The meeting was called to order at 3:35 p.m. by Mr. Alexander Gilliam, Jr., President of the Library Board of Trustees. The June, 1985 Minutes were approved by the Board of Trustees, motion being made by Mrs. Margaret Perley and seconded by Mrs. Sally Gieck. The June, 1985 Circulation Report and Financial Report were approved by the Board of Trustees, motion being made by Mrs. Helen Wieneke and seconded by Mrs. Judith Walker.

FINANCIAL REPORT:

Mr. Swinson mentioned to the Board that the Financial Report is based on a preliminary printout from the City of Charlottesville. The City's fiscal year closed last Friday, July 19th and they will be preparing another printout. Mr. Swinson doesn't feel the surplus will vary by very much when the second printout is issued. The fines came out much better than we had expected.

Mr. Gilliam, Jr. brought to Mr. Swinson's attention that Mr. Gilliam, Jr. had two checks for overdue fines written last September and one at the
FINANCIAL REPORT (Continued):

very end of the summer. They were returned in the Fall. Mr. Swinson mentioned to the Board that we are now at the point where we send our fine checks to the City within a week after we receive them. The Library now has a coin machine which helps to speed up our processing of fines.

Mrs. Wienke mentioned that several line items were overdrawn in the Financial Report. Mr. Swinson pointed out to the Board that overdrawn areas were basically in CONTRACTUAL SERVICES. We have had more activity in CONTRACTUAL SERVICES than we had in the past 2-3 years.

Mr. Swinson mentioned the only area we didn't do well in was in Technical Services under CURRENT CHARGES. Up until March 1985, the City did not make a report on Retirement and Hospital Insurance. Beginning with April, 1985 we began to see these overcharges but we don't know yet what caused this.

If we have an overage, Mr. Swinson would prefer to show it on the Financial Report as such. The City accountants also feel showing overages is a good budgeting tool for the next fiscal year and we shouldn't hide our overages.

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

The Friends of the Library met on Wednesday, July 17th at Gordon Avenue for the main purpose of amending the bylaws. They eliminated from the bylaws:

The executive board shall be empowered to fix dues and types of membership. Dues shall be payable annually and shall become due on the first day of January.

It was proposed and changed to read as follows:

The executive board shall be empowered to fix dues, the payment period, and types of membership.

The next Board meeting is scheduled for September and the annual meeting for October 15th, where there will be an election of half of the officers.

As regards the volunteer activity, a detailed listing of activities will be duplicated and will go to the department heads and is included in the Director's Preliminary Report.

In this most recent report, we have substantial activity in taking inventory of the Bookmobile collection. We have a team of eight volunteers working in pairs to do this inventory but the hours are not completely reflected in the June report. The Gordon Avenue and Central figures have been combined. The reported June volunteer activity indicates less than May but Mr. Fibel felt this might be due more to incomplete reporting rather than actual activity. Mr. Fibel is pleased with the inventory and is very satisfied with the volunteers.
DIRECTOR’S REPORT:

Mr. Swinson read sections from a letter he received from Donald Haynes, of the Virginia State Library, on Public Hearings on Library Automation and Networking in Virginia.

King Research, Inc. (KRI) has been hired by the Virginia Department of Information Technology to study library automation and networking in the Commonwealth. All work on the study is coordinated with the Chair of the State Networking Users Advisory Council and with the State Librarian. A Project Advisory Committee has been established for the duration of the study. Members of the Advisory Committee represent the State Networking Users Advisory Council, the State Library, the Library Advisory Committee of the State Council for Higher Education, the State Department of Education, and academic, public, school and special libraries from all regions of Virginia.

The consultant’s initial task is to determine whether a more formal library networking configuration is desirable in the state. A three-phased approach is being used to obtain input from librarians and other interested individuals throughout Virginia:

- a mail survey of approximately 480 academic, institutional, public, school system and special libraries in the state;
- interviews with staff at various state agencies and libraries, and
- public hearings at four sites in the state.

Dr. Jose-Marie Griffiths, Project Director (KRI), will conduct the public hearings. The following questions will serve as discussion topics at the hearings:

- Which library services could be enhanced by some degree of participation in a statewide interlibrary cooperative network?
- Is there need for establishment of a formal statewide library network in Virginia?
- What effect would establishment of a formal statewide library network have on existing cooperative efforts and networks?
- What are the conditions that would foster development of a successful statewide library network? What conditions would inhibit development of such a network?
DIRECTOR'S REPORT (Continued):

What are the features that should be built into a statewide network of Virginia libraries?

The public hearings are scheduled to be conducted during the week of August 5th and one will be held in Charlottesville on August 8th at the Jefferson-Madison Regional Library in the McIntire Room between 3:30-5:00p.m.

Mr. Swinson is on the Advisory Committee and hopes this will keep him informed so that he can make the best decisions possible on our own networking. Our prime concern is control of our own activities. People would like to see state-wide user cards. We charge $12.50 for out-of-area users who register. If there is a state-wide user's card, we would not be able to charge the $12.50 any more. Mr. Swinson mentioned as an example the Norfolk area which would have a very substantial loss in revenues if a state-wide user's card went into effect.

Mrs. Perley will be attending the networking meeting in Charlottesville for the Board.

Mr. Swinson read a letter from Mr. David D. McKinney, President of the Staff Association for the University of Virginia Library:

On Friday, 26 July 1985, Ruth J. Person will visit the University of Virginia Library to discuss Catholic University's auxiliary program in Library Science at the University of Richmond. Ms. Person will speak at 10:00 a.m. in the classroom at Clemons Library. The Library is located on McCormick Road at the University of Virginia. We would like to invite your staff to attend.

Following her formal presentation, Ms. Person will be available by appointment to talk with individuals regarding the program. Anyone who has a strong interest in the MLS program should contact me at 804/924-6602.

We hope that this program will be of interest to your staff. Ms. Person's visit to Charlottesville is sponsored by the Staff Association of the University of Virginia Library.

Mr. Swinson told the Board that this memo has been distributed to the department heads, with instructions to notify their staff. This fits in with our own staff association regarding their need to have more opportunities for continuing education.

Mr. Swinson reviewed with the Board his proposed policy on Confidentiality of Library Records, which was in the Director's Preliminary Report (copy is attached).
DIRECTOR'S REPORT (Continued):

Regarding the renovation of the McIntire Basement, there is asbestos around the pipes which should be removed before we begin our renovations. It will not involve a large amount of money for removal—approximately $4,500.

OLD/UNFINISHED BUSINESS:

Mr. Swinson discussed the five year plan (copies have been included in the Minutes) and basically, this is unedited from the Department Head's Collection Development Committee and the report from our Staff Association. Some of the Staff Association's concerns could be included in our annual budgeting process rather than in the five year plan.

Mrs. Mary Hale asked Mr. Swinson about the third floor renovation at Central for a reception area staffed by a telephone clerk. Mr. Swinson explained that currently our telephone clerk checks out books at the same time as she has to answer the phone. It would be better to have that person in the foyer. It also is a point of security. It would be good to have someone in the foyer as that is where the main access to the third floor is. This person would also be able to give directions to other areas. We hope someday to have the second elevator installed, so we really should have someone there. This is not necessarily a new staff position. It would be more of a physical renovation—moving the telephone, desk, etc. to the new site.

Mr. Alexander Gilliam, Jr. asked what plans we have for the mezzanine. Mr. Swinson has mixed feelings on this as we can only get to the mezzanine by way of the elevator and the overhead ceiling is extremely low and we don't have much in the way of wall space. It might be a good location for our paperback collection or the record collection. Mr. Swinson stressed that you can get there one way, by elevator. The only other access would be coming from the basement from the fire stairs.

Ms. Ann Stafford commented on the number of personnel concerns from the staff. Mr. Swinson mentioned that when the Library became an agency, rather than a direct department of the City of Charlottesville, no provision was made to handle personnel and there are some problems that need to be handled by this area.

Part of this could be confronted by creating the position of a Personnel Director. We might reach some agreement with the City of Charlottesville whereby we would remain an agency but possibly be handled by their Personnel Department.

We would have to get this out for contract to the City of Charlottesville. If we entered into a contract with the City of Charlottesville, we should include our permanent part-time staff in the benefits. This would include a greater number of our staff and might get the approval of the jurisdictions at budget time. We would have to pay an additional fee in addition to the 1% fee we are now paying the City.
OLD/UNFINISHED BUSINESS:

Mrs. Margaret Perley felt that we should at least offer the branch heads Blue Cross and Blue Shield coverage.

Mrs. Helen Wieneke asked Mr. Swinson if we would want to have the hiring and terminations taken out of our hands. Mr. Swinson commented that the Personnel Director would be involved in the day-to-day management. It was felt that we should check with the City of Charlottesville and with Albemarle County regarding a personnel services contract.

Regarding the Maintenance Director, Mr. Swinson mentioned that we already have service contracts and internal maintenance at Central and at Gordon Avenue but we do not have it at the branches. Mr. Swinson passed pictures out to the Board showing the outside of Crozet and how poorly the grounds are being maintained. This was used as an example to show that we need to address this if we want our branches maintained. Ms. Ann Stafford felt this should be an item included in our budget.

Mr. Alexander Gilliam, Jr. asked Mr. Swinson if the Board needed to approve the five year plan. Mr. Swinson wants to synthesize this down before the Board approves it. It was Mr. Swinson's intention to show the Board the suggestions before much editing was done on them. Mr. Swinson needs to get back to the department heads and the staff on this before he finalizes it.

Mr. Swinson wants a copy sent to the jurisdictions.

Mrs. Margaret Perley asked if it would help if we got input from the jurisdictions. Mr. Swinson felt it would help. Item B under Branch Libraries was mentioned, stating we should have at least two people on duty at all times. Mr. Swinson felt we should at least have two people on at peak times and possibly at night time.

The position of Public Events Coordinator and the creation of an Art Department met with Board approval but the question was raised as to how many people would be involved. Mr. Swinson mentioned that Eve Watters is doing something similar to this now but the main concern is to have someone available to do it for our branches and departments when they need it. Mrs. Margaret Perley suggested going to art departments from the high schools. It would give them a "project" for posters, etc. and it would be free. Mrs. Helen Wieneke felt it to be very important to have an Art Director in order to have good articles.

Mr. Swinson will present the Board with the condensed five year plan for their approval at the next Board meeting.

Regarding automation, Mr. Swinson received a call from Mr. Harris of RMG Consultants Inc. and they will be recommending the City of Charlottesville as the data processing vendor. They would become the host site for our main computer and would be providing the operational staff. We had one other alternative---Eiden Associates and their annual cost estimate exceeded $90,000, which is way beyond what we are looking at with the City of Charlottesville.
OLD/UNFINISHED BUSINESS:

RMG is scheduled to deliver their report by August 9, 1985. RMG has not received estimates for service alternatives from AT&T and telecommunications is a very crucial element of our planning. We need to know fairly specific estimates and AT&T has been very nebulous. We have the largest service area in Virginia and telephone and telecommunications costs can skyrocket. We need to know this for next year's budget.

RMG will be recommending that during the second five year cycle (approximately 1991) we consider hosting the computer on site at the Library and paying for our own operator.

We will need a mini computer backed up by a dedicated electrical system with a specially prepared room and a separate air conditioning system. We need to plan for space.

Regarding a timetable for the current fiscal year, we need to issue a request for proposal (RFP) in late August to software/hardware vendors, having it due by late September. We are currently working on the draft RFP. We should select 2-3 vendors and evaluate them in October. This may even involve visits to the vendor sites. We should select the finalist and start negotiations in November/December and finalize our choice by December/January. We are aiming for the first phase of implementation and training in the last quarter of this fiscal year.

Right now we have four probable candidates (vendors):

- CLSI
- GEAC
- VTLS
- INLEX

Mr. Alexander Gilliam, Jr. asked Mrs. Mary Hale to give the Board a status report on fund raising for the Nelson County Library. Mrs. Mary Hale mentioned that over 100 letters have been sent out and that door-to-door soliciting will be done. There will be a play performed by Wordstage based on the book TORN LAND, written by Jerry Simpson, who was selected by the Nelson County Chamber of Commerce to document the events that occurred August 19th and 20th in 1969. Two performances are scheduled (a matinee and evening performance) for Saturday, August 17th at the Nelson County High School. There will also be tickets for a lasagna dinner. We will have coverage through broadcasts on radio stations, through our branches and through the newspapers. Admission fees for the play run from $2.50 for children, students and senior citizens to $3.00 for the general public. The dinner is $2.50 for children and senior citizens and $4.00 for the general public.

Right now we have approximately $80,000, including the original Torn Land Fund. $12,000-$15,000 are oral pledges.
NEW BUSINESS:

Mr. Alexander Gilliam, Jr. took this time to inform the Board that Margaret Melcher's husband has just died. Mrs. Melcher had recently stepped down from her position as a Library Trustee representing Albemarle County.

Mr. Swinson referred to his Director's Preliminary Report on the proposed policy on Confidentiality of Library Records. Mr. Swinson informed the Board this has been brought up due to a patron who requested verification of certain information found on the Library cards. Our staff informed the patron the information is confidential and referred them to Mr. Swinson. This is directly in the Code of Virginia 2.1-342 under The Virginia Freedom of Information Act (copy is attached). Although this still has to be reviewed by the Albemarle County Attorney, Mr. Swinson would like the Board's approval for this to be provisional policy until we hear from the Albemarle County Attorney's office.

The Board approved, motion being made by Mrs. Judith Walker and seconded by Mrs. Ann Brumett, that the policy on Confidentiality of Library Records be our provisional policy in the interim until we hear from the Albemarle County Attorney's office.

EXECUTIVE SESSION:

Mr. Alexander Gilliam, Jr. asked the Board to make a motion to go 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 performance of departments or schools of State institutions of higher education where such matters regarding such individuals might be affected by such evaluation. Motion was made by Mrs. Helen Wieneke and seconded by Mrs. Mary Hale. The Library Board of Trustees went into Executive Session at 5:50 p.m.

The Library Board of Trustees reconvened from Executive Session at 5:52 p.m., motion being made by Mrs. Judith Walker and seconded by Mrs. Sally Gieck.

ADJOURNMENT:

The meeting was adjourned at 5:54 p.m., motion being made by Mrs. Helen Wieneke and seconded by Mrs. Sally Gieck. Our next Board meeting will be scheduled for Tuesday, August 27, 1985 at 3:30 p.m. at the Central Library in the Madison Room.

DonnaLee Grossman
Recording Secretary
The Code of Virginia 2.1-342 (b) states "The following records are excluded from the provisions of this chapter" (The Virginia Freedom of Information Act) "(7) Library records which can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such patron borrowed."

Accordingly, when any local, state, or federal official or a private citizen seeks to gain access to library circulation records or patron files, Jefferson-Madison Regional Library personnel shall not reveal any personal data on library users or allow access to such records or files. Individuals seeking such personal data from library records shall be referred to the Library Director.

To protect the library user against invasion of privacy, the Library Director shall withhold any information to be used for non-library purposes until served with a legal process, order or subpoena which specifically identifies the information required and the purpose for such a request.

No records shall be released until determination by either the Albemarle County Attorney or the City of Charlottesville's City Attorney that such process, order or subpoena is proper and in full compliance with proper legal authority, whether local, state or federal in nature.

Upon receipt of any such order, the Library Director shall advise the appropriate Attorney and the Board of Trustees of the Jefferson-Madison Regional Library.

Any problems or conditions relating to the privacy of a library user's personal data as recorded by the Jefferson-Madison Regional Library which are not provided for in this policy statement shall be referred to the Library Director. A decision on the problem shall be made after study of the issues and consultation with the Board of Trustees and/or the City or County Attorney.
FIVE YEAR PLAN

As you know, we are required to have a Five Year Plan (FYP) ready for submission to the Virginia State Library by August 30, 1985.

In May, I sent a memo to you specifying six tasks which I felt should be included in the FYP. Those six tasks, which have been edited according to your suggestions, are:

1. Full implementation throughout the Jefferson-Madison Regional Library system of an automated circulation system integrated with an on-line catalog.


3. Construction of a new building to house the Nelson County Memorial Library.

4. Renovation of the McIntire Library basement to serve as the operational headquarters of the Extension Department.

5. Re-evaluation of space usage at the Gordon Avenue Library after the bookmobile staff & collection are relocated to the McIntire Library. Possible execution of formal architectural plans for the renovation of the interior of the Gordon Avenue Library.

6. Assessment by an independent library consulting firm of the benefits offered by a books-by-mail program as either a supplement to, or replacement for, the existing bookmobile program.

In the May memo I also stated that the Department Heads had established committees to study collection development and staff development. In addition, the Staff association has been actively involved in identifying concerns it feels should be addressed in the FYP.

The collection development committee and Staff Association have submitted the following proposals and suggestions for your consideration:
COLLECTION DEVELOPMENT POLICY

The collection development committee proposes to include a systematic, concentrated collection building program as a part of the library's Five Year Plan. Such a project was impractical in the old McIntire Building partly due to space restrictions and partly due to funding shortfalls. The new Central Library and present funding levels remove most of the impediments to successfully carrying out the program.

Collection development here is taken to mean system-wide enhancement of the quality and diversity of the material resources of the library. It would include in addition to books such classes of resources as videotapes, computer software, audio recordings and on-line computer databases. The committee also envisions a greatly expanded collection of periodical titles at the Central Library with backfiles in microform.

This project should follow these steps:

1. Evaluation of the collections of each agency
   A. Determine the present state of each collection.
   B. Identify strengths, weaknesses, omissions, etc.
   C. Project future needs based on analysis of user input (questionnaires) and on standard collection development principles.
   D. Set priorities for area enhancements, anticipating funding limitations; first priority to the book collection.

2. Plan the mechanics of the project
   A. Determine what staff will be used and how.
   B. Select authorities for selection of materials.
   C. Set a schedule for the program.
   D. Project budget and determine apportioning of funds.
   E. Analyze effects of automation on acquisitions, cataloging (particularly with respect to non-book materials), and circulation of materials.

3. Revise and update the library's materials selection policy to reflect the results of steps 1 and 2.
SUGGESTIONS FOR THE FIVE YEAR PLAN

OFFERED BY

THE JEFFERSON-MADISON REGIONAL LIBRARY STAFF ASSOCIATION

I. Proposed Changes In Employee Benefits

A. Blue Cross/Blue Shield for permanent part-time staff.
B. Blue Cross/Blue Shield for retired staff.
C. Life Insurance (and/or the death benefit) for retired staff.
D. Retirement benefits paid for branch heads.
E. A parental leave policy (separate from annual and sick leave) to be developed.
F. The City's Wellness Program to adopted for library employees.

II. Branch Libraries

A. Extend hours in all Branches to 40 per week.
B. Have at least two people on duty at all times.
C. Institute a library maintenance program to insure routine cleaning and building upkeep.
D. Expand the video programming capabilities of all Branches.
E. Initiate a grounds maintenance program for all Branches.

III. New Positions

A. Public Events Coordinator - to plan programs and do publicity for all Branches; could include general public relations work and an in-house newsletter.
B. Personnel Director - to coordinate personnel functions such as hiring, orientation, termination; to supervise training and workshops in skills; to be a source of information on benefits, leave time, etc.; and to write and update an employee handbook and personnel manual.
C. Public Service Librarian - to man a public service desk at the Central Library as it appeared on the original plan; to serve as a "reader's advisor".
D. Maintenance Director - to supervise upkeep for the library system; would be the recipient of all maintenance requests and could direct a mobile crew of maintenance workers.
E. Art Department - a centralized staff whose job it would be to create the program materials, posters, and exhibits needed by the system.

IV. Security

A. On-going training for the staff.
B. Procedure manuals - both for emergencies as well as everyday occurrences.

V. Current Staff Needs

A. Updated personnel manual.
B. Development of a staff handbook.
C. Development of an orientation program for new employees.
D. Annual review of job descriptions.
E. Establishment of both a system for distributing information about conferences and workshops and the means for payment and attendance.
F. Establishment of an educational assistance program to subsidize staff taking library-related courses.
G. Establishment of ongoing education and training related to library automation.
H. Establishment of a plan to allow staff to rotate to other departments for a limited period to achieve a wider understanding of library work.

VI. Other

A. Renovate the third floor foyer at the Central Library into a reception area staffed by a telephone clerk.
The meeting was called to order at 3:41 p.m. by Mr. Alexander Gilliam, Jr., President of the Library Board of Trustees. The July, 1985 amended Minutes were approved by the Board of Trustees, the motion for approval was made by Mrs. Mary Hale and seconded by Mrs. Sally Gieck. The July, 1985 Circulation Report and Financial Report were approved by the Board of Trustees, motion being made by Mr. Peter McIntosh, seconded by Mrs. Sally Gieck.

FINANCIAL REPORT:

Mr. Swinson mentioned that the Financial Report is now computer generated. The Merit Pool has been merged into the Salaries line.

State and Federal aid salary reimbursements have not been received yet. Therefore, total payroll is being entered into local salaries. $10,167 will have to be adjusted out and put into State and Federal aid salaries.

Our full-time catalog librarian, Diana Cheng, has been replaced by Anne Chiles, who cannot come on full-time until January 1986. Her part-time
FINANCIAL REPORT (Continued):

status means we will not be using the Federal aid grant to supplement her salary for the months of August-December 31, 1985. Mr. Swinson suggested to the Board that we apply $1,156 to Travel and the remaining $4,739 to computer equipment.

The $4,739 will be applied to the purchase of an IBM or IBM-compatible microcomputer and peripherals to replace our Telex terminal in the Technical Services Department.

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

The July volunteer activities are in the August 1985 Director's Preliminary Report.

July increased from June and also from July of the previous year. The twenty people for Central and Gordon Avenue are partly a reflection of a large inventory project for the Bookmobile. This has developed into an inventory of the Gordon Avenue Branch collection. Page two of Mr. Fibel's report shows 82 volunteer hours for the Friends of the Library book sale.

We are getting to the point that in order to utilize the volunteers the Library has to look at how they run their areas and how best to utilize volunteers, how we can expand and use the expertise of these people. We had not always been able to supply people and now we are able to do this. The volunteers have a variety of skills which could be utilized by the Library.

Some of the volunteers will be handling the displays in the window outside on the second floor, as well as the inside cabinets.

Mrs. Mary Hale asked Mr. Fibel if volunteers could be used for the magazine sale. Mr. Fibel indicated he would ask some of the volunteers if they would be interested.

The magazine sale of the Friends will take place October 17th-October 20th here at Central and Mrs. Mary Hale will be the coordinator. The income is being allotted by the Friends to the Nelson County Building Fund.

DIRECTOR'S REPORT:

Most of the Director's Report has already been discussed.

Mr. Swinson asked Mrs. Mary Hale to discuss in more detail the progress of the Nelson County Memorial Library Fund Drive. Mrs. Hale mentioned that about $1,500 should be cleared after expenses from the Torn Land play presented by Wordstage on August 17th. She also mentioned that they plan to have an art raffle during the magazine sale. Artists are donating some of their art so that it can be sold during the magazine sale. Concern was voiced regarding publicity for the sale. Mrs. Hale mentioned that the same group from last year is involved in this year's publicity.
DIRECTOR'S REPORT (Continued)

Mr. Swinson mentioned the Southern Reflections Book Discussion series which will take place here at Central beginning September 25th and running through November 20th. We are calling the series "Virginia Born & Read" and the series is sponsored by the Fauquier County and Fairfax County Public Libraries with funding from the National Endowment for the Humanities. Each Board member received a pamphlet detailing the series in their Director's Preliminary Report. Mr. Swinson showed the posters being used for the series and mentioned that we have already received questions about the series. Information to the public should be going out within the next two weeks.

Mr. Swinson brought to the Board's attention that one of our part-time employees, Eve Watters, had contacted him to arrange use of our McIntire Room for the 1985 Fall Festival of Tales. It is scheduled to begin around mid day on Sunday, November 10th. Mr. Swinson read part of Eve Watters' request:

The Fall Festival is produced locally by volunteers as a way of making available to the community the pleasures and resources of the storytelling art. Now in its fourth year, the Festival has steadily grown in popularity and gained the respect of a wide cross section of the community. All profits from the Festival are divided equally amongst tellers, all well-respected professionals who this year will be traveling to Charlottesville from Chicago, Massachusetts, upper New York State, Texas, Rhode Island and Maryland. It will, we are certain, be another richly rewarding weekend, with something to interest almost everyone and the assistance of the Library will greatly enhance it.

OLD/UNFINISHED BUSINESS:

1) Discussion of the Five Year Plan - Mr. Swinson had already distributed to the Board the finalized Five Year Plan for fiscal years 1985/1986 - 1990/1991. This report is basically the same as the one presented to the Board a few months ago. A section on collection development has been added and a section on installation of a new elevator in the Central Library has also been added. Mr. Swinson received feedback for the Five Year Plan from Board members, department heads and from staff members. Some of the feedback will be addressed in our budget proposal for 1986-1987.

The Board approved the submitted Five Year Plan for Fiscal Years 1985/1986 - 1990/1991, motion being made by Mr. Peter McIntosh and seconded by Mrs. Judith Walker.

2) Update on the Renovation of the McIntire Library Basement - Mr. Swinson told the Board that he will be signing the contract with the architect, Mr. John B. Farmer, Jr., as soon as it comes back from Mr. Farmer. Work cannot begin until the asbestos has been removed and we cannot do this until the magazines are out of the basement. The asbestos removal will
OLD/UNFINISHED BUSINESS (Continued):

be paid out of the Trustees Building Fund. The Board had approved up to $2,500 for removal and replacement of the bushes here at Central. We did not replace the bushes but just had them removed and had reseeding done. The rest of the money can be used for the asbestos removal. Ray Koon's estimated cost for removal of the asbestos is $4,500. Mr. James Hingeley, Jr. asked if the City of Charlottesville is giving any advice regarding the recovery of costs on asbestos removal.

3) Update on the Automation Study Conducted by RMG Associates - Mr. Howard Harris, from RMG Associates, is scheduled to be here Thursday, September 12th to present the finished study and their findings. We do not have a time confirmed for that day. Everyone on the Board will receive notice. The City of Charlottesville has been confirmed as the data processing provider for us and the home for our main computer. AT&T has responded.

4) City of Charlottesville Council Meeting on Displaying Art - Mr. Alexander Gilliam, Jr. received a telephone call from Mayor Buck asking about putting on the Council agenda the discussion on displaying art. Mr. Satyendra Huja was prepared to give his report. Mr. Gilliam, Jr. will be attending the Council meeting scheduled for next Tuesday. Basically, the reply to Council will be the same as Mr. Gilliam, Jr.'s letter sent to Mayor Buck, dated April 23rd (copy attached).

NEW BUSINESS:

1) Public Library Statistics - Mr. Swinson showed the Board a report done by the Allen County Public Library out of Fort Wayne, Indiana entitled Statistics of Public Libraries in the United States and Canada Serving 100,000 Population or More. Copies of pages 27 and 39 will be mailed to the Board this week. There was a good response from the Virginia libraries as well as from libraries outside Virginia. It serves as a good comparison of where we are versus other library systems.

2) Blue Cross/Blue Shield Benefits for Permanent Part-Time Staff/Update on same to Retired Employees - At the May Board meeting, Mr. Swinson brought to the Board's attention the matter concerning Blue Cross/Blue Shield benefits for retired Jefferson-Madison Regional Library employees. This arose due to our discovery that the City of Charlottesville, which manages our program, allows for coverage of its retired employees, whereas Jefferson-Madison Regional Library has never budgeted for such a benefit. At the Board's direction, Mr. Swinson referred this matter to the Charlottesville City Attorney, whose response to Pete Wingfield, City Benefits Administrator, was as follows:

In your absence this week for vacation, I spoke with Library Director Bill Swinson regarding the issue of Blue Cross/Blue Shield coverage. He seems to understand why you told Dorothy Stephens earlier this year that she would be covered, and does not believe you acted unreasonably under all the circumstances.
NEW BUSINESS (Continued):

I explained that I thought there were at least a couple of retired Library employees with City-paid BC/BS coverage for which the Library has never been charged (and for which the Library is very lucky). He had not realized this apparently.

I suggested that you and he go over the details of which employees--active, recently retired and not-so-recently retired--would be affected by any decision on this matter, and what the dollar impact would be for the Library. (I told him I did not expect the City would attempt to recover past premiums attributable to retired Library employees.)

Mr. Swinson indicated that he did not like the idea of cutting off benefits for those already retired and receiving them, and that, under the circumstances, he was inclined to believe that Dorothy Stephens and Marjorie Strange should be covered by the Library as well. But he was quick to add that, of course, any decision on that was for his Board. I suggested they consult legal counsel on the possible ramifications of any particular cut-off point.

I told Mr. Swinson about the ordinance the City adopted in February regarding the termination of City-paid health care coverage upon retirement and he was very interested in seeing it. He said the Library likes to follow the City's lead in such matters whenever possible.

Please let me know how this is finally resolved and let's make sure we're not providing the Library or its employees (active or retired) any benefits for which the Library is not paying.

I also spoke briefly with Mr. Swinson about the City's pension plan, which, as I told you recently, does not reflect the membership of Library employees. This matter should be addressed by the Retirement Commission and its resolution will probably result in an ordinance amendment. I suggest you place the matter on the Retirement Commission agenda in the near future.

Mr. Swinson read the following paragraphs from the City of Charlottesville's Ordinance, under Article IV - Employee Health Care Benefits, Section 20-39 - Health insurance coverage for permanent employees; eligibility; costs; family coverage:

(a) Effective January 1, 1985, City contributions to the expense of any employee's health care coverage shall cease as of the last day of the month during which any such employee leaves City service without retiring either for service or disability, even if such employee may be a vested member of the City's supplemental retirement or pension plan and eligible to retire under such plan in the future.
NEW BUSINESS (Continued):

(b) All employees eligible for City-paid health care coverage on December 31, 1984 and who continue to work for the City until they retire for service or disability, shall remain eligible in retirement for City-paid health care coverage, but the City reserves the right to amend the plan from time to time as it deems appropriate. While such retirees remain in the plan, they remain eligible to enroll family members in the plan at retiree expense and subject to certain restrictions which may vary from time to time.

(c) For employees commencing work with the City after December 31, 1984, eligibility for City-paid health care coverage shall cease upon termination of employment for any reason, including service or disability retirement, but such retirees shall remain eligible to participate in the City plan, as it may be amended from time to time, alone or with their families, at their own expense.

Mr. Swinson informed the Board that he had met with Mr. Wingfield on August 23rd. Mr. Wingfield stated that since the City is managing this program for Jefferson-Madison Regional Library, it would be best if we adopted the same policies regarding the program as the City. Mr. Swinson was in full agreement with this.

Employees who retired from the Library when it was still a department of the City (8/11/72) will continue to have their coverage paid by the City. There are six employees, however, who have retired since the Library became an agency. Mr. Swinson recommended to the Board that the Library officially assume the responsibility of paying for their Blue Cross/Blue Shield coverage.

Since this is not budgeted for in Fiscal Year 1985-1986, Mr. Swinson recommended that funds for payment on the retirees' behalf be drawn from the Library's Unemployment Compensation Fund, established in 1978 with Jefferson Savings & Loan. There is currently $12,400.82 in this fund. No payments have been made out of this fund since April 1982, when three 1981 claims in the amount of $2,690.15 were honored.

Paying for a full-year's coverage for the six retirees would cost the Library approximately $4,678. Beginning in Fiscal Year 1986-1987, this would have to be a budgeted expense.

Regarding persons currently employed by the Library who entered employment with the Library prior to January 1, 1985, Mr. Swinson recommended they be allowed Blue Cross/Blue Shield eligibility after retirement on the same basis as direct City employees. Any person entering employment at the Library on or after January 1, 1985 would not qualify for post-retirement coverage.

Mr. Swinson recommended to the Board that they allow any current part-time employees working a base of 20 hours a week be allowed to sign up for the City's Blue Cross/Blue Shield program.
NEW BUSINESS (Continued):

The Board approved Mr. Swinson's recommendation that current part-time employees with base hours of at least 20 hours per week be eligible to sign up for the Blue Cross/Blue Shield program through the City of Charlottesville. Motion for approval was made by Mr. Peter McIntosh and seconded by Mr. James Hingeley, Jr.

Regarding our retirees, several questions need to be answered before the Board can come to a decision. The Board directed Mr. Swinson to contact the Charlottesville City Attorney to clarify their instruction as to the Library consulting legal counsel on the possible ramifications of any particular cut-off point. Is there a conflict of interests with the City Attorney representing the Personnel Department of the City and also serving as the Library's counsel? The Board needs to know what vested rights the retired employees have who retired under different circumstances. Is the Library legally obligated to assume payment of the premiums for our retirees or can the Library discharge the obligation. What are the vested rights of our current full-time employees, who were hired prior to January 1, 1985. We need to know how much the Library wants to standardize with the City. Are we obligated to pay premiums for the retirees not receiving the benefit of us paying their premiums. Are we obligated to pay for the benefits for employees upon their retirement if they continue to work for the Library. Are we permitted to adopt the City's policy or our own for our current employees.

3) Meeting Sites for the October/November/December Meetings of the Board of Trustees: Mr. Swinson mentioned to the Board that we would have to hold the Board meeting for October in another location due to the magazine sale. It was agreed that the Board would meet as follows:

- October 1985 Board Meeting - Crozet Branch Library
- November 1985 Board Meeting - Louisa County Branch Library
- December 1985 Board Meeting - Scottsville (Tentative Date 12/17/85)

EXECUTIVE SESSION:

Mr. Alexander Gilliam, Jr. asked the Board to make a motion to go 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. Motion was made by Mr. James Hingeley, Jr. and seconded by Mr. Peter McIntosh. The Library Board of Trustees went into Executive Session at 5:14 p.m.

The Library Board of Trustees reconvened from Executive Session at 6:10 p.m., motion being made by Mr. Peter McIntosh and seconded by Mrs. Helen Wieneke.
EXECUTIVE SESSION (Continued):

After due consideration, the Library Board of Trustees voted to grant Mr. William R. Swinson, Director, a 6% increase over his current salary.

ADJOURNMENT:

The meeting was adjourned at 6:12 p.m., motion being made by Mrs. Judith Walker and seconded by Mrs. Helen Wienke. Our next Board meeting will be scheduled for Tuesday, September 24, 1985 at 3:30 p.m. at the Central Library in the Madison Room.
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,

Alexander G. Gilliam, Jr.
President
Library Board of Trustees

AGG, Jr.: dlg

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
MINUTES OF THE SEPTEMBER 24, 1985 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT: Mrs. Ann Brumett
Mr. Alexander Gilliam, Jr. - President
Mrs. Mary Hale
Mrs. Karen Hayden
Mr. James Hingeley, Jr.
Mrs. Margaret Perley
Ms. Ann Stafford

TRUSTEES ABSENT: Mrs. Sally Gieck
Mr. Peter McIntosh
Mrs. Judith H. Walker
Mrs. Helen Wieneke - Vice President

ALSO PRESENT: Mr. William R. Swinson - Director
Mr. William Davis - Staff Representative
Mrs. Deonalee Grossman - Recording Secretary

The meeting was called to order at 3:31 p.m. by Mr. Alexander Gilliam, Jr., President of the Library Board of Trustees. The August, 1985 Minutes, Circulation Report and the Financial Report were approved by the Library Board of Trustees; the motion for approval was made by Mrs. Margaret Perley and was seconded by Mrs. Karen Hayden.

FINANCIAL REPORT:

Mr. Swinson mentioned that his Director's Preliminary Report highlighted certain items in the Financial Report which he wished to bring to the Board's attention.

Among the items mentioned, Mr. Swinson pointed out to the Board that State and Federal reimbursements have not been received yet. Also, our Local Salaries line is artificially high and coding changes will have to be made to adjust a portion of Salaries out of LOCAL FUNDS and into STATE AID.

Large expenditures have been made in STATE AID basically as a result of paying annual subscriptions and standing orders.

Mr. Swinson informed the Board that he will be submitting a written request to the Virginia State Library asking that agency to waive the 50% expenditure requirement that is in force for December 15th. Mr. Swinson has already discussed this with the Virginia State Library.
MR. LEWIS FIBEL'S FRIENDS OF THE LIBRARY AND VOLUNTEER PROGRAM REPORTS:

Mr. Fibel was out of the country and unable to give his detailed reports. However, a typewritten report on volunteer activity for August, 1985 was distributed to the Board prior to the meeting.

DIRECTOR'S REPORT:

Mr. Swinson brought to the Board's attention a news release regarding the Virginia State Library's State Librarian, Donald Haynes. Mr. Haynes will be taking over the directorship of the Virginia Historical Society effective April, 1986.

Mr. Swinson mentioned that one of our local photography prize winners in the "Nation of Readers" sponsored by ALA had their winning photo shown in the September, 1985 Library Journal.

Mr. Swinson read to the Board the section from the Virginia State Library's NEWS on "Federal Budget 1986":

FEDERAL BUDGET 1986--Just before adjourning for its August recess, Congress gave final approval to a budget compromise. The compromise package was characterized by several members of Congress as "the best we could do" and "better than no budget," reflecting a weariness after weeks of conflicting signals from the White House and abortive attempts to reach agreement.

As far as can be determined, the budget assumes federal library programs would continue at FY '85 levels. However, about $400 million (out of $31.55 billion) in unspecified savings is assumed for the total education program, which includes libraries. Library appropriations subcommittees have not yet made funding recommendations.

The general revenue sharing program is assumed to continue at $4.6 billion in FY '86, and then be eliminated in FY '87.

Mr. Swinson reminded the Board that the "Virginia Born and Read" lecture and discussion series begins tomorrow night, September 25th, at 7:30 p.m. in the Central Library's McIntire Meeting Room. The pamphlets for this series were distributed to the Board members to review and to register for the series.
OLD/UNFINISHED BUSINESS:

Mr. Swinson referred the Board to his copy of the automation memo which he requested be put in the Minutes:

Next Tuesday, October 1, at 12:00 noon, is the deadline for official, detailed responses from vendors interested in providing J-MRL with an automated system. RFP's were sent to fourteen vendors who specialize in turnkey library systems. Six have stated that they will be submitting proposals; two have stated that they will not be making submissions; and six have not stated their intentions.

The RFP was written by the Charlottesville Data Processing staff and myself with guidance from the Virginia State Library's Automation Specialist, Amy Pesak. RMG's concerns about the need to open the selection process to the national marketplace (instead of concentrating on VTL), on refining our networking goals, and projecting for our data processing needs by the end of the decade were addressed in the RFP.

A copy of the RFP is included as the first set of documents in the stacks before you.

RMG also expressed concern that review groups needed to be created to allow for input from all levels of the J-MRL organization. Those groups have been created and are responsible for three areas of review:

- the bibliographic data base
- circulation activities
- implementation and administration

Charlottesville Data Processing will give technical guidance to all three groups on hardware and software.

Review group assignments and objectives, as well as an automated systems checklist, comprise the second set of documents in the stacks before you.

Last is the official report from RMG. It was received at 5:00 p.m. last Sunday and as such is very nearly two months overdue from the revised deadline.

As I have reported to you earlier, Charlottesville DP is confirmed as our host site and operations center. Also, our telecommunications costs are confirmed in a range of $.95 - $1.20 per terminal per day.
OLD/UNFINISHED BUSINESS (Continued):

Copies have been given to the Charlottesville DP administrative staff and Amy Pesak at the Virginia State Library.

My initial reaction to the report is that while it addresses general concerns that we must be aware of in evaluating vendors, it is flawed and all data must be taken with a grain of salt at this point. This document will, in fact, be treated as a preliminary draft requiring revision.

I would caution you in looking at this that all price quotations for hardware and software are estimated to the high side and no discount rates - which we are eligible for as a publicly supported institution - are applied. Concerning labor costs, they are estimated as separate costs. By this, I mean no allowance is made for using existing staff and volunteer services in system implementation. This is valid in isolating estimated expenses but not in the reality of implementation.

As a final comment, I will also point out that Mr. Harris has allowed for an entrepreneurial role for J-MRL that will probably not transpire. Allowance is made for Fluvanna, Madison and Orange Counties to share in the system at the outset. My firm opinion is that "networking begins at home" and that we should take care of our own problems first before taking on a task which could result in a significant governance headache.

Mr. Swinson referred to page 1-10 in the RMG study and indicated column #3's total, which Mr. Swinson changed from 482,110 to 751,443 circulation transactions.

Mr. Swinson also mentioned that he didn't think the study had been addressed in the best possible way and that the report from RMG was somewhat misleading and even sloppy. As an example, Mr. Swinson referred to page 6-7 of RMG's study under item #6.4 Recommendations where it mentions:
OLD/UNFINISHED BUSINESS (Continued):

Existing models of cooperation among libraries in Alabama.

Mr. Swinson also mentioned that he wants page 3-5 verified, on Telecommunications Model for Libraries, before he prepares the Library budget. It is very important in the long run to include telecommunications. We know basically what our cost per day will be but we need to have this verified in time to incorporate it in our budget.

Mr. Swinson then gave the Board a brief history of the chronological development of our automation program.

We are allowing the months of October and November for reviewing of the bids and for deciding on the finalists. Mr. Swinson would like to have the finalist(s) selected by November 15th, and to get a firm price in time for our budget.

Mr. Swinson mentioned that Al Elias, from the City of Charlottesville's Purchasing Department, will be guiding us in the way we should proceed, as far as the ethics of purchasing are concerned and in staying under the Virginia Procurement Act.

We will have on-site demonstrations for the finalists selected and Mr. Swinson would like the Board members to participate in viewing these demonstrations.

Mr. Alexander Gilliam, Jr. asked that Mrs. Margaret Perley be added to the Review Committee. She will represent the Board, along with Mr. James Hingeley, Jr.

One of the vendors has already stated they will fly Board and staff members to their on-site location.

Six vendors have stated they will be responding and GEAC and CLSI have already visited us in Charlottesville. GEAC and CLSI both have offices in Virginia.

After the Review Committee has gone over the bids and selected three finalists, the Board should be available to go over the finalists' bids.

We have staff representation, Board representation, department heads, Charlottesville Data Processing and Al Elias from Charlottesville's Purchasing Department reviewing the bids.
OLD/UNFINISHED BUSINESS (Continued):

Mr. Swinson stressed the fact that even if the Review Committee gets down to one finalist, we still have to go to the sites and see what we think of their systems.

Mr. Alexander Gilliam, Jr. asked Mrs. Margaret Perley if she would review the RMG study and get back to Mr. Swinson before October 1st with any comments or suggestions. Mr. Gilliam, Jr. also asked Mr. Swinson to keep Mrs. Perley, Mr. Hingeley, Jr. and Mr. Gilliam, Jr. advised as to when they should sit down and go through the review process.

Regarding Blue Cross/Blue Shield coverage for retired employees, Mr. Swinson referred to his Director's Preliminary Report and discussed the response made by the City of Charlottesville's Assistant City Attorney, Sheila Haughey.

Sheila Haughey, Charlottesville's City Attorney, will not be able to answer the questions we submitted to her on Blue Cross/Blue Shield coverage for Library retired employees. In her letter of September 12, 1985, she states the Library should take the questions we have up with our own attorney. She represents the City of Charlottesville and does not represent the Library, a City agency, in this instance and a conflict of interests could arise between the Library and the City in resolving this matter.

The Board instructed Mr. Swinson to direct the Library's questions to the Albemarle County Attorney's Office, giving them the detailed history on this and asking them for their advice.

The asbestos removal in the McIntire basement was mentioned in the Director's Preliminary Report. Ray Koon, head of Building Maintenance for the City of Charlottesville, has given us an estimate of $4,500. Mr. Koon does not yet have formally submitted bids on the asbestos removal.

The Board instructed Mr. Swinson to contact the City of Charlottesville and Albemarle County requesting them to assume the cost of the asbestos removal. Mr. Swinson has unofficially spoken to the Deputy City Manager who felt this would receive a favorable response if Albemarle County would share the cost. The Library realizes that we might initially have to pay for it ourselves. It would come out of the Trustee's Building Fund as this was an unanticipated expense.
OLD/UNFINISHED BUSINESS (Continued):

Both localities are planning or undertaking asbestos removal programs and would be in a better position to recover the costs, especially when our figure is lumped in with theirs.

Appendix A in the Director's Preliminary Report shows an article from the TIMES-DISPATCH regarding temporary outdoor art displays (copy included in the Minutes).

The proposed ordinance will give the Library 30 days for "temporary" art objects. The Library will have to notify Mr. Huja for a permit. When the permit expires, the Library would have to go through the regular process of the review committee with the Downtown Board of Architectural Review.

Ms. Ann Stafford distributed to the Board the flyer and registration for the 1985 Fall Festival of Tales being held in Charlottesville the weekend of November 8-10, 1985. Central Library's McIntire Room is scheduled for a Sunday concert beginning at 12:00 on November 10, 1985. There is a family concert scheduled for Saturday, November 9th at the Christ Episcopal Church in Charlottesville, which Ms. Ann Stafford pointed out to the Board. Some of the hosts will be Michael Parent, Joanne Branyon-Ward, John Ward and Eve Watters. Tapes and records by the performers will be sold during the Festival.

NEW BUSINESS:

Mrs. Margaret Perley submitted to the Board a copy of her Guidelines for Request for Proposal that she uses.

When the Board discussed the Director's salary increase, the Board did not have any guidelines or clear way of coming to a decision and decided they would make an outline up, listing criteria needed so that it could be referred to in the future. Mrs. Mary Hale was to submit copies of the preliminary list to the Board members for their comments prior to finalizing the list.
ADJOURNMENT:

The meeting was adjourned at 5:11 p.m., the motion being made by Mrs. Mary Hale and seconded by Mrs. Margaret Perley. Our next Board meeting will be scheduled for Tuesday, October 22, 1985 at 3:30 p.m. at the Crozet Branch Library.

Donnalee Grossman
Recording Secretary
Eternal question, 'temporary' reply

By Carlos Santos

The Charlottesville City Council decided last night that it won't be deciding what is or isn't art for the city's library board.

Temporary art, that is.

Though no vote was taken, the council agreed to let the library board or any other public body decide what could be temporarily placed as "art" on property the agencies control.

The controversy over art started about a year ago, when the Downtown Board of Architectural Review demanded that two abstract sculptures erected in the grass in front of the main library on East Market Street be removed because they were not appropriate or in harmony with the historic downtown area.

One of the main complaints against the sculptures was that they were constructed of plywood.

The library board, raising questions of censorship and noting the sculptures were temporary, as were book displays in its library windows, refused to remove the sculptures.

But the council's informal action last night, which will be voted on as an ordinance at the next City Council meeting, met with approval by the library board.

"I think that's acceptable," said Sandy Gilliam, the head of the library board, about the council's agreement.

Gilliam had told the council that review of art objects placed on library property would be "implied censorship."

"The library board has strong feelings that it should have the right to put up art objects furthering the views of the library without going through a review process," he told the council last night.

The city will have some control over art going on public property such as that owned by the library board, however. The proposed ordinance will include a limit of 30 days for "temporary" art objects.

The display of permanent art objects on public property will still have to go through an intricate review policy, which also will be voted on at the next council meeting.

That policy has the council as the final arbiter of any proposed permanent art objects.

Proposed criteria for acceptance under the policy include quality of the art object, its harmony with the surroundings, health and safety concerns and maintenance of the art object.

In a related action, Mayor Frank Buck asked the city staff to investigate a proposal to require 1 percent of the total cost of public projects to be used for buying and displaying art in the city.

A city staff inquiry into whether to require private developers to do the same on private projects was dropped after it was determined the city did not have the legal power to enforce such an action.
The meeting was called to order at 3:30 p.m. by Mr. Alexander Gilliam, Jr., President of the Library Board of Trustees. The September, 1985 amended Minutes, Circulation Report and the Financial Report were approved by the Library Board of Trustees.

FINANCIAL REPORT:

Mr. Swinson read to the Board a letter he received from Patricia Harris, the Assistant Director for Library Development for the Virginia State Library:

"Your request for a waiver of the December 15 deadline for state aid expenditure is granted. Best wishes in the selection process for your automated system."

This means we officially do not have to meet the December 15th deadline for expenditure of 50% of our state aid.

Mr. Swinson brought to the Board’s attention that we may go over by $2,000 in local expenditures for insurance. Cabell Insurance notified us that we could expect an increase in our bill due to an inordinate number of claims against their insurees. So in effect, we are paying for other people.
Mrs. Karen Hayden asked if we would be able to put back the half-time position at Gordon Avenue in our budget for next year. It would be nice to push both Gordon Avenue and Central back open one night. Mr. Swinson informed the Board that he will be discussing this later.

At the next Board meeting, Mr. Swinson would like to discuss with the Board where he would like to take the Library with the budget. The first budget will be an idealized budget.

Mr. Swinson also mentioned that the localities feel that we should strive to keep the personnel increases down until we get the automated system in; then we can see what effect it has.

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

The September and October Volunteer Activity Reports will be submitted at next month's Board meeting.

For September, Central and Gordon Avenue had a total of 20 volunteers for a total of 171 hours. This compares with 20 volunteers and 164 hours reported for August of this year and 14 volunteers for a total of 145 hours reported in September of last year. It also reflects an increase from July.

For the branches, Mr. Fibel received reports for the September activities only from Greene and Louisa counties. The reports showed relatively little change as compared with the previous month.

The Friends of the Library contributed substantial amounts of volunteer time; however, the month of September will not be as great as it will be for October.

The volunteers also do the placing of displays in the outside window on Second Street and one of the inside display cases in the Children's Room. Two volunteers have volunteered to do this and are doing it with a minimum of direction from Mrs. Alexia Williams.

We will have volunteers conducting programs this month and next month. It involves conversations with local authors. The attendance has been satisfactory. We have received nice reports from the people attending.
The volunteer force has become a source of staff for the Library. Some volunteers have been hired by the Library.

Mr. Fibel had little to report on the activities of the Friends for the past month as he was out of town. At their last meeting, a new slate of officers were elected. Mr. Arthur Hess is President and Mr. John Sullivan is Vice President. There also were new Directors elected for one and two-year terms.

Everyone was pleased with the Magazine Sale. Mr. Fibel asked Mrs. Mary Hale to report further on the sale. The Magazine Sale made over $2,700. The sale had a good turnout. It was thought that the magazine sales would be discontinued but now there is talk about continuing it and there is now going to be space for it. The mezzanine will be used. There is a room off of the mezzanine which can be used for storage. Due to the location and space allowance in the mezzanine area, we must discard whatever is left over from the magazine sales and start from scratch for the next sale. We are going to try to have the materials presorted so that we can stay ahead of it.

Mrs. Mary Hale mentioned that she will be sending a letter to the Daily Progress expressing the Nelson County Friends appreciation to the Charlottesville Friends for giving Nelson County the sale and for providing their time and energy.

$226 represented direct donations and lottery tickets, out of the net amount of $2,700 received from the Magazine Sale.

Also, approximately 30 teachers showed up the last day of the sale as compared with 4 from last year. This is very good public relations for the Library.

OLD/UNFINISHED BUSINESS:

A) **Blue Cross/Blue Shield Benefits for J-MRL Retirees**

Mr. Swinson referred to Attorney George R. St. John's letter dated October 10, 1985 regarding health insurance for retired employees. The letter was issued to the Library Board members under separate cover.

Mr. Swinson mentioned that the City of Charlottesville does have a stipulation that anyone hired January 1, 1985 or after is not eligible for Blue Cross or Blue Shield coverage after retirement.
Mr. Swinson recommended earlier that any person entering employment at J-MRL on or after January 1, 1985 would not qualify for post retirement coverage. This is strictly on the City guidelines. The City enacted this on February 4, 1985.

We would change the date for our Library employees. For persons currently employed here on a full-time basis, we could go ahead and budget for coverage for them, with the understanding that anyone hired after the decided-upon date would not qualify for this. This would set a limit on the number of people who potentially qualify for benefits after they retire.

Mr. Swinson suggested the Library go ahead and pay the coverage for the people who are retired and who are affected now. Regarding the other employees, we need to take a closer look at this before we take any action and we need to recommend a date by the next Board meeting. We may want to take this to Personnel Committee. If we are thinking of a cutoff date, we should make sure that it is publicized.

Mr. Swinson read from the August 27, 1985 Library Board Minutes:

There are six (6) employees who have retired since the Library became an agency. Mr. Swinson recommended to the Board that the Library officially assume the responsibility of paying for their Blue Cross and Blue Shield coverage.

Since this is not budgeted for in the Fiscal Year 1985-1986, Mr. Swinson recommended that funds for payment on the retirees' behalf be drawn from the Library's Unemployment Compensation Fund, established in 1978 with Jefferson Savings & Loan. There is currently $12,400.82 in this fund. No payments have been made out of this fund since April 1982, when three 1981 claims in the amount of $2,690.15 were honored.

Paying for a full-year's coverage for the six (6) retirees would cost the Library approximately $4,678. Beginning in Fiscal Year 1986-1987, this would have to be a budgeted expense.

The Board approved that Mr. Swinson pay for the six (6) retirees' Blue Cross and Blue Shield coverage, totalling $4,678, out of the Library's Unemployment Compensation Fund for Fiscal Year 1985-1986.
OLD/UNFINISHED BUSINESS (Continued):

Mr. Swinson is to have figures available at the next Board meeting for what it would cost for currently employed personnel and give the Board an estimate of what the attrition rate might be.

B) Update on Procurement of Automated Library System - Mr. Swinson referred to his Director's Preliminary Report where he mentioned that six vendors had responded:

- CLSI
- DYNIX
- GEAC
- INLEX
- OCLC LS-2000
- VTLS

Two vendors were received after the 12:00 noon deadline:

- DRA
- SIRSI

Out of the six vendors, we have an excellent representation. Mr. Swinson referred to his Director's Preliminary Report where he indicated the purchase prices and the maintenance fees. The purchase prices range anywhere from $250,950 to $374,165.

There are four (4) subsystems in the software that we have to have.

1) Acquisitions for books
2) Circulation
3) Cataloging and data base maintenance
4) On-Line public catalog

On acquisitions, CLSI has that subsystem on-line and available. They interface with book dealers such as Baker and Taylor, which is our largest book jobber.

Both INLEX and VTLS say that their acquisitions subsystems are under development right now. VTLS says that their acquisitions subsystem is under development and it won't be available until some time between December 1985 and spring of 1986. They have been saying this for three years.
OLD/UNFINISHED BUSINESS (Continued):

INLEX sent us a very detailed preliminary acquisitions outline. It should be partially available in the spring of 1986.

On circulation, they are all very similar, but VTLS's reporting capability does not compare well to competition. VTLS does not do daily circulation reports. They will do monthly and annual reports.

The on-line public catalog is the only subsystem the public is actually going to have hands on; and as such it has to be user friendly. CLSI has an on-line catalog system called PAC I, which is not the equal of INLEX or VTLS's. CLSI has bid us their on-line public catalog called PAC II, which is now under development and is being tested in Chico, California at California State University. This is very important and has to work well as this is the one subsystem the public has hands on.

INLEX's on-line catalog is on-line and available. They have excellent screen displays, their browsing capability is very good and all enhancements are included in their bid price.

VTLS has certain enhancements such as keyword searching, which is a $10,000 option.

On data base control, INLEX and VTLS use the MARC format. CLSI claims to but we have not verified this to our satisfaction. Both INLEX and VTLS have received copies of our tapes and have run tests on them and they load perfectly.

We may have to be looking at upgrades or extra costs to get totally what we want and what may look at first like the low bid may not really be the low bid.

INLEX has the most powerful hardware. CLSI has a very efficient machine but it looks to be underpowered. Data Processing at the City will be looking into this as they are the experts on the hardware.

We have excellent representation from the industry and we have enough time to really take a look at these before we actually sign the contract.

Mr. Swinson does not expect the contract negotiations to be finished until around March 1986 or later.
OLD/UNFINISHED BUSINESS (Continued):

CLS1, INLEX and VTLS are basically right where we expected them to be as far as price is concerned. DYNIX has two purchase prices and two maintenance prices. DYNIX has bid for two systems. Their first system does not upgrade into the second.

Whatever system is chosen, we have to pay for it in three fiscal years and we want to manage what we get cost effectively.

C) Virginia Born & Read - Mr. Swinson had been hoping for audiences of approximately 60-70. Actual attendance has been in the 40's but the discussions have been very good. We haven't had the best luck with publicity. We need to keep doing this and we need to get the public more aware that the Library has this available to the public.

Mr. Swinson has applied for the second series called "Southern Renaissance" and it would be in the early spring, if our application is accepted.

D) McIntire Library Basement - Mr. Swinson reported to the Board that this project is moving along nicely. Mr. Swinson hopes to have the final plans to show the Board in time for next month's meeting. We may have John Farmer present at November's Board meeting to run through the plans. Asbestos removal came in much cheaper than we originally thought and Mr. Swinson feels that both the City of Charlottesville and Albemarle County will come through in footing the bill for the asbestos removal. The actual asbestos removal will probably take place in November and we won't begin actual renovation until around February 1986.

NEW BUSINESS:

A) Decision on Thanksgiving, Christmas and the New Year's Holiday Schedule - Mr. Swinson referred to his Director's Preliminary Report where he recommended the following holiday schedule for this year:

- Close system-wide at 5:00 p.m. November 27th
- Close Thanksgiving Day, November 28th
- Close system-wide all day December 24th
- Close Christmas Day, December 25th
- Close system-wide at 3:00 p.m. December 31st
- Close New Year's Day, January 1st
NEW BUSINESS (Continued):

Mrs. Karen Hayden asked what last year’s schedule was, and Mr. Swinson read the 1984 schedule from the October 24, 1984 Minutes:

- Close system-wide all day Monday, December 24th
- Close system-wide all day Tuesday, December 25th
- Close system-wide at 4:00 p.m. Monday, December 31st
- Close system-wide all day Tuesday, January 1st

The Board approved Mr. Swinson’s recommendation for this year’s holiday schedule.

B) Proposed Travel Policy - Mr. Swinson presented to the Board for their approval a written travel policy taken in part from an updated City of Charlottesville Travel Policy. We currently do not have an official travel policy. The Board approved Mr. Swinson’s travel policy as presented (copy included in the Minutes) and it will be in our Policy Manual.

C) Discussion of Election of Officers - A nominating committee was appointed by Mr. Alexander Gilliam, Jr. to select a President and Vice President. Mrs. Karen Hayden and Mr. James Hingeley, Jr. will be the nominating committee.

D) Publicity - Mrs. Mary Hale mentioned that she understands that William Davis will be doing publicity for the branches and she asked if the Friends could use him for publicity also. It is not in William Davis’s job description but there is no reason why he would not be able to assist the Friends with publicity as long as he is asked first and has sufficient time.

E) Board Meeting at Outlying Branches - Mrs. Mary Hale expressed her concern with having the Board meetings at the outlying branches. If Board members are eliminated from coming to these meetings because they are being held at the outlying branches, it would make more sense to keep the meetings at Central or Gordon Avenue. Mr. Swinson felt it to be important for the Board to get out to the branches so they can get a physical feeling for what we are dealing with, as well as the size of the region, and to know the people. A car pool would be one way of handling the transportation of Board members to the outlying branches for Board meetings.
ADJOURNMENT:

The meeting was adjourned at 5:15 p.m. The next Board meeting is scheduled for Tuesday, November 26, 1985 at the Louisa County Branch Library at 3:30 p.m.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE NOVEMBER 26, 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  
Mrs. Karen Hayden  
Mr. James Hingeley, Jr.  
Mr. Peter McIntosh  
Mrs. Margaret Perley  
Ms. Ann Stafford  
Mrs. Helen Wieneke - Vice President

TRUSTEES ABSENT: 
Mrs. Judith H. Walker

ALSO PRESENT:  
Mr. William R. Swinson - Director  
Mr. Lewis Fibel - Volunteer Coordinator/Intermediary for the Friends  
Mrs. D. L. Grossman - Recording Secretary  
Mrs. 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 October, 1985 Minutes were approved by the Library Board, the motion was made by Mrs. Karen Hayden and seconded by Mrs. Helen Wieneke. The October, 1985 Circulation Report and Financial Report were also approved by the Library Board, the motion was made by Mr. Peter McIntosh and seconded by Mrs. Margaret Perley.

FINANCIAL REPORT:
Mr. Swinson reported to the Board that region-wide circulation is up by approximately 1%, with Gordon Avenue showing a steady growth with an increase of 8%. Our bookstock increased at about the same rate as last month which was 3%-4%.

The Library has not received Albemarle County's allocation for the first quarter. The City of Charlottesville is responsible for billing Albemarle County and they were late in sending out a billing to them. Their first quarter payment of $136,706 should be reflected in next month's report.

<table>
<thead>
<tr>
<th>Bookmobiles</th>
<th>296-5544</th>
</tr>
</thead>
<tbody>
<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>Charlottesville</td>
<td>1500 Gordon Ave. 296-5544</td>
</tr>
<tr>
<td>Louisa County</td>
<td></td>
</tr>
<tr>
<td>Louisa</td>
<td>(703) 967-1103</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></td>
</tr>
<tr>
<td>Lovingston</td>
<td>263-5904</td>
</tr>
</tbody>
</table>
FINANCIAL REPORT (Continued):

Mr. Swinson reported that FINES does not reflect the most recent submission of $3,000. This will put us on line year-to-date.

Under LOCAL FUNDS: SUMMARY, Mr. Swinson had projected overall underexpenditures of approximately $8,000-$11,000.

Under CONTRACTUAL SERVICES, the Insurance line shows that we had $6,419 budgeted. We were billed by Cabell Insurance and we are now over budgeted by $3,266. We received a brief note from Cabell Insurance by way of an explanation:

During the past year, insurance companies have experienced substantial underwriting losses, coupled with lower investment returns, which have caused insurance premiums to rise considerably. In most instances, the premium increases have been nearly the same for most companies regardless of the type of business insured. In these cases, we recommend continuing your insurance with your present carrier for underwriting reasons. In cases where your particular line of business has been more severely affected by rate increases or underwriting eligibility changes, we have made every effort to provide you with the best possible renewal rate and coverage combination, whether we changed your insurance carrier or not. If you have any questions regarding the deposit premium billed to you, please be sure to call us. We value your business.

The Library had talked with Cabell Insurance last year, when we were preparing the budget and we had no inkling regarding this type of an increase. This expense shows up in Administration as we haven't divided it out among the agencies yet.

Regarding the agency budgets, the Bookmobile is the only agency which might be a cause for concern. The situation there was entirely unavoidable. Our Library Clerk was on maternity leave and due to the tragic results of her pregnancy, was forced to finally quit. Bill Davis filled in while the employee was on leave and Linwood Frye, Jr. took over the Van Driver position half-time. This resulted in the Bookmobile salaries being $3,500 over budget.

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

Mr. Fibel mentioned to the Board that the Friends of the Library have a Board meeting scheduled 7:30 tonight at Gordon Avenue.
MR. LEWIS FIBEL'S FRIENDS OF THE LIBRARY AND VOLUNTEER PROGRAM REPORT (Continued):

The volunteer activity reports for September and October, 1985 were Appendixes B and C in the Director's Preliminary Report. The Month of October showed the highest record of activity, that we have any record of, for Central and Gordon Avenue for 1984 and 1985. We had 23 volunteers for a total of 219 hours, as compared to 20 volunteers with 171 hours in September, 1985 and 19 volunteers for 179 hours for October of the previous year.

Mr. Fibel hopes to get a report to the Board on the activity of the Friends for the magazine sale held in October.

MRS. MARY HALE'S REPORT - EVALUATING THE LIBRARY DIRECTOR:

Mrs. Mary Hale attended a Virginia Library Association Conference held in Hot Springs, Virginia. She wanted to share with the Board members a more formal process of evaluating the Library Director. Included in the Director's Preliminary Report is the American Library Trustee Association's Publication #6 on "Evaluating The Library Director".

Mrs. Mary Hale also did an outline of the conference, which was included in the Director's Preliminary Report. Mr. Alexander Gilliam, Jr. mentioned his interest in the outline regarding Trustees evaluating Trustees. Mrs. Mary Hale mentioned that the idea was that Trustees sit down, using the criteria given, and rate themselves.

The item that interested Mrs. Mary Hale the most was the orientation of new members. Our Board could do something with this. Mrs. Mary Hale suggested we form a committee for orientation of new members. There is a general Library Trustees Manual, prepared by the Library Development Branch of Virginia State Library, which has been used for Trustee orientation. It was also suggested that the By-Laws be given new Trustees and that the policies be pulled out of the Minutes for orientation of Trustees.

In the past, some new Board members were brought to Board meetings in advance of their official appointment to the Board. However under the new system, we no longer know who will be appointed to the Board.

It is usually a Board responsibility to brief an incoming Board member but it should be more formalized. The Board was in agreement that an Orientation Committee be formed. Mrs. Mary Hale suggested that the Committee consist of someone new to the Board and a Board member who has been on for a long time. The Committee will consist of Mr. Alexander Gilliam, Jr., Mrs. Mary Hale and Ms.
Mrs. Mary Hale's Report - Evaluating the Library Director
(Continued):

Ann Stafford, Mrs. Mary Hale suggested the newly formed Orientation Committee meet after the Christmas holidays.

Old/Unfinished Business:

Update on Procurement of Automated Library System - Mr. Swinson mentioned to the Board that we have met with the three bidders for the automated library system:

VTLS - November 4
INLEX - November 13
CLSI - November 25

Additional fees will raise VTLS's and INLEX's initial quotations of $287,011 and $281,228 to $380,011 and $355,457. Major factors raising VTLS's original quote:

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Acquisitions</td>
<td>$2,500</td>
</tr>
<tr>
<td>Keyword Searching Subsystem</td>
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</tr>
<tr>
<td>Network Intelligent Link</td>
<td>$2,500</td>
</tr>
<tr>
<td>Telecommunications Consulting</td>
<td>$4,000</td>
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<tr>
<td>Telecommunications Package</td>
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<tr>
<td>Interest Over 3 Years</td>
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<td></td>
<td>$93,000</td>
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INLEX's increases represent:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Interest Over 3 Years</td>
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<tr>
<td>Telecommunications Package</td>
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</tr>
<tr>
<td></td>
<td>$74,229</td>
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</table>

Please note that keyword searching and acquisitions are included in the base INLEX price.

Regarding CLSI, we met with them yesterday to clear up certain questions we had regarding if they could handle our bibliographic tapes from The Computer Company. We also had questions regarding hardware. In the case of the hardware, we will probably have to consider a more powerful main computer. This would entail an additional $15,000. We would probably have to go to a Model 11/84. We would need to expand our telecommunications system, which would cost us approximately an additional $18,000. Therefore, CLSI's original bid of $250,950 would change
OLD/UNFINISHED BUSINESS (Continued):

and be closer to $284,000. This is still the lowest bid.

We would have two phases with CLSI. In the first phase we would bring in the PDP 11/84. When we bring up the on-line catalog, we add an 11/73. This is all included in the potential price of $284,000.

The Virginia State Library has told us that we have three (3) fiscal years to pay for the automated library system. Mr. Swinson read a letter dated October 24, 1985 from Patricia Harris, Assistant Director for Library Development for the Virginia State Library:

We agree that the three year period in which to complete the purchase begins with the submission of the first invoice, not with the signing of the contract. However, if these two events do not occur in the same fiscal year, it is imperative that the first invoice not reflect charges or services from the previous fiscal year. For example, if the Jefferson-Madison Regional Library signs a contract for XYZ Systems in March, 1986, and the first invoice for state aid reimbursement is submitted in August, 1986, that invoice cannot refer to services or equipment received in April-June, 1986. It will be your responsibility to be sure the vendor understands and complies with the requirement. The Virginia State Library cannot pay invoices from the previous fiscal year.

What this means is that if we selected and signed a contract with a vendor and began payments in April of this fiscal year, we would only be allowed 27 months in which to complete our full payment, not 36 months. We need the full 36 months. Mr. Swinson recommended to the Board that we complete a contract in this fiscal year with the stipulation to the vendor that no deliveries or billing be made until July or August of 1986. If we do this, we would have to amend our state aid budget since we cannot encumber state aid funds from one fiscal year to the next.

Mr. Swinson read a letter from Ida Patton, Public Library Consultant for the Virginia State Library, dated October 21, 1985:

(1) Payments may be made from state aid over a period of three fiscal years, July 1 to June 30.

(2) The State Library will consider the date that appears on the first invoice to determine the beginning fiscal year.

(3) The fact that the contract was signed in the previous fiscal year will not be a factor provided no invoices have been submitted in that year.
OLD/UNFINISHED BUSINESS (Continued):

(4) The invoice cannot refer to services rendered or items purchased in the previous fiscal year.

(5) It is important that the vendor understands this requirement and that the invoice reflects this condition.

Mr. Swinson recommends that we reduce the Administration Department's state aid budget in two lines: Data Processing Charges and Computer Equipment. Of the unexpended balance of $16,642 in DP charges, $12,500 should be transferred to Books. Of the unexpended balance of $33,144 in Computer Equipment, $12,500 should be transferred to Books. The total transfer recommended is $25,000 and it will be allocated according to the circulation statistics used in preparing the current budget. The Board approved Mr. Swinson's recommendation with Mr. Peter McIntosh making the motion for approval and with Mrs. Sally Gieck seconding the motion.

Mr. Swinson has allowed for leaving $20,644 under Computer Equipment. We intend to use this to pay The Computer Company to generate and sort the bar-codes to be applied to the books in our collection.

Mr. Swinson mentioned to the Board that Kate Duval of The Computer Company advised us to replace our leased Telex terminal with an IBM-PC, XT or a compatible equivalent. Therefore, Mr. Swinson informed the Board he would like to amend our federal aid budget to allow for the deletion of $4,244 from "Equipment" and $495 from "Computer Software". The total amount would be $4,739 and should be applied to "Travel". Adding the $4,739 to the existing "Travel" budget of $1,156 would give us a revised "Travel" budget of $5,895. The Board approved Mr. Swinson's amendment to federal aid. Mr. Peter McIntosh made the motion for approval and Mr. James Hingeley, Jr. seconded the motion.

Mr. Swinson's primary reason for this request for reassignment is that our evaluation of finalists to provide an automated system will definitely be taking some of the Library staff, and possibly some Board members, to California. CLSI, one of our finalists, has bid an on-line public catalog called PAC II which exists in working form only at California State University (CSU) in Chico. PAC II at CSU in Chico has now been in place for six months. While PAC II is currently available for staff use only, PAC I is still being used by the public at CSU. This site allows us the opportunity to simultaneously examine both generations of the CLSI OPAC.

Another reason for considering a trip, or trips, to California is that one of our other three finalists, INLEX, has three installed sites there.
NEW BUSINESS:

Discussion of FY 1986-1987 Budget Proposal - Mr. Swinson told the Board that Ida Patton, the Virginia State Library consultant for this area, had informed him our state aid grant for FY 1986-1987 will be increased $8,865, for a total of $472,204.

Unfortunately, we probably won't be in a position to choose a vendor for an automated system until late January, 1986. This puts the Library in the position of having to budget for an unknown automated system.

The first year costs for INLEX and CLSI are fairly close. CLSI costs would be approximately $100,140, with combined hardware and software maintenance of $28,236. INLEX appears to be $104,820, with combined hardware and software maintenance costs of $24,720.

Mr. Swinson stated that since INLEX is approximately $4,680 higher, he plans to base the Library budget on INLEX figures.

In the third year, the Library will be paying a monthly lease purchase payment to Hewlett Packard, which has bundled INLEX and their hardware together. In July of 1986 through the end of the third fiscal year, we would be paying the same monthly rate. With CLSI, in the third fiscal year their final payment is just a little over $50,000. We cut about 45% off what we would be paying in the previous year. This means that our book budget would not suffer as much in the third year.

Mr. Swinson's primary objectives in preparing the state and federal aid budgets are:

1) To allow $200,000 for books

2) To allow 25% of the state aid grant for supplementing professional salaries - $118,051

3) To allow $104,820 for software/hardware purchase from INLEX and Hewlett Packard

4) To allow $24,720 for HP and INLEX maintenance - hardware and software

5) To allow $35,000 for cataloging, data base maintenance and COM catalog production from The Computer Company. Mr. Swinson mentioned to the Board that he would like the Library to decrease our dependence on The Computer Company.

Mr. Swinson showed to the Board a worksheet indicating the estimated state aid for FY 1986-1987, earned by each political
NEW BUSINESS (Continued):

subdivision. (Copy of this worksheet is included in the Minutes.)

Local Budget Proposal - Mr. Swinson had a discussion with Bob Tucker, Deputy County Executive for Albemarle County and Mr. Tucker suggested we allow up to 4% for Cost of Living. Mr. Swinson recommended to the Board that we stay with the procedure we have been using for merit--3% of eligible salaries.

Regarding Blue Cross and Blue Shield - Mr. Swinson informed the Board that:

1) To cover currently covered retired employees, it would cost $5,396 next year.

2) To attempt to cover future retirees, projected cost would be approximately $1,084 for next year.

3) If we include permanent part-time employees using the City of Charlottesville's guidelines, we would have to project a cost of $5,420 for next year.

Based on our current Blue Cross and Blue Shield payment and including the three itemized additions, it would cost us approximately $49,843 for Blue Cross and Blue Shield coverage. This is an increase of approximately 39%.

Personnel Additions - Mr. Swinson does not plan to extend hours at Central and Gordon Avenue. However, Mr. Swinson would like to extend hours at the Branches outside of Charlottesville.

There are only two new positions Mr. Swinson would like to propose for Central and Gordon Avenue for next year:

1) Full-time Bookshelver for the Children's Department at Central Library

2) Part-time Custodian for Gordon Avenue

Based on increases in circulation, programming and security considerations at the Branches, we need to look at more hours and the addition of more personnel.

1) Crozet - Increase the hours from 28 to 37 hours a week. It would also include some personnel changes.

2) Scottsville - Increase hours from 34 to 37 hours a week with some personnel changes.

3) Greene - Increase hours from 24 to 32 hours a week with additional personnel changes.
NEW BUSINESS (Continued):

4) Louisa - Increase hours from 28 to 38 hours a week with additional personnel changes.

5) Nelson - Increase hours from 27.5 to 32 hours per week with additional personnel changes.

Programming statistics are very high at the Branches and would support increased hours. In almost every branch we usually have only one person on when they are having special programs and we should have more staff. We also have to consider security—having more than one person on at a time. This would also apply in case an emergency came up. Our staff are women at the Branches and we should have more than one on during opening hours. Another reason supporting increased personnel hours is that our branch people work more hours than they are paid for.

Election of Officers - With the acclamation of the Library Board and by unanimous vote, the new Library Board of Trustees' President is Mrs. Mary Hale and the new Vice President is Mr. Peter McIntosh.

ADJOURNMENT:

The meeting was adjourned at 6:02 p.m., the motion being made by Mrs. Karen Hayden, seconded by Mrs. Margaret Perley. The next Board meeting is scheduled for Tuesday, December 17, 1985 at 3:00 p.m. in the McIntire Room at the Central Library.

DonnaLee Grossman
Recording Secretary
## Estimated State Aid (1986/87) Earned by Each Political Subdivision

<table>
<thead>
<tr>
<th>Political Subdivision</th>
<th>Expenditures</th>
<th>Per Capita (1)</th>
<th>Mileage</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlottesville</td>
<td>$121,146</td>
<td>$28,350</td>
<td>$300</td>
<td>$149,796</td>
</tr>
<tr>
<td>Albemarle Co.</td>
<td>150,000 (2)</td>
<td>41,020</td>
<td>21,750</td>
<td>212,770</td>
</tr>
<tr>
<td>Louisa Co.</td>
<td>20,948</td>
<td>13,090</td>
<td>14,910</td>
<td>48,948</td>
</tr>
<tr>
<td>Nelson Co.</td>
<td>15,219</td>
<td>8,610</td>
<td>14,250</td>
<td>38,079</td>
</tr>
<tr>
<td>Greene Co.</td>
<td>12,091</td>
<td>5,810</td>
<td>4,710</td>
<td>22,611</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$319,404</strong></td>
<td><strong>$96,880</strong></td>
<td><strong>$55,920</strong></td>
<td><strong>$472,204</strong></td>
</tr>
</tbody>
</table>

(1) Based on $.70 per capita. The base per capita of $.30 (one political subdivision) increases $.10 for each additional political subdivision served.

(2) Cut off at $150,000, as required by the formula in the Code.
The Board meeting, to review the Library's proposed budget for FY 1986-1987, was called to order at 3:11 p.m. by Mrs. Mary Hale, President of the Library Board of Trustees.

Mr. Swinson mentioned that in this budget he has tried to address the acquisition of an automated system, expansion of the Library's benefits package, personnel additions and maintenance of an adequate book budget. The consequences of doing all of this are a 23.50% increase in local funding and a very significantly realigned state and federal aid budget. We need to reach a decision on our priorities for this budget.

Mr. Swinson informed the Board that both the City of Charlottesville and Albemarle County have expressed their willingness to extend the December 31st submission date to January 6, 1986.

State Aid - Mr. Swinson informed the Board that we are now at full funding of the formula and we will not see as large an
State Aid (Continued) - increase as in the past. It should be fairly solid at $472,204.

Mr. Swinson mentioned there are three factors which influenced his recommendations for budgeting state and federal aid for FY 1986-1987:

1) The need to maintain the status quo in supplementing the salaries of ten full-time professionally certified librarians on the Library staff.

2) The need to maintain an adequate book budget.

3) The need to acquire and maintain an automated system integrating our acquisitions, cataloging, circulation and public access catalog activities.

Mr. Swinson mentioned to the Board that he has planned for a "faceless" automation system and has mentioned this fact in the budget Foreword on page 1.

Mr. Swinson has allowed the full 25% in salaries for state aid of our professional certified librarians. Mr. Swinson has allowed $179,917 of state aid for Books, $12,500 of federal aid for Books and $6,280 of local funds for Books. Mr. Swinson would like to maintain the Book budget at a level of close to $200,000.

Mr. Swinson also read from page 37 of the budget Narrative - State/Federal Aid:

1) I am deeply concerned that our "Book" budget be maintained at an adequate level.

2) I am firmly convinced that the days of federal aid for public libraries are numbered. As long as we continue to pay for key personnel from our federal grant, we will run an increasing risk of losing them.

Mr. Swinson has transferred "Office/Library Supplies" and "Equipment Rental" to local funding. Federal aid will go totally towards Books.

Mr. Swinson read from the December 16, 1985 (Volume XIV, No. 42) Library Hotline:

The latest issue of the ALA Washington Newsletter explains the Balanced Budget and Emergency Deficit Control Act of 1985, known better as the Gramm-Rudman-Hollings Amendment. It was slipped in as an amendment to a House-passed routine debt ceiling extension measure, HJ Res. 372, and it would mandate complete elimination of the deficit over a five year period.
State Aid (Continued):

The dangerous element: if the deficit is projected above the limits set by the amendment, automatic budget cuts, by means of "sequestering" or impounding, would be made—and neither the Congress nor the White House would have to bear the onus of any specific cut, a most attractive thing indeed to many legislators.

ALA Washington notes the confusion which has reigned since the original passage of the amendment by the Senate; the present status is of House-Senate wrangling and temporary funding until December 12 under an extension of the debt ceiling.

The December 23, 1985 U. S. News & World Report magazine, on page 11 under "Tomorrow", reports that the Gramm-Rudman deficit-reduction law was signed by President Reagan on December 12th.

Getting people off federal aid this year would be a definite priority.

Local Expenditures - Mr. Swinson has budgeted for a $231,593 increase. This counts putting in a 3% merit pool based on eligible salaries, a 3.5% cost of living adjustment, a $3.35 an hour minimum wage for our Pages and a 30% increase in Blue Cross and Blue Shield. Of the $231,593 increase, 77% comes from salary and salary related benefits, such as salary FICA, retirement, life insurance, hospital insurance, the merit pool and merit FICA. In hospital insurance, we are going to allow for paying for our permanent part-time people on the City of Charlottesville's plan.

Administration - The Hospital and Life Insurance lines have gone way up due largely to Administration carrying the retired employees under Administration. The Board unanimously agreed that the hospital insurance for the retirees should be charged to the agency or department the employee worked in at the time of their retirement. The motion was made by Mr. James Hingeley, Jr. and was seconded by Mrs. Ann Brumett.

Mr. Swinson mentioned to the Board that we do not yet know what Blue Cross and Blue Shield will cost as the City of Charlottesville will not know until January, 1986.

If a question of priority should come up, we are committed to covering the people already retired on Blue Cross and Blue Shield and we could put the permanent part-time on for next year for health insurance. The Board felt that if we have to do a priority, we should put it to increased hours rather than to permanent part-time for health insurance coverage. Mr. James Hingeley, Jr. made the motion to delete any proposal this year for coverage of part-time employees for health insurance, Mr. Peter
Administration (Continued) - McIntosh seconded the motion. The Board was in unanimous agreement with the motion. It was felt we should plan this in advance for the next fiscal year's budget and communicate this intention to the proper people and to the jurisdictions. We may need to set up a committee to look into this further.

The Board asked Mr. Swinson to go directly into personnel additions and increased hours. Mr. Swinson mentioned to the Board that in every branch we have an increase budgeted for operating hours. Mr. Swinson informed the Board that unless we free up time in some other area, we still do not have enough Bookshelver time in the branches. Our branches are currently operating at minimal staffing. Mr. Swinson also informed the Board that our jurisdictions will be looking very hard at personnel increases beyond the status quo—increased hours and increased staffing.

Mr. Swinson also mentioned he has not budgeted for any increases in the Circulation Department for Central or Gordon Avenue. Personnel increases are basically in the other branches.

Mr. Swinson mentioned to the Board that we have budgeted for a 20-25% overall local increase. The Social Security increase is budgeted for 7.15%, Retirement is based on 8.87% of full-time salaries, 3% for the Merit Pool and there will also be an increase in Hospital Insurance for bringing some of our personnel up to full-time.

PERSONNEL ADDITIONS:

1) Administration - Moving the Van Driver position from half-time to a full-time position. Mr. Swinson referred to the November 26, 1985 Minutes where he explained to the Board Bill Davis's filling in on Bookmobile until a replacement was found for Janet Napier, who decided to leave after a tragic pregnancy. At that time, Linwood Frye, Jr. was brought in as a half-time Van Driver. The Van Driver position had been a full-time position in the past and the delivery schedule of visiting the branches twice a week supports this as a full-time position. Last year the budget was approved for Bill Davis to become a Library Assistant under Cathy Butler, the Assistant Director of Extension & Branches. He was not able to move into the new position until a replacement had been found for Janet Napier on Bookmobile, around mid September, 1985.

The Board could not understand why two positions had to be created when 1-1/2 positions were able to serve the Library's needs and we have 1-1/2 positions now where previously we had one. They felt we were not really requesting an addition to staff but just a continuation of the status quo, as adjusted following the adoption of last year's budget.
PERSONNEL ADDITIONS:

1) Administration (Continued) - The half-time Van Driver would free up the Library Assistant to do other things for the Assistant Director of Extension & Branches and to take over the Joint Security Complex.

The Board requested that Mr. Swinson reduce the request in the Administration line under PERSONAL SERVICES to eliminate the increase in the Van Driver position from part-time to full-time. The position is to remain as a half-time position. The motion was made by Mr. Peter McIntosh and seconded by Mr. James Hingeley, Jr.

2) Technical Services - Mr. Swinson mentioned the shift in Federal Aid that he had proposed. The FY 1985-1986 Federal Aid salary shown here and proposed for assumption by the localities is included in the $22,367 of additions requested for Technical Services. There are two positions in Technical Services that are affected.

The upward change in Personal Services - Current Charges for the Technical Services Department is 26.09%. As to additional staffing, it is proposed to move the department head (Librarian II - 24M) from part-time to full-time status. In view of the size of the collection, the annual rate of acquisition, and the growth and enhancement of our automated bibliographic data base, Mr. Swinson feels it is essential that Technical Services now have a full-time manager.

He is also recommending that the local share of the salary of the full-time Librarian I, who acts as the on-line cataloger, be increased. This request has a direct bearing on our overall book budget for next year and is discussed more fully in the section titled "Narrative - State/Federal Aid" on pages 37-38 of the budget.

These two positions are really crucial to our Library. We cannot do without the on-line cataloger and we have to have this person full-time. The head of the Technical Services Department has always been part-time here. This coming year we will be dealing with getting the automation system up and we will need this person as a full-time department head as our collection and this system grows. This is the only department head we have now who is not full-time. This department will have increased responsibilities and we will need a full-time person there.

We need to get away from salaries because the Federal Aid may not be available much longer. The Board unanimously agreed to transfer as much Federal Aid as necessary from the book budget line item to continue the application of that Federal Aid to Technical Services for the Librarian I position. Mr. James Hingeley, Jr. made the motion and Mr. Peter McIntosh seconded it.
PERSONNEL ADDITIONS:

2) Technical Services (Continued) - The Board accepted Mr. Swinson's recommendation that the Department Head for Technical Services (Librarian II) be approved for full-time.

3) Central-Reference/Adult Services - We need to increase a part-time Librarian I's hours from 15 to 25 hours per week. Since the move from the McIntire building into the new Central Library, services have increased, public use has grown and reference transactions have increased, on-line information services have been initiated and the Head of Reference/Adult Services has had increasing demands placed on him. The Head of Reference/Adult Services is unofficially head of the Central Library building, he is very crucial in our automation planning and also we have had a growing increase in the number of reference questions.

The Board agreed to accept Mr. Swinson's proposal to increase the part-time Librarian I position to full-time.

4) Central-Circulation - Mr. Swinson has not budgeted for any increases in the Circulation Department, with the exception of bringing up the hourly rate of the Pages to the Federal minimum wage of $3.35 per hour.

5) Central-Children's Services - Mr. Swinson has requested a Bookshelver position be added in the Children's Services area. The staffing for Children's Services has not changed since we moved into the newer building. We have had continued growth in circulation and growing activity in programming. The shelving of books is being handled by the staff of this Department and we need to minimize the need for them to do this as it diverts them from public service.

The Board agreed to accept Mr. Swinson's request for a full-time Bookshelver in Central-Children's Services.

6) Gordon Avenue - Mr. Swinson recommended to the Board that the weekly schedule of a Librarian I, working in the Gordon Avenue Reference Department, be increased from 27.5 to 31.75 hours per week. In order to best utilize the improving resources of this Branch, especially in the areas of on-line reference service and serials microform use, this person is needed on an increased basis.

Custodial service, particularly in regard to grounds maintenance, has been an on-going problem at Gordon Avenue. Mr. Swinson is requesting funds be budgeted to allow for hiring a half-time Custodian. We have received calls from people complaining about Gordon Avenue's grounds. We do not have a position budgeted for this. We pay a person for mowing and general lawn care out of Repairs and Maintenance. This person is
PERSONNEL ADDITIONS:

6) Gordon Avenue (Continued) - fulfilling a number of positions for us. We have not budgeted for grounds maintenance at all but we do have a cleaning service for the interior of Gordon Avenue. This position would include some interior cleaning as well. This position would not cause a corresponding reduction in cleaning services. We would maintain a cleaning contract for the interior cleaning of Gordon Avenue and hire a half-time position.

The Board did not feel this justified a half-time position and it would not show a corresponding savings on the contractual services for Gordon Avenue. The Board unanimously agreed to delete the request for funds for the part-time position of Custodian, with Mr. James Hingeley, Jr. making the motion and Mrs. Margaret Perley seconding it.

The Board also unanimously agreed to delete the allocation for funding of the Reference Librarian I position at Gordon Avenue for the increased hours, motion being made by Mr. James Hingeley, Jr. and seconded by Mr. Peter McIntosh. There is a lot of overlapping and duplication and this is a year where it will be difficult to find a lot of additions. It would be better to upgrade Reference services at Central and defer for future years the upgrading of Reference services at Gordon Avenue.

7) Branches - The Board recommended that Mr. Swinson work individually with the Library Board of Trustees in Greene, Louisa and Nelson counties to assess the situation and see what their needs are for their branch. They would decide if they are satisfied with this proposed budget or they can make adjustments to the proposal.

It was further decided by the Board that a Budget Committee be formed to review the non-personnel items of the budget which were not covered at this Board meeting. Mrs. Karen Hayden agreed to Chair the Budget Committee and Mr. Peter McIntosh agreed to be on the committee. All Board members are encouraged to attend as it is a review of the non-personnel budget before it goes to the jurisdictions for review and approval. The Budget Committee will meet at 11:00 a.m. on Friday, December 27th in Mr. Swinson's office conference room at the Central Library.

ADJOURNMENT:

The meeting was adjourned at 6:05 P.M. The next Board meeting is scheduled for Tuesday, January 28, 1986 at 3:30 p.m. in the Madison Room at the Central Library.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE JANUARY 28, 1986 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT: Mrs. Sally Gieck
Mr. Alexander Gilliam, Jr.
Mrs. Mary Hale - President
Ms. Karen Hayden
Mr. James Hingeley, Jr.
Mr. Peter McIntosh - Vice President
Mrs. Margaret Perley
Ms. Ann Stafford
Ms. Judith H. Walker
Mrs. Helen Wienek

TRUSTEES ABSENT: Mrs. Ann Brumett

ALSO PRESENT: Mr. William R. Swinson - Director
Mr. Lewis Fibel - Volunteer Coordinator/Intermediate for the Friends
Mrs. D. L. Grossman - Recording Secretary
Mrs. Stella Pool - Staff Association Representative

The meeting was called to order at 3:32 p.m. by Mrs. Mary Hale, President of the Library Board of Trustees. The November, 1985 Minutes were approved by the Library Board, the motion being made by Mrs. Helen Wienek, seconded by Ms. Ann Stafford. The December, 1985 Minutes were also approved by the Library Board, the motion being made by Karen Hayden and seconded by Mrs. Sally Gieck. At that time, Karen Hayden requested her title be removed from any future reference to her in the Minutes. The November and December, 1985 Circulation Reports were approved by the Library Board, motion being made by Mr. James Hingeley, Jr. and seconded by Mrs. Sally Gieck. The November and December, 1985 Financial Reports were approved by the Library Board, motion being made by Mr. Alexander Gilliam, Jr. and seconded by Mrs. Margaret Perley.

CIRCULATION/BOOKSTOCK:

Mr. Swinson reported for December, 1985 that at 268,478 items currently owned, our collection is 4.79% larger than in December, 1984. Title count, at 97,170, is up by 4.88%.

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

Jefferson-Madison Regional Library
Regional Headquarters and Central Library
201 East Market Street, Charlottesville, Virginia 22901 (804) 979-7151
CIRCULATION/BOOKSTOCK (Continued):

Region-wide circulation fell off by 2.35% from December, 1984. However, for July through December of this fiscal year overall circulation is up 3.78%. Nelson County did well last month with a circulation increase of 18.50%.

FINANCIAL REPORT:

Mr. Swinson reported for December, 1985, under Operating Revenues, that in Allocations we are $153,720 below an ideal six-month rate of receipt. This is largely due to Albemarle County's second quarter payment not being credited.

Regarding Fines, we have received year-to-date $14,237, which is $2,763 under an ideal six-month rate of receipt. We have not yet hit our heaviest fine collection months of February and March and we should end up collecting the $34,000 budgeted but probably won’t go significantly over that figure at year end.

Under Miscellaneous, we are approximately $650 under an ideal rate of receipt. The Virginia State Library has not yet been credited with a rent payment, which will bring us up to date.

For State and Federal Aid, as of December 31st we operated at $66,782 less than an ideal rate of reimbursement from Virginia State Library. Mr. Swinson did not feel we should be concerned over our receipts as a "shortfall" is routine for this time of year and will correct itself.

Mr. Swinson discussed in detail the Operating Expenditures under Local Summary.

Under Personal Services, we are working with an underexpenditure of approximately $4,030. The "Substitute Salaries" had been running higher earlier this year and are now back in line.

Regarding Supplies, the sub total for the four lines of expenditure shows we are underexpended by $1,180. "Cleaning" will give us problems, as far as staying within the anticipated budget figure.

Contractual Services year-to-date expenditures for this category are illusory. The City of Charlottesville's Finance Department credited, rather than debited, $14,900 to our "Data Processing Charges" account in December. This should be corrected in the January printout. There is a $7,500 surplus Duplication Fee from Fiscal Year 1983-1984 applied to Data Processing Charges but not reflected under Operating Revenues.
FINANCIAL REPORT (Continued):

Contractual Services (Continued) - The City of Charlottesville is holding the $7,500 aside and will apply it probably in February or March.

Vehicle Operation Repairs and Maintenance showed an abnormal expense for December of $2,238 and we are now overexpended in that line by $716. Our Bookmobile had repair work done in December which included replacement of brake shoes, rear drums, wheel bearings, and two rear tires (plus mounting), totaling $1,833.16.

Approximately $405 was also expended on our Bookmobile for such items as plugs, points, throttle shift, ball joints, antifreeze, two wheel cylinders, installation of a water pump and adjusting of lights. Our Bookmobile is about 5-6 years old.

Current Charges indicates all lines under control with the exception of the Retirement line. We are still working with the City of Charlottesville to ascertain why Retirement expenditures are running so high.

Mr. Swinson feels that by year end we should be approximately $6,000 - $9,500 underexpended.

Under State Aid Summary, the Annual Budget line for Books is $225,842, reflecting the $25,000 adjusted from Data Processing Charges and Computer Equipment.

Mr. Swinson informed the Board that he has ordered a moratorium on book orders for January to maximize our potential for having book funds left in April. Our State Aid budget must legally be expended by May 15th.

Mr. Swinson reminded the Board that approximately $25,000 from "Computer Equipment" and from "Data Processing Charges" will be used for a customized bar-code production program.

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

The next meeting of the Friend's Executive Board is at 7:30 p.m. this evening at the Gordon Avenue Branch Library.

The Volunteer Activities reports for November and December are in the Director's Preliminary Report. It is difficult to provide comparisons for the branches because their reporting periods vary. Both Louisa and Scottsville are now reporting and
MR. LEWIS FIBEL'S FRIENDS OF THE LIBRARY AND VOLUNTEER PROGRAM REPORTS (Continued):

are showing a substantial number of persons and hours they have contributed.

On the December report, Mr. Fibel did a breakdown of the volunteers contributing to the Gordon Avenue Branch Inventory Project. There were 5 volunteers for a total of 32 hours.

The number of volunteers seems to be staying about the same. The hours are up for this December, as compared with last year at this time.

DIRECTOR'S REPORT:

A) Virginia Public Library Statistical Report - This report was included in the Director's Preliminary Report and Mr. Swinson mentioned to the Library Board that this report is as close as we come to an annual report. It gives pay ranges, classifications, circulation, some breakdown on staffing for the branches, and the financial data for the year reported. This is what our state aid will be based on for the next fiscal year. This report also helps the Virginia State Library to compile their annual publication, Statistics of Virginia Public Libraries and Institutional Libraries.

We still managed to spend over 17% of the overall budget on books even after assuming financial responsibility from Virginia State Library for maintenance of our computer-readable bibliographic data base. We topped our local expenditures for FY 1983-1984 by $56,184. Our state aid and our federal aid are insured for next year.

Mr. Swinson mentioned that these statistics generate the Virginia State Library's statistical booklet and he gave the Library Board the current rankings, as compared to the other 92 public libraries in Virginia:

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B) Annual Leave for Full-Time Employees With Certification as Professional Librarians - Mr. Swinson asked that the discussion on this be tabled until next month or until he has enough research/input to better discuss and review this request. It has been suggested that annual leave for professional librarians be changed to four weeks (from 10 days for the first three years of full-time employment and four weeks after three years).

C) Progress Toward a New Nelson County Library - The LSCA Title II building money has not been eliminated due to the Gramm-Rudman Act. The application forms should be coming out around mid February. It will probably be cut between 5%-10%. We will be applying for the proposed new Nelson County Branch Library.

Mrs. Mary Hale informed the Library Board that approximately $116,000 has been donated towards the new Nelson County Library and the fund drive is still in full gear.

OLD/UNFINISHED BUSINESS:

A) Report on FY 1986-1987 Budget Proposal - The Jurisdictional Budget Committee met on January 16th and the City of Charlottesville, Albemarle County and Louisa County were represented. Major developments were as follows:

1) The automation project is still supported; however, since the original VTLS option is no longer viable, they would like more information on the cost benefits of automation for the Jefferson-Madison Regional Library. This may be difficult to provide in detail. Also, they need more information on telecommunications. The City of Charlottesville's Data Processing Department should have this ready by the end of January or in early February.

2) There are no problems as to a 3% Merit Pool and a 3.5% COLA.

3) Assistant City Manager, Gary O'Connell, stated that the City of Charlottesville has completed its review of the hospitalization package and stated that the status quo figure for next year should be based on a 5% reduction of the amount budgeted for the current fiscal year.

4) The City of Charlottesville intends to fund their agencies with a 4.75% increase over the present. Making the revisions needed to do this obviously will affect each locality.
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OLD/UNFINISHED BUSINESS (Continued):

5) The City of Charlottesville has agreed to take care of the retirees and we will not have to pay for their health insurance coverage. This is the reverse of what we had been anticipating.

6) Mr. Swinson submitted to the Library Board possible reductions to the budget. We took the original figure we had asked from each locality and cost allocated out the reduction and have given the new figure and the new percentage increase.

- Hospital Insurance - $19,807 Decrease - 14.56% Increase
- Bookshelvers - $18,685 Decrease - 12.72% Increase
- Extra Cleaning Night - $3,600 Decrease - 12.36% Increase

This takes the City of Charlottesville down to a 7.95% increase. It would be almost impossible to get Albemarle County down to 10%. Their circulation is so high that Albemarle County will have to pick up a fairly large percentage of increase.

If we took out the extra hours at the Louisa Branch, it would be a reduction of $6,133, representing an increase of 9.66%.

We could also consider a 3% COLA, instead of 3.5% (3% was given last year).

After the above mentioned reductions, the most significant decreases would come from shifting the Office/Library Supplies local back to Office/Library Supplies state aid and Equipment Rental local back to state aid coverage.

Mr. Porter, County Administrator for Louisa County, felt it would be very difficult for Louisa County to accept the amount of increase we have requested. However, the increased hours for the Louisa Branch are definitely a concern of the community and Mr. Porter suggested we leave our request in the budget so that the Board of Supervisors could review it.

Mr. Swinson would like to have the next Jurisdictional Budget Committee meeting some time between February 12th and 17th. The Library Board suggested the next Jurisdictional Budget Committee meeting be on Thursday, February 13th at 10:30 a.m. at the Central Library in the Madison Room on the 3rd floor. Notices will be sent out.

The Board suggested that a work session, composed of some of the Board members, meet prior to the Jurisdictional Budget Committee meeting to review the information, including the 3% COLA, cost allocations and any other options that the Board needs
OLD/UNFINISHED BUSINESS (Continued):

To review and act upon prior to February 13th. The volunteer committee/work session will be composed of Mr. Alexander Gilliam, Jr., Mrs. Mary Hale, Karen Hayden, Mr. James Hingeley, Jr. and Mr. Peter McIntosh. All Board members are encouraged to attend. The work session will be in Mr. Swinson's conference room at 10:00 a.m. on Tuesday, February 4th.

B) Progress in Acquiring an Automated System - Mr. Swinson went to California with three representatives from the City of Charlottesville's Data Processing Department. They visited the Hewlett Packard headquarters on January 21st, visited two INLEX sites (Chabot College in Hayward and Sunnyvale Public Library) on January 22nd, and on January 23rd they visited the INLEX headquarters in Monterey.

The Data Processing representatives went as our direct advisors and Tom Hatch also acted as an agent for Culpeper in looking at Hewlett Packard's plans for the future.

The main concern, as far as Hewlett Packard is concerned, is the new machine called the Spectrum. The Hewlett Packard 3000 series, which is the bid INLEX has made to us, is aging.

The Spectrum is a new 32 bit machine and will be coming out this calendar year. Hewlett Packard still intends to continue producing and maintaining the 3000 series, with a concentration on Models 37, 58 and 70.

Spectrum is currently aimed at large-scale users who are straining the limits of Models 68 and 70. Software written in COBOL and Pascal (INLEX is in Turbo Pascal) for the 3000 series is guaranteed migration onto the Spectrum.

The Hewlett Packard 150 series will continue to be produced and maintained but there is a growing emphasis on the Vectra series - an IBM-AT compatible.

The visit to Chabot College and Sunnyvale on January 22nd indicated the following strengths:

- Staff responsiveness of INLEX
- Ease of use for both the public and the staff
- Short training time
- Hardware reliability

Chabot College considered CLSI, ULYSIS, and INLEX and ended up opting for INLEX. Their enrollment is 14,675 with a faculty of 225. They have 103,575 titles.
OLD/UNFINISHED BUSINESS (Continued):

Sunnyvale considered CLSI and VTLS but felt more comfortable with the Hewlett Packard solution offered by INLEX. They have the same type of relationship as we do with a city data processing department. The city had been Digital (DEC) equipped before but they switched. DEC is the equipment that CLSI runs on. They switched to the large Hewlett Packard 3000, Model 68.

Sunnyvale's population served is 107,900, circulation is 510,888, their book budget is $232,128 and they have 144,812 titles.

January 23rd included a visit to the INLEX headquarters located in Monterey. Mr. George Sidman, President of INLEX, employs a staff of six full-time programmers in company-owned facilities.

The on-line public access catalog was a concern of ours because they do not have keyword or boolean access up yet. These were to come up this month; however, Mr. Sidman has delayed them until spring because he is using a new approach to programming.

As to Hewlett Packard's capabilities, Tom Hatch and the other two representatives from Data Processing are convinced that the potential progression to Spectrum is there for us but that they were placing too much emphasis on the Vectra IBM machine. Data Processing felt very confident in INLEX's approach to automation and INLEX's use of Hewlett Packard equipment.

In going through our review groups who were reviewing VTLS, INLEX and CLSI, the review group eliminated VTLS. INLEX has proven viable, therefore the choice is narrowed down to CLSI and INLEX.

CLSI is a large proven company with vertical orientation. They announced the purchase of BRS (Bibliographic Retrieval Service) last week. They are in the market to purchase a cataloging utility and The Computer Company has been mentioned as a possible purchase.

All CLSI modules requested are in place but the on-line public access catalog is very new and only at two sites. Mr. Swinson was not sure if CLSI software would easily migrate from PDP to VAX. A major rewrite might be needed. They have a micro backup bid as an option. It is standard with INLEX.

CLSI seems to lose customers when hardware upgrades become necessary. Their hardware seems to be on the weak side. They have admitted that a PDP 11/84 would serve us better for an additional $10,000.
OLD/UNFINISHED BUSINESS:

INLEX was found to be very user friendly. The hardware solution for INLEX was the most powerful and responsive of all the systems. It has 4 megabytes of main memory and 808 megabytes of storage. INLEX has a very staff/user friendly circulation module and their catalog is very user friendly.

Their acquisitions module is not up yet. We did see the acquisitions module tests at headquarters. From what we could tell, it will work but we would have to have it under contract. The acquisitions module would be limited to three terminals - Receiving, Technical Services and Administration. If we go with INLEX, the HP 150 we already have in Administration can be used as a terminal. In both CLSI and INLEX, the acquisitions module does not emphasize user friendliness, emphasis is on actual reporting.

Both CLSI and INLEX on-line catalogs are function key driven.

The biggest problem with INLEX is that they are a relatively small company and are still picking up customers. They are moving along very quickly. INLEX has a great product and excellent hardware but has not reached CLSI's status yet in the marketplace. This will be one of the factors in the final evaluation.

We are assured by Hewlett Packard that there is a migration from the 3000 to the Spectrum; but in the case of CLSI, we do not know yet if there is a migration from the PDP, which is bid us, to the more powerful VAX.

Data Processing feels that on the basis of currently available software, CLSI has a better proposal. However, as regards progressiveness and the ability to grow, Data Processing prefers INLEX.

NEW BUSINESS:

A) Discussion of Possible Cooperative Arrangement With The Albemarle County Historical Society - Mr. Swinson referred the Library Board to his Director's Preliminary Report, Item I and Appendix A.

Basically, Mr. Swinson wanted to get the Board's response to the proposal for a formation of a new research collection, dedicated to the history of the Charlottesville-Albemarle area.
NEW BUSINESS (Continued):

Mr. Swinson asked the Board if the concept of this proposal interested the Board enough that the Board would be willing to have a committee appointed to meet with the committee from the Albemarle County Historical Society's Board.

Mr. Swinson was approached in October 1985 and this was totally oriented towards using the McIntire Building. Mrs. Anne Spence, the Treasurer for the Society, talked with Mayor Frank Buck on using the McIntire Building and he said no. However, Mayor Buck felt that the idea of cooperation between the two organizations in relation to collections is a great idea.

This is totally a cooperative arrangement involving the collections of the two. We are considering the Mezzanine for this. The Mezzanine is a very secure area. We do, however, at this time have a commitment to the Friends of the Library in using the Mezzanine for magazine storage.

This concept has been very well received by the Executive Board of the Albemarle County Historical Society and our Library Board. The Library Board committee for the Albemarle County Historical Society will be Mr. Alexander Gilliam, Jr., Mrs. Mary Hale - Board Chairman, Karen Hayden and Mrs. Judith Walker.

B) Report on Adult Literacy Grant - Mr. Swinson apologized to the Board in neglecting to inform them of the Literacy Grant before; however, we were caught up in the budget process and in automation. The Director's Preliminary Report, Item II and Appendix B, discusses this in further detail.

We received $20,000 as a grant to be used to develop a community coalition involving the Library, the Adult Basic Education program and the Literacy Volunteers of America of Charlottesville and Albemarle. Other cooperating organizations include the Friends of the Jefferson-Hadson Regional Library and the Blue Ridge English for Students of Other Languages Council.

The project will employ a part-time coordinator (Kate Reiley), provide training to sixty volunteer tutors, establish reading collections, and develop a public awareness program.

C) House Bill 203- Offered January 15, 1986 - Mr. Alexander Gilliam, Jr. read this House Bill to the Library Board:

42.1-40 Powers of regional library board. The regional library board shall have authority to execute contracts with the State Library Board, with the library boards of the respective jurisdictions, and any and all other agencies for the purpose of
NEW BUSINESS (Continued):

administering a public library service within the region, including contracts concerning allocation and expenditure of funds, to the same extent as the library board of any one of the jurisdictions which are parties to the agreement would be so authorized. In addition, to effectuate the purposes of this chapter, a regional library board is empowered to borrow money, encumber the assets of the regional library board and alienate the real property of the regional library board.

Mr. Swinson said he would check this with the Virginia State Library and get back to the Board.

ADJOURNMENT:

The meeting was adjourned at 5:37 p.m. The next Board meeting is scheduled for Tuesday, February 25, 1986 at 3:30 p.m. in the Madison Room on the third floor of the Central Library.

DonnaLee Grossman
Recording Secretary
The meeting was called to order at 3:32 p.m. by Mrs. Mary Hale, President of the Library Board of Trustees. The January, 1986 Circulation Report was approved by the Library Board, the motion being made by Mrs. Sally Gieck and seconded by Ms. Ann Stafford. The January, 1986 Financial Report was also approved by the Library Board, motion being made by Mrs. Ann Brumett and seconded by Mrs. Helen Wieneke.

CIRCULATION/BOOKSTOCK REPORT:

Regarding Bookstock, Mr. Swinson reported that the volume count has increased by 3% over January, 1985. The title count has increased by 3.5%. Acquisition of volumes is 3,609 items under last year's pace; however, in titles we are proceeding at almost the same rate of acquisition as last year.

Regarding Circulation, Mr. Swinson reported that for the second month in a row overall circulation has decreased. In December, the drop was attributed to decreases at Central, the

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<td>Scottsville</td>
<td>286-3541</td>
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<tr>
<td>Charlottesville</td>
<td>296-5544</td>
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<td>Louisa County</td>
<td>(703) 967-1103</td>
</tr>
<tr>
<td>Nelson County</td>
<td>263-5904</td>
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<tr>
<td>Greene County</td>
<td>985-2370</td>
</tr>
<tr>
<td>Stanardsville</td>
<td>367-3160</td>
</tr>
</tbody>
</table>
CIRCULATION/BOOKSTOCK (Continued):

nutrition sites, the Joint Security Complex and on the bookmobile. In January, the decreases are most pronounced at Central, Gordon Avenue, Louisa, and on the bookmobile. We can only conjecture as to the precise cause for this drop as no single factor is evident.

For the year-to-date in circulation we are still 4.3% higher than the same period last year.

FINANCIAL REPORT:

Mr. Swinson referred the Board to the bottom line on the first page for "Operating Revenues" – assuming an ideal rate of receipt (based on twelve months of equal receipts), we are $72,828 below where we should be as of January 31. This is primarily due to the slow turnaround in State Aid reimbursements from the Virginia State Library. This is a fairly common state of affairs and usually doesn't sort itself out until May of each fiscal year.

Regarding the "Operating Revenues – Summary", Mr. Swinson had projected that the Library would be underexpended by approximately $5,500–$9,000 at year's end. Mr. Swinson still feels that the Library will be within that range; however, as of the January printout, we are leaning more towards the $5,500 range.

In the "Data Processing Charges" line, we have a $5,000 overrun. Mr. Swinson assumed that the Finance Department at the City of Charlottesville would have applied the $7,500 in surplus duplication fees that the Jurisdictional Budget Committee had approved we could use to apply against Data Processing charges. It has been approved but the Department of Finance just hasn't applied it yet.

We probably won't have the necessary code changes applied and reflected until our April meeting. We are not going to overrun Data Processing because we have enough money for this line.

The State and Federal Aid's bottom line indicates we are $7,700 below an ideal rate of expenditure at this time; however, an ideal rate of expenditure for State and Federal Aid is based on 10.5 months rather than twelve months because we have to be spent out by May 15th.

Book budgets in most agencies are still in good shape. Office Equipment shows a $7,000 overrun and part of that is due to the fact that the two Xerox photocopiers budgeted for Central
FINANCIAL REPORT (Continued):

and Gordon Avenue came in higher, due to a model change. This accounts for approximately $3,000. The savings in "Equipment Rental" and "Data Processing Charges" will compensate for the overrun in "Office Equipment". The bottom line indicates that we are in good shape on State Aid.

Mr. Swinson read a portion of the article on "Full Funding For Public Libraries Not in Budget" taken from the Virginia State Library NEWS, Issue Number 37, January 1986.

The Governor's proposed budget keeps funding for State Aid to public libraries at the 1984-85 level in both years of the 1986-88 biennium.

The Senate Finance Committee and the House of Delegates Committee met in joint session and we are going to be fully funded. This means the $472,204 in the proposed budget will stand.

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

There has not been any further activity of the Friends' Board since the last Library Board meeting, so Mr. Fibel had nothing to report.

Mr. Fibel referred to the copy issued to the Library Board of the volunteer activity for January. Central and Gordon Avenue show 24 volunteers working 210.5 hours, which is more than reported for the previous month and more than the previous year at that time. The volunteer report also shows volunteer activity for Crozet, Louisa and Nelson for the periods indicated by them.

Plans have been made for recognition of volunteers for this year. This will be:

1) To send each volunteer a personal letter signed by Mary Hale.

2) To enclose with the personal letter a personalized bookmark; the artwork is now being done.

3) We are leaving optional for the branches to hold luncheon, tea or breakfast recognition ceremonies that they might like.

The responses received from the branch heads have been enthusiastic.
DIRECTOR'S REPORT:

A) Annual Leave For Full-Time Employees With Certification As Professional Librarians - We currently have a differentiation between those who have been here 1-3 years and are eligible for ten days of annual leave per year and those who have been here over three years and are eligible for twenty days of annual leave per year.

Mr. Swinson asked the Board to propose that the Library adopt the policy that professional librarians and department heads immediately qualify for twenty days of leave without a three-year waiting period.

Mr. Swinson asked the Board if they could recollect why the MAI study recommended a flat twenty days but was not put into effect.

A survey was done and presented to the Board and it was not uniform for professionals and department heads to have twenty days. We should go back through prior Board Minutes and assemble the information and develop the background on this. We need to know what the previous Boards felt and what they considered.

Mrs. Helen Wieneke recalled that when the survey was done last, it was discovered that a large percentage of the libraries did not give twenty days as vacation.

The past Boards felt that giving twenty days immediately could be an incentive for a potential professional to come to our Library; however, the Board worked very hard to upgrade salaries sufficiently so that twenty days as an incentive was not necessary.

It was suggested that Mr. Swinson check the policies for our jurisdictions. If we go too far out of line with our jurisdictions, we might have difficulties in our future relationships with them. People in comparable positions are not getting this and they may not agree with this.

The Board might want to establish a committee to study this further.

So much time was spent on this in the past by other Library Boards, we should go back and see what the committees found out.

Mrs. Helen Wieneke suggested that she check with an ex Board member, Barbara Isaacs, who worked on the last study. Mr. Swinson suggested that he come back to the Board with further information on this before the Board considers setting up a committee.
LIBRARY BOARD MINUTES

DIRECTOR'S REPORT (Continued):

B) Progress Towards a New Nelson County Library - Mr. Swinson mentioned that we are waiting on the Virginia State Library, and they are waiting on the Federal government for news regarding when LSCA Title II construction funds will be released. We do know that LSCA Title II received a 10% cut; but it has been "frozen" by the Federal government. Therefore, the Virginia State Library has not yet received notification of the amount it will be eligible for. Consequently, until it is released and the Virginia State Library knows what their eligibility is and sets their guidelines, we will not be able to do anything. We are hoping to hear something around mid March.

Mrs. Mary Hale mentioned that she has just sent donation letters out to the art raffle stub holders and to library card subscribers. The first one to come back was a library card subscriber for $120.

The C & P Telephone Company did donate a building to us but we are not going to use the building; we are going to sell it at auction. Three of the trustees, of the Torn Land Memorial Trust Fund, own the C & P Telephone building and they are the ones who are personally going to auction this building off. This is not public knowledge and we do not know what is currently happening on this. The C & P building has been assessed at $22,500.

C) The McIntire Basement Renovation - Bids will be opened at 2:00 p.m. this Thursday, February 27th. We have eight firms who have expressed their interest in bidding on the reconstruction but we do not know if all eight will submit bids. The final plans and specs are here and are available for the Board to examine.

D) Publicity for the Library - Mr. Swinson showed the Library Board the American Library Association's publicity poster for A Nation of Readers, which includes our local winner's picture.

Mr. Swinson read a letter, written by Ms. Leslie Gosling, Coordinator of the Madison House Migrant Aid Program, addressed to Mrs. Alexia Williams:

On behalf of the Madison House Migrant Aid Program, I would like to thank you and the Jefferson-Madison Regional Library for your generosity with the library books for migrant children. I know the children were excited about the books, and they certainly got a lot of use out of them.
DIRECTOR’S REPORT (Continued):

Madison House’s volunteer program relies upon community resources to make its services effective. The library has been a great resource, and I hope the Jefferson-Madison Regional Library and the Madison House Migrant Aid Program can continue to work together in the future.

I thank the Library for its great services, and I thank you, Mrs. Williams, for all your help in choosing the appropriate books from your large collection. Your help was indispensable!

E) Albemarle County Historical Society - The Albemarle County Historical Society has appointed their committee, to meet with the representatives from the Jefferson-Madison Regional Library Board. Their committee consists of Mr. Robert Kuhlthau, Mrs. Anne Spence, and Mr. James A. Bear, Jr.

Their Board of Directors has appointed two advisors to the committee, Mr. Julius Barclay and Mr. Robert Hubbard.

Our own committee is composed of Mr. Alexander Gilliam, Jr., Mrs. Mary Hale, Karen Hayden and Mrs. Judith Walker.

We need to set up a joint meeting with the two committees within the next two weeks.

F) INLEX - Mr. Swinson informed the Board that INLEX and Hewlett Packard will be our vendors for an automated system. Mr. George Sidman, President of INLEX, is scheduled to be in town next week Thursday, March 6th when we will formally begin negotiations. We hope to be completed by the end of March.

We are buying the Hewlett Packard hardware under State contract. We were bid in the original proposal a Hewlett Packard 3000, Model 48. Hewlett Packard is bringing out a new computer called Spectrum. They are taking their 3000 line and compressing it. The one that we were bid is going to be discontinued; therefore, we are being given the next largest model, Model 58, at the same price.

This means that our potential capacity is more. It also makes cooperative arrangements with Piedmont Community College much more viable. There would be no internal upgrading; we could handle it with a Model 58. As far as our capacity for networking is concerned, it is excellent. We are getting a lot more for our money.
OLD/UNFINISHED BUSINESS:

A) Discussion of Revised Fiscal Year 1986-1987 Budget Proposal

- Mr. Swinson handed out to the Board members a breakdown entitled "FY 1986-1987 Use of 6-30-85 Fund Balance - $16,815" (copy enclosed in the Minutes). Mr. Swinson also referred the Board to his memo dated February 24th detailing four options submitted to the Jurisdictional Budget Committee on February 10th for reducing the increases requested of the localities:

1) Transfer $11,000 from local funding to State Aid (Office/Library Supplies)

2) Transfer $6,600 from local funding to State Aid (Data Processing Charges)

3) Delete $3,600 for the cost of an extra night of cleaning at the Central Library (Service Contracts)

4) Delete $18,685 for bookshelfer positions for the Central Library and the branches (Personal Services/Current Charges)

The Jurisdictional Budget Committee directed that all of these options be exercised. They also asked for other options in reduction.

Mr. Robert Tucker, Deputy County Executive for Albemarle County, was concerned that the overall increase in allocations be brought under a 10% increase.

Transferring $8,105 from the local line "Service Contracts" back to State Aid coverage in "Equipment Rental" and the deletion of $7,360 for increased hours for the Librarian I in the Reference Department at Central were both discussed. Use of the overall fund balance of $15,579 from Fiscal Year 1984-1985 was also considered.

The conclusion was that while the first four reduction options had to be put into effect and that the total increase in local allocations had to be brought under 10%, we were allowed to make the necessary further reductions at our own discretion, with permission to apply the localities respective fund balances. The ways in which Mr. Swinson recommended the reductions be put into effect have resulted in a 9.48% increase in local allocations and a 7.19% increase in the total operating budget. The increases being requested of the localities (after application of credits) are as follows:
OLD/UNFINISHED BUSINESS (Continued):

<table>
<thead>
<tr>
<th>Location</th>
<th>Budget</th>
<th>Increase</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>Charlottesville</td>
<td>$346,247</td>
<td>-</td>
<td>5.18 %</td>
</tr>
<tr>
<td>Albemarle</td>
<td>598,150</td>
<td>-</td>
<td>11.82 %</td>
</tr>
<tr>
<td>*Louisa</td>
<td>76,466</td>
<td>-</td>
<td>16.04 %</td>
</tr>
<tr>
<td>Nelson</td>
<td>49,039</td>
<td>-</td>
<td>4.35 %</td>
</tr>
<tr>
<td>Greene</td>
<td>39,206</td>
<td>-</td>
<td>8.72 %</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,109,108</td>
<td>-</td>
<td>9.48 %</td>
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* This includes the extra hours for Louisa.

The fund balances will be applied against the local lines "Data Processing Charges" (Charlottesville-Albemarle cost during Fiscal Year 1986-1987), "Service Contracts" (regional cost), and "Books".

The 3.5% COLA, 3% Merit Pool, additional hours for the part-time Librarian I at Central, the half-time Van Driver, $3.35 minimum wage, and the additional hours for the Louisa County branch are all still in the budget.

We have calculated that Albemarle's increased circulation has accounted for $14,340 of its $63,227 increase (after credits). If circulation had remained static in all the localities, then Albemarle would be looking at a 9.14% increase instead of 11.82%.

Certain expenses which were in "Equipment Rental" under State Aid will be gone or sharply reduced in Fiscal Year 1987-1988. There won't be any Gaylord Model C circulation machines when we do the budget this coming December for Fiscal Year 1987-1988. We will be totally automated throughout the region. The service contracts for IBM typewriters should be greatly reduced (approximately 85%) in Fiscal Year 1987-1988. We are looking at descending lines here, not ones we are going to have to maintain at the same level.

Regarding Data Processing Charges, the $15,000 analytical support fee will be an expense for Charlottesville and Albemarle next year. In Fiscal Year 1987-1988, this will become a regional expense as Louisa, Greene, and Nelson counties come on-line.

The local "Books" budget showed charges in the budget and we have taken out the charges and have applied them in the fund balances for Louisa, Nelson, and Greene counties. The "Books" line will be very vulnerable for the next three years.

The Jefferson-Madison Regional Library Fund Balance of $1,236 comes from receipts which were not generated through tax dollars, i.e. duplication fees and donations. This is also
OLD/UNFINISHED BUSINESS (Continued):

applied to Data Processing Charges. Out of the $15,000 for analytical support, $8,094 is actually cost allocated to Charlottesville and Albemarle.

We tried to pick on lines having potential for either being reduced or totally taken out of the budget or lines being shared by the localities in the next fiscal year.

Louisa was concerned they might not get all the extra hours that we wanted. As far as the basic charge goes, they had no problem with that.

Albemarle wanted to see what the effect of circulation was. It has a significant effect at over $14,000.

If we have to take anything out now, the only significant amount would be to take out the additional hours for the person in the Reference Department.

We have justified ourselves very well and we have not deviated from the contract.

Mr. James Hingeley, Jr. made the motion that the Board adopt the budget proposal, which was presented today, (the 3rd edition) for Fiscal Year 1986-1987. Karen Hayden seconded the motion.

The Board should be talking with the Supervisors now, so that they won't be looking at this budget cold and will have some input/knowledge before they go into their meetings.

Mr. Swinson is to notify the Board members when the Board of Supervisors will be meeting to go over the budget for each of the jurisdictions. Nelson County has already scheduled theirs for March 12th.

ADJOURNMENT:

The meeting was adjourned at 5:10 p.m. The next Board meeting is scheduled for Tuesday, March 25, 1986 at 3:30 p.m. in the Madison Room at the Central Library.

Donna Lee Grossman
Recording Secretary
I. **Localties Fund Balance $15,579:**

A) **Service Contracts $8,105:**
   (From State Aid-Equipment Rental)
   
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<tr>
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<th>A</th>
<th>L</th>
<th>N</th>
<th>G</th>
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<tr>
<td></td>
<td>(1,867)</td>
<td>(4,510)</td>
<td>(637)</td>
<td>(551)</td>
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</table>
   |   | 5,481 | 6,566 | 763 | 1,433 | 1,336

B) **Data Processing Charges $5,670:**
   (Against $15,000-Administration Analytical)
   
   |   |   |   |   |   |
   |   | (3,614) | (2,056) |   |   |

C) **Books Budget $1,804:**
   
   |   |   |   |   |   |
   |   |   |   |   |   |

II. **J-MRL Fund Balance $1,236:**

Apply to $9,330 balance ($15,000 minus $5,670 C + A Fund Balance) in Data Processing Charges Administration Analytical Support.

($9,330 - $1,236 = $8,094 C-A Cost/Local Funds for Administration)

III. $15,579 + $1,236 = $16,815 to "Anticipated Encumbrance" Revenue

WRS: ETP/dlg
2-25-86
FX 1986-1987 USE OF "6-30-85 FUND BALANCE" $16,815

<table>
<thead>
<tr>
<th>I.</th>
<th>Localities Fund Balance $15,579:</th>
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<td>5,481</td>
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<td>Service Contracts $8,105:</td>
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<td>(From State Aid-Equipment</td>
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<td>Rental)</td>
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<td>B)</td>
<td>Data Processing Charges $5,670:</td>
<td>(3,614)</td>
<td>(2,056)</td>
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<td>(Against $15,000-Administration</td>
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<td>126</td>
<td>882</td>
<td>796</td>
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<td>C)</td>
<td>Books Budget $1,804:</td>
<td>-</td>
<td>-</td>
<td>(126)</td>
<td>(882)</td>
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<th>J-MRL Fund Balance $1,236:</th>
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<td>Apply to $9,330 balance ($15,000 minus $5,670 C + A Fund Balance) in Data Processing Charges Administration Analytical Support. ($9,330 - $1,236 = $8,094 C-A Cost/Local Funds for Administration)</td>
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<th>III.</th>
<th>$15,579 + $1,236=</th>
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<td>$16,815 to &quot;Anticipated Encumbrance&quot; Revenue</td>
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WRS: ETP/dlg
2-25-86
MINUTES OF THE MARCH 25, 1986 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

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

TRUSTEES ABSENT:
Mrs. Ann Brumett
Mrs. Margaret Perley
Mrs. Helen Wieneke

ALSO PRESENT:
Mr. William R. Swinson - Director
Mrs. Cathy Butler - Assistant Director of
Extension & Branches
Mr. William Davis - Staff Association
Representative
Mr. Lewis Fibel - Volunteer Coordinator/
Intermediary for the Friends
Mrs. D. L. Grossman - Recording Secretary

The meeting was called to order at 3:32 p.m. by Mrs. Mary
Hale, President of the Library Board of Trustees. The January
1986 Minutes were approved by the Library Board, with Karen
Hayden making the motion for acceptance and Ms. Ann Stafford
securing the motion for approval. The February 1986 Minutes
were also approved by the Library Board, motion being made by Mr.
Alexander Gilliam, Jr. and seconded by Mrs. Sally Gieck. The
February 1986 Circulation Report was approved by the Library
Board, motion being made by Mr. Peter McIntosh and seconded by
Ms. Judith Walker. The February 1986 Financial Report was
approved with the stipulation that under Operating Expenditures
for Local Funds, the Insurance Line #5309 be investigated and
corrected before the report is distributed, motion being made by
Mr. Peter McIntosh and seconded by Mrs. Sally Gieck.
CIRCULATION/BOOKSTOCK REPORT:

In the previous fiscal year, 14,600 volumes had been added as of February 1985. Between July 1985 and February 1986, we have added 11,460 volumes. Therefore, we are 3,140 volumes behind this time last year.

At this time last year, we had $19,211 of the State Aid book budget left. This year we have $53,896 left but keep in mind that we did not revise our book budget upward to $225,842 until late in 1985.

The possible cause for circulation to be down could be that our acquisition of new titles has been down. At the beginning of the year, our budget was for $200,000 and we added $25,000 late in the year and are just starting to catch up.

FINANCIAL REPORT:

Mr. Swinson informed the Board that when we were planning the budget, we had asked the City of Charlottesville's Personnel Department what percentage to use for retirement and they gave us the figure of 8.87%. This figure was only for the city departments; but as an agency, the City of Charlottesville wanted to charge us 10.65%. The City charged us the 10.65% and we informed them that we were told to use 8.87%.

We will be charged for this year 8.87% and will be charged 8.87% for next year since we had already used that figure in our budget.

Mr. Swinson is still estimating that for local expenditures, we will be underexpended by $5,500 - $9,500 by fiscal year end.

We are dealing with more unspent State Aid than this time last year but we're in good shape for the end of the year to take care of books and our data processing system.

Mr. Peter McIntosh asked why the telephone charges for Gordon Avenue were so high. Mr. Swinson explained to the Board that when we planned last year's budget, we were quoted a figure that was incorrect. The increase is heavily due to the installation and usage.

The bottom line for local expenditures shows that we have $362,212 left to expend.

In our Travel line, Mr. Swinson had allowed for more travel than was actually done and we will have to readjust this.
MR. LEWIS FIBEL'S FRIENDS OF THE LIBRARY AND VOLUNTEER PROGRAM
REPORTS:

There have not been any meetings of the Friends held since the last Library Board meeting. The Book Sale is being worked on and will be held April 5th - 12th at the Gordon Avenue Branch.

The volunteer activities for February are included in the Director's Preliminary Report. Central and Gordon Avenue, Crozet and Louisa have reported their activities for February.

We had a new high in the number of volunteers and hours contributed. 26 volunteers were reported for Gordon Avenue and Central for February with 298 hours of activity. The previously recorded high was for October 1985 when we had 23 volunteers reporting 219 hours of activity.

DIRECTOR'S REPORT:

A) McIntire Basement - Mr. Swinson informed the Board that renovations on the McIntire Building began March 17th. On February 27th, John Farmer, the architect, along with Neil Everingham and Cathy Butler presided over the official opening of the bids for the renovation project. Richard J. Funk, Builder, Inc. was chosen at a bid of $63,322 and the project is to be completed within 75 days. Right now they are running a little ahead of schedule. Mr. Swinson invited the Board members to go over after the Board Meeting and see what has been done to date and how it looks.

B) INLEX/Hewlett Packard - We are down to the contract stage and have signed letters of intent with Hewlett Packard. We will be buying the hardware under State contract terms. The price is lower than originally quoted and the hardware is better than originally quoted.

Hewlett Packard will not pass along to INLEX their portion of our lease-purchase payments until we are satisfied by INLEX's performance tests. We are to notify Hewlett Packard if we have any problems with INLEX.

On March 14th Mr. Swinson received INLEX's revised copies of their Software License, Software Products Purchase Agreement, plus attachments. The documents are still with the Charlottesville City Attorney and we are awaiting his go-ahead for signature.
C) Fiscal Year 1986-1987 Budget Proposal - The work on the budget is basically done. Albemarle County is funding fully, the City of Charlottesville is 5.7% and they wanted it held to 5%, so we are well within their guidelines. Nelson County has basically approved the budget and Greene County has been a little hard to read but our budget received a good reception at Greene. We won't know for at least another two or three weeks what Greene County will decide. As far as Louisa County is concerned, Mr. Swinson did not have any update for the Library Board. There shouldn't be too much of a problem but the additional hours will probably delay their decision somewhat.

D) Fall Programming Statistics - Mr. Swinson asked Mrs. Cathy Butler to comment on the Fall programming. Mrs. Butler mentioned that when she first started with the Library, she was overwhelmed by the variety of programs the branches were doing on a regular basis and it was very confusing. The result was to organize the branches and programs and put them in document form to have something to support that the branches were doing these activities.

Copies of the Fall Programming Statistics for September - December 1985 were given out at the Board Meeting. This report is by branch and is simply for statistical purposes. It is not the intent of this report to highlight attendance. Our hope is to provide quality programs on a continual basis.

Branch input has been very helpful. We use this report at our branch meetings and try to include branch input with what the audiences and people want.

In looking at this report, you can see where each branch has a section called Centralized Specials. These are special programs funded by the Friends of the Jefferson-Madison Regional Library. Each area requested a certain amount of money to fund the programs listed and Mrs. Butler felt these statistics should stand out on their own.

Mrs. Mary Hale asked what the problem was with Nelson County's Story Hours. Mrs. Butler mentioned that Greene County has been doing increased publicity and has been putting the information with the schools. This has resulted in the school groups combining to come to the special events. This could be done with Nelson County. There is a branch meeting scheduled this week and this will be brought up. We can suggest this be done for all the branches.

At the bottom of each branch on this report, you will note that the number of volunteers used and the number of hours contributed by them is being reported. Mr. Fibel uses this with...
DIRECTOR'S REPORT (Continued):

his reports. Without the volunteers doing the programs, there would not be programming. Their time should be recorded.

E) 1986 Statistics of Southern Public Libraries - Mr. Swinson distributed to the Library Board a report put out by the Memphis Public Library. Out of 96 southern public libraries reporting, with budgets of $600,000 or more, we rank as follows:

- # 73 - Population (Per 1980 Census)
- # 62 - Size of Total Budget
- # 56 - Total Circulation
- # 62 - Total Salaries
- # 66 - Amount of Budget Put Toward Total Materials
- # 28 - Salary for Beginning Clerk Typist
- # 17 - Salary for Beginning Sub. Professional
- # 38 - Salary for Beginning Professional
- # 58 - Top Scale for Department Head
- # 75 - Library Director's Salary

F) Federal Aid/LSCA Funds - Mr. Swinson has talked with the Virginia State Library and they expect the applications to be mailed out around April 7th.

Mr. Swinson will contact the Library Board as soon as the forms come out so that the Board can write to Senator Thomas J. Michie, Jr.

OLD/UNFINISHED BUSINESS:

A) Update on Annual Leave for Certified Librarians - Mr. Swinson was asked by the Library Board to provide more input/research on leave for professional librarians. The Board received handouts of Albemarle County, the City of Charlottesville and the Yarger Report's leave schedules.

Albemarle County - 1 - 5 Years = 1 Day/Mo. = 12 Days/Yr.  6 - 10 Years = 1 1/4 Days/Mo. = 15 Days/Yr.  11 - + Years = 1 1/2 Days/Mo. = 18 Days/Yr.

(Albemarle County does not differentiate between regular employees and professionals such as department/division heads/regular employees---all employees are eligible for vacation leave on the same basis.)

Mr. Swinson contacted the City of Charlottesville's Personnel Department and was told the following for annual leave time:
LIBRARY BOARD MINUTES

OLD/UNFINISHED BUSINESS (Continued):

City of Charlottesville
- 1 - 5 Years = 10 Days/Year
- 5 - 15 Years = 15 Days/Year
- 15 - + Years = 20 Days/Year

(City of Charlottesville's department heads differ in the 1-5 year range in that they are given 15 days per year.)

The summary on the Yarger report was also distributed to the Library Board.

As the Library Board could see by looking at the detailed information handed out at this meeting, there is an increasing tendency to have no differentiation between a professional and a non-professional full-time employee when considering annual leave.

Mr. Swinson had originally requested an increase of leave time for professionals. Since reviewing the compiled information on leave, however, Mr. Swinson's emphasis has changed and he now feels the Library Board should look at the library staff as a whole.

Mr. Swinson recommended that the Library Board reactivate the Personnel Committee to review this further. The Personnel Committee will consist of:

- Mrs. Sally Gieck
- Mrs. Mary Hale - Library Board President
- Mr. James Hingeley, Jr.
- Mr. Peter McIntosh - Committee Chairman

The Personnel Committee is scheduled to meet Wednesday, April 9th at 4:00 p.m. in the Director's Conference Room on the Third Floor of the Central Library.

B) Update on Cooperative Arrangement with the Albemarle County Historical Society - Mr. Swinson referred to his Director's Preliminary Report mentioning that on March 12, 1986 Mrs. Mary Hale, Karen Hayden, Ms. Judith Walker and Mr. Swinson, representing the Jefferson-Madison Regional Library Board, met with Mr. Al Gianniny, Mr. Bob Kuhlthau and Mrs. Anne Spence from the Board of the Albemarle County Historical Society.

The biggest problems will be implementation and staffing. Also, we need a better idea of costs. We will be working on a sketch plan of the mezzanine space to estimate the costs of any furnishings needed, office equipment and fixing the mezzanine up.
OLD/UNFINISHED BUSINESS (Continued):

We are looking for money and some funding could come from LSCA Title III funding, but probably not more than $20,000.

We will be relying heavily on volunteers at first and the volunteer program will be continued that the Albemarle County Historical Society now has in effect.

Mr. Swinson read Mayor Francis L. Buck's memo dated March 6, 1986:

In September of 1985 a community celebration was held in the Omni Hotel and downtown mall honoring former residents of Vinegar Hill and its past, celebrating the construction of the hotel and looking forward to the future of Charlottesville, especially its revitalized urban area. Enclosed is a brief description of Vinegar Hill and the celebration.

While preparing for the celebration, the steering committee, composed of interested citizens, collected historical photographs, had a model of "old" Vinegar Hill constructed, and spent a good deal of time collecting oral histories. The committee found that while various pieces of Vinegar Hill's history existed throughout the community, no complete record was available.

Following the celebration, the steering committee met to discuss what should be done with the approximately $1,500 which remained in the budget. It was the recommendation of the committee that an archives be established where all available historical material on Vinegar Hill could be collected and made easily available to the public. In addition, it was recommended that this material be expanded to include all of Charlottesville's black history and that it not be limited to Vinegar Hill. It was suggested that the Jefferson-Madison Regional Library be contacted to see if they would be interested in submitting a proposal for gathering the collection and housing this material.

If you feel the Library would be interested in such a venture, representatives of the committee would be happy to meet with you to discuss this in more detail.

I look forward to hearing from you in the near future.

P.S. A similar proposal has been made to the Albemarle County Historical Society. You may be interested in working with them on a proposal.
OLD/UNFINISHED BUSINESS (Continued):

The ground has now been broken and we will be able to get cooperation on this. Having access to their collection is very important and is well within the role of this Library.

MARCH 25, 1986

ADJOURNMENT:

The meeting was adjourned at 4:53 p.m. The next Board meeting is scheduled for Tuesday, April 22, 1986 at 3:30 p.m. in the Madison Room at the Central Library.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE APRIL 22, 1986 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT:  Mrs. Sally Gieck
                      Mr. Alexander Gilliam, Jr.
                      Mrs. Mary Hale - President
                      Mrs. Karen Hayden
                      Mr. James Hingeley, Jr.
                      Mr. Peter McIntosh - Vice President
                      Mrs. Judith Walker

TRUSTEES ABSENT:  Mrs. Ann Brumett
                  Mrs. Margaret Perley
                  Ms. Ann Stafford
                  Mrs. Helen Wienke

ALSO PRESENT:  Mr. William R. Swinson - Director
               Mr. Lewis Fibel - Volunteer Coordinator/Intermediary for the Friends
               Mrs. D. L. Grossman - Recording Secretary
               Mrs. Stella Pool - Staff Association Representative
               Ms. Kathleen Reiley - Federal Literacy Grant Coordinator

The meeting was called to order at 3:32 p.m. by Mrs. Mary Hale, President of the Library Board of Trustees. The March 1986 Minutes were approved by the Library Board, with Karen Hayden making the motion for acceptance and Mr. Alexander Gilliam, Jr. seconding the motion for approval. The March 1986 Circulation Report was approved by the Library Board, motion being made by Mr. Alexander Gilliam, Jr. and seconded by Mrs. Sally Gieck. The March 1986 Financial Report was also approved by the Library Board, motion being made by Mr. Peter McIntosh and seconded by Mr. James Hingeley, Jr.

BOOKSTOCK/CIRCULATION REPORT:

We have gone into the fourth consecutive month of a decrease in circulation. The decrease is mild enough that our circulation for year-to-date is still 1.2% higher than for the same period in the last fiscal year. We will probably see another decrease this
BOOKSTOCK/CIRCULATION REPORT (Continued):

month; however, the Library has sent out the last large book order for the year, which is biased to popular adult titles. Hopefully, in May or June we will see circulation go to the positive side because of the latest book order.

Mr. Swinson read to the Library Board an article out of the Library Hotline:

ALARM RAISED BY ESCALATING COSTS OF LIBRARY BOOKS: Joan Neuman, Director of METRO, the Reference & Research agency for the NYC metropolitan area, notes in METRO's last newsletter the alarming figures found in a recent report of the Book Industry Study Group, of which she is the only librarian member.

Library book expenditures are expected to rise by 7.1% a year, but will buy 1.4% fewer books. Libraries in 1984 spent three times as much for books as in 1972, and got 3.87 million fewer books than 1972's 90.16 million.

The trend is expected to continue worsening for libraries and improving for the book industry, which has been growing well above the national average.

Neuman reports that she has asked the board for justification of the price increases.

Library Hotline recently reported on complaints by New Jersey reference librarians to Gale Research over prices; Gale and the librarians plan to hold discussions and to seek for ways to alleviate the impact of rising prices.

We are not alone in this situation. With the book budget down because of automation, we could see a significant impact. It will very much influence our buying and we will concentrate on replication of popular titles.

FINANCIAL REPORT:

Mr. Swinson reported that by the end of the fiscal year, we will have received more operating revenue than we had originally anticipated. This is due to receipts under FINES and to
FINANCIAL REPORT (Continued):

MISCELLANEOUS revenue. Looking at the SUMMARY of Operating Expenditures, the Library should be $4,500 to $7,000 underexpended in local funds.

Under Retirement, we were charged $812 in March for all agencies. The average charge previously was $5,143. We will have a similar charge on the April report and it will be somewhat higher in May, with the normal monthly adjusted charge in June.

We are aiming for bottom line expenditures for April, May and June in the $87,000 - $88,000 range for each month. The March bottom line figure is over the range we are aiming for due to Professional Services having a charge of $11,749 and Rent of $16,050 for the 1% fee and for space rental (the Finance Department made a charge for July 1985 through March 1986 in both Professional Services and Rent).

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

There has not been any formal meeting of the Friends since the last meeting of the Library Board because the Book Sale was taking place. The figures show a gross of approximately $23,000, a net figure should be forthcoming by next Tuesday, when a Friends' meeting is scheduled. It looks as though the figure will be very close to last year's amount.

Volunteer activity shows Central and Gordon Avenue having 25 volunteers working a total of 255.5 hours in March. This compares to 298 hours in the previous month and 170 hours in the previous year for this period. Crozet, Louisa and Scottsville also reported in March and are listed in the Director's Preliminary Report.

This week is National Volunteer Week and arrangements have been made to honor our volunteers. We are also sending each volunteer a personally inscribed bookmark. Mr. Fibel distributed to the Library Board members their own personally inscribed bookmarks.

REPORT BY KATHLEEN REILEY ON THE LITERACY PROJECT:

Ms. Reiley mentioned that she has just received a new brochure which should help in telling the public more about the literacy project. A booklet full of stories was also compiled and was presented to Mrs. Balliles as a gift at a reception held last
REPORT BY KATHLEEN REILEY ON THE LITERACY PROJECT (Continued):

week. The stories are very good as they discuss illiteracy problems. Included in the packet handed out to the Board members are sheets detailing who we are, our goals and the reasons we exist. A copy of an article in the Daily Progress was also included in the packet.

The news last night mentioned there is a new government study out regarding illiteracy in this country. Statistics indicate that 13% of all adult Americans are functionally illiterate. Functionally illiterate means people cannot do such daily tests as reading a bus schedule, reading a label on a bottle of medicine or reading a want ad in a newspaper.

Locally, there are over 10,000 people in Albemarle County who are adults now and have completed eight or fewer grades of school. A good percentage of this total read at a marginal level.

The people in our literacy program have gone to school an average year of fourth grade and have an average age of 44. About two-thirds of our students are male.

We currently have over 40 tutor and student pairs and we started out in January with 19. We have moved up in the number of volunteers that are helping out organizationally. We have between 30-40 people who are not tutoring but are doing other organizational work for us – everything from typing, copying, collating, and mailings.

At the beginning of the year we had two people trained to conduct the workshops to train the volunteers and we now have eight people trained to do this.

In February we held a Writer's Day in conjunction with the local B. Dalton Bookseller store. The manager approached us with the idea of having some of the local authors come in and having them sign books, while allowing us to hand out information to patrons of the store. They also donated 10% of the day's sales to us, which came to a little over $300. Vice Mayor – Elizabeth Gleason and Chairman of the County Board of Supervisors – Gerald Fisher were also in attendance.

Just recently we had Mrs. Baliles in town and this gave us good exposure to the community. Mrs. Baliles did two public service announcements for us and they will be aired on the local television station shortly.

Work has just begun at the branch libraries. Visits have
REPORT BY KATHLEEN REILEY ON THE LITERACY PROJECT (Continued):

been made to Louisa and Nelson and next month visits are scheduled for Crozet and Scottsville.

There have been a number of speaking engagements, such as the Junior League, the Charlottesville Social Services, the University of Virginia library staff and some of the local churches. Next month talks are scheduled with the Offenders Aid and Restoration Program. They felt that some of their volunteers would be interested in being trained by us to take the literacy program into the prisons and jails.

Internal fund raising is being done. Our local membership has raised over $1,500 in three weeks. This represents approximately 25 people donating out of 100 volunteers.

We hope to begin doing other community events and are hoping to do a readathon during the summer. We also hope to do an Inventory Day at Miller & Rhoads. Most importantly, we hope to continue doing recruiting for students and tutors in the community. We would like to get more men involved and would like to do an outreach into the black community as well.

Mr. Peter McIntosh said he has many people coming through his office every year, many he is sure are functionally illiterate; and he wondered if there were ways that he could pick that up. His group sees about 2,200 - 2,300 people a year with low incomes with legal problems and many times it is very obvious the person cannot read; sometimes it is not so obvious. He cannot put up a poster in his office. He estimated 13% of the people he sees in his office are illiterate.

People who are non-readers have generally devised a very good way to cover up their inability to read. If it can be determined a person cannot read, we could talk with them. People could write our telephone number on the brochures and tell the non-readers verbally about the literacy program, leaving it up to them to contact us or to participate in the program.

Mrs. Mary Hale thought, but was not sure, when she read the grant application that there was a plan that tutors would be going out into the various counties and tutoring people in the libraries. But then Mrs. Mary Hale got the feeling after Ms. Kathleen Reiley appeared that time and money were running out and that now actually this wasn't going to happen.

Ms. Kathleen Reiley thought that perhaps what Mrs. Mary Hale read was what the grant had originally intended but Ms. Reiley did not think it was well communicated at the beginning and did
REPORT BY KATHLEEN REILEY ON THE LITERACY PROJECT (Continued):

not think the group really knew what it could do.

We do have a problem trying to go to the outlying areas for five nights to do the workshops because we have a limited number of trainers. We are trying to train more people to go out and do this. This again creates problems of time and traveling. Most of the people doing the training work full-time. However, we have had a number of people coming in on their own from the outlying areas to take the workshops.

We would like to go into the communities first to find out what interest they have in this program and how many people are interested. If a significant number of people are interested, we could hold a workshop in that area. The other alternative would be to condense the workshop into a 1-1/2 day session and hold the workshop on a weekend. We might decide to just have the workshops at Central so that we would have the manpower available to do the workshops. It takes 15 hours for an entire workshop and we have broken them down into 3-hour sessions.

Mrs. Mary Hale asked if there was a workshop someone could come to from the counties to learn how to go back and teach a workshop. Ms. Kathleen Reiley said one workshop had been held and that this was one of the alternatives just mentioned.

DIRECTOR'S REPORT:

1) LSCA Title II (Library Construction and Renovation) -
Title II had been rescinded by the President. However, Mr. Swinson was just informed by Ida Patton, Virginia State Library Consultant, that Title II funds for library construction and renovation are no longer rescinded and that Virginia qualifies for $469,402. The timetable for submitting applications is as follows:

4/22/86 - Letter of notification and application forms are mailed out from Richmond.

5/30/86 - The "Intent to Apply" form is due at the Virginia State Library.
DIRECTOR'S REPORT (Continued):

6/ 9/86 - The Virginia State Library will notify the libraries of the order of eligibility by which applications will be judged.

8/ 1/86 - Applications are due at Virginia State Library.

9/15/86 - The Virginia State Library Board meets to review and award grants.

Mr. Swinson feels that our Library is in a very good position to get this money. In fact, most of the groundwork that was done last year for the Nelson County Library can be used this year.

Mrs. Mary Hale informed the Board that we were given a piano dated around 1870-1875 and valued between $500 - $3,000. Mrs. Hale mentioned that an ad would be placed in the Washington Post to see if anyone would be interested in buying it. The piano is extremely heavy and it took six men to move it. It is estimated that it will take a maximum of $150 to get the piano fixed up and tuned.

Mr. Swinson mentioned that The Daily Progress did an article in today's paper regarding the fund raising and grant request for a new Nelson County Library.

2) LSCA Title III (Grants for Interlibrary Cooperation) -
Mr. Swinson's intention is to request funding for the following under LSCA Title III grants:

A) The conversion of the library collection of the Albemarle County Historical Society to computer-readable form for incorporation into the Jefferson-Madison Regional Library bibliographic data base under special designation. We would designate that it did come from the Albemarle County Historical Society.

B) The placement of Hewlett Packard terminals in
LIBRARY BOARD MINUTES -8- APRIL 22, 1986

DIRECTOR'S REPORT (Continued):

the libraries of the high schools of Charlottesvile and Albemarle to allow access to the Jefferson-Madison Regional Library on-line catalog. This has not been brought up before.

Mr. Swinson had already discussed the Albemarle County Historical Society with the Board and had informed the Board of his intention to use LSCA Title III for that. However, on item (B) Mr. Swinson would like the Board's reactions.

For both LSCA Title III requests, we are talking approximately $20,000. Mr. Swinson would like to keep this at the $20,000 level for the entire grant.

The reason Mr. Swinson selected Charlottesville and Albemarle is due to the fact that in local funding, Charlottesville and Albemarle are already paying part of the fee to Charlottesville Data Processing for operational services.

If the Board approves this and we get the grant for it, we could take the second step, which would be to spread access out to the other schools in the region.

The state will not pay any line charges for Charlottesville and Albemarle for the telephone lines. Charlottesville and Albemarle should be able to come up with the money for the cost of the lines if we can get the cost of the terminals.

Mr. Swinson will be contacting the schools involved after he obtains the Board's approval.

So that the terminal wouldn't be continuously on (dedicated line), you would just dial it up and activate the computer. Our catalog is integrated with the circulation system so that when you access our catalog, it will tell you whether something is there.

If this works, Mr. Swinson would like to go to all the public high schools in Charlottesville and Albemarle. This is not a new idea. Fauquier County has already done this with a VTLS system and Hampton, when they decide on a system, already
has the machinery in place to do this.

Mrs. Hale felt it would be more useful to the branch high schools and to be able to use interlibrary loans. It was Mrs. Hale's understanding last month that there was the sum of $60,000 around for the Albemarle County Historical Society. She asked if there was any way to use some of that money instead of letting the Albemarle County Historical Society into this and having $20,000 go to branch high schools. Mr. Swinson said "no" that the money Mrs. Hale referred to is private money and not LSCA related.

The terminals that we use are very good but at maximum they are $1,073 each, so for the Albemarle County Historical Society it would only be $2,146.

Mr. McIntosh felt that item (B) is a higher priority than the Albemarle County Historical Society. After hearing the literacy project, Mr. McIntosh felt we should get people in our society literate and having terminals in the high schools, giving access to our data base, is much better than allowing people who want to do historical research because they can do it anyway because they have books. Mr. McIntosh suggested we put it in our computer data base.

Mr. Swinson mentioned that since this is a grant for interlibrary cooperation, we have a private historical library, we have public high school libraries and we have a public library; so we have three types of libraries, thus maximizing our chances for getting the grant.

Mrs. Hale still felt it made more sense to do the branch high schools than it would to do Western Albemarle and Charlottesville; they are very close and they have better resources than we do.

Greene, Louisa, and Nelson have not been charged for a portion of the local data processing charge, $15,000 operational fee, under local data processing charges in the next fiscal year. Charlottesville and Albemarle are already going to be paying into that. We don't have any allowance in next year's budget to have
DIRECTOR'S REPORT (Continued):

terminals in the outlying branches.

Mrs. Mary Hale asked Mr. Swinson how it would be broken down. Mr. Swinson stated this would be based on circulation, the same way we do our budget. That is how we divided it up for Charlottesville and Albemarle.

Mr. Swinson feels that we should be following a phasing approach and LSCA Title III will be around for a long time. Even if we get this grant, we still have to wait for our computer to become operational and our computer won't be fully operational until October.

Mrs. Hale asked if the only justification for Mr. Swinson doing Albemarle and Charlottesville was because they have already paid. Mr. Swinson said "yes" they are already paying the fee for local data processing charges.

Mr. McIntosh asked if that meant it won't be until the second or third year that display terminals would go into the branches. Mr. Swinson could expand the grant to include Greene, Louisa and Nelson counties, only one high school in each.

Mr. Hingeley, Jr. confirmed that Mr. Swinson had informed the Board that there won't be terminals in the branch libraries. Mr. Hingeley, Jr. thought it was jumping the gun to put terminals in the high schools first before having them in the branches.

Mrs. Hale felt this would be like punishing the high school students just because we are not putting them in the library yet. If you can have this type of service, she could not understand why we have to wait until the library has it. Mr. Swinson said we would be punishing our staff and branches by not bringing their terminals in; we don't have any allowance in the next year's budget to have terminals in the branches.

Mrs. Hale asked if they were part of a grant. Mr. Swinson said "no" but they are integral to the success of this. For Nelson or Scottsville library to not have terminals and the high schools to have terminals, puts the branches, which Nelson County children are closest to, at a disadvantage because they haven't
DIRECTOR'S REPORT (Continued):

any idea what is in the entire catalog.

Mr. Swinson feels that we should follow the phasing we have set up for the counties in getting our libraries set up first or to set up the libraries and the schools simultaneously. It would also cause a morale problem with our staff if we bring up the schools first.

Mrs. Hale asked if we are talking about the morale of one person as opposed to the service. All of the high school students at Nelson would benefit from this. Mrs. Hale is not sure the students are really using the Nelson library because they have few resource materials and no room to do their work.

The circulation module will come up first and the on-line catalog should be operational in January or February. Barcoding in the branches will start around November or December.

We have to apply for this grant by May 23rd.

Mr. Hingeley, Jr.'s concern is whether something like this is going to be of any value to a high school; and he would have to assume we are dealing with a greater volume of requests for access to the system at the Albemarle County and Charlottesville high schools than you would be at Nelson or at the other branches. You would have the potential to get more return for your investment in Albemarle and Charlottesville than from areas where the population is so small.

Mr. Hingeley, Jr. would like to see some figures on the larger high schools before thinking about the smaller ones, in terms of what kind of use would be made of this service.

Mrs. Hale mentioned that Nelson County puts people in groups and buses them up to the library because it is the only way they can get to the resources here. If the high school at Nelson could use a terminal to call up what they needed and get an interlibrary loan to our Nelson library, it would make an incredible amount of sense. In fact, you might have more people coming into the library and you might have increased circulation, whereas Albemarle and Charlottesville are used to coming into the
DIRECTOR'S REPORT (Continued):

library to read or study. Even if you do not have as many students in Nelson County, since our population is less than Albemarle or Charlottesville, the need is greater in Nelson.

Mr. Gilliam, Jr. agreed with Mrs. Hale and felt we should explore this possibility with students and people in all the jurisdictions and see who has an interest in this.

The Albemarle County Historical Society is inputting their collection, which has items Mr. Swinson is interested in having in our data base and students in the high schools will ultimately also like to have access to these items.

Mr. Swinson stated that it is not a matter of saying we should take out the Albemarle County Historical Society and substitute other high schools, it is a matter of leaving the Albemarle County Historical Society in because they are bringing something to our data base which is valuable and which we need.

Mr. Swinson's first thought was to bring in Charlottesville and Albemarle because logistically it is easier and the line charges for them would be fairly negligible. Line charges for Nelson and Louisa would be fairly large. It could run Louisa, being in another area code, between $125-$175 a month with the lines up all day.

Mr. McIntosh suggested the hours that lines are made available be shortened to lessen the charges but to still make the lines available.

Mr. Hingeley, Jr. felt that if you have, for example, $10,000 and you can save ten lives by spending it in Albemarle County or one life by spending it in Nelson County, you are going to spend it in Albemarle County.

Mrs. Hale still felt this was not logical. For instance, for convenience, it still is a lot easier for people in Charlottesville and Albemarle to use this library than for the outlying branches. Mrs. Hale referred to the literacy grant, stating that the grant read that they would be coming out to the outlying counties. Nelson County has a 44% illiteracy rate, the
DIRECTOR'S REPORT (Continued):

highest of anybody; but it's not going to happen with this grant. Mrs. Hale still feels that there is a greater need in Nelson County than for Charlottesville and Albemarle.

Mr. Hingeley, Jr. stated that what Mrs. Hale was talking about was allocation of scarce resources. Mr. Hingeley, Jr. felt we should find out what our choices or options are, what kind of a dollar figure we are talking about and whether anybody really wants this. The branches might not want to fund this and they would have to fund the line charges and we would have to redo the data processing charges so that the cost could be reapportioned.

Mrs. Hale agreed with Mr. Hingeley's comments but felt that the branches should at least be asked and they should have an option, if at all possible.

Mr. Hingeley, Jr. mentioned that one option might be to delete the Albemarle County Historical Society and put that money into getting terminals for all of the high schools. Another approach might be to keep the Albemarle County Historical Society project in and take the money for the Albemarle and Charlottesville high schools and spread it around to the outlying ones. You need to know what the standard for allocation of your resources will be. Mr. Hingeley, Jr. feels that it should be the greatest use by the greatest number, although he understands Mrs. Hale's counter argument of convenience for those who are deprived of access by distance from the Central facility.

There are different ways of looking at this. It would help us more if we knew what we were talking about, if we knew what we had to choose, between the Albemarle County Historical Society and the local high schools or between the local high schools and the far outlying high schools. Then we could talk about what is of value to us. If Mr. Swinson is to approach it this way, it means a lot of extra work and there is only a month remaining before this has to be filed.

Mrs. Hale asked if we knew whether or not we had enough money for the three outlying high schools.

Mr. Swinson knows the approximate prices for terminals and
DIRECTOR’S REPORT (Continued):

modems but does not know how much it will take to activate the necessary ports for communications on the main computer. We have a significant number of potential ports but each one has to be activated and Mr. Swinson doesn't know what the charge is for doing it. Mr. Swinson has not talked with Data Processing yet because he needed to discuss this with the Board first.

Mr. Hingeley, Jr. suggested that when Mr. Swinson talks with Data Processing that he add the cost for doing more sites, the feasibility for doing more sites and whether there would be any support for doing it for the outlying areas.

Mrs. Hale said that perhaps Albemarle and Charlottesville might not be interested and the three outlying areas might be. If that occurred, you would put the three outlying areas into the grant and not Albemarle and Charlottesville; it depends on what Mr. Swinson finds out from each of the areas.

Mrs. Hale also mentioned that Charlottesville and Albemarle can call up Central, without any cost; but for Nelson County, it becomes a long distance call and they have to pay for it. Mr. Hingeley, Jr. mentioned that if they went to the branch library, they could call from the library, that's paid for and it's part of the budget. Mrs. Hale said that they don't go to the library.

Mr. Swinson said that if we advertised this service, we would bust our budget and the staff would not be able to do this. We can do this, however, with on-line cataloging and with on-line circulation.

Mrs. Hale said that if we can get the money for this, then why not do it. Mr. Hingeley, Jr. agreed with Mrs. Hale but also felt that the question arises that if we can't get all of the money, then how are we going to choose what to ask for.

Mrs. Hale asked if the Board would be forming a committee on this or how would this be dealt with since this has to be sent in by May 23rd, before the next Board meeting.

Mr. Swinson confirmed that the Board wants him to go to all the educational systems at the jurisdictions. Mr. Swinson
strongly recommended that the Board leave the Albemarle County Historical Society in the grant because it strengthens the grant proposal. Mr. Swinson also has to talk with Data Processing on activating more ports.

Mr. Hingeley, Jr. mentioned that if for any reason this does not go through, the possibility is there for cooperation between the school system and the local funding of the library in Nelson to provide for the initial cost of the terminal. The school system might be able to pay for the initial cost of the terminal and it could be put in the budget of the Nelson County Branch Library to pay the on-going costs, the data processing share, etc.

We have come out with a much larger and more flexible computer than we originally thought we would and the potential is there.

3) **Budget Proposal** - Mr. Swinson mentioned to the Board that there isn't a lot to report on the status of next year's budget. Mr. Swinson has talked with Mr. Julius Morris, County Administrator of Greene County, and he informed Mr. Swinson that the revised budget will go through. Louisa County will be funding our status quo needs but they have not proposed to fund the additional hours. Otherwise, we are in good shape and our status quo needs are all taken care of.

4) **Automation** - We have signed the primary contracts with INLEX and we are waiting for our tapes. We are close to the schedule we set out in the contract, which was to bring the circulation module up within the month of October 1986.

5) **Annual Leave** - Mr. Swinson informed the Board that the Personnel Committee met on April 9th. Additional figures and budget information have to be compiled; therefore, the Personnel Committee will not be making an official report to the Board
DIRECTOR'S REPORT (Continued):

until the May meeting. There is the possibility of amending annual leave as it applies to both the professionals and the non-professional staff.

6) Fire Detection System Update - Mr. Swinson informed the Board that this Friday we will finally be installing fire detection systems at our Crozet and Scottsville branches. It was funded by the refund made to Albemarle County in 1984. We had asked for a reallocation for the salary survey and there was an additional $3,000 beyond that and Albemarle decided to reinvest it in fire detection systems.

OLD/UNFINISHED BUSINESS:

1) Reimbursement for Asbestos Removal in the McIntire Basement - Mr. James Hingeley, Jr. referred the Board to the beginning of the renovation of the McIntire basement for the bookmobile headquarters, when we were requested to pay for the asbestos removal by the City of Charlottesville. The removal process was done through the City of Charlottesville's bidding process. The City can collect back the cost of doing the asbestos removal.

The City Attorney should receive a letter from us by early Wednesday requesting reimbursement. In a conversation Mr. Hingeley, Jr. had with Attorney Gary Kendall, he found out that Attorney Kendall is representing the City of Charlottesville in recovering the asbestos removal costs. A meeting is scheduled for tomorrow between Attorney Kendall and Sheila Haughey, the Assistant City Attorney. Attorney Kendall was not aware that we had this problem and he is representing the City on another building. A copy of this letter should also be hand carried to Attorney Kendall before they have their meeting Wednesday.

ADJOURNMENT:

The meeting was adjourned at 5:07 p.m. The next Board meeting is scheduled for Tuesday, May 27, 1986 at 3:30 p.m. in the Madison Room at the Central Library.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE MAY 27, 1986 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT: Mrs. Sally Gieck
Mrs. Mary Hale - President
Mrs. Karen Hayden
Mr. James Hingeley, Jr.
Mr. Peter McIntosh - Vice President
Ms. Ann Stafford

TRUSTEES ABSENT: Mrs. Ann Brumett
Mr. Alexander Gilliam, Jr.
Mrs. Margaret Perley
Ms. Judith Walker
Mrs. Helen Wieneke

ALSO PRESENT: Mr. William R. Swinson - Director
Mrs. Stella Pool - Staff Association Representative

The meeting was called to order by Mrs. Mary Hale, President of the Library Board of Trustees. The April 1986 Minutes were approved by the Library Board, subject to the modifications discussed in the May 1986 Board meeting. The motion for approval was made by Mr. James Hingeley, Jr. and was seconded by Mr. Peter McIntosh. The April 1986 Circulation Report was approved by the Library Board, motion being made by Karen Hayden and seconded by Mr. Peter McIntosh. The March 1986 Financial Report was also approved by the Library Board, motion being made by Mr. Peter McIntosh and seconded by Karen Hayden.

MINUTES:

Mr. Peter McIntosh voiced his concern, with Mrs. Mary Hale supporting him, regarding the Minutes. Mr. McIntosh felt there were a couple of places that the Minutes were incomplete, especially around Page 5 where the literacy project was discussed. Mr. McIntosh didn't see any mention of Mrs. Hale's questions about getting it out to the rural areas. Pages 5 and 6 sounded more like they were written by Ms. Reiley and not reflective of the discussion; it was all about the presentation. This was less of a problem from Mr. McIntosh's perspective than the lack of any recap of the Board's discussion of the LSCA Title III grant, in terms of which schools it would go to, etc.

Mrs. Hale felt that, historically, Minutes have more use if
MINUTES (Continued):

they reflect what the Board is thinking and not an exposition of what the Library or Director is doing over the past month. Mrs. Hale mentioned that there have been several times since she has been on the Board during the last two years that the Board has asked DonnaLee to go back and see what the Board thought about something. If you take April's Minutes, it looks as though the Board did not think at all; in fact, that the Board just sat here and nodded approval occasionally at a motion.

Mrs. Hale was particularly concerned about the time the Board spent on the LSCA Title III grant. Mrs. Hale also stated that five years from now she would like someone to come back and see that this Board was concerned with the outlying counties.

Mrs. Hale referred to Page 4 in the literacy grant, paragraph two, where the Minutes mention:

Locally, there are over 10,000 people in Albemarle County---

This gives the statistics for Albemarle County. There should be statistics for the other counties as well; in fact, Mrs. Hale mentioned that she did bring up that 44% in Nelson County is the highest, but it is "nowhere reflected" in the Minutes.

Mrs. Hale stated that in fact the Minutes have become sort of a vehicle, for instance, on LVA (Literacy Volunteers of America), as opposed to what the Board thought about LVA. In fact, Mrs. Hale is very concerned, as she mentioned earlier, that LVA is not doing what it said it was doing in the outlying branches and she would like the Minutes to show that.

Mr. Swinson said this would go into the next Minutes verbatim. Mrs. Hale suggested we go back to the April Minutes and just include particularly the conversation the Board had about the LSCA Title III grant. Mr. McIntosh agreed with Mrs. Hale and thought that Mrs. Hale's point was very well taken. Mr. McIntosh mentioned he was one who did not like having so much paper coming out.

Mr. McIntosh also mentioned that it would be useful for people not here to know a page of the LVA report but it certainly seems that we have less and less of the Board's discussion. That is precisely what Mr. McIntosh thinks the Minutes are not reflecting more often.

Mr. Swinson did not realize the Board felt this way and asked if this was an on-going problem. Mrs. Hale said it climaxed with the April Minutes but there has been less and less
MINUTES (Continued):

what the Board is talking about and more and more expository material, like LVA. Mrs. Hale mentioned it seemed particularly when the Board had spent so much time dealing with a matter and it hasn't shown up.

Mr. Swinson said that this was important, and asked Mrs. Hale if she could name other instances where this should have been addressed. Mr. McIntosh said he hadn't thoughtfully reviewed the Minutes but thought maybe February and March. He remembered it happening a couple of times but it didn't bother him. He mentioned that LVA was the first thing he had read and he noted that and he probably would not have mentioned that but Mrs. Hale mentioned that that was a concern to her.

Mr. McIntosh mentioned that the discussion, which he thought was a substantive give and take among the Board, on LSCA Title III is not even mentioned at all and it took twenty minutes. When we get nine pages of Minutes and don't have the Board discussion, he felt we should address that; but he could not remember any specific instances before.

Mr. Swinson just wanted to know if the Board felt they were inferior Minutes. Mrs. Hale said it was not that they were inferior Minutes but just what do you want out of Minutes; and she would personally rather, for the future, have people be able to look back and see what the Board was thinking about a certain item as opposed to just resolutions and motions.

Mr. James Hingeley, Jr. mentioned that he thought that in the past we had had Minutes reflect discussions and he didn't think it was difficult to do that. A certain amount of summary has to be done, a certain amount of selection. He was concerned about the Board's comments or questions of whether some verbatim record should be included. He didn't think that was what they were looking for, a verbatim record. Mrs. Hale said "no". Mr. Hingeley, Jr. would characterize it as a summary of discussion. We had this before and it isn't something that is impossible to achieve but he would certainly counsel against a verbatim transcript. Both Mr. McIntosh and Mrs. Hale said "no".

Mr. Hingeley, Jr. mentioned that there is a certain amount of discretion that the Director and the Executive Secretary have as executive officers of the Board to prepare an actual summary, as opposed to just simply verbatim transcription of what the discussion is. He felt that Donnalee generally does that but it might be advisable for Mr. Swinson to review the Minutes before it comes to the Board for review. Mr. Hingeley, Jr. said he didn't know what the internal timetable for Minutes would be as far as producing Minutes goes but if Minutes could be produced shortly after the Board meeting and Mr. Swinson could review
MINUTES (Continued):

them, it might be helpful because Mr. Swinson might feel that certain elements of a discussion requiring reference should be included.

Mr. Hingeley, Jr. asked Mr. Swinson if he could go back and revise these Minutes. Mr. Swinson asked if we could make an addendum to the next Minutes, rather than revising these Minutes. Mrs. Hale brought up that she had just had a case with the Nelson County School Board where a very controversial issue had been raised and she went back through all the Minutes but she only pulled out ones of a particular date that the controversy was discussed; and they were so minimal that you had no idea what this Board thought about anything.

Therefore, if it is possible, Mrs. Hale would rather see the revisions come back into the April Minutes, it would be more accurate. Mr. McIntosh suggested that you could add them as an addendum to the Minutes, rather than typing the entire Minutes. Mr. Hingeley, Jr. agreed with Mr. McIntosh in having the Minutes by date, as often that is the only way you can follow up on something. Getting them out of sequence can cause problems.

Mr. James Hingeley, Jr. moved for the approval of the April 1986 Minutes, subject to the modifications discussed and Mr. Peter McIntosh seconded the motion.

CIRCULATION REPORT:

A) Bookstock

Mr. Swinson informed the Board that at 266,008 volumes, the collection has grown by 2.6% over April 1985. The number of titles, at 98,527, is up by 5.5%.

B) Circulation

As Mr. Swinson mentioned last month, he felt there would be one more month of decrease and it has proved so.

Circulation activity for April 1986 is 2% under the figure recorded in 1985. Over 95% of this decrease was experienced in adult circulation.

Our circulation for year-to-date, at 661,242 transactions, is still 5,636 transactions higher than the figure recorded for the same period in Fiscal Year 1984-1985. Therefore, it looks as
CIRCULATION REPORT (Continued):

if we will end the year with regional circulation activity almost identical to last year. Mr. James Hingeley, Jr. asked Mr. Swinson the effect on the formula for the budget for next year. Mr. Swinson said it will affect some of the percentages.

Karen Hayden asked what would happen if our circulation decreased enough so that the jurisdictions give less money than they did the year before. Mr. Swinson said it's not them giving less money, it's that the shares of the pool would be revised. Mrs. Hayden was thinking there might be a bad picture ahead, regarding the State rule about circulation. Mr. Swinson mentioned that circulation does not affect state aid at all.

FINANCIAL REPORT:

As Mr. Swinson reported last month, we should receive slightly more revenue than we had anticipated when we prepared this budget. Considering FINES and MISCELLANEOUS together, where the overage will come from, it should amount to between $4,000-$5,000 in excess revenue. Mr. Swinson might be a little conservative on the FINES, it might be higher than that.

Mr. Hingeley, Jr. asked about the item under MISCELLANEOUS for the Virginia State Library where it indicates they have paid $1,200, with a $1,917 balance in this fiscal year, which is just about over. Are they paying it in a lump sum? Mr. Swinson said we had a problem at first because they thought we were supposed to be billing them and we thought we had an arrangement where they sent us the checks by lease. It came out that we have to bill them; therefore, we are behind and we have billed them for the remainder so now it is up to them to get it in before June 30th.

Mrs. Mary Hale asked if there was a move that the branches would be sending overdue notices out more often than once a year. Mr. Swinson said this was one thing we have to talk with INLEX about; this is budgetary. We have allowed for it in the upcoming budget.

The answer to Mrs. Hale's question is "yes". We are going to do it more because we will have the ability to do it. A 15% rate increase has been planned for, as well as the use of the automated system to generate once a week overdue notices for the Central and Gordon Avenue libraries beginning in January of 1987. We will not be bringing up the branches until the next fiscal year. Our Phase I approach in the automation project was to bring up Central and Gordon Avenue.

We are going to be able to start generating the overdue
Mrs. Hale asked Mr. Swinson if it would be possible for the branches to send overdue notices out and asked if this would be something Mr. Swinson will be looking into. Mrs. Hale thought this would be a way to generate some revenue.

Mrs. Hale mentioned that the people in Nelson County don't know they have overdue books and it takes a year for them to find out and then they are rather upset.

Mr. Swinson asked for confirmation and for the background from the Board regarding approximately 3-4 years ago when the Library had been sending out overdue notices more often.

Mr. Hingeley, Jr. thought that the Library had been sending out overdue notices more often but it was discontinued because it turned out it wasn't cost effective.

Mrs. Hale said that if that is true she could understand it but it surprises her.

Mr. Swinson thought it might have eroded farther than where the Board wanted it. Karen Hayden thought it basically eroded because the branches weren't open enough hours and they were busy all the time. It is a hard job to find out what is overdue, find out if it is on the shelf, and fill out the forms. It was probably the least popular task that was put on the back burner.

Mrs. Hale said that this won't even be a staff function; this will be a machine function.

Mr. Swinson mentioned that the staff should expect from a public library, to receive overdue notices. Karen Hayden agreed and said they should receive them while there is still a chance of finding the book. A year later is too long.

Mr. Swinson mentioned that this is one of the reasons we are going into automation. This is direct collection control and is allowed for in next year's budget for Central and Gordon Avenue. It is something we will have to allow for the branches too. Right now we couldn't do it weekly and we don't have the money to fund weekly.

Under Local Operating Expenditures—Summary, Mr. Swinson mentioned that at the last Board meeting we said we were aiming to hold expenditures in the $87,000-$88,000 range in each of the months of April, May and June.
According to the Financial Statement, based on the City of Charlottesville's printout, we have total expenditures of $78,745 in April so we are on track. Mr. Peter McIntosh mentioned there wasn't any Hospital Insurance. Mr. Swinson agreed. There is no Hospital Insurance included in this and the City did not charge us under Professional Services for the 1% fee and did not charge us under Rent for space rental. If these charges had been recorded, our monthly expenditures for April would have been $85,833, which is still under the targeted maximum of $88,000.

Mr. Hingeley, Jr. mentioned that the $85,833 figure is better than the $78,745 in that it shows that our projections are more accurate on monthly expenditures and what kind of a surplus, if any, there is going to be at the end of the year.

Our projection for local May expenditures is $87,578. Assuming this projection holds and receipts are on schedule, we will have $95,455 available for expenditure in June and should end the year with an underexpenditure of between $5,000-$8,000.

Regarding the State and Federal Aid, Mr. Swinson said he would like to skip the report in the Financial Report altogether and would like to go directly to a report on our expenditures for the year.

May 15th is the cutoff for spending State and Federal Aid. We know by now what we have spent and Mr. Swinson would like to go over this with the Board because he wants the Board to see certain underexpenditures and certain overexpenditures.

We spent the $463,339 that we were supposed to spend. On Salaries, we spent out to the exact amount. Office and Library Supplies, Data Processing Charges and Computer Equipment are directly related to next year. They are affected by three things:

1) Mr. Swinson's decision to drop The Computer Company as our data base manager in the next fiscal year and to go with a group called Bibliofile

2) Virginia State Library's late-year requirement that we must obtain competitive proposals for generation of bar codes and authority control services

3) The need to begin the process of controlling book theft (especially at Central).
FINANCIAL REPORT (Continued):

Regarding item #2, Mr. Swinson earlier thought we could contract with anyone we wanted to. However, we found out very late in the year that the Virginia State Library is going to make us bid this. Because we found this out so late, we were not able to get the RFP out in time.

Around November we had a budget adjustment. Our budget for books was originally $201,000 at the beginning of this year. We had an adjustment out of Computer Equipment and out of Data Processing Charges into Books of approximately $25,000. We left approximately $25,000 in so that we would have funds to have a bar code generation program done and authority control run on the books. Authority control has to do with name and subject cross references, etc.

We had planned to go with SOLINET for bar coding and UTLAS for authority control. However, Mr. Swinson was stopped by the state library and told we have to bid it out, otherwise we would be running afoul of The Computer Company in that process since it was over $10,000.

The bar coding and the authority control are much different than on-going cataloging services. Our on-going cataloging services are going to be from Bibliofile and that is compact disk based. We have been using this for 1-1/2 months now and it works for us. Whereas we would be paying approximately $30,000 including telecommunications charges to The Computer Company next year for on-going cataloging services, using Bibliofile, which we have already purchased in this year, will cost us $5,000. The big savings in this is telecommunications charges. We paid nearly $8,000 to The Computer Company just for a leased line.

We will have to do our bar coding and authority control next year; however, we have this large savings by not going with The Computer Company and going with Bibliofile.

Because we couldn't get the RFP out in time on bar coding and authority control, the department heads and Mr. Swinson made a decision to begin the process of preparing the collection for a security system. This is at Central, Gordon Avenue and on the Bookmobile collection.

What we did was to buy the supplies for the Checkpoint Security System. Checkpoint is a radio frequency system. Once the gates are installed at Central, (the mechanism where you would take the book through) if it goes through and if the metal strip with adhesive backing is not in the proper location on the book, then the alarm will sound.
FINANCIAL REPORT (Continued):

We are fulfilling two purposes here. Once the date due sticker is on and the actual date is on the date due sticker, the book can be discharged out of the building. If the date sticker is off the book being taken out, the alarm will be set off.

We will have to put the metal stickers on all of the books that we get, even the ones going to the branches will have this. Everything will be barcoded at once, even though we will be using the Gaylord machines at the branches. This is to set us up so that we can secure the collection, especially at Central and Gordon Avenue.

Mrs. Mary Hale asked if a child or patron pulls the sticker off does this mean the alarm will go off when they bring the book back in. Mr. Swinson said "no" not if you are walking in, only when you are walking out of the building.

The front doors are set up to allow for a security system. The side entrance and the entrance coming straight in were set up for a security system. A security system has been on the minds of the staff for a long time.

With the date due sticker and the bar code, when the book is charged out, you will never open the book when it is charged out or when it comes back in. You run the barcodes and take off the date sticker.

Karen Hayden asked if it would take the same amount of time to check out several books. Will it be as laborious for the person checking books out to put all the stickers on. Mr. Swinson said right now you have to open the books and insert the date cards and with the new system you wouldn't be opening the book, just putting the date sticker on.

Mrs. Mary Hale asked if there would be a backup if the equipment is down. Mr. Swinson said one thing we have allowed for is that we will use microcomputers instead of terminals at the circulation desks. With the microcomputers, if the main computer goes down, then we will insert a backup disk and capture the data and batch it off to City Hall to the main computer at a later point during the day.

If the City has a power failure but we don't have a power failure, we can keep running.

Mr. Swinson stated that Office and Library Supplies indicates $27,791 was expended and the overrun of $13,791 represents $12,054 which was expended for the Checkpoint Systems. This was used to purchase the targets for the security system. The actual metal posts for screening the targets are $5,000. The
FINANCIAL REPORT (Continued):

real expense in the security system is in the targets. We now have the largest expense for the security system out of the way.

Karen Hayden asked Mr. Swinson when he thought the system would be going in. Mr. Swinson said we would start using the targets for their date due capability in November. Checkpoint can be bought on a two-year basis and if we could get the Friends to come up with half of the $5,000 that we would need then we would be up and running with the security system in November or December.

Ms. Ann Stafford asked Mr. Swinson what his estimate of the percentage of lost books would be. Mr. Swinson wasn't sure of an exact figure but on spot checking we figure we lose about $20,000 worth of books in circulation. We know we have large losses in Reference.

Mr. Peter McIntosh asked Mr. Swinson if this system would pick up the signal if the book was taken out of the library inside a brief case. Mr. Swinson said "yes" it would.

Mr. Swinson referred the Board to Data Processing Charges. Next year we have budgeted $67,850 for Data Processing Charges and this consists of $24,750 for INLEX and Hewlett Packard maintenance, combined. This also includes a $43,100 payment to The Computer Company. This included production of the COM catalogs.

As we have gone through the process with INLEX and Hewlett Packard, since we phased our implementation, our actual payment to INLEX and Hewlett Packard next year for maintenance will be $19,355. If SOLINET and UTLAS do the barcoding and authority control project, then we will have to pay them $29,075. Up front will be $19,420 and that can be used for backup services from UTLAS, Bibliofile and for COM catalog production. Any savings we have from this will go back to Books.

Mr. Swinson mentioned one important point on Data Processing Charges. For barcoding generation and authority control, the best preliminary estimate we have received so far is $29,075. This is a one-time charge and we won't have this charge in 1987-1988. So we really should start to see the capability of being able to get our Book budget back up in 1987-1988.

Some of the money will have to go to finishing the phasing arrangement with hardware but the bulk of our hardware is here now and we will begin paying for it next year.

If during the year we come under in any of these categories in state aid, then the money will transfer into Books. We might
FINANCIAL REPORT (Continued):
be able to get as much as another $10,000 into Books.

Mr. Hingeley, Jr. mentioned that if a person wanted to get expensive Reference books, where the losses seem to be the most significant, you just make a normal call to the Library and get however many books you want and transfer the date due stickers, which avoid the system, to the Reference books you want to take out and return the other books as though you had circulated them, used and returned them.

Mr. Swinson mentioned that on Reference books the date due stickers won't be put on. A separate sticker will be used.

Mr. James Hingeley, Jr. stated that the circuitry could be covered up by someone in the know using material which is the same size as the date due sticker. Mr. Swinson mentioned that the circuitry is square in one type of book and circular in another.

Mr. James Hingeley, Jr. also mentioned that he thought that some theft wasn't really theft but inadvertence. You could have a bunch of materials and books and you could end up with a book not being checked out at the circulation desk and you take it home. You don't have in mind stealing it and this is a loss through inadvertence. This new system should address this as the buzzer will go off.

LEWIS FIBEL'S FRIENDS OF THE LIBRARY REPORT/VOLUNTEER PROGRAM:

Mr. Fibel was unable to attend the Board meeting and will not be giving his report until next month.

OLD/UNFINISHED BUSINESS:

A) Proposed Changes to Annual Leave Policy - Mr. Peter McIntosh mentioned he had to leave early; therefore, Mr. Swinson went directly into the proposed annual leave policy.

Mr. Swinson told the Board that this is much harder than it had first appeared. We have the budget figures the Board had asked for but Mr. Swinson said he and Ms. Ellen Powe are uncomfortable with them.

This is partially due to the fact that we are noticing some real dangers in the way we prepare the budget, in that we don't make sufficient allowance for use of an inordinate amount of accumulated leave time. For instance, people who want to clear off their accumulated leave, we don't make sufficient allowance for that.
OLD/UNFINISHED BUSINESS (Continued):

Mr. Hingeley, Jr. said we have been moving along on this and we had a committee meeting and we wanted to keep going; but he didn't feel at this point that waiting another month so that Mr. Swinson could be more comfortable with his figures and the Board could be more comfortable in understanding and discussing these figures would be a problem.

Mr. Swinson said he has two responsibilities:

1) to manage the budget responsibly
2) to present a legitimate concern on the staff's part.

Mr. Swinson didn't feel he was doing either of these responsibilities too well if the Board wanted to move ahead with it right now.

Mr. Peter McIntosh suggested Mr. Swinson take this to the Personnel Committee to discuss. Mr. James Hingeley, Jr. was in agreement with Mr. McIntosh and said he felt this should be reviewed in committee and this would allow Mr. Swinson time to finish up on his end so that he could discuss it at the next Board meeting and be better prepared.

Also, the Board had asked Mr. Swinson for some ramifications pertaining to a professional's role in the organization and how that's affected by leave.

B) LSCA Titles II and III - Regarding LSCA Title II, Mr. Swinson mentioned that Mr. Russell Otis was to come by the Library today to sign off on the "Intent to Apply" application for funds for Nelson County for the building of a new library.

We increased the request we are making from $100,000 last year to $125,000 matching funds this year. Looking through building programs for some of the libraries that have received funding, Mr. Swinson thought we were underfunded in terms of furnishings; therefore, this is why the amount of the request was increased.

On LSCA Title III, Mr. Swinson took the Board's proposal back to the Charlottesville Data Processing Department to get guidance through this process. They were opposed to taking it out to Louisa, Greene or Nelson because they are not in a position in this budget year to do any troubleshooting in the localities if there is a problem. So, they want it based in Charlottesville and Albemarle.

Mrs. Mary Hale said that Nelson County has a very large surplus in their budget and she wanted to know why they said no. She did not understand why Data Processing was making the
OLD/UNFINISHED BUSINESS (Continued):

decision for Nelson. Mr. Peter McIntosh said that what Data Processing is saying is that they do not have time in Charlottesville to go out to the outlying branches.

Mr. Swinson said if we have terminals in Greene, Louisa and Nelson, which are a considerable distance from Charlottesville and Data Processing has already planned to base their activities for us in Charlottesville and Albemarle, they don't want to be in a position to have to troubleshoot out in Louisa, Greene and Nelson with the staff they have now. This was originally a Phase II function. Therefore, Mr. Swinson has allowed Data Processing to guide him through this process.

Mr. Peter McIntosh thought it was a projection and perhaps a cautious one on their part. He voiced concern about Data Processing making an implementation type of decision. Mr. Swinson understood Mr. McIntosh's concern; however, he pointed out that the Library would not have gotten this far without them.

Mr. McIntosh asked what it means if they cannot troubleshoot. Mr. Swinson said they wouldn't be able to troubleshoot in 1986-1987. Mr. McIntosh replied that that is what he thought.

Mrs. Mary Hale asked how there could be that much more troubleshooting in Nelson County than in Western Albemarle in manpower. Mr. McIntosh said you would do it by phone mostly. You wouldn't do computer troubleshooting in the outlying branches because the people aren't technicians who would be able to take a computer apart and look at it. If there is something wrong, it probably is something wrong in how the software is being used and you can do that over the phone; that has been Mr. McIntosh's experience with computer troubleshooting.

Mr. Swinson agreed with Mr. McIntosh and added that if it is a mechanical problem, you would ship it back to the manufacturer.

Mr. McIntosh doesn't believe Data Processing has people technically capable of taking apart Hewlett Packard machinery. If there is something wrong technically with the machine, it would go back to Hewlett Packard and the system goes down, which is unfortunate.

Mr. Swinson replied that the deal Data Processing has with Hewlett Packard is that they can come in, especially on terminals, but very often they do their own work on the equipment. Mr. McIntosh said the equipment they would do their
OLD/UNFINISHED BUSINESS (Continued):

Mr. Swinson said we have to be sure what our problem is before we call Hewlett Packard. It could mean they would have to go down there. Mr. McIntosh said "yes" and if it is going to be a problem, it will probably be a problem that is system-wide. If it is a problem with one particular piece of equipment, Hewlett Packard will probably say to ship it back, send us a warranty and then probably send us a new terminal.

Mr. McIntosh did not see much difference between having it in the rural counties and Western Albemarle. There isn't that much difference between going to Nelson County versus going to Western Albemarle to troubleshoot.

Mr. Swinson re-emphasized to the Board that we did do this originally on phasing, a two-phase system, where Central and Gordon Avenue got the bulk because their circulation is so high and usage is so high comparatively system-wide that they originally in Phase I received the bulk of the attention. This is where we will be concentrating in 1986 and 1987. In 1987 and 1988 Phase II was to bring everybody else in.

Mr. McIntosh said you can write into the grant an administrative cost that would pay for Charlottesville's Data Processing. In this LSCA Title III you could put in there troubleshooting as an expected administrative cost to pay them. Mr. Swinson said we have already budgeted payment to Charlottesville Data Processing.

If they don't have the personnel above and beyond that, it might begin to sound reasonable; but Mr. McIntosh thinks that the phasing is actually as to our libraries. This is something of an add on to the system, if they can do Charlottesville, Western Albemarle and Albemarle, Mr. McIntosh sees very little reason why they couldn't do the others.

Mrs. Hale said it isn't quite the same situation as the whole INLEX business. She can still see more of a reason for having this in the county high schools first than she could see having it in Charlottesville and Albemarle. But it's a fait accompli. It has already gone through on the 23rd. Mr. Swinson said "yes" it did; he had to go by their advice because we are paying them for technical advice. We could say we don't like their advice but still they are the technicians in this case.

Mr. McIntosh's experience in talking with people who are computer experts is that they take advantage of their technical expertise. Mr. McIntosh could see Mr. Swinson's position in
OLD/UNFINISHED BUSINESS (Continued):

terms of doing it because Mr. Swinson is between the Board and Data Processing and they are the ones Mr. Swinson will have to work with; but Mr. McIntosh is not in that position and he felt it would be worthwhile to get them over here to explain why that was done and let him and the other Board members hear that.

Mr. McIntosh agreed with Mrs. Hale that this is a different thing, that the functional application of this grant makes more sense in the rural counties than it does in Charlottesville and Albemarle.

Mr. McIntosh said this is a different grant, Mr. Swinson wrote it up as an interlibrary thing and the function of it makes sense to him. He feels that Data Processing is just being too cautious.

Mr. McIntosh felt Data Processing takes advantage of their specialized knowledge. Mr. McIntosh recognizes Mr. Swinson's situation in being in the middle of it and does not mean to put Mr. Swinson in a bad position with them but they should recognize that we are a consumer and a user of their services and we are the ultimate users.

Mr. McIntosh thinks we should extend an invitation to them to come to the next Board meeting unless the Board feels it is inappropriate. He felt it would be good for them to come over here and explain their position.

Mrs. Hale agreed with what Mr. McIntosh had to say but would like to hear Mr. Swinson's philosophical arguments for the other side.

Mr. Swinson said that as far as the potential for the greatest number of students to immediately benefit from this, then it would be with Charlottesville and Albemarle. One of the items in the grant asks for the size of population. So far that we can go in this grant and Mr. Swinson does not know what the dollars are that we can expect to get from this grant. Mr. Swinson was advised on $20,000.

If we brought in Nelson, Greene and Louisa, we run into one problem, which is that Data Processing strongly advised Mr. Swinson not to do it and he took their advice on this; also in modems alone it means six more modems, which are approximately $1,000 each. A modem is similar to a telephone device that translates the signal between the main computer and the terminal. This would take the price up and we might possibly lose the grant.
OLD/UNFINISHED BUSINESS (Continued):

One of the items they look for in the LSCA Title III grants is replicability of this, can this be kept going and can it be expanded and this is a major part of the grant. This can be expanded throughout our service area. LSCA Title III is one of the few grants that may survive into the 1990's.

Mr. Swinson does not see this as shutting out Nelson, Louisa and Greene. We might possibly be shutting them out right now but we are not shutting them out in the long range. This is an on-going thing which we could come back on.

Ms. Ann Stafford could see the concern Mrs. Hale has for the outlying counties and that they are being treated like step children. Mrs. Hale said it is not just this, she can actually see where this is more useful in the outlying counties than it is in the Charlottesville and Albemarle area. There is just so much more of a need that the students have in the outlying areas. She is not talking about numbers, she doesn't feel you can look at it on the basis of how many numbers will use this, it should be based more on need.

Karen Hayden suggested we substitute the outlying counties in place of Albemarle and Charlottesville.

Mrs. Mary Hale mentioned we need at least $3,000 more and she can't see why that would make us lose the grant.

Mr. James Hingeley, Jr. mentioned that one of the criteria is the number of people served and if you substitute them, you would shoot your service population base down to next to nothing by using the outlying counties as compared to Charlottesville and Albemarle.

Mrs. Hale asked if part of the grant was a justification for doing it. Even though there are less numbers, the service that would be given the area would make much more sense for the outlying areas.

Mr. Swinson reminded the Board what he was advised on and on how our original phasing scheme was set up. Mrs. Hale said this doesn't seem to be the same thing as the original automation.

Ms. Ann Stafford stated that this is also not separate from the original, it may be something additional. She has met the people at Data Processing and she has a lot of confidence in them and she thinks they are very good. She could understand that if Mr. McIntosh hasn't seen them that he might want to. She also could understand just from a practical point of view and the technical support that Data Processing would want to work with closer proximity of these outlying terminals, etc. She thinks it
OLD/UNFINISHED BUSINESS (Continued):

is more complicated than just based on need.

Mr. Hingeley, Jr. said he agreed with Ms. Stafford in that he has confidence in the Charlottesville Data Processing people and he felt that there would be no fault in accepting their advice but the question goes beyond the technical issue. It is more of a policy question. If there is money available, which there is, and Mr. Swinson feels that there is a limit of $20,000 but there is some money available, what is the best proposal that can be made to get that money and to use that money; and Mr. Hingeley, Jr. didn't think technical considerations enter into that.

You could substitute the outlying counties for the close ones without increasing the amount of the funding that we are seeking, you might even decrease it some, but then the question is whether that proposal makes sense in your view or whoever is preparing the application for this grant, whether it makes sense as a proposal that is likely to be acted upon favorably and Mr. Hingeley, Jr. thinks this is where the numbers come into it.

Mr. Hingeley, Jr. doesn't know what considerations Mr. Swinson had in mind when he was originally preparing the grant proposal but from what Mr. Swinson has said and from what Mr. Hingeley, Jr. gathers, we have to look at the service area, and not geographic area, and look at the service potential for a system that you are asking to be funded. Service potential, just in terms of raw numbers, has got to be more for Charlottesville and Albemarle than for the others.

Mr. Hingeley, Jr. suggested that what Mr. Swinson was probably thinking was that if we go about this in a phased approach, we get the big population in now and then the rationale for funding in the following year is that we have this great system going and we can reach the rural counties without a lot of additional cost. Even though the numbers served there are fewer but because it is an addition to an already successful system, perhaps the people who give this money out will be well disposed to giving some more money out.

Mrs. Hale isn't convinced that this will be that successful even in Charlottesville High School. It seems as though this is repeating something they already have.

Mr. Hingeley, Jr. said that Mrs. Hale might be right but what we are trying to do in effect is to read the minds of the people who are in charge of this money. Mrs. Hale might be right, we might be able to couch our request in such a way that they would really like the idea of providing the service to the rural areas.
OLD/UNFINISHED BUSINESS (Continued):

Mr. Hingeley, Jr. understands what Mrs. Hale is saying about the need for the service in the rural areas being greater than the need in Charlottesville and Albemarle but that is not Mr. Swinson's problem, that's the problem of the people who are in charge of this program. We have to rely on Mr. Swinson to read their attitude toward these proposals so that we submit something to them that is likely to succeed.

Mr. Hingeley, Jr. thinks that Mr. Swinson feels that by modifying the proposal in some way, either adding them in which will raise the cost or including them as a substitute for the others, would result in a proposal that probably would not get approved. Mr. Swinson said "yes" he really thinks so, in fact, Mr. Swinson doesn't know if it will even be funded at the size of the proposal now.

Mr. Hingeley, Jr. thought that perhaps what we need to do is know more about what the people that look at these proposals consider to be important, what are their criteria. Perhaps their criteria could be considered wrong. We might be able to have an impact if an important consideration for them is how many people are to be served. Maybe we should try to make a case to them but that is not as important as the need for service, which should be measured in absolute numbers.

Mrs. Mary Hale said you can't just write them a letter and ask them to tell us what they want. Mr. Hingeley, Jr. said somebody has to know. When someone applies for funding, they are doing it because the applicant has some feeling for what is considered important and shapes the proposal in that way. You don't just make a shot in the dark. Mr. Hingeley, Jr. said that what we are missing is the knowledge of what it is that is considered important.

Mr. Hingeley, Jr. thought we might be missing the opportunity of having an impact on this by somehow, maybe directly communicating with these people. At some point they are politically responsible and we are suppose to be politically active, maybe that is the approach we need to take.

Mr. Swinson will have copies made of the guidelines for the grant and will have them mailed out to the Board members to review. The Board felt this would be helpful and it would give them a better basis to understand Mr. Swinson's thinking because Mr. Swinson's thinking is based on whatever information he has obtained from the guidelines. The Board needs to share this information.

Mr. Swinson mentioned that our automation project is a three-year project; we are paying for it over three years. We
OLD/UNFINISHED BUSINESS (Continued):

have from the beginning been phasing it in. It would be too much for us to handle and for Data Processing to handle to do it all in one year, to get Central and Gordon Avenue and all the branches up. As far as the first year in telecommunications, it would be very costly.

Mr. Swinson also mentioned that one of the reasons he worked out this phasing arrangement with Data Processing was to maximize our book budget and to do as much as he could to maintain services but still improve our service potential. This is the main reason for the phasing. Doing this in one year would just be grotesque.

Even if we got a $50,000 grant, the Director of Data Processing wouldn't be able to oversee it as efficiently as he could if we phased the project.

Mr. Hingeley, Jr. suggested the Board get the guidelines circulated and then maybe the Board could continue the discussion at the next meeting and, hopefully, maybe Mr. Peter McIntosh will be present.

DIRECTOR'S REPORT:

A) Report on Renovation of the McIntire Library Basement - Mr. Swinson informed the Board that the final inspection will begin this Friday. We will be moving in next week.

Mr. Swinson invited the Board to stop by the Bookmobile area and take a look at it.

Mrs. Mary Hale mentioned that she was surprised to find out that Bill Davis and Cathy Butler were going to be over there. She asked if Lew Fibel will have the old office or if someone else will. Mr. Swinson said that for the time being Lew Fibel will have the old office.

Mrs. Mary Hale asked if just Bill Davis and Cathy Butler would be over there and the Bookmobile or would somebody else be over there too. Mr. Swinson said that Cathy Butler is in charge of the Bookmobile and the whole Extension Department will be in one spot now. Cathy will be in the same office space where Bookmobile is working out of and all Extension activities will be headquartered out of there.

Mr. Swinson understood that when he came to this Library the Board was looking for this type of centralization. This is the regional headquarters and now it is centralized and this was a major step.
DIRECTOR'S REPORT (Continued):

Mrs. Mary Hale asked what the next step is with Gordon Avenue. Mr. Swinson mentioned that there has been one meeting held regarding Gordon Avenue with Andrea Williams, her staff and himself as a committee to begin deciding what the staff would like to see done at the branch and start sorting it out. Then we will come back to the Board to present it; and also we will start looking at getting into the process of getting the renovations funded.

Mr. Swinson mentioned that there are traffic patterns that we have to take into consideration. It may not be a good idea at all to have the Children's Department downstairs; and if we didn't have an elevator, it would be very impractical with just using the stairs and having the whole collection down there.

Ms. Ann Stafford asked if they could come in from the parking lot. Mr. Swinson said they could but that then we would have to start thinking of having more people downstairs. So we really are going to have to take a look at the process; it is more than just having space made available all of a sudden. It is how we are going to use that space.

We have a golden opportunity here because this is a branch where there is a lot of overcrowding and a lot of programming being done. However, they are reaching their limits.

Also, the Friends of the Library are located at this branch. We have to take care of our business by making sure we have better usable space and we also have to maintain room for the Friends at the same time.

Mrs. Mary Hale asked Mr. Swinson if this was a commitment at Gordon Avenue for the Friends. Mr. Swinson could not see how we could get away from that commitment. Karen Hayden asked if there was anywhere downtown, although there is a parking problem down here. Mrs. Hale mentioned that other warehouses were looked into for the magazine sale.

Mr. Swinson said the Friends have been at Gordon Avenue for a very long time, that is his understanding. Legally, we are in a position to say that we need it now but we may need them to help us in a fund raising campaign. They have a real vested interest if we want to get an expensive renovation done at Gordon Avenue; they would have a real interest in helping us.

Mr. Hingeley, Jr. asked if the space dedicated to the Friends would be part of your consideration of how you were going to use all the space made available. Mr. Swinson said "yes". Mr. Hingeley, Jr. asked if it was theoretically possible that Mr. Swinson's assessment of the needs of the library could result in
saying that this space is no longer available to the Friends. Mr. Swinson said "yes, it is".

Mr. Hingeley, Jr. wasn't suggesting that this would be the outcome of Mr. Swinson's assessment but it is on the table, so to speak. Mr. Swinson thought, theoretically, that definitely is a possibility. Mr. Hingeley, Jr. said as long as Mr. Swinson is considering everything across the board but Mr. Swinson is also going to be sensitive to the role the Friends play in the Library and what the history has been.

Mr. Swinson mentioned that the Friends have a tremendous internal political impact on us. They spend a lot of money for us and in the next three years there will be a lot more money coming in. Mr. Swinson doesn't think the Library wants to be in an evictor's role here.

This is philosophical, moral and economical. We would be better off, as far as the space, if they weren't there. If they hadn't been there, though, there would have been so many things that we couldn't have done through the years without their help.

Karen Hayden asked if there would be any space at Central for the Friends. Mr. Swinson said "no".

Mr. Swinson said he thought that one of the items put in the five-year plan was the ability to maximize our space but still live within our walls. We have the capability to do that.

Mr. Swinson said that we are talking 3 to 4 years. We have a lot of talking ahead of us on this; we haven't really decided yet, among the staff, what we feel is the best approach.

Ms. Ann Stafford asked how the space was going to be used. Mr. Swinson said we were not in a position to do anything with it right now. The shelves down there are coming over here, so there's not extra shelving downstairs. At this time, it's storage space. The thing is we can't let it become entrenched as storage space and we can't just say that we have lots of time to deal with getting this done. We have to keep moving on figuring out what we want to do with this space and get a program going.

Ms. Ann Stafford said she thought the Friends would understand if you go to their meeting or in some way transmit the information that plans are underway in considering what to do with it. Mr. Swinson said that the Friends are really willing to work with us. They have been very generous people. Mr. Hingeley, Jr. said that the only responsible thing to do is to look into what best use can be made of that space in the future, you have to do that.
DIRECTOR'S REPORT (Continued):

Mr. Swinson said that before we put it into the capital improvements program we have to have firm ideas, which is the aim right now, to get us into a position where we can make a responsible proposal in the capital improvements program to Albemarle and Charlottesville.

B) Ann Brumett's May 20, 1986 Letter to the Greene County Board of Supervisors and Mr. Swinson - Mr. Swinson read Mrs. Ann Brumett's letter to the Board:

Gentlemen:

Due to the heavy work load of our Real Estate Appraisal Services, and the fragile health of my parents, I have decided not to seek reappointment as trustee to the Board of the Jefferson-Madison Regional Library. I find that I am missing too many meetings of the Board and feel that this is unfair to no one.

Though I spoke with Julius on the phone last week, I realize that you may be unable to find a replacement by the end of June, when my term ends. If that is the case, I will continue to serve until you can appoint a new trustee.

Thank you for allowing me to serve the county and the library in this capacity, and thank you, too, for your past and continued support of our very fine library.

Ann Brumett

Mrs. Hale mentioned one reason she was concerned is that we need to move again on this orientation committee. Mrs. Hale asked Ms. Ann Stafford if she could come at 3:00 p.m. prior to the Board meeting in June. Ms. Stafford said she can.

Ms. Ann Stafford said she had one thing to say and that is that she has been noticing there have been lots of programs here at the Library and she has participated in some of them and she thinks it is wonderful. She loved the fact that the space is being used up here.

Mr. Swinson noted that there have been a lot more people actually noticing that this space is available in Central and coming to us. In Gordon Avenue and the branches you have to say a lot of this has been made possible by the Friends. There is a lot of talent on the staff in keeping programming going but if we didn't have the $8,200-$8,500 from the Friends in the branches
DIRECTOR'S REPORT (Continued):

and at Gordon Avenue, especially, a lot wouldn't be possible.

Mr. Swinson, regarding here at Central, thinks we are just beginning to see the benefits of being downtown now and people are becoming more aware of the space.

Ms. Ann Stafford said as long as the security is adequate, she really liked the open door kind of policy.

Mr. James Hingeley, Jr. said that it's not just the programming that the Library does, which is important, but it's the fact that other groups unconnected with the Library are using this space. He agrees and has noticed announcements and a lot more activity in the use of these rooms and he thought it really brings a benefit to the Library by getting the people in here. They are coming for meetings essentially unrelated to the Library but it gets them in here and they have to pass through the Library on their way to go to their meeting. He thinks that it is good public relations for the Library and good outreach to get these people exposed to the Library, then they will see the services we are offering.

ADJOURNMENT:

The meeting was adjourned and the next Board meeting is scheduled for Tuesday, June 24, 1986 at 3:30 p.m. in the Madison Room at the Central Library.

DonnaLee Grossman
Recording Secretary
The meeting was called to order at 3:34 p.m. by Mrs. Mary Hale, President of the Library Board of Trustees. The May 1986 Minutes were approved by the Library Board, with the motion for approval being made by Mrs. Sally Gieck and seconded by Karen Hayden. The May 1986 Circulation Report was approved by the Library Board, motion being made by Ms. Ann Stafford and seconded by Mrs. Ann Brumett. The May 1986 Financial Report was also approved by the Library Board, the motion for approval being made by Ms. Ann Stafford and seconded by Mrs. Sally Gieck.

The Library Board adjourned briefly at 3:37 p.m. to the McIntire Meeting Room where Mr. Swinson showed a short tape of Mrs. Jeannie Baliles' commercials for the Literacy Volunteers of America (LVA).

The Library Board reconvened in the Madison Room at 3:43 p.m. for the regular Library Board meeting.
BOOKSTOCK AND CIRCULATION:

Mr. Swinson referred the Library Board to his Director's Preliminary Report. Our overall titles holdings are up by 5.3% and our holdings in volumes have increased by 1.6% over May of last year.

In circulation, we had a 2% decrease in May; however, we will end up the year with a slight increase over 1984-1985.

Mr. Swinson referred the Board to the last page of the Circulation Report where he pointed out the fact that we have five agencies gaining in circulation over last year and four losing. Central, Gordon Avenue, Greene and the Bookmobile are decreasing. However, in looking at the jurisdictional circulation, we have only Charlottesville and Greene County decreasing in circulation while Albemarle, Louisa and Nelson Counties are increasing. Charlottesville is taking the brunt of the decrease but we are still seeing a steady increase in the Albemarle County circulation.

Mr. James Hingeley, Jr. asked about the Joint Security Complex circulation being evenly divided between Albemarle and Charlottesville and if it was just simply arbitrary; whereas when you look at the other columns when you have more than one jurisdiction circulating at a given agency, it is actually attributed to the proper jurisdiction and you can trace it through the cards. Mr. Swinson said "yes".

Karen Hayden asked if a library card was needed at the Joint Security Complex. Mr. Swinson replied "no".

FINANCIAL REPORT:

Mr. Swinson referred to his Director's Preliminary Report and stated that the Library will exceed our anticipated revenues and will be underexpended in anticipated expenditures.

Mr. Swinson mentioned that when we were negotiating the contract with the Virginia State Library it did not turn out to be $3,117. Our contract did not go through at the time where we could have been collecting that; so, it is actually at the $1,800 mark. We'll be going to a higher rate of collection next year.

Mr. Hingeley, Jr. wasn't sure he understood what Mr. Swinson was trying to say. He asked if the Virginia State Library was only paying for a portion of the year or were they paying at a lower rate now that
FINANCIAL REPORT (Continued):

will be increasing in the future. Mr. Swinson said they will be paying at a higher rate beginning in July. Even though we had planned for them to pay a higher rate, Mr. Swinson had not completed negotiations with the Virginia State Library in time and they paid at the rate which was customary when they were still in Lynchburg.

Mr. Swinson mentioned to the Board that regarding the Virginia State Library, this revenue does not go into State in our budget, it goes directly in 50/50 proportion to Charlottesville and Albemarle. It flows through us.

Mr. Hingeley, Jr. asked if this shouldn't be reflected on the Financial Statement. Mr. Swinson said "yes". Mr. Hingeley, Jr. said that $1,800 is the total amount expected to be received even though we budgeted the higher amount and we received all of that to date so there isn't any balance due.

Mr. Swinson mentioned that we receive two June printouts in July. We receive a preliminary June printout and a final June printout. Mr. Swinson would prefer to give the Board next month the final June printout; however, this may mean that there won't be time to get it to the Board in the agenda.

Mr. Swinson reported that at this time we are over on Fines for the year, even though the month is not finished yet. We are also over in Miscellaneous revenues. We have a problem under Allocations. Albemarle said they have made their total payment, however, Charlottesville contradicts them on that. Their two Finance Departments are trying to straighten this out. Charlottesville pays by month and they have one more payment.

Karen Hayden asked why Nelson County was over by $1.00 under Allocations. Mr. Swinson thought it was just a case of rounding off in the Lotus 1-2-3 software and that they really weren't over.

Under the Local Operating Expenditures Summary, the line item for Hospital Insurance still does not show the charges for April and May. The charge per month could be anywhere between $2,800-$3,100. The Finance Department has to give us a final figure on this.

Mrs. Margaret Perley asked what would happen if the Hospital Insurance line doesn't get charged by June 30th. How long does the
FINANCIAL REPORT (Continued):

City allow us to reconcile our line items. Mr. Swinson said they do allow us time to reconcile our line items up to July 21st.

Mr. Swinson informed the Board that he stands by the $5,000-$7,000 underexpenditure figure. This does not count our overall situation, such as our overage in revenues, so our actual surplus will be higher than $7,000.

Under Personal Services - Salaries, Mr. Swinson informed the Board that DonnaLee had already done the June payroll so we know that the June figure is $59,584 and we had an unexpended balance in May of $62,114.

LEWIS FIBEL'S FRIENDS OF THE LIBRARY REPORT/VOLUNTEER PROGRAM:

Mr. Fibel referred to the volunteer activity statistics shown in the Director's Preliminary Report. The figures for April for Central and Gordon Avenue show 21 volunteers working a total of 248.5 volunteer hours. This figure was slightly below the March figure but was substantially above the figure for the previous year. For the same month we received a report from Crozet and a considerable report from Louisa.

The inventory project has been reported in the May Volunteer Activity Report for Gordon Avenue and is near completion. There were 21 volunteers in May for Gordon Avenue and Central working a total of 181 hours. This shows a substantial decrease in the number of hours worked compared to the previous month and in comparison with the figure for the previous year. We received reports from Crozet, Louisa, Nelson, and Scottsville. Scottsville's report was for three months, averaging 20 hours a month.

Karen Hayden mentioned that the people doing the story hours aren't reflected in the volunteer report and she thought they should be included in the total. Mr. Fibel mentioned he only reports what has been submitted to him and that it might be interesting to put this in the Minutes.

Mr. Fibel mentioned that he had been unable to attend the Friends meeting but that Mr. Swinson did attend and had submitted a report, which is summarized in his Director's Preliminary Report. Mr. Fibel suggested Mr. Swinson give a report on the Friends meeting to the Library Board.
DIRECTOR'S REPORT:

1) The Friends' Budget for FY 1986-1987 - Mr. Swinson referred the Board to his Director's Preliminary Report. For routine or general operations throughout next fiscal year, the Friends funded totally the request we made of them for $22,420 and we also made a special capital request of $5,000 for the Nelson County Library and that was also fully funded.

Mr. Swinson discussed with Ann Spence, the Treasurer of the Friends, that he wanted to see the $5,000 coming from the Friends with a letter of support at this time so that it could be included in our application to the Virginia State Library.

Also, we can get this into the Nelson County paper, which will keep publicity in front of the people in Nelson County so that they can see that progress is being made. Mr. Swinson mentioned that there is another $5,000 waiting for the next stage and hopefully when we get the grant for the library, it will be freed up at that time.

Mrs. Mary Hale mentioned that Nelson County is exceedingly pleased with this and will be formally responding to the Friends.

Mr. Swinson mentioned that the $10,500 for children's programming is one of the most important things that the Friends do for us in their funding. We could not do the level of programming we do without the Friends.

We are doing more programming and are going to use more book-related materials with videocassettes, audiotapes and filmstrips. We are moving away this year from hardware and are getting into materials and programs.

Mrs. Ann Stafford said she was interested in knowing how many films were owned by the Library and how many were rented by the Library from another source. Mr. Swinson acknowledged that the Library does do some renting but that we are trying to develop an in-house pool to draw from, especially for children and young adults. They will circulate in-house within the region. Circulation for videocassettes, on a nation-wide basis, is very high, as compared to books.

Ms. Ann Stafford asked if the Library would be charging a fee if we began circulating videocassettes. Mr. Swinson said that the fees are very important to consider. There is another fee-based area the Library might be moving into in the next 2-5 years -- public access microcomputers.
DIRECTOR'S REPORT (Continued):

On-line data bases, where you dial into a remote source where they have all the information, will be decreasing in use and there will be more information available on compact disk. You won't have telecommunications charges since it will be on disk but you will still need a microcomputer. We will need to look at whether we want to charge for microcomputer use. We do charge for making copies from our microfilm now.

Ms. Ann Stafford asked if charging for this would bring up the ethical question of whether you should charge for anything that goes out of the Library. Mr. Swinson said "yes". Mr. James Hingeley, Jr. said it was a condition of state aid that we don't charge for circulation. There is some question as to how far this goes in terms of types of material but we can't assess a fee.

Mr. Swinson said that the Virginia State Library is in constant contact with the Attorney General on this because there are several libraries using state aid to buy these materials. When you are using state aid, you have to be very careful how you use it.

Mrs. Mary Hale took this time to express the Library Board's gratitude to Mrs. Ann Brumett for her tenure on the Board. Mrs. Hale commended Mrs. Brumett on the work she has done for Greene County and conveyed the Board's distress to hear that she is leaving.

2) INLEX/Hewlett Packard Update - Mr. Swinson referred to his Director's Preliminary Report and mentioned to the Board that we will not be bringing up the circulation module in October, it will be in a November/December time frame. The on-line catalog will be brought up in a January/February time frame.

With the on-line catalog, we have to take some time to really check it out to find out if we have ended up with any duplicates in the files and to see if the files, as far as the authority, are up to the quality we expect from Utalas. This has an effect on the Title III grant, if we get the grant. Mr. Swinson has said in Title III that we would be ready to put on-line catalogs in the libraries mentioned in late October; but, we won't be able to. Instead of the second quarter, it will be the fourth quarter before we can get them into the libraries, into the high schools and the Albemarle County Historical Society Library. Mr. James Hingeley, Jr. asked if the fourth quarter was our fiscal fourth quarter and Mr. Swinson said "yes". It will probably end up being in May and June and after the school year.
DIRECTOR'S REPORT (Continued):

If we get the grant, it will be awkward writing the analysis of how well the grant went if we only have one month to assess it.

Mr. Swinson informed the Board that all the dedicated wiring is now done at Central and Gordon Avenue. They will finish pulling the telephone cables for the terminals this week at Central and should be finished next week at Gordon Avenue.

We have the tapes from The Computer Company and they will be backed up this week and sent to Utexas for authority work next week. We are in good shape as far as the first phase is concerned; however, we don't know yet who will get the barcoding job and we don't know how long it will take.

A representative from INLEX will be here the week of July 14th to orient the Data Processing staff to the system, to confer on scheduling, to begin initial training of selected library staff members (this is primarily Administrative staff and Technical Services), and help complete the installation profile.

Mr. Swinson will be meeting with Data Processing tomorrow to work on the finalization of the implementation schedule. The schedule should be ready for the July Board meeting.

Mr. Swinson would like to schedule, as part of the September meeting, a walk-through of the Data Processing Department for the Board members and let the Board see the demonstration and training tapes, which have been drastically changed and upgraded. Only two Board members have seen the system. Mr. Swinson would like the Board to walk through and meet the Data Processing staff and possibly sit down and have a discussion regarding our relationship with them.

Mrs. Margaret Perley asked for clarification as to what Mr. Swinson meant by sitting down with Data Processing and discussing our relationship with them. She asked if there was a problem or if we are just setting guidelines. Mr. Swinson mentioned to Mrs. Perley that when he was preparing the Title III grant last month, he took the advice of Data Processing when they said they would rather keep it in an area around Charlottesville and Albemarle. Mr. Swinson listed in the Title III grant as participants the Albemarle County Historical Society, Albemarle High School, Charlottesville High School and Western Albemarle High School.

Data Processing felt that, although they knew their basic time frame, because of barcoding and authority work they didn't know how
things were going to progress as we would be dealing with third parties. They felt they would rather not see Louisa, Greene and Nelson in the grant at this time.

Mrs. Perley asked if there would be a proposal for a future inclusion of the outlying counties. Mr. Swinson said "yes". Mr. Swinson mentioned that the replicability of the grant is one of the items the state looks at when funding these proposals and Mr. Swinson pointed out in the grant that it was extremely replicable. Mrs. Perley asked if that meant Mr. Swinson could ask for the same grant to fund the rest of the regional systems next year. Mr. Swinson said "yes".

Data Processing wants our Board, the City Council and the Albemarle County Board of Supervisors to come in to see the system. We will be the largest data processing project that Charlottesville Data Processing will be handling.

Mrs. Perley asked if anything was expected from the Board before we go to Data Processing, such as guidelines to be drawn up. Mr. Swinson said "no" but that once we get a solid implementation schedule it might bring up some questions. By the next meeting, Mr. Swinson should have more information, such as who our barcoding vendor will be and what their projection is for getting the barcoding done.

Mrs. Perley asked if Data Processing had requested any input from the Library as far as what we expect from them or any boundaries that we should place on them. Mrs. Perley suggested that guidelines and boundaries should be done before the fact instead of when we are trying to solve a problem and don't have any guidelines. Mr. Swinson mentioned that we do not have a formal contract with them but we do have a budgetary agreement where they are providing operational staff.

Mrs. Perley thinks we need an agreement or understanding put in writing that we both have copies of and that the people in authority at that time have signed as an agreement between the two areas. We could avoid potential problems that do crop up. Mr. Swinson thinks it is an excellent idea to have day-to-day guidelines for both areas.

A Data Processing Committee was set up composed of:

Margaret Perley - Chairman
Ann Stafford
James Hingeley, Jr.
DIRECTOR'S REPORT:

3) Extension of the LSCA Title I Grant for Adult Literacy - Mr. Swinson informed the Board that Patricia Harris, Assistant Director for Library Development at Virginia State Library, had called him and she asked Mr. Swinson if he would like to extend our grant. Our grant has been extended from September 30, 1986 to June 30, 1987.

Virginia is getting a lot of publicity in the area of adult literacy. Therefore, Mrs. Baliles wants to see the current projects refunded immediately.

Because the grant is being extended, we have more time to see how well we are doing on the project and we can correct some of the shortcomings that have surfaced and to basically have a better project out of this.

We have done fairly well in Charlottesville and Albemarle but we need to work more on Louisa, Nelson and Greene. This will give us more opportunity to get out into the counties.

Mrs. Mary Hale referred to the letter dated June 1, 1986 from Ella Yates, paragraph three:

A revised budget and any revisions in the objectives and activities are due by August 1.

Mrs. Hale wanted to confirm that there isn't a plan to remove the branches from this grant. Mr. Swinson said "no" and that they are not going to be revising the grant as far as deletions and what they are going to do is to strengthen their original statement.

Mr. James Hingeley, Jr. asked if the revision could place greater emphasis on work in the outlying rural jurisdictions. Mr. Swinson had mentioned that they would be strengthening the original statement.

Mr. Swinson mentioned that Andrea Williams and Kate Reiley will be meeting with Mrs. Baliles' committee on July 15th. Basically, they are working on the budget right now. The meeting is to especially focus on shortcomings and strengths and to get a better understanding of what the shortcomings and strengths in the other groups are. They will be coming back and will be going over their own system to strengthen what they were originally going to do.

Mr. James Hingeley, Jr. asked Mr. Swinson if this particular problem will be viewed as a shortcoming. Mr. Swinson said "yes". Mr. Swinson reiterated that we have done well in Charlottesville and
DIRECTOR'S REPORT (Continued):

Albemarle. However, as far as the response is concerned in Louisa, Nelson and Greene, we have not received much response at this time.

Mrs. Margaret Perley asked if the Friends in Louisa County have been approached about this. Mr. Swinson said "yes" they have been and we have a nucleus in Louisa and there are people there who could be trainers. Mrs. Perley confirmed that Louisa County has a need for this program.

Mr. Swinson mentioned that we can do the training but that we need interest from the community to get a group together.

Ms. Ann Stafford asked how Mr. Swinson felt about the over-all management of this group. Mr. Swinson mentioned that they had moved from a totally volunteer organization into an organization where they had to be cooperating with us and with the Adult Basic Education Department at the school in Charlottesville. LVA was a volunteer group. Now they are dealing with two organizations and we have our own guidelines as to how we approach our services. Mr. Swinson felt that at first they felt some restrictions but that they have been ironed out now.

Mr. James Hingeley, Jr. said that it seems like a wonderful second chance and he hoped Mr. Swinson would convey the feeling of the Board that more emphasis should be given to the outlying areas of the regional library. Mr. Swinson said he would convey the Board's feelings on this.

Ms. Ann Stafford asked if this was their total funding. Mr. Swinson said that this is their basic funding; however, they have received some money from the B. Dalton Bookseller store and they did go on an internal fund raising drive. Without the grant, the project simply could not go on.

4) Update on the Application for LSCA Title II Funding for the New Nelson County Library - Mr. Swinson informed the Board that we have sent the "Intent to Apply" form in and our new State Librarian replied in part of her June 9, 1986 letter:

Although your project proposal is for a branch library building, because of the other evaluative criteria used, your project should be competitive in the second stage of the application process.
DIRECTOR'S REPORT (Continued):

Mr. Swinson mentioned that this is a much stronger statement than we received last year. They did mention that they were stressing priority funding for projects benefiting headquarters buildings; however, we are considered competitive and Mr. Swinson thinks one of the reasons we are is due to the fact that we can show at this point a lot of prior organization. Basically, this is the same grant as last year; however, we have more money at this time and our grant is in place. The only new thing we have to get done for this is to get a good building program. We also need interior photographs and some fund raising information.

Mr. James Hingeley, Jr. mentioned that he was glad that Mr. Swinson was optimistic about this because when he read the letter, he didn't think it sounded very encouraging. Mr. Hingeley, Jr. asked what the other evaluative criteria are. Mr. Swinson said the other criteria are:

A) Population Served
B) A Deadline to Have the Project Done
C) Money In The Bank
D) A Site

Mr. James Hingeley, Jr. thought that if the Board knew what the criteria are then we would be better able to strengthen our application and be even more competitive. Mr. Swinson said he would circulate the guidelines to the Board members this week.

Mr. James Hingeley, Jr. said that the Board wanted to do everything possible and it would strengthen our position if we could say that although we are not proposing a headquarters facilities, we are proposing a project which meets their other criteria, and we could then put in and list the supportive criteria.

Mrs. Mary Hale said that we couldn't be stronger on paper. We show all the deed work, the legal work, the survey and half of the money and we have the site.

Mr. Swinson mentioned to the Board that he would like to have the application completed by the 15th of July as it is due by August 1st.

OLD/UNFINISHED BUSINESS:

1) Review Guidelines for LSCA Title III Funding - Mr. Swinson had submitted to the Board members the guidelines and the
OLD/UNFINISHED BUSINESS (Continued):

INLEX/Hewlett Packard Implementation Schedule and asked if the Board had any questions or comments after reviewing it.

Mr. James Hingeley, Jr. thought that the guidelines did indicate under their priorities that they are looking at the number of users, which is what we had expected but we did not know before and it is helpful to the Board to know this and it must have influenced Mr. Swinson's thinking when applying for this.

Mrs. Mary Hale thought that this was a strange guideline. If you take, for instance, 5,000 people that it could serve and a small number use it and you take 500 people and 500 use it, this doesn't reflect that situation which has been Mrs. Hale's argument; but it does say, "the greatest benefit to the greatest number".

Mrs. Hale mentioned in the guidelines under Review Criteria "statement of needs/problems which the project will address" that somehow if this had been written for the branches we could have addressed this contradiction.

Mr. Swinson said there were two determining factors on how he wrote the application and one was that he had received a strong recommendation by Charlottesville Data Processing that we keep it in the greater Charlottesville area and Albemarle and Western Albemarle and the second was that Mr. Swinson was informally advised by the Virginia State Library to keep our request at no more than $20,000 and to not go over that figure.

Mr. James Hingeley, Jr. understands Mrs. Hale's concern. You have people in the rural counties who would find this a tremendous service and who would be more likely to be enthusiastic about it and would want to use it. You might have greater use; and therefore, you might have a greater benefit to a greater number of people. This would be hard to predict and would be difficult to communicate in a grant proposal. It is easier to demonstrate that there are more people in Charlottesville and Albemarle than there are in the other areas. However, this doesn't really say anything on how this service is going to be received and used.

Mr. Swinson has pointed out that this is easily replicable and it fits into our phasing scheme very nicely.

Mr. James Hingeley, Jr. felt it was good for the Board to keep in mind that the strategy overall is to bring everyone in as quickly as possible.
OLD/UNFINISHED BUSINESS (Continued):

Mr. Swinson wrote the grant conservatively and his aim was to write a grant that would be funded as close to what he had projected as was possible.

Mrs. Mary Hale voiced her concern that once Charlottesville and Albemarle are funded and we go back next year to try to get it for the branches that they won't fund it because they would rather hand it to someone who has not had it before. Mr. Swinson did not think we needed to worry about this as they like success in Federal grants and this might, in fact, sway them in our favor next year.

Mrs. Mary Hale asked if statistics are going to be kept for Charlottesville and Albemarle so that we know how many people are using it. Mr. Swinson said that our system will show by terminal how much activity there is on the terminal. We will know how many searches are being done.

Mr. Swinson told the Board that we have a lot of opportunities in grant monies and we have a lot of needs here and in most cases the Federal grants will address our needs and Mr. Swinson is going to try to go after them. In the future, Mr. Swinson will make sure the Board knows the criteria for the grants he will be applying for.

Mr. James Hingeley, Jr. also mentioned that the Board should know Mr. Swinson's general thinking, not just the guidelines and the criteria, when he applies for a grant and particularly in a major request. Mr. Swinson could then get suggestions from the Board on how his concept might be improved or changed. The Board could then do their thinking in advance rather than after the fact.

2) Revisions to Annual Leave Policy - Mr. Swinson asked the Board if they had a chance to review the proposed policy revisions as outlined in his Director's Preliminary Report. Mr. Swinson would like to recommend that item #1 be changed to read:

Professionally-certified staff members shall be allowed full credit for years of prior experience in other organizations in a professional librarian capacity.

Mr. Swinson felt that if it was left as it was outlined in the Director's Preliminary Report, we might have people asking for credit for prior years in this organization.

Mr. Swinson also recommended that item #4 be changed to read:

This new policy shall go into effect on January 1, 1987.
OLD/UNFINISHED BUSINESS (Continued):

Mr. Swinson said that DonnaLee had mentioned to him a few problems with this and he asked her to give the Board the reasons why we recommended this be changed. January is the main anniversary date for our major benefits packages. Retirement, current leave policy, life insurance and health insurance are all based on a calendar year and not on a fiscal year of July through June. This would mean that we would have two different anniversary dates for everyone eligible for all benefits. Currently, all seniority is based beginning with January.

Also, if we change the vacation policy to start on July 1st, this means going back through everyone's leave record and refiguring their vacation eligibility. We have already sent out to our employees their vacation eligibility for this calendar year. There is a good possibility that submitting a new vacation eligibility within a few months of the other, one for a calendar year and one effective July, would confuse our people.

Even if we do not use July 1st as a basis for a new year, we still have to prorate the eligibility by six, which represents the six months of the remaining calendar year. Also, if we leave July 1st as the effective date, the employee really would only be eligible for half of the increase as half a year has already transpired.

These reasons explain why Mr. Swinson recommended to the Board that the change go into effect as of January 1, 1987.

If the Board agrees to change the effective date, item #3 would automatically be removed because we would be based on a calendar year and they would not need a special provision made for them.

Mr. James Hingeley, Jr. mentioned that if this went into effect in July, people would have more leave. No one will be getting less, but some people will qualify for more.

Mr. James Hingeley, Jr. asked about all employee anniversary dates. Mrs. Grossman said that currently they are based on a calendar year, depending on when they are hired or their seniority date. If we switched and started doing leave as of July, there would be different seniority dates as you would be changing what you base a leave year on. Mr. Hingeley, Jr. wasn't sure he understood what Mrs. Grossman meant. Mrs. Grossman said that you start with their employment date and use your calendar year to determine what their leave eligibility would be for the calendar year.
OLD/UNFINISHED BUSINESS (Continued):

If someone was hired April 1st and we used the July 1st date as the date for beginning a new year, that person would be eligible for three months leave for that year; whereas if the calendar year is used, the employee would have eight months eligibility for that year and would be eligible after six months to take annual leave. This would make a difference when figuring out leave eligibility.

Mr. James Hingeley, Jr. said that when this was discussed in committee, the advantage of doing it in July was that it was not at the time the budget work was going on and that is why the committee picked that date. Adjustments have to be made and a certain amount of mechanical work has to be done. The question would be if it is more advisable to do it now when there isn't the added pressure of budget preparation as opposed to doing it at the beginning of the year when the budget is going out.

Mr. James Hingeley, Jr. asked if an employee accrues seniority based on an employment anniversary date. Mrs. Grossman said that we base it on employment date, or date of leave eligibility, and then on the calendar year.

Mrs. Mary Hale asked what time would be more convenient to work on this change, July or January. Mrs. Grossman replied both times of the year are extremely busy times; but it has to be done and it will be done no matter what the effective date is.

Mr. James Hingeley, Jr. asked about January 1st as the time to put through this change. Mr. Swinson said that January 1st is better in that it conforms more to our anniversary dates in compiling annual leave, retirement, etc. We would still have to do a proration. Mrs. Grossman replied that early in the beginning of the year we give the employees an accumulative report of what their leave was for the past year and we give them their report for the new year, prorated by twelve months and taking into consideration their anniversary dates and we bring forward any allowed carryover from the prior year. It would be much more convenient, since it will have to be done, to do this all at one time. With a July 1st effective date, the figures will have to be recalculated again and submitted a second time this year.

Mr. James Hingeley, Jr. mentioned that the reasoning of the committee was based on a consideration that doesn't now appear to be valid; in fact if anything, consideration was against doing it in July. The other consideration that the committee felt was that this is a project that has taken some time to be completed and that there
might be a benefit in getting the increased leave out to the staff as soon as possible. One of the primary reasons for July 1st was for Administrative convenience.

Mrs. Mary Hale said that if this does not go into effect until January 1987, she would feel better if the three changes could be run by Mr. Peter McIntosh, since he was on the Personnel Committee, before the Board makes a decision on this. Mr. James Hingeley, Jr. said he thought the Board could table this. By tabling it, we are in effect modifying it because it won't be possible to institute it July 1st.

Mr. James Hingeley, Jr. made the motion that consideration of the proposed annual leave policy be tabled until the next regular meeting of the Board. Mrs. Mary Hale seconded the motion.

3) Progress Toward Establishing a Cooperative Arrangement with the Albemarle County Historical Society - Mr. Swinson mentioned that both committees met to review a document outlining in ideal form a proposed arrangement with the Albemarle County Historical Society.

We have certain weaknesses, such as we have not resolved the staffing. We have to decide how much volunteer labor will be used and at what point we should bring in a professional and we need to know how the professional will be paid.

At this point, we are sketchy on the on-going costs and a plan of action for staffing (long-run staffing) for the Library. The feeling is that we take this back to committee before a formal report is made to the Board.

Karen Hayden asked about our Library integrating our materials into their materials. If we put our historical materials in the mezzanine and lock it up when they aren't open but we are open, we are doing our patrons a disservice. They won't be willing to be open our hours for a long time. We may have two separate libraries.

Mrs. Mary Hale mentioned that they brought a proposal to us based on an ideal state and that was with a full-time librarian. They did not have a plan on who would be paying for it and at what time it would happen. As long as that full-time librarian was in place, the proposal looked good. The budget was not on-going at all for the expenses.

Karen Hayden also mentioned if you are going to keep it open Library hours, you would need more than one person to staff it. They do plan to do some fund raising but we don't know if it will cover staffing. We need a fixed income or trust to pay for staffing.
OLD/UNFINISHED BUSINESS (Continued):

Karen Hayden brought up the fact that they were concerned about their volunteer staff being phased out too quickly and that they might lose popular support. They would be concerned about being moved in here and being phased out and not being able to do things their way.

Mr. James Hingeley, Jr. said that we would want to encourage their volunteer effort. Karen Hayden mentioned that there is room for volunteers and for paid staff.

Mrs. Mary Hale mentioned that there aren't a lot of people going into the Albemarle County Historical Society and that we may be looking at more people coming in if it is located here at Jefferson-Madison Regional Library. Mr. Hingeley, Jr. mentioned that goes to show that there is room for volunteers and paid staff.

Karen Hayden said she would personally have problems with us recommending that we hire a full-time Historical Librarian at the expense of positions on our own staff that need filling first.

Mr. Swinson informed the Board that he should be able to report back to the Board on this by the next meeting.

4) Asbestos Removal Reimbursement - Mr. Swinson has talked with Attorney Gary Kendall and we are included in the program requesting reimbursement for the asbestos removal but he also said not to expect much.

NEW BUSINESS:

1) Cancellation of the August Meeting of the Library Board of Trustees - Karen Hayden made the motion to cancel the Library Board of Trustees' Meeting for the month of August and meet again in September. The motion was seconded by Mrs. Sally Gieck.

2) Mr. Hingeley, Jr. mentioned he saw Bill Scott, one of our former Board members, and he looked very well and is doing fine and sent his regards to the Board.

3) Mrs. Mary Hale informed the Board that, at 2:30 p.m. prior to the next Board meeting, she and Mrs. Margaret Perley will be meeting to set up the evaluating guidelines for the Director. All of the Board members are encouraged to attend. Karen Hayden said she would attend. We need something on record on the evaluation process for a
NEW BUSINESS (Continued):

Director and we will be evaluating Mr. Swinson in September so we should have something before then. This will be put on the agenda for next month as a reminder for the Board.

4) Karen Havden reminded the Board that the Nominating Committee should be scheduled for September.

ADJOURNMENT:

The meeting was adjourned at 5:29 p.m. and the next Board meeting is scheduled for Tuesday, July 22, 1986 at 3:30 p.m. in the Madison Room at the Central Library. *At 2:30 p.m. on the same day will be the meeting on evaluation guidelines for a Director and will be held in the same room as the regular meeting.

DonnaLee Grossman
Recording Secretary