activity. Crozet has 5 volunteers for 6 hours. Louisa submitted an extensive report. There is some overlapping---February 15th-March 11th had 12 volunteers for 161 hours and for the month of February only 10 volunteers for 52 hours.

Mr. Fibel mentioned that he wanted to report the hours the Friends volunteered in preparation for the Book Sale. He talked with Mrs. Hess, who is very busy at this time, and she asked if her report could consist of an approximate figure of 75 hours contributed in January and February. She will get more detailed reports to us after the Book Sale.

DIRECTOR’S REPORT:

Mr. Swinson read Mr. Russell B. Otis's letter dated March 21, 1985 and also read to the Board the Nelson County Board of Supervisors Resolution:

MR. OTIS’S LETTER DATED MARCH 21, 1985

Enclosed is a Resolution adopted by the Board of Supervisors, at their March 12, 1985 Meeting, approving the proposed Library Site on Route 29 South adjacent to the Lovingston Elementary School.

NELSON COUNTY BOARD OF SUPERVISORS RESOLUTION

RE: Approval of Proposed Library Site on Route 29 South Adjacent To The Lovingston Elementary School
On a motion duly made by Mr. Hoffman and seconded by Mr. Harvey with Mr. Burnley voting no and Mr. Brandt voting yes, the following was adopted:

BE IT RESOLVED, That the Nelson County Board of Supervisors does hereby approve the proposed library site on Route 29 South adjacent to the Lovingston Elementary School.

The foregoing, consisting of one page, is a true copy of Resolution recorded in Supervisor's Order Book 12.

A Copy-

Teste: ________
Russell B. Otis
County Administrator

Mrs. Mary Hale showed the Board detailed drawings of the new Nelson County Library. There will be a memorial garden in back of the new library, in honor of the flood victims. The architect is S. Cabell Burks. We are hoping to have the exterior of the building fieldstone and redwood or with some siding. This will be submitted April 1, 1985 with the application. Mr. Swinson will be driving to Richmond to present this on April 1st. The land is being deeded over to the County of Nelson. We are hoping to raise the matching funds of $100,000. Our chances are good. Mr. Swinson learned from Ms. Ida Patton that nearly thirty libraries applied for the funding and already nine have withdrawn.

SECURITY:

At our last Board meeting, a letter from the Staff Association regarding security was presented. Mr. Swinson has met with the Chief of Police and Lt. Rittenhouse and he handed over to them our documentation on certain incidents which have occurred since November 1984.

Mr. Swinson reported that we will be setting up meetings with our library staff and the Police Department and the staff can discuss current and potential problems. After the discussions, policies and procedures will be written up for handling dangerous/nuisance patrons.

The Chief of Police said that the library staff and our library users do not have to put up with certain problems on a long-term basis. If we can show causes and incidents, they could be expelled. If they come back, we could suggest arrest or expell them. We can request that certain individuals be denied access to the Library.

We have been fortunate so far but our public image could erode very quickly and we have been lucky that parents have not made a public outcry.

Currently if a problem arises, we:

1) Call Reference—usually Phil Williams, or the person in charge, and they do actual ejection.
SECURITY (Continued):

2) Make out an Incident Report, which comes to the Director

3) Director reviews Incident Report and makes a decision as to how this should be handled.

It is a very touchy subject. We are one of the most open institutions to the public and our library staff have been trained to be accessible to the public; and because of this, we suffer.

McINTIRE BASEMENT:

Mr. Swinson showed the Board the preliminary plans for the McIntire Basement. The plans were done by Mr. John Farmer, Jr. and Mr. Floyd Johnson. Mr. Swinson felt Mr. Farmer’s preliminary plan was more acceptable because of better traffic flow and there would be more workspace in the first room off the loading dock. The corner room is for the Senior Center’s kiln and we have to give them access to it as long as they are there, under the terms of their lease with the City.

Mr. Swinson mentioned that with automation coming up he would prefer we not commit the Trustee’s Building Fund for the entire renovation of the McIntire Basement. We should have formal plans done, however, so that we can get them in the capital improvement projects through the City of Charlottesville and Albemarle County. Although the McIntire Building is the City’s property, both Charlottesville and Albemarle use the Bookmobile.

As Mr. Gilliam, Jr. mentioned to our new Board member, the Library moved out of the McIntire Building about 4-5 years ago and we had the loading dock built to connect the two buildings with the intention of the Library moving the Bookmobile services to the basement of the McIntire Building.

We still maintain our foothold in the building as we feel that one day in the future we will need the building. A preliminary sketch of the McIntire basement was done by the architect who designed Central but we did not have the money to do it at that time.

Mr. Swinson also mentioned that it is important to get the Bookmobile moved over to Central as Gordon Avenue needs the space that the Bookmobile is taking up right now. We also planned to centralize all central activities here.

Automation is going to be our top priority and it will take approximately $15,000 of the Trustee’s Building Fund. We will still have enough left in the Trustee’s Building Fund for the basement.

We need to get in the 5-year capital projects. There is an estimated figure of $100,000 but we do not know how much actual cost will be. Mr. Gilliam suggested Mr. Swinson go back to the architects—Mr. Farmer and Mr. Johnson, and have them give us an idea what the cost will be on the formal drawings and what the project would cost. This would give us something to go on with. It was also suggested Mr. Swinson might wish to contact
the architect for the new Nelson County Library, Mr. S. Cabell Burks. Mrs. Hale strongly recommended contacting Mr. Burks as he has had library experience (he did library at Madison Heights), he is reasonable and he is willing to work with the people who hire him.

**BUDGET:**

As per Albemarle County's letter dated March 21st, it was decided to:

Add $2,227 to add five extra operational hours at the Scottsville Branch.

This will increase Albemarle County's 1985-86 contribution to $534,564.

The Nelson County Board of Supervisors has included this Board's request of $46,995 in the County budget proposal. This represents full funding of the 11.48% increase which we asked for.

Regarding Louisa County, the Board of Supervisors have not called a meeting yet to review our budget.

Charlottesville funded at 5.5% and Greene County granted an increase of 7.68%---not our full request but better than last year.

**OLD/UNFINISHED BUSINESS:**

1) **Books Selected For Outgoing Board Members** - The Board has instructed Mr. Swinson to select two books, one for Mrs. Donna Reaves and one for Mrs. Margaret Melcher. Mr. Swinson is to notify the Board what the cost will be so that they can reimburse the library for ordering the books.

2) **Art** - At the last Board meeting, an ad hoc committee was created to discuss the exhibiting of art issue. Mr. Gilliam, Jr. stated that a letter should be drafted and brought before the Board. We should get back to Mayor Buck about this as soon as possible. Mr. Gilliam, Jr. needs the Board's go ahead to write the letter, have Mr. Swinson send drafts of the letter to the Board, or bring it to the next Board meeting, and the Board could perhaps telephone Mr. Swinson with their comments or have their comments ready at the next meeting.

The Library Board does understand the City's wish to enhance the appearance of downtown Charlottesville and preservation efforts of the City have been commendable. We have decided to take the middle way out, which was to agree with the proposal to have rules but we wish to maintain our right to set up exhibits that would further the mission of the Library. We maintain the principle that if something is for the good of the mission of the Library, we should do what we want. We want the independence to put up temporary displays---anything not permanent should not be voted on.
NEW BUSINESS:

1) The Board extends a warm welcome to one of our new Board members, Ms. Ann Stafford.

2) Mr. Peter McIntosh mentioned that he has been on the Board for approximately 1½ years and he wished to comment on how much the financial statements have improved.

3) Mr. Alexander Gilliam, Jr. expressed the Board's special thanks to Mrs. Mary Hale and Mr. Swinson for the work they have done to make the new Nelson County Library a success.

4) Refund of Unencumbered Fund Balance - Last year the City Finance Department recommended we refund based on percentages of overall budget contributed by each locality. We complied with the City's suggestion and refunded the entire unencumbered fund balance of $31,105.

This year we have an unencumbered balance of $21,267.95 and Mr. Swinson proposes the refund be based on actual receipts, expenditures and the appropriate shares of regional costs, rather than a straight percentage.

Mr. Swinson recommends we apply $9,542.46, derived from contributions and the entire amount generated as "Duplication Fees" during Fiscal Year 1983-1984 ($7,615.97) and apply this against local "Data Processing Charges" in the coming fiscal year. The remaining $11,725.49 would be refunded to the localities.

Duplication fees are not covered in the contract and it is not the same as fines—when going over the budget figure, the fines we are obligated to return to the localities.

Duplication fees are generated by our patrons and we have a very valid right to retain this. This is not recorded by locality of the person using the machine.

Regarding contributions, these are made directly to the Library and should not revert to the localities. However, out of $2,934.58 listed as contributions, $1,046.79 represents sale of equipment that should revert to the localities. The equipment was bought with local funds and we sold it and so it should revert back to them. Of this amount, $800 was for an offset printer and $209 was the sale of a typewriter.

Mr. Peter McIntosh made the motion that the Board approve the refund, as Mr. Swinson has suggested, but wait to notify the localities of this refund after this year's budget has been fully accepted. This motion was seconded by Mrs. Helen Wieneke.

ADJOURNMENT:

The meeting was adjourned at 5:15 p.m. Our next Board meeting will be scheduled for April 23, 1985 at 3:30 p.m. in the Madison Room at the Central Library.

Donnalee Grossman
Recording Secretary
MINUTES OF THE APRIL 23, 1985 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT: Mr. Alexander Gilliam, Jr. - President
Mrs. Ann Brumett
Mrs. Sally Gieck
Mrs. Mary Hale
Mrs. Karen Hayden
Mr. James Hingeley, Jr.
Ms. Ann Stafford
Mrs. Judith Walker

TRUSTEES ABSENT: Mr. Peter McIntosh
Mrs. Margaret Perley
Mrs. Helen Wieneke - Vice President

ALSO PRESENT: Mr. William R. Swinson - Director
Mr. Lewis Fibel - Volunteer Coordinator/Intermediary
for Friends of the Library
Mrs. Donna Lee Grossman - Recording Secretary
Mrs. Stella Pool - Staff Association Representative

The meeting was called to order at 3:32 p.m. by Mr. Alexander Gilliam, Jr., President of the Library Board of Trustees. The March 1985 Minutes were approved by Ms. Ann Brumett and seconded by Mrs. Sally Gieck. The Circulation Report for March 1985 was submitted at the Board Meeting and was approved, along with the March 1985 Financial Report, by Mrs. Ann Brumett, seconded by Mrs. Sally Gieck.

CIRCULATION:

The percentage of changes by agency---increases/decreases for March 1985 versus March 1984 are as follows:

<table>
<thead>
<tr>
<th>Agency</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td></td>
</tr>
<tr>
<td>Gordon Ave.</td>
<td>6%</td>
</tr>
<tr>
<td>Scottsville</td>
<td>2%</td>
</tr>
<tr>
<td>Louisa</td>
<td>2%</td>
</tr>
<tr>
<td>Crozet</td>
<td>1%</td>
</tr>
<tr>
<td>Nelson</td>
<td>-11%</td>
</tr>
<tr>
<td>Greene</td>
<td>-17%</td>
</tr>
<tr>
<td>Bookmobile</td>
<td>-9%</td>
</tr>
</tbody>
</table>

Bookmobiles 296-5544

Charlottesville
1500 Gordon Ave. 296-5544

Louisa County
Louisa (703) 967-1103

Albemarle County
Crozet 823-4050
Scottsville 286-3541

Greene County
Stanardsville 985-2370

Nelson County
Lovingston 263-5904
CIRCULATION (Continued):

Nutrition Sites  - 24% Increase
Joint Security Complex  - 9% Decrease

TOTAL DECREASE OF 3% 

FINANCIAL REPORT:

Fines and Miscellaneous Receipts through April 23, 1985 are as follows:

A) Fines

<table>
<thead>
<tr>
<th>Location</th>
<th>Year-to-Date Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlottesville</td>
<td>$9,841</td>
</tr>
<tr>
<td>Albemarle</td>
<td>11,361</td>
</tr>
<tr>
<td>Louisa</td>
<td>1,297</td>
</tr>
<tr>
<td>Nelson</td>
<td>1,206</td>
</tr>
<tr>
<td>Greene</td>
<td>792</td>
</tr>
</tbody>
</table>

Year-To-Date Total $24,497

We are about caught up and we are getting on schedule.

B) Miscellaneous

<table>
<thead>
<tr>
<th>Description</th>
<th>Year-to-Date Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplication Fees</td>
<td>$6,082</td>
</tr>
<tr>
<td>Virginia State Library</td>
<td>$600</td>
</tr>
</tbody>
</table>

These revenues consist of estimated receipts. Fines and duplication fees are not guaranteed but they are important. If receipts aren't as anticipated, expenditures must be kept down.

Local expenditures, under CURRENT CHARGES, show that year-to-date expenditures for Retirement and Hospital Insurance are now available. However, we do have some questions regarding the charges possibly being too high in Technical Services versus Gordon Avenue.

Overall, we are operating, as of March 31st, with approximately $16,000 in underexpenditures in local funds. We still have a few months remaining and it will probably end up closer to $10,000-$14,000 underexpended at year end for local funds.

Regarding the Virginia State Library's requirement that:

Local Expenditures from taxation or endowment shall not fall below that of the previous year,

we should exceed last year's figure of $934,062 by a minimum of $8,000. This does not include the 1% fee paid to the City of Charlottesville and the Central
FINANCIAL REPORT (Continued):

Library space rental. We should not have any problems with the State Aid grant for FY 1986-1987.

Right now our main concern is to live within the budgeted State Aid grant so that local funds will not have to be used to make up the State Aid overage.

The budget line for Books, under State Aid, continues to give us our greatest problem. We won't have the large overruns into local funds which have occurred in the past, but we still do not have adequate control over State Aid book expenditures.

Baker and Taylor is two months behind schedule in getting the acquisitions software loaded---it may be late May or June. The acquisition system may not be in effect and running until next fiscal year.

Regarding Federal Aid for Fiscal Year 1985-1986, contrary to earlier reports out of Washington, D.C., word now is that Title I will get $75 million, Title II will get $25 million and Title III will get $18 million.

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

The Friends of the Library have not met recently, however, next Tuesday they will be meeting and Mr. Fibel should have more accurate figures regarding the Book Sale.

Mr. Gilliam, Jr. mentioned to the Board that he noticed more people around at the book sale. He also mentioned that the Friends did an excellent job in pricing the books, and their attempts to categorize the books on sale were very helpful.

Mr. Fibel mentioned that the Friends newsletter was sent out and he asked if the Board received their copies.

Mr. Fibel also mentioned that the Friends will be having a drive in May for membership in the Friends. The figures should be available in June.

Regarding the volunteers, Central had 18 volunteers in March for a total of 158 hours. This was below the February hours but above the 1984 figures. Gordon Avenue reported 28 hours and Louisa reported 53 hours. We do not have any specific reports from the branches regarding volunteer activity, other than from Louisa.

The recognition ceremonies for the volunteers have just started at the branches. We are about half way through. Central and Gordon Avenue were on Sunday, with Nelson scheduled for this coming Monday.

Mr. Fibel mentioned in his report to the Board that there is a great deal of volunteer activity not being reported. By bringing this to the Board's
and staff's attention, perhaps we can get a better response so that we can have a more accurate figure to report.

Mr. Swinson mentioned that Ann Spence, Treasurer of the Friends, reported that as of Friday, April 19th the Friends had received $15,412 from the book sale. This still is not the final figure. Last year was approximately $13,000.

DIRECTOR'S REPORT:

A) Update on LSCA Title II Grant Application for Nelson County Library—Mr. Swinson told the Board that the Nelson County Grant request for $100,000 was hand delivered to Richmond prior to the deadline of 5:00 p.m. April 19th. On April 19th, Mr. Swinson received a memo from the Virginia State Library, which read as follows:

The LSCA Advisory Committee met on the 18th of April 1985 to review LSCA Title II public library construction applications. The committee approved recommendation to the State Library Board that the following four construction projects be funded and the amount of each grant. The State Library Board will act on the recommendation on the 29th of April 1985 at its regularly scheduled meeting.

<table>
<thead>
<tr>
<th>Library</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunswick-Greensville Regional Library</td>
<td>$75,250</td>
</tr>
<tr>
<td>Franklin County Public Library</td>
<td>$132,440</td>
</tr>
<tr>
<td>Montgomery-Floyd Regional Library</td>
<td>$219,128</td>
</tr>
<tr>
<td>Morgan Memorial Library (Suffolk)</td>
<td>$120,542</td>
</tr>
</tbody>
</table>

Mr. Swinson brought to the Board's attention that these grants were funded at only 60.2% of what was originally requested. This means that Montgomery-Floyd Regional Library has a difference of $144,872 from what they requested. This may be very important for us to know as we are Number 5 and if any one of these does not feel they can carry through because they did not receive enough Federal funding, then we would move up.

Mr. Swinson will be sending a list of the Virginia State Library Board members so that our Library Board can write or telephone them regarding this, in time for their April 29th meeting in Richmond. The names of their Library Board are:

David F. Thornton, Chairman - Salem
Donald Haynes, State Librarian-Secretary of the Board - Richmond
Augustus C. Johnson - Syria
Murray D. Rosenberg - Henrico
Virginius R. Shackelford, Jr. - Orange
A. Gordon Brooks - Richmond
Dr. Armistead L. Robinson - Charlottesville
Ruth Brooks - Richmond
M. O. Roache, Jr. - Richmond
B) Progress on Automation-The Baker and Taylor Micro Libris Acquisition System was originally scheduled for implementation in late February but is being held up by the W. R. Grace legal department. They do not like to make individual-type contracts with each of their customers. They want a blanket contract. There are several revisions that the City of Charlottesville's Data Processing Department feels are necessary for our protection.

The software changes needed to allow Micro Libris to run at maximum efficiency on a Hewlett Packard microcomputer will not be accomplished until around mid May.

We have the hardware specifics by Baker and Taylor in place, however, it probably won't be ready for loading until June.

Regarding the VTLS study, the Jurisdictional Budget Committee strongly suggested we hire an individual consulting firm to conduct a study. We wanted to know if there was another organization or government agency in greater Charlottesville that could provide services regarding implementation and long term use of VTLS more cost effectively than the City Data Processing Department. We assume we will be going through Charlottesville but we need this individual study to report to our localities.

We issued our proposal (RFP) February 21st to four nationally recognized consulting firms for library automation. Mr. Swinson asked in the proposal to the consulting firms:

-whether our proposed schedule for full implementation of VTLS was arranged in the most cost effective sequence and if not, what were the alternatives.

-what is the most cost effective approach to full implementation of VTLS for Crozet and Scottsville and Greene County, Louisa County and Nelson County libraries.

The four firms were:

1) Information Systems Consultants, Inc.
2) King Research, Inc.
3) RMG Consultants
4) Science Management Corporation

RMG Consultants was selected, based on the manner in which our specified needs were addressed and references of their former clients. Mr. Howard Harris is the consultant for RMG Consultants, out of Silver Spring, Maryland.

Mr. Harris spent last Thursday here at the Library meeting the department heads, myself and also visiting the Charlottesville Data Processing area and meeting the staff there.

After the meetings, it became clear to Mr. Swinson that we may have to negotiate more specific contracts with both VTLS and our City Data
Processing service provider than had previously been envisioned. We need to specify our rights in case VTLS is sold to a private corporation and we need to know our rights concerning new software releases and corresponding source codes.

As far as our requirements on our City Data Processing service, we need to specify the basis on which we are being charged and we need to specify that we are to have exclusive rights to the use of our hardware. Time should not be sold on this unless we allow it.

The VTLS study should be completed by May 22nd and hopefully the results will be available for the Board's review at the May meeting. Mr. Harris begins on-site work May 1st and 2nd, with two other days to be scheduled later.

Mr. Harris strongly suggests a review group be set up and composed of at least one Board member, certain department heads and selected line staff. Mr. Hingeley, Jr. volunteered to serve on the review committee for the VTLS Automation Study.

The review group would meet with Mr. Harris before the report is issued so that the group can examine the preliminary findings and make any comments. This report is to the localities.

Ms. Ann Stafford thought it would be helpful to the Board if we had someone explain this in detail. Mr. Swinson mentioned having a Board Meeting held at Gordon Avenue within the next few months and use the large screen there and bring in the head of Data Processing from Virginia State Library and have them run through VTLS for the Board.

This is a proven system and has over 60 sites in the United States and it is a university developed library system; but we need to make sure it works here.

Mr. Swinson mentioned that the cost of the consultant is $6,950. King Research, Inc. came in at $14,900, Information Systems Consultants, Inc. came in at $3,000 but they have supplemental charges which would make their fee closer to the $8,000 range.

The study will define what we need to be thinking about over the next few years. This is a step we have to take and this is a step the localities expect us to take.

OLD/UNFINISHED BUSINESS:

1) Renovation of the McIntire Basement—Mr. Swinson asked the Board to defer discussion until the May meeting as the figures should be available for the Director's Preliminary Report by then. We should settle on a specific schedule of action at the May meeting.

We need to make a decision on which preliminary plan we like the best and then have that architect make final plans. We should hold off on the actual renovation until site upgrading for automation at Central Library
has been done and other minor repairs to Central are made, such as wiring.
We need to get estimates from the architects regarding the cost for renovation
of the McIntire Basement and we also need their final plans and how much
the plans cost. We need this so that we can put it in our five year plan
for the County of Albemarle and the City of Charlottesville.

The Trustees Building Fund is approximately $83,000 at present.

Mr. Swinson suggested to the Board that we keep part of the Trustee
Building Fund in reserve for Central Library, in case something unexpected
comes up. Both Mr. Hingeley, Jr. and Mrs. Hayden voiced their objection
to this as the original intent of the people contributing was to provide
for the new Central Library facility. Some of the money has already been
spent to link up the basement of the McIntire Building (the loading dock)
to Central. Our budget has to address any major problems that come up;
however, for any building disaster, responsibility for the building should
fall on Albemarle County and the City of Charlottesville as this is their
building.

2) Security-The department heads are meeting with Lt. Rittenhouse next
Tuesday, April 30th to discuss our problems before going to scheduled meetings
with the Library staff.

3) Books for Outgoing Board Members-Mr. Gilliam, Jr. mentioned to the
Board that he wrote to the two outgoing Board members, Mrs. Donna Reaves
and Mrs. Margaret Melcher, informing them of the books purchased on their
behalf in appreciation for their devoted service to the Library. The books
have already been ordered. Bookplates will be placed inside each book. The
book, *In River Time: The Way of the James*, by Ann Woodlief, will have a
by Alasdair Clayre, will have a bookplate honoring Mrs. Margaret Melcher.
The Board members are to give $5.10 to Mrs. Grossman, who is collecting for
payment of the two books. It was felt that the two newest Board members
should not donate for the books as they are the outgoing Board members' re-
placements.

4) A Nation of Readers Photography Contest-Mr. Swinson read the list
of the photography winners to the Board:

**ADULT BLACK & WHITE**

1st Prize - Jean Tara - "Learning to Read in the Dark"
2nd Prize - Kris Maynard - "Aurora"
3rd Prize - Jane Marta - "A Rest"
Honorable Mention - Greg Nelson - "Street Wise"

**ADULT COLOR**

1st Prize - Lindy Goza - "Quality Time"
2nd Prize - Paul Baerman - "On Looking Into Chapman's Homer"
3rd Prize - Leslie Hyde - "My Favorite Book"
YOUTH BLACK & WHITE

1st Prize - Adam Shannon

YOUTH COLOR

1st Prize - Janet Dwoskin - "Man Reading Newspaper"
2nd Prize - Gillian Rosenstein - "Storytime"
3rd Prize - Ashley Snyder - "My Place"

Gail Ott is to be commended on the excellent job she did in organizing and carrying this contest through.

5) Art-Mr. Gilliam, Jr. presented the Board with a rough draft of his letter to Mayor Francis L. Buck, representing the Board's reply to displaying outdoor art and what the Board's position/feelings are on this (a copy of the final letter is enclosed with the minutes).

NEW BUSINESS:

1) New Five Year Plan Required by Virginia State Library-Mr. Swinson wants the automation study done before finalizing the five year plan. He suggests having the five year plan ready by August, which should give us adequate time. Mr. Swinson would like to get input from Board members, department heads and the staff so that we can get a really workable five year plan. There are some obvious objectives:

   A) Implementation of VTLS throughout the Library system.
   B) Move the Nelson County Library to a new site and a new building.
   C) Relocate the Bookmobile headquarters to the McIntire Basement.
   D) Formally re-evaluate physical requirements of the Gordon Avenue Library and possibly have architectural plans done for the renovation of Gordon Avenue.

   The Board suggested adding a Northside branch. Board members also mentioned additional hours added to the branches.

2) Spring Workshop for Trustees, Friends and Directors by Virginia State Library-Mr. Swinson passed out to Board members a notice and application for the May 24, 1985 Spring Workshop sponsored by Ida Patton for the Virginia State Library. It is to be held here at Central, beginning at 9:30 a.m. All Board members are invited to attend and submit their applications. The objectives of the workshop are to introduce collections, services and financial resources of the Virginia State Library that are available to public libraries. The workshop will also discuss promoting effective working relations between library trustees, friends of the library and library directors.

3) Application to Southern Reflections-Mr. Swinson mentioned in his Director's Preliminary Report that he had applied to Southern Reflections, a book discussion program sponsored by Fauquier County and Fairfax County
Public Libraries, for our Library to be included as one of the sites for their forthcoming series, VIRGINIANS: LIVES AND LITERATURE. Mr. Swinson informed the Board that we have been approved as a site for the forthcoming series.

4) **New Board Member**-Mr. Gilliam, Jr. took this time to extend a warm welcome to our newest Board member, Judith Walker. Mrs. Walker replaces Mrs. Margaret Melcher for Albemarle County. Her term began February 1985 and ends June 30, 1989.

5) **Board Member, Ms. Stafford Moving to Other Area**-Mr. Gilliam, Jr. mentioned to the Board that one of our newest Board members, Ms. Stafford, plans to move out of the City of Charlottesville and into Albemarle County. She was concerned whether it would affect her appointment as a City Board member. Mr. Gilliam, Jr. stated that he contacted Mayor Buck and he thought she would probably be allowed to stay on the Board but he would have to check with his colleagues.

**ADJOURNMENT:**

The meeting was adjourned at 5:15 p.m. Our next Board meeting will be scheduled for May 28, 1985 at 3:30 p.m. in the Madison Room at the Central Library.

DonnaLee Grossman
Recording Secretary
April 23, 1985

The Honorable Francis L. Buck
Mayor
City of Charlottesville
City Hall
Charlottesville, VA 22901

Dear Frank:

The Board of Trustees of the Jefferson-Madison Regional Library has discussed at some length the procedures recommended by the Director of Planning and Community Development for the temporary outdoor display of art objects downtown. The Board applauds the efforts of City Council to devise a procedure in this regard and stands ready to assist in any way possible.

The Library Board fully supports the measures the City has undertaken to preserve the architectural and historical integrity of the downtown area. Much has been done in Charlottesville in this regard in recent years to serve as a model for other communities and credit properly goes to Council for the leadership it has taken. While the Board recognizes that the intent of the procedures proposed by the Director of Planning and Community Development is to further these preservation efforts, and certainly does not intend that the Library disregard these procedures, it nonetheless wishes to make clear its reservations. The Board desires that the Library reserve the right to put up temporary displays outside the building in furtherance of the aims of the Library. The Board wishes to make it clear that any such display would be appropriate to the milieu of the Library building, and would be of a temporary nature.

The Board asked me to convey to you and Council the strongest expression of its wish to work closely with Council in this matter.

Sincerely,

[Signature]
Alexander C. Gilliam, Jr.
President
Library Board of Trustees

AGG, Jr.: d1g

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**Bookmobiles** 296-5544
Albemarle County
Crozet 823-4050
Scottsville 286-3541

Charlottesville
1500 Gordon Ave. 296-5544

Louisa County
Louisa (703) 967-1103

Greene County
Stanardsville 985-2370

Nelson County
Lovingston 263-5904
The meeting was called to order at 3:29 p.m. by Mrs. Helen Wieneke, Vice President of the Library Board of Trustees. The April 1985 Minutes were approved by Mr. James Hingeley, Jr., seconded by Mrs. Judith Walker. The Circulation Report and Financial Report for April 1985 were approved by Mrs. Judith Walker, seconded by Mr. Peter McIntosh.

**CIRCULATION:**

Mr. Swinson asked the Board if they would approve making a Circulation/Bookstock Report change from monthly reporting to quarterly reports. This would reduce the amount of paperwork the Board would have to deal with and Mr. Swinson felt a quarterly report would give us a better perspective for comparison purposes between fiscal years.

The Board concluded that the Circulation/Bookstock Report should be reported on a monthly basis until we have to change it when the new system goes into effect.
FINANCIAL REPORT:

Mr. Swinson informed the Board that our Revenues are in good shape and our Expenditures are acceptable. Mr. Swinson projected underexpenditures of between $8,000-$12,000.

The Board asked Mr. Swinson when the Financial Reports would be put on the computerized system. Mr. Swinson felt that the Financial Report would be computerized by second quarter.

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

The volunteer activities for April showed 17 volunteers at Central volunteering 127 hours of activity. This is down from the prior month of March--158 hours but is up from the prior year--99 hours.

Branch activity:

Gordon Avenue had 5 volunteers for 40 hours of activity. Crozet reported 5 volunteers with 26 hours; Louisa reported 9 volunteers with 43 hours; Scottsville reported 7 volunteers for 76 hours of activity. The Friends reported 715 hours as contributed during the book sale and a total of 680 hours throughout the year, for a total estimated hours of 1,395 for the year.

The recognition ceremonies for the volunteers have been completed. The ceremonies went extremely well and were very much appreciated by the volunteers, the branches, the staff and many significant people from the communities. Ceremonies were conducted at each outlying branch, with Gordon Avenue and Central combined into one ceremony. Only a few volunteers showed up at Central and we might have to consider a different way of recognizing volunteers here at Central in the future.

Mr. Swinson distributed to the Board the Friends' Financial Statement for the period of November 16, 1984 through April 30, 1985. The report indicated total income of $37,731.60, which includes $17,000 in transfer of funds. The income from the book sale was approximately $19,000, which was probably close to a "net" figure as they usually try to meet expenses as they occur. The second page shows total assets of $50,674.68. The Director of the Library and associates are prepared to make suggestions as to how funds from this total can be budgeted.

DIRECTOR'S REPORT:

Mr. Swinson passed around to the Board members the books the Board purchased in honor of two outgoing Board members, Mrs. Donna Reaves, In River Time: The Way of the James and the book honoring Mrs. Margaret Melcher, The Heart of the Dragon.

The Spring Workshop sponsored by the Virginia State Library was well received. We had 4 Trustees attend from our Library. Mr. Alexander Gilliam, Jr. welcomed everyone to the workshop and he also served on a panel.
DIRECTOR'S REPORT (Continued):

Mr. Swinson mentioned to the Board that Mrs. Mary Hale and Mr. Alexander Gilliam, Jr. have been working on publicity for the Nelson County Memorial Fund for the new library. Mr. Swinson passed around to the Board a sample letter being sent out to raise funds. Mrs. Mary Hale mentioned that they have approximately 10,000 people they will be sending this special letter to.

Mr. Swinson mentioned that none of the four applicants for the LSCA Title II Grant have declined; therefore, we do not move up to fourth position and we will have to wait another year to receive LSCA money.

There has been a change in the Virginia State Library requirements, as mentioned in the Director's Preliminary Report, and we no longer need permission from each locality before we can spend Federal/State Aid. This had been a hindrance to those systems having several jurisdictions. This means we can begin submitting invoices for reimbursement from our grant in July, instead of waiting until late September or October. This has been long in coming because up until last year we never had complete funding of the State Aid formula.

OLD/UNFINISHED BUSINESS:

Mrs. Helen Wieneke informed the Board that Mr. Alexander Gilliam, Jr. asked her if she would encourage the Board to come to a decision as to when we are going to do something on the McIntire Basement.

Mr. Swinson referred to his Director's Preliminary Report where he gave the responses of the architects, John Farmer and Floyd Johnson. Mr. Farmer gave a more favorable report. This will be paid out of the Trustee's Building Fund. We had also planned to use a portion of the Trustee's Building Fund for automation; but we do not have a report yet and probably won't receive the report until August.

Repairs on the Library would also be paid under the Trustee's Building Fund. The Fund is around $81,000 at this time. Using Mr. Farmer's estimates, it would leave us with approximately $12,000-$14,000 for the Central Library upgrade.

The Board felt it would be worth it to have the Director look into an interest-bearing checking account for the Trustee Building Fund checking account, so that the account could earn interest off the interest deposited from the $71,000 note.

The motion was made by Mr. Peter McIntosh that the Board accept John Farmer as the architect to do the McIntire Basement. The motion was seconded by Mrs. Mary Hale.

We should have an early starting date and be prepared for a later beginning date, such as in January, when labor and material costs might be down. We have the schematic drawing but not the formal plan and it could take as long as three months or better.

The Board suggested Mr. Swinson talk with Mr. Farmer and get his guidance as to when it should go to bid to do the work. It might produce a lower bid if it was bid out in September. Mr. Swinson agreed to contact Mr. Farmer immediately to start a contract and will get back to the Board as soon as possible.
OLD/UNFINISHED BUSINESS (Continued):

The Senior Center is in a City building and the lease runs for five years. The City could do whatever it wants to the building and the sooner we get going on the renovation, the better off we will be. We would be in a better bargaining position if the City can see that we are actually in the building. If the Senior Center leaves the building after the five years are up, the Library could present the City with a plan to use the entire building and we would have a strong basis for our request if we can show them we are currently using part of the building.

The Board wants Mr. Swinson to begin negotiating with Mr. Farmer for renovation of the McIntire Basement, subject to the Board's approval of the contract. Monetary limits will have to be specified in the contract as to how far Mr. Farmer can go.

The site upgrade can wait until the contract for the McIntire Basement is finalized. Mr. Swinson mentioned to the Board that the site upgrade might cost a lot and might not be covered on State Aid. We will not be paying Hewlett Packard for equipment starting in July; but when the budget was prepared, it was budgeted as though we were going to pay them for twelve months, so we do have some leeway.

Mr. Swinson outlined general upgrading and physical repairing of the exterior and interior of the Central Library in his Director's Preliminary Report. Mr. Swinson approached the City to request estimates for internal repairs and also for the removal of the ligustrums and their replacement with new plants. Mr. Swinson mentioned that the roof will need repairs done on it next year.

Mrs. Wienke gave a list of potential landscapers to contact:

1) The Garden Spot
2) Greene Gardens
3) Ivy Nursery Inc.
4) Snow's Garden Center
5) The Virginia Garden Club

Mr. Swinson mentioned that he would have to take the exterior renovation to the DBAR.

Mr. James Hingeley, Jr. made the motion that the repairs and upgrading of the interior of the Central Library, as detailed in the May 1985 Director's Preliminary Report, be done under Repairs and Maintenance, with the possibility of getting a reallocation of funds and to reserve at least $2,500 from the Trustee's Building Fund to go toward the exterior repairs. This motion was seconded by Mr. Peter McIntosh.

Mr. Swinson referred to his preliminary proposals for the five-year plan, which was mailed to Board members prior to this meeting. Mr. Swinson pointed out that he omitted the Northside Branch as he felt more discussion needed to be made regarding it.

Mrs. Mary Hale asked the Director to explain the books-by-mail program he had listed under secondary ranking.
OLD/UNFINISHED BUSINESS (Continued):

Mr. Swinson passed around to the Board two booklets on books-by-mail. Books-by-mail would give our Library the potential of being able to reach and service more people in our area with a permanent mailing address. We would not be limited to a certain Bookmobile schedule. People would have a flyer they could select from and they would send it in to the Library to get books. It would not necessarily be cheaper. However, our Bookmobile has been working very well, and this could be brought up in the future. This has been going on throughout the country. It is very effective in Florida and in the western states and in places where it is hard for people to get to the library. Mr. Swinson just wanted the Board to be aware of this as an alternative.

Mrs. Mary Hale felt this was a wonderful idea for Nelson and particularly for rural areas since people cannot get to the stops the Bookmobile makes.

Mr. Swinson mentioned that if we went to this program, it would eventually replace the Bookmobile. The potential for reaching more people would be enormous. The jurisdictions would have to decide if they wanted this. It would mean a reallocation of Bookmobile money. It might be possible for this to be integrated and run out of the Bookmobile headquarters. It would probably involve getting an independent consultant in on this and it could be paid by State Aid.

The Board felt that if this is a real possibility it should be moved from secondary to primary on our five-year plan. Mr. Swinson will be obtaining more information on this for the Board.

This would be controlled by circulation---if people use the books-by-mail service, then the area being serviced would have to pay for it. In the first year this might be difficult as we would not have a circulation basis to cost it out and we would have to anticipate circulation and funding would be from the jurisdictions using it. After the first year, it would be based on the actual usage. It would change the impact of the McIntire Basement if this was decided. Books-by-mail would be better run on an automated system and we would have to wait until the system was up and running---we are talking around 1987-1988 (around 3 years).

Mr. Swinson mentioned that he still has comments coming in from the department heads and the staff on the five-year plan.

Mrs. Judith Walker suggested we put in the five-year plan that Central, Gordon Avenue and Crozet have increased hours so that they would be open longer, especially evening hours. We need to know how much each jurisdiction would be willing to pay for extra service/hours, unless we reallocate the hours we already have.

NEW BUSINESS:

A) Automation Study - VTLS is now a private corporation under the Virginia Tech Foundation. This diminishes the attractiveness of using VTLS as a software vendor. Throughout our budgeting process we never considered any other software other than VTLS, basically due to its supposedly cheap acquisition price of $500. The $500 does not include the source code, which is the English translation of the machine code which the main computer uses. The source code is only available
NEW BUSINESS:

with the $30,000 VTLS package. This makes VTLS less attractive to us; however, they have decided to become a turnkey vendor. They would be supplying hardware and software and maintenance for both. They have not released information yet on this decision. This is one reason why our consultant has not made a return trip. We need to know whether Virginia institutions will be getting a special break with this option.

In conjunction with Virginia State Library's lease to purchase allowance, it will not be as cheap as we originally thought. Mr. Swinson recommends, even though VTLS comes in an attractive package, that we still issue proposals for other systems. If the VTLS package is not attractive, we would need to issue Requests for Proposals for responses on an integrated library system. Price, performance, maintenance and vendor responsiveness should bear equal weight in the decision as to which system we eventually choose.

This puts us in a fortunate position—we have more time for planning and we have money available to us. Mr. Swinson scheduled twelve months of payments for Hewlett Packard and we will not be able to place an order until September or October 1985.

Mr. Harris of RMG is concerned that we have not spent enough time on provision of staff training and data conversion.

Mr. Swinson read an excerpt from Mr. Harris's letter:

It is quite common for library managers to choose a data conversion method without knowing the full costs of the data conversion project they are getting into, or the costs or advantages of other alternatives. To choose a method of bibliographic data conversion or to begin a data conversion project without having identified and evaluated alternatives or to have fully stated goals, plans, budgets, and schedules for the data conversion project is a common mistake that library managers make. In many library automation projects, from the smallest public libraries to the largest university libraries, RMG now finds that the costs of bibliographic data conversion and the application of machine-readable labels for purposes of circulation control constitute an amount greater than that needed to originally purchase the software. To engage in bibliographic data conversion without well-defined and costed plans that include considerations for labeling materials for circulation control proves often to be an expensive and long-regretted oversight.

Mr. Swinson stated that we are at the point where we can plan. Data conversion means we have to interface bar codes and get a relationship between bar codes and the title of books in machine-readable form. All of our books are in machine-readable form but have not established a relationship with bar codes and titles of the books in database. Mr. Harris will lay out options regarding data conversion. As much as we want this system up, we will have to be patient at this time so that we will have the necessary input to plan. We can commit state aid to this project and now we need to check to see if we have committed correctly and in the best fashion.
NEW BUSINESS (Continued):

Mr. Harris wants to make a detailed report to the Board on Friday, June 28th. Mr. Swinson suggests we move the Board meeting to Friday, June 28th at 2:00 p.m. at Gordon Avenue. Mrs. Grossman will notify the Board a few days in advance to remind them of the change of date, time and location of our June Board meeting.

B) Blue Cross/Blue Shield Coverage For Retired Employees - Mr. Swinson brought to the Board's attention a situation that has arisen regarding one of our recently retired employees---Dorothy Stephens. Our Library participates in the City of Charlottesville's Blue Cross/Blue Shield and retirement programs as an agency of the City of Charlottesville, rather than as a department.

A standard booklet was submitted to everyone when the new Blue Cross/Blue Shield program went into effect in January of this year. It wasn't until Dorothy Stephens retired that we became aware of a significant exception in the plan due to our status as an agency. The City of Charlottesville continues to give free coverage to individually retired City employees. Jefferson-Madison Regional Library does not budget for such a benefit and has never stated its intent to do so.

Mr. Swinson read to the Board members the Blue Cross/Blue Shield booklet statement from page 28:

"If you are a retired employee, or if a member of your family is eligible for Medicare, you have a slightly different program. It works differently, but the results are the same: you will still have the same coverage as active employees.

This program is called a SUPPLEMENT TO MEDICARE. The City Health Care Program supplements - or adds to - the Medicare benefits.

You will want to call or go by to see your Benefits Administrator so he can explain the Medicare Supplement to you. If you are nearing retirement, call and make an appointment with him."

Mr. Swinson pointed out to the Board that we are not the only agency and we are not the only ones having problems like this.

This is misleading and we did not become fully aware of its impact until well after Dorothy Stephens had set her retirement in motion. Mr. Stephens has spoken to Mr. Wingfield, myself and DonnaLee Grossman and copies of his letter, along with Mr. Wingfield's have been given to the Board to review.

Mr. Swinson wants the Board's comments on this before he replies to Mr. Stephens. The Board concluded that the City Attorney, Roger Wiley, should handle this since Mr. Stephens has referred this to his attorney. Mr. Swinson should probably get together with the City Attorney and with the Personnel Director and make it clear in their own minds what the distinctions are.

No where in the booklet does it say we (the Library) are paying for this service. The City made up the guidelines for the booklet and was responsible for the Blue Cross/Blue Shield booklet so the City Attorney should handle it.
NEW BUSINESS (Continued):

We pay a flat amount and the City does the negotiating of the contract with Blue Cross/Blue Shield and they should be communicating to us any differences.

If we decide to allow our retired employees this benefit, we will have to put it in a new budget. We should find out the rates it would cost the Library.

The employees probably had a better understanding of benefits when we were a direct City department; however, we are much better off being a Regional Library. Mr. Swinson mentioned that our employees are having a benefits meeting with Mr. Wingfield and he should be able to inform us of the differences.

ADJOURNMENT:

The meeting was adjourned at 6:04 p.m. Our next Board meeting will be scheduled for Friday, June 28, 1985 at 2:00 p.m. at the Gordon Avenue Library.

Donna Lee Grossman
Recording Secretary
MINUTES OF THE JUNE 28, 1985 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:  Mrs. Ann Brumett
Mrs. Sally Gieck
Mr. Alexander Gilliam, Jr. - President
Mrs. Mary Hale
Mr. James Hingeley, Jr.
Mr. Peter McIntosh
Mrs. Margaret Perley
Ms. Ann Stafford
Mrs. Helen Wieneke - Vice President

TRUSTEES ABSENT:  Mrs. Karen Hayden
Mrs. Judith H. Walker

ALSO PRESENT:  Mr. William R. Swinson - Director
Mr. Neil Everingham - Assistant Director of Finance
Mr. Lewis Fibel - Volunteer Coordinator/Intermediary for Friends of the Library
Mrs. DonnaLee Grossman - Recording Secretary
Ms. Lindsay Ideson - Staff Association Representative
Ms. Allison Innes - City of Charlottesville Data Processing Representative
Ms. Ida Patton - Virginia State Library Representative
Mrs. Andrea Williams - Branch Head, Gordon Avenue Branch

The meeting was called to order at 2:15 p.m. at Gordon Avenue Library by Mr. Alexander Gilliam, Jr., President of the Library Board of Trustees. The Board of Trustees approved the May, 1985 Minutes, motion being made by Mrs. Mary Hale and seconded by Ms. Ann Stafford. The Library Board also approved the May, 1985 Circulation Report and Financial Report, motion being made by Mr. James Hingeley, Jr. and seconded by Mrs. Mary Hale. Photocopies of the transparencies of Mr. Harris’ presentation were mailed to the Trustees on July 9, 1985.

ADJOURNMENT:
The meeting was adjourned at 5:31 p.m. Our next Board meeting will be held in the Madison Room at the Central Library on **July 23, 1985 at 3:30 p.m.**

DonnaLee Grossman
Recording Secretary

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