MINUTES OF THE JUNE 24, 1986 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

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

TRUSTEES ABSENT: Mr. Alexander Gilliam, Jr.
Mr. Peter McIntosh - Vice President
Ms. Judith Walker
Mrs. Helen Wieneke

ALSO PRESENT: Mr. William R. Swinson - Director
Mr. William Davis - Staff Association Representative
Mr. Lewis Fibel - Volunteer Coordinator/Intermediary for the Friends
Mrs. 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 as 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, audiocassettes 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 Utlas. 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 Albemarl 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 Utalas 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
DIRECTOR'S REPORT (Continued):

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 LSNA 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
The meeting was called to order at 3:40 p.m. by Mrs. Mary Hale, President of the Library Board of Trustees. The June 1986 Minutes were approved by the Library Board, with the motion for approval being made by Karen Hayden and seconded by Mrs. Sally Gieck. The June 1986 Circulation Report was approved by the Library Board, the motion being made by Mr. Peter McIntosh and seconded by Karen Hayden. The June 1986 Financial Report was not issued as the City of Charlottesville has not issued their final revised printout for June 1986.

Mr. Swinson welcomed our newest Board member, Mrs. Nita B. Lumpkin, representing Greene County. She will be replacing Mrs. Ann Brumett and her term will be for four years ending June 30, 1990.

Karen Hayden referred to the June meeting where she had asked that the story hours be included in the volunteer hours and she has confirmed that they are being reported.
BOOKSTOCK AND CIRCULATION:

Mr. Swinson reiterated what he had mentioned in his Director's Preliminary Report that in volumes we are up 1.75% over June of 1985 and in titles we are up 4.96%. Withdrawals of volumes were high in the Bookmobile and Gordon Avenue collections due to inventory and evaluation and weeding.

Regarding Circulation, we experienced another decrease in the over-all circulation for June; but for the year as a whole, circulation increased by .36% over Fiscal Year 1984-1985. The Bookmobile is down by 10.12% but this was during the move of the Bookmobile to their new location and they were shut down and out of operation for approximately two weeks. Central showed a decrease of 2.3%.

Gordon Avenue, Scottsville, Louisa, Crozet and Nelson all went up.

Mrs. Hale asked why Nelson went up. Mr. Swinson replied that for the year as a whole, Nelson had a very good juvenile circulation.

Mr. Swinson mentioned that the Joint Security Complex was down. When Bill Davis is out, having to fill in on the Bookmobile for a certain period during the year, no one else fills in for him. He is a one-man operation at the Joint Security Complex.

FINANCIAL REPORT:

We do not have a Financial Report at this time for June 1986 and Mr. Swinson mentioned that the June 1986 preliminary report from the City of Charlottesville was significantly flawed.

The City states we have received $757 over our anticipated revenues and we believe it is $3,174 over. The City has not entered any submissions we have made in revenue for June 25th through the end of the month.

In expenditures, the City indicates we are underexpended by $9,518 and it should really be in the $4,000-$4,500 range.
FINANCIAL REPORT (Continued):

Our projected revenues from our records show that we have received $3,174 more than we had anticipated and our expenditures are actually $4,000-$4,500 under what we anticipated spending. Because of these differences, Mr. Swinson decided to withhold the Financial Report until we receive the final June 1986 printout from the City and can report more accurate figures. Our position is somewhat different from what the City's preliminary report indicates.

LEWIS FIBEL'S FRIENDS OF THE LIBRARY REPORT/VOLUNTEER PROGRAM:

Mr. Fibel mentioned that he had just received the Friends' Annual Financial Report for the period of July 1, 1985 through June 30, 1986. Their income for 1985-1986 was budgeted at $31,532, of which $2,000 was expected from dues and contributions and $17,832 (net) from the book sale. They actually received $3,833 in dues and contributions and $23,115.71 from the book sale. The Friends are budgeting for 1986-1987 $2,500 in dues and contributions and $20,000 (net) from the book sale.

In expenditures, they budgeted $4,600 for administration and they actually expended only $2,790.83 but are budgeting for 1986-1987 $4,070. For library activity expenditures, they budgeted $26,932 and actually expended $17,275.15. They are budgeting for 1986-1987 $22,420.

The Volunteer activities for the month of June were reported in the Director's Preliminary Report. The gross report indicates a slight decrease because of the time of the year and last year shows a similar situation.

Mr. Fibel announced to the Library Board that he would like to change his affiliation with the Library and that he would like to give up the coordination of volunteer assignments as of the end of August 1986. Mr. Swinson asked Mr. Fibel to inform the Library Board of this at this meeting. Mr. Fibel thinks he has done as much as he can on this and feels someone else should take a shot at it. He thinks it needs a more energetic and more creative activity of someone who can devote a different type of time, if not more time than he can to this.

Mr. Fibel mentioned that it has been an enjoyable experience but felt he was getting stale and that this was not a good place for a stale person.
The Board expressed their sincere regrets to Mr. Fibel and mentioned that they have heard nothing but compliments regarding the volunteer service and Mr. Fibel. Mr. Fibel did mention that he hoped to continue volunteer work at the Library.

Mrs. Hale took this time to mention that the Friends of the Jefferson-Madison Regional Library have just made a donation of $5,000 to the Torn Land Memorial Trust Fund for Nelson County and we are very grateful.

When Mr. Hess and Mr. Swinson came to the Nelson County Friends' Meeting to present the check, Mrs. Hale mentioned she had a list of equipment and items in the Nelson County Library which they had donated and which the Nelson County Library could not have done without and Mrs. Hale wanted to convey her thanks for the Friends' continued support.

This $5,000 donation also helped in our matching funds towards our application for a grant for the Nelson County Library. We now have approximately $125,300 in the fund.

DIRECTOR'S REPORT:

1) Resignation of the Assistant Director of Extension & Branches - Mr. Swinson informed the Board that Cathy Butler, the Assistant Director of Extension & Branches, will be leaving us at the end of July. She will be going into an excellent position and will be the Administrative Assistant in Charge of Staff Development for the Public Library of Annapolis and Anne Arundel County in Annapolis, Maryland. This is a large library system and it reflects well on us that she has received that position.

She took this position as her husband has a position in the Baltimore area.

An advertisement has been submitted to the Library Hotline, Library Journal and to American Libraries.

ASSISTANT DIRECTOR/EXTENSION & BRANCHES. Responsible for supervision of the operation of five branches, one bookmobile, and outreach services. Must have strong managerial, supervisory and planning skills. MLS from an ALA-accredited institution and three years of increasingly responsible public library experience required. Starting salary of $21,646-negotiable depend-
DIRECTOR'S REPORT:

Upon experience. Send resume to: DIRECTOR/JEFFERSON-MADISON REGIONAL LIBRARY, 201 EAST MARKET STREET, CHARLOTTESVILLE, VA 22901.

The deadline for this is September 30, 1986. This is an extremely important position and Mr. Swinson mentioned that he would be taking his time in making his selection to insure he has the right person.

We hope to be automating the branches by October 1987 and Mr. Swinson would like to get someone with automation experience; however, more than the automation experience, Mr. Swinson wants to see someone with strong supervisory and managerial skills.

OLD/UNFINISHED BUSINESS:

1) Discussion of the Virginia State Library's decision not to fund the Jefferson-Madison Regional Library application for a Title III grant - This was to bring into our automated system Western Albemarle, Albemarle, Charlottesville High Schools and the Albemarle County Historical Society. We were turned down and Mr. Swinson included the Virginia State Librarian's letter with the Director's Preliminary Report. Mr. Swinson read the first paragraph of the letter:

Thank you for your application for a LSCA, Title III, cooperative grant. After careful ratings and evaluations were done on all applications, your proposal was not funded this year. If Federal monies are available next year, you are encouraged to reapply. Although your application was ranked highly, your on-line system currently being installed, should be up and running smoothly in all of your branches before you attempt networking with other libraries.

Mr. Swinson felt that we did not get the grant because we were not up and running. We were proposing to be up in Central and Gordon Avenue and then bring it into the high schools prior to bringing all of our branches on, even though the actual time line was nearer the end of the school year, rather than in a November 1986 time frame.

Mrs. Lumpkin asked why the schools were to be brought in before the branches. Mr. Swinson replied that what we had
planned to do was to bring the schools in only on the on-line catalog. All that the schools would be looking at would be the on-line catalog module. The branches would have either full access or limited access to all of the modules; therefore, the schools would not actually be placing holds on-line.

Title III grants basically come at the end of our fiscal year and the main purpose Mr. Swinson had was to try to secure the funding; otherwise, we will have to wait until around April of next year before it comes around again.

Mr. Hingeley, Jr. mentioned that applying this year may turn out to be an advantage for our application next year. We would be able to say next year that we have met these conditions and it might give us a slight advantage when we try again next year.

Mr. Swinson acknowledged he was disappointed that we did not get the grant this year but felt it had been worthwhile to submit it because we have served notice on them and he now understands the Boards' feelings much better and we should be in a better position for applying next year.

2) Update on Application for LSCA Title II Funding for a New Nelson County Library - Mrs. Hale mentioned to the Board that she has an appointment scheduled for tomorrow with Baliles' Special Assistant for Constituent Affairs to present our application and all information and she is going to go to work for us politically.

The raw data for the grant is due August 1st. We have all the data and are putting it together now and we will be able to make the deadline. Mr. Swinson said that we are in a stronger position and our money is in excellent shape and in Ella Yates', State Librarian, letter she stated that our application would be competitive in relation to the other applications.

Ella Yates also mentioned in her letter that eight were being considered. Last year, when the Intent to Apply was submitted, there were around 23-27 libraries and a great number of them were told they had low priority but they could go ahead and apply if they so desired. This year there has already been a cut. There were at least twenty applying; however, they have told everyone who will not be in the running not to submit applications. The fact we are in the final eight means we made that cut.
OLD/UNFINISHED BUSINESS (Continued):

Mr. Hingeley, Jr. asked Mr. Swinson to send copies to the Board members when he submits the application to the State Library.

3) Discussion of Revisions to the Annual Leave Policy - Mr. Swinson referred the Board to his Director's Preliminary Report under PROPOSED REVISIONS TO THE ANNUAL LEAVE POLICY for this month and to the June 24, 1986 Library Board Minutes beginning on page 13.

Mr. Swinson requested 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 also requested that Item #4 read:

This new policy shall go into effect on January 1, 1987.

If the Board agrees to change the effective date, Item #3 would automatically be eliminated.

Mr. McIntosh understood the decision on this was held over until this meeting due to his being unable to make last month's meeting. He read over the Minutes and he concurs with Mr. Hingeley in that they wanted it to be most generous in changes in leave to employees, which was why July 1st was inserted as the effective date and also because of Administrative ease in instigating this. This now appears not to be the case. It was also confirmed that the additional leave will be based on six months since the effective date is July.

Mr. Hingeley, Jr. felt that as far as postponing the effective date of these changes, only a small number would be affected and the effect would be further reduced due to the fact of postponing it for six months. For purpose of example only, say you were to receive an additional three days a year and for six months that would be 1-1/2 days so that the impact would be fairly minimal both in terms of number of people affected and in terms of the amount of leave that potentially might be considered lost by this. On those grounds, Mr. Hingeley, Jr. stated he wouldn't have any objections.

We are increasing the leave so it isn't as though a vested right is being taken away. Everybody is already accumulating
OLD/UNFINISHED BUSINESS (Continued):

leave through the existing policy and it isn't being taken away. All we would be doing is postponing the increase.

Mr. McIntosh asked about the mention in the Minutes of having to change anniversary dates. Assuming we do decide to make this policy effective July 1st, couldn't the anniversary date remain the same? Mrs. Grossman mentioned that this was not made clear in the original proposal. If you decide on a July 1st effective date, you are changing the policy by going away from the calendar year to a year beginning in July and all personnel eligible for leave would be affected.

Mr. McIntosh said it was not the intent of the Personnel Committee to change the anniversary date to July 1st, only to do those employees affected by the policy change as of July 1st and leave everyone's anniversary date as before.

The employees have already received their annual leave status for this calendar year and we have already gone beyond the six month July 1st date for the new policy change. The new leave would be for half of the new eligibility, retroactive to July 1st, and evenly divided by the remaining six months to get the new amount of leave an employee can accrue per month.

Mr. McIntosh said that when balancing administrative efficiency versus employee benefits, he always comes down on employee benefits. We have a small number of employees and with nothing changing as to anniversary dates, there would only be a small number affected and it shouldn't pose a burden on anybody.

Mrs. Grossman said that there wasn't any problem in doing it retroactive to July 1st but that the amount accrued for each month was so very small an amount it seemed as though it would be better to do it for a full year and wait until the calendar year since we are already past July 1st.

Mr. McIntosh said that all the Personnel Committee is saying is that this is an abstract of what we want employees to have as benefits and when we decide it and when it goes into effect would be completely separate. If assuming we adopted the new policy with an effective date of July 1st for employees who would be changed, everyone would still keep their anniversary dates using the calendar year.

Mrs. Lumpkin asked who would be affected in looking over the stipulations applying to eligibility for annual leave, item #1.
OLD/UNFINISHED BUSINESS (Continued):

Mr. McIntosh said that no one would be affected currently but that there would be an effect on future employees that qualify.

Mrs. Lumpkin asked who are the people going to be affected by this. Mr. McIntosh said that first she would need to understand the old policy. The old policy separated between department heads/professionals and non-professionals. What we did was merge professionals with non-professionals and separated department heads. We added an allowance for full credit for prior years of experience in a professional capacity or for department heads with experience in similar positions in other organizations.

We can keep #1 as Mr. Swinson suggested in the June Minutes but we should probably change #3 and #4. Mrs. Grossman mentioned changing #4's effective date to January 1, 1987. Mr. McIntosh and Mr. Hingeley, Jr. suggested #3 read that:

If any employees are due for an increase in annual leave amount by virtue of the new leave policy, they shall be entitled to such increase retroactive to July 1, 1986.

Mr. Hingeley, Jr. moved the adoption of the new leave policy with the changes in #1 as recommended by the Library Director and in #3 and #4 as discussed and incorporated in this motion. Ms. Walker seconded this motion. (SEE THE ATTACHED NEW LEAVE POLICY EFFECTIVE JANUARY 1, 1987.)

Mr. Hingeley, Jr. inquired as to how this new leave policy would be communicated to the staff. Mr. Swinson said that basically this would be communicated by memo with an attachment of the new leave policy and with an adjusted annual leave report to those affected retroactive to July 1, 1986. This will also be communicated at the Department Heads' Meeting.

Mrs. Hale thanked Mr. McIntosh and Mr. Hingeley, Jr. for all their efforts in working out the details for the new leave policy.

4) Discussion of the Preliminary Implementation Schedule for INLEX/Hewlett Packard - Mr. Swinson distributed to the Library Board the updated Schedule of Tasks for Library Automation. This schedule goes from June 6, 1986 through November 3, 1987. This is a preliminary schedule. The Executive Staff of the Data Processing Department and the Department Heads
OLD/UNFINISHED BUSINESS (Continued):

of the Library felt this to be vital if we are to understand how we are to proceed with this system.

The dates on this schedule are the deadlines given. Looking under June 1986, the computer network configuration, telephone boxes installed (lines 1 & 2), getting The Computer Company tapes of our holdings, testing the hardware, wiring for electrical outlets, remodeling (phase I), computer lines strung for Central, and sending The Computer Company's tape out for authority control services to Utlas have all been finished.

Mr. Swinson informed the Data Processing Committee that he sent a letter to the Virginia State Library asking them to allow us to revise our contracts with INLEX and Hewlett Packard to allow us to incorporate the barcoding process for the books into our payment schedule with INLEX and Hewlett Packard.

We have received word that this will be acceptable. Mr. Swinson mentioned that he received a letter from INLEX today which states that they will allow us to incorporate the barcoding process. Therefore, as far as June is concerned, we are taken care of now and we are on schedule.

In July, the HP 58 computer was configured and the computer lines were strung at Gordon Avenue, the demo tape installation is done. We are behind on ordering the patron cards and patron barcodes, by about a week. We are currently working on setting up the parameters for the installation profile.

Mr. McIntosh asked what was meant by parameters. Mr. Swinson replied that we need to tell them what information we want going in and what information/reports we want coming out of the system, and inform them of the security levels that we want on each of the terminals (levels are 1 through 9). Level 1 allows you the lowest level of security with 9 allowing you the highest level of security. Mr. Swinson does not think any of the terminals will be at level 1. The catalog terminal will probably be at a level 3 security level.

Mr. McIntosh asked if the lowest level for our library will really be level 3, accessed by the public, with level 9 the highest level. Mr. Swinson said "yes" and that the public access would be at a lower level with the least amount of access.
OLD/UNFINISHED BUSINESS (Continued):

Mrs. Lumpkin asked if we produced barcodes here. Mr. Swinson replied that we will not be producing barcodes here, we will be buying them. We'll be getting sets of dumb barcodes assigned to us.

The question arose "what if we might need duplicates". Mr. Swinson said we could do this but we could probably accomplish the same thing through sequential sheets.

Mrs. Perley asked if we were finished with The Computer Company now. Mr. Swinson said "yes" we are finished with them.

We have the entire run of our bibliographic holdings. Utlass is setting up the barcode tape run. Authority control will be done next week. We are in very good shape, as far as Utlass working on our data base.

Mrs. Perley asked if we have all of our documentation back and anything The Computer Company had that they were working on. Mr. Swinson said "yes". We have direct copies of what we received from The Computer Company at data processing. We have the original of what they sent, the documentation that came along with it, and we have the direct copy of that original and two copies were made and sent to Utlass.

Mr. Swinson mentioned that we own our data base and we own the documentation on it. That was part of the State of Virginia's original contract with The Computer Company. The State of Virginia has been very careful in making sure that the libraries within Virginia that were with The Computer Company own their data bases and own their documentation.

Mr. Swinson mentioned that we are actually looking at coming up with the system live, for the circulation module, in November.

We will be looking at the on-line catalog for a long time before we allow it to be public use. There is a lot of manual checking that will have to be done to make sure that it is at the level we want it to be.
OLD/UNFINISHED BUSINESS (Continued):

Implementation of Phase II, bringing on the branches, is scheduled to be completed by October 30, 1987. This is a deadline for when we want to be finished bringing them all on; so, we will be actually looking at getting the branches on the system between June and October 30, 1987.

Mr. Swinson showed the Board members potential reports we could have from the Administrative module of the software.

1) Report for terminal activity by day. This terminal activity can be measured by day, by month and by year. This lets you know if you are really using your terminals, it tells you if you have all that you need, and it tells you if there is an inordinate load at certain terminals.

2) Overdue notices - books that are overdue. It runs down in shelf list order the books that are overdue.

3) Reserve items eligible for notices. When a reserve is placed, we can show that a book is on order; and when it comes in, this report is generated.

The Board asked if the notices would be automatically generated. Mr. Swinson said "yes" and all overdue notices will actually be generated by the computer. We will not actually be doing it ourselves. We have allowed here at Central and Gordon Avenue for postage for overdues to be sent out on a weekly basis but it may end up being once every two weeks.

4) Reserve items available for pick up.

5) Purchase alert-high circulation. When you see that you have a high circulation on titles, you know you should purchase more. This takes a lot of the guesswork out of purchasing multiple copies up front. We have a good selection staff; however, it still is guesswork as to how many we should purchase. This allows you to buy a minimum number of copies and then see what we actually need.

6) Purchase alert on reader reserves. If you find that certain titles are getting a really high number of reserves, we know we should purchase more.

7) Circulation by media category.
OLD/UNFINISHED BUSINESS (Continued):

8) Circulation by borrower category. We have adult and juvenile in Greene, Louisa, Nelson, Charlottesville and Albemarle. We would be able to get the circulation for each location for adult and juvenile. You could also do this by call number to see how many books are checked out in a certain period to a certain area.

9) Percent of call number group in circulation. We know how many we have and this gives the number/percent in circulation. This gives you good data on if you are spending money wisely.

Mrs. Perley asked about when books are ordered from the main library by a branch if it would show up in circulation as a branch or show up as the main library. Mr. Swinson said it would show up as an intra-library loan from Central but circulation would be reported in the branch or area requesting it. It would be listed as two activities on the reports.

10) Cataloging-items added by day. There are times when we need to know when a book has been added.

Mr. Swinson said that there are more reports but he wanted to give the Board a sample. One reason we picked INLEX, as compared to VTLS and CLSI, was because they had a good reporting module.

Mrs. Lumpkin asked if we would get the whole package even if we don't want to use all the reports. Mr. Swinson said "yes" we would.

Mrs. Perley asked if we could generate a report by pulling certain items out of your data base. Mr. Swinson said we could. If we want a certain report that is not already allowed for in INLEX, it is up to us to tell them what we want and it is up to them to go in and get it for us.

NEW BUSINESS:

1) Nominating Committee - Karen Hayden asked when the Board officers' new terms start. Mrs. Grossman mentioned that usually it is September. Mr. Swinson said that last year we were later than normal in installing new officers. Mrs. Grossman mentioned that Mr. Gilliam, Jr. stepped in for Karen Hayden during her leave of absence and went beyond September until Mrs. Hale was elected and took over her first meeting last December.
NEW BUSINESS (Continued):

Mr. Hingeley, Jr. thought it was usually at the September meeting when new officers took office. No matter when the new officers start, we should start a Nominating Committee, since we aren't having an August meeting.

The Nominating Committee will consist of:

1) Karen Hayden
2) James Hingeley, Jr.

2) Technical Services - Mr. Swinson wants to discuss with the Library Board a question having to do with a retirement in the Technical Services Department and a proposed realignment of the local budget and the Federal Aid budget within that department and our Federal Aid budget for the fiscal year.

Mr. Swinson referred the Board to the confidential memo submitted with the Director's Preliminary Report. We are in a position at this time, because of this retirement in the Technical Services Department by Mary Walsh, to bring the Head of Technical Services, Beth Berne, up to full-time. This is the only department head that is not full-time.

Mr. Swinson proposed in the budget for this fiscal year that we take this person to full-time and the Board's reaction at the time of the original proposal was that the Board favored this; however, it was one of the items that we had to eliminate as we revised the budget.

In the budget proposal in December, we reduced the amount of Federal Aid applied to the salary of an on-line cataloger. Because of the retirement of Mary Walsh, we have a certain amount of money freed up that will allow us to make the Head of Technical Services full-time and to reduce the amount of Federal Aid going to the on-line cataloger's salary.

In State and Federal Aid we have $19,479 currently budgeted for the on-line cataloger and by reapplying this Federal Aid, we can take this down to $14,520. This would reduce status quo to salaries to $135,600. Mr. Swinson proposes the savings in Federal Aid of $4,959 be applied towards books under Federal Aid.

Mr. Swinson mentioned that in his memo he had stated $5,054 as the amount but that it really was $4,959. The reason for this was that the salary for Beth Berne is higher and would trigger a higher amount of benefits for her than we currently allow.
NEW BUSINESS (Continued):

Mrs. Perley asked if she was correct in thinking that one thing the Library cannot do is to move a budgeted payroll item into a line item. Mr. Swinson replied that this is not in the jurisdictional contract. This might be true in local funding. For instance, in Charlottesville you can't increase any line, whether it is personnel or non-personnel, without Council approval. It can be increased but it has to go through Council. We are not actually increasing the payroll for this department.

Mrs. Perley said she meant the moving of the funds, such as once your budget has been approved that salary line item cannot be changed and moved to another line item. We can move the other line items around but she thought that it was a state provision and we could not do that with payroll.

Mr. Swinson said that there is nothing in the State or Federal Aid requirements on this. The only requirement on the State Aid is that you cannot use more than 25% of your entire grant for salaries. On Federal Aid, you could use the entire amount for salaries, if you wanted to.

Mrs. Perley asked if this was permissible for us to do what Mr. Swinson is proposing. Mr. Swinson said "yes, it is permissible".

Mr. McIntosh mentioned that this is what Mr. Swinson presented at the Personnel Committee Meeting with the only change being the amount of $4,959. At that time, the only concern was that in the short term there would be fewer person hours in the department. The Committee wondered if due to the short term lesser hours, with implementation of the computer, it would leave us less capable of doing the implementation. Mr. Swinson answered the Committee's concern adequately and we were satisfied with what he proposed.

Mr. Hingeley, Jr. mentioned that Mr. Swinson indicated we needed more time from the head of the department because it was the planning time from the head of this department that was important to the implementation of the automation project. Mr. Swinson said "yes, that is absolutely true". You are ending up with fewer hours and you are ending up with different hours. You have a person in a supervisory position being able to put in more time on the automation project.

Mr. Swinson mentioned that at this point in the Technical Services Department we are loading in our bibliographic data base
NEW BUSINESS (Continued):

and so much depends on the Technical Services Department and good leadership in that department. We do not need the clerical time in this process as much as we need the leadership time.

Mrs. Perley said that having a head of a department as part-time is not a good principle.

Mr. Swinson's proposal, as outlined in his memo to the Board, is to bring the department head to full-time and to reduce the amount of Federal Aid that we are putting towards salary for the on-line cataloger.

Since we are reducing local funding, we could adjust that back to the localities or we could try to proceed with a reduction in Federal Aid. Federal Aid is going down and this is one way we could begin to lessen the amount for salaries by decreasing the potential personnel increases to the localities and bring the book budget up.

Mr. Swinson mentioned that our book budget in State Aid for last year shows we had budgeted $225,842. This year we budgeted $169,803. For books under Federal Aid, we had budgeted $800 this year. This will allow us $4,959 as a book budget for Federal Aid.

We allowed for $12,500 in Federal Aid but we had a cut and it actually ended up being $11,777; therefore, the proposed revision for Federal Aid is:

1) Salaries  - From $10,919 To $ 6,291
2) Books    - From $ 800 To $ 5,036 *
3) Social Security - From $ 781 To $ 450

Totals     - From $12,500 To $11,777

* This figure was derived at by adding the newly proposed amount of $4,959, adding the proposed budgeted amount of $800 and subtracting $723, the difference of $12,500 from $11,777.

Mrs. Perley read from Mr. Swinson's memo to the Board:

...As long as we continue to pay for key personnel from our Federal Aid Grant, we will run an increasing risk of losing them.
NEW BUSINESS (Continued):

Mrs. Perley asked Mr. Swinson if that meant that as soon as the Federal Aid stops, we won't have any budget there for salaries. Mr. Swinson said "yes". We run an increasing risk of losing key personnel when Federal Aid stops unless the localities make up the difference. If we get caught in the circle of trying to use our local money to keep personnel on, it will get very expensive.

Mr. McIntosh asked if Mr. Swinson wanted the Board to approve two items, the revision of the budget and the revision in the Technical Services staff. Mr. Swinson confirmed he needed the Board's approval on both items.

Mrs. Perley made the motion that the Board accept the proposal to increase the status of the Technical Services Department Head to a full-time position as of September 1, 1986 and Karen Hayden seconded the motion.

Mr. Hingeley, Jr. made the motion that the Board adopt the proposed revisions to the Federal Aid budget, which incorporates all the changes and Mrs. Perley seconded the motion.

3) Selling of Mailing Lists - Jim Hendricks, our Accountant with the City of Charlottesville, suggested to Mr. Swinson that he consider selling our patron file/subscriber's list. Mr. Swinson had not had time to fully investigate this but thought he would bring it to the Board's attention to get their response to this.

We could consider selling our patron list through a broker and we would be paid a certain amount of money per patron and address each time it was used. We have 37,000 patrons and it could result in a significant amount of money for the Library.

Mr. Swinson's initial reaction was that we couldn't do this because we have a Confidentiality Statement. Mr. Hendricks' reaction was that the Confidentiality Statement is linked to patrons' borrowing records. He will be bringing this up to the City of Charlottesville as a fund raising ploy.

Karen Hayden mentioned that the University of Virginia does this.

Mrs. Perley found the idea very distasteful and Mr. McIntosh had the same reaction.
NEW BUSINESS (Continued):

Karen Hayden mentioned that you do have the option and you would really have to say that we were selling this list and the patron(s) could refuse to have their name put on the list.

Mr. Swinson said it could be a very significant amount of money. Mr. McIntosh mentioned that if we did this and received that money, then the money would be deducted from our local grants for funds. Mr. Swinson said that we could ask that the money be put in our book budget.

Mrs. Perley said that her initial feeling is that the jurisdictions would not go for this.

Mrs. Lumpkin asked if there would be some control regarding who could use this. Mr. Swinson said "yes" and that we could limit it. Mr. Swinson only brought this up to get the Board's thinking on it and he thought we could get as much as $.05-$0.10 per person every time the list was used.

Mrs. Lumpkin thought it was a creative thing to think about but is it ethical and legal. Mrs. Perley didn't think it sounded as if there would be anything illegal about doing this but it might be unethical. Karen Hayden asked if having a library card is confidential, she didn't think so. She did feel that the use of a library card would be considered confidential.

Mrs. Perley thought we wouldn't think as much about the legality of doing this but that it is just unethical. We are plagued with this almost daily and every time we go to a mailbox we have all of this unsolicited mail and it is nice to know that you could put your name down one place and not have it used.

Mrs. Lumpkin said that on the other hand if somebody is benefiting from that, who better to benefit from it than some place that matters.

Mrs. Perley thinks it will end up that we'll gain it one place but that we'll lose it from somewhere else. She doubts that we would end up having it in addition to our other funds.

Mr. Swinson said he would have a better background on this at the September meeting. He intends to pursue it and will check again with Ida Patton. It isn't linked to borrower records and the Code of Virginia does specifically state that we cannot, unless by subpoena, release borrower's records. Mr. Hingeley,
NEW BUSINESS (Continued):

Jr. asked what the definition is of a borrower's record. They are borrowers and why wouldn't that be considered a borrower's record.

Karen Hayden asked if it would be linked with their social security numbers. Mr. Swinson said "no" but we will use the driver's license number (social security) as one of our entry numbers but that won't show up on the ID. You will have a barcode. The questions arose as to what we would do if a person didn't have a driver's license and also what if a patron refused to give us their social security number. Mr. Swinson said we have several different options.

Mr. Hingeley, Jr. asked if Mr. Swinson was planning to present this for a decision at the next Board meeting. Mr. Swinson said "no". Mr. Hingeley, Jr. said he wouldn't mind if Mr. Swinson brought additional information to the next meeting but that the Board wouldn't be prepared to make a decision on it at that time.

Mr. Swinson mentioned that if the Board did decide to move ahead on this, we wouldn't have our patrons reregistered until around late October. Our localities should know about this in advance. It would be better to incorporate it into the budget process, where we would tell the localities that we estimated a certain amount of revenue coming in from this source.

Mr. Hingeley, Jr. and Mr. McIntosh want to see a legal opinion on this. It could save us a lot of time in considering this if it turned out we couldn't do it.

Karen Hayden mentioned that if we do this we should notify our patrons in advance. Mrs. Lumpkin suggested we put it on the application form. Mr. Swinson said he felt we would have to say this on the registration form.

Mrs. Lumpkin asked if we could give the list to the Friends and have them do it. They would get the money and they could contribute it. Mrs. Perley thought it a good idea because the Friends' money doesn't affect our budget in any way.

Mrs. Lumpkin said that if we do it and we got the money, somebody would probably cut our budget in a like amount. Whereas if the Friends contributed this money, your budget wouldn't be sliced by the jurisdictions. Mr. McIntosh said the localities might say that this is a transparent dodge.
NEW BUSINESS (Continued):

Mr. Hingeley, Jr. agreed with Mr. McIntosh. He thought that there would probably have to be some strong feeling on the governing bodies' part that revenues from this source should be subject to public control, which is what they exert through the budget and through the appropriation process.

Mr. Swinson said that at this point whether this is legal or illegal, this represents a very large source of potential money. Mr. Hingeley, Jr. suggested we find out if this is legal and then we can go on from there.

4) Data Processing Committee Meeting - Mrs. Perley asked if Mr. Swinson would like to sit in on their Data Processing meeting after the Board meeting adjourns. Mr. Swinson said he would attend the meeting with Mrs. Perley and Mr. Hingeley, Jr.

ADJOURNMENT:

The meeting was adjourned at 5:26 p.m. and the Board members adjourned into the Jefferson Room, where Mr. Swinson showed the Board members the on-line catalog.

The August Board meeting was cancelled. The next Board meeting will be scheduled for Tuesday, September 23, 1986 at 3:30 p.m. in the Madison Room at the Central Library.

DonnaLee Grossman
Recording Secretary
ANNUAL LEAVE POLICY

(Library Board Approval July 22, 1986)

No annual leave shall be taken by any employee until he or she has worked for six (6) months; and then leave taken shall not be greater than the amount accrued for the number of hours worked. In unusual circumstances, an employee may request "advance annual leave". Such request shall be approved by the Director and shall be limited to that amount the employee will accrue during the remainder of the year.

Full-time employees shall accrue annual leave according to the following schedules:

<table>
<thead>
<tr>
<th>DEPARTMENT HEADS</th>
<th>1-3 YEARS</th>
<th>3+ YEARS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15 Days</td>
<td>20 Days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALL OTHER STAFF</th>
<th>1-5 YEARS</th>
<th>6-10 YEARS</th>
<th>10+ YEARS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12 Days</td>
<td>15 Days</td>
<td>20 Days</td>
</tr>
</tbody>
</table>

The following stipulations apply to eligibility for annual leave:

1) Professionally-certified staff members shall be allowed full credit for years of prior experience in other organizations in a professional librarian capacity.

2) Staff members shall not lose their current annual leave entitlement by virtue of this policy revision.

3) If any employees are due for an increase in annual leave amount by virtue of the new leave policy, they shall be entitled to such increase retroactive to July 1, 1986.

<table>
<thead>
<tr>
<th>Bookmobiles</th>
<th>Albemarle County</th>
<th>Louisa County</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Crozet</td>
<td>Louisa</td>
</tr>
<tr>
<td></td>
<td>Scottsville</td>
<td></td>
</tr>
<tr>
<td>296-5544</td>
<td></td>
<td>(703) 967-1103</td>
</tr>
<tr>
<td>823-4050</td>
<td>Greene County</td>
<td></td>
</tr>
<tr>
<td>286-3541</td>
<td>Stanardsville</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>985-2370</td>
</tr>
<tr>
<td></td>
<td></td>
<td>263-5904</td>
</tr>
</tbody>
</table>
4) This new policy shall go into effect on January 1, 1987.

5) Years of experience for Department Heads shall be leave experience in a similar position(s).

6) Annual leave for permanent part-time employees will be calculated on a pro-rated basis identical to that specified under the "Table of Hourly Earnings Per Month"* in the annual leave policy approved effective 4/22/80.

Employees may carry over annual leave from one calendar year to the next up to a maximum of their annual leave amount, plus five (5) days. Upon retirement, resignation, or other termination, employees will be paid for their accrued annual leave up to a maximum of their annual leave amount, plus five (5) days, such payment to be made based on their annual salary at the time of their departure.

* TABLE OF HOURLY EARNINGS PER MONTH (4/22/80)

<table>
<thead>
<tr>
<th>Base Hrs./Wk.</th>
<th>Years of Service</th>
<th>1 - 5</th>
<th>6-10</th>
<th>10+</th>
<th>Professional &amp; Department Heads</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1-3 Yrs.</td>
</tr>
<tr>
<td>10+ - 12 Hours</td>
<td>1-1/2</td>
<td>2-1/2</td>
<td>3-1/2</td>
<td></td>
<td>1-1/2</td>
</tr>
<tr>
<td>12+ - 18</td>
<td>2</td>
<td>2-1/2</td>
<td>4</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>18+ - 24</td>
<td>3-1/4</td>
<td>4-3/4</td>
<td>6-1/4</td>
<td></td>
<td>3-1/4</td>
</tr>
<tr>
<td>24+ - 28</td>
<td>4</td>
<td>6-1/2</td>
<td>8-1/4</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>28+ - 37</td>
<td>4-3/4</td>
<td>7</td>
<td>9-1/2</td>
<td></td>
<td>4-3/4</td>
</tr>
<tr>
<td>37-1/2 (Full-Time)</td>
<td>6-1/4</td>
<td>9-1/2</td>
<td>12-1/2</td>
<td>6-1/4</td>
<td>12-1/2</td>
</tr>
</tbody>
</table>
MEMO

TO: Members of the Board of Trustees
FROM: Bill Swinson
DATE: 8/20/86
RE: Reminder of the cancellation of the August Board meeting

Please remember that the Board will not be meeting on August 26. The next regularly scheduled meeting will be on September 23.

We will be mailing the June and July financial reports, the July Minutes, and the July Bookstock & Circulation Reports to you on September 3. At that time I should also have some report on the status of our application for LSCA Title II construction funds.

I will be on vacation in Illinois from August 22-30. If it is urgent that you get in touch with me during that period, please call Donna Lee for telephone numbers.
MINUTES OF THE SEPTEMBER 23, 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.
Mrs. Nita Lumpkin
Mr. Peter McIntosh - Vice President
Mrs. Margaret Perley
Mrs. Judith Walker
Mrs. Helen Wieneke

TRUSTEES ABSENT: Mr. Alexander Gilliam, Jr.
Ms. Ann Stafford - Resigned

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

Members of the Library Board of Trustees and some of the
City of Charlottesville's Manager's staff were invited to an
orientation at 2:00 p.m., prior to the Library Board meeting. The
orientation was to show the relationship between the Data
Processing Department and the Jefferson-Madison Regional Library
and to demonstrate the INLEX/Hewlett Packard system purchased by
the Library to automate its cataloging and circulation activities
and its public access catalog. The demonstration was also to
familiarize the members of each group with the capabilities of
the system, the environment in which it will be used, and the
genral schedule for implementation.

The Library Board of Trustee's meeting was called to order
at 3:33 p.m. by Mrs. Mary Hale, President of the Library Board of
Trustees. The July 1986 Minutes were approved by the Library
Board, with the motion for approval being made by Karen Hayden
and seconded by Mr. Peter McIntosh. The July and August 1986
Bookstock and Circulation Reports were approved by the Library
Board, the motion being made by Mr. Peter McIntosh and seconded
by Mrs. Sally Gieck. The June, July, and August 1986 Financial
Reports were approved by the Library Board, the motion being made by Karen Hayden and seconded by Mrs. Margaret Perley.

BOOKSTOCK AND CIRCULATION:

Mr. Swinson pointed out to the Library Board that the August 1986 Bookstock Report figures were for the month only and did not include the year-to-date.

Circulation for August showed an increase of 3.3%. Our months-long slide is slowly beginning to reverse itself. There were two branches having an especially large circulation increase, Greene County with a 23.88% increase and Nelson County with an increase of 15.32%.

FINANCIAL REPORTS:

Mr. McIntosh asked if there was any way to make a note or an asterisk on the salaries on the Financial Reports. He felt that Mr. Swinson should not have to continue reporting that we are going to be one month behind throughout the entire year and a note or an asterisk would key it off.

Mr. Swinson commented that our Financial Reports are directly tied to the printouts from the City of Charlottesville; and one of the reasons the June 30th Financial Report was put off for so long was due to our not receiving an adequate report on our financial situation. Therefore, we had to go through both June reports, of which the final one was not issued until after our July Board meeting.

Mr. McIntosh mentioned his ongoing concern that it is very difficult for a Board Member to make any independent assessment of our Financial Reports, it might not be worthwhile to print out the full Financial Report. Perhaps just a one or two page report, which Mr. Swinson is already producing for the Board in our current monthly report, would be sufficient. If the Board and Mr. Swinson could come to an understanding as to what Mr. Swinson would report to the Board as out of the ordinary expenditures and get that in his report, having the full-length Financial Reports available when the members meet at the Board meetings, this would save on paper, postage and be more efficient. If any of the Board Members want the full Financial Report, they could get them at the Board meeting.

Mr. Swinson asked if the Board meant reporting just the Operating Revenues, the Summary of Local Funds, the Summary of State Aid and not go into each branch. We could do the full
FINANCIAL REPORTS (Continued):

Financial Report on a quarterly basis and not do it every month. Mr. McIntosh thought that would be an improvement.

Mrs. Perley said she would rather have it broken down by each branch because she has questions asked her by the Supervisors and it is difficult to understand when you are not dealing with it on a day-to-day basis. When you are looking for something, you really do need to have it broken down on a year-to-date basis by branch or at least have it available whether or not it is printed out. Mr. McIntosh agreed it should be available if requested at a Board meeting but it shouldn't be mailed out.

Mr. Swinson referred to the State Aid for August. The State Aid budget will be subject to a tremendous amount of change this year. Alexia Williams, who is a Department Head, will be retiring and her salary is supplemented to a large extent by State Aid. The person eventually hired to replace her will not be hired at the same rate as she currently is making; so we will be saving some money on this.

Our Data Processing charges will not be as large as we originally anticipated. Hewlett Packard has had a reduction in their rate of maintenance. In computer equipment, we will probably at year's end be underspent by $7,000-$10,000. Also in Data Processing charges, the quote we received from Utas to do the barcoding project has been reduced.

DIRECTOR'S REPORT:

1) LSCA Title II Application to the Virginia State Library for Funds to Construct a New Nelson County Library - We have been awarded a grant. None of the applicants were fully funded. We requested $107,932 and we qualified for $70,551. We have a lot of work ahead of us on this.

By November 14th, we have to have the final drawings and specifications at the State Library. By November 24th, the State will notify us whether we have received final project approval. The construction contract must be awarded within 90 days after approval.

We have one asset not converted into dollars yet, which is the C & P Telephone building. There are two people interested in the building.
DIRECTOR'S REPORT (Continued):

Mrs. Hale mentioned that due to the unfortunate part of the matching situation, we had to use the value of the land the Library will be sitting on, which will never be converted into actual cash. We are looking at having to raise approximately 35% in cuts but Mrs. Hale mentioned she would have no qualms in going to the Nelson County Board of Supervisors.

Mr. Swinson reminded the Board that the Friends are holding back an additional $5,000 for the Nelson County Library.

Mr. Hingeley, Jr. asked if it is the intent of the Library Board at this time to request the difference in funding we need from the Board of Supervisors or to look at other sources. Mrs. Hale commented that people will donate now that they see this is not just a dream and it is a reality.

Mrs. Hale also mentioned that she had talked with one of the Supervisors and it was suggested that we put into our budget the extra that we need and submit it to the Board of Supervisors.

Mr. Swinson mentioned that we need to get the C & P building sold so that we know what we actually have to ask for. We have put the value of the C & P building at around $22,500. Mr. Hingeley, Jr. pointed out that if you sell the building for less than $22,500, we have to make up the difference.

Mrs. Hale mentioned that the trustees have held up on selling the building until we heard that we had the grant, even though there have been people interested in the building over the past year. It has not been due to lack of interest that the building has not been sold.

Mr. Swinson mentioned that in tailoring the building we have to the amount of dollars we have, we have a fairly modular design which can be cut back if we need to. Mr. Hingeley, Jr. asked if the conditions of the State Grant would allow us modifications to the building. Mr. Swinson said "yes".

Mr. McIntosh expressed the Board's appreciation to Mrs. Hale for all the effort she extended into getting the Grant.

2) Update on Assistant Director of Extension and Branches and Retirement of Mrs. M. Alexia Williams, Head of the Children's Department - Mr. Swinson mentioned that we now have approximately 16 applicants for the position of Assistant Director of Extension and Branches. We have some good applicants and Mr. Swinson thinks it is going well.
DIRECTOR'S REPORT (Continued):

We have just received the resignation of Mrs. M. Alexia Williams, Head of our Children's Department, who plans to retire as of December 31, 1986. We have already posted the position and have sent out the advertisement to the September 22, 1986 Library Hotline and advertisements for two consecutive Sundays in the local Daily Progress.

Mr. McIntosh inquired about in-house applications. Mr. Swinson replied that there was a good possibility of in-house applications for both positions. Mr. McIntosh asked if we have anything in our Personnel Policy about preferences for people on the staff. Mr. Swinson said "no".

3) Resignation of Ms. Ann Stafford, Library Board Trustee - Mr. Swinson informed the Library Board that Ms. Ann Stafford had written a letter to him dated August 27th, notifying him of her resignation from the Library Board:

Dear Bill:

It is with regret that I must inform you of my decision to resign my place as a Trustee on the Library Board. I have felt disappointed with the level of my involvement and, given that I see increased demands on my time in my work (for example I would be out of town for the next three meetings), I feel obliged to step down.

I am very pleased to have had the opportunity to work with you, DonnaLee and the other Trustees, and I thank you all for your patience.

Sincerely,

Ann Stafford

Karen Hayden asked if Ann Stafford's position was the position she saw advertised a few weeks ago in the local paper for the City. Mr. Swinson said "no".

4) Reappointment of Mr. Peter McIntosh for a Second Term on the Library Board - Mr. Swinson confirmed that he received a letter dated September 3rd confirming the Charlottesville City Council's reappointment of Mr. Peter McIntosh to serve a four-year term beginning immediately and scheduled to expire on August 31, 1990.
DIRECTOR'S REPORT (Continued):

Mrs. Perley asked who sets the limit on terms served. Mr. Swinson said the terms are set by the Code of Virginia for two consecutive four-year terms.

Mr. McIntosh asked if Ann Stafford was a Trustee from the City of Charlottesville. Mr. Swinson confirmed that she was representing the City.

5) Article in the Greene County Record and The Daily Progress Criticizing Performance of One of our Storytellers - Mr. Swinson referred the Library Board to his Director’s Preliminary Report, dated September 1986. Mr. Swinson was disappointed that the person making the complaint saw fit to air their complaint in the local newspapers before contacting us.

Mr. Swinson stands by the particular program mentioned in the article and went on to inform the Board that the Library has received several compliments on our programs.

Mr. Swinson pointed out that people can react just as negatively to a performance as they can to a book. Mr. Swinson circulated to the Board members a copy of the book entitled, The Clay Pot Boy by Cynthia Jameson, saying it is closely related to the bear book mentioned in the article. At the end, it is a case of gluttony being punished and initiative being rewarded. Mr. Swinson also circulated the book, The Greedy Old Fat Man by Paul Galdone as another example. Reference was also made of Grimm’s Fairy Tales and how really grim they are.

Mrs. Lumpkin mentioned talking with some people who had recently moved to Greene County from Ohio and she asked them about this. They are a family who are very concerned about right living and are very involved in the church and have taught their children at home for the past few years. They had nothing but good to say about our storytelling programs. This family is very protective and they were not turned off by this program. The article mentions continual bombardment but a storytime one time in a Library is not continual bombardment.

Mr. Hingeley, Jr. mentioned that he didn't think the Library needed to be defensive. We don't need to say that the book, contrary to their complaint, actually had a moral lesson that was worth communicating to the children. People differ about what the moral lesson is and how well it is communicated. If we respond that way, we are lowering ourselves to that level. Mr. Hingeley, Jr. felt we should come down hard on the side of free expression and storytelling hour to him is closely related to the books that we have in the collection. Storytelling is reading a
DIRECTOR'S REPORT (Continued):

book we have in the collection and he doesn't feel we need to make an apology for a book in the collection.

Mrs. Wieneke thought it was almost a case of parent education, educating them to see that the fairy tale is not something that the child takes personally at all and the child is not offended.

Mrs. Perley thought that opinions such as this often reflect fears of the parents but not necessarily that of the child.

Mr. Hingeley, Jr. agreed with Mrs. Wieneke in that the parents need to be educated. This parent linked the story hour with television and Mr. Hingeley, Jr. feels that fairy tales serve a useful purpose to children because they know the violence in them and the stories that are told are imaginary and are fairy tales. It is hard for children to sort that out in television because television is presented as being realistic.

NEW BUSINESS:

1) Election of Officers - Karen Hayden informed the Library Board that the Nominating Committee has met and the slate for President is Mr. Peter McIntosh with Ms. Judith Walker for Vice President. Both have consented to run.

Mr. Hingeley, Jr., as a member of the Nominating Committee, moved in nomination the name of Peter McIntosh as President of the Library Board of Trustees and Judith Walker as Vice President of the Library Board of Trustees. Karen Hayden seconded the motion. The Board unanimously approved the motion.

EXECUTIVE SESSION:

Mrs. Hale 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 Karen Hayden and was seconded by Mr. Peter McIntosh. The Library Board went into Executive Session at 4:09 p.m.
EXECUTIVE SESSION (Continued):

The Library Board of Trustees reconvened from Executive Session at 5:34 p.m.

The Library Board of Trustees has adopted the Proposed Evaluation Criteria for the Library Director for the Jefferson-Madison Regional Library with a few changes which Mr. McIntosh will process and send to the Board. The Board has discussed and shared their ideas on each one of the eleven items in the proposed criteria for evaluation of a Library Director. The past President, Mrs. Mary Hale and the newly installed President, Mr. Peter McIntosh will sit down with the Library Director, Mr. Swinson, to share their composite feelings with him.

The vote of the Library Board was to authorize a 10% increase in the Director's salary, based on consideration of the significant work in terms of the computer implementation during this past year and the excellence of performance that Mr. Swinson has demonstrated, with the proviso that the Board did not feel they were setting a precedent in terms of percentage or anything else but that this was based on an unusual year and Mr. Swinson's performance significantly in the area of the implementation of the computer.

Mr. McIntosh stated the Board was tabling the Policy on the Confidentiality of Library Records until the next meeting and the Scottsville Branch Library will be the next site for the Library Board meeting on October 28, 1986 at 3:30 p.m.

ADJOURNMENT:

The meeting was adjourned at 5:38 p.m. The next Board meeting will be scheduled at the Scottsville Branch Library for Tuesday, October 28, 1986 at 3:30 p.m.
The October 28, 1986 Library Board of Trustees' Meeting was held at the Scottsville Branch Library and was called to order at 3:42 p.m. by Mr. Peter McIntosh, President of the Library Board of Trustees. Mrs. Hale referred to page four in the September Minutes regarding it not being due to lack of interest that the C & P building has not been sold. Mrs. Hale wanted to make sure this was not misinterpreted and she stated that it was quite possible that if they had attempted to sell the building that it still might not have been sold but that there has been interest in the building. The September 1986 Minutes were approved as submitted and clarified, with the motion being made by Mrs. Wienekes and seconded by Mr. Gillian, Jr. The September 1986 Bookstock/Circulation Reports and the Financial Report were approved, motion being made by Mrs. Hale and seconded by Mrs. Wienekes.

BOOKSTOCK AND CIRCULATION:

Mr. Swinson mentioned that circulation for the quarter region-wide is up by 2.96% over last year. In the Director's Report, Mr. Swinson mentioned that Greene and Nelson had very significant percentage increases in circulation. For the quarter, Nelson was up by 19.13% and Greene was up by 26.01%. Central is down by 1.07% for the quarter and Gordon Avenue is up...
BOOKSTOCK AND CIRCULATION (Continued):

by 2.54%. Scottsville is up by 7.91%, Louisa is up by 5.52% and Crozet was up by 4.06%. The Bookmobile is down by 2.22% and the Joint Security Complex is down by 13.41%. Mr. Swinson asked the Board if they had any questions. Mrs. Wieneke asked why Nelson and Greene were up so much.

Mr. Swinson thought that Nelson was up because they have received a lot of publicity lately and because they have a strong storytelling program. Mrs. Hale mentioned that Nelson did have it once a month and they now have it once a week. Greene has also seen an increase in circulation due to programming.

FINANCIAL REPORT:

Mr. Swinson referred the Board to his Director's Preliminary Report regarding the Financial Report and asked if the Board had any further questions.

DIRECTOR'S PRELIMINARY REPORT:

1) Mr. McIntosh referred the Board to Mr. Swinson's Director's Preliminary Report regarding a reduction in the number of reports the Board Members are currently receiving. Mr. Swinson's proposal would be to mail to the Board Members each month (other than at the end of a quarter):

1) Agenda
2) Director's Preliminary Report
3) Minutes
4) Circulation and Monthly Use Report
5) Financial:
   a) Report of Operating Revenues
   b) Report of Operating Expenditures
      Local Funds: Summary
   c) Report of Operating Expenditures
      State Aid: Summary
      Federal Aid: Summary
DIRECTOR'S PRELIMINARY REPORT (Continued):

At the end of each quarter, the Board Members would receive the regular monthly packet, along with the Bookstock and Collections Report, the Circulation for Jurisdictions Report and the full Financial Report.

The agency expenditure reports will be available upon request each month that does not end a quarter. The remaining portion of the Bookstock and Collections Report will be distributed at the monthly Board meetings.

Mr. Swinson mentioned that he had promised the Board to lessen the amount of reports they have been receiving and he felt the best way to do this would be to go to quarterly reporting. Mr. Swinson would like the Board's approval on this.

Mr. Gilliam, Jr. thought the suggestion a fine idea, with the provision that if the Director should see something unusual, such as in the monthly statistics, that Mr. Swinson bring it to the Board's attention.

Mr. Swinson mentioned that we would be depending on summary sheets; however, if the Board wants to see the branches' financial reports, we will give them to the Board on demand.

Mr. McIntosh said that Mrs. Perley mentioned she would like to keep updated and was for the idea of tailoring the mailing if she could get the breakdown for Louisa.

Mr. Swinson said we could compile the basic report and put the additional sheet for Louisa in Mrs. Perley's packet.

The Board unanimously approved Mr. Swinson's suggestion to reduce mailing of the Board packet as discussed and the Board also approved the September 1986 Circulation Report and Financial Report, with the motion being made by Mrs. Hale and seconded by Mrs. Wienke.

2) Mr. Swinson mentioned that the Friends' of the Library Magazine Sale for October 1986 grossed approximately $2,267.75. Mr. Swinson thought this was down from last year.

Mr. Gilliam, Jr. mentioned that he had not seen much, if any, advertising or publicity on the magazine sale except for seeing something a week before the sale on television on the special announcement channel. Usually there are flyers and posters out.
DIRECTOR'S PRELIMINARY REPORT (Continued):

Mrs. Hale asked if there was a Friends' meeting tonight. She mentioned that there is a small move to keep the magazine sale going. Possibly they were reluctant to continue the magazine sale and not much was done this year as a consequence.

Mr. Gilliam, Jr. overheard someone saying that this might very well be the last year for the magazine sale.

Mrs. Wieneke asked if the magazine sale was the only money making project for the Friends. Mr. Swinson mentioned that the Friends also have the book sale as a money making project and they made over $20,000 last year on the book sale.

Mr. Gilliam, Jr. asked if there would be any problem in continuing storage of the books for the book sale. Mr. Swinson said "no, not at this time". Mr. Swinson mentioned that we have to consider the Friends in any eventual renovation of Gordon Avenue.

Mrs. Hale mentioned that apparently there are enough books to have a book sale twice a year and this might be brought up to the Friends at their meeting tonight.

Mr. Gilliam, Jr. asked what, if any, books and magazines are kept at the end of the sales. They should probably be discarded at the end of the sales to save space for new ones coming in for the next sales.

3) Mr. Swinson introduced Joyce Hall to the Board Members. She is the new President of the Staff Association and replaces Stella Pool.

4) Mr. Swinson also mentioned to the Board that this is the first Board Meeting where the Board has been recorded on film. This is just to show a group picture of the Board and won't be a regular feature every month. Mr. Swinson did mention that he would like to see a group photograph taken of our Board members about once every two years.

5) Mr. Swinson reported on the current progress towards the construction of the new Nelson County Library. As previously mentioned, the deadline for the plans is November 14th. We are proceeding on schedule. Mrs. Hale and Mr. Swinson met yesterday with the architect, S. Cabell Burks, in Amherst and there were two engineers with him trying to get our electrical requirements sorted out. Mr. Swinson showed progress plans to the Board for the building. The plans show only the shell of the building.
DIRECTORS PRELIMINARY REPORT (Continued):

and the general interior. If the Board would like to look at them later, they are available after the meeting.

6) Mr. Swinson reported on INLEX. Three members of the INLEX staff were in Charlottesville last week Thursday and Friday. We loaded up the INLEX software without a problem and training proceeded in the same vein.

We loaded the first 25,000 bibliographic records from Utlas and found out that about 30% of the bibliographic records are flawed. They had to be sent back to Utlas for cleanup free of charge. The prefixes in the collection codes were messed up. A good example of the problem would be the Reference collection. The "R" denoting Reference does not show up in the on-line catalog display for Reference materials. Utlas forgot to link the "R" for Reference with the call number. Therefore, we wouldn't know where a certain book would be. The large print collection is also affected.

We are approximately 4-5 weeks behind now. We might be able to come up in late January but it would be more likely to be mid February before we have the system up. Right now we are reviewing the first 25,000 records for any other problems.

Otherwise, the system worked beautifully and the system loaded up very fast. It was faster than we expected by about 25%.

OLD/UNFINISHED BUSINESS:

1) Approval of the Confidentiality Policy - Mr. McIntosh mentioned that the Confidentiality Policy had been tabled at the September Board meeting. Mr. Swinson received a reply from the Albemarle County Attorney's Office, Mr. James M. Bowling, IV, dated August 21st regarding the Confidentiality Policy of the Library's patron file and upon reviewing it found it to be in proper legal order.

Mrs. Walker asked why would someone want this information and why would we release this type of information. Mr. Swinson replied that this was generated out of a Moral Majority Crusade in Washington State approximately three years ago, where a local chapter of the Moral Majority went to the Washington State Library and said that on certain books that were in that
OLD/UNFINISHED BUSINESS (Continued):

collection and since Washington State was automated, they wanted to see who had taken those books out. Washington State said "no, we will not release the records".

The Confidentiality Policy gives us a procedure to go by and a written policy on saying that these records are confidential. We cannot release any information without a subpoena.

We need a Confidentiality Policy even more now because we are moving into a new area of circulation problems and will be coming into some new policy changes with automation.

Mr. McIntosh asked for a motion that the Board adopt the Confidentiality Policy as presented by Mr. Swinson, motion being made by Ms. Walker and seconded by Mrs. Wieneke.

2) Update on Albemarle County Historical Society - Mr. Swinson referred to a letter he wrote to Ms. Melinda B. Frierson, Executive Director of the Albemarle County Historical Society, on October 20, 1986.

On October 14, 1986 our Library Committee met to look into the possibility of a cooperative arrangement with the Albemarle County Historical Society. Four questions were brought up at the meeting:

a) Is the Jefferson-Madison Regional Library Board of Trustees, in principle, favorably disposed towards entering into a cooperative arrangement with the Albemarle County Historical Society?

Committee Answer: Yes (Unanimous)

b) What are the benefits to the Jefferson-Madison Regional Library of entering into a cooperative arrangement with the Albemarle County Historical Society?

Committee Answer: It is very self evident what the primary benefit would be---access to the library collection of the Albemarle County Historical Society on-site and having it in our catalog database.

c) Could the Jefferson-Madison Regional Library enter into such an arrangement without shortchanging
OLD/unfinished business (Continued):

(literally) its current activities and future needs?

Committee Answer: We are putting ourselves into an area in which we could be shortchanging existing activities and/or programs. However, this is one consideration that a budget committee will probably have to consider. We have not heard back from the Albemarle County Historical Society yet on their executive committee's reaction towards meeting with Mr. Fisher and Mr. Buck and their staffs. The immediate reaction from Melinda Frierson, who is their Executive Director, is "yes". However, no dates have been set at this time.

d) Should Jefferson-Madison Regional Library enter into joint fund-raising efforts with Albemarle County Historical Society?

Committee Answer: Unanimous "no". The committee would go along with the Library lending our name to such an effort.

Mrs. Walker said that she had talked with Melinda Frierson and that she and her board were very excited about this and she conveyed that they were very positive about their reaction.

Mr. Gilliam, Jr. asked if he and Mr. McIntosh should get in touch with Mr. Fisher and Mr. Buck prior to a joint meeting. Mr. Swinson thought it was suppose to be a joint meeting with all of us and it shouldn't be necessary to contact them beforehand.

NEW BUSINESS:

1) November meeting date for Budget Committee - Mr. Swinson would like to have the Board's input regarding the forthcoming budget prior to the official presentation in December to the Jurisdictional Budget Committee.

Mr. Swinson suggested a Board Budget Committee meeting be held on one of the following dates:

- Monday - November 10th
- Tuesday - November 11th
- Wednesday - November 12th
NEW BUSINESS (Continued):

Mr. Swinson suggested these dates because he has a meeting with the Louisa County Board of Supervisors on November 17th and they want to discuss plans for the Louisa County Branch Library for the coming year.

Louisa wants to see what our philosophy is and they also want to convey what their constituents want for their library. They want to discuss the future of the Louisa County Branch Library for the next 2-3 years and what they can expect.

Louisa wants to renovate an old school building partially for the Louisa County Branch Library and partially for another Louisa agency. The school has an auditorium, which would be good for programming, and we would have approximately twice the collection space.

The present library is in the middle of town but the school is more centrally located.

The Budget Committee meeting will be an open meeting and all Board members are to be notified. Mr. McIntosh mentioned that he had discussed this with Mr. Hingeley, Jr. and Mr. Hingeley, Jr. volunteered his services for the Budget Committee. Mr. McIntosh and Mrs. Hale volunteered their services also.

Mrs. Grossman will be confirming the date selected for the Budget Committee and will notify the Board members.

2) Holiday Season operating schedule - Mr. Swinson submitted to the Board in his Director's Preliminary Report the proposed tentative schedule for Thanksgiving, Christmas, New Year's and First Night Virginia.

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
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<tbody>
<tr>
<td>November 26 (Wed)</td>
<td>Close system-wide at 5:00 p.m.</td>
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<tr>
<td>November 27 (Th)</td>
<td>THANKSGIVING-Close all day</td>
</tr>
<tr>
<td>December 24 (Wed)</td>
<td>Close all day</td>
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<tr>
<td>December 25 (Th)</td>
<td>CHRISTMAS-Close all day</td>
</tr>
<tr>
<td>December 31 (Wed)</td>
<td>Close all day</td>
</tr>
<tr>
<td>January 1 (Th)</td>
<td>NEW YEAR'S DAY-Close all day</td>
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</tbody>
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Mr. Swinson mentioned that the only change in this schedule from last year was that last year we were open a half day on New Year's Eve.

The main reason we are closed New Year's Eve is for our cleaning crew so they can come in early to clean up before First
NEW BUSINESS (Continued):

Night Virginia starts. This gives the cleaning crew more time to clean up. We also have to clean up afterwards.

The Board approved Mr. Swinson's proposed schedule of holiday closings, motion being made by Mrs. Wienieke and seconded by Mrs. Gieck.

3) **Adopt policy for purchase of book in honor of outgoing Board members** - Mr. Gilliam, Jr. asked that the Board adopt a policy of collecting money from the active Board members to purchase a book in honor of each outgoing Board member. This would include two outgoing Board Members:

   Mrs. Ann Brumett - Representative for Greene County
   Ms. Ann Stafford - Representative for Charlottesville

   The Board accepted Mr. Gilliam, Jr.'s suggestion but did not feel it needed to be voted upon.

4) **Security** - Mrs. Lumpkin mentioned she had talked with one of our library employees regarding the lack of security.

   Mr. Swinson mentioned he wants to propose some security measures in the forthcoming budget. He would like to have a camera installed at Central, on the main floor where the restrooms are, so that the camera could look down the hall with a monitor located at the Circulation desk. Mr. Swinson also mentioned he would like to propose having the main floor Central restrooms operated by locks from the Circulation desk.

   Mr. Swinson also mentioned a more general security concern involving bringing back security guards. Mr. Swinson mentioned that the Library does use the 911 call number when we have a problem. We have a couple of legitimately violent types of patrons who come into our Library and this causes concern at the Circulation desk. We have a large building at Central, and we need some form of a systematic security system.

   Mr. Swinson said that we could:

   a) Add a security system throughout the Library
   b) Add more employees to our staff
   c) Pay for a professional security service

   Gordon Avenue and Central have the most problems with security. In the evening is the time we really need security. Mrs. Lumpkin suggested having a token male during evening hours to help with security. We also need security on the weekends.
NEW BUSINESS (Continued):

Mrs. Wieneke asked if we could install a device under the counter to call the police without having to dial outside. Banks use this system. Mr. Swinson said we could use that type of a system. However, we have a real problem in that we have to get the police to come soon enough. When you have a real crisis situation, 5-10 minutes is not quick enough and that is when having someone on site is needed.

Mrs. Wieneke asked if we had that many cases at Central and Gordon Avenue that warrant someone on site. Mr. Swinson said "yes". Mr. Swinson said that Charlottesville's Central Library qualifies as a classic downtown urban library and has classic downtown urban problems:

a) We have winos
b) We have street people
c) We have theft (In the past two years, we have had theft of employee property, patron property and library property.)

Mr. McIntosh felt this was something to discuss for our budget proposal for the jurisdictions.

Mr. Gilliam, Jr. suggested we review past Board Minutes to see what was done on security. The security service we had in the past was probably deleted as a budget cutback at budget time.

Mr. McIntosh mentioned that this problem probably becomes more acute during the winter time.

Mrs. Hale asked if this is something the Budget Committee should discuss. Mr. Swinson said "yes".

5) Hosting of the Board meeting at Scottsville - On behalf of the Board, Mr. McIntosh expressed special thanks to Mrs. Holt, Branch Head of our Scottsville Branch Library, regarding all her special efforts in setting up the meeting room for the October Library Board meeting.

EXECUTIVE SESSION:

Mr. Peter McIntosh requested an Executive Session be called to review and discuss the finalized Evaluation Criteria for Library Director and to discuss the evaluation of our Library Director, Mr. Swinson.
EXECUTIVE SESSION (Continued):

At 4:51 p.m., the Library Board of Trustees went 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.

The Library Board of Trustees reconvened at 5:09 p.m.

ADJOURNMENT:

The meeting was adjourned at 5:10 p.m., with the request that Mr. Swinson stay to discuss his personal evaluation with Mr. McIntosh and Mrs. Hale.

The next Board meeting will be scheduled at the Central Library, in the Madison Room on the third floor, at 3:30 p.m. on Tuesday, November 25, 1986.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE NOVEMBER 25, 1986 MEETING OF

THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

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

TRUSTEES ABSENT: Mrs. Margaret Perley
Mrs. Helen Wieneke
(One Vacancy Representing Charlottesville)

ALSO PRESENT: Mr. William R. Swinson - Director
Mrs. DonnaLee Grossman - Recording Secretary
Mrs. Joyce Hall - Staff Association
Representative

The November 25, 1986 Library Board of Trustees' Meeting was called to order by Mr. Peter McIntosh, President of the Library Board of Trustees. The October 1986 Minutes were approved with the motion for approval being made by Karen Hayden and seconded by Mrs. Mary Hale. The September 1986 Circulation and Financial Reports were approved, motion being made by Mrs. Hale and seconded by Mrs. Lumpkin.

BOOKSTOCK AND CIRCULATION:

Mr. Swinson did not have any additional comments other than what he had already discussed in his Director's Preliminary Report.

FINANCIAL REPORT:

Mr. Swinson confirmed with Neil Everingham that we are $37,254 behind an ideal rate of receipt for operating revenues. This should be corrected next month, as we begin to see a marked increase in the amount of State and Federal Aid received.

Bookmobiles 296-5544
Charlottesville 1500 Gordon Ave. 296-5544
Louisa County
Albemarle County
Crozet 823-4050
Greene County
Stanardsville 985-2370
Nelson County
Lovingston 263-5904
Scottsville 286-3541
DIRECTOR'S REPORT:

1) Update on LSCA Title II application funding for the new Nelson County Library - Mr. Swinson mentioned that yesterday was the date the Virginia State Library was to have notified us of their final approval of the Nelson County plans; however, they didn't notify us. Mr. Swinson ended up calling them today and was informed that the Federal government had verbally approved our project. They have gotten a little behind in their mail and the official letter will be sent to us this week notifying us we have been approved.

We still have to wait for wage and bid determinations, which should be coming in the next two weeks from the Federal government. We can then go to bid. After the C & P building is sold, we will know how much Nelson County will have to make up, since we do not have full funding.

Mr. McIntosh asked what they thought they would get from the sale of the C & P building. Mr. Swinson replied that the Friends are willing to lend a hand here and if we assume the C & P building will be sold for $20,000, we could be looking at approximately a $25,000 gap.

2) Update on INLEX Implementation Schedule - Mr. Swinson reported that Utias, the company handling the cleaning up of our bibliographic data, has corrected the flaws in the initial load, which Mr. Swinson mentioned to the Board last month. The major problem was in the prefix stamps.

We are looking at an activation date of February. We are approximately 1-1/2 months behind our original schedule for bringing the system into public use.

Mr. Swinson is not too disappointed in this delay as it has given us a chance to review the tapes. We are finding other things that we originally did not contract for but that we are now able to pick up and get into a format which will look attractive in the on-line catalog at no extra cost.

Being behind about 1-1/2 months applies only to Central and Gordon Avenue. This has not yet affected the branches. We are looking at October 1987 as a deadline for getting the branches up.

Once we finish Central and Gordon Avenue, there will be a gap before we can get the next set of terminals in the new fiscal year and put them in the branches. We still have some time for the branches.
DIRECTOR'S REPORT (Continued):

Mr. Swinson mentioned that we sent a group to the INLEX User's Group Conference. The keyword search was demonstrated at the conference. Our public access catalog will come up with this capability. This is the first time we have actually seen it in operation.

User contact is important. Being able to talk to other users about their contracts with other bibliographic vendors is important.

Mr. Swinson took this time to show the Library Board our new patron cards. The back of the cards have a brief description of our rules and they also have barcodes. We revised the entire library logo.

Karen Hayden asked if patrons had to sign the cards. Mr. Swinson said "yes". Karen Hayden also asked if we could program the computer to reject a card. Mr. Swinson replied that the barcode on the books and the barcode on the patron cards are linked. If the books are overdue, the link still remains and that patron would be identified as a miscreant.

We have put some padding into this. Mr. Swinson mentioned that once a patron receives an overdue notice and if they return their books within 5-7 days, there will be no fine.

Mr. Alexander Gilliam, Jr. asked when the next "grace" period would be to return books. Mr. Swinson said that we will have to shut down Central and Gordon Avenue when we do the barcoding and the time we shut down would be a good time to have a "grace" period.

3) Draft Document On "Library Support Services Agreement" - Our Library Board Data Processing Committee, with a great deal of assistance from Mrs. Margaret Perley, prepared a list of questions to submit to Tom Hatch, the Director of Data Processing for the City of Charlottesville.

Mr. Swinson referred the Board to his Director's Preliminary Report, pages 2-7, for our questions and Tom Hatch's answers.

Mrs. Nita Lumpkin noted that the system is down between 5:00 a.m. - 8:45 a.m. and asked what happens when the system is down, as far as access is concerned, and are we going to have a backup. Mr. Swinson mentioned that the Library Board's committee had asked for provision of a "disaster plan" and Mr. Swinson also mentioned that when the system goes down, one of the items we
directors' report (continued):

contracted for with inlex was circulation backup. This is the reason we spent approximately $17,000 more on the system than was originally planned. Data Processing, Hewlett Packard and Inlex recommended that we use microcomputers at all circulation desks. If the main computer goes down, we can take programmed disks to do circulation backup. What this does is capture data. It will not be integrated with the catalog. What we are basically doing is capturing the data until the main system is back up and then we download the data we have captured.

If all the electricity goes out, we are totally shut down and we would have to go to manual.

There will not be a card catalog; however, Mr. Swinson mentioned we will still continue to get microfiche catalogs. We will be getting one microfiche catalog per year and that will be our backup catalog.

The schedule for actually allowing the public to begin use of the on-line catalog is in July-August of 1987. We will keep the card catalog but close it at that point; and we'll probably keep it for six months. We will have to notify people that it is closed.

Mr. Peter McIntosh asked Mr. Swinson to explain what was meant by down time and if Mr. Swinson had any idea regarding the length of down time expected. Mr. Swinson replied that there would be at least one day a year down time when Hewlett Packard would have to come in for annual maintenance.

Karen Hayden asked if we would notify the public of the one day a year we would be down. Mr. Swinson said "no" and that we would have our disks to capture data and we would also have our microfiche catalog.

Mrs. Mary Hale asked what would be the worse problem the Library could have and how long would it take to correct it. Mr. Swinson informed the Board that we have a 24-hour service with Hewlett Packard and if something does go wrong in the computer room, Tom Hatch would be alerted, Allison Innes would be alerted, and the Systems Engineer would be alerted. As soon as they are alerted, they contact Hewlett Packard and they would be here shortly after they were notified.

Mr. McIntosh asked if something went wrong in the afternoon, for example, then chances are the system would be down for the rest of the day? Mr. Swinson said "yes".
DIRECTOR'S REPORT (Continued):

Mrs. Nita Lumpkin asked what would happen if an electrical storm came up. Mr. Swinson replied that part of our fee was for a larger transformer for the City. Mr. Swinson feels good about the backup and he also mentioned that we have a generator at the Central Library that could run the micros at Circulation.

Mr. Swinson mentioned that this document will be used by both organizations and the arrangements made as backup would be to go to microcomputer backup, in the case of main system failure, with a microfiche catalog.

Mr. McIntosh asked why we had a two-year notice to pull out of the system. Mr. Swinson thought the two years were linked to the same period of time that one of our counties wanted to pull out of our library system.

If the City ever told us they could no longer handle us, we would have to go through a significant amount of environmental upgrade. We would have to find a site to put the main computer and we might need up to two years.

Mr. McIntosh asked if Mr. Swinson needed the Board's approval to enter into this agreement. Mr. Swinson said that he would like to make his additions to the agreement, as far as Circulation backup is concerned, and bring it back for the Board's approval by the January Board meeting.

Mr. James Hingeley, Jr. asked if there would be any need for these additions, that Mr. Swinson is considering, to be reviewed by the City? If we want to have an integrated policy, the City should probably review it.

Mr. Swinson mentioned that the Source Code to all the INLEX modules we have contracted for will be in the SOVRAN Bank and we will be getting a key and INLEX will also be getting a key. If we have a problem with INLEX, then by majority vote of this Board, we can go to the lock box at the bank and get the Source Code. Mr. Swinson will be reviewing this part of the contract with the Board.

We have made two payments for the system but the payments went to Hewlett Packard and we have not allowed Hewlett Packard to release our payment to INLEX yet because we have not seen the complete product at this point. For instance, the keyword search with the catalog we have seen at the user's group conference; however, we have not seen it in our catalog. When we see it in our catalog, we will sign off to pay INLEX. Because we haven't signed off, they haven't given us the Source Code yet.
DIRECTOR'S REPORT (Continued):

Mr. McIntosh asked if the Source Code was copyrighted. Mr. Swinson said "yes." Source Code is the English translation of the code needed to run the computer.

Mr. McIntosh confirmed Mr. Hingeley, Jr.'s suggestion that Mr. Swinson have Data Processing review what Mr. Swinson plans to add to the Library Support Services Agreement so that the agreement will be in a finalized form in January.

4) Proposed Cooperative Arrangement Between J-MRL and the Albemarle County Historical Society - Mr. Swinson confirmed that the Albemarle County Historical Society had their Board of Director's meeting last Thursday. Mr. Swinson referred to the letter he sent to them on behalf of our Board (see attachment), explaining our position of cooperation with them.

They are in favor of jointly going to Albemarle and Charlottesville to request consideration of a separate budget allocation to run this library.

Karen Hayden asked if the budget would include hiring staff. Mr. Swinson said that the budget would almost totally consist of hiring staff.

Their Board would like to meet with our Board on Wednesday or Thursday of next week. It was suggested the meeting be held on Thursday, December 4th at the Central Library in the Madison Room. The actual time will be confirmed by their Board and we will notify our Board members.

Mr. McIntosh asked if they will be giving us any feedback regarding what period of time we would have to contemplate being open without their staff, therefore, relying on volunteers.

Mr. Swinson said that first of all they have made a grant proposal to the Charlottesville/Albemarle Foundation. They have asked for shelving. At this point, we need to have furniture and shelving up before we can go there and we aren't looking to be in before January or February.

Mr. Gilliam, Jr. asked if we need to set down any requirements as to what the shelving should look like. The shelving will be visible. Mr. Swinson replied that they discussed this at their last meeting and they would like to see metal shelving, which would match our shelving.
NEW BUSINESS:

1) Preparations For FY 1987-88 Budget Proposal - Mr. Swinson confirmed that we have had one Budget Committee Meeting and at this point we are still getting our figures together.

We would like to go into the budget proposal showing expanded hours for the branches and the necessary staffing changes needed to support the extra hours.

As far as the Cost of Living Adjustment, we may have to make up two budgets to bring back to the Budget Committee before going to the full Board.

Karen Hayden thought that we usually checked to see what Albemarle County is doing. Mr. Swinson mentioned Albemarle County is contemplating anywhere between a 2% to 3% Cost of Living; whereas Charlottesville is not giving a Cost of Living. Charlottesville is doing a salary adjustment on selected positions.

Mr. Swinson would like to meet one more time with the Budget Committee. Mr. Swinson also like to set the Board Meeting, for reviewing the budget, for either December 22nd or 23rd. The deadline for the budget proposal will be December 18th.

It was confirmed that the next Board Meeting will be scheduled for Tuesday, December 23rd at 3:00 p.m. at the Central Library in the Madison Room.

Mr. Swinson mentioned that the narrative and budget sheets will not be mixed together, they will be separated.

2) Letter of Complaint From Mr. Kane - Mr. Swinson distributed Mr. Kane's letter of complaint to the Board members (see attachment). Mr. Swinson will be replying shortly to Mr. Kane. It will be difficult to reply to the comment about people just sitting or sleeping in the Library; however, the behavior in our bathrooms is a much more serious problem to be addressed.

Mr. Hingeley, Jr. felt that Mr. Kane should notify the proper authorities about the behavior in the bathrooms. Mrs. Hale asked who would be the proper authorities in this case. Mr. Swinson replied that the Library should be informed immediately.

Mr. Hingeley, Jr. said that we were talking about a criminal offense in a public place and the proper authority. It should be brought to the attention of the police. It is not the duty of the Library staff to enforce the law and an incident such as the
NEW BUSINESS (Continued):

one described in Mr. Kane's letter should have been brought to the attention of the police. It shouldn't be just strictly limited to telling the staff; it is asking too much of the staff.

Mrs. Lumpkin felt that the issue should be brought to the staff's attention and it should be discussed as to what should be done.

Mr. Gilliam, Jr. asked what if the police arrive in the Library and the staff doesn't know anything about it. Mr. Swinson replied that the staff and patrons are to tell us and we would then call the 911 number for assistance.

Mr. Hingeley, Jr. mentioned that if this is a recurring problem at the Library, it may not be something that can be handled by a call to the police department; because it might be the sort of thing that by the time the police get to the Library, nobody can say what happened or what's going on and it might have already passed.

If this is a recurring problem, then the police are the people equipped to investigate. The Library staff does not have the authority and if it is the sort of problem that needs the police and police investigation, then the police should be called in.

Mrs. Hale thought we should investigate putting locks on the bathroom doors located on the main floor of the central Library. Mr. Swinson also mentioned putting a monitor in the corridor leading to the restrooms. The staff can't see around the corner to the restrooms and the area could be monitored.

The main desk could monitor the locks to the main floor restrooms. We do not have costs yet for monitoring or for push-button control of main floor restroom locks at the main desk.

The idea of having the restroom door keys held at the main desk so that patrons would have to ask for them was discussed. Some of the board found it too intimidating, especially if a normal patron had to use this procedure.

Mr. Hingeley, Jr. felt that unless the problem is really serious or unless the problem cannot be cleared up in any other way, it could probably be solved or corrected by police work without resorting to a lock and key situation for our main floor restrooms.
NEW BUSINESS (Continued):

Mr. Swinson mentioned that we could go ahead with a
security guard and the guard could include the monitoring of the
main floor restrooms. That might be the way to solve the
problem.

We have other problems such as shoplifting, graffiti on
walls, etc. and most of them occur at either Central or Gordon
Avenue.

Mr. Swinson replied that he would be writing to Mr. Kane and
will ask if this has occurred often, what time of day it
occurred, and if we could send his letter along to the police if
he has not already done so.

2) Local Law Library - Mr. Hingeley, Jr. received a call from
James Cosby, who is a lawyer in Charlottesville and is a member
of the Charlottesville-Albemarle Bar Association Library
Committee. This committee has been surveying the members of the
local bar association to see whether there is a need for a local
law library and if there was any support from the local bar
association for the concept of a local law library.

According to James Cosby's report, the survey indicated both
a need and a willingness on the part of the local bar for support
of some sort of local library.

James Cosby contacted Mr. Hingeley, Jr., as a member of the
Library Board, to see if there could be a possibility of
coordinating whatever develops into a local law library,
coordinating the bar's efforts in that direction, with the public
library here in Charlottesville.

It is conceivable the bar association might want to locate
the law library here physically within the Central Library, if
space is available, or possibly consider a separate site for the
library but one which could be integrated into the library
system and perhaps under the administrative control of the
library.

It should be available for access by the public. Mr.
Hingeley, Jr. mentioned the law library in Roanoke is accessible
by the public. They found that approximately 20% of the use made
of the law library in Roanoke is by members of the public. There
is a lot of interest by the general public in legal matters.

The local lawyers do have access to the University of
Virginia's collection so there would not be a need to have a huge
law library and this would probably be more of a core collection.
NEW BUSINESS (Continued):

As a core collection, it would more likely be used by the public because the basic materials that would be in the library would be materials the public could use.

Mr. Hingeley, Jr. thinks there is a lot of potential in this idea; and speaking as a representative of the Library Board, it would be an additional service to the public which would be made available.

Mr. Swinson felt it would be a good adjunct to our reference collection.

Mr. Hingeley, Jr. thought it would have a positive effect on our budget because there would be money coming in. There is a statutory provision and other jurisdictions that have law libraries have followed this. The localities which are served by the library impose an additional tax on law suits and this is a steady source of income. Combining Charlottesville and Albemarle could mean a considerable amount of money. Once it is imposed, it is automatically on-going. You would have possible funding there as well as support from the local bar in terms of the initial collection.

There is a statute that says that the Clerk of Court shall, if the local bar association contributes books to start a library, have a law library. It indicates that there is some legislative direction in favor of establishing law libraries.

Mr. Hingeley, Jr. felt that if it ever comes down to a collaborative effort between the bar association and this library and it was necessary to involve the Clerk of Court through that statutory mandate, he felt sure it could be arranged to have some sort of a contractual agreement.

These are ideas right now as there is nothing fully formed yet. It looks like there is a possibility of getting some addition to our collection that would be a benefit to the public at possibly very little or no cost because there are funding mechanisms available.

Mr. Hingeley, Jr. proposed a committee be set up of this Board to look into this in cooperation with the bar association's committee. It would be similar to our efforts to cooperate with the Albemarle County Historical Society.

Mr. McIntosh felt it might place a higher call on our library staff and mentioned the possibility of tapes being used to instruct the public on how to do legal research.
NEW BUSINESS (Continued):

Mr. Swinson suggested we have a staff member on the committee and suggested Philip Williams.

Mr. Swinson said we would have to look at the number of shelf feet involved. Mr. Swinson would like to see it as part of the open stacks in our reference collection. Mr. Hingeley, Jr. said that it is impossible to guess how large it would be at this time. It would not be as large as you would think because it would be a limited collection because the lawyers have access to the University of Virginia's library.

Mr. McIntosh asked how large the Albemarle County Historical Society's collection would be. Mr. Swinson said they have 1,800 titles.

Mr. Swinson mentioned that there is a database called LEXIS. Mr. Hingeley, Jr. mentioned that LEXIS is going to have a master contract with the bar association.

Mr. Hingeley, Jr. mentioned that there is a law library in the Federal Court which is very limited and not very accessible but it could be used to study to look at space requirements and arrangements for our library. They basically have a core collection, although it will probably be bigger than the core collection we are considering for our library.

There is the model located in Roanoke, Virginia where the law library is a part of the public library; however, they are located on a separate site.

Mr. Swinson would like to see this happen and felt it would be a significant diversification of our collection and would like us to pursue this.

Mrs. Mary Hale made the motion to appoint a committee to review this and Ms. Judith Walker seconded the motion. The committee will consist of:

Karen Hayden
James Hingeley, Jr.
Peter McIntosh
William Swinson
Judith Walker
Philip Williams
ADJOURNMENT:

The meeting was adjourned at 4:52 p.m. The next Board meeting will be scheduled at the Central Library, in the Madison Room on the third floor, at 3:00 p.m. on Tuesday, December 23, 1986 and will basically be a budget meeting.

Donna Lee Grossman
Recording Secretary
November 20, 1986

Ms. Melinda Frierson, Executive Director
Albemarle County Historical Society
220 Court Square
Charlottesville, Virginia 22901

Dear Ms. Frierson:

The Albemarle County Historical Society can rely on the backing of the Jefferson-Madison Regional Library (J-MRL) for its proposal to the Charlottesville-Albemarle Community Foundation.

The Board of Trustees of the Jefferson-Madison Regional Library unanimously supports the concept of cooperation between the two organizations. The Board is also of the opinion that having the "Local History Collection" on-site in a restricted area at the Central Library, as described in paragraph 2 under "III. OPERATING PLAN AND CURRENT NEEDS", and represented in the catalog data base would significantly improve the service potential of both organizations to the residents of this area.

J-MRL is anxious to allow its users access to information about the collection of the Albemarle County Historical Society. Please let me know if you need further supporting documentation.

Very truly yours,

William R. Swinson, Director
Dear Head Librarian,

I think that you do a fine job with the downtown library on East Market Street, but I'd like to make a complaint about one thing: the people who you permit to hang around there.

The library has turned into a place for homeless alcoholics to sit around and sleep. Often I see elderly men sound asleep in the chairs upstairs. If they're not going to be reading, then how about asking them to leave?

I also notice elderly men just sitting around, not reading or doing anything, often for hours at a time. How about not letting people just hang around in there, unless they're using the library?

I also see men engaging in homosexual acts often when I enter the downstairs bathroom. I feel that the downtown library has become some kind of meeting place for these people.

I'd just like to ask you to have your librarians make people leave if they fall asleep in the library, or if they sit there for more than thirty minutes without a book or reading anything. One time last year, an elderly man grabbed my arm repeatedly for some reason as I was walking past him, until I warned him to stop. I'd like to ask you to take control of the library, and not let it just be a place for people to hang out in, if they're not there to use it. I haven't noticed any of these problems in the Gordon Avenue branch.

If I've noticed these problems, I'm sure that your librarians have also.

Thank you,

Nelson Kane
108-11 Ivy Drive
Charlottesville, VA 22901
MINUTES OF THE DECEMBER 23, 1986 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

TRUSTEES PRESENT:  Mrs. Sally Gieck
                      Mr. Alexander Gilliam, Jr.
                      Mrs. Mary Hale
                      Mrs. Karen Hayden
                      Mr. Peter McIntosh
                      Mrs. Margaret Perley
                      Ms. Judith Walker

TRUSTEES ABSENT:  Mr. James Hingeley, Jr.
                  Mrs. Nita Lumpkin
                  Mrs. Helen Wieneke
                  (One Vacancy - Charlottesville)

ALSO PRESENT:  Mr. William R. Swinson - Director
                Mr. O. Allan Gianniny, Jr. - Albemarle County Historical Society
                Mrs. Donna Lee Grossman - Recording Secretary
                Mr. Robert Kuhlthau - Albemarle County Historical Society
                Mr. Myron E. Tremaine - Albemarle County Historical Society

The December 23, 1986 Library Board of Trustees' Meeting was
called to order at 3:09 p.m. by Mr. Peter McIntosh, President of
the Library Board of Trustees. This meeting will be discussing
the forthcoming budget and the joint approach between the Library
and the Albemarle County Historical Society to both the City of
Charlottesville and Albemarle County.

ALBEMARLE COUNTY HISTORICAL SOCIETY

Mr. McIntosh mentioned that there was a meeting between some
of our Library Board members and the Albemarle County Historical Society Board members, where they sat down to plan out what we
would do. After that meeting, they jointly met with the City of
Charlottesville and Albemarle County officials. Mr. Kuhlthau and
Mr. Gianniny were present at both meetings, representing the
Albemarle County Historical Society.

Bookmobiles  296-5544  Charlottesville  1500 Gordon Ave.  296-5544  Louisa County
              Albemarle County
              Crozet  823-4050  Greene County
              Scottsville  286-3541  Stanardsville  985-2370  Louisa County
              (703) 967-1103  Lovingston  263-5904
Mr. McIntosh mentioned that both committees felt that both the City of Charlottesville and Albemarle County are supportive conceptually; however, they both did not agree to taking this out of our budget. Therefore, we will have to include it as part of our budget and Mr. McIntosh thinks that both Charlottesville and Albemarle will look at it as an addendum.

Mr. Gianniny felt that the response was strong personally from each; however, obviously they cannot speak for the whole elective units. He felt that both Frank Buck and Gerry Fisher expressed very positive personal feelings and expressed their willingness to support this.

Mr. Kuhlthau mentioned that Gerry Fisher recommended very strongly that we get to the other members of the Board of Supervisors and the City Council and make them aware of the project. We could arrange a tour or a meeting.

Mr. Gilliam, Jr. mentioned that they thought sometime between now and the end of January would be a good time for this because by that time the budget would have been physically turned in to the City of Charlottesville and Albemarle County.

Mr. Gianniny mentioned he had talked with Tim O'Rourke, who is working on the Bicentennial effort for the community, and he raised the question as to whether or not it would be appropriate for us to suggest this new project as an appropriate Bicentennial project.

Mr. McIntosh wanted to confirm where we should go from here. As far as he could tell we would be putting the proposal, that has already been sent to Charlottesville and Albemarle County, as an addendum to our budget indicating what we are going to provide and what we are asking from the City and County. In terms of incorporating this into our budget, there shouldn't be any problem.

Mr. Swinson felt, as part of the package, that this should be officially moved to put this in the budget proposal. It should go in strictly as a Charlottesville/Albemarle cost. Mr. Swinson will be making up a separate narrative for this.

Mrs. Hale asked if the budget would include a full-time position for this. Mr. Swinson said "yes" it would be submitted in the budget as a full-time position.

Karen Hayden made the motion to include the joint request of the Library and the Albemarle County Historical Society as an addendum to the budget and Mrs. Hale seconded the motion. The
Library Board unanimously approved the motion.

Mr. McIntosh thinks we should have approximately an 80%-90% certainty of Albemarle County and the City of Charlottesville's reaction or feedback around the end of January but no later than March. We should have the Jurisdictional Budget Committee's reaction to the entire budget, including the addendum to the budget that we have just passed, in that time frame.

Mr. Gianniny confirmed that it was his understanding that the Library Board had not taken any other action related to the proposed new project. He mentioned that it was the Albemarle County Historical Society's impression that the Library's entire approval was contingent on this position and the Historical Society now needs some clarification as to where they stand.

The Historical Society Board had committed itself some months ago to making this move firm, in terms of policy. Their Executive Director, Melinda Frierson, had been instructed to work out with the Library Director and the committees for the Historical Society and the Library Board the details of management and of operation.

The Historical Society has put together a proposal for some capital support for furnishings to go in, they have committed themselves to maintaining the volunteer support in the new center and they have also committed themselves to a firm acquisitions policy.

Mr. Gianniny confirmed that the Historical Society has made a very strong commitment to this new venture, which requires some support from both Boards. He also mentioned that they have not yet had a response formally from the Library Board and that the Historical Society needed to know whether the Library Board is ready to go ahead or if it is contingent on the position.

The Historical Society is prepared to initiate a physical move as soon as we can get equipment. The Historical Society has put together a proposal to seek some grants for equipment and it might take a few months to get the equipment on the scene.

Mr. Gianniny felt that the Historical Society has gone as far as it can go until the Library Board tells the Historical Society what type of commitment they are willing to make.

The first phase of the capital effort calls for approximately $20,000 to be raised. If the Library is able to get the position in the budget for next year, would the Library be willing for the Historical Society to initiate the move and to work on a volunteer management program to get moved in without having to wait for Summer or Fall?
Mr. Kuhlthau also asked what happens if the City of Charlottesville and Albemarle County say "no"? Would the Library be willing to have the Historical Society come in and operate this as a volunteer facility, as the Albemarle Historical Society Library, and would the Library still want to participate?

Mr. Gianniny confirmed that the Historical Society is committed to increasing the usefulness of the collection they have put together. It is a valuable community resource and it should be more usable than they have been able to make it in the current small location. The current location can only house 3-4 people at a time and there is an access problem for handicapped persons and a safety problem in getting people in and out of the current location.

Mr. Gianniny stated that the Historical Society is enthusiastic about this. It offers a new service for the Library and a new service for the Historical Society.

Mr. Gianniny mentioned that during the past year, they have been operating on approximately a 20-hour a week schedule and the Historical Society is committed to having volunteers on the scene who would be able to sustain this sort of schedule. There could be some adjustment to the schedule. They do have reserve volunteers.

Since Melinda Frierson has been the Executive Director for the Historical Society, she has taken charge of the library operation for the Historical Society. Her report indicates that the Historical Society library hours have been maintained consistently during the past year with volunteers, with only two exceptions.

Mrs. Hale confirmed that it had been discussed in committee meeting that Melinda Frierson would be used as a backup if a volunteer did not show up or was not available.

Mrs. Hale made the motion that the Jefferson-Madison Regional Library Board be committed to the joint project with the Albemarle County Historical Society, even though it may not be funded. This would be contingent on the Albemarle County Historical Society raising any necessary funds, as the Jefferson-Madison Regional Library will not be in the position of fund raising. This motion was seconded by Ms. Walker and Karen Hayden.

Mr. Gianniny confirmed with Mr. Gilliam, Jr. that the agreement should be reviewed. Both Mr. Fisher and Mr. Agnor were concerned about incoming revenues from the sale of old books and use of the copy machine and how it should be handled. The concern was that any revenue be public funds and the revenue
received should go back into that particular facility and not to the Jefferson-Madison Regional Library. It was suggested that the monies be put in a pool and the Administrative Boards decide on how the funds should be spent.

A formal agreement should be signed by both Boards; and it should include provision for dissolution, provision for handling incoming funds from copying sources and the sale of old books, etc. so that funds come back to that facility or are returned (if revenue is being raised from use of it as a public facility it is then considered as public money) and provision should also be made for donations to be used for acquisitions for that facility. The Board was in unanimous agreement.

Mr. McIntosh suggested the documentation be reworked with the above additions for approval at the next Board meeting. The agreement would then go to the other Board as an addendum to the agreement. Charlottesville and Albemarle County would also be informed of the addendum to the agreement between both Boards. The position being requested to be funded should have the duties and responsibilities outlined in writing.


Mr. McIntosh pointed out some of the larger items in the budget proposal, which are different from the normal on-going budget. There are two one-time costs: the microfilm reader/printers and the copy machines, representing approximately $104,000 of the budget. The Children Department's additional personnel, which is mostly an Albemarle/Charlottesville cost, is another area. Also added are two Librarians for the concept of a regional Librarian in every library, with a half-time Librarian in Louisa and Greene and another half-time Librarian in Nelson and Scottsville. A part-time Librarian would be assigned half-time to Crozet.

Most of the other increases are incremental non-personnel and regular salary increases in personnel.

Mr. Swinson mentioned that this year's budget is a very branch-oriented budget. We are trying to standardize what we are doing at the branches, to improve their personnel resources. Mr. Swinson would like to approach the budget proposal from a branch standpoint.

Overall, our local Salaries line increase of $119,643 is a true increase. This increase only reflects expanding hours of currently existing staff or putting on of new staff. Mr. Swinson would like the Board's comments on the concept of expanded hours at the branches and the concept of professionals in the branches.
A 47 hour per week schedule will require a professional Librarian at each branch, as well as expansion of staff.

Mrs. Hale felt that due to Nelson County's unique situation of building a new library this year and the need to request additional funds to provide for this, that the additional hours and the addition of a half-time professional Librarian may need to be tabled until next year.

Mrs. Perley said that she had reservations about the budget for Louisa County. She is not opposed to the idea of increased hours and the sharing of a professional Librarian. What concerns her most is the size of the budget request and that Phase II of automation should take precedence over everything else.

Mr. Swinson said that we are committed to Phase II regional automation but that he could delete the photocopier, the microfilm reader/printer, and we could take out the microfilm, without affecting the increased hours for Louisa. We could make heavy cuts on one-time expenses for Louisa.

Mrs. Perley mentioned that Louisa has had a lot of requests for increased hours and they would look on that more favorably. Louisa is also expecting Phase II on-line automation costs to come up this budget year and they know that will have to be faced. Mrs. Perley would also like to see the half-time professional Librarian at Louisa but she doesn't know what could be cut from the budget in order to fit it in. Mrs. Perley thought that we might try for an additional ten hours at Louisa as they might accept that.

Karen Hayden felt we should push for as much as we can for Crozet and Scottsville regarding increased hours and the half-time professional Librarian. Mrs. Gieck agreed with Karen Hayden.

Mr. McIntosh asked how much of the 27% increase for Albemarle County is represented as a one-time cost? Mr. Swinson replied "approximately $20,000 of the increase".

Mr. Gilliam, Jr. commented that Mr. Fisher remarked we should have a status quo budget. Ms. Walker mentioned that he also had made the remark that we might stand a good chance of filling the Librarian position as long as we had a status quo budget.

Mr. Swinson said he could go through the budget and make the Charlottesville/Albemarle changes, allowing for more hours but not what we originally requested. He would leave personnel at status quo, add the professional position, cut down on the one-time expenses, omit the cars (which would also bring down service
contracts, vehicle operation and insurance). By taking the cars out of Federal Aid, we can put the money toward books.

Mr. Swinson will edit the Greene budget similar to the other branches.

Mrs. Perley asked how much of the service contracts for Louisa represented the fire detectors. Mr. Swinson estimated approximately $3,410. By taking out the cleaning service for Louisa, you would come down another $3,480 in service contracts.

Mr. Swinson will not issue a completely new budget but will call each Board member to inform them what the changes are once the editorial changes are made.

Mr. Swinson will issue a narrative. Since we do have to make an addendum for the Albemarle County Historical Society, Mr. Swinson will contact the localities to ask for an official extension. Our contract asks for our budget to be in by January 1st and Mr. Swinson will ask for it to be January 9th.

Mr. Swinson mentioned that we have a new position of Custodian (7A) for Gordon Avenue for approximately $2,517. In Administration, we have an increase in time for the Clerk Typist from 1/2 time to 3/4 time. In Technical Services, we have an upgrade of a Library Clerk I (9D) to Catalog Assistant (16A). The Central Reference/Adult Services Department is increasing the hours of one Librarian I (21A) to allow for coverage on weekends and evening hours. We are adding a new Librarian I position for the Central Children's Department.

Mr. Gilliam, Jr. suggested Mr. Swinson submit the Albemarle County Historical Society in a separate booklet from the rest of the Library budget.

Mr. Swinson will notify the Board members of the date and time set for the Jurisdictional Budget Meeting.

ADJOURNMENT

The meeting was adjourned at 5:04 p.m. The Director will notify the Board members of the Jurisdictional Budget Meeting to be held in January and its location.
Minutes of the February 10, 1987 Meeting of (Rescheduled January 27, 1987 Meeting)

The Jefferson-Madison Regional Library

Board of Trustees

Trustees Present: Mrs. Sally Gieck
Mrs. Mary Hale
Mrs. Karen Hayden
Mr. James Hingeley, Jr.
Mrs. Nita Lumpkin
Mr. Peter McIntosh - President
Mr. Gary O'Connell
Mrs. Margaret Perley
Ms. Judith Walker - Vice President

Trustees Absent: Mr. Alexander Gilliam, Jr.
Mrs. Helen Wieneke

Also Present: Mr. William R. Swinson - Director
Ms. Betty Ancona - Staff Association Representative
Mrs. DonnaLee Grossman - Recording Secretary

The rescheduled Library Board of Trustees' meeting was called to order by Mr. Peter McIntosh, President of the Library Board of Trustees, at 3:32 p.m. on February 10, 1987. The December 1986 Minutes were distributed at the Board Meeting for review and approval at the next Board Meeting. The November 1986 Minutes were approved by the Board, motion for approval was made by Karen Hayden and seconded by Mrs. Mary Hale.

Mr. McIntosh informed the Board of Mrs. Melcher's letter addressed to him regarding her donation of $925 from the sale of the grillwork from the customer counters that were in the old post office. Mr. McIntosh wrote a letter thanking her for her generous donation and said he would bring it up at the Board meeting. Mr. McIntosh will give a copy of the letter he sent to Mrs. Melcher to Mrs. Grossman for the Library Board records. Mr. McIntosh also confirmed with Mrs. Melcher that the money would be used for the purchase of books and a bookplate would be inserted recognizing her as the donor. Mr. McIntosh asked Mr. Swinson to follow up on this.
Mrs. Hale referred to the November Minutes asking if Mr. Swinson had followed up on the letter of complaint from Mr. Kane. Mr. Swinson replied that he had sent a letter to Mr. Kane and also a copy of his letter to the Chief of Police and asked the Chief of Police to make contact with Mr. Kane as this is out of Mr. Swinson's territory.

Mr. O'Connell asked if the Board had done a survey of the Library for security purposes. Mr. Swinson replied, "not a thorough one in the time he has been here". Mr. Swinson asked Mr. Hingeley if the Board had done one previously.

Mr. Hingeley, Jr. said that he didn't know if the Board had done a survey but that the Board had been asked to look into a security situation at one time. They didn't feel it was that serious a problem and they would try to have a patrolman come by on a regular basis. This was about 3-4 years ago. Mr. Hingeley, Jr. thought it might have been Lt. Rittenhouse who responded to this.

Mr. O'Connell asked if it would be useful to request additional security in the Library and have the police look at it again. Mr. Swinson asked what is involved in a security audit.

Mr. O'Connell said looking into after hours---people coming and going and possibly making changes in administrative procedures.

Mrs. Lumpkin mentioned that the third floor is particularly vulnerable. Mr. Swinson said that we try to keep the third floor locked off but it is difficult when we have meetings.

Mr. Swinson took this time to introduce Gary O'Connell as our new Board member, representing the City of Charlottesville.

Mrs. Lumpkin asked if anything has happened regarding the law library situation. Mr. Hingeley, Jr. replied that he had written a letter in response and had sent a copy to Mr. McIntosh and a copy to Mr. Swinson. Mr. Hingeley, Jr. suggested the letter be put in the Minutes for record keeping purposes.

Mr. Hingeley, Jr. had responded, setting out the Board's position, and we have not yet had a response yet.

BOOKSTOCK/CIRCULATION:

Mr. Swinson referred to his Director's Preliminary Report as he didn't have anything further to add to his report.
FINANCIAL:

Mr. Swinson commented concerning financial control. Jim Hendricks, the Accountant for the Library at the City of Charlottesville's Department of Finance, completed work on a program that will allow our microcomputers to generate "Request for Payment" forms.

It will give us up-to-the-minute totals for the year-to-date expenses on each of our fund accounts on the day we do the Requests for Payments.

If we use this in concert with the monthly printouts, it will greatly simplify projecting our anticipated expenditures for the year and it will be a great help in preparing next year's budget. We won't be as far behind in reporting expenditures because we will have the fund account information so that it could be totaled up to the Board meeting.

Mr. Swinson mentioned that this is part of the 1% fee so we will not be charged extra for this service.

DIRECTOR'S REPORT:

1) Update on Construction of New Nelson County Library - Mr. Swinson mentioned that on January 13th, he and Gail Ott went to a workshop at the Virginia State Library on project management and reimbursement procedures. Most of the materials from this meeting were passed along to Mr. Russell Otis and his staff in Nelson County.

On February 2nd, Ms. Annette Milliron and Ms. Christina Dunn, from the Virginia State Library, met with the architect, S. Cabell Burks, Mr. Russell Otis and his staff, Mrs. Mary Hale, Gail Ott and Mr. Swinson, in an orientation meeting before putting the request for bids out. Mr. S. Cabell Burks is working on the official request for bids.

Mr. Swinson distributed news releases to the Board to look at, regarding the ground breaking for the Nelson County Library.

Mrs. Lumpkin asked if the C & P building has been sold yet. Mrs. Hale said it had been sold for around $22,500. The piano that was donated was sold for approximately $100.

2) Index - Mr. Swinson mentioned that the MARC load is going on right now and is proceeding slower than expected. We are running into some holdover problems from The Computer Company which were not dealt with in the Atlas cleanup.
DIRECTOR'S REPORT (Continued):

We are having problems loading long records, such as anthologies, serials, etc. The machine rejects some of them and it has to then be reset.

This week Data Processing and INLEX have been trying to find a way or a procedure to bypass some of these records, putting in records of routine length and coming back for the longer records at the end of the process.

MARC records represent the standard machine readable format used in American libraries. Mr. Swinson showed the Board a sample of what a MARC record looks like.

We have 97,000 to load. We load them from computer tapes onto our disk drives. This is the basis of everything we do. We have to have a MARC record of our holdings.

Next week, Mr. Swinson and Mr. Philip Williams will be sitting down with Data Processing to revise the implementation schedule. We will know by that time if the revised procedures will speed the process up. Monday or Tuesday we will begin revision of the implementation schedule.

The longest part of the loading process is the MARC load and that will probably take through March. Around the first week in April we should be doing item load, which links up the title information with the copy information.

You have a MARC record for the title, then you have to link that to all the copies in item load (about one week), then you have the authority load (takes about four days) and then you have the barcoding. Mr. Swinson said it looks like late April or early May, for Central and Gordon Avenue, before we can actually come up.

Mr. McIntosh asked if we close down a couple of days when we do the barcoding. Mr. Swinson said "yes" but we would probably be closed down 3-4 days.

Mr. Swinson mentioned that we received all the intelligent barcodes last week.

Mrs. Hale asked how many of the staff are working on this right now.

Mr. Swinson said we will have to do the barcoding but all the loading is done by the Data Processing Department under our arrangement with them. Data Processing takes care of all backup. We don't do any day-to-day operations work with the system.
DIRECTOR'S REPORT (Continued):

Mr. Swinson mentioned that out of 97,000, we have approximately 30,000 loaded right now. The original date to come up was December and we are now running 5-6 months late but we will have it up in this fiscal year.

Mrs. Perley thinks that a 6-month delay is not unusual in bringing up a system.

OLD/UNFINISHED BUSINESS:

1) Discussion of Memorandum Agreement Between the Board of Trustees of the Jefferson-Madison Regional Library and the Board of the Directors of the Albemarle County Historical Society - Mr. McIntosh mentioned that there was a meeting with the Jurisdictional Budget Committee a week ago and we have met with the representatives of the Albemarle County Historical Society last week.

At present our situation is uncertain. It appears that the City of Charlottesville's staff will be recommending to the City Council that no new programs be funded basically City budget-wide and obviously the Albemarle County Historical Society/James Madison Regional Library proposal would come under this.

Therefore, the recommendation going to City Council will be against providing the City of Charlottesville's share of the funding toward the one certified Librarian. Albemarle County is not as far along in terms of their decisions and recommendations from Administration to their Board of Supervisors but they were tentatively in support of funding for this. This was relayed back to the Albemarle County Historical Society representatives.

The Historical Society Board has met and approved a revised contract. They will not go forward with their fund raising and ordering of supplies and furnishings for the Mezzanine area at Central Library until our Board accepts their Memorandum Agreement, with the understanding that we may or may not have City/County funding for this. If not, we would be desirous to going ahead anyway using the volunteer services of the Historical Society.

They have signed this as an organization and are now waiting for us to sign the agreement.

Mr. Swinson asked the Board if we should have attorney George St. John look this agreement over before we approve and sign it.
OLD/UNFINISHED BUSINESS (Continued):

The Board was desirous of entering into this type of agreement, as discussed at our last meeting. Regarding our responsibility, the Committee would recommend to this Board the adoption of this Memorandum Agreement, pending approval by attorney George St. John.

The Historical Society is concerned with moving quickly on this; so the Committee proposes the Board adopt this in principle and authorize Mr. McIntosh's signature on the Agreement once approval is made and the Agreement is reviewed by Attorney St. John.

Mrs. Lumpkin confirmed that if we don't receive funding for the professional Librarian, then we would have staffing just by volunteers and the collection would have limited access. She wondered if this might have a negative impact on the Library.

Mr. McIntosh felt that the Historical Society's move to the Mezzanine would be an improvement for them and an improvement for the public. The Historical Society would probably be committed to working on alternative funding sources if it is necessary.

Our initial bottom line commitment was that we could not afford any allocations of our resources staff-wise. We could not take away from our current operations, it would have to be an add on of basic funds.

Mr. McIntosh mentioned it might not be possible for us to accept funding from the County for this project if the City is not funding, because the services would be used by both City and County residents. We might have to refer Attorney St. John to our contract agreement with the jurisdictions. Would we have a legal problem in terms of making the collection open when the County funds it and the City doesn't?

Mr. Swinson read the part from the contract on the Charlottesville/Albemarle costs (Page 2, Item 3, Section b):

Charlottesville-Albemarle costs shall include all costs of providing facilities to house the collections at the Main Library and the Gordon Avenue branch, which shall be deemed local collections jointly serving those two jurisdictions, and the compensation and related expenses for personnel who work in those two facilities, except those personnel working in the Main Library who are engaged primarily in rendering the services described in subparagraph (a) above.
OLD/UNFINISHED BUSINESS (Continued):

Mrs. Lumpkin asked if someone from an outlying area, such as Greene County, wanted to use the Historical Society Library, could they use it? Mr. Swinson said "yes, they could".

Mr. Swinson said if we don't get funding and we go ahead on this, we would have a collection within the building which is restricted to fewer hours than the collection in the rest of the building. We are contradicting ourselves as a free public library.

Mrs. Walker mentioned that the Albemarle County Historical Society would be having an informational meeting at their library on Thursday, February 19th at 4:30 p.m. and invitations would be sent out to the City Council members and the Albemarle County Board of Supervisors. All Library Board members are encouraged to attend. Invitations will also be going out to Mr. Agnor and Mr. Tucker, Mr. Hendrix and Mr. O'Connell. There will be a snow date of February 26th.

Mr. McIntosh confirmed that we are providing the space for the collection here at the Central Library and we are providing the computer link to our collection. The Historical Society will provide the collection and all the furnishings plus their store of volunteer assistance.

Mr. McIntosh said that what we are asking from the City and County is the personnel cost of one professional Librarian to be in charge of the collection, collection development and public service.

Mr. O'Connell asked what is in the collection. Mr. Swinson replied that the basic collection at the Court Square location includes manuscripts, books about Charlottesville and Albemarle County, there is a private collection of notes and journals, and basic materials relating directly to the history of the area. The Historical Society's library is getting better known and we refer people to the Historical Society's library but we do not have a catalog to know what is down there.

The collection was called the Commonwealth collection and we may want to call it something else. The Memorandum Agreement shows a blank where the name of the collection is indicated. Mrs. Hale suggested we might want to consider calling the collection the McIntire Collection as calling it the Commonwealth Collection is misleading as the collection is about Charlottesville and Albemarle County.

Mr. McIntosh mentioned that members from each of the Boards will decide what the name will be called. There will be three
OLD/UNFINISHED BUSINESS (Continued):

members from the Library Board and three members from the Historical Society's Board, rotating year-by-year.

Mr. Hingeley, Jr. thought this might pose a problem when reviewed by Attorney St. John. This Board of administration is in some respects a substitute of the statutory Regional Library Board, which we constitute. The concept of cooperation between the Regional Library and the Historical Library is a good one but it is something that will have to be examined closely in legal review.

Mr. Hingeley, Jr. said that although he was not on the committee that worked with the Historical Society, in hearing the reports, he suspects that there was conscious effort made to keep each organization on equal footing and not emphasize the Regional Library's dominance. The statute may require that we exercise discretion over the collections and operational procedures and policies.

Mr. Swinson mentioned that with a few minor changes, our book collection policy is the policy for this group. As far as what we are going to need as access and selecting materials, they will basically go by our book selection policy.

Mr. O'Connell asked if this would be a legal agreement. Mr. McIntosh said that the way the signature section looks on the agreement, it does look like one.

Mr. Hingeley, Jr. thought that if the Board of administration is contemplating this working agreement, it could be constituted as an advisory Board and it might solve the problem. This is where the question of rapport comes in, if they would feel comfortable with having an advisory role and realize that in their advisory capacity they could influence the decisions that this Board would make ultimately.

Mr. McIntosh said that the Historical Society is waiting for the Library Board's decision on this agreement and that we accept this document as our joint endeavor and our responsibility and rights thereunder, pending Attorney St. John's approval.

Mr. O'Connell asked if we don't have full-time people, what are the implications for the future. Mr. Swinson said that we would have a collection in the Central Library that is not accessible in the same hours as the rest of the collections. We will probably have people wanting to get to the Historical Society's collection but the Mezzanine will be closed because no one will be there and yet our Library will be open.
OLD/UNFINISHED BUSINESS (Continued):

The level of activity that the Historical Society has now will not be the level of activity they will have once the collection is on the Mezzanine. Once the public knows the collection is available on the Mezzanine, Mr. Swinson thinks the usage potential will skyrocket.

Mr. Hingeley, Jr. followed up on Mr. O'Connell's question. There will be fewer hours of access to the collection but Mr. Hingeley, Jr.'s understanding of our proposal for funding of a professional Librarian was that it went beyond just mere hours of operation and had to do with the services that a professional could provide to a collection like this. A professional would provide reference type services, collection development, publicizing the collection and all the various professional activities that would follow in having a professional in charge of the collection.

Ms. Walker asked if we managed to get the funding for this collection, would we automatically get funding for it in the following years.

Mr. Hingeley, Jr. said that as the Library, we would have to perform a preliminary review before we submitted our budget to the City or Albemarle County. We would have to make a determination as to whether this is a program worth maintaining or whether it could be justified based on whatever level of use and experience for the year in which it began.

Mrs. Lumpkin mentioned that even if we don't receive funding for a professional Librarian this year, the fact that the proposal was made and some progress was made one year by having it staffed by volunteers, would prove itself and then perhaps we could resubmit for funding again.

Mr. McIntosh asked if the possibility of not having this collection staffed by a professional Librarian, the Board would still want to adopt the Memorandum Agreement providing it passed legal approval from Attorney St. John?

Mrs. Hale mentioned that the Board had already approved to do this at the last meeting, whether we got the funding or not. None of the Board has had time to really study the Memorandum Agreement and it makes more sense to have a lawyer review this and bring it back to the Board. At that point the Board could approve it.

Ms. Walker said that the Historical Society doesn't want to order any equipment, furnishings, etc. until our Board approves the Memorandum Agreement.
OLD/UNFINISHED BUSINESS (Continued):

Mrs. Hale again mentioned that the Board had already voted and told the Historical Society to go ahead no matter whether this position was funded or not.

Mr. Swinson read from the December 23, 1986 Minutes:

Mrs. Hale made the motion that the Jefferson-Madison Regional Library Board be committed to the joint project with the Albemarle County Historical Society, even though it may not be funded. This would be contingent on the Albemarle County Historical Society raising any necessary funds, as the Jefferson-Madison Regional Library will not be in the position of fund raising. This motion was seconded by Ms. Walker and Karen Hayden.

A formal agreement should be signed by both Boards; and it should include provision for dissolution, provision for handling incoming funds from copying sources and the sale of old books, etc. so that funds come back to that facility or are returned (if revenue is being raised from use of it as a public facility, it is then considered as public money) and provision should also be made for donations to be used for acquisitions for that facility. The Board was in unanimous agreement.

Mr. Hingeley, Jr. mentioned that the attorney won't be making changes in the document. The attorney will give us advice and give us suggestions and show us where the problems are but it will be up to us to make the changes.

Mr. Hingeley, Jr. thought that what this Board did was to make an agreement in principle but he didn't think the motion was binding on either side because the agreement wasn't formalized. It was basically a commitment in principle to the concept of cooperation between the two organizations.

This Memorandum Agreement is trying to reduce the commitment in principle to some concrete terms; and one of the important aspects of reducing the commitment to concrete terms is whether this is in conflict with state law or whether it has any other legal problems that might be uncovered by a legal review.

Mr. Hingeley, Jr. mentioned that we have another Board meeting coming up this month. It would make sense to see if we could get some legal advice on this agreement and raise the question at the next Board meeting on whether we should amend to this.
OLD/UNFINISHED BUSINESS (Continued):

We need to decide whether this agreement adequately reflects what our commitment in principle is.

Ms. Walker said that the Historical Society wanted everything all legally signed, done and approved by this Board before they go ahead and order anything.

Mr. McIntosh asked Mr. Swinson if he had given the Memorandum Agreement to Attorney St. John yet. Mr. Swinson said "no".

Mr. Hingeley, Jr. made the motion that the Memorandum Agreement be tabled for consideration at the next Board meeting and requested that the Director proceed immediately to present the Memorandum to the Albemarle County Attorney for review. Mrs. Hale and Karen Hayden seconded the motion. The Board was in unanimous agreement.

Mr. McIntosh asked if the Historical Society would have a copier. Mr. Swinson said that there would not be a copier. If a copy is needed, it will have to be done on the main floor. The Historical Society doesn't currently have a copier. They had to allow their materials to go out so that they could be copied.

Mr. McIntosh said that Albemarle County was concerned about revenue coming in, such as from a copier, and what would happen to the money when it came through the joint operation and how it would be traced. We didn't have a real answer or a provision when they asked. Obviously, if they aren't having a copier, we won't have to worry about it. Mr. Swinson mentioned that the copier had been in the original budget but was taken out in December.

Mr. McIntosh asked Mr. Swinson to inform Melinda Frierson, the Executive Director of the Historical Society, of the delay for another two weeks of the Board's approval of the Memorandum Agreement until after it has been legally reviewed and the Board meets again to approve it.

2) Fiscal Year 1987-1988 Budget - Mr. McIntosh mentioned that there was a meeting with the Jurisdictional Budget Committee last week. Gary O'Connell was present for Charlottesville, Bob Tucker was present for Albemarle County, Russell Otis attended representing Nelson County and John Conifax represented Bill Porter for Louisa County. No one was present for Greene County.

The increases are very substantial and the feedback from Nelson County was that since the Board had put itself on record as wanting a new library, we were going to have to talk to them...
OLD/UNFINISHED BUSINESS (Continued):

and try to help them swallow the substantial cost increase. The increase for Nelson didn't all come from the proposal to have a new library but included the proposal to have a full-time professional certified Librarian half the time at Nelson and the other half time in Louisa.

So, as far as Nelson and Louisa are concerned, they will be recommending what we have asked for. Nelson County is well ahead of everyone else in terms of their public meeting schedule and have already notified us of their meeting scheduled for March 11th. Mr. Swinson would like them to change their meeting date.

Concerning automation, our primary project through Fiscal Year 1988-1989, relatively few questions were asked. Mr. Otis generally summed up the group's feelings when he stated that, in his opinion, our course for automating had been set last year and they are committed to sticking to it.

Mr. O'Connell was the only representative who gave a firm statement on what his locality was considering as a percentage increase ceiling. Charlottesville, at this point, will support an 8% increase for the Library. Our request of the City was 9.08%. He further stated that the executive staff is recommending that the City's proposed share of the salary costs for the full-time Librarian, who would manage the local history collection, not be funded. He was also strongly of the opinion that the Board of Trustees should consider giving an across-the-board Cost of Living Adjustment (COLA) to its employees. Although the City is not giving a COLA per se, the City will be making salary adjustments.

Albemarle County is considering a 2.5% COLA. Nelson County is not considering a COLA. Louisa County is considering a differentiated COLA, based on salary level (anywhere from 5%-10%). We don't know about Greene County.

For each of the counties, the inclusion of increased hours and professional staffing for their branches is the primary factor in the large percentage increases. Albemarle is especially hampered by the question of whether or not a tax cut of $0.05-$0.09 will be passed by the Supervisors. Mr. Tucker stated that he would be better able to give us guidance on how to proceed in revising the budget near the end of this week.

Considering the size of Albemarle's contribution, until we get that guidance, Mr. Swinson feels that it is counter-productive to proceed with making any official revisions.
OLD/UNFINISHED BUSINESS (Continued):

Conceptually, Mr. Tucker didn't have any problems with introducing a professional at Crozet and Scottsville. He supports the idea. The problem is, very simply, money. He did ask that we take a second look at the proposal for new photocopiers in those locations.

As to Albemarle's reaction to the proposal regarding the local history collection, he said that the executive staff is, at this time, recommending funding of our request.

The reaction from Nelson County regarding the over-all request made of them was positive. Mr. Otis was of the opinion that the new building will necessitate some expensive, but much-needed changes in the delivery of service. He did not make any suggestions as to budget cuts.

In speaking with Mr. Porter, of Louisa County, after he was briefed by John Conifax, Mr. Porter stated that the Supervisors were aware that additional hours and staffing are needed and that the provision for a professional Librarian should be retained in our final budget submission to Louisa. He made no mention of cuts.

Mr. Swinson has not received any guidance from Greene County regarding its proposal.

Regarding what a 3% COLA would cost us if we left our personnel proposal as it now stands, it would be an additional $30,596. However, by calculating Merit at 3% of the salaries of all eligible permanent employees, instead of at 4%, we could reduce the Merit Pool by $6,771. This yields an over-all increase of $23,825 in the Personal Services category.

If we elect to go with a COLA, as Mr. Swinson now believes we should, something would have to go. We have approximately $7,610 worth of personnel additions that could be of secondary priority this year and $29,539 worth of non-personnel additions, as a pool, that might be considered for deletion. That includes all the photocopiers.

After Mr. Tucker notifies Mr. Swinson, he will contact the Budget Committee to set a meeting date, possibly for next week, to discuss this.

Mr. McIntosh confirmed that our original proposal did not include a COLA. We thought the rural counties would have more problems in considering the leap in staffing costs and it appears that they are at least going to consider it. We are back to the Charlottesville/Albemarle costs, which are the largest increases
OLD/UNFINISHED BUSINESS (Continued):

to be considered. Mr. McIntosh asked if any of the Board had any comments on the COLA.

Mr. McIntosh mentioned that most of the other employees in our service or employment area, to whom we would normally compare our staff, are receiving COLAs. This includes Albemarle, Charlottesville, the University of Virginia and State employees. We should consider the morale factor and the differentials in salaries between our staff and other staff that we would normally compare them with. There should be an inclusion of COLA as part of our budget proposal.

Mr. Hingeley, Jr. asked Mr. O'Connell about him having some recent figures on salary figures for clerical and administrative salaries.

Mr. O'Connell mentioned that the City of Charlottesville is doing away with COLAs but will be calling it general increases and we are seeing what the marketplace says that particular job is worth. You have to look at other Library positions and what is happening in this immediate area and throughout the marketplace in similar areas. Library skills are very exclusive.

Mr. Hingeley, Jr. thought that the approach of trying to do a salary adjustment based on comparability could generate a lot of significantly different figures from across-the-board increases. For example, if we took the information the City has and compared them, we have found that as far as clerical and administrative staff goes, we need to have an adjustment or an increase to bring them into line. As far as professional staff goes, we don't.

Mr. McIntosh asked how much this would cost. Mr. Hingeley, Jr. said that Mr. Swinson had quoted a figure of approximately $30,000 across-the-board. If we found that we were not far off from the market in the professional area but needed to make some adjustments in administrative and clerical, it could conceivably come to much less than $30,000.

Mr. O'Connell suggested the Library compare their positions with the areas that would be most comparable, such as the schools, and the University.

Mrs. Lumpkin commented that she did not think it would be good to compare with areas in Charlottesville, such as the University, because it is so low. People will take jobs at the University for a lot less than a commercial marketplace. You won't come up with realistic figures.
OLD/UNFINISHED BUSINESS (Continued):

Mr. O'Connell commented that Charlottesville is a poor labor market for employees overall.

Mr. Swinson commented that when the Library did the salary survey, we looked at larger public libraries in Virginia.

Mr. O'Connell said what he was talking about was when the Library had an opening, where does the Library look for the salary range. Does the Library look at the market to see what that particular job is worth?

Mr. O'Connell was not sure if Charlottesville and Albemarle County were comparable since this is a library.

Mrs. Perley asked if we looked at the marketplace throughout the United States. Mr. Swinson said "no". We looked more at Virginia.

Mr. O'Connell suggested Mr. Swinson check with Bruce Keith in the Personnel Department at the City of Charlottesville. The Library should have some sort of philosophy as to where the Library wants their salaries to be. Mr. Swinson should check this with Bruce Keith and should also find out what he suggests as salary comparables with the City and the Library staff. Check to see who the Library would compare with.

Mr. Swinson confirmed with the Board that he would contact Bruce Keith first thing Wednesday morning regarding this.

Mrs. Perley said that the Board was aware that the Library is below the norm for comparable areas in Virginia and we have been making attempts to narrow the gap.

Mr. O'Connell said that if the Library doesn't look at some sort of increase, then the gap gets even larger.

Mr. McIntosh said that if we give a COLA, we could go back to the salary survey done in 1984. We funded 90% of what that study showed us should be our comparable salary levels. Salary surveys take a lot of time and the last salary survey ended up costing us approximately $3,700. To do one comprehensively would take more time than we have; however, we do need a philosophy for the Library, as Mr. O'Connell suggested.

Mr. McIntosh mentioned that for the future, we should have our thoughts expressed and have some guidance for future Boards by decisions being made on this particular budget. Until we do something and the Board has some additional information, the Board doesn't feel comfortable saying yes or no on an across-the-
OLD/UNFINISHED BUSINESS (Continued):

board COLA of 3%, based on the figures Mr. Swinson has given the Board. Perhaps the Budget Committee could do more with finding and studying some of these figures and coming back to the Board within another two weeks. It would be in time for all of the Boards of Supervisors and City Council to review it.

It would give the Committee time to get together and think about it and come up with potential philosophical options that we want to look at for the future and actual practical options for this year's budget.

Mr. Hingeley, Jr. confirmed that the Board, as a whole, would benefit from having the Committee review this. The Committee would have a chance to look at the figures and make some recommendations. We should be getting some feedback from the County and they are the major source of revenue for the Regional Library in this budget. This is important and the Board can't really take this up at this point without further response from Bob Tucker for Albemarle County.

Mr. McIntosh said he wouldn't be available for the next two weeks. The Budget Committee will consist of Mr. Hingeley, Jr., Mrs. Hale, Karen Hayden. Mr. McIntosh will not be available. Mr. McIntosh suggested a date be selected for when the Committee can meet. Mr. Swinson said he would contact the Budget Committee and set up a meeting time.

Mr. Swinson mentioned that up until last Friday, we were facing a potential crisis in State Aid funding. In January it came to light that the Virginia State Library proposal for next year allowed for only 94.5% funding, when it had been 100%. This would have resulted in a shortfall of $622,000 state-wide and would have meant that this Library for next year would receive $461,492 in State Aid, rather than $491,581. This precipitated a campaign by library directors throughout Virginia to have a budget amendment enacted, increasing the State Library's budget for next year.

The amendment for $622,000 has now been successfully reported out of the House and Senate Finance Committee and is fairly well assured of support by the Legislature. The $491,581 is safe. All of our Delegates and Senators came through supporting us. Mr. Swinson read Senator Thomas J. Michie, Jr.'s letter dated February 5, 1987 and Delegate V. Earl Dickinson's letter dated February 2, 1987 replying to 100% full funding. Delegate George F. Allen and Delegate Mitchell Van Yahres also replied. (Copies of the four letters are attached to the Minutes.)
OLD/UNFINISHED BUSINESS (Continued):

Mr. McIntosh confirmed that the Budget Committee will be reporting their findings at the next Board meeting scheduled on Tuesday, February 24th.

NEW BUSINESS:

1) Capital Needs for Inclusion in the Albemarle County Capital Improvement Program - Mr. McIntosh referred to Mr. Swinson's Director's Preliminary Report regarding Albemarle County's Capital Improvements Program.

Mr. Swinson read from his Director's Preliminary Report stating the four projects for discussion for submission.

a) Exterior repairs to the Central and Gordon Avenue Libraries - primarily painting. Mr. Swinson does have cost estimates available but they are not included in the Fiscal Year 1987-1988 budget.

Comments: Mr. Swinson mentioned that we do need repairs and painting of the trim, especially on the Main Library building and at Gordon Avenue. Mr. Swinson read two estimates from a general contractor, Roger Shifflett, for both buildings. (Copies of Roger Shifflett's estimates are included in the Minutes.)

Mr. McIntosh asked what the total would be for this. Mr. Swinson estimated approximately $22,740.

Mr. O'Connell asked if they typically fund painting out of a capital budget? Mr. Swinson replied that he didn't know if they would.

b) Installation of a second elevator at the Central Library.

Comments: Mr. Swinson said the cost would have to be split between Charlottesville and Albemarle for this. Installation of a second elevator would cost $40,000.

Mr. Hingeley, Jr. said we needed more information to back this up before the Board moves to include this as a capital project.

c) Renovation and expansion of the Gordon Avenue Library.

d) Construction of a major new branch library in the County on, or near, to Route 29 North.
NEW BUSINESS (Continued):

Comments for both (c) and (d): Mr. Swinson said he did not have totals for the renovation and expansion of Gordon Avenue. We do not have a plan at this time for Gordon Avenue but if we looked at the square footage, the cost per square foot would be in the $60-$70 range.

We may not be able to submit anything now because we do not have architectural plans but Mr. Swinson felt we should be doing preliminary plans on this.

Karen Hayden suggested Mr. Swinson talk to the County. Mr. McIntosh suggested we submit this saying that based on County population figures, it is advisable for the Board to begin considering construction of another library and this is what we would estimate we would need for plans. We could do that and then come back and put it into capital improvements.

Mr. Hingeley, Jr. felt this should come out of the County Planning Department because they are the ones doing the projections on the population.

Mr. O'Connell said they are looking at what facilities are needed and if the Board wants to see it happen, our Board needs to take some action. Mr. O'Connell suggested Mr. Swinson talk to Bob Tucker of Albemarle County on the appropriate process on how to go about this.

Mr. Hingeley, Jr. felt that due to some problems we have had in the past, it would be better to get into their process, then it would come from both sides, instead of us pushing them. This has been on the table for at least 7-8 years, possibly longer. Somehow we need to get involved with them in a joint venture.

Mr. Swinson said he would submit (a) and (b) for capital improvements to Albemarle County; but he will ask for an extension so that he can get the proper backup before presenting it for capital improvement to Albemarle County.

2) Executive Session:

Mr. James Hingeley, Jr. asked for an Executive Session to discuss personnel matters as per Virginia State Code 2.1-344, sub paragraph (1) Discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries,
EXECUTIVE SESSION (Continued):

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. Karen Hayden seconded the motion.

The Library Board went into Executive Session at 4:31 p.m.

NEXT SCHEDULED BOARD MEETING:

The next Board meeting is scheduled for 3:30 p.m. on Tuesday, February 24, 1987 at the Central Library in the Madison Room.

DonnaLee Grossman
Recording Secretary
January 6, 1987

Peter McIntosh
President
Board of Trustees
Jefferson-Madison Regional Library
201 East Market Street
Charlottesville, Va. 22901

Dear Peter:

Back in my early days on the board I acquired the grillwork from the customer counters in the old post office. It was destined for the scrap heap so I took it for something like $25 thinking I could use it for decorative fencing here on the farm.

My sense of scale was never very good, however, and the grillwork proved to be too grand for this place.

I sold the grillwork at my farm auction in November. There were three bidders and it went to a doctor in Lynchburg who will use it on his farm. It brought $1,025. The agent's commission was 10%. I enclose a check for $925. Bill Swinson has indicated that he would like the money to be used for books which of course pleases me.

I thought the history of all this should go into the board's records.

Sincerely,

Margaret Melcher

P.S. The sale of my farm did not go through, so I will be in these parts for a while yet.
November 26, 1986

James G. Cosby, Esquire
2 Town Hall Square
614 East High Street
Charlottesville, VA 22901

Re: Charlottesville/Albemarle Bar Association Library Committee

Dear Jim:

This is to advise you that, following your inquiry on Tuesday, November 25, 1985, I brought to the attention of the Board of Trustees of the Jefferson-Madison Regional Library your Bar Association Committee's interest in exploring the possibility of collaboration between the Regional Library and the Bar Association in developing, maintaining, and managing a local law library.

The prospect of such collaboration was very well received by the Board of Trustees. Two matters of particular concern were emphasized during the Board's discussion of your proposal, and I would like to pass them along to you at this time. First, there was considerable interest in determining the extent to which the general public might be served by the law library because it was felt that the public library's involvement in the project could not be justified if access to the collection were limited to attorneys. Secondly, Board members felt that funding for the development and operation of a law library would have to come almost entirely from sources outside our budget. Based upon the possible funding sources you mentioned to me, I doubt that this would be a problem, but I wanted to let you know that it is unlikely that the Regional Library could make a financial contribution to this effort now, or in the foreseeable future.

At its November 25, 1986 meeting, the Board of Trustees named a committee to work with your committee in exploring possibilities for collaboration on the local law library. The members of the committee are myself, Judith Walker, an Albemarle County trustee who is vice-president of the Board, and Phil Williams, who is the head of reference services for the Regional
Library. In addition to these three committee members, other trustees or staff members may from time to time take part in the committee's work, depending on their interest and availability.

We are prepared to meet with you, your committee, or the Bar Association's executive committee at any mutually convenient time, and hope that our cooperation may lead to the establishment of a local law library that will offer high quality legal reference services to lawyers and the wider public.

Please let me know how you would like to proceed at this time, and I will be happy to serve as the liason between your committee and the Regional Library's committee.

Sincerely,

James Hingeley

cc: Peter McIntosh, President
    William Swinson, Director
Mr. William R. Swinson, Director
Jefferson-Madison Regional Library
201 East Market Street
Charlottesville, Virginia 22901

Dear Mr. Swinson:

Thank you for your letter of January 23, 1987 regarding the funding formula for Virginia's public libraries.

The Jefferson-Madison Regional Library is one of the most important resources of the Central Virginia area which I represent, and your letter makes it clear that library programs will suffer with the reduced funding called for in the existing budget for FY 1987-1988.

A budget amendment request for $623,000.00 to provide full funding for the public library formula for this year has been proposed and is presently being considered by the Senate Committee on Finance. As you are aware, there are numerous requests from throughout the state for additional monies for the upcoming fiscal year, but the amount available is limited and some hard choices must be made.

As I am a strong advocate of maintaining the superior level of service that the Regional Library has provided in the past, I will certainly support passage of the additional funding for its operation.

I appreciate hearing from you when issues of concern to you are being acted upon in the General Assembly.

Sincerely yours,

Thomas J. Michie, Jr.

TJM/ns
February 2, 1987

William R. Swinson, Director
Jefferson-Madison Regional Library
201 E. Market Street
Charlottesville, VA 22901

Dear Mr. Swinson:

Thank you for your letter in which you request my support for full funding of our regional libraries. If we can find the funds, Delegate Ball will recommend this amendment which I plan to support.

Sincerely,

V. Earl Dickinson

VED/1me
January 29, 1987

Mr. William R. Swinson, Director
Jefferson-Madison Regional Library
201 East Market Street
Charlottesville, Virginia 22901

Dear Mr. Swinson,

Thank you for your letter of January 23, 1987 detailing for me the reasons to support a supplemental appropriations request for the Virginia State Library.

At the moment that request which was submitted by Delegate Ball in the House and by Senator Andrews in the Senate is being considered by the House Appropriations Committee. Because of the Governor's budget requests, only $5 million is available for us to appropriate during this Session.

Given your immediate needs for full funding for projects already begun, I would imagine that the Appropriations Committee will give your request careful consideration. If the committee approves this request and includes it in their budget bill H. B. 1050, I am confident you will enjoy full funding of the formula for grants-in-aid to public libraries.

Thank you again for writing me about the needs of the Jefferson-Madison Regional Library. We are indeed fortunate to be able to enjoy the fine services you provide. If I can ever be of assistance to you in meeting the needs of the Library, please do not hesitate to contact me.

With kind personal regards, I remain,

Sincerely,

George F. Allen
Mr. William R. Swinson, Director
Jefferson-Madison Regional Library
201 East Market Street
Charlottesville, Virginia 22901

Dear Mr. Swinson:

This is in response to your letter about funding for grants-in-aid to public libraries.

I am sure you know that this item must get through the Appropriations Committee. If it does so, I will be most happy to vote for it.

Thank you for writing. Constituent information is very valuable to me.

Sincerely,

Mitchell Van Yahres

mh
Roger Shifflett  
815 Stonebridge Ave.  
Charlottesville, VA 22901  

"General Contractor."
Roofing, Painting, Sheet Metal  
dry wall, gutters, etc.

Exterior  
Phone  
295-1010  
Free Estimates  
Oct 27, 1986  

Exterior  

I Roger S. Shifflett agree to the following work  
for the Gordon Avenue Library, Charlottesville, Va.

I Scrape, sand, chalk and glaze windows  
that need it.

II. Paint two coats of Benj. Moore exterior oil  
base paint.

III. Color to remain the same as existing now.

IV. Will furnish all labor and material to  
complete the above work for the sum of $955.00
Roger Shifflett  
815 Stonehenge Ave.  
Charlottesville, VA 22901

I, Roger R. Shifflett, agree to the following work for the Jefferson Regional Library, Market Street, Charlottesville, Virginia:

I. Burn off all old paint on all windows and frames.

II. Prime with Behr More exterior oil base primer.

III. Stage windows that need it and recaulk all windows and door frames.

IV. Paint two coats of Behr More exterior oil base paint on all windows and door frames.

I will furnish all labor and materials to complete the above work for the sum of $15,185.00

Oct 22, 1986
The February 24, 1987 Library Board of Trustees' Meeting was called to order at 3:37 p.m. by Ms. Judith Walker, Vice President of the Library Board of Trustees. The December 23, 1986 and the February 10, 1987 Minutes were approved as amended by the Library Board, motion being made by Karen Hayden and seconded by Mrs. Helen Wienke. The January 1987 Circulation Report was approved by the Library Board, motion being made by Mrs. Nita Lumpkin and seconded by Karen Hayden. The January 1987 Financial Report was approved by the Library Board, motion being made by Karen Hayden and seconded by Mrs. Mary Hale.

CIRCULATION:

Mr. Swinson mentioned to the Library Board that due to the snow, the branches were closed a total of four days. Central and Gordon Avenue were closed two days in January. The Bookmobile was unable to go out for five days. Our circulation suffered due to the closings. Region-wide, circulation fell by 3.26% for January 1987, as compared with the figure for January 1986.
CIRCULATION (Continued):

Mrs. Lumpkin asked if the staff was paid when the Library was closed. Mr. Swinson confirmed that full-time and permanent part-time employees would be paid for the days. Mrs. Grossman confirmed that pages, substitutes and part-time employees, not scheduled to work on the days we were closed, would not be paid.

FINANCIAL REPORT:

Mr. Swinson mentioned that we are working with about a 1% under expenditure. Bottom line, Local Funds are in good shape. Mr. Swinson mentioned that, with State Aid and Federal Aid, we have to be spent out by May 15th.

DIRECTOR'S REPORT:

1) Security - Mr. Swinson has talked with Lt. Rittenhouse, of the Charlottesville Police, and he will meet with Mr. Swinson to discuss our security problems. We are continuing to have problems. Hopefully, we can begin working on policies, procedures and how we should deal with problem patrons.

Mr. Swinson said he would have to consult with the Staff Association and the Department Heads to get their input on this. Even if we go with security guards, we still need to have policies and procedures in place because the security guards would only be in the evenings and on the weekends.

2) INLEX - Regarding the automation project, the MARC load is over 60% complete now. We should have the MARC load and the item load finished in March.

We should be able to initiate the next stage of staff training and patron registration by mid to late March. Regarding barcoding, we may be able to begin next month, on a limited basis. Bookmobile and Extension will be done first since their collection isn't open to the public and we can experiment on it to see if the barcoding and our general plans will work.

April will be the month our main barcoding efforts will begin.

3) Nelson County - S. Cabell Burks, Architect, will be picking up the plans and specs from the printer today. Mr. Burks wants to get the advertisements out this week, with the deadline for responses the week of March 16-20.

4) VLA - There are two large programs coming up. The Public Library Section, of the Virginia Library Association, will be
DIRECTOR'S REPORT (Continued):

meeting here on either May 22nd or May 29th. This is one of the Association's major meetings during the year. They met here in Charlottesville in 1984. The State Librarian, Ella Yates, will be attending. When the date is confirmed, Mr. Swinson will notify the Library Board members so that they can attend or drop in.

The other function is the Virginia Library Association's Children's and Young Adult Round Table. They will sponsor the third VLA storytelling festival in Charlottesville on April 4th. There will be three locations for this - the McIntire Room at our Library, the Children's Room downstairs in our Library and in the Great Room at the Senior Center next door.

This will feature approximately 25 storytellers. Three big names will be there: Michael Parent of Charlottesville, Jane Cardine from Northern Virginia, and Frances Caffrey from Richmond, Virginia.

In the morning a special workshop will be held for tellers and it will be open to librarians, VLA members, etc. There will also be a special session of children's stories in the morning. The afternoon session will feature tales intended for adult audiences. All three locations will be used simultaneously so that listeners will have a choice of location and teller, etc.

OLD/UNFINISHED BUSINESS:

1) Progress on the Albemarle County Historical Society (ACHS) Collection to be Housed at the Central Library - Mr. Swinson referred to the letter, dated February 18, 1987, from George St. John, County Attorney for Albemarle County (a copy of the letter is included in the Director's Preliminary Report).

Mr. St. John's response to the Memorandum Agreement between the Board of Trustees of the Jefferson-Madison Regional Library and the Board of Directors of the Albemarle County Historical Society was that he believes this Agreement to be legally sound and did not see any legal defects in it.

Mr. O'Connell asked that the last paragraph in the letter be explained. Mr. Swinson replied that Attorney St. John wanted to be sure that money given by the localities is not being used to fund this project, that we are not diverting funding to do this.

Mr. Hingeley, Jr. thought this referred to pages 6 and 7 of the local history collection budget proposal. The localities have to approve the way that we plan to spend our state aid and
OLD/UNFINISHED BUSINESS (Continued):

our local funding. He thinks Attorney St. John thought we were getting funding for this collection without having the localities approve it. It was clearly spelled out that Charlottesville and Albemarle can accept or reject the personnel costs but the choice on the non-personnel items is not as clearly spelled out for the jurisdictions.

They would be accepting the Library's expenditure of $8,000 on the local history collection and that money is found in a different line item in our budget and not separately identified or categorized as local history related. They are adopting our overall budget and we are pulling out of that funds to support the history collection, even if they deny the personnel funding.

It is the transferring of funds within our budget, without clearly communicating what is going on, Mr. Hingeley, Jr. thinks Attorney St. John is referring to and this is a problem we need to address. Mr. Hingeley, Jr. mentioned that we had tried to present this as a separate issue and to give them a choice. He feels that we are depriving them of this by the way this has been set up.

The $8,000 is being spent on the local history library project even if the localities don't want to support it. The whole idea is that the localities are supposed to give us the directions on what new programs they would like to see or what library services they would like the Library to provide.

We have an agreement in principle with them but how can we go forward with that agreement in principle if this hasn't been approved? We need to consider the possibility that the jurisdictions may not want to fund the non-personnel costs.

Mr. O'Connell asked if Charlottesville and Albemarle County do not provide the funds, would this stop the project? Mr. Swinson said "no". It would go ahead but on a volunteer basis, with a limited number of hours. They would still have a catalog, even if we decided not to put the collection in machine-readable form, and the collection would be on site.

Mr. Swinson said that the history collection is an established collection, and a valuable collection, that we are bringing in to upgrade our collection potential. In the long run, we cannot maintain a card catalog and an on-line catalog, it all has to ultimately go in the on-line catalog.

There are two issues:
OLD/UNFINISHED BUSINESS (Continued):

1) The Memorandum Agreement between ACHS and J-MRL

2) The budget for the ACHS - the cost of cataloging and the on-going cost of the personnel

Mr. Hingeley, Jr. said that, as far as the Library is concerned, we can say that we recommend these funds be expended and it is part of our budget. Although we recommend it, these funds may not be approved and the Albemarle Historical Society should be made aware of this so that they are not surprised if the funds are not approved.

Mr. Swinson will be meeting tomorrow with the ACHS Executive Director (Melinda Frierson) and he will bring this to her attention.

We still want ACHS here at Central regardless of whether they are in our catalog and regardless of whether there is a professional person in charge of the collection. We should clarify today what the contingencies are so that there won't be any surprises.

Mr. Swinson read the first paragraph on page 3, section VI under Catalog, from the ACHS proposed budget:

It is the intent that the new research collection... will become fully integrated into the computer-readable catalog data base managed by J-MRL. All material will be given a special designation indicating the organization which owns the material and also indicating that it is in the collection.

Our Board is stating that this budget is a priority with us and we are sending the ACHS budget request to Charlottesville and Albemarle County as an act of good faith, to show that this is our intention and this is how we are backing it up.

The Library Board was in unanimous agreement that the Library Board of Trustees' approve the Memorandum Agreement and authorize the President, or in his absence the Vice President, to sign the Memorandum Agreement between the Board of Trustees of the Jefferson-Madison Regional Library and the Board of Directors of the Albemarle County Historical Society. The motion was made by Mr. Hingeley, Jr. and Mr. O'Connell and was seconded by Mrs. Hale.

Mr. Hingeley, Jr. confirmed the consensus of the Board that when Mr. Swinson talks to the Albemarle Historical Society, he will advise them of the status of our budget request and the fact
OLD/UNFINISHED BUSINESS (Continued):

that the funding, not just for the personnel but also for the non-personnel costs, remains a contingency until the budget process is completed.

Mrs. Hale mentioned that ACHS wants three members selected from our Library Board to serve on the Advisory Board and one of our Board members will become President of the Advisory Board. The following Board members will serve on the Advisory Board:

1) Alexander Gilliam, Jr.
2) Mary Hale
3) Karen Hayden

2) Budget Proposal for FY 1987-1988 - As Mr. Swinson mentioned in his Director's Preliminary Report, the Albemarle County Executive Staff has recommended that J-MRL be granted a 10.9% increase rather than the 19.74% increase we proposed. This entails making major reductions to and deletions from the overall program which was proposed to Albemarle County. This recommendation from the County has necessitated a reduction of $59,253 in the overall budget and a reduction of $52,066 for Albemarle County.

The Library Board's Budget Committee met February 23rd and decided to bring the following proposals to you for consideration.

Maintain the 4% merit pool and the decision to forego a COLA. Delete the following personnel needs:

1) Extra hours for Clerk Typist in Administration
2) Extra hours for Part-Time Reference Librarian at the Central Library
3) New Custodian position at Gordon Avenue
4) For Crozet and Scottsville-All new personnel (Part-Time Professionals) be deleted and this includes the increased personnel hours of personnel already on the staff. This means that operational hours would remain status quo, not the 38 hours per week which was proposed.

Delete the following non-personnel proposals:

1) From the Central Library, from the line "Books" the Census Microfilm
2) From the Central Library, from the line "Office Equipment" the Microfilm Reader Printer (the service contract would come down accordingly)
OLD/UNFINISHED BUSINESS (Continued):

3) Delete security guard service for Gordon Avenue but keep it for the Central Library (this is under "Service Contracts")
4) Delete from "Service Contracts" the proposal for an extra night of cleaning at the Central Library
5) Delete $1,500 from "Travel" for Administration
6) Lower the 1% Fee accordingly.

Mr. Swinson mentioned that his staff calculated the effect of including a 3% merit pool and a 2.5% COLA. All of the above deletions and reductions would have been required as well as the deletion of a new bookshelver position at Greene County, the deletion of security guard service at both Central and Gordon Avenue, and the deletion of all new photocopiers.

Mr. Swinson said we need to consider:

1) How do we approach the localities?
2) How do we deal with a statement saying it is 10.9% flat?
3) How do we fit that into the philosophy of service that we are trying to give and which we feel (in this case Albemarle County) the citizens should have?

Mr. O'Connell asked why Albemarle County picked 10.9%. Mr. Swinson replied that they tied it to circulation for Albemarle County. They saw the 10.9% as the circulation increase for Albemarle County.

Mr. Hingeley, Jr., as spokesperson for the Board Budget Committee, mentioned that the committee tried to get our budget request in shape so that it will be likely to be adopted by the localities.

Mr. Hingeley, Jr. mentioned that a primary problem the Budget Committee was trying to deal with is Albemarle County's funding of an increase based on a circulation increase but not an increase based on increased cost of service.

Because Albemarle County's use of the Library has increased so dramatically, they really need to consider paying more than just for the additional circulation of 10.9%. They need to also pay for the additional annual cost that comes inevitably each year. The Board needs to consider what they can do to bring Albemarle County back into line.

Out of the $59,000 worth of deletions, $52,000 represents Albemarle County. How does the Board deal with the problem Albemarle County has presented us with? Does the Board want to cut corners in Albemarle County, as much as possible, and try to
OLD/UNFINISHED BUSINESS (Continued):

make ends meet by cutting in areas the least painful to make cuts in? If we have to cut to meet these guidelines, the Budget Committee found the areas outlined above to be the least painful areas to cut from.

If you keep cutting every year, you end up degrading the level of service you are offering and you are making a philosophical statement in favor of basically running the Library at a minimal level of service.

The philosophical alternative would be for the Board to say, rather than cut in all of these different areas, include in the budget the things the Board thinks are essential to providing good Library services.

The philosophical choice is do you degrade your services but try to keep open as much as possible, or do you include the items in the budget which would give you good quality library service but would make it impossible for us to offer that service for the number of hours we are presently offering.

Historically, the Library Board's approach has always been to cut from the areas we felt were the least painful but the Board might recommend that we fund some of these programs, and the consequence to that would be to cut back hours.

If the Board feels that upgrading the staffing by including professionals and putting back into the budget some of the things that are being deleted would be essential to giving good library services, then it is possible for us as a Board to make that recommendation to Albemarle County.

Mrs. Hale mentioned that the way the system works, Albemarle County can say they are only going to fund us 10.9% but they are not aware of what we are cutting and what standards we are minimizing.

Mr. Hingeley, Jr. thinks the better approach would be to decide on a budget that will meet the staff guidelines, so that when the Supervisors act on it they will know what they are going to get for 10.9%. If they feel the 10.9% they are getting is not an adequate level of service for Albemarle County residents, then they should appropriate more than that.

Mr. O'Connell felt that if the 10.9% doesn't even fund status quo, then the Supervisors should see that.
OLD/UNFINISHED BUSINESS (Continued):

Mrs. Hale said we should tell the Supervisors what we are cutting in order to meet the suggested 10.9%, otherwise they would never know.

The Library Board represents the public interest of the patrons of the Library and we have to decide what we are going to spend the money on that the jurisdictions give us. They have the ultimate control because they appropriate the money but they give us the discretion because we are specialized and have professional staff to give the Board advice. The jurisdictions give us the discretion on how to spend that money.

Mr. Hingeley, Jr. felt we should go to the Supervisors and show them how we are going to spend the money they give us and show them what they will be losing out on. If they consider it worth their while to appropriate more money, we should show them what they can get if they fund for over the 10.9%.

The issue for the Board to decide is what Albemarle County will get for the recommended level of funding at 10.9% and we should show them what is being sacrificed to get to that point.

Mr. O'Connell thought that it should be made clear to Albemarle County that as their population grows, they will be getting more demands for service; and if they are not willing to put the dollars into it, the service is not going to be there.

Mr. Gilliam, Jr. made the motion that the Library Board accept the recommendations of the Budget Committee for the cuts that they have suggested; and that in our meetings with the Albemarle County's Executive Staff and the Board of Supervisors, we really emphasize the cuts in service and the hours for Crozet and Scottsville that are attendant on these cuts. Mrs. Hale seconded the motion and the Library Board was in unanimous approval of the motion.

Mr. Swinson confirmed with the Board that the budget will be revised as per the Board's action. He will have a list available to show them what we have sacrificed to make the necessary cuts. Mr. Swinson would like to come back to the Budget Committee with the recommendations on just how we are going to present this to Albemarle County and get the Budget Committee's advice before the next Board meeting.

NEW BUSINESS:

Mrs. Hale asked if Mr. O'Connell could be included on the Budget Committee and he agreed.
NEW BUSINESS (Continued):

Mr. Swinson mentioned that he will need to talk with the Personnel Committee within the next two weeks. He will notify the Committee members.

ADJOURNMENT:

The meeting was adjourned at 5:44 p.m., motion being made by Mrs. Wienke and seconded by Mr. Gilliam, Jr. The next Board meeting will be scheduled for March 24, 1987 at 3:30 p.m. in the Central Library's Madison Room.

DonnaLee Grossman
Recording Secretary
The March 24, 1987 Library Board of Trustees' Meeting was called to order at 3:35 p.m. by Mr. Peter McIntosh, President of the Library Board of Trustees. The Minutes of the February 24, 1987 meeting were unanimously approved, motion being made by Mrs. Wieneke and seconded by Mrs. Hale. The Circulation and Financial Reports for February 1987 were unanimously approved, motion being made by Mrs. Wieneke and seconded by Mrs. Hale.

CIRCULATION:

Mr. Swinson confirmed that we should cross the 800,000 mark this year in circulation. He had no other additional comments to make regarding circulation.

FINANCIAL REPORT:

Outside of the slowness in reimbursement by the Virginia State Library for State and Federal Aid, we are in good shape. We will exceed our anticipated local revenues in MISCELLANEOUS and FINES, although probably only by $1,000-$2,000 in FINES.

Regarding the Local Funds Summary, we are still working with approximately 1% underexpenditure.
FINANCIAL REPORT (Continued):

The State and Federal Aid is ahead of schedule for February; however, we should comfortably meet the State deadline of May 15th for expenditures. The only exception is for SALARIES. We will be spent out in April for SALARIES.

DIRECTOR'S REPORT:

1) Law Collection - Mr. Swinson had a visit from Mr. Deets, President of the Charlottesville-Albemarle Bar Association. We need to get a committee going to deal with the possible acceptance of a law collection at the Library. The Bar needs some response from us regarding what space is available and also a time frame in which to start creating the collection.

We could put shelving in the Reference area or put the law collection in the Virginia State Library's suite located on the third floor at Central. The State Library will be moving in June back to Richmond, Virginia.

The Law Committee will consist of:

James Hingeley, Jr.
Judith Walker
Philip Williams

2) Cabell Insurance Company's reply regarding the Library's liability should the meeting rooms in our branch libraries be used after hours - Mr. Swinson read DonnaLee Grossman's letter to the Library Board (see attachment).

We may have to sit down with the department heads and get a new meeting room policy and we may have to take into consideration any new hours that will be going into effect at some of our branch libraries. Mr. Swinson said he would be talking with Phil Williams and Gail Ott on this later this week.

3) Law Library Location - Mr. McIntosh felt that if the new law library was located on the third floor, in the Virginia State Library's suite, it would get minimal public use. It would be easier housing it in the Reference area and it would be more available to the public. It would be more public service oriented and we would be able to have someone available on a professional level, if it is located in the Reference area.

Having it on the third floor would cause more of a traffic problem, it would not be as accessible to the public and there would not be a professional available to assist the patrons. The location is the key to whether this is perceived as a public
service or as a service to the Bar. The location might detract from its use as a public resource. The collection would be difficult to use without some professional assistance.

4) Automation - The MARC load should be finished within the next two days. Item Load, where individual title information is linked with the number of copies of a particular title, will commence next Monday and should be completed in about seven days.

Barcoding is currently being done on the Bookmobile and Extension collections housed in the basement of the Senior Center. The barcoding is approximately 50% completed after two weeks of work. The routine activities for both areas have continued during these two weeks.

Barcoding will commence at Gordon Avenue and Central after April 20th. Mr. Swinson would like to do the smaller collection first, which would be Gordon Avenue, and feels we should close down one week at each location. This will be done prior to June 8th when the Summer Reading Program starts. There will be:

a) Shelf reading
b) Barcoding and security target applications
c) Training on the circulation system
d) Correcting of situations where barcoding hasn't been generated.

We will not be doing away with our shelf list at this point. We will be adding new cards to it, especially during the time when our branches will still be non-automated. We will be putting barcoding on the shelf list card and on the book so that we will have a dual record of it. We will be doing this through March-April of next year.

We will close the card catalog at some point in time but we won't be taking it out of the library yet and we won't be doing away with the shelf list yet.

Patron registration is already scheduled to be done the week of April 20-24th. There will be terminals out on the desks even though we won't be using them for circulation but we will be registering, using the terminals. Publicity and mailings will be done the first week of April.

We will be able to give the public access to the catalog between August 1st and September 30th. We are going to shoot to have the branches up in November. Louisa will be first and Nelson will be last. We want to bring up Nelson when they are in their new building.
DIRECTOR'S REPORT (Continued):

Data Processing has some concerns that we might not have quite the level of disk space that we thought we would have. This means that probably within the next two years we will have to consider another disk drive, which is approximately $12,000-$15,000, especially if we want to go into key word searching for the on-line catalog. It is in our contract that Inlex has to provide key word searching and their hardware configuration was based on this. It is up to them to make good on this.

5) Support Services Agreement With the Data Processing Department - The Agreement was shown to the Board and the only changes were to the on-going costs and the development costs. The System Costs section was changed to read:

The cost for the services described in this document for fiscal year 1987-1988 is $21,803. This figure does not include development and implementation costs, which will be separately negotiated on a project basis.

If at any time the Department of Data Processing or J-MRL wishes to terminate their working relationship, a two-year notification is required to the other party.

Mrs. Perley felt that the Agreement should be signed as soon as possible.

Mr. James Hingeley, Jr. made the motion that the Board authorize the Chairman to sign this document to signify the Board's acceptance of it. Mrs. Mary Hale and Mr. Gary O'Connell seconded the motion. The motion was unanimously approved by the Board.

Mr. O'Connell asked Mr. Swinson to give him a listing of all the publicity ideas that the staff would have for when we close down Central and Gordon Avenue.

OLD/UNFINISHED BUSINESS:

1) Fiscal Year 1987-1988 Budget Proposal - We have had budget work sessions with Albemarle, Greene and Nelson counties. Nelson is waiting to see the result of the bids which is scheduled for Thursday. The Louisa Board of Supervisors haven't scheduled their meeting yet.

Mr. McIntosh mentioned that our attempts to make the overall budget a branch-oriented budget has had considerable success, although not in point of view of professionalizing the branches.
OLD/UNFINISHED BUSINESS (Continued):

It looks as though we will be able to increase hours at Crozet and Scottsville. Greene appears to be willing to increase their hours, but not by as much as we had originally asked for.

The reaction from the City is that our request was within their budget recommendation. Mr. McIntosh and Mr. Swinson will be appearing in front of City Council tomorrow evening.

Albemarle County seems ready to approve our budget and go to public hearing, which is about 90% of the whole process. They have approved the request for the Albemarle Historical Society (ACHS) for their half of the funding, conditional on the City approving allocation of their half of the funding.

Mr. McIntosh mentioned he has concerns about the whole budget process and would like to ask the persons on the Board for assistance and for staff input on how we can change our process on these so that we don't go through again what seems to have been a disjointed process this year; although it has been a successful year in terms of what we have asked for.

Mr. McIntosh asked Mr. Gilliam, Jr. to report on the ACHS presentation to the City of Charlottesville. Mr. Gilliam, Jr. mentioned they understood that if we didn't get the money, we would still go ahead and get things started with volunteer help.

Mr. Gilliam, Jr. mentioned it would be best to start with professional help at the beginning and we didn't know how long we could go on volunteer help. The Mayor suggested we call on the Friends for help. The Mayor was discouraging and suggested we come back next year if we don't get it this year.

Mr. McIntosh discussed the Albemarle County presentation and commented on the looks of surprise on many of the Board of Supervisors' faces on some of the items presented, specifically security. Apparently they had not seen any documentation. Once they had the information that we had basically put together, they really didn't have any expressed concern and basically gave us most of what we were asking for. There is a failing in the system in some way in getting at least the high points of information about our budget request through to them.

Mr. Hingeley, Jr. thought some of the information we provided in narrative form did not get to the Board of Supervisors. Perhaps we should find out in advance what information that we give the County's Executive Staff passes from them directly to the Supervisors. If we know what the Supervisors don't have, we could do an individual effort as Trustees to meet with the Supervisors and provide them with
OLD/UNFINISHED BUSINESS (Continued):

additional data. In the past, the information has been given to the supervisors.

Mr. Hingeley, Jr. suggested that instead of having a report of the budgets being adopted that we have a work session so that we see what has been adopted and look at what hasn't been adopted and what might be our priorities for the coming year.

Mr. McIntosh suggested the Board schedule for the June meeting a recap session.

Mr. Swinson said Julius Morris, County Administrator for Greene County, asked him for an option of where they are now (status quo) and a 30-hour operational week, which would be a 6 hour increase. If current staff increased their hours, it would be a 30.7% increase for Greene.

EXECUTIVE SESSION:

Mr. Peter McIntosh asked for the Board to go into Executive Session for a discussion involving an individual employee. The Library Board went into Executive Session to discuss personnel matters as per 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 and by sub paragraph (3) The protection of the privacy of individuals in personal matters not related to public business. Karen Hayden made the motion, with Mr. Gary O'Connell seconding it. The Board unanimously approved the motion.

NEXT SCHEDULED BOARD MEETING:

The next Board meeting is scheduled for Tuesday, April 28, 1987 at 3:30 p.m. in the Central Library's Madison Room.
TO: William R. Swinson  
FROM: DonnaLee Grossman  
DATE: March 24, 1987  
RE: Conversation with Wayne Pullen of Cabell Insurance on March 24, 1987 at 12:00

You asked me to call John Stalfort of Cabell Insurance to ask about our liability if we allow our meeting rooms to be used after hours and you were particularly interested in our branch libraries.

I was informed by Cabell Insurance that Mr. Stalfort was not in but they had me talk to his boss, Wayne Pullen.

Mr. Pullen stated that there is absolutely no actual requirement for an employee on our library staff to be present on the library premises if a meeting is held after library hours. However, Mr. Pullen strongly emphasized someone should be there on the library staff to protect ourselves. He used examples such as:

1) Someone could hurt themselves while on the library premises at one of the meetings and no one from the library would be present

2) While the meeting is going on, someone could slip into the building and steal, vandalize or start a fire

3) The people at the meeting could neglect to close up the library properly after the meeting.

Although it is not an actual requirement in our policy, Mr. Pullen couldn't stress strongly enough that we should have a library staff person present during the meeting to insure security of the building and in case of an emergency.
Mr. Pullen also stressed that should any incident occur when we did not have a library representative present, we would probably be considered liable and our policy would immediately be increased. Our policy would be rewritten making it a requirement from that point on that a representative from the library must be present for any meetings scheduled in the library after library hours.
MINUTES OF THE APRIL 28, 1987 MEETING OF

THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mrs. Sally Gieck
Mr. Alexander Gilliam, Jr.
Mrs. Mary Hale
Mrs. Karen Hayden
Mr. James Hingeley, Jr.
Mrs. Nita Lumpkin
Mr. Peter McIntosh - President
Mr. Gary O'Connell
Mrs. Margaret Perley
Ms. Judith Walker - Vice President
Mrs. Helen Wieneke

ALSO PRESENT:
Mr. Neil Everingham - Asst. Director of Finance
Mrs. DonnaLee Grossman - Recording Secretary
Mrs. Joyce Hall - Staff Assoc. Representative
Attorney Heilberg
Ms. Mary Walsh - Employee
Mr. Philip Williams - Acting Director

The April 28, 1987 Library Board of Trustees' Meeting was called to order at 3:38 p.m. by Mr. Peter McIntosh, President of the Library Board of Trustees.

Mr. McIntosh asked for a motion from the Library Board to go into Executive Session regarding a personnel matter. Mrs. Wieneke made the motion to go into Executive Session, as per 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 and by sub paragraph (3) Protection of the privacy of individuals in personal matters not related to public business. Mrs. Hale seconded the motion and the Library Board unanimously approved the motion. The Library Board went into Executive Session at 3:49 p.m.
The Library Board of Trustees reconvened at approximately 5:35 p.m.

Mrs. Perley discussed using the money budgeted for a copier going to Louisa for funding an additional four hours a week for one night a week. Mrs. Perley asked the Louisa Board of Supervisors to reinstate $500 of the money they were going to take out so that we might do the extended hours at Louisa. This has to be changed on the budget. The lower salaried person would be taking the extra hours.

The Board unanimously approved the following motion, made by Karen Hayden and seconded by Mr. James Hingeley, Jr., that the Board would approve the purchase of an annuity for Ms. Mary Walsh such that for those months for which she works part-time between May of 1987 and June 30, 1989 and thus would be ineligible for a City of Charlottesville pension. The annuity would pay the equivalent amount for the City pension. Such funds are to come out of our budget from Personnel with staff approval, of $2,500 for the first year. If it is not available from Personnel in the 1986-87 budget, we would look elsewhere and come back to the Board for approval. The second half of the annuity would be purchased in the 1987-1988 fiscal year under Personnel.

Mr. McIntosh, backed up by Mr. Hingeley, Jr., will be the Board contacts for Philip Williams, acting for the Director; DonnaLee Grossman, taking Personnel Administration; Neil Everingham taking the Budget Administration.

The Board will have a committee made up of:

Karen Hayden
Gary O'Connell
Judy Walker

dealing with the return of the Director to the Library. The Board will be meeting on Tuesday, May 12th at 6:30 p.m. here in the Library in the Director's Conference Room on the third floor.

AUTOMATION:

Regarding automation, Mr. McIntosh informed the Board that we are not prepared as we should be to go ahead with the plan of closing down Central and Gordon Avenue to do the bar-coding. There may be ways to go forward with the bar-coding but not shutting down in an attempt to do it in one month's time.

Mr. McIntosh felt that, rather than attempting to go through it in our present situation, delaying the automation decision until the Director's return and until further work can be done
seems the best way to proceed now. The only problem in not doing it in May is that in the summertime we have extensive summer programming. We may end up doing this in August.

It was conveyed by Mr. McIntosh that perhaps between now and sometime later in the summer we might be able to do this without having to close down.

Mr. Williams said it was possible to do this without closing down and that the point of closing down was to do it in a concentrated manner using all the staff. Doing it piecemeal would probably accomplish the same thing but we would have to get other people to work on it as the regular people wouldn't be able to do it and it would take longer with the Library open.

Mr. O'Connell mentioned that there should be some type of official notice sent to the vendors as we have some contracts out and they should be notified and given some general idea of our time frame. Mr. Hatch mentioned to Mr. O'Connell that a 3-6 month time frame would be realistic.

Mr. Hingeley, Jr. mentioned that by delaying the closing, we could see how the project goes forward with the Library open.

**COST OF LIVING:**

The budget approved for the coming fiscal year calls for a 4% merit pool, with no cost of living. Mr. McIntosh said that after meeting with the department heads, it was clear that there was miscommunication on this issue into the staff.

There was a Petition signed by forty members of the staff. One of their suggestions was that they understood that there was a 4% merit pool built into the budget so the staff were suggesting that a 2-1/2% cost of living increase be granted out of that merit pool. The remaining would be used for the merit pool.

Mr. McIntosh mentioned that it appeared as though last year in September everybody who was eligible for merit received merit increases. It was not what the Board understood but that is what happened. Those persons not eligible for merit because they were at the end of their level, received bonuses. Everybody who was eligible for merit received merit, including the Director, plus a Cost of Living increase of 3.5%.

Mr. McIntosh asked Ellen Powe to work out the figures if we wanted to take the 4% merit pool, which is approximately $29,000; and if we assigned 1%, 1.5%, 2% and 2.5% to COLA, what would be left. Mr. McIntosh also asked DonnaLee Grossman to give a report.
COST OF LIVING (Continued):

on merit for the last year. Both reports were handed out to the Board members. What employees have received in the past should also be taken into consideration by the Board.

Since the new budget doesn't go into effect until July 1st, it should give the Board time to consider all the ramifications. We need to consider the staff's suggestion that the merit pool be divided between the Cost of Living for everyone and whatever is left somehow be still allocated under the merit pool.

Mr. McIntosh mentioned that as he understands it the department heads and staff felt that a COLA was either in the budget, in addition to the merit pool, or that it would be pursued very strongly by the Director to the Library Board. What the Board had decided back in February was apparently not communicated to the staff.

Mr. Hingeley, Jr. felt that in order for him to change his views on this, he would have to know more about what the equitable considerations might be in terms of communications to the staff or from the staff, or whatever might have created expectations that would call on us as a Board to make some sort of equitable adjustment.

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Mrs. Joyce Hall, Staff Association representative, referred back to the Minutes in February or March of this year regarding the COLA. There was a long list of deletions on the budget of what had to be eliminated to get a COLA. It seems as though the budget is an on-going thing that is never settled or finalized.

Mrs. Hall had a long list of questions from the Staff Association, which she checked with Mr. Swinson on, and that is when she found out for the first time that there would not be a COLA in the budget this coming year. The reason Mr. Swinson gave was that Albemarle County was not giving a COLA and the City of Charlottesville was not giving a COLA so he didn't put it in the budget. Mrs. Hall found out that Albemarle County is giving a COLA this year and she understood the City of Charlottesville is upgrading positions. So it just came to light within March that the COLA really wasn't in existence. When the budget referred to
it as a merit pool, the staff then realized that there wasn't a COLA. Mrs. Hall then asked the Board if the budget had been finalized. Mr. McIntosh replied that, as far as the Board knows, it is and that the COLA aspect of the budget was finalized at the early February meeting.

Mrs. Hall said that if she could go back to the staff and tell them that everyone was going to get an increase, either a bonus or a merit, they would be pleased. Mr. McIntosh asked Mrs. Hall how people could ask for this when supportive data shows this is exactly what happened this past year.

Mrs. Lumpkin asked who is determining the increases received by the employees for merit. Mr. McIntosh said it would be determined by the department heads and the Director. Mrs. Grossman replied that evaluations are done by the department heads and the merit recommendations go to the Director and he rationalizes it out.

Mrs. Hall asked if Mr. Williams would comment on this. Mr. Williams mentioned that he thought the staff felt a Cost of Living is best because that is a certainty and what everyone looks for. It imparts the feeling that you are doing a decent job. Of course that rewards everybody. He didn't think Mr. Swinson had much sympathy with the merit aspect of it.

Mrs. Hall mentioned that at first everybody thought they were going to get 4% and they didn't understand that they might only be getting a 2-1/2%, 5% or 7-1/2% merit.

Mr. Hingeley, Jr. said this is a serious misunderstanding. This evaluation plan, the merit step increases and merit bonuses, all of this has been in effect and adopted for several years.

Mr. O'Connell suggested Mr. Williams or someone on the staff draft a statement that would explain how the merit pool would work and that the money is set aside in the budget so that at least everyone has some information as to what is included in the budget and how it works and what the intent of the money is.

Mrs. Walker thought it would be worthwhile to review the policies because we as a Board don't want any misunderstandings.

Mrs. Hale objected to the misapplication in concept.

Mr. Hingeley, Jr. said he had to agree with Mr. McIntosh somewhat that in going into how it works may create problems. Would that imply it is going to work like that in the future or is it going to work like it was set up to work? It might be good
COST OF LIVING (Continued):

to give the historical background, as Mr. Gilliam, Jr. suggested. We could show when the Board adopted the merit plan and what the policy is and how it works.

Mrs. Wienke thought the staff should be answered. They should know what our decision is. Mrs. Lumpkin thought a clarification should be made on what the decision was when the budget was passed.

Mr. Hingeley, Jr. suggested a statement be done to the Board as well as the staff. It could be reviewed at the next meeting.

Mr. McIntosh suggested the memo outline what the merit and salary plan is and that the Board will reconsider it at the Board meeting on May 26, 1987. The memo should also mention that all we have to work with and all that is in the budget is the 4% pool and it will continue to be the same until the merit pool is changed by the Board.

Mr. O'Connell suggested the Board see what the written policy is now.

NEXT SCHEDULED BOARD MEETING:

The next scheduled Board meeting is for Tuesday, May 12, 1987 at 6:30 p.m. in the Central Library's Director's Conference Room on the third floor.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE MAY 12, 1987 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT:  Mr. Alexander Gilliam, Jr.
Mrs. Mary Hale
Mrs. Karen Hayden
Mr. James Hingeley, Jr.
Mr. Peter McIntosh - President
Mr. Gary O'Connell
Ms. Judith Walker - Vice President
Mrs. Helen Wieneke

TRUSTEES ABSENT:  Mrs. Sally Gieck
Mrs. Nita Lumpkin
Mrs. Margaret Perley

ALSO PRESENT:  Ms. Catherine Bodkin - Family Service, Inc.
Ms. Theresa Jackson - Family Service, Inc.
Mrs. Donna Lee Grossman - Recording Secretary

The May 12, 1987 Library Board of Trustees' Meeting was
called to order at 6:42 p.m. by Mr. Peter McIntosh, President of
the Library Board of Trustees. Mr. McIntosh introduced to the
Board members Ms. Bodkin and Ms. Jackson of Family Service, Inc.

Mr. James Hingeley, Jr. asked that the Board go into
Executive Session as there were personnel matters needing to be
discussed in confidence and Karen Hayden seconded the motion,
with the Board members in unanimous approval. At 6:44 p.m., the
Library Board went into Executive Session to discuss personnel
matters as per the Virginia State Code 2.1-344, sub paragraph (1)
Discussion or consideration of employment, assignment, 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.

Upon reconvening, the Board discussed the projected overage
anticipated for the end of this fiscal year. Mr. McIntosh
mentioned that due to our having some underexpenditures in
Personnel and in other line items, the total wasn't higher than

Bookmobiles 296-5544  Charlottesville 1500 Gordon Ave. 296-5544  Louisa County
Albemarle County  Louisa  (703) 967-1103
Crozet  823-4050  Greene County  Stanardsville  985-2370
Scottsville  286-3541  Nelson County  Lovingston  263-5904
$14,500. Mr. McIntosh circulated Ellen Powe's year-end projections to the Board. Mr. McIntosh wasn't sure how the Board should handle this situation, whether the Board should ask for a loan from the City of Charlottesville to tide us over or if we should go back to the jurisdictions.

Mr. Hingeley, Jr. mentioned the Library had to go back to the jurisdictions several years ago to ask for a supplemental appropriation. It wasn't as much as the Library had-anticipated they would need and other ways were found to deal with it. The projected deficit was considerably more than the one shown here.

Mr. McIntosh said that $14,000 is Leo of the budget and is not a gross overexpenditure; but it is a significant swing from 1% below expenditures, which was the last projection given to us, and 1% above. It represents a swing of approximately $28,000. Someone wasn't watching the store.

Mrs. Wieneke asked if the $14,500 included the annuity and Mr. McIntosh replied "no". Mr. McIntosh mentioned that he did not find out from the staff any particular reasons why this should have occurred. It could have been a failure to recognize that we had less money to expend on Books and Office Supplies and didn't hold the line on them. Data Processing charges will be close to $100,000 this year. You shouldn't expend twice as much as budgeted for Office Supplies.

Mr. Hingeley, Jr. mentioned that Books would be hard to budget for because you would be placing orders and you wouldn't have full realization. Mr. McIntosh said that it was handled correctly the last two years and wondered what was done the last two years in terms of budget management versus this year. Mr. McIntosh reminded the Board that this year's budget for Books was less than it has ever been but it was a conscious determination by us, knowing we had to do the computerization.

Mr. Hingeley, Jr. thought the way it has been handled successfully in the past two years on the books has been to get the money spent early enough, get the orders out, so that you see if you are under and then get close to the mark. It looks as though this wasn't monitored that closely.

Mr. McIntosh mentioned that according to job descriptions, functionally it is Mr. Swinson's responsibility to report to the Board. Mr. McIntosh suggested, although he was not sure, that the flashing signal function would be delegated below Mr. Swinson, as to whether we are in danger on any particular line items.

Mr. Hingeley, Jr. mentioned that this is where the Board got the understanding, for several months, that we were running a
little under so that we would have a modest cushion and that is what led the Board in their thinking about the annuity, to consider appropriating some of the surplus from this year and some from next year.

Regarding the annuity, Mr. McIntosh mentioned to the Board that there is a fund in a bank account, which has languished for many years. It came from personnel budgeted money in 1978-80. At one time we were self insured for unemployment benefits. A few prior claims were made against this fund but no further reductions have been made against this account for unemployment claims since 1982 and the fund has approximately $4,500 in it. It was originally budgeted for fringe benefits, which is now a part of the Personnel line, and we would not be talking about taking money out of a Personnel expenditure if we decide to use these funds to support paying for an annuity.

Mr. McIntosh mentioned that there was another individual who might be in the same situation. This is a Reference Librarian who works in Reference and in the Children's Department and is used by a number of departments as a substitute but she has been working more like a part-time employee this year.

Mr. McIntosh has given instructions to Phil Williams and DonnaLee Grossman that we will not use her again this year until a decision is made because we have a responsibility to notify the City that this person is covered by the Ordinance now that the Board knows about it. We shouldn't deal with it the way this organization dealt with Mrs. Walsh.

Mr. McIntosh mentioned that Phil Williams informed him that he does not have the access in the community to get people as a substitute that have reference and professional skills. The need of the Library for this employee is significantly greater than Mrs. Walsh and the individual in question has been working for eleven years now.

A letter dated September 1976 from Christopher Devan, a previous Library Director, asked this individual to come back to work at the Library as an occasional substitute. Mr. Hingeley, Jr. mentioned that this would be covered under the 20 days that are permitted in the Ordinance. The Board isn't in the same position of having a legal or moral obligation, as applied to the first case, other than by course of conduct.

Mr. Hingeley, Jr. didn't feel as strongly about the Board having a commitment to use Library resources to compensate the employee so the employee can work extra time. The difficulties in getting substitutes raises questions. We can't commit any money to pay the individual to continue as a substitute at this point.
Mr. McIntosh informed Phil Williams that the individual in question may have reason to go to the City's Retirement Board, with the Library Board supporting her in terms of functional need, but not any legal or moral obligation.

The individual went so far as to offer to work as a volunteer and not get paid for it and Mr. McIntosh told Mr. Williams to try not to do that. We shouldn't exploit people like that.

Mr. Hingeley, Jr. distributed to the Board members a letter about the Bar Association with a meeting scheduled for Wednesday, May 20th at 9:00 a.m. The Law Library Committee consists of:

James Hingeley, Jr.
Judy Walker
Philip Williams

Mr. Hingeley, Jr. would like the Library Board represented at the meeting.

Mr. Gilliam, Jr. reported on the meeting of the joint Board of the Albemarle County Historical Society and the Library.

Mr. Gilliam, Jr. relayed some questions from the meeting. Mr. Gilliam, Jr. asked who on the Library staff might deal with publicity. Mrs. Grossman mentioned Bill Davis or Miriam Bein, but it depends on what is required. Mr. Gilliam, Jr. said he might have Melinda Frierson call Mrs. Grossman on this.

They were also concerned whether this really would be a joint venture now that they don't have money for a librarian. Mr. Gilliam, Jr. told them it was a joint venture.

They also wanted approximately $200 from the Library mainly for writing paper and brochures.

The joint Board also agreed on a name, the Charlottesville-Albemarle Historical Collection, which will be put at the head of their writing paper. At the bottom of the writing paper they will put something along the lines of:

A joint venture of the Jefferson-Madison Regional Library and the Albemarle County Historical Society

Mr. McIntosh suggested they purchase what they need and have them bill us after the first of July.

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Mr. McIntosh suggested they purchase what they need and have them bill us after the first of July.

Mr. McIntosh mentioned that he authorized Neil and Ellen to try that same procedure with some of the vendors.
Mr. Hingeley, Jr. mentioned that even though the request for $200 is a small amount, we still need to go through normal procurement procedures.

Mr. Gilliam, Jr. stated that we have a special relationship but asked if we are subject to all the regulations that a public body is subject to, as far as procurement and what you can or can't do. Mr. Hingeley, Jr. said, "Yes, if it is public money and they are asking for us to commit public funds."

Ms. Walker and Mr. Gilliam, Jr. suggested the joint Board ask the Friends for the money instead of the Library.

Mr. Gilliam, Jr. and Ms. Walker were concerned about setting a precedent. If they ask the Library for supplies now, are we going to supply them with more money every time they want supplies? This has to be considered, along with procurement and following the rules relating to public bodies.

Mr. McIntosh went back to the discussion on the annuity for Ms. Walsh. The Board needs to come to a decision on whether to use the special bank account to purchase an annuity for Mary Walsh.

The Library would be the beneficiary on the annuity so that any funds revert back to us.

Neil Everingham has contacted Rita Scott, Director of Finance, and she has authorized us to issue one voucher for payment, with the actual cost being split between fiscal year 1986-1987 and fiscal year 1987-1988.

The annuity will be purchased from Loyalty Life Insurance through Lee and Short in Charlottesville, Virginia.

Public funds are being used to purchase the annuity so it should be reported on the annual financial report that we file to the State Library system.

Karen Hayden made the motion that the Board approve the suggestion to purchase an annuity from funds in the unemployment compensation account and whatever the difference between the bank account and the cost of the annuity be taken from the 1987-1988 Personnel funds. Mr. Gilliam, Jr. seconded the motion and the Board was in unanimous approval of the motion.

Mr. McIntosh mentioned that the Board had discussed having a financial audit. He had DonnaLee give him both the 1981 and the 1983 audits for the Library for his review. Both of the audits basically said that the financial situation at the Library was in chaos. It was very poor. The 1983 audit mentioned that the 1981
The May 26, 1987 Library Board of Trustees' Meeting was called to order at 3:32 p.m. by Mr. Peter McIntosh, President of the Library Board of Trustees.

Mr. McIntosh referred to Item #4 on the Agenda regarding the automation update. Included in the Board packet was a letter to Tom Hatch, Director of the City Data Processing Department, from Philip Williams. Mr. Hatch has replied to the letter and copies of his reply were issued to the Board members at the meeting. Basically, we are delaying the implementation of the circulation part of the INLEX system until around August.

The major reason we can't just start up again is due to the Summer being the heaviest programming time and any closing at that time would adversely affect the library's services.

Mr. Philip Williams mentioned that the library is continuing with the piecemeal barcoding and the library will continue to do so until it is decided when and how long to close down to do it.
He estimated that less than 3% of the collection has been done for Central and Gordon Avenue, since the last time the Board met.

Mr. McIntosh mentioned Margaret Perley's term expires this month and the Board will have to assign someone else to replace her as the computer expert on the Board.

**STATUS REPORT ON THE NEW NELSON COUNTY LIBRARY:**

Mrs. Mary Hale reported that construction of the new Nelson County Library started this week. The ground breaking occurred in January and they are planning a large dedication ceremony later on.

The funding is worked out up to $269,000 and that is what we are building. Mrs. Hale did mention they are continuing to fund raise and the Friends of the J-MR Library have pledged more funds for furniture and shelving.

**INTRODUCTION OF ELEANOR LONGLEY FROM THE LOUISA FRIENDS:**

Mr. McIntosh introduced to the Board members Ms. Eleanor Longley, President of the Louisa Friends.

Ms. Longley mentioned that the Louisa Board of Supervisors gave the Library $500 so that Louisa could stay open one more night. Ms. Longley also confirmed that Mrs. Perley had asked for another fund to be redirected in order to raise $1,500 in order to keep the Louisa County Branch library open on a second night. Ms. Longley said that Louisa has the largest circulation of the outlying libraries and it is only open approximately 28 hours a week.

Ms. Longley also asked at what point do employees become full-time so that they can have benefits. If we are going to add more hours in Louisa, do we add the hours to the Branch Head or do we add someone else and not let them get full-time. In Louisa, 30 hours is considered full time.

Mrs. Grossman confirmed that 37-1/2 hours is considered full-time but that certain benefits are available to employees working less than full-time.

Mr. McIntosh said that each county's Board of Supervisors responds in such a way that allows us to either provide more hours or provide no additional hours. Mrs. Perley's sense was that the Louisa Board of Supervisors was supportive of additional hours and they worked out a way to be able to fund that. How those hours are assigned would come under the auspices of the Library Director and in talking with the Branch Head and the Assistant Director of Extension and Branches.
COMMITTEE REPORT ON THE LAW LIBRARY:

Mr. Hingeley, Jr. confirmed that the Board's Committee (Mr. Hingeley, Jr., Philip Williams and Judy Walker) met this morning with the Charlottesville-Albemarle Bar Association Committee involved in the project to begin the detailed consideration of a law library at Central.

They seemed ambitious in terms of what they were going to be doing initially and what they expected us to do initially. Both sides wanted to communicate a sense of some of the limits that might be involved in this project.

We were concerned about committing our staff time here, which is already well taken up, particularly in the Reference Department.

Mr. Hingeley, Jr. said that on a kind of pile-up basis, we should get the initial collection in, get volunteer help and see what funds are coming in from the Writ Tax; and if the Writ Tax can be enacted, see if it can pay for some of the absolutely essential staff time in maintaining the collection.

It was a very positive meeting. It was decided to recommend to this Board that we proceed to draw up a memorandum of cooperation, something similar to what we have with the Albemarle County Historical Society, and they would approach it from their end also. There should be a joint board set up. The Bar Association needs to have a voice in the management of this collection and the Library needs to have some of their professional opinions as far as the development of the collection is concerned.

It was decided to present this to the Board today and get the Board's assurance that they are willing to proceed with this and there should be something on paper that the Board can look at by the next Board meeting.

The question was brought up as to the location of the law library at Central. Mr. Hingeley, Jr. said that the space occupied currently by the Virginia State Library on the third floor would become vacant at the beginning of the fiscal year. This area consists of two rooms which would be adequate space to start with and the Bar would be willing to go there.

Mr. McIntosh voiced his concern, that was expressed at the last Board meeting, about using this area for the Law Library because it would be inaccessible to Reference and would have to be staffed totally by volunteers. Who gets access to it and who would have a key to get in? A lay person from the public couldn't get someone's help and they would have to go downstairs
Mr. Williams thought the problem was resolved and that the Law Library, at least initially, would essentially be staffed by non-library personnel. Reference initially would not be involved other than to get an estimate for shelving space and how much the shelving would cost.

Staffing would probably come from lawyers, law students, and possibly lawyer's spouses.

Mr. McIntosh thought that this would in effect be a Bar Library.

Mr. Hingeley, Jr. said that basically the Law Library would be the same as if it was located in Reference. There would be books that the people would have free access to but they wouldn't be able to call upon the Library staff for assistance. We can't ask the staff that we have now to take on this additional load. If we can come up with the money to fund a position, then that position can be filled and the public can be served through that position.

Mr. O'Connell felt that the Library should try to do whatever it can to keep the Law Library as open and accessible as possible to the public.

Mr. McIntosh did not like the idea of the Law Library being upstairs on the third floor or the idea of using volunteers to staff it. He felt the ground rules had changed since the last Board meeting. Even if the Law Library is located downstairs, with the space needed, we won't be able to provide reference services to the public in order to make it useful. It is clearly a lawyer's library and they will be using two rooms of public space in our Library.

Mr. McIntosh felt that lawyers will get upstairs to use the Law Library far more frequently than the general public and we are not in the business to provide lawyers with a law library but to provide it for the public.

Karen Hayden asked if the law books would be marked so that people wouldn't be able to walk out with the books. The law books will be security targeted.

Mr. Hingeley, Jr. felt that the Library wouldn't be able to provide public service in the short run but the Law Library has the potential in the long run of actually developing a public service potential.
Mr. McIntosh said it would be helpful if the Bar would commit themselves to increasing our public access reference collection of law library books that the public would normally use. It would mean duplicate sets for Reference downstairs, as well as upstairs, but it would give us something in return for what we are putting in.

Mr. McIntosh agreed with Mr. Hingeley, Jr. that in the long run, in terms of having it staffed in such a way that people could use it, this is something that we could work for.

The Library Board agreed that the Library will continue to work cooperatively with the Bar Association and try to work out any concerns that the Board has; and possibly by the next Board meeting have an agreement ready for review and approval by the Board, along with the Bar Associations' intentions.

COST OF LIVING:

Mr. McIntosh introduced the cost of living issue and the miscommunications to the Library staff that caused some of them to believe that there was a cost of living, as well as a merit increase, in this year's budget. Mr. McIntosh wanted Joyce Hall, as the President of the Staff Association, to let the employees know that the Board was going to consider this and to have her provide the Board with any input she might have from the employees.

Mrs. Hall distributed to the Board members a summary of the Staff Association meeting on the cost of living.

Mr. McIntosh wanted to bring this to the Board's attention prior to the July meeting as the new budget goes into effect July 1, 1987 and any decisions or actions should be done prior to July 1st. If no action is taken by the Board, the budget will go into effect as of July 1st with a 4% merit pool.

Mr. McIntosh mentioned that the merit pool for last year indicated there was a step increase for everyone. Anyone who was eligible for a merit increase got one and those who were at the end of their salary level (in step M) were eligible for a bonus and got bonuses. In effect, last year we had a merit plan that was merit in name only. Obviously, this puts personnel in a situation of not knowing how it will be administered this year and this is something the Board will have to take into consideration.

Mr. O'Connell asked when the merit goes into effect. Mrs. Grossman said it was retroactive to or effective September 1st and cost of living goes into effect as of July 1st of each year, if one is given.
Mr. McIntosh reminded the Board that Pages are not included in merit as they are minimum wage and not on the pay scale.

Mrs. Perley asked if an actual promise had been made to the staff. Mr. Williams said that to his knowledge there was no promise implied by Mr. Swinson at the Department Heads meeting regarding a COLA; in fact, Mr. Swinson had mentioned to Mr. Williams that he was more in favor of merit than he was of an automatic COLA. He felt that COLA was an economic thing of the past and that it would gradually fade.

Mrs. Perley thought the problem was twofold. One problem is that the Board didn't get the message; secondly, the result of what the Board decided was not communicated back to the staff. Mrs. Perley asked if any of the staff had asked what the Board had decided on this.

Mrs. Hall mentioned that the first the staff was aware of this was in the February or March Board Minutes or when she talked directly to Mr. Swinson. That was when she first realized that the 4% increase was not a merit and a COLA but that it was only just a 4% merit pool.

Mrs. Hall mentioned that normally the staff doesn't see the budget.

Mr. O'Connell mentioned that the Budget Committee had a fairly good discussion regarding this when the budget was discussed. Clearly, the employees' expectations were for a COLA and they were hoping that would be what would come out in the budget but that is not what is there.

Mr. Hingeley, Jr. mentioned that it was definitely a considered decision and the Board did not overlook it. It was a matter of debate by the Board and it was a conscious policy decision of the Board to adopt the merit pool approach.

Mrs. Perley said that the Board was well aware of what the staff wanted but there were other factors that brought about the Board's decision.

Mr. McIntosh basically agrees with what the Board is saying, with one reservation. He recalled that in January he had talked with the Director regarding whether COLA would be a problem if you have other jurisdictions that are doing different things and that the morale factor should be taken into account. Mr. McIntosh recalled asking the Director whether or not by not having a COLA if this would create any morale problems; and he had answered, "No."
Mr. McIntosh acknowledged that there was no recognition on the part of this Board of any staff position that the Cost of Living was very important to them. He agreed with Mr. Hingeley, Jr. in that it had been a considered decision but that the information regarding the staff's position was not passed on to the Board.

This has caused some of the communication problems; but whether or not it would convince the Board to make a change now is the issue before the Board.

Mr. O'Connell said that COLA is guaranteed to everybody but with merit there is no guarantee that everyone will receive it. Merit has some real advantages; however, it leaves some people out and that can create some hardships and employee concerns.

Mr. O'Connell would like the Board to take a hard look at salaries, whether there is some sort of market survey, a pay plan and how it works, and the way the merit increases are implemented so that when we go through them this next year, there is a clear recommendation and there have been some staff discussions so that there isn't one person thinking one thing and somebody else thinking something else. There should be a fairly big look at the whole pay structure as he thinks the Library is starting to get behind in salaries.

Mrs. Hale thought the issue important to the employees so that she would like to see this issue tabled until next month's Board meeting if a decision can't be reached now.

Mrs. Hale said that the Board basically supported a merit system, and unless the Board decides to change it, that is what the Board should do.

Mrs. Walker asked when the last salary study was done. It was done in 1984 and implemented in fiscal year 1985-1986, which makes it three years ago. Mr. O'Connell felt it was time to do another one.

Mr. O'Connell made the motion that the Board reaffirm their decision to put 4% in the merit pool, as it will be administered this year under Board supervision; and that the Board authorizes an expenditure of money out of next year's funds for a study of the entire salary plan and salary lines, as they relate to our being competitive in the hiring market. Margaret Perley seconded the motion and the Board unanimously approved the motion.

Mrs. Hale felt that next year and in the years to come the Library should make sure the staff, the Board and the Director are clearly communicating with each other. Mr. O'Connell felt there should be better communication to the Library Board on
whatever the staff proposes. The Library Board's meetings are open to the public and the Board hopes the staff will take advantage of that fact.

**EXECUTIVE SESSION:**

Mrs. Mary Hale asked that the Library Board go into Executive Session to discuss personnel matters needing to be discussed in confidence, and Mrs. Judith Walker seconded the motion, and the Board unanimously approved the motion. The Library Board went into Executive Session at 4:35 p.m. to discuss personnel matters as per 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.

**ADJOURNMENT:**

The meeting was adjourned at 5:55 p.m. with the next Board meeting rescheduled to Tuesday, June 30, 1987 at 3:30 p.m. in the Central Library's Madison Room on the 3rd floor.

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DonnaLee Grossman
Recording Secretary
May 18, 1987

Mr. Tom Hatch, Director  
Department of Data Processing  
City of Charlottesville  
P. O. Box 911  
Charlottesville, VA 22901

Dear Tom,

I want to follow up our recent phone conversation about the status of the automation project at the library.

Because of the absence of Bill Swinson, many of the planned operations such as closing for bar coding will be delayed until his return. Upon Bill's return we should be able to proceed without further delay.

In the interim many things are happening. We are looking at the data base and analyzing the extent of needed revisions. Some bar coding is being carried out on a regular though small-scale basis both here at Central and at Gordon Avenue. And Technical Services is adding item information to the CATSS records daily. Therefore, the computer should remain available to us as much as possible.

INLEX informs me that a major new release of the circulation system software is forthcoming by the end of May. I have enclosed a copy of the announcement about that for your files. Don Jones and I also have to run a test on the file transfer software we will be using to upload MARC records from the Vectra/BiblioFile setup to the 3000. I will let Allison know when we are ready to do that.

This summarizes the level of activity I anticipate until Bill is back. Let me know if there are any questions or problems with any of this.

Cordially yours,

Philip L. Williams  
Head, Adult Services

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Bookmobiles 296-5544  
Charlottesville 1500 Gordon Ave. 296-5544  
Louisa County  
Louisa (703) 967-1103

Albemarle County  
Crozet 823-4050  
Greene County  
Nelson County
Dear Phil:

I received your May 18th letter announcing the delay in the library automation project. As you know, a delay now means that we will miss the pre-summer implementation window which will set us back several months. The bar coding project that you mentioned is a good interim step and will be one less thing to worry about when we resume implementation planning.

I agree with the decision to delay implementation until you have all of your problems worked out. This sort of project puts a lot of stress on an organization and should not be attempted without strong commitments from everyone involved. It has been my experience that system implementations require unexpected personnel assignments, unplanned expenditures, and long hours. You need to be fully staffed and funded to be successful.

I am confident that this system will improve your operation and book collection in the long run and look forward to working with the library when you are in a position to proceed. In the meantime, we will continue to maintain your system, backup your data, and provide full support.

Sincerely,

Thomas L. Hatch
Director of Data Processing

TLH:amh

cc: Peter McIntosh
May 28, 1987

Mr. James Cosby
614 East High Street
Charlottesville, VA 22901

Dear Jim,

Here is a summary of the information we talked about on the telephone yesterday.

There is space in the two rooms in question to place 15 standard shelf sections by using all empty walls. Presently three sections are in place and would be available. The remaining 12 would have to be purchased. These sections would be 36 inches wide by 84 inches high by 10 inches deep over a 12-13 inch base. There are 6 shelves per section. Including the existing 3 sections and assuming 34 inches usable space per shelf, there are about 3000 linear inches of shelving. Assuming an average volume of 2" width, this space would accommodate 1500 volumes. Using the Gaylord Brothers (a library supply vendor) catalog for prices I find these sections cost $232.00 each.

All-wood library reading tables in the same catalog run about $350.00 for a 29 in. by 36 in. by 60 in. unit. Wooden chairs for the table run $72.00 to $125.00 each.

I found an "economy" microfiche cabinet for $550.00 that will hold 36,000 fiche. The model holding 90,000 fiche costs over $1500.00.

Hope all this helps. Give me a call if I omitted anything.

Sincerely yours,

Philip L. Williams
Head, Adult Services
DATE: MAY 26, 1987

TO: JEFFERSON-MADISON REGIONAL LIBRARY BOARD

FROM: JEFFERSON-MADISON REGIONAL LIBRARY STAFF ASSOCIATION

REF: COST OF LIVING ADJUSTMENT - COLA

The library board asked that the library staff give more reasons why they think the staff should get a COST OF LIVING ADJUSTMENT this year. We are hoping the following reasons will help the board reconsider the COLA in this year's budget.

1) The library department heads voted in January 1987 to ask, through the library director, for a COLA. The library department heads were assured that this would be passed on to the library budget committee for the making up of the library's coming year's budget.

2) This past year has been a difficult year for the staff with the automation changes, having to put in a lot of time training for automation, bar coding and etc. This coming year is going to be even more difficult for the library staff.

3) The staff feels everyone should get some kind of salary increase, including substitutes, pages and first year staff. With a merit increase these positions are excluded.

4) The library's salary scale will be affected with a COLA, where as a merit increase does not affect the salary scale.
5) The County of Albemarle is getting a COLA

6) The City of Charlottesville is getting a COLA, in some cases.

7) The State of Virginia is getting a COLA.

8) The $29,000 budgeted would give every staff member a 2.5% COLA and still enough funds for a merit pool.

9) The last and most important reason for a COLA is that inflation is still with us, our housing, food and most everything in general has increased and continues to increase.

The above reasons for the staff to ask for a COLA are respectfully submitted to the library board and the library staff is hoping this will help in making your decision.