MINUTES OF THE JUNE 30, 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.
Mrs. Nita Lumpkin
Mr. Peter McIntosh - President
Mr. Gary O'Connell
Mrs. Margaret Perley
Ms. Judith Walker - Vice President
Mrs. Helen Wienieke

TRUSTEES ABSENT: Mrs. Sally Gieck

ALSO PRESENT: Mrs. DonnaLee Grossman - Recording Secretary
Mrs. Joyce Hall - Staff Association Representative
Ms. Eleanor Longley - President of the Louisa Friends
Mr. William R. Swinson - Director
Rev. Peter T. Way - Member of the Board of Supervisors for Albemarle County

The 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 for the May 26, 1987 Library Board meeting were approved as amended, the motion being made by Mr. Gilliam, Jr. and seconded by Karen Hayden, with the Board's unanimous approval. The Financial Report for May 1987 was approved by the Library Board, the motion being made by Karen Hayden and seconded by Mrs. Hale.

CIRCULATION:

Mr. Swinson commented to the Library Board that as of the end of June 30th, the Library has gone beyond 800,000 circulation transactions for the year. Mr. Swinson confirmed that May's circulation transactions totaled 60,680.
FINANCIAL REPORT:

Mr. Swinson confirmed that the revenues are not all in yet for this fiscal year. Mr. Swinson referred to the last Board meeting where it was estimated we would have a $14,000 or more overrun; we would be in deficit by about that much money.

According to projections from late last week, we are still in deficit by approximately $6,435 and this figure could come down below $5,000 due to the fact that we still have revenues coming in for this fiscal year. The City of Charlottesville does not end their fiscal year until around mid July.

We still have not received the preliminary printouts for June.

Mr. Swinson informed the Library Board that in dealing with the deficit for this fiscal year, we should be making adjustments to next year's budget.

Mr. Swinson felt that once we are under the $5,000 range in deficit, the Library can deal fairly easily with the overrun. He suggested to the Board that the $1,500 designated for Travel for next year be taken out, this was for travel to the INLEX Users Group. He also suggested that the implementation of a security system be held back until October. By just continuing at status quo through July, August and September, it would save the Library approximately $1,900. The salaries could be adjusted down by $2,800. The three adjustments would total approximately $6,200.

The adjustments for salary are due to the Children's Librarian at Gordon Avenue leaving and due to the fact that one person is coming into the Library system with less pay than originally projected. We will probably replace the Children's Librarian around September but not before then.

Mr. Swinson informed the Board that at the July meeting there will be changes to the budget that the Board will need to approve. The deficit adjustments will have to be made and officially approved at that time.

Nelson County's budget has to be adjusted as their new hours won't be going into effect until after January 1988.

Our last budget submission (February 24, 1987) does not allow for having the Branch Heads at Scottsville and Crozet at full time. We will have to amend the budget upward for Albemarle County.

Mr. McIntosh mentioned that arrangements are being made to have a management review by Peat, Marwick, Mitchell & Co., which
will also include an actual audit of funds involving the copying, duplicating and collection of fines. Mr. McIntosh read from a letter that listed the items the Board has asked Peat, Marwick, Mitchell & Co. to do for the Library:

Review and evaluate staff duties, responsibilities, job assignments, descriptions and the propriety thereof, basically a management review, and to review and evaluate controls over cash receipts. They are to give us an actual audit of the cash receipts and evaluate the controls of basically those funds we do have cash responsibility for.

Mr. McIntosh confirmed that he, Mr. O'Connell and Mr. Swinson met with several people from Peat, Marwick, Mitchell & Co. and outlined their thoughts regarding the audit.

Mr. McIntosh has received a document for his signature from Peat, Marwick, Mitchell & Co. and voiced his concern over the price that was quoted. He will discuss this later with the Board.

DIRECTOR'S REPORT:

1) Merit/Bonus Pay - Two items were distributed to the Board members at the meeting: (1) Merit Pay Plan letter dated June 30, 1987 from Mr. Swinson to Peter McIntosh and Karen Hayden and (2) a copy of an article from the June 15, 1987 Library Journal written by Jeffrey R. Krull entitled "A Merit Pay Plan for Public Libraries."

Mr. McIntosh mentioned that given the Cost of Living confusion that occurred within the past 4-5 months, the sense of how merit pay was administered in the past seemed to be one of the items the Board realized it needed to deal with. The Board has to decide how they want the merit pay to operate in the future and have it be distinctly communicated in advance of the evaluating sessions, which are beginning right now.

Mr. McIntosh asked the Board for their guidance on implementing the $29,646 which is available for merit pay for the coming fiscal year.

Mr. Swinson read a paragraph from his letter dated June 30, 1987:

Personally, I would like to see J-MRL amend its personnel policies in such a way as to "mirror" a City department.

Mr. Swinson mentioned that as an agency we would have some advantages; however, in personnel management, by not having a
strict formal relationship with the City Personnel Department, he felt the Library was at a disadvantage. If we don't get in a position of near a City department, then the Library should at least tighten up what we are doing via the City. There have been numerous cases where Library employees have felt they were due a City right or benefit and it wasn't necessarily so because our status is as an agency.

Mr. McIntosh would like a Board committee meeting with Mr. Swinson on this and have the Committee bring it back to the Board, instead of having subsequent discussions at the Board level.

Mr. Swinson distributed to Board members the evaluation forms and supporting documents for their review.

Mr. Hingeley, Jr. mentioned that as a regional system, the Library is not treating our employees precisely as the City treats its employees. We look to the City, as well as the other jurisdictions for guidance. Mr. Hingeley, Jr. felt somewhat uncomfortable with the Library striving to become more like a City department. This is not the first time this issue has come up.

In the past, we have departed from the City's policies in terms of Health Insurance, Life Insurance and other fringe benefits, etc.; and it was clear in the past when this has happened that the Library Board was setting their own policies. This Board sets their own policies for salaries, fringe benefits and personnel management of the entire system.

Mr. Hingeley, Jr. felt the Library Board should guard against assimilating the City's policies too much because there will be differences and we have to realize this. The City is not by any means a majority member of the regional system and we should harmonize the divergent policies that exist in the different jurisdictions for our employees.

Mr. Hingeley, Jr. mentioned that in the past there have been some reservations expressed, particularly from the rural jurisdictions, about our going too far for having all of what they see as City or urban benefits and personnel policies, when their employees out in Louisa County, Greene County and Nelson County do not enjoy the same kind of benefits. It creates a problem for them when the Library employees in their jurisdictions are getting City treatment when their other employees are getting what their jurisdiction can afford to do.

Mr. Hingeley, Jr. said that in the past the Library has tried to steer an independent course because they felt that it was necessary as a regional system. Mr. Hingeley, Jr. also felt
that we have to be responsible for personnel management of the Library system. If we had more formal ties with the City, we would get to a point of whose responsibility is it.

Mr. Hingeley, Jr. felt that it would be better for the Library to have their own policies and for us to accept full responsibility for administering them and not get in the position where it is unclear where the responsibility lies.

Mr. Hingeley, Jr. also mentioned that he didn't think that personnel management was within the scope of what the City undertakes to do as a fiscal agent.

Mr. McIntosh mentioned that the Board needed to do something that will at least bring back to the July Board meeting some fairly concrete proposals from members of this Board, working with Mr. Swinson, so that we know what we are expecting. We have a set amount of money and the decision maker for the merit system, whether it is Mr. Swinson or the Library Board, should have some idea of what percentage of employees should get merit pay, for morale and as a reward for services.

As we implement the merit pay this year, we should also take into consideration employees already at the end of their line, at M step, and if they should be eligible for a bonus.

Mr. McIntosh asked for volunteers from the Board members who would be willing to meet with Mr. Swinson between now and the next Board meeting to hash out some of the issues regarding merit and bonuses and then bring to the July Board meeting their decision.

The following persons will be serving on the committee:

Alexander Gilliam, Jr.
Joyce Hall - Staff Representative
Peter McIntosh
Judy Walker

Mr. McIntosh suggested the Board review the evaluation sheet and the other materials submitted at the Board meeting and if anyone has any suggestions, let the Board members on the committee know about them.

2) LSCA Grants - Mr. McIntosh referred to Mr. Swinson's documentation on the two LSCA Grants in his Director's Preliminary Report.

The State Library approved our secondary request for the CD-ROM Reference Sources Project. Our primary request for Federal Aid funding was not approved, which was for a Project Manager for
implementation of a J-MR Library automated system. There was a problem on the time frame for when the proposals had to be in and unfortunately there wasn't time for all the Board to review them.

Mr. O'Connell mentioned that the system will get done but it will take longer without a Project Manager.

Mrs. Perley didn't think the Library had that much of a setback considering the size of the project.

Mr. McIntosh and Mrs. Hale both wanted to know what had changed since the project started approximately 1-1/2 years ago. Mr. McIntosh felt that it would have been helpful to have been granted a Project Manager at this time in our development. It would have meant we could have gotten things done on a quicker basis; however, it doesn't mean that we can't continue on the way we have been doing.

We should be watchful concerning the size of the project and the demands it places on our system.

3) The Friends of the Library Budget - Mr. McIntosh referred to Mr. Swinson's Director's Preliminary Report in which he inserted Appendix E, regarding the Library's budget request to the Friends of the JMR-Library for fiscal year 1987-1988.

Mr. Swinson informed the Board that the request was approved. The emphasis is on children's programming, with books and related materials the second largest area the Library asked for funding in. The grand total requested was $20,000 and $5,600 of that total represented the purchase of seven sets of the Encyclopedia Americana.

The Board unanimously requested the Friends receive a thank you for the contributions to the Library for the 1987-1988 fiscal year. Mr. McIntosh confirmed he would be writing the Friends regarding this.

4) Automation Update - Mr. Swinson verified that the next opportunity to close down to finish the barcoding verifications would be between August 17th and September 1. All modules have been installed and the updates have been installed.

Mrs. Perley asked if the Library will continue to do barcoding before the shutdown. Mr. Swinson said, "yes." Mrs. Perley also wanted to know if by continuing to do the barcoding in this way, if it would lessen the pressure and possibly lessen the length of time needed to shut down the libraries. Mr. Swinson said it would lessen the pressure and that the Library would at least need a week shutdown.
Mr. Swinson mentioned that the Library was considering having an Amnesty Week to try to get in long overdue items and items that need to be deleted from our database. We need to get the long overdues back in so that we can get them barcoded or get them withdrawn.

Mr. McIntosh said that publicity should come first in order to tell people about the amnesty and to inform them of the shutdown. It would help as an inducement. Mr. McIntosh also asked how much of an advance notice will be given to the public. Mr. Swinson wants notification to be 2-3 weeks in advance.

Mr. McIntosh was concerned that 2-3 weeks might not be enough time and thought it should be started now. Mr. O'Connell said that it would give us time to have the publicity packets, that are being proposed, submitted at the next Board meeting.

Mr. Swinson mentioned there will be two different sets of publicity. One will be regarding having to close to get our circulation on-line. Later, the Library will be bringing up the catalog terminals for public use. Publicity for the Amnesty Week will also be included.

OLD/UNFINISHED BUSINESS:

1) Progress on New Law Library at Central - The Bar Association Committee met with the Library Committee; and after the Library Board meeting, the Library Committee sent to the Bar Association's Committee the Memorandum Agreement, that we have with the Albemarle County Historical Society, for them to refer to. They met and drafted a proposed agreement and approved this agreement at their Executive Committee meeting last Friday.

The agreement has been approved but the budget attached to it is not completed and needs more work done on it.

The Law Library Committee met and reviewed a draft of the agreement. The Committee felt it was not advisable to come to the Board today with a recommendation because there were several unanswered questions, in terms of the use of the space that might be made available for this, in terms of the size of the collection that they are contemplating, in terms of the breakout between the materials which will be available in print and the materials that are going to be available in microfiche. Along with that, we need to know how many reader printers would be appropriate and the space requirements.

The Committee suggested that a Law Librarian, specially trained in this area, come in to consult on this and advise both committees. The Law Librarian, Larry Wenger, for the University of Virginia has been contacted and he has agreed to come in.
Phil Williams is the contact person from the Library.

The Bar Association would like our Board to adopt the proposed agreement which they have adopted and Mr. Hingeley, Jr. said that on behalf of the Library Law Committee he cannot recommend we adopt it. It was the Committee's feeling that they wanted some advice and consultation before making any recommendation to the Board.

The Bar Association indicates that they want to go to the Albemarle County Board of Supervisors and the City Council to ask for the enactment of the Writ Tax. They would like to go to the Supervisors and the Council with the agreement already signed.

The Bar Association has also forwarded two letters to the Council and the Supervisors requesting enactment of the Writ Tax, with the proposed Ordinance attached to the letters; and they ask that we endorse the letters and send them on (see attachments).

It mentions in the Ordinance they have to go through a process of advertising. They probably want to get it started by advertising and have it scheduled on the agenda of the Board of Supervisors and City Council. It will probably be more than a month off before it comes up for public hearing. They would like to have it go into effect July 1st and they might be able to make it retroactive to July 1st.

Mr. O'Connell and Mr. Gilliam, Jr. felt the Board should hold off on this because the Board is not absolutely supportive. This is a tax and there will be concerns on the part of the jurisdictions. Mr. McIntosh didn't feel he could sign it at this point without knowing from our Law Committee and the Law Librarian that the Board had their full approval to go ahead with this. We should have the whole package together with the Board behind it before it is presented to the Supervisors and to the Council.

Mr. Hingeley, Jr. pointed out that the sooner they can get the Writ Tax enacted, if it is approved by the jurisdictions, the sooner they can begin to accrue money that will go to pay some of the costs that are important to make this project work. The general idea is to move as quickly as possible to get some revenue coming in.

Mr. Hingeley, Jr. will communicate to the Bar Association the results of this discussion.

Mr. Hingeley, Jr. asked that the copies of the Agreement and the proposed correspondence to the jurisdictions be put on record for the Board. Copies will go out to the Law Committee members.
Copies of the proposed Agreement will be sent to all the Board members.

Mr. O'Connell asked if the Library Board ever had a retreat or session to get away to look to the future and talk about issues. Mr. Hingley, Jr. mentioned there will soon be quite a turnover in the Board membership and a retreat would also be a good orientation to new Board members.

2) Board Management Resources for the Next 6-12 Months -
Mr. McIntosh distributed to the Board members a list of functional needs that the Board should be looking at in terms of long-term planning needs of the Library. Mr. McIntosh wanted to assign small committees to assess the items mentioned and have them bring it back to the Board.

The committees suggested:

1) Book Selection /Collection Policies/Automation:
   - Alexander Gilliam, Jr.
   - Nita Lumpkin

2) Financial/Budget:
   - Peter McIntosh
   - Gary O'Connell

3) Personnel:
   - Mary Hale
   - Karen Hayden
   - Judy Walker

The committees will be augmented with new incoming Board members and Mrs. Gieck will also be added to one of the committees when she returns.

NEW BUSINESS:

Mr. McIntosh introduced Reverend Peter Way, a member of the Albemarle County Board of Supervisors, to the Library Board. Mr. Way expressed his concern regarding our Meeting Room Policy and how it would affect the branches, in particular Scottsville.

Mr. Swinson referred to his Director's Preliminary Report, section VII on Meeting Room Policy and his Appendix F. Phil Williams, Gail Ott and Mr. Swinson reviewed and revised the Meeting Room Policy.
Prime concerns of Mr. Swinson were the meetings held after hours and our insurance liability. In the past few years, the liability of a public organization has been a primary question, as well as liability insurance in general.

Mr. Swinson would like this issue to go to committee. Central and Gordon Avenue have longer operating hours and larger staffs and are different from the other branches.

Mrs. Helen Wienke mentioned that the Scottsville Branch Library has become one of the most important buildings in the community and has provided intellectual and cultural and artistic activities to the Scottsville community. Mrs. Wienke hoped that this will be taken into consideration by the committee when they review the Meeting Room Policy and she also mentioned that this would also apply to the other outlying branches.

Mrs. Wienke asked that Scottsville be allowed to continue having hours after regular closing hours, which would mean after 8:00 p.m., for such things as the cultural movies given by a Professor at Piedmont College, classes from Piedmont, the Book Club, the Sunday concerts, etc.

Mr. Gilliam, Jr. stated that as an admirer of greater Scottsville and its Board Member, he supports what Mrs. Wienke has said. He further stated that the libraries in the outlying communities function much more as community centers than either of the two libraries here in the City.

Mrs. Wienke mentioned that she called Cabell Insurance and asked what the restrictions were on having meetings after regular opening hours and was told that after hours, there should be a member of the staff present.

Mr. Hingeley, Jr. referred to Appendix F on Meeting Room Policy and stated that it was a proposal to delete from our Meeting Room Policy the portion that says we can have after hour meetings with a staff person present.

Mr. Swinson mentioned that Cabell Insurance had been contacted and Cabell informed us that as of right now, nothing has happened and our premiums won't change much. However, if something happens on our Library premises, when we are open after regular operating hours, we could expect a skyrocket in our liability.

Mrs. Lumpkin mentioned that particularly in the outlying branches you are putting a strain on Library staff. If you need a staff person present at meetings after hours and we only have a small staff of people at the branches, one of those persons has to be present or else the Library facility cannot be used.
Mr. Hingeley, Jr. stated that the group using the facility after hours pays for the staff and it is voluntary on the part of the staff.

Mr. O'Connell stated that if we are using a regular employee on the Library payroll and they are working extra hours over and above their normal work schedule, we have to pay them overtime. We have a definite liability for their wages. They could come back and ask to be paid for their time.

Mr. Hingeley, Jr. mentioned that under this policy, the group reimburses the Library but he didn't know who would make the actual payment to the employee. The idea is that the group using the room after hours will absorb whatever the costs are for having a staff member present and this is written in the policy.

Mr. O'Connell and Mrs. Hale asked if it would still be a problem, as far as liability is concerned, if a staff member is paid and they are at the facility at the time of the program? Mr. Swinson said "no, as long as they are paid."

Mr. Swinson mentioned that if we have regular meetings after our normally scheduled hours, when we hire people in the future we should inform them that they will be expected to work after hours.

Mr. Hingeley, Jr. mentioned that the policy we have in effect now suggests that it is voluntary on the part of our staff whether they wish to be designated for after hours duty.

Mrs. Perley felt we shouldn't deny the branches use of their facilities on a technicality, the policy should be according to the nature of the facility. Our country libraries are not the same and they shouldn't be viewed the same as the City libraries. Therefore, they shouldn't be administered in the same way as the City Libraries.

Mr. McIntosh suggested that Mr. Swinson come back to the Board with a policy for Central and Gordon Avenue and a separate policy for the outlying branches since they have different needs.

Mr. Hingeley, Jr. wanted to know the basis of the statement on the last page of Appendix F, Item #2, first sentence:

Allowing meetings to go on after closing with only one staff member around to supervise the building is probably risky from the point of view of insurance.

It is the sense of the Board that they want to have at least the branches open after hours under the policy, with the staff
person being properly compensated. Mr. Hingeley, Jr. would like to know why it would be risky from the standpoint of insurance. The Board might change their minds if there is a basis for the statement that it is probably risky from the standpoint of insurance.

Mr. Swinson said he would discuss this with the branches and with the staff on how the policy could be changed to allow for the needs of the branches.

Mr. McIntosh said that we need to know if we would have insurance problems if someone is there and not being paid on our payroll and if it is forbidden. We need to know if we can continue to do the policy as it is currently written. We also need to know where our risks are and find out what our people are doing and then figure out if our policies need changing.

Reverend Way told the Board that he appreciated the time the Board has spent in considering the matter of the Meeting Room Policy, as it pertains to the branches. He felt it was very important that the branch libraries reflect the particular community in which they are located. You cannot do this if you are going to have policies that are going to forbid that.

You will eventually have to answer the question of whether you are here to serve the people of that community or whether you are here to serve the administrative ease of enforcing policies.

Mrs. Wienke distributed to the Board a poem by Elizabeth Doyle Solomon (see attachment).

Mrs. Hale mentioned Tanith Knight's concern about not receiving Minutes since September.

Mrs. Hale asked if the Library Board had decided the Library would close July 3rd. Mr. McIntosh said he followed the standard Federal public policy. Mr. Swinson mentioned that the Library does not have a policy for when holidays fall on a weekend.

Mr. McIntosh talked with Mr. Swinson on this and it was decided we would do the same as the City and other governing agencies.

Mrs. Hale was concerned that publicity had gone out on the movie schedule for children and it included Friday, July 3rd.

Mr. Swinson suggested to the Board that for the next meeting a recommendation be made for holidays falling on a weekend.

Mr. Gilliam, Jr. distributed to Board members a pamphlet on
The Host Family Program of C.I.H.C. and asked if Mr. Swinson would display it for the public.

Mrs. Hayden and the Board expressed their thanks to Mrs. Wiencke and Mrs. Perley for their years of good service and expressed how much they will be missed. Their assistance and support have been greatly appreciated.

ADJOURNMENT:

The Library Board meeting adjourned at 6:10 p.m. and the next Board meeting is scheduled for Tuesday, July 28, 1987 at 3:30 p.m. in the Central Library's Madison Room on the 3rd floor.

DonnaLee Grossman
Recording Secretary
June 17, 1987

Mr. Peter MacIntosh, Director
c/o Charlottesville/Albemarle Legal
Aide Society
413 East Market Street, Suite 202
Charlottesville, Virginia 22901

Dear Mr. MacIntosh:

We are pleased to render this proposal to perform certain agreed-upon procedures on the library operations of the Jefferson-Madison Regional Library. We understand that the Library Board has requested this special, independent review of library operations in response to certain criticisms of current operations. This proposal was prepared based upon our discussions with you, Bill Swinson, Director, and Gary O'Connell, member of the Library Board.

This special review will have the following objectives:

1. To examine and report upon the statement of cash receipts and disbursements of the Trustee Building, Unemployment Plan Compensation, and Petty Cash Funds for the year ending June 30, 1987.

2. To review and evaluate staff duties, responsibilities, job assignments and descriptions, and the propriety thereof.

3. To review and evaluate controls over cash receipts at the library branch locations.

To accomplish these objectives, we propose to perform the following procedures:

1. Examine the statement of cash receipts and disbursements in accordance with generally accepted auditing standards.

2. Interview selected library staff and determine the duties performed by each. Review job descriptions for such positions and correlate them to actual duties performed. Review for possible inefficiencies and improvement opportunities and recommend changes where necessary.
3. Review cash receipts procedures at various library branch locations. Review and assess the adequacy of controls over the receipt and safeguarding of fines and duplicating fees until transmittal of such funds to the City of Charlottesville.

If our testwork indicates a particular problem in any of these areas, we will expand our procedures accordingly.

We estimate that our professional fees, including out-of-pocket expenses, will range from $4,500 to $5,000 to perform the special agreed-upon procedures described herein and to render written reports thereon to the Board. This estimate assumes that the results of our detailed testwork do not indicate a need for additional investigation. We would, of course, discuss any additional fees with you before commencing the work.

You may document your acceptance of this proposal by signing the enclosed copy of this letter in the space provided below and returning it to us. We look forward to working on this project with the Library Board, and we are confident that Peat Marwick can provide valuable assistance.

Very truly yours,

PEAT MARWICK MAIN & CO.

Richard T. Wheeler, Jr., Partner

I hereby accept the terms and conditions set forth in this proposal on behalf of the Board of the Jefferson-Madison Regional Library.

ACCEPTED:

JEFFERSON-MADISON REGIONAL LIBRARY

Title

Date
MEMO

TO: Peter McIntosh and Karen Hayden

FROM: Bill Swinson

DATE: 6/30/87

RE: Merit Pay Plan

INTRODUCTION

As it was submitted on February 24, 1987, the FY 1987-1988 J-MRL budget proposal allows for a merit pool of $29,646. This figure was arrived at by calculating for 4% of all eligible permanent part-time and full-time salaries. As of 6/30/87, 31 staff members are eligible for merit consideration. 10 are ineligible for such consideration. 12 persons are at M step and eligible for bonuses.

An overall adjustment to the 1987-1988 proposal will have to be officially approved at the July 28 meeting of the Board of Trustees to allow for positions and/or services which were not funded by the localities or were approved and added after the initial budget work sessions. In addition, adjustments necessary to offsetting the FY 1986-1987 deficit of $6,435 will have to be acted on at the July meeting.

Within the overall adjustment there may be a slight downward revision to the merit pool budget.

HISTORY

In the J-MRL policies on personnel a merit increase is defined as "...an increase of one step within the pay range of a class that may be awarded to an employee upon the completion of twelve (12) calendar months of outstanding job performance. Merit increases may become effective on or after the employee's anniversary date. This increase is not automatically awarded, but is given based on outstanding job performance".
We have not adhered to the letter of the policy in the sense that increases of more than one step have been given and in that all merit increases become effective in the September payroll.

Employees who are at the top of the pay grade (M step) are eligible to be considered for a single bonus payment in September of each fiscal year in recognition of long and/or meritorious service. This is a practice which has evolved through time at J-MRL. It is not specifically mentioned in the personnel policies.

Those employees exempted from merit/bonus consideration include the following:

a) Volunteer personnel and personnel appointed to serve without pay
b) Consultants and counsel rendering professional service
c) Positions involving seasonal or temporary employment
d) Student interns and work-study employees
e) Such other positions (i.e., substitutes) as may be designated by the Library Board or the Library Director

The J-MRL pay plan grew out of a study originally done by MAI Associates. The salary schedule was later reviewed by Robinson, Farmer, Cox Associates (1984). The policies, in general, are in need of extensive review. For example, we have not systematically examined whether or not certain job classifications need to be changed since FY 1980-1981. This needs to be considered and allowed for sometime during FY 1988-1989 (with the objective of putting the results into effect during the same year). At present, however, we must bow to the limitations put on us by the budget and time.

We know the dollars available to us and we have temporarily adequate performance review guidelines which could be improved by assignment of numeric weighting. The burden of making sure the merit process is fair will fall to me. By meeting with the department heads and reviewing the evaluations they submit, I will have to be responsible for perceiving and adjusting inconsistencies in the ways that different department heads rate their employees.

We currently have five rating categories:

1. Outstanding
2. Exceeds requirements
3. Meets requirements
4. Needs improvement
5. Unacceptable

I would like to amend the evaluation form to allow for:

1. Outstanding
2. Satisfactory
3. Needs improvement
4. Unacceptable
These latter amendments would be more in line with the City of Charlottesville's procedures and would allow us to adapt their guidelines for supervisors on performance evaluation to our own situations.

Personally, I would like to see J-MRL amend its personnel policies in such a way as to "mirror" a City department. Since Charlottesville already handles our general budget & payroll and data processing services, I believe it would be to our advantage to seriously consider more formal ties to the Personnel Department.
June 30, 1987

Jeannie Cox, Clerk
City counsel for the City of
Charlottesville
City Hall
P. O. Box 911
Charlottesville, VA 22902

RE: Proposed Regional Law Library

Dear Ms. Cox:

The Charlottesville/Albemarle Bar Association and the Board of Trustees of the Jefferson-Madison Regional Library wish to establish a regional law library to be housed in space available at the Jefferson-Madison Regional Library located at 201 Market Street, Charlottesville, Virginia, and to be available for use by the general public during regular library operating hours. Section 42.1-70 of the Code of Virginia permits the governing bodies of cities and counties to fund a law library in part by the assessment of costs incident to each civil action filed in the courts in an amount not in excess of $2.00 per civil action filed. Law libraries have been formed and funded in this manner in numerous jurisdictions throughout the Commonwealth. We intend the law library to be funded by civil costs assessed in actions in both the County of Albemarle and the City of Charlottesville and we are filing an identical request with the Albemarle County Board of Supervisors, such that the law library will be a regional library pursuant to Section 42.1-71 of the Code of Virginia.

The Bar Association and the Board of Trustees therefore respectfully request the enactment by Charlottesville City Council of the attached ordinance which would assess a $2.00 fee as part of the costs incident to the filing of each civil action in the courts of the City of Charlottesville pursuant to Section 42.1-70 of the Code of Virginia.
If the members of City Council have any questions or need additional information regarding this request, please contact one of the undersigned.

Sincerely,

M. E. Gibson, Jr., Chairman
Charlottesville/Albemarle Bar Association Law Library Committee

Edward H. Deets, Jr., President
Charlottesville/Albemarle Bar Association

Peter McIntosh, Chairman
Board of Trustees
Jefferson-Madison Regional Library
ORDINANCE IMPOSING ASSESSMENT IN CIVIL ACTIONS FOR PUBLIC LAW LIBRARY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CHARLOTTESVILLE, VIRGINIA:

1. There is hereby imposed, subject to the applicable provisions and limitations of the state law, an assessment of two dollars ($2.00) as a part of the costs incident to each civil action filed in the courts located in this city for the purpose of establishing and maintaining a regional law library with the County of Albemarle pursuant to Section 42.1-71 of the Code of Virginia, such library to be operated jointly by the Jefferson-Madison Regional Library Board and the Charlottesville-Albemarle Bar Association.

2. Such assessment of cost shall be collected, remitted, held and disbursed for the purposes set forth in and in accordance with the provisions of Section 42.1-70 of the Code of Virginia.

3. Such law library shall be open for the use of the public, subject to the necessary and reasonable rules, regulations and conditions therefor as are prescribed by the Charlottesville/Albemarle Bar Association and the Board of Trustees of the Jefferson-Madison Regional Library.

4. This ordinance shall be effective on and after July 1, 1987.

THE COUNCIL OF THE CITY OF CHARLOTTESVILLE, VIRGINIA

By: __________________

Clerk
June 30, 1987

Dear Ms. Neher:

The Charlottesville/Albemarle Bar Association and the Board of Trustees of the Jefferson-Madison Regional Library wish to establish a regional law library to be housed in space available at the Jefferson-Madison Regional Library located at 201 Market Street, Charlottesville, Virginia, and to be available for use by the general public during regular library operating hours. Section 42.1-70 of the Code of Virginia permits the governing bodies of cities and counties to fund a law library in part by the assessment of costs incident to each civil action filed in the courts in an amount not in excess of $2.00 per civil action filed. Law libraries have been formed and funded in this manner in numerous jurisdictions throughout the Commonwealth. We intend the law library to be funded by civil costs assessed in actions in both the County of Albemarle and the City of Charlottesville and we are filing an identical request with the Charlottesville City Council, such that the law library will be a regional library pursuant to Section 42.1-71 of the Code of Virginia.

The Bar Association and the Board of Trustees therefore respectfully request the enactment by the Board of Supervisors of the attached ordinance which would assess a $2.00 fee as part of the costs incident to the filing of each civil action in the courts of Albemarle County pursuant to Section 42.1-70 of the Code of Virginia.

Notice of a public hearing regarding the adoption by the Board of Supervisors of such resolution is attached hereto.
June 30, 1987

Neher

If the Board of Supervisors has any questions or needs additional information regarding this request, please contact one of the undersigned.

Sincerely,

M. E. Gibson, Jr., Chairman
Charlottesville/Albemarle Bar
Association Law Library Committee

Edward H. Deets, Jr., President
Charlottesville/Albemarle Bar
Association

Peter McIntosh, Chairman
Board of Trustees
Jefferson-Madison Regional Library
NOTICE is hereby given that at a regular meeting of the Board of Supervisors of Albemarle County, Virginia, held in the Board of Supervisors Meeting Room in the Albemarle County Office Building at Charlottesville, Virginia, on , 1987, the ordinance hereinafter set forth was proposed for passage, and the Clerk of such Board was directed to cause to be published once a week for two successive weeks in a newspaper published and having a general circulation in the county, the second publication shall not be sooner than one calendar week after the first publication, a copy of such ordinance, together with notice that such Board will hold a public hearing on such ordinance at during the regular meeting of such Board to be held in the Board of Supervisors Meeting Room in the Albemarle County Office Building at Charlottesville, Virginia, on , 1987, and the ordinance which is proposed for passage at such meeting is as follows:

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF ALBEMARLE COUNTY, VIRGINIA:

1. There is hereby imposed, subject to the applicable provisions and limitations of the state law, an assessment of two dollars ($2.00) as a part of the costs incident to each civil action filed in the courts of this county for the purpose of establishing and maintaining a regional law library with the City of Charlottesville pursuant to Section 42.1-71 of the Code of Virginia, such library to be operated jointly by the Jefferson-Madison Regional Library Board and the Charlottesville-Albemarle Bar Association.

2. Such assessment of cost shall be collected, remitted, held and disbursed for the purposes set forth in and in accordance with the provisions of Section 42.1-70 of the Code of Virginia.

3. Such law library shall be open for the use of the public, subject to the necessary and reasonable rules, regulations and conditions therefor as are prescribed by the Charlottesville/Albemarle Bar Association and the Board of trustees of the Jefferson-Madison Regional Library.

4. This ordinance shall be effective on and after July 1, 1987.

THE BOARD OF SUPERVISORS OF ALBEMARLE COUNTY, VIRGINIA

By: ____________________

Clerk
This AGREEMENT is made as of this 23rd day of June, 1987, by and between the JEFFERSON-MADISON REGIONAL LIBRARY and the CHARLOTTESVILLE-ALBEMARLE BAR ASSOCIATION.

1. **Concept.** A new law library to be known as the Jefferson-Madison Law Library shall be formed as a distinct operating department of the Jefferson-Madison Regional Library (J-MRL). The Charlottesville-Albemarle Bar Association (CABA) will cooperate and participate as more fully described herein in the establishment and operation of this new library.

2. **Purpose.** The purpose of the Jefferson-Madison Law Library shall be to make legal materials and information available in the downtown Charlottesville area to the Courts and their staffs, to attorneys and their assistants, and to the general public. It is intended that the J-MRL Library house and maintain the legal materials properly, assure adequate supervision and control over them, and provide maximum assistance to individuals using the collection. This library shall be a public law library as set forth in sections 42.1-65 et seq of the Code of Virginia, and shall satisfy the requirement for a public law library as set forth in that section.

3. **Government.** Organization policy and responsibility for effecting the purposes set forth above shall be the responsibility of a Law Library Council (LLC) composed of three members of each of the Boards of Directors of the two participating organizations. These members shall be selected by the respective governing bodies, and will serve at the pleasure thereof.

Normal operating procedures shall be established and administered by the Law Librarian subject to approval by the Director of J-MRL and the Law Library Council.

The chair of the Council shall alternate from year to year between the members representing the two participating organizations. The individual to hold the chair shall be selected by those members of that organization holding the chair for that year.

The Law Library Council shall meet at the call of the chair, but not less frequently than quarterly.
4. **Approval of Governing Bodies.** It is recognized that public funds will be required to operate the J-MRL Law Library, and that the most likely source of such funds will be through a Writ Tax to be enacted and imposed by the governing bodies of the City of Charlottesville and the County of Albemarle upon civil suits pursuant to Virginia Code Section 42.1-65 et seq. The Agreement is therefore subject to initial enactment of the Writ Tax by the City Council of the City of Charlottesville and the Board of Supervisors of the County of Albemarle. At any time such approval and such writ taxes are removed or rescinded, this Agreement shall become voidable by either party.

5. **Librarian.** The individual in charge of the J-MRL Law Library shall be designated as the Law Librarian.

   The appointment of the Law Librarian shall be made with the approval of the Law Library Council. This individual will be an employee of the Jefferson-Madison Regional Library in the same manner as other department heads of that library. However, the Law Library Council shall be consulted regularly in the evaluation of the performance of the Law Librarian.

6. **Staff.** The Charlottesville-Albemarle Bar Association will provide volunteers from time to time to assist in the operation of the Law Library. The Law Librarian shall make the final selection of volunteers and arrange their training and assignments. In addition, the services of a professional librarian shall be made available by J-MRL to the extent budgeted.

7. **Location.** The location of the new research library will initially be in Rooms ___ and ___ of the Central Library facility of the Jefferson-Madison Regional Library, which space will be devoted solely to the use of the Law Library. It is contemplated that it may be necessary in the future to expand the collection outside of these rooms into the adjacent hallway, space and governmental regulations permitting. Any change in location will be subject to the approval of the Council.

8. **Collection.** The initial collection will be assembled from the books, materials and equipment set forth in Appendix A to this Agreement. Once contributed or procured, the materials shall be the property of the Jefferson-Madison Regional Library, but they shall be subject to any vendor's liens and to any lien securing any note or obligation for funds procured or used to establish or maintain the J-MRL Law Library.
9. **Access.** Access to the facility by public and staff will be controlled in accordance with procedures established by the Law Library Council. It is the intent that all users may have free access to the Law Library during the regular hours of the Jefferson-Madison Regional Library. There will be no access to the law library when J-MRL is closed.

10. **Circulation.** Stacks shall be opened to those admitted to the facility, but materials will not circulate except with specific written approval of the Law Librarian.

11. **Catalog.** It is intended that the new J-M Law Library collection will become fully integrated into the computer-readable catalog database managed by J-MRL. All material will be given a special designation indicating that it is in the Law Library Collection.

Cataloging of new materials added to the collection after its establishment shall be the responsibility of J-MRL. Such new materials shall receive the special designations referred to in the preceding paragraph.

12. **Budget.** The initial budgets for Startup and estimated Annual Maintenance are given in Appendix A and Appendix B. It is noteworthy that the budget contemplates approximately $20,000 of revenue from writ taxes to be imposed on civil suits filed in the City of Charlottesville and the County of Albemarle. It is contemplated that this budget provide approximately $13,000 per year as a contribution to personnel costs for a half-time librarian to maintain the collection and assist users.

13. **Interim Arrangements.** It is the intent of the participating organizations to this Agreement to have the J-M Law Library open to the public November 1, 1987.

14. **Changes and Termination.** Changes to this Agreement may be made only with the written approval of the governing bodies of the participating organizations.

In the event that any participating organization desires to withdraw from this arrangement, it shall give six months written notice, and the Law Library Council will prepare a plan for the disposition of the material subject to the ratification of the governing bodies of the participating organizations.

In preparing such a plan the Law Library Council shall recognize the importance of preserving the collection in such a manner that it may continue to serve the purpose for which it was established.
APPROVALS:

IN WITNESS WHEREOF, the undersigned agencies and organizations have caused the signatures of their duly authorized officers to be subscribed below.

JEFFERSON-MADISON REGIONAL LIBRARY

By: ___________________________  By: ___________________________
   President

CHARLOTTESVILLE-ALBEMARLE BAR ASSOC.

The Agreement is therefore, subject to final approval of the Council.
### PROJECTED COSTS OF J-MRL LAW LIBRARY

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<th>Title</th>
<th>Costs</th>
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<th>Min. Startup</th>
<th>Recommend. Startup</th>
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<th>Min. Startup</th>
<th>Recommend Startup</th>
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J-MRL LAW LIBRARY
Proposed Budget*

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Start-Up</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions &amp; Subscriptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>from C-A Bar members, 50 at $200</td>
<td>$</td>
<td>$10,000</td>
</tr>
<tr>
<td>Writ tax: 10,000 at $2</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td>Photocopy fees, at $0.05</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>Acquisitions loan</td>
<td>40,000</td>
<td></td>
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<tr>
<td>Total Income</td>
<td>40,000</td>
<td>30,500</td>
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<table>
<thead>
<tr>
<th>EXPENSES</th>
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</thead>
<tbody>
<tr>
<td>Personnel - Salaries and Benefits</td>
<td>13,000</td>
<td></td>
</tr>
<tr>
<td>Occupancy</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Office supplies</td>
<td>1,200</td>
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</tr>
<tr>
<td>Equipment</td>
<td>13,300</td>
<td>2,000</td>
</tr>
<tr>
<td>- maintenance &amp; supplies</td>
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<td>2,700</td>
</tr>
<tr>
<td>- Replacement reserve, at 20%</td>
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<td></td>
</tr>
<tr>
<td>Books, legal materials</td>
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<td>5,800</td>
</tr>
<tr>
<td>- Updates and subscriptions</td>
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<td></td>
</tr>
<tr>
<td>- New acquisitions</td>
<td>29,600</td>
<td>4,000</td>
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<tr>
<td>less Dealer discounts</td>
<td>-4,300</td>
<td></td>
</tr>
<tr>
<td>Debt service, $40,000 at 12%, 3 years</td>
<td></td>
<td>15,000</td>
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<tr>
<td>$ 1,328.58 per month</td>
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</tr>
<tr>
<td>Total Expenses</td>
<td>38,600</td>
<td>43,700</td>
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| NET INCOME (CASH)                            | 1,400    | -13,200*|
|                                              |          |         |

* Income and Expense items to be adjusted to balance to $0.00.

*** NEEDS WORK ***
A LIBRARY IS...

Not only made of books
That sit upon the shelves,
But all kinds of people
Who give much of themselves...

Who have often traveled
Through magic paper lands,
Who feel the need to learn
More from the scholar's hand--

A place where culture sits
And tries on every hat;
A place where minds can meet
Without a bureaucrat--

A center for the arts,
Extension of a school,
Arena for hand crafts,
For every learning tool--

The mirror of a town,
The echo of its voice,
The best they have to give,
The people's polished choice.

Elizabeth Doyle Solomon
March 24, 1983
BRIEF SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES
AT THE JULY 28, 1987 MEETING

1) In the future, the Bookstock and Circulation Reports will no longer be formally approved by the Board (Mrs. Hale made the motion/seconded by Mr. O'Connell).

2) The Board went into Executive Session, asking Mr. Swinson to be present (Karen Hayden made the motion/seconded by Mrs. Hale) to discuss personnel matters, as per the Virginia State Code.

3) The Library is to make up the local deficit from fiscal year 1986-1987 by reducing the budgeted fund balance for the fiscal year 1987-1988 and the Board will be addressing at the August meeting the ways of reducing expenditures to offset the reduction in the fund balance and carryover (Mr. Hingeley, Jr. made the motion/seconded by Mrs. Lumpkin).

4) The Board authorized the contract with Peat, Marwick and confirmed that the Budget Committee would meet between now and the next Board meeting, to make a recommendation on the reduction of the deficit (Mr. O'Connell made the motion/seconded by Mr. Hingeley, Jr.).

5) Adjournment of the Board meeting (Mr. Hingeley, Jr. made the motion/seconded by Karen Hayden).

DonnaLee Grossman
Recording Secretary
MINUTES OF THE JULY 28, 1987 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT: Mrs. Mary Hale
Mrs. Karen Hayden
Mr. James Hingeley, Jr.
Mrs. Nita Lumpkin
Mr. Gary O'Connell
Ms. Judith Walker - Vice President

TRUSTEES ABSENT: Mrs. Sally Gieck
Mr. Alexander Gilliam, Jr.
Mr. Peter McIntosh - President
Open Position for Louisa County
Open Position for Albemarle County

ALSO PRESENT: Ms. Betty Ancona - Staff Association
Mrs. Donna Lee Grossman - Recording Secretary
Ms. Eleanor Longley - President of the Louisa Friends
Mr. William R. Swinson - Director

The Library Board of Trustees' meeting was called to order at 3:37 p.m. by Ms. Judy Walker, Vice President of the Library Board of Trustees. Minutes for the June 30, 1987 Library Board meeting were approved by the Board, the motion being made by Mrs. Hale and seconded by Karen Hayden. The Financial Report for June 1987 was also approved by the Library Board, the motion being made by Mrs. Hale and Karen Hayden.

DIRECTOR'S REPORT:

1) Meeting Room Policy - Mr. Swinson informed the Board that the Meeting Room Policy was not available at this time and would have to be tabled until next month's Board meeting.

2) Board Retreat - Mr. Hingeley, Jr. thought it would be worth the Board's consideration, since there will be several new Board members, to have the orientation activity for them done at the retreat.

Bookmobiles 296-5544
Albemarle County
Crozet 823-4050
Scottsville 286-3541
Charlottesville 1500 Gordon Ave. 296-5544
Greene County Stanardsville 985-2370
Louisa County (703) 967-1103
Louisa
Nelson County Livingston 263-5904
The retreat could also be used for brainstorming, looking at procedures, discussing the Board's policy-making function versus the Director's position as executing the policies formulated by the Board. The issues basically confronting the Board, regarding what the Board will be facing in the months ahead, should be discussed and would be helpful in the orientation of new members.

Ms. Walker thought the orientation should also include how the counties/jurisdictions work together and the rationale behind it. Ms. Walker also suggested we have our attorney talk to new members to discuss what our legal responsibilities are and what we can and cannot do. Automation should also be discussed and how we are involved with the City on this.

Mr. Swinson also suggested discussion of the budget process be included at the retreat as part of the orientation.

Mr. Hingeley, Jr. said that the Board has had something similar to a retreat in the past held at Central in the McIntire Room, which was more economical than going to a retreat and having overnight accommodations involved. It would also be more feasible to have outside people come in if you have a local retreat and you would probably have better attendance.

3) Merit Pay - Mr. Swinson confirmed that we have a merit pool consisting of $29,646 with 31 staff members eligible for merit consideration and 10 staff members considered ineligible. There are 12 persons at "M" step eligible for bonuses. Mr. Swinson mentioned that ultimately approximately 60%-70% of the staff, as a whole, will receive some sort of merit pay.

Regarding the evaluations, in order to meet the deadline for getting the merits reflected in the September payroll, Mr. Swinson has asked the department heads to go ahead and use the current evaluation form with the objective of having all the forms submitted by August 15th at the latest.

The department heads will then review the staff in their departments first. The forms will then be submitted to Mr. Swinson for review. The department heads and Mr. Swinson will then discuss their staff's evaluations. Mr. Swinson will then make his recommendations as to the percentage increases. At that point, Mr. Swinson's recommendations will then be taken to the Personnel Committee for review and then at the August meeting, the Personnel Committee will report to the Board and make their recommendations.

Mr. Hingeley, Jr. recalled a statement being made that the merit policy in respect to bonuses had evolved over time. He did not think this was quite accurate. Mr. Hingeley, Jr. thought
that perhaps what happened is that the personnel policy manual has not been updated, but there has been Board action.

Mr. Hingeley, Jr. referred to the memorandum dated June 30, 1987, from Bill Swinson to Peter McIntosh and Karen Hayden, regarding the Merit Pay Plan, page 2, second paragraph:

Employees who are at the top of the pay grade (M step) are eligible to be considered for a single bonus payment in September of each fiscal year in recognition of long and/or meritorious service. This is a practice which has evolved through time at J-MRL. It is not specifically mentioned in the personnel policies.

Mr. Hingeley, Jr. suspects that the personnel policies simply have not been updated to reflect Board action. What may need to be done is to go back through the Minutes, because that would be the place where the actions of the Board would be reflected, and pull out decisions and actions of the Board which belong in our personnel policy manual.

Mr. Hingeley, Jr. also referred to page 1 regarding the personnel policy indicating an increase of one step:

In the JMR-L policies on personnel, a merit increase of one step within the pay range of a class that may be awarded to an employee upon the completion of twelve (12) calendar months of outstanding job performance. Merit increases may become effective on or after the employee's anniversary date. This increase is not automatically awarded, but is given based on outstanding job performance.

Mr. Hingeley, Jr. said the section regarding a merit increase of one step within the pay range is not accurate, or at least not up-to-date. Mr. Hingeley, Jr. recalled the Board specifically being asked to adopt a merit pay plan that called for a person being eligible for up to three steps of 2.5% each.

Before the Board can take action on recommendations on how the system will be operated and how the increases will be implemented, the Minutes should be reviewed for any Board actions taken regarding the merit pay plan. Mr. Hingeley, Jr. suggested going back in the Minutes to around early 1980 or 1981. Both Mr. Hingeley, Jr. and Karen Hayden thought that the Board had taken actions on the pay plan around the time Betty Kohler was first Director.

Mr. Swinson confirmed he will review the Minutes for the period mentioned and report back to the Personnel Committee.
OLD/UNFINISHED BUSINESS:

1) Automation - Mr. Swinson referred to his July Director's Preliminary Report, page 2, section III for INLEX CIRCULATION MODULE. He showed a general implementation schedule for the circulation module, which differs from what was discussed at the last Board meeting.

August 24 - September 5 is to be the fine-free or Amnesty period when overdue books can be returned free of charge. Originally it was to be a three-week period and now it will be two weeks. We will not be closing Central Library for barcoding. The department heads feel we do not need to close down.

August 31 - September 5 Gordon Avenue will be closed to finish up the barcoding.

September 8 - October 3 will be the period used for patron registration. We will not be live with the circulation module at that time.

October 5 - We hope to bring the circulation module up live at both Central and Gordon Avenue.

INLEX will be coming to Charlottesville to train five JMR-Library circulation committee members around mid September. INLEX will be sending documentation on training procedures prior to mid September.

Mr. Swinson distributed to Board members an information packet, including questions and answers, regarding the new INLEX On-Line System.

Karen Hayden suggested the Library have a television spot and have the Amnesty Week announced on the news. Mr. Hingeley, Jr. mentioned that any publicity for the Amnesty would have to be out before the next Board meeting.

Mr. Swinson said there will be a brief announcement saying that for the purposes of barcoding the collection and preparing it for automation, there will be a two week fine-free period. The immediate follow-up will be the Amnesty.

Mr. Hingeley, Jr. suggested there be more than just a brief announcement and that television and radio and all the media be brought into it as it would be better. If you want an Amnesty period, you want it very well publicized.

Ms. Walker suggested Mr. Swinson have a press conference and invite all the press to come and make the announcement and tell them about automation and tell them what we are doing and how
important it is going to be to the community. You can give them the news releases, explaining everything that is happening.

Ms. Walker said she would assist the Director in getting together the press release and mentioned she knew the persons to contact at the radio and television stations.

Mr. Hingeley, Jr. said that he agreed with Mr. O'Connell. We want to reach people who don't come into the Library, who have books out. The Amnesty message should be a simple message. You want people to know and you want to broadcast it as widely as possible and as much as possible. We should use whatever the most effective means may be to get the message out.

Mr. O'Connell was wary of having a press release and news conference which discussed automation of the system, because that might be all that gets in the headlines and in the media, with the Amnesty period getting lost. You can do both, doing the Amnesty period first and a few weeks later have some high-powered news information go out about our automation system.

Mr. Swinson mentioned that a brochure will also be done, which will be available on the Library counters and available for stuffing in envelopes.

Mr. O'Connell asked if everybody in the new system would have to have a new card. Mr. Swinson said, "yes". There will be a short time when two cards will have to be carried.

Mr. Swinson mentioned that at this point it will be a December-February time frame for all the branches.

Ms. Eleanor Longley asked if she would need a new card and a Louisa card. Mr. Swinson said she would have to get a new card if she needs one for Central, but she wouldn't need to re-register at Louisa because the information will already be in the database.

Mr. Hingeley, Jr. confirmed that the new card obtained at Central will be the same card which will be used at the branches and people won't have to re-register.

Mr. O'Connell asked when the catalog will come up. Mr. Swinson estimated that the catalog would not come up at Central and Gordon Avenue until January-March.

Patrons will be using their new cards at Central and Gordon Avenue in October of this year but the only part of automation that the public will see will be the circulation function right at first, the on-line catalog will not be brought up until January-March 1988.
We will have a separate temporary desk out on the floor simply for registration in September, so that we won't have people going to our circulation desk for both registration and for circulation. We have the terminals so all we have to do is set up a few tables and get people to register.

Mr. Swinson mentioned that with the automated system, we may lose some money during the two-week period; however, when we start over we will have better control and we will be able to catch the patrons who are repeat offenders.

At this point, going after the money is not as important as getting the patrons re-registered and getting the books back.

Once a patron has run up $25.00 in fines or other types of fees, they are automatically blocked until they clear it out. The system will allow for two overrides, which will be noted on the screen. After two overrides, if a patron has used the same excuse both times, they will not be allowed any additional overrides.

Ms. Eleanor Longley mentioned that Louisa had 240 books called in and renewed during the period of July 7th - July 27th. A lot of time is spent at the branches taking these calls and you have a very small staff, sometimes only one person. It would make it very difficult on the staff if you decide to have three-week renewals.

Mr. Swinson mentioned that the Library has different loan periods, some are two weeks and some are for three weeks. To Mr. Swinson's knowledge, the Board hasn't acted recently on loan periods.

Mr. O'Connell suggested that before going live with the system, at the next Board meeting the policies be reviewed by the Board so that they understand them, so that when the system does go live if questions are asked the Board will be able to answer them. There may be policies that have been acted on before or policies needing to be changed since the system is being redesigned.

Mr. Swinson mentioned that this all has to be in the system and all of this has to be set in the administration module before the end of August.

Mr. Hingeley, Jr. mentioned that it wouldn't be sufficient to print out the policies that will be put on the administration module. The Board has to know the existing policies and where departures and changes have occurred. There will be questions, since it is a new system and there will also be questions where there are differences in previous practices.
The Board does need to be informed on this so that the Board can be prepared to answer questions.

Mr. Swinson said the Library is seeing a number of changes in our policies. In looking at automation and in order to get the new system up, we have to have it standardized to make it run efficiently and we need to have a standardization of our policies. There currently is a divergence in policies between the different areas of the Library.

Mr. Swinson confirmed that:

1) The Board would like a graph or chart showing the existing circulation policies, changes and the potential implications.

2) Mr. Swinson will be consulting with Ms. Walker regarding the press conference, a list of people to contact and regarding paid advertising.

   Amnesty should be done as a sole issue, separate from automation.

3) At the next Board meeting, Mr. Swinson should say specifically what is going to be done, as far as advertising is concerned. Mr. Swinson could put this in his Director's Preliminary Report.

Mr. Hingeley, Jr. confirmed that there would be a brochure mailing on this from the City of Charlottesville and asked if Albemarle County would also be doing a mailing. Mr. Swinson mentioned that only the City has responded to him regarding the mailings. Mr. Hingeley, Jr. replied that if we have the City and Albemarle County both doing mailings, we would have good coverage. Albemarle County would have more subscribers and we should try to get them to do some mailings for the Library.

Suggestions were made that the Library use Centel and/or VEPCO for mailings. A suggestion was made for a banner being placed on the Library. The electronic bank sign on Route 29 North will be used.

2) Law Library - Mr. Hingeley, Jr. referred to the last Board meeting confirming that the Law Library Committee recommended that a consultant come in to give us advice. The committee has not received a report back from the consultant; therefore, the committee was unable to make any recommendations to the Library Board at this time.

   The consultant talked with Mr. Swinson, Mr. Williams and Mr. Cosby, one of the representatives from the Bar Association.
The consultant measured to see how much shelf space we could get in and immediately said we would have to rely heavily on microform and compact disks because we simply do not have enough room for a large law collection. He is getting two of his staff to work on shelving requirements and what they feel are the most needed legal sources in book format for the library.

Mrs. Hale asked if the process for the Writ Tax was going on. Mr. Hingeley, Jr. mentioned that at the last meeting the Board had decided that it was premature and the Library Law Committee had recommended that further action be deferred until the report from the consultant is received.

The Committee, as well as the Board, felt that they did not want to make a commitment to the Bar Association to start on a project that might not be feasible, without sufficient information from the consultant in order to determine the feasibility of the project. We need to review the report to find out whether the proposal seems rational, given the constraints that we have.

The primary constraint is space, another constraint could be finances. It is possible that the collection the Bar Association envisions can't be put together with the money they anticipate having to spend on it. Maintenance of the collection could require more time than they are allotting.

The Board will need to decide whether they want to go forward with this project based on potential problems. Even if the report comes back and states that it is feasible, the Board still has to decide whether this is something they want to do, and whether this is the kind of public service the Board feels should be offered at the Library.

3) Committee Structure - Ms. Walker referred to the memo the Board received in the mail from Mr. McIntosh regarding committee assignments of the Board members.

Two changes need to be made:

1) Nita Lumpkin will be on the Automation Committee and it will stand as a separate committee. With our City contract, the Agreement states that we have to have a committee.

2) Sally Gieck has agreed to serve on the Budget Committee.

The Collections Committee has been renamed Library Services. Mr. Gilliam, Mrs. Hale and Ms. Walker serve on the Committee. In addition, Mrs. Hale has agreed to serve on the Albemarle
Historical Society and Ms. Walker has agreed to serve on the Law Committee if it goes through.

Mr. McIntosh suggested an Executive Committee be in place, which could quickly be polled if a decision is needed in the future. The Committee would be composed of the President, Vice-President and the chair of each of the other three committees.

Mrs. Grossman asked the Board to formally approve the March 24th Minutes/Bookstock & Circulation/Financial Reports, the April 23rd Minutes, the April 28th Minutes, the May 12th Minutes, Bookstock & Circulation/Financial Reports, the May 26th Bookstock & Circulation Reports, and the June 30th Bookstock & Circulation Report. Mrs. Hale made the motion for approval with Karen Hayden seconding the motion. The Board unanimously approved the motion.

Mr. Hingeley, Jr. mentioned that he had never been clear as to what is required and this again gets to the issue of what the Board's policies are. He thought that the Board has always been required to approve the Minutes but he thought that the other reports are presented without formal approval.

Mrs. Hale mentioned that when she was president, all the reports were approved by the Board. Mr. Hingeley, Jr. said that the practice has varied. This is a housekeeping matter but since the Board is running into this problem, the Board might want to reconsider that policy.

Mr. Hingeley, Jr. could understand the rationale for having formal Board approval of the Financial Report due to the Board having financial oversight responsibilities.

Mr. Hingeley, Jr. questioned the need for formal approval of the Bookstock and Circulation reports and suggested that the reports be deleted from requiring formal approval by the Board.

Mrs. Hale made the motion that in the future the Bookstock and Circulation Reports no longer be formally approved by the Board and Mr. O'Connell seconded the motion. The motion had the Board's unanimous approval.

Mr. O'Connell suggested that the Board Agenda show acceptance of the Minutes and acceptance of the Financial Report, so that they can be checked off at the side. Mr. Hingeley, Jr. suggested that the items on the Board Agenda be denominated as action items or information items, which would help in going back through the Minutes. Ms. Walker thought this would be a good idea.

Mr. O'Connell asked if the Minutes could in some way be shortened or condensed. Mrs. Hale suggested the Minutes show
if there was a general discussion and then if there is any action taken, it be included in the Minutes. Mr. O'Connell said he was more interested in what final action was taken. Ms. Walker suggested that this would be a good subject for discussion at the Board retreat, when we have the new Board members and have more time to discuss it.

Mrs. Hale asked to go on record commending Mrs. Grossman on doing an outstanding job and in getting everything together for the Board. Mr. Hingeley, Jr. also commended Mrs. Grossman in doing an excellent job of capturing the flavor of the comments and recording them accurately for purposes of communicating them to the Board members who are absent.

Mr. Hingeley, Jr. mentioned that he tended to agree with Mrs. Hale's position in that the detail of the Minutes can be good; however, he said that the Minutes could also be burdensome and suggested that perhaps a medium could be achieved.

Mr. Hingeley, Jr. felt that the Minutes serve as a vehicle of communication because it is impossible for the whole Board to be present at every meeting. Mr. Hingeley, Jr. used today's meeting as an example. Today's meeting started off without a quorum, with a discussion of issues that were important but were issues that did not require a quorum to take action. He had in mind that the discussion would be transmitted to the absent Board members through the Minutes so that when the Board takes action on them, the Board will be better informed. Therefore, Mr. Hingeley, Jr. feels some of the detail should be kept in the Minutes, in addition to the general discussion, so as to get the flavor of the specific points made in the discussions.

Ms. Walker suggested Mrs. Grossman go on with the way she is doing the Minutes until the Board discusses the issue again at the Board retreat.

CIRCULATION:

Mr. Swinson referred to the Director's Preliminary Report. Circulation last year was 810,591 transactions and was up 2.16% over fiscal year 1985-86. We have crossed the 100,000 mark in number of titles in the collection.

Mr. O'Connell was surprised at the figures for Greene. Mr. Swinson explained that the figures for Greene may be illusory because Greene was having telephone problems. Until recently, Greene's telephone calls went through a dispatcher and on weekends they were having trouble getting messages for renewals. Therefore, anything due on Saturday would be automatically renewed during the time Greene had their communication problem.
This raised the circulation for Greene and we may see a decrease this year because of that; however, it still was a good year for Greene.

Ms. Eleanor Longley asked if the number of borrowers has increased. Mr. Swinson replied that the number of borrowers has remained fairly static at around 39,500. Mr. Swinson said that next month he would give a breakdown on registration.

Ms. Eleanor Longley mentioned that Louisa receives many compliments on how attractive their library is and how much people like it. She felt the hours should be increased to full-time before consideration should be given to a new library for Louisa.

Ms. Longley mentioned that Louisa is starting their literacy program this week and voiced her concern of whether Louisa could use the small meeting room for this since Mr. Swinson is revising the meeting room policy. Mr. Swinson said the room can be used for this.

EXECUTIVE SESSION:

Ms. Walker asked the Board to make a motion to go into Executive Session and asked Mr. Swinson to be present. Karen Hayden made the motion that the Library Board go 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. The motion was seconded by Mrs. Hale, with the Board's unanimous approval.

The Library Board went into Executive Session at 5:08 p.m. The Library Board reconvened from their Executive Session at 6:02 p.m.

Ms. Walker stated that in Executive Session the recommendation was made that the personnel issue be sent first to the Personnel Committee and then have the full Board discuss the issue in August. At that point, letters will be sent to all the Board members informing them when the Personnel Committee will be meeting, so that any other Board members can come and participate in the discussion. Merits and evaluations will be done at that same time.
DEFICIT:

Mr. Swinson stated that the Library has a local deficit of approximately $6,702. This will have to be dealt with in the 1987-88 budget. He recommended delaying the initiation of the security guard service, making adjustments for the current personnel vacancies, scaling back anticipated travel, and by shifting certain supply needs from local to State funding.

If this is approved, the Library will reimburse each locality by check after the City completes the 1986-1987 audit. Mr. Swinson prefers to do it this way rather than notifying the jurisdictions that we are going to reduce their allocations. He would rather see their budgets remain the same with their reimbursements being through expenditure.

Mr. Hingeley, Jr. asked if this is a deficit in regional costs. Mr. Swinson said there was a minimum of regional cost with 80% Charlottesville and Albemarle.

Mr. O'Connell wasn't clear on how the localities fit into it when the Library overexpended in a current year and is making it up in the future year. You have overspent their revenues. Mr. Swinson replied that the Library has to in order to make it up.

Mr. Swinson stated that the Library is not actually on paper in deficit here because the Library has a $10,000 fund balance from 1985-1986, which isn't shown on the Financial Report. In the general fund at the City, the Library has a fund balance, which has been allowed for in next year's budget as an anticipated encumbrance and goes directly to data processing charges.

Mr. O'Connell asked Mr. Swinson if that was what he was reimbursing to the localities, that the Library had used up the fund balance and the Library is going to make it up by expenditures in the current year. Mr. Swinson said that if we don't make it up in some way, the Library would have to keep the data processing charges from jumping around. If the Library allows the fund balance to be drawn on, the Library would still have to make up what is needed for data processing charges.

Mr. Hingeley, Jr. suggested Mr. Swinson apply the fund balance to the deficit and deal with the data processing charges throughout the course of the year, when surpluses are seen in some of the areas and could be rearranged.

Mr. O'Connell asked if it would work to take the current deficit from the fund balance and close the Library books and reimburse the fund balance by these reductions in the expenditures and stay out of the localities.
Mr. Hingeley, Jr. thought it wouldn't be necessary to reimburse the fund balance from these expenditures because we could wait to experience one quarter to see whether these are the right reductions to make.

Mrs. Hale wanted to know how the Library could stay out of the localities if this is money that was going to go back to them. She asked if the Library was taking the money that was to go back to the localities and was using it to pay off the deficit of Charlottesville and Albemarle.

Mr. Hingeley, Jr. said the $10,000 was already included in the next year's budget and wasn't going back to the localities. Mrs. Hale understood that the Library always gave back any underexpenditures. Mr. Hingeley, Jr. replied that the Library averaged out over two years. The Library had a fund balance in 1985-1986 but didn't have one for 1986-1987 as there was a deficit.

Mrs. Hale asked if the Library gave back 1985-1986 to the localities? Mr. Swinson said 1985-1986 wasn't given back. The last two years the Library budgeted the fund balance and reduced the requests to the localities. Mrs. Hale thought there had been a discussion by the Library Board on the morality of this and it had been decided that the Board had to tell the localities and ask their permission to do this.

Mr. Swinson mentioned that Bob Tucker had brought this issue up during the Jurisdictional Budget Committee meetings, saying that he felt the Library should inform the localities in the future. At that point, we had already gone ahead and approved for 1987-1988 the use of the encumbrance for this year.

Mr. Hingeley, Jr. said that it was brought out that the Library was applying the fund balance from the previous year into the following year's budget for actually two years following the budget. The better course, which is the ethical and moral issue, is not to do that unless it is with the consent of the jurisdictions after it has been disclosed that that was what was going on. There was disclosure this time and it was tacitly approved; however, we have to shape up our procedures for the coming year.

Mr. O'Connell said the jurisdictions gave their tacit approval for the use of the 1985-1986 carryover by including it in the current budget. When they approved the budget, they approved the use of the carryover. The moral issue is the Library needs to reimburse it back by reducing the level of expenditures.
Mr. O'Connell and Mr. Hingeley, Jr. suggested Mr. Swinson reduce the anticipated encumbrance and reduce expenditures by the same amount. Mr. Hingeley, Jr. emphasized that where the Library will reduce expenditures will be decided at another meeting.

Mr. Swinson mentioned that the Library has to get something in as the Finance Department wants the Library to submit a budget. Mr. Swinson suggested going ahead and approving his submission. Mr. Swinson will come back to the Board at the next meeting making firm recommendations on decreasing the anticipated encumbrance and the expenses.

Mr. Hingeley, Jr. made the motion that the Library make up the local deficit from fiscal year 1986-1987 by reducing the budgeted fund balance for the fiscal year 1987-1988 and that the Board will be addressing at the next Board meeting the ways of reducing expenditures to offset the reduction in the fund balance and carryover. Mrs. Nita Lumpkin seconded the motion and the motion had the Board's unanimous approval.

AUDIT:

Ms. Walker referred to a letter sent her from Mr. McIntosh regarding the audit. At first the cost of the audit was estimated at $4,000. Later it came back that in order to do it all, the audit would probably cost closer to $5,000.

Ms. Walker read from Mr. McIntosh's letter:

Rick Wheeler indicated that each of the three audits/reviews would cost $1,500 if we wanted to save costs by having less than the three performed. He also said that he would commit to $4,000 if we continued to want to have all three done.

Rick mentioned that this figure will be difficult for Peat, Marwick to stay within if they have to make several trips to Charlottesville to meet with us. Since he assured me that all three could be completed around the same time, I told him that we would arrange our meetings in such a way that one trip would provide an opportunity for the Board to hear from them on all topics.

I personally feel that we need to have each of the audits/reviews done and hope that the 1986-1987 deficit is as small as Bill now projects. This will allow us to make the necessary adjustments to be able to afford this important work.
Ms. Walker confirmed that the cost of the audit will be taken from the security service and the travel budget.

Mrs. Hale asked if this would cause a morale problem with the staff. Mr. Swinson said that the Library hadn't started it yet and we are almost into August. He couldn't see a morale problem at this time.

Mr. Hingeley, Jr. confirmed that the savings from the delay would potentially be applied to two different projects, reimbursement for what will be taken away from the fund balance, as well as payment for the audit. Mr. Swinson said that might mean that the security system might be April of next year, instead of October of this year.

Mrs. Lumpkin voiced her concern about delaying the security system for so long. If it is delayed until April of next year, chances are that we probably won't do it. We should either do it or not do it.

Mr. Swinson said that if the security system wasn't used, the obvious place to get the money would be from Travel.

Mr. Hingeley, Jr. said the Library has to deal with the deficit carried over from last year and deal with the unanticipated expense of the audit. It doesn't have to be done by way of reduction in our budget, the Board could decide that the issues were important enough to seek a supplemental appropriation. We might even find that there are other savings in addition to the ones we are looking closely at now.

Mr. Hingeley, Jr. suggested that if the Board will be looking at ways of dealing with reimbursement to the fund balance at next month's meeting, at the same time the Board could also look at ways with dealing with the cost of the audit. The Budget Committee could even review this in advance and give the Board their recommendation at the August meeting.

Mr. O'Connell made the motion that the Board authorize the contract with Peat, Marwick and the Budget Committee to meet between now and the next Board meeting, to make a recommendation on the reduction of the deficit. Mr. Hingeley, Jr. seconded the motion and the motion had the unanimous approval of the Board.

CAPITAL IMPROVEMENT PROJECT REQUESTS:

Mr. Swinson mentioned that he received a memo on capital improvement projects on July 9th and requests are due back to the City on Friday, August 14th.
Ms. Walker mentioned that there are two proposals for capital improvements:

a) Renovation of Gordon Avenue
b) Elevator at Central Library

These proposals go to the City and they also have to go to Albemarle County.

Mr. O'Connell also mentioned that the projects now being discussed would not be constructed until five years from now. The Board has to decide if there is a need that exists and if it is a reasonable expenditure of public money.

Ms. Walker asked if the discussion could be tabled until the next meeting. Mr. Swinson said he would have to ask for an extension from the City.

Mrs. Hale said that the Board has to consider the Friends in the decision the Board makes. We will be getting a lot of help from the Friends. Arthur Hess, in the name of the Friends, said they are willing to move forward to help us on Gordon Avenue. However, they don't have the manpower nor probably the desire or the energy to deal with another branch.

ADJOURNMENT:

Mr. Hingeley, Jr. made the motion to adjourn the Board Meeting. Karen Hayden seconded the motion and the Board unanimously approved the motion. The meeting adjourned at 6:25 p.m. The next Board meeting is scheduled for Tuesday, August 25, 1987 at 3:30 p.m. in the Central Library's Madison Room on the 3rd floor.

DonnaLee Grossman
Recording Secretary
BRIEF SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES
AT THE AUGUST 25, 1987 MEETING

1) The Library Board approved the Director's recommendations for revisions to the 1987-1988 operating budget as submitted in the August 1987 Director's Preliminary Report, Pages 2 & 3. This information is to be transmitted to the jurisdictions (Motion made by Karen Hayden/seconded by Mrs. Hale).

   1) Salaries: Decrease from $747,626 to $744,354
   2) Prof. Services: Increase from $20,002 to $24,002
   3) Service Contracts: Decrease from $51,723 to $49,812
   4) Travel: Decrease from $9,545 to $7,800
   5) Data Processing: Decrease from $45,550 to $41,741
   6) Current Charges: Decrease from $172,025 to $171,455

2) The Library Board approved the motion to withdraw the Gordon Avenue Capital Improvement Proposal, submitted to the City of Charlottesville, and submit the proposal for the second elevator for the Central Library (Mrs. Lumpkin made the motion/seconded by Mrs. Gieck).

3) The Library Board went into Executive Session to discuss matters of personnel, as per the Virginia State Code 2.1-344, sub paragraph (1) and sub paragraph (3). (Mrs. Hale & Karen Hayden made the motion/seconded by Mr. Hingley, Jr.).
MINUTES OF THE AUGUST 25, 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 Hingley, Jr.
Mrs. Nita Lumpkin
Mr. Peter McIntosh - President
Mr. Gary O'Connell

TRUSTEES ABSENT:
Mr. M. O. Roache, Jr.
Ms. Judith Walker - Vice President
Open Position for Albemarle County

ALSO PRESENT:
Ms. Betty Ancona - Staff Association
Mr. Neil Everingham - Assistant Director of Finance
Mrs. Donna Lee Grossman - Recording Secretary
Ms. Eleanor Longley - President of the Louisa Friends
Ms. B. Gail Ott - Assistant Director of Extension and Branches
Mr. William R. Swinson - Director

The Library Board of Trustees' meeting was called to order at 3:37 p.m. by Mr. Peter McIntosh, President of the Library Board of Trustees. The July 28, 1987 amended Minutes were approved by the Board, the motion being made by Mr. O'Connell and seconded by Mrs. Hale. The July 1987 Financial Report was approved by the Board, the motion being made by Mr. O'Connell and seconded by Karen Hayden.

Mr. Swinson informed the Library Board that Mr. M. O. Roach, Jr. has been appointed as the new Library Board representative for Louisa County, replacing Mrs. Margaret Perley. His first term will be July 1, 1987 - June 30, 1991.

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Bookmobiles
Albemarle County
Charlottesville
Greene County
Louisa County

296-5544
1500 Gordon Ave. 296-5544
Charlottesville
1500 Gordon Ave. 296-5544
Greene County
985-2370
Louisa County
Louisa (703) 967-1103
Nelson County
Lovingston 263-5904
FINANCIAL REPORT:

Mr. Swinson referred to his Director's Preliminary Report, Item II.

Mr. O'Connell asked if any comparisons are ever made on the Circulation Reports, to compare one year's circulation figures to the next year's figures. Mr. Swinson said that he usually does a verbal report and he would like to do a quarterly report. Mr. Swinson thought that we should be able to tailor the INLEX Circulation and Monthly Usage Report to do this. Mr. McIntosh said he would appreciate it if Mr. Swinson could do his Director's Preliminary Report the same way, highlighting exceptional items, etc.

The INLEX system will make it possible to generate management reports and answer a lot more questions.

Mr. Swinson took this time to read a letter from Joan Kapstein, Head Librarian of the North Suburban District Library located in Loves Park, Illinois (letter attached to Minutes).

Mr. Swinson referred to a Mailgram he received from the Virginia State Library dated August 19, 1987 (copy attached to the Minutes), regarding the Virginia State Library being closed.

DIRECTOR'S REPORT:

A) Meeting Room Policy - Mr. Swinson asked for a meeting of the Library Services Committee to go over the proposals on meeting room policy. The Committee consists of Mr. Gilliam, Jr., Ms. Walker, Mrs. Hale and it was suggested that the representatives of the branches should also be included. Since the position of Library Board representative for Scottsville has not yet been filled, it was suggested an invitation be sent to Mrs. Wienke, the previous Scottsville representative, so that Scottsville could be represented in the discussion on meeting room policy.

A tentative meeting date was set for Tuesday, September 1, 1987 at 4:00 p.m. in the Central Library.

B) INLEX - Mr. Swinson referred to his Amnesty letter dated August 14, 1987, addressed to the Library staff (copy attached to Minutes).

Re-registration will begin on September 8th through October 3rd.

Colleen Gocken, a member of the Customer Support Department of INLEX, will be here in Charlottesville September 15-17.
will be training the trainers for our staff. The trainers will be Andrea Williams, Madeline Haden, Mary Barbour, Beverly Claiborne and Lynette Friesen.

The Library is aiming for the system to be up in the month of October.

Until all locations are operating under the new circulation system, patrons will need to carry the current paper library cards, as well as the new plastic cards to be used with INLEX. By spring of 1988, the new plastic cards will be in use at all branches of the Jefferson-Madison Regional Library.

Mr. Swinson showed the Board some of the posters and publicity being done for the Amnesty. Publicity will be on the radio stations, on television and in the newspapers.

It will probably be March 1988 when we will be bringing up the on-line catalog. Between now and the end of March 1988, we have to go through:

1) Registration
2) Bringing up Circulation
3) Bringing up the On-Line Catalog

Mr. McIntosh asked if Mr. Swinson had heard from Albemarle County on whether the Library could put something out in order to reach our largest subscriber. Mr. Swinson said, "No." Apparently Albemarle County uses postcard billings and we wouldn't be able to use inserts.

Mr. McIntosh asked about using Centel and VEPCO for Library publicity. Mr. Swinson mentioned that we missed VEPCO's mailing. We have to get information to them within ten days for the next mailing and they will do it free of charge. The brochure should be ready in time and one of the items in the brochure is about registration. Mr. McIntosh confirmed that the brochure should be ready now in order to get it out before the 8th of September and in time for the VEPCO mailing.

Mr. McIntosh confirmed that outside publicity is very important. The VEPCO mailing will come in the middle of the registration period.

Mr. McIntosh confirmed that if the Library didn't advertise at all about registration, the Library would have to re-register everyone when they first come into the Library after the Library has gone on-line. You would do away with the four week registration period. Mr. Swinson said that the majority of libraries set up separate stations, if at all possible, for registration and for circulation.
Mr. McIntosh said that he was talking about not having two separate time periods, registration and then going on-line. He was suggesting an alternative of registration and on-line at the same time.

Mr. Swinson said that the Department Heads had discussed this and decided that if the Library took the four-week period to do the registration ahead of time, the Library wouldn't have as many large lines with a Circulation desk that just stagnates.

Mr. McIntosh said that doing it all at once might save on confusion and the cost differential would be very small if you had the cards already printed and available. If they are in the data base and someone doesn't pick them up in say 60 days, you can throw them out. You have already purged the system and you wouldn't have lines of people coming up asking for new cards and registering.

Mr. Swinson said that he was looking at the cleanest possible information right up front, rather than duplicating old information.

Mr. McIntosh said that the Library would begin to make use of the computer system at the time when you would have the most work to do. Mr. McIntosh was also concerned with why we are sending registration publicity out to everyone when they will not be affected until approximately six months from now.

Mr. McIntosh said that anything the Library could do that would cut down on the information, that would be going to people and is not usable to them, would be helpful.

Mr. McIntosh also felt that more timely information would be helpful as it looks as though the VEPCO mailings regarding registration won't be coming out until the Library is well into registration or near the end of the registration period.

C) Law Library - Mr. Swinson mentioned that Mr. Larry Wenger, head of the University of Virginia's Law Library, called Philip Williams, our staff member on the Board's Law Library Committee, and informed him the report on the space and collection requirements should be ready next week for the Library Board and the Charlottesville-Albemarle Bar Association.

Mr. McIntosh asked the Law Library Committee to review the consultant's report and make a recommendation to the Board at the September meeting.

D) New Nelson County Library Building - Mr. Swinson talked with the architect, Cabell Burks, and he stated that the project is way behind at this time; however, he and the contractor still
believe the building will be finished in December. The excavation has been done. The contractor has had trouble finishing another project he has been working on and the masonry subcontractor is not working out. As of last Friday, Cabell Burks has gotten a new subcontractor for the masonry.

Mrs. Hale mentioned that a contract had been signed saying it would be completed by the end of February. She also mentioned that Russell Otis, Nelson County Administrator, is overseeing the building as it will be a Nelson County building.

E) Peat, Marwick, Main & Co. - Mr. Swinson mentioned that an accountant had been at Central Library August 14th, 17th and 18th and interviewed the Administrative staff and reviewed certain financial records. The Administrative and Financial review should be ready for Committee examination prior to the next Board meeting.

Mr. McIntosh said that the Committee will review the report and it may be a decision of the Committee to have Peat, Marwick, Main & Co. at the next Board meeting to answer everybody's questions after the Board has predigested the report. In order to hold down the cost of the audit, visits by Peat, Marwick have to be limited.

With the Management Review, they should be coming back with some potentially specific recommendations that would affect not only the Budget Committee itself but also the Personnel Committee, job descriptions, etc. Mr. McIntosh said that was what the Board asked for in the Financial Management Review, for them to assess that and come back and make recommendations on how we can streamline and make more efficient our operations.

OLD/UNFINISHED BUSINESS:

A) Revision of FY 1987-1988 Operating Budget - Mr. Swinson referred to his Director's Preliminary Report, section III.

Mr. McIntosh asked if the jurisdictions were already aware of our budget deficit. Mr. Swinson said they would know through our Minutes, otherwise they haven't received any other notification.

Mr. McIntosh suggested that Mr. Swinson notify the jurisdictions, after the Board has taken the necessary steps to approve the budget changes. Mr. Swinson confirmed that he would transmit the information to the jurisdictions.

Mr. McIntosh asked that the necessary motion be made to approve what has been submitted on Pages 2 & 3 of the Director's Preliminary Report as changes in the current budget.
Karen Hayden made the formal motion for approval of the Director's recommendations for revisions to the 1987-1988 Operating Budget as submitted in the August 1987 Director's Preliminary Report, Pages 2 & 3; and this information will be transmitted to the jurisdictions. The motion was seconded by Mrs. Hale and unanimously approved by the Library Board.

1) **Salaries:** Decrease from $747,626 to $744,354

2) **Professional Services:** Increase from $20,002 to $24,002

3) **Service Contracts:** Decrease from $51,723 to $49,812

4) **Travel:** Decrease from $9,545 to $7,800

5) **Data Processing:** Decrease from $45,550 to $41,741

6) **Current Charges:** Decrease from $172,025 to $171,455

Further explanations of the increase and decreases are in the Director's Preliminary Report for August 1987, Pages 2 & 3.

B) **Capital Improvement Project (CIP) Requests Submitted to the City of Charlottesville** - Mr. McIntosh referred to Mr. Swinson's submissions attached to his Preliminary Director's Report for August 1987.

Mr. McIntosh informed the Board that the submissions were done in order to submit them in time to the City of Charlottesville but this is still open for Board discussion and for any changes the Board might feel should be made to what was submitted.

At the last Board meeting, the Board prioritized the Gordon Avenue Branch Renovation/Expansion as first, with the Central Library-Second Elevator as second.

Statistics show that the largest majority of users at Gordon Avenue are from Albemarle County. The issue of whether or not Albemarle County would favorably react to this, as opposed to the suggestion of reconsideration of a northside branch, is an issue this Board should take into consideration.

We need to serve our Albemarle County Library patrons better and we need to allow Gordon Avenue to either be expanded so it can meet the needs we are currently expecting it to meet or exchange the focus, so that the extra need that has made Gordon Avenue overextended to this point can be shifted.

Mr. Hingeley, Jr. felt that the Library should come up with the proposal. Potentially, there are some conflicting interests
involved here. It might not necessarily be to the City's interest to renovate Gordon Avenue when the real problem may be the excess use of Gordon Avenue by Albemarle County people, which could be relieved through construction of a northside branch.

We do not have the capacity to evaluate this from an overall perspective and make recommendations. This would also have an impact on the Bookmobile operation. The Bookmobile serves a lot of the northside locations.

Perhaps Albemarle County might feel that maintaining the Bookmobile service would be satisfactory and that the pressure we see at Gordon Avenue is better relieved through renovation.

We need to see where the pressure is coming from and whether there might be a better plan to relieve that pressure.

The Board was in unanimous agreement that the Library staff should meet with the Planning and Development staffs of both the City of Charlottesville and Albemarle County to evaluate and assess the questions raised and to know what the issues are, regarding the proposed renovation/expansion of Gordon Avenue.

We need to consider what information needs to be put together in terms of justifying a decision to go along with renovation of Gordon Avenue versus a northside branch or any other option we may have.

We need to obtain information and facts in order to present a proposal, before we sit down and talk with the planning staffs of the City and County. Some of the items the Library needs to look for are:

1) Future population trends for both the County and City
2) Patterns of use
3) Game plan for Gordon Avenue:
   a) What is Gordon Avenue envisioned as becoming
      - is it going to be a Branch
      - is it going to be a Central Library
   b) What are Gordon Avenue's parameters
4) Where are the Albemarle County people coming from that use both Central and Gordon Avenue

At present, the Library does not have the capacity or the information to make a judgment on whether we should expand Gordon Avenue or whether we should opt for a northside branch or possibly come up with some other option.

We may need to decide if the Library should ask the City and County staffs to work with us or whether this is an issue that would be appropriate for us to ask both governments for
funds in order to hire a professional. Mr. O'Connell thought that perhaps a study would give the Board an idea as to what would make the most sense and in what direction the Library should be going in.

Mr. Hingeley, Jr. suggested that the Board let the submitted Capital Improvements go forward, conduct a study for the Library, and then go back with a revised version, based on the study. Mr. Hingeley, Jr. also mentioned that the Friends have made important contributions to the Library and they should be included in the planning process.

We have until January to submit Albemarle County's Capital Improvements, with Charlottesville's being several months earlier so that we have already had to submit their Capital Improvements.

Mr. McIntosh said that Mr. Swinson should contact Albemarle County and the City of Charlottesville's planning staff, and he should also contact the Friends.

Karen Hayden suggested that the request for a second elevator at Central Library still be submitted; and the Board suggested the request for Gordon Avenue be withdrawn until it can be further resolved.

Mr. O'Connell asked about Library capital improvements for general maintenance of the Library's buildings and if anything is budgeted for this. Mr. Swinson mentioned that we have been using the Repairs and Maintenance line for some of the on-going maintenance.

Mr. Swinson is to discuss with the Library staff and assess system-wide the Library's immediate and long-term repairs and maintenance needs, which are not covered under the operating budget. He is to contact Bob Tucker at Albemarle County to see how they handle building maintenance and repairs expenditures.

We should be able to project extraordinary repair and maintenance costs and should have it as a separate line item each year and it should be included in the budget. Allowances should be made for the general wear and tear on our buildings.

This could be submitted in time for next year's budget or the Board could ask the jurisdictions for a supplemental appropriation.

Mr. Swinson may want to contact the Finance Department and the Building Maintenance Department to find out how they deal with this.
Mr. Swinson confirmed that he would get a general assessment by the next Board meeting.

Mr. Hingeley, Jr. felt this should be approached through the normal budgeting process as an extraordinary item, rather than approaching it through the Capital Improvements Projects.

Mrs. Hale suggested the jurisdictions have two budgets presented to them, one would be the normal operating budget and the other would be a capital improvements budget; and the jurisdictions could review both of them separately and not have them tied together.

Mrs. Lumpkin said that by doing it the way Mrs. Hale suggests, the jurisdictions would be making the decision of whether or not to have capital improvements.

Mrs. Hale felt that if the Library added a new line item, which would be a large amount, the first year the impact would be enormous on our increase and that would be what the jurisdictions would look at. They would be looking at the bottom line and how much of the Library's request is an increase over the previous year.

Mr. Hingeley, Jr. felt that if we can justify it then it shouldn't make any difference whether it comes out of the Capital Improvements Projects or an operating budget item.

Mr. Swinson mentioned that the Board should be considering a sinking fund to allow for replacing computer hardware in the next seven years and for replacing the Bookmobile. Mr. McIntosh suggested that Mr. Swinson add these items with the others that he will be assessing, so that they can go through the budgeting process.

Mr. McIntosh confirmed that the Budget Committee will be reviewing the information Mr. Swinson compiles on the building maintenance assessments.

The motion was made by Mrs. Lumpkin that the Library withdraw the Gordon Avenue proposal for Capital Improvements submitted to the City of Charlottesville and submit the proposal for the second elevator for the Central Library. Mrs. Gieck seconded the motion and the Board was in unanimous agreement.

C) Merit and Bonus Pay - Mr. McIntosh stated that the Personnel Committee met and are prepared to give the Board their report. Mr. McIntosh referred to the memo dated August 24, 1987 that Mr. Swinson sent to the Board members.

This memo includes the changes the Committee made in Mr.
Swinson's original proposal. The Personnel Committee would recommend this to the Library Board as the final implementation of this year's merit and bonus pay.

Mr. O'Connell said that this now fits more his idea of a merit and bonus system. Mrs. Hale said that it still didn't fit her idea of a merit and bonus system and that she would like to look at some other options for next year.

Mrs. Hale said that when you have a merit system and you decide to give 70% of the people merit pay, the spirit of merit pay is thrown out the window.

Mr. McIntosh said that the Committee asked for the breakout from Mr. Swinson and it categorized objectively what the system's assessment of employees was, in terms of the message going back to them. The Committee felt that the individuals in the first two categories were considered as true merit, with exemplary performance. The middle group were subjectively grouped as meeting the requirements of the job, not exceeding them.

The Committee's view of merit was that if people were looking at the merit system and saying we award the people who are the best producers and it comes out to 70%-80%, it doesn't distinguish the best from the others very much. Everybody is lumped together and it would be indistinguishable from COLA, if that is how it is going to be perceived.

The Committee was trying to look at it more in terms of a pure or traditional merit, which is why the Committee asked Mr. Swinson to break it out the way it was presented to the Library Board today. About 20%-25% surfaced above others for having exemplary performance to the Library during the past year and we should objectively be able to reward them by the system and the message they get back.

Karen Hayden mentioned that in the past when a COLA wasn't given, almost everyone received a merit and it was used as a substitute for a COLA. To her mind it wasn't a true merit system and she agreed with Mrs. Hale in that the Board should go back to a COLA and give merits and bonuses for true merit, for exceeding job requirements. In that way the system wouldn't continue having COLA called merit.

Mr. Hingeley, Jr. felt that if previous records could be reviewed regarding the bonus policy as adopted by the Board, it was not his understanding that bonuses would be given to any employees other than M step employees.

You have 1, 2 or 3 steps for merit, depending on how merit is to be defined here, and that is for anyone below M step. Once
you reach M step, you cannot advance the employee by steps for merit so you have a bonus and they would be eligible to get a one-time bonus in recognition of merit. This would not carry over into their salary base for the coming year.

Mr. Swinson read from the Policy Manual:

Merit increase shall be defined as an increase of one step within the pay range of a class that may be awarded to an employee upon the completion of twelve (12) calendar months of outstanding job performance. Merit increases may become effective on or after the employee's anniversary date. This increase is not automatically awarded, but is given based on outstanding job performance.

Both Mr. Hingeley, Jr. and Karen Hayden thought the Minutes of more than seven years ago should indicate somewhere that the Board approved merit increases of more than one step.

Mr. McIntosh stated that each individual listed at less than an M step, having a number under bonus for them, would have to be shifted over to merit or have a combination between merit and bonus.

Mr. Hingeley, Jr. mentioned that once the merit amount has been established, that amount was the fund of money to be applied to recognize the merits appearing in the system; and by applying the Committee's suggestions, there will be a balance of approximately $6,000. This is of particular concern because we didn't have a Cost of Living Adjustment this year and Mr. Hingeley, Jr. did not think the balance should be held back.

NEW BUSINESS:

A) Retirement Benefits for Permanent Part-Time — Mr. Swinson distributed to Board members his memo of August 24, 1987.

Mr. McIntosh said that based on a change by the City Council in the City's code, we are now being charged for retirement benefits for part-time permanent staff and the budget impact is significant.

We are not yet knowledgeable about whether the Library has to go along with something we had no control over. City Council changed the coverage of their fringe benefit plan, which increased the expenditures by covering for retirement benefits part-time permanent employees - anyone working over 20 hours a week.

Just by changing the definition of covered employees, that
included more people. They were not taking benefits away from anyone so there was not a great deal of publicity. We are now being charged the retirement percentage for each of those additional employees, which we have not budgeted for.

The addition of the permanent part-time employees for retirement:

1) includes additional people for retirement at an added cost of $8,600

2) increases contribution rate for the total system at an added cost of $6,400 (from 7.25% it jumped to 8.44%).

Mr. McIntosh wanted to know why the Library was in the dark when it affects the Library and whether the Library was legally bound to this.

Apparently the only non-City agencies affected by this were the Library and the Airport within the plan.

We need to get the City Attorney's interpretation of the plan, which would support or change the information the Library has received thus far from Pete Wingfield; or we may need to contact the Albemarle County Attorney and get an interpretation from them on whether the Library is bound by this.

If it is an increased cost, the Library will have to go back to the jurisdictions. This wasn't in the budget and we have done a lot of adjustments already and the jurisdictions should be made aware of this before the end of the fiscal year.

There seems to be a breakdown in communications between the City Personnel and the Library. Mr. O'Connell suspects that the Library personnel are considered by City Personnel as something special and they aren't sure what issues the Library is included in and which ones they are not included in.

Mr. O'Connell said that if the Library is going to participate in a City or County fringe benefits program, then the Library would have to accept what changes they make as the administrator of the plan. The Library does need to be notified.

Mr. Hingeley, Jr. mentioned that this was not in effect at the time the Library did its preparation for the budget. It did not go into effect until after our budget process was over. We could not have planned for it in our budget even on the assumption that it would go through just because it was an issue the City had been considering for several months.

Mr. O'Connell said that there has to be a clearer definition
in writing of what the City Personnel Department's role is with the Library and it's employees. Right now it is very unclear.

Mr. Hingeley, Jr. said that the Library needs to know what the City's responsibilities are as our fiscal agent, whether they just run numbers through or does it also extend to some services in the area of fringe benefits, counseling and information, etc.

Mr. O'Connell thinks the City Personnel staff would be willing to go as far as the Board wants them to. There is enough confusion regarding the differences in benefits that City Personnel cannot give a Library employee advice.

Mr. Swinson mentioned that the Library has their own life insurance through the Phoenix Mutual Life Insurance Company. Generally, our permanent part-time employees do not have benefits that are equal to the City, whereas our full-time people are fairly equal for the most part.

Mr. McIntosh asked the Budget Committee to get the information regarding the retirement coverage, etc. and review the impact on the jurisdictions and make their recommendation to the Board.

B) Nominating Committee - Karen Hayden and Mrs. Hale will serve on the Nominating Committee for the candidates for President and Vice President of the Library Board. The Committee will get back to the Board at the next meeting with their recommendations.

This is the last Board meeting for Mr. Hingeley, Jr. but he has offered to serve unofficially on the Law Library Committee. Ms. Walker has been made the official representative to the Law Library Committee and can contact Mr. Hingeley, Jr.

Karen Hayden expressed on behalf of all the Library Board their gratitude to Mr. Hingeley, Jr. for his years of service to the Library. Mr. McIntosh confirmed what a great help Mr. Hingeley, Jr. has been to him, particularly during this past year and how much he appreciated his assistance in his introduction to the Library Board. He will be missed.

C) Comments by Ms. Eleanor Longley, President of the Louisa Friends - Ms. Longley asked the Library Board if the Louisa Friends would be allowed to have a rental of new books section and charge for them.

Mr. McIntosh asked the Library Services Committee to review this and come back to the Board on it. The Committee would have to include that within the selection policy.
Ms. Longley said that the Friends pay for a student under the MAACA Program and asked if it would be possible for them to pay for her to work during the school time for about ten hours a week. Mr. McIntosh referred this to the Personnel Committee.

Ms. Longley suggested that the Town of Louisa be included to pay towards the Louisa County budget.

Ms. Longley also asked for permission to sell book bags and the Board did not see any difficulty in that, as long as it would be done by the Friends and for the sole benefit of the Library.

EXECUTIVE SESSION:

Mrs. Hale and Karen Hayden made the motion that the Library Board go into Executive Session to discuss matters of personnel, as per the Virginia State Code 2.1-344, sub paragraph (1) Discussion or consideration of employment, 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. The motion was seconded by Mr. James Hingeley, Jr., with the Board's unanimous approval.

NEXT SCHEDULED BOARD MEETING:

The next Board meeting is scheduled for Tuesday, September 22, 1987 at 3:30 p.m. in the Central Library's Madison Room on the 3rd floor.

DonnaLee Grossman
Recording Secretary
August 18, 1987

Mr. William Swinson  
Director, Jefferson-Madison  
Regional Library  
Charlottesville, Virginia

Dear Mr. Swinson,

Enclosed please find my library card from your library, which I was asked to turn in when I was finished using it. I enjoyed my stay in Charlottesville and one of the highlights was using the library system. The personnel were very pleasant and helpful and my compliments especially to the children's department staff. We enjoyed the movie and story programs and making clay frogs at the branch library in Charlottesville.

It's definitely more fun being a patron full-time than being a librarian.

Thanks again for your kind assistance.

Sincerely,

Joan Kapstein  
Head Librarian
MR WILLIAM R SWINSON DIRECTOR
201 E MARKET ST
CHARLOTTESVILLE VA 22901

VIRGINIA STATE LIBRARY CLOSED FOR A MINIMUM OF 2 WEEKS. CRITICAL ELECTRICAL PROBLEMS. NO LIBRARY CAN ACCESS HP MAINFRAME BETWEEN 10 AM THURSDAY, AUGUST 20 AND 8 AM THURSDAY AUGUST 27. ALL WILL BE NOTIFIED IF ACCESS IS POSSIBLE EARLIER.

NO INTERLIBRARY LOANS, NO FILMS, NO SERVICES UNTIL FURTHER NOTICE.

PLEASE HOLD ALL VIRGINIA STATE LIBRARY BOOK, FILMS, OR OTHER MATERIALS AT YOUR LIBRARY UNTIL YOU ARE NOTIFIED WHEN TO SEND.

YATES, YELICH, JOHNSON, HUBBARD, CHAMBERLAIN, MANARIN, KUKLA, AND AUNINA MAY BE REACHED AT REGULAR TELEPHONE NUMBERS.
ELLA GAINES YATES
STATE LIBRARIAN
17:55 EST

MGMCMP
AMNESTY

From Monday, August 31 through Saturday, September 12, J-MRL will be in a system-wide amnesty period. This means that patrons with overdue materials (books, records, tapes, art prints, etc.) can return them free of charge during that time period. No questions will be asked and no judgments will be made – all we want is to get those materials accounted for and back in the collection.

Overdue books may be returned fine-free to any of the seven locations of J-MRL and the bookmobile.

REGISTRATION

Re-registration of patrons into the INLEX system will begin on September 8. This is necessary so that every library patron will have a library card with a computer-readable number (barcode). Until October 3, the brunt of the responsibility for re-registration will be shouldered by temporary data-input staff hired through Manpower. Beginning October 4, automated registration will have to be done entirely by J-MRL staff.

Regarding adults whose registration will expire before the automated system is in place, do not re-register them into the old (current) system as of September 1. Let them keep their old cards to use until we make the switch to automated circulation.

As for charging for the replacement of lost cards, do not charge from September 1. When we begin using INLEX for circulation, a new fee for card replacement will go into effect.
Children who will be eligible for adult cards after September 1 should be registered as adults in the new circulation system, but should retain their expired children's cards for use with the current Gaylord system until we switch to INLEX.

The Central Library and the Gordon Avenue Branch will be going online in an October-November timeframe. Patrons who are primarily Central and Gordon Avenue users will only need to have the new plastic borrower's card; however, those persons who also use the bookmobile and/or one of the branches outside of Charlottesville will need to carry the current Gaylord-produced borrower's cards as well as the new plastic card.

TRAINING

Colleen Gocken, a member of the Customer Support Department of INLEX, will be in Charlottesville on September 15-17 to train five of our staff members in the use of the INLEX circulation system. These five individuals (Andrea Williams, Madeline Haden, Mary Barbour, Beverly Claiborne, Lynette Friesen) will, in turn, be the local trainers.

GORDON AVENUE CLOSING

The Gordon Avenue Branch of JMRL will be closed from Monday, August 31 through Saturday, September 5.

The staff will be working on preparing the collection to be circulated through the use of a computerized system which will be put into operation late in 1987. The major task involved is the application of pre-printed, pre-sorted barcode labels to the books in the collection.

Although no books will be circulated from the collection, members of the public are still urged to return their books to the Gordon Avenue Branch during the closing and through the end of the next week, September 12.

This is going to be a period of big change for all of us. Fortunately, we have a good automated system and good support from the Board of Trustees and the Department of Data Processing. It is most important, at this point, to have patience, a sense of humor, and a commitment to making the new automated system work. Much larger libraries than JMRL with much more difficult systems have successfully gotten up and running; therefore, I think we are fully capable of putting this system into operation and becoming an automated showplace in Virginia.
BRIEF SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES
AT THE SEPTEMBER 22, 1987 MEETING

1) The Library Board approved the Financial Report for August 1987 (Motion made by Mrs. Hale/seconded by Mr. O'Connell).

2) The Library Board approved the motion to accept the two weeks being proposed, in order to get the entire system standardized, with the two renewals if no holds have been placed on the items on loan. The bookmobile patrons would get two automatic renewals if they are unable to get to a regularly scheduled stop. (Motion was made by Karen Hayden/seconded by Mrs. Lumpkin.)

3) On behalf of the Nominating Committee, Karen Hayden made the motion that the name of Peter McIntosh has been submitted by the Nominating Committee for President and that the name of Judith Walker has also been submitted by the Nominating Committee for Vice President. The Board unanimously approved the motion and next year's officers for the Library Board are:

   Peter McIntosh - President
   Judith Walker - Vice President

DonnaLee Grossman
Recording Secretary
The Library Board of Trustees' meeting was called to order at 3:43 p.m. by Mr. Peter McIntosh, President of the Library Board of Trustees.

Mr. McIntosh referred to his August 27th memo to the Board of Trustees and asked if the Board wanted to have an Automation Committee; and if the Board decided to have this committee separate from the Library Services Committee, it would make four separate committees. We would have enough Board members so that no one serves on more than one committee. Mr. McIntosh also suggested that the Board could have the Library Services Committee handle all issues related to Automation, instead of creating a separate committee for it. Mr. McIntosh is interested in the Board's reactions to these suggestions and would like the Board to come to a decision on this.
The aim is to organize around the committees doing most of the work for the Board and having them report back to the Board.

Mrs. Hale feels there should be a separate Automation Committee since it is such a big part of what is happening right now and she suggested Mrs. Lumpkin as Chairman. Mr. Gilliam, Jr. is Chairman of the Library Services Committee and because of his extra duties he can't be very active right now on the Library Services Committee.

Ms. Walker mentioned that a condition of the contract, with the City of Charlottesville's Data Processing Department, was that we had to have a committee.

Mrs. Lumpkin said that she hated to see automation segmented off by itself.

Mr. Roache, Jr. felt there was enough for one committee on automation.

Mr. McIntosh confirmed the Board committees.

**Library Services Committee** consisting of:

1) Mr. Gilliam, Jr.
2) Mrs. Hale - Also Historical Society
3) Ms. Walker - Also Law Library

**Personnel Committee** consisting of:

1) Mrs. Dorrier
2) Karen Hayden
3) Vacancy from Charlottesville

**Automation Committee** consisting of:

1) Mrs. Lumpkin
2) Mr. M. O. Roache, Jr.

**Budget Committee** consisting of:

1) Mrs. Gieck
2) Mr. McIntosh
3) Mr. O'Connell

Mr. McIntosh said that he would like to rearrange the Board Agenda, taking away Old and New Business and the Director's Report and going to all issues that have been assigned to the committees. Exceptions would be issues that come up that don't come through the committee structure and may eventually be
assigned to a committee.

Mr. McIntosh said that if the Board still wished to have a Director's Report it could consist of financial and statistical items. After that, instead of Old/Unfinished Business, it would just be the committee reports and the issues they are dealing with.

The Board committees only have four weeks between Board meetings, which means there isn't a great deal of time for the committees to get together before the next Board meeting.

The Minutes for the August 25, 1987 Board meeting are to be held and approved at the October Board meeting.

FINANCIAL:

Mr. McIntosh referred to the Director's Report, Page 2, indicating that if you looked at expenditures, the Library shows an overexpenditure for the first two months. Mr. McIntosh referred to Mr. Swinson's comments that it is largely due to a large one-time purchase in State Aid for the purchase of subscriptions.

Mrs. Hale made the motion for acceptance of the Financial Report, Mr. O'Connell seconded the motion and the Board unanimously approved the motion.

Regarding the deficit, Mr. Swinson and Mr. Everingham are still going through negotiations with the City of Charlottesville for a final determination and we don't have an exact figure yet.

Mr. O'Connell suggested that since the Budget Committee will have to meet fairly soon, that Mr. Swinson get a report to the Budget Committee on where Mr. Swinson is on the deficit and then the committee can report back to the Board on it for October's meeting.

AUTOMATION:

Mr. Swinson referred to his Director's Report under Bookstock and under Inlex.

Mr. Swinson has talked with Mr. Hatch at Data Processing and his feeling regarding the hardware and the whole system functioning is that it is finally where we want it to be.

We have gone through barcoding at Gordon Avenue and because of the amnesty, we have had approximately 5,000 books returned. We have gone through the training with the Inlex instructor and the cataloging and on-line catalog modules are in use during
Mr. Swinson mentioned that we are behind in the publicity and he showed the Board a sample copy of the brochure.

The Checkpoint Security System is in and is functioning and it will be made live as soon as we go live with the circulation system.

Mr. O'Connell asked when Mr. Swinson planned the system to go live. Mr. Swinson replied that he was still aiming for around the last week of October through the first week in November.

COMMITTEE ISSUES:

1) Personnel - Mr. McIntosh confirmed that there were two items the Personnel Committee needed to discuss:
   a) Revised Salary/Merit Pay Plan
   b) Louisa Friends' request on continuing a summer intern and being able to pay them

   Mr. McIntosh took this time to mention the copies of three different letters that are to go out to the Library staff with the September 29th paychecks.

   The Board separated all Library staff into three categories:
   a) Notable personal effort or contribution to the organization
   b) Performance exceeding requirements
   c) Performance meeting requirements

   The last paragraph of the letter lets the employee know which category they were placed in.

   Mr. McIntosh said that since he had been involved in the merit and pay plan, that he would be willing to be included in the Personnel Committee discussions regarding this.

   The Personnel Committee should come back to the October Board meeting with a draft of a revised salary/merit pay plan.

   Regarding the Louisa Friends' request for paying the intern to continue to work at Louisa, the Louisa Friends would like the Board's decision on this as soon as possible and Mr. McIntosh asked the Board to make a decision today on this, rather than sending it on to Personnel Committee and having them come back to the Board next month.

Karen Hayden thought this was a fine idea, if the Louisa
Friends are willing to pay this person; however, her concern is that a decision should be made whether they are going to pay for the social security benefits and not the Library. How many benefits does a private employer pay them? If Louisa Friends decide to pay, this person is not on the staff of the Library and would be considered an employee of the Louisa Friends.

The two parties should be very clear on what each party thinks, it's a private contract. The person should know how long their employment is going to last, whether it is temporary or permanent, and their benefits.

The Board should be apprised of this when such an incident occurs but it doesn't mean that this would need any Board decision. It would only come back to the Board as information.

Mr. M. O. Roache, Jr. said that the Board of Trustees is in charge of all facilities; and, therefore, anybody who works in the facility does come under the jurisdiction of the Board and prior approval should be obtained from the Board for any such situation.

Mr. McIntosh felt this would be more a management function and not a Board function. The Board doesn't get involved in the hiring of staff. As long as no one has a problem with the person coming on like this to start with, this would be more a management decision.

We would still have the Branch Head or Department Head overseeing this person's work.

The Board will leave this to the management of each individual library and the Branch Librarian would go to Gail Ott to get approval. The Board has no problem with the concept but the Library should retain the same control over the work and the public appearance of the person that we would do with any regular employee.

Mr. McIntosh brought up the issue of retirement and a higher charge for retirement because part-time staff were being included in the charge. This was brought to the attention of the City Manager who then wrote a letter to Mr. McIntosh saying that the Library would not be charged the higher rate this year but it should be budgeted for next year. It is no longer a current budget or personnel issue but will affect us when making up next year's budget.

No one at the Library was aware of the effect of this and we were notified after our budget had been approved. It wasn't adopted until around March 1987, which was after our budget was already basically through the approval process.
Mr. McIntosh thought it was a very sensitive and understanding viewpoint from the City Manager and Mr. McIntosh wrote him a letter thanking him on behalf of the Library.

Mr. McIntosh also brought up the fact that there are some recommendations from the Peat, Marwick, Main & Co. audit report for changes in management job responsibilities in the Library, which does have some personnel implications. One of the major issues is who does personnel management supervision and how we deal more effectively with the City, taking advantage of their expertise better.

2) Budget - Mr. McIntosh showed the Board the audit report indicating what the Library needs to do in terms of the management aspect and improvement of controls over cash receipts. Many of the items are things that we have known we should be doing. They did a two-paged draft discussion of staff utilization. They also took job functions and indicated all the people having possible contact with that function and showed where the job is being done now and where they think the job should be done. This is a very good beginning point for us.

Some of the jobs being performed by our current staff should be transferred to other staff and we should add more staff time in our management administrative area.

Mr. McIntosh asked Mr. Everingham if the audit showed all the tasks and functions and asked if they had missed any other areas that we should do. Mr. Everingham said it was very well done.

The Budget Committee, and to some extent the Personnel Committee, needs to review the audit and get back to the Board.

Mr. O'Connell suggested a copy of the audit be given the entire Board.

Mr. McIntosh stated that since there is a clear cut recommendation for increased expenditures in the administrative area, the Budget Committee needs to come back to the Board with their recommendations before we get too far into the planning of next year's budget. We should make a decision on the increased expenditure recommendations before, or at least by, the October Board meeting.

We should have some idea before the next Board meeting on whether or not additional staffing is something the Library should go back to the jurisdictions to get approval on.

Mr. O'Connell suggested a meeting be scheduled with Peat, Marwick, Main & Co. to discuss the audit report with them. If a
meeting could be scheduled when they are already in Charlottesville, it would be more convenient for them.

Mr. McIntosh mentioned that the Budget Committee also needs to look at the on-going capital improvements. The committee needs to review information from the staff on immediate and long-term maintenance and repair needs not currently covered under the operating budget.

Mr. Swinson gave Mr. McIntosh a list from Central, Gordon Avenue and Scottsville. There also was a special memo on Scottsville's air conditioning and heating problems. The committee needs to review this list.

Mr. O'Connell mentioned that the Board should also be looking at the issue of a future branch in Albemarle County.

Mrs. Lumpkin voiced her concern about the committee breakdown. In the Board meeting there may be an assumption that everyone is on an equal level of information. There has to be some real background material given for the people who are not privy to the thoughts regarding the issues the committees are reviewing and discussing.

When the committees report, they will have to assume everyone else on the Board knows nothing about the issues they are reporting and they will have to give a better background to the Board. This will help the Board to have a better base to make their decisions on.

Mr. McIntosh took this time to remind the Board of a meeting being held at the Gordon Avenue Branch on Wednesday, October 7th at 2:00 p.m. with John Horn, Director of Community Development and Planning for Albemarle County and with S. Huja, Director of Community Development and Planning for Charlottesville. There should be Board representation at this meeting. Mrs. Hale suggested that Art Hess be invited to attend for the Friends.

Mr. McIntosh and Mrs. Hale plan to attend the meeting at Gordon Avenue and will report back to the Board.

3) Library Services - This committee has the Nelson County Library, the Law Library, the Meeting Room Policy and Regional Circulation Fees.

a) Nelson County Library - Mr. Swinson reported that the basement structure is completed and he has talked to Mr. S. Cabell Burks, the architect, who feels it will be completed in December.

Mr. Swinson will be meeting with the Virginia State Library
Consultant this Thursday and we will be talking with them on getting the bids ready for shelving and furniture. Mr. Swinson has talked to the Governor's office and the Governor is available to dedicate the Library in March 1988. The State Librarian, Ellie Yates, has confirmed she will be along with him at the dedication.

b) Law Library - No report has been received yet. Mr. Roache, Jr. mentioned the possibility of having a Municipal Library for state codes, books and laws relating to municipal government. He referred to Henrico County as an example and said that it was staffed with 1-1/2 people and was well used. Since our Library represents five governments, this might be a service that would be worthwhile.

Ms. Walker said she would contact Mr. Roache, Jr. about the Law Library, to explain what is being proposed and give him some information on how this all came about.

c) Regional Circulation Procedures and Fees - Mr. Swinson referred to his Director's Report, item VII under Circulation Policies and Fees.

Karen Hayden felt that if the Library is going to change the Circulation Policies when automation goes into effect, this could be tabled until October.

Mr. Swinson reminded the Board that the policies have to be set into the software and that he would like to know enough in advance. He was particularly concerned about:

The circulation period now being proposed for all locations of J-MRL is two weeks with two renewals if no holds have been placed on the items on loan. Bookmobile patrons would get two automatic renewals if they are unable to get to a regularly scheduled stop.

Mr. Swinson also referred to the fees proposed, as outlined in his Director's Report on page 4.

Karen Hayden didn't understand why this could not be set up for a three-week period. Mr. Swinson mentioned that the Library isn't getting a quick enough turnaround for our new books.

Mr. Swinson would like the Board to go with what he has presented, so that he could get this in the system; and if the Board needs to, they could reconsider some of the items at a later period.

Karen Hayden made the motion to accept the two weeks being proposed, in order to get the entire system standardized, with
the two renewals if no holds have been placed on the items on loan. The Bookmobile patrons would get two automatic renewals if they are unable to get to a regularly scheduled stop. Mrs. Lumpkin seconded the motion and the Board was in unanimous agreement with the motion.

Regarding the telephone renewals, Mr. McIntosh referred to Mr. Swinson's Director's Report on page 4. Mr. Swinson suggested that telephone renewals be discontinued at all locations once the circulation system is in use region-wide.

Mrs. Hale was opposed to this on the basis that it is more difficult for patrons particularly in the outlying areas, since most of them live some distance from their library, and that they depend on telephone renewals. Ms. Ott mentioned that the Library has always accepted, even at Central and Gordon Avenue where they don't do telephone renewals, post card renewals as well as just bringing in the information for renewals.

Mr. Roache, Jr. said that the rural branches have a special problem that Central and Gordon Avenue do not have in that their users travel generally considerably more distance and it might be a greater disservice to those users to eliminate the telephone renewals.

Mr. McIntosh asked what other gains the Library would get, other than the standardization of policies. Karen Hayden mentioned there might be a time savings. It gives the desk staff more time and freedom from interruptions.

Karen Hayden also mentioned that at the smaller libraries they are more community centered and that people do depend on a more personalized service.

Karen Hayden also mentioned that the University of Virginia went over to telephone renewals when they switched to automation.

Mr. McIntosh confirmed that the service to the rural areas is important and that the Board representatives for the rural areas may want to discuss this with their branch heads.

Mr. Roache, Jr. also mentioned that in some locations it would be a long distance call for a patron to call their library.

Mr. McIntosh suggested the Board table the telephone renewal issue as more investigation and discussion is needed. We need to also know the level of telephone renewals in order to make a decision. There might be a staff problem as well as a service problem to deal with.

Fees - This will be discussed by the Library Services
Committee. Mr. Swinson felt that a decision should be made by the October meeting so that it can be put in the system as we plan to go live no later than early November.

Mr. McIntosh suggested putting in the current fees and when the new fees are reviewed and approved by the Board, they can be inserted in the system at a later date.

d) Meeting Room Policy - Library Services was unable to have a meeting to discuss the meeting room policy and Mr. McIntosh asked if the Board would like to deal with this now or wait for the Library Services Committee to report on it.

Karen Hayden would prefer it go to committee as it is a very involved issue and needs to be discussed.

Mr. McIntosh received a call from our past Scottsville Board member, Helen Wienke, acknowledging her invitation to attend the committee's review of the meeting room policy since Scottsville has expressed concerns about it. Mrs. Wienke also asked if there should be a lock on the copy machine at Scottsville.

Mr. Swinson mentioned that part of the budget this year included replacing the copy machine with a coin-operated one. Mr. Swinson asked for confirmation from Mr. Everingham. Mr. Everingham said it should occur within the next month.

Ms. Walker asked if information has been received from the insurance company regarding the liability of the Library. Mr. Swinson mentioned that the new library at Nelson County's building; therefore, according to the County Administrator the liability is the County's and not the Library's.

Mr. McIntosh pointed out that if something happens at one of our libraries, we would probably be the ones sued and the Library should have some type of insurance coverage to cover ourselves individually and the Library as a whole from actions we take that may contribute to someone being injured.

Mr. Swinson confirmed that the Library has in effect now a general liability insurance coverage for the Director and the Board of Trustees but there isn't an encompassing policy. Mr. McIntosh said that means we have errors and omissions policies on the Board members so that we are covered for any actions the Board takes unless they are beyond the Board's authority.

Mr. Roache, Jr. mentioned the State General Assembly just passed legislation that said all board members of non-profit boards are simon pure. Mr. McIntosh asked if the Library qualifies as a non-profit corporation in Virginia.
Mr. McIntosh said that the Library needs to standardize this for ease of explanation and public relations, etc. We may not be able to standardize it if there are different legal relationships in our localities.

Mr. Swinson confirmed that he needed to contact the Albemarle County Attorney for a written opinion from him on our status, for the new law and what covers us.

Mr. Swinson needs to talk to Nelson County's County Administrator, Russell Otis, on building damage liability and ask him if he can see any liability the Library would have for organizing or allowing a meeting to go on and someone being injured during that meeting.

Mr. McIntosh mentioned that because of the new law, the Board may want to review the insurance coverage to see if any of it can be deleted. Most non-profit agencies are doing that now.

Mrs. Hale felt the Library Services Committee shouldn't meet to discuss the meeting room policy until all the questions we have are answered.

NEW BUSINESS:

1) Nominating Committee Report - Karen Hayden stated that after several telephone calls the Committee decided to break with recent tradition, not Library tradition, and has asked Mr. McIntosh to continue as President of the Library Board of Trustees, with Ms. Walker continuing on as his Vice President.

Karen Hayden stated that the name of Peter McIntosh has been submitted by the Nominating Committee for President and that the name of Judith Walker has also been submitted by the Nominating Committee for Vice President.

Mr. Roache, Jr. said that the Rules of Order states that a committee report is duly seconded and does not need to be seconded. The Board unanimously approved Karen Hayden's submission and the Board Officer's are:

Peter McIntosh - President
Judith Walker - Vice President

2) New Appointment for Albemarle County - Mr. Swinson confirmed the appointment by the Albemarle County Board of Supervisors of a new Library Board Trustee, Ms. Shirley Dorrier. Her first term will expire June 30, 1991. Ms. Dorrier is replacing the vacancy left by Mrs. Helen Wieneke who represented the Scottsville area.
3) Louisa County Issues presented by Mr. Roache, Jr. - Mr. Swinson met with Mr. Roache, Jr. September 15th and Mr. Roache, Jr. gave Mr. Swinson a list of six pressing concerns of Louisa County:

a) Basically for political, for budget assistance, and for a good relationship with each jurisdictions' Boards, Mr. Roache suggested the Library Board appoint either an advisory or trustee board from the Library Board to work with the jurisdictions.

Mr. Roache, Jr. would like an advisory board with a person on that board that can get to each of the supervisors.

b) Larger facilities are needed for the Louisa County Library. Mr. Roache, Jr. mentioned that the old Louisa Elementary School building has been turned over to the County by the Louisa School Board. A space study is being done for County needs and Mr. Roache, Jr. will be talking to him regarding the Library.

c) More operational hours are needed at the Louisa County Library, along with more staffing.

d) There should be some long-range planning for a library facility in the Lake Anna area of Louisa County. The County of Louisa's population could double just from the population increase in the Lake Anna area over the next few years.

e) Increase bookmobile service to Louisa County from once a month to at least one day a week.

Mr. Roache, Jr. mentioned that he and Mr. Swinson had discussed the concept of a mini-van bookmobile. Mini-vans are smaller, less costly and would handle less volumes.

Mr. Swinson confirmed that fewer bus-sized bookmobiles are being used and built so that what you are seeing more often are either city bus-type vehicles or use of multiple vans.

f) Louisa needs to expand their collection and programs.

Mr. Roache, Jr. mentioned that the one item out of this list which seemed to interest the Louisa Supervisors was the use of multiple vans.

Mr. Roache, Jr. asked the Board if the Library could offer paperback services once or twice a week to the local jail. If the Board approves, Mr. Roache, Jr. would like to ask the local Louisa Friends if they would undertake it as one of their projects.
Mrs. Lumpkin didn't think the Board actually had to approve this as it was something the Friends might do. Mr. McIntosh referred to the Library already servicing the Joint Security Complex locally and thought Mr. Roache, Jr.'s suggestion would be a good community service for Louisa. Mr. Roache, Jr. said he would work it out with Mrs. Longley.

Mrs. Lumpkin referred to a prior suggestion of Mrs. Longley's that the Library get additional funding from the City of Louisa, the Town of Stanardsville, the Town of Crozet, etc. because they don't pay county taxes and yet they are having and using Library services.

Mr. Swinson said that part of the Regional Contract is that the counties take responsibility. The areas mentioned are not under any contractual obligation and it would be whether or not we could convince them to be willing to contribute funding for our Library.

Mr. Swinson said he would check with Attorney George St. John to find out what the Library would have to do in terms of amending the Regional Contract if municipalities can be found to be a good legal and appropriate source of revenue for our Library.

Mr. Roache, Jr. said he would follow up on this for the Louisa area.

Mr. McIntosh thanked Mr. Roache, Jr. for his thoughts and ideas for the Louisa County area that he presented at today's meeting.

Mr. McIntosh asked that a list be made up of the committee assignments and sent out within the next week to the Board members. Mr. McIntosh will check back with Mrs. Grossman on the list.

ADJOURNMENT:

The meeting adjourned at 5:41 p.m. The next meeting is scheduled for Tuesday, October 27, 1987 at 3:30 p.m. at the Central Library in the Madison Room on the 3rd floor.

DonnaLee Grossman
Recording Secretary
BRIEF SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES
AT THE OCTOBER 27, 1987 MEETING

1) The Library Board approved the Minutes for both the August and September 1987 Board meetings. (The motion was made by Mr. O'Connell/seconded by Mrs. Hale.)

2) The Library Board approved the September 1987 Financial Report. (The motion was made by Mr. Gilliam, Jr./seconded by Karen Hayden.)

3) A motion was made to approve the schedule of the fines, fees and charges as recommended in the Director's Report. (The motion was made by Mr. O'Connell/seconded by Mrs. Hale.)

4) A motion was made to accept the meeting room policy as amended. (The motion was made by Mrs. Lumpkin/seconded by Ms. Walker.)

5) A motion to go into Executive Session was made. (The motion was made by Ms. Walker/seconded by Karen Hayden.)

DonnaLee Grossman
Recording Secretary
The 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 welcomed the newest addition to the Library Board, Ms. Dorrier, who will be representing Albemarle County and is replacing Mrs. Helen Wieneke.

Mr. McIntosh introduced to the Board Ms. Beverly Claiborne, who will be the new Staff Association President. Mr. McIntosh also acknowledged the presence of Mr. Arthur Hess, President of the local Friends of the Library.
There will be an annual meeting tonight of the Friends of the Library at the Gordon Avenue Branch at 7:30 p.m. Both Mr. Swinson and Mr. McIntosh plan to attend.

Mr. Hess invited the Board members to attend the evening meeting. The Friends have scheduled an open forum to discuss the Friends' objectives and whether they are meeting the needs of the Library as perceived by the Library Board, the staff and the public.

The second part of the open forum will be to ask the Library Board and the staff Director to speak on what they perceive of as the long-range goals of the Library and what, if anything, the Friends should be doing. The Friends will be focusing on capital needs and plans for future expansion of facilities and services.

The Friends are at home at Gordon Avenue and are very conscious of the needs of Gordon Avenue more than of any other library facility. The Friends are concerned about the unmet needs in Albemarle County for full-service library services to the burgeoning county population. The Friends would like to begin a discussion and also to see if it is appropriate for them to participate in a discussion and campaign to alert Albemarle County to what the Friends see as the needs of the 1990's.

Mr. McIntosh acknowledged on his and the Board's behalf the very nice editorial in The Observer by Kay Peaslee, which addressed Gordon Avenue's need for renovation and giving supportive reasons why Albemarle County should be considering building a new library because of the number of people who are using Gordon Avenue. The Board greatly appreciates this type of coverage and publicity.

Ms. Peaslee thought that expanding the library system was very exciting and expressed her hopes that the library succeeds.

MINUTES AND FINANCIAL REPORT:

Mr. O'Connell made the motion for approval of the August 25, 1987 and September 22, 1987 Minutes, with Mrs. Hale seconding the motion. The Board unanimously approved the motion.

Motion for approval of the September 30, 1987 Financial Report was made by Mr. Gilliam, Jr. and seconded by Karen Hayden. The Board unanimously approved the motion.

Mr. Everingham mentioned that monthly OPERATING REVENUES are down and felt it was due to the amnesty period. Under the LOCAL OPERATING EXPENDITURES, the Personal Services section had merit and bonus increases for the month of September. Under
line 5309 for Insurance, there was a charge of $8,775 which reflects an interim deposit for the Library's umbrella package insurance policy premium through Cabell Insurance. The full charge is under Administration; however, when we receive the full breakdown, the amount will be broken down by jurisdiction.

Mr. Swinson contacted the Charlottesville City Attorney's office and talked with Sheila Haughey, who informed him that the new Virginia State Law on non-profit organizations has not been challenged in court yet but it does not apply to the Library because we are not a corporation, we are a governmental agency.

Under line 5320 for Data Processing Charges there is a charge totalling $4,620. Some of that charge will be charged against state aid. The software will be charged locally and the hardware will be charged to state aid.

Mr. Swinson pointed out to the Board that we will have to make a budget change in Data Processing charges because we are over budgeted in state aid due to the fact that we allowed for some charges to Utas. If we vary by more than 5% in any line of our state aid budget, by state law we have to report it. The money will probably be put into books and office equipment.

LIBRARY SERVICES COMMITTEE:

1) Approval of the new schedule of Fines, Fees and Charges-Mr. Swinson said that there is only one change from last month's discussion. Under lost or damaged materials, we have for an out of print book a charge of $25.00. Under the new system there will not be a charge for reserving material or for looking up a card number for a patron without a card.

Mrs. Lumpkin asked what had been decided regarding telephone renewals. Mr. Swinson said that the committee still has to discuss telephone renewals.

Mrs. Lumpkin said that at least Greene County, and probably the other rural libraries as well, needed telephone renewals.

Mr. Swinson felt that if we decide not to do telephone renewals, then we would have to do renewals in a different way or allow for renewals through a postcard type of system. Mr. Swinson said that we have to decide if we are going to standardize the entire system. As it now stands, Central and Gordon Avenue don't do telephone renewals but the outlying branches do.

Mr. O'Connell made the motion to approve the schedule of the fines, fees and charges as recommended in the Director's Report.
and Mrs. Hale seconded the motion. The Board unanimously approved the motion.

2) Meeting Room Policy—The third draft of the Meeting Room Policy was issued to the Board. Mr. Swinson confirmed that there will be differentiations between Central/Gordon Avenue and the outlying branches.

Payment for the meeting room can be made to the Reference Desk, Circulation Desk or to the Assistant Director of Finance.

Mr. McIntosh wanted confirmation that the Library would not have problems acting as a conduit since the money would be coming from the group to the Assistant Director of Finance and then to the staff person. He asked Mr. Everingham if he felt comfortable with being the recipient and payee and Mr. Everingham said, "Yes."

Mr. O'Connell felt the staff person would have to be paid through the Library payroll system and Mrs. Lumpkin agreed, mentioning taxes and the regular deductions that needed to be made. Mr. O'Connell also mentioned that if the staff person is an existing employee and they would be working extra hours, they should be paid for overtime.

Mr. McIntosh pointed out that the stated fee of $15.00 an hour might not compensate the staff person if we are required to pay them through our payroll system, assuming it would be overtime pay since it would probably be after the normal 7-1/2 hour work period.

Mrs. Lumpkin said the draft should be changed designating Neil Everingham, the Assistant Director of Finance, as receiving the meeting room fee, instead of designating the librarian in charge. Mr. McIntosh felt that Gordon Avenue should also go through the Assistant Director of Finance, since the money will have to come through that office in some way.

Mr. McIntosh confirmed that at this point groups wanting to use Central or Gordon Avenue when the Library is not in operation could do so for a charge of $15.00 an hour; but the staff person who has to be here would be paid by Library funds and we would have to approximate what we would charge each group in conjunction with what we would have to pay the staff person.

Mrs. Lumpkin had some reservations and felt there should be a set fee as the hourly rates for the staff would differ, causing some staff to receive more than others. It should also be a standard fee so that some groups wouldn't be paying out more than other groups.
Mr. McIntosh asked about the outlying branches and their differing needs as rural branches. Mrs. Dorrier did not think the Scottsville staff were compensated for working overtime for meetings held at the Scottsville branch.

Mrs. Hale agreed with Mrs. Dorrier and didn't think the Nelson staff had been compensated for overtime for meetings held after hours.

Both Mrs. Hale and Karen Hayden confirmed that the meeting room policy was not implicit in that we would have a library staff member present. Karen Hayden said Crozet was built with the meeting room having a separate entrance from the outside, so that it could be sealed off from the rest of the library and the meeting room could be used after hours without a staff person present, as long as they had a key.

Mrs. Hale confirmed that whether we have staff present or not, groups will still be able to meet at night but they would have to get a key and have someone designated as responsible to sign for the key and the room.

Karen Hayden confirmed that there should be a form and the group would have to be a registered group in order to use the library. You have to sign a form of responsibility and have a designated signer. They have to read the rules, sign that their group will be responsible, get the key if necessary and that person would also be responsible for the group, the key and getting their group out on time.

Ms. Walker thought that the general feeling was to let things stay as they are since it is more than acceptable to the librarians to continue doing what they have always done in the past. When the staff changes and if it becomes a problem, the Board could readdress the issue at that point. Mrs. Dorrier thought this was a good approach.

Mr. Swinson confirmed that when the meeting room policy is put into effect, the meeting room reservation form will also be included.

Mrs. Dorrier thought the pay should be spelled out in the policy.

Mrs. Hale said the only real change in the first page of the draft would be to change it to the Assistant Director of Finance.

Mr. McIntosh suggested the first page of the policy be changed to the Assistant Director of Finance and end the sentence there.
Mrs. Lumpkin thought that it should be inserted in the policy that the staff person will be compensated in the appropriate way and if that person is to be paid extra, we should state that also.

Mr. McIntosh suggested the language for the policy should read that the staff person who will remain after hours during the reservation of this room and to lock up will be paid by the Library. A period should be put after the Assistant Director of Finance, which is the insert for librarian in charge at the bottom of the first page. Then, a new sentence should be inserted stating that the staff person who will be in attendance during the time that the meeting is taking place and who will be locking up afterwards, will be compensated by the Library at their appropriate hourly rate.

Mr. Swinson confirmed that if the staff person is a full-time employee and it goes beyond the normal 7-1/2 hour work period, the employee should receive overtime pay.

Mr. McIntosh confirmed the two changes indicated, one the Assistant Director of Finance and the staff person being paid at their appropriate rate by the Library, and asked for a motion to accept the meeting room policy as amended.

Mrs. Lumpkin made the motion to accept the meeting room policy as amended and Ms. Walker seconded the motion. The Board gave it's unanimous approval of the motion.

3) Historical Society-The representatives from both boards met on Thursday, September 24, 1987 to basically look at the year ahead. The summarized Minutes were distributed to the Library Board. Mr. Gilliam, Jr. chaired the meeting and protested that he and the other Library Board members that were present at the meeting had not received the Historical Society Minutes until they were handed out at today's Library Board meeting. Mr. Swinson said he would discuss this with their Executive Director.

Mr. Swinson read from the Historical Society's Minutes:

The Board voted unanimously to include in the J-MRL budget request to the City of Charlottesville and the County of Albemarle a new full-time Library Assistant II solely for staffing CAHS with the purpose of this new position clearly stated in the budget proposal. In terms of personnel organization, the new position will report to Phil Williams, Head of J-MRL Adult Services. However, the CAHS Board of Administration is to act in an advisory capacity as to the duties of the Library Assistant in accordance with the policymaking authority
granted the joint Board in the Memorandum Agreement between J-MRL and ACHS.

The Library Assistant II (Level 16) would pay between $14,650 and $19,704 on the library's pay scale.

This will be broken out separately from the regular library budget but will be submitted at the same time as the library's budget.

4) Book Selections for Three Past Board Members—Ms. Walker mentioned that three Board members have since left the Board and books need to be selected for them and the money collected from the active Board members. A bookplate will be put in each book, one honoring each of the past Board members.

EXECUTIVE SESSION:

Ms. Walker made the motion that the Library Board go into an Executive Session involving the discussion of 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 and by sub paragraph (3) The protection of the privacy of individuals in personal matters not related to public business. The motion was seconded by Karen Hayden and the Board unanimously approved the motion.

The Board went into Executive Session at 4:44 p.m.

The Board reconvened from Executive Session at 5:47 p.m.

PERSONNEL COMMITTEE:

The Personnel Committee did meet since the last Board meeting; however, the committee is not at the stage to make any recommendations on the revised salary and merit pay plan. The committee is working on a draft of a new merit plan that will not change significantly from before, in terms of how it affects the budget.
NOVEMBER BOARD MEETING:

Karen Hayden asked when the November Board meeting was scheduled. Usually, we would have the Board meeting the fourth Tuesday of each month. The November Board Meeting has been rescheduled to Monday, November 30th at 3:30 p.m. at the Louisa County Branch Library.

A map to Louisa will be sent out with the Board packet.

BUDGET COMMITTEE:

There have been some changes to where costs have been allocated out of the fund balance. Mr. McIntosh said that to make sure the budget is in order, we would probably delay the coming up of the circulation of the automated system in the branches from what is now scheduled as February 1988 until March 1988. That would save us a certain amount of funds in the data processing telecommunications charges, which would make the budget in balance.

The Budget Committee doesn't have a report on the Peat, Marwick, Main & Co. report for the Board.

Capital improvements will be taken up in the Budget Committee.

Mr. Roache commented on the current Louisa County Branch Library being too small and he has made the Louisa Board of Supervisors aware of this fact. He hopes that the Louisa Board of Supervisors will give us a portion of the abandoned Louisa Elementary School.

AUTOMATION COMMITTEE:

We will be coming up November 23rd. The training is going well and the system is working well.

Mr. O'Connell asked how Mr. Swinson planned to distribute the brochure on this. Mr. Swinson said the Library would be using a mailing service and right now we are waiting for the mailing lists so that the Library can generate the brochures.

Mr. Swinson said that the budget for postage is sufficient as it had been anticipated the Library would have more frequent notices for overdue notices, etc. in this budget year.

Mr. McIntosh commented to the Board that Mrs. Hale suggested that on the future agendas there be a section for items by Board
members, for anything they might want to bring up.

UPCOMING HOLIDAY SCHEDULE:

Mr. McIntosh said that the Library system would close:

Region-wide, Wednesday, November 25th - Close at 5:00 p.m.
" " Close all day Thursday, November 26th
Open at regular time on Friday, November 27th

Region-wide, Close all day Thursday, December 24th
" " Close all day Friday, December 25th
" " Close all day, Saturday, December 26th
Central Library open regular time on Sunday, December 27th

Region-wide, Close all day Thursday, December 31st
" " Close all day Friday, January 1st
Open at regular time on Saturday, January 2nd

This should be publicized so that the patrons know what times our Library system will be closed for the holidays.

ADJOURNMENT:

The meeting adjourned at 6:08 p.m. The next meeting is scheduled for Monday, November 30, 1987 at 3:30 p.m. at the Louisa County Branch Library.

DonnaLee Grossman
Recording Secretary
BRIEF SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY’S BOARD OF TRUSTEES
AT THE NOVEMBER 30, 1987 MEETING

1) The Library Board approved the Minutes for the October 27, 1987 Library Board Meeting. (The motion was made by Mr. Gilliam, Jr./seconded by Mr. Roache.)

2) The Library Board approved the October 31, 1987 Financial Report. (The motion was made by Mr. O'Connell/seconded by Ms. Walker.)

3) A motion was made that the Board authorize Mr. McIntosh to approach the Friends as outlined in Mr. Swinson's letter dated 11/30/87, regarding the underfunding of the Nelson County Library construction costs by $59,301, and that the Board of Trustees would be willing to make the necessary shifts in the State Aid allocations in order to achieve the necessary amount of funds so that they can go towards the construction costs of the Nelson County Library. This Board also recognizes that the Nelson County Board of Supervisors will be reducing by $15,965 Nelson County's fiscal year 1987-1988 anticipated allocation of $69,583, so that it can be reallocated to construction costs. (The motion was made by Mr. O'Connell/seconded by Mr. Roache.)

DonnaLee Grossman
Recording Secretary

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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 Stanardsville 985-2370  Nelson County Lovineston 263-590
MINUTES OF THE NOVEMBER 30, 1987 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT: Ms. Shirley Dorrier
Mr. Gary Fry
Mrs. Sally Gieck
Mr. Alexander Gilliam, Jr.
Mrs. Mary Hale
Mrs. Nita Lumpkin
Mr. Peter McIntosh - President
Mr. Gary O'Connell
Mr. M. O. Roache
Ms. Judith Walker - Vice President

TRUSTEES ABSENT: Ms. Karen Hayden

ALSO PRESENT: Mr. Neil Everingham - Assistant Director of
Finance
Ms. Isabel Fambrough - Louisa Friends
Mrs. DonnaLee Grossman - Recording Secretary
Mr. Robert Johnson - The Louisa Board of
Supervisors
Ms. Eleanor Longley - President of Louisa
Friends
Mr. William Porter - The Louisa County
Administrator
Ms. Betty Queen - Louisa Friends
Ms. Ruth Randall - Louisa Friends
Mr. William Swinson - Director
Mr. John Thomasson - Representing Patrick
Henry District of Louisa
Ms. Pat Willis - Louisa Friends

The Library Board of Trustees' meeting was called to order
at 3:40 p.m. by Mr. Peter McIntosh, President of the Library
Board of Trustees.

Mr. McIntosh thanked the Louisa Friends for coming, also Mr.
Johnson and Mr. Thomasson, both representing the Louisa Board of
Supervisors. Mr. McIntosh also welcomed Mr. Porter, the Louisa
County Administrator.
Mr. Johnson, Chairman of the Louisa Board of Supervisors, extended a welcome to the Library Board to Louisa County and the Louisa County Branch Library. Mr. Johnson mentioned that the Louisa County Branch Library and the Louisa Board of Supervisors are pleased with the progress the Library has made and expressed their continued support and they look forward to even greater things coming their way in the future.

Mr. Johnson looks forward to working with the Library Board and Mr. Roache, the Louisa representative for the Library Board of Trustees.

Mr. Thomasson also welcomed the Board to Louisa and expressed the hope that the Board would visit Louisa more frequently than in the past.

Mr. Porter also extended his welcome to the Board and mentioned that Louisa consists of 517 square miles. He mentioned that the Library is a special place for him personally and that he hoped the Library Board would visit Louisa on a more regular basis in the future.

Mr. Roache extended his welcome to the Library Board for coming to Louisa and mentioned that the Louisa Board of Supervisors and the Louisa County Administrator, particularly Mr. Johnson and Mr. Porter, have been very supportive. There now is an official advisory board for Louisa County and the appointments to this board are on the agenda for the next board meeting.

Mr. McIntosh welcomed the newest addition to the Library Board, Mr. Gary Fry, who will be representing the City of Charlottesville and is replacing Mr. Hingeley, Jr.

MINUTES AND FINANCIAL REPORT FOR OCTOBER 1987:

Mr. Gilliam, Jr. made the motion for approval of the October 27, 1987 Minutes, with Mr. Roache seconding the motion. The Board unanimously approved the motion.

Mr. O'Connell asked Mr. Everingham, Assistant Director of Finance about the State operating fund, which indicates we are half expended. Mr. Everingham confirmed that the Library is about half expended through October in State Aid Books and Computer Equipment and that the over-all total operating State Aid indicates we are a little over half expended up through October 1987.

Mr. Swinson commented that the Library has to pay Hewlett Packard quarterly and that represents most of the Computer Equipment expenditures.
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Mr. Swinson commented that the Library has to pay Hewlett Packard quarterly and that represents most of the Computer Equipment expenditures.
Mr. McIntosh pointed out that the second quarter had just started and the Computer Equipment was more than half expended before October. The October Financial Report shows zero under the expenditures for October for Computer Equipment.

Mr. O'Connell asked if it would be possible to have percentages on at least the Summary. Mr. McIntosh thought that was a good idea as it would show overages and underexpenditures.

Mr. Swinson said that it would be possible to include percentages but that some reprogramming would have to be done.

Mr. McIntosh asked if there was any reason for encumbrances on the Financial Report. Mr. Everingham uses the encumbrance line to indicate that funds have been committed on a purchase order through the City of Charlottesville.

Mr. McIntosh asked Mr. Everingham if he could see any loss to Board Members in using the encumbrance column for the percentage column. Mr. McIntosh asked Mr. Everingham if he thought there would be any problem in moving the Unexpended Balance column over one column and putting in a percentage figure column. Mr. Everingham thought we should be able to do it but pointed out that it would be a reprogram.

Mr. O'Connell made the motion for approval of the October 31, 1987 Financial Report and Ms. Walker seconded the motion. The Board unanimously approved the motion.

BUDGET COMMITTEE:

Mr. McIntosh mentioned that the Budget Committee had a meeting while on their way to today's Board meeting and also one on November 16th.

Mr. Swinson and Mr. Everingham presented to the Budget Committee some basic requests and ideas on increases in personnel, hours, capital improvements, etc. that the Library system needs or could use. The Committee reviewed the list presented and asked Mr. Everingham and Mr. Swinson to come back to the Committee with a zero-based budget, using just what was in this year's budget, including what the Personnel Committee has been aiming towards—a two-tiered cost of living and merit salary increase. A majority of any of our costs as a library entail personnel.

Including what the Personnel Committee has been aiming for, plus one personnel addition and some retirement benefits and some Blue Cross/Blue Shield changes, Mr. Swinson and Mr. Everingham presented the Committee with zero-based budget calculations, giving the Committee the groundwork from which to go on.
The percentage increase estimated among the jurisdictions, based on the zero-based budget, ranged from 4-1/2% for Charlottesville up to around 11% for Greene County. This would include some increases in personnel categories but very few increases anywhere else.

Mr. McIntosh asked the Board members for their input regarding any increases in personnel, hours, services, etc. and the approximate increase in cost and to direct the Budget Committee in what to do for the next Board meeting.

Ms. Walker asked if the salary for the Historical Society Librarian would be included. Mr. McIntosh said that it would be separated out and won't be in the base budget. Capital Improvements will be treated in the same way.

Capital Improvements had not been funded in our Library budget as much as it should have been. It will be included this year as a separate budget item. Albemarle and Charlottesville do Capital Improvements as a separate budget item and our Budget Committee felt that if we did ours as a separate budget item, we might be more successful.

We need to get Albemarle and Charlottesville to do some over time capital projects for the Library or have a substantial increase in the line item budget for maintenance.

The personnel increase was the increase from part-time to full-time of the payables clerk position in Administration. This was due basically to the Peat, Marwick, Main Report and the Budget Committee felt this was needed in a zero-based budget. There were other personnel requests. One was for Central Reference for a Reference Librarian, to allow for improved weekend service. The other was a clerical position at Gordon Avenue, increasing the part-time hours.

Mrs. Lumpkin wanted to know if the personnel increases will include the branches. At Greene, the desirable budget allows for the Branch Head to go to full-time with the operational hours increasing to 32 hours per week.

Mrs. Lumpkin asked that Mrs. Gerke get more hours so that she can receive benefits. Mr. Swinson mentioned that she is down for an increase in hours to 25 hours per week. This is in the desirable budget at 100%.

Louisa is shown as adding one new full-time professional Librarian, moving the Branch Head (Lillian Sparks) to full-time and moving the assistant to 25 hours per week and taking the Bookshelver's hours to 12 hours per week.
Mr. Roache said that this really means that instead of 32 operational hours per week it would be around 48 operational hours a week.

Mr. McIntosh asked the Board members what they would like to have come back to them at the December meeting from the Budget Committee. We can have the zero-based budget completely costed out and the desirable (the add on of personnel, hours, services, etc.) also costed out, and get the Board's decision at the December meeting to figure out where, between the zero based and the desirable, they want to come down or eliminate.

Mrs. Lumpkin said she would like to be a little better informed on the budget. She also expressed her concern regarding the staff at the Greene county Branch in getting Mrs. Gerke up to enough hours so that she could have some benefits.

Mr. Swinson said that to cover the increased hours for Greene, we would need to increase Mrs. Gerke's hours up to 25 hours per week, which would make her eligible for some benefits. We would also be putting the Branch Head to full time and adding a Bookshelver at 10 hours per week.

Mr. Swinson said that as far as the operational changes for Albemarle County and Charlottesville, there are almost none. Crozet and Scottsville were taken care of last year by Albemarle. Charlottesville remains very status quo. Mr. Swinson has not proposed year-round Sunday hours at Central and there are no new hours proposed for Gordon Avenue.

If we use Level 3, which includes most of our desirables, Charlottesville would probably be the lowest percentage increase, probably around 4%-5% with Albemarle probably around 8%-10%, which is circulation growth.

In salary adjustment for the zero-based budget, we are proposing a 2.5% Cost of Living and a 3% merit pool, which is basically what the Personnel Committee recommended to the Board.

Mr. Roache said he wanted to see the figures finalized so that he can get busy with the Louisa County representatives to prepare them for our budget proposal.

Mr. McIntosh confirmed that the December Board meeting will basically be a final approval of the budget by this Board.

Mr. McIntosh confirmed that the staff provide to the rural Board representatives and to the Budget Committee a costed out zero-based budget and the desirables, with a draft narrative.
Mr. Swinson said the proposal will show current hours and the proposed hours, with the personnel changes underneath.

Mr. McIntosh asked the Board to set the date for the December Board meeting, which will basically be a budget meeting. The December Board meeting will be on December 15, 1987 at 3:30 p.m. at the Central Library in the Madison Room.

Mr. McIntosh mentioned that the next step after the Board approval of the proposed Library budget is the Jurisdictional Budget Committee meeting, in the early part of January, where our Budget Committee meets with the County Administrators and the City Manager's representative to present what has been done on December 15th by the Library Board. From there we go into negotiations individually to the Board of Supervisors. We should have some feedback to the Library Board by the end of January from the Jurisdictional Budget Committee meeting.

CERTIFIED FINANCIAL STATEMENT:

The Certified Financial Statement was included in the Board packet and has been approved by Charlottesville's Department of Finance and has been mailed to the Virginia State Library. The report represents the Library's operating income and expenditures for the fiscal year ending June 30, 1987. It shows our balance as $6,202.

The report breaks down the Local, State Aid and Federal Aid under operating expenditures for books and related materials and includes salaries and equipment.

This report determines our State Aid for the next fiscal year and our State Aid has already been figured at approximately a $14,000 increase over the current year. We will be going from approximately $492,000 this year to approximately $505,000 next year. We have the second largest State Aid grant in Virginia.

Our Library serves over 1,800+ square miles and we get approximately $30 per square mile served.

The Legislature, approximately 42 years ago, used this formula as a way to equalize funding between the urban and rural libraries and it is greatly to the benefit of rural libraries to go into a regional set up because with the square mileage they pull down a lot of dollars that the city libraries can't get.

Mr. Swinson stated that there will be no Federal Aid in the proposed budget, only local and State Aid will be shown. Federal Aid changed last year and they are now strictly on competitive grant. They are basically saying that the funds are in a pool and libraries have to write a grant to request funds. It comes
up around May for the Title I, Title II and Title III proposals for Federal Aid.

**AUTOMATION COMMITTEE:**

We are now on line at Gordon Avenue and at Central. The system went up into successful operation on November 23rd. There are some procedural problems still to be worked out and we still have to run the first overdue notices but the daily statistical information is being run. Now the record keeping is totally automated for Gordon Avenue and Central.

The first delinquency and overdue notices should be coming out next week.

Mr. O'Connell asked what percentage of the patrons from the past have registered. Mr. Swinson said registrations total over 6,000 at this point. Mr. Swinson estimated that about 20,000-25,000 past patrons will be registering.

Mr. O'Connell asked if the brochure had been mailed. Mr. Everingham said it would be mailed within the next two weeks.

Mr. McIntosh said that this would mean the Library has approximately 15,000 plus that we still have to register and get new cards for. So now when we get registrations, it will basically be from people coming back in with the old card and they would have to register at the Circulation desk. That represents a large number still to be registered. We have been trying to register people since September 1987.

Mrs. Dorrier asked what the date was for the branches going on line. Mr. Swinson said the barcoding has to be done first.

**LIBRARY SERVICES COMMITTEE:**

Mr. Swinson mentioned that the Library Services Committee has not been able to meet but he has heard a report from the branches and they want to keep telephone renewals going and statistics are such that we should keep telephone renewals going.

We have investigated an 800 number coming into the Library and the cost for that for a year, plus installation, would be in the $1,100 range. Consideration is being given to using our existing lines and doing telephone renewals at both Central and at Gordon Avenue.

Mr. McIntosh suggested the Library Services Committee consider this and come back to the Board at the January 1988 meeting with their recommendation.
NELSON COUNTY LIBRARY:

A special memo was distributed to the Board regarding underfunding of the Nelson County Library Construction Costs.

The memo indicates that Mr. McIntosh is to meet with Mr. Hess at the Friends' Executive Committee meeting next week Wednesday. There will probably be substantial feeling on the part of the Executive Committee of the Friends that they don't really want to bail out the Library or Nelson County.

There will probably be some feeling by the Friends' group that they have already contributed $10,000 and have already allocated $10,000 for furnishings for the new Nelson County Library.

Mr. McIntosh asked the Library Board members for directions for him in his discussion with the Friends and for Mrs. Hale in her discussion with the Nelson County Board of Supervisors regarding the underfunding of the construction costs for the Nelson County Library, regarding how far this Board wants to go in terms of increasing the Friends' ability to make further donations.

We would be returning money back to the Friends. In our budget, we would be transferring approximately $18,000 from one line item to another. That would allow the Library to transfer those funds back to the Friends and they in turn would donate that to the Nelson County Library construction costs, or to Nelson County itself.

The first figure is $10,000 which the Friends have already committed to furnishings. If the Library picks up the furnishings, which we can do under State Aid, that $10,000 the Friends have already allocated in their budget but have not paid yet, can be put towards construction costs. The same can be applied to the other figures outlined on the second page of Mr. Swinson's memo, leading up to approximately $8,760.

There are funds available in terms of salary line items and in data processing charges to replace the $10,000, in terms of furnishings. The other $8,760 will represent a loss in services and resources to our public. Doing this will take book money away from the whole system.

What it amounts to is a budget shift, that the Library had not contemplated, that would free up money that the Friends had already spent or had committed, which would allow them to decide in their Executive Committee to donate that money to the Nelson County construction costs.
Mr. Swinson has suggested another $16,000 in reductions of Nelson County's anticipated allocations for Fiscal Year 1987-1988 so that those funds could be reallocated to the construction costs.

We still need to come up with approximately another $25,000. According to the Nelson County Administrator, the Nelson County Board of Supervisors has implied that they will fund the shortfall of $18,720 resulting from not allowing for the architect's fee.

Mrs. Lumpkin asked if there was any other alternative. Mr. McIntosh said that if the Library or the Friends choose not to do this, Nelson County would have approximately $18,000 more of a shortfall that they would have to deal with.

Mrs. Dorrier objected to repaying the Friends and felt that it wasn't really truthful but realized that we have the bill and it has to be paid somehow.

Mr. McIntosh said that Mr. Hess will be a supporter of this plan at the Friends' Executive Committee meeting next Wednesday.

Mr. O'Connell asked if the Nelson County Board of Supervisors see this as their obligation or commitment at this point. Mrs. Hale said that in all fairness, when Nelson committed and signed the grant application, we told them $35,000 would be their total commitment and they have already more or less agreed to take care of the architect's fee for $18,720.

Mrs. Hale voiced her concern regarding asking Nelson County to pick up the rest of the shortfall, and the potential impact it will have in the years to come when we deal with Nelson County. It is important that we keep good public relations with Nelson County as far as the Library is concerned.

Mrs. Lumpkin said that if we have no other choice and it is legal, then we should do it since we already have the bill for this.

Ms. Walker received some input from someone on the Friends and they personally objected very strongly to this approach. They felt we would be robbing the whole system.

Mr. McIntosh confirmed that any savings the Library could possibly transfer would normally be put into books.

Mr. McIntosh said that Mr. Russell Otis, the Nelson County Administrator, would be going back to the Board of Supervisors December 8th to let them know the Library has this problem and he would like to know what we would be doing as a library system and
what the Friends would be willing to do before the Nelson Board of Supervisors make their final decision. In that way they know that the Library has made every effort to find a solution and it would also finalize the dollar figure for them.

The Nelson Board of Supervisors knows about it but Mr. McIntosh didn't think they knew it was a $59,301 deficit. The Library can make up the $16,000, the Nelson County Board of Supervisors would be paying the $18,720 architect's fee and the Friends, with some cost to our book resources, can increase their donation by $19,000, which would make the Friend's total donation to the Nelson County Library $28,000. We would have to allocate from State Aid an additional $10,000 for the furnishings.

Mr. O'Connell asked how much the State Aid budget is reduced. Mr. McIntosh said the Library would take $10,000 from State Aid, that would be for books, and use it for furnishing the Nelson County Library, which would free up the Friends' $10,000. It looks like approximately $17,000 that would be affected in our State Aid budget for 1987-1988.

Mrs. Hale asked if the furnishings have been ordered yet. Mr. Swinson said that the orders and the specifications have been written up but they have been held up until we have the funding.

Ms. Walker mentioned that a suggestion had been made to her that the Friends might be willing to loan the Library the money because the Library has an immediate need in paying all of these costs.

Mr. McIntosh mentioned that there are some losses to the system by doing this, but the gain to the system is a significant expansion of library services to one of our counties. We are not asking the Friends for more money than they had already contributed to the library system. We are asking it to be shifted from one area of use to another because of these reasons, and then we will explain why.

Mr. O'Connell made the motion that the Board authorize Mr. McIntosh to approach the Friends as outlined in Mr. Swinson's letter dated November 30, 1987 regarding the underfunding of the Nelson County Library construction costs by $59,301, and that the Board of Trustees would be willing to make the necessary shifts in the State Aid allocations in order to achieve the necessary amount of funds so that they can go towards the construction costs of the Nelson County Library. This Board also recognizes that the Nelson County Board of Supervisors will be reducing by $15,965 Nelson County's fiscal year 1987-1988 anticipated allocation of $69,583, so that it can be reallocated to construction costs. This motion was seconded by Mr. Roache and the motion had the Board's unanimous approval.
Mr. McIntosh informed Mrs. Hale that he might not be able to attend the Nelson County Board of Supervisor's meeting on December 8th as he has a prior commitment. Ms. Walker said she would go if Mr. McIntosh finds he can't make the meeting.

GORDON AVENUE BRANCH RENOVATION AND/OR A NORTHSIDE ALBEMARLE COUNTY BRANCH:

The Friends are very interested in this as they are located in the part of Gordon Avenue Library which would be used if the Gordon Avenue Library is renovated.

We need to have the information necessary to convince Charlottesville and Albemarle that renovation of Gordon Avenue and the construction of an additional facility in the north area of Albemarle is what is needed by the library system over the next 13 years.

We need to decide if we want to hire a consultant to produce the report that would allow us to be able to persuade both the Albemarle Board of Supervisors and City Council that this combination of renovation and building is what is needed in our community.

We don't have the necessary information ourselves and some of the information could be obtained from the City and County Planning staffs but we are now at the point of recommending that this Board approach the City and County asking for funding for this Library consultant study.

We need to have it done before Albemarle County goes through their capital improvement review process which starts around April or May.

Mr. O'Connell thought that by requesting a consultant study it might hold things off by about a year in getting funding or by getting approval in the next operating budget. Mr. O'Connell thought it might be quicker by asking for it in the operating budget.

Mr. McIntosh asked if a supplemental appropriation would be more likely to have success than asking them now. Mr. O'Connell thought supplemental appropriations are harder to get and it probably would be suggested that the Library approach this through the budgeting process.

Mr. Swinson mentioned he had talked with Montgomery County, Maryland and with Virginia Beach on the consultants they used. They used the same consultant, Frank Hemphill. They said he worked out well and he only charged $5,000. Mr. Swinson would rather plan for between $10,000-$15,000 for a consultant.
Mr. O'Connell felt that we need to get a better handle on how much it will cost and what the study will cover before we ask anyone for money.

Mr. McIntosh and Mr. Hess asked how do we, as a Board, define the scope of the study and direct the staff in what needs to be done. This was originally part of the Budget Committee. Perhaps a Capital Improvements or Capital Expansion Committee should be created that would take this whole issue. This issue will require a lot of time. Perhaps this Board would like a Planning Committee, which could include private fund raising as one of the responsibilities. This Board would be well advised to have this type of a committee and the Friends should be included in this.

Mr. Hess gave Mr. McIntosh a proposal for a group fund raising effort that would support the Library in terms of its capital improvement, recognizing we will not get everything from local governments that we would want. We would need a committee to be a liaison, such as a Planning Committee, with the Friends. The Board needs to decide how to deal with the funding for a consultant and who devotes the time to design and define the scope of the consultant's study.

Mr. O'Connell said that if the Board wanted to start this project in the spring, we would need to go in and ask for a supplemental appropriation. However, if we want to wait until July to hire a consultant, then the operating budget would be the best way to ask for funding.

Mr. McIntosh confirmed that September is the deadline for submission of capital improvements through Charlottesville. Even if the Board had a consultant by July, it would still be difficult to get a consultant's report back and have a thorough review of it by this Board before the September deadline in 1988 to make sure we get into the Charlottesville budget.

Mr. O'Connell said that if the Board goes with a supplemental appropriation, you need to have the study well defined and what it is going to accomplish and some ideas of who will be doing it and the cost. You need to mention that the Friends confirm they will support it. It will also have to be explained why the timing of this is so critical and why it can't wait.

Mr. McIntosh said that if the supplemental appropriation is going to be any good, it has to be in January 1988.

Mr. O'Connell suggested Mr. Swinson put something together, working with the County and the City Planning staff people, and
bring it back to the Budget Committee or to the full Board at the December 15th meeting. It can be discussed at that time and if it needs modifying, it can be done then and sent on to the City and County.

The Board has to decide if a new branch is the way to go or expansion of Gordon Avenue Library or if we should do both. The demand on the libraries within the City is coming from the County residents.

Mr. McIntosh confirmed the Board would be getting a report back from Mr. Swinson after he has consulted with John Horn, Albemarle County's Director of Planning and with Satyendra Huja, Director of Community Development for Charlottesville by the December 15th meeting.

We will be defining what our problems are and where we need to get documentation and where we need an independent judgment. The two planning staffs will take a look at that. We need the strategy leading up to a proposal.

Mrs. Lumpkin said that if the Board needs to go to a January meeting saying we need money for this, then we have to have a request for proposal at the time we request the funding.

Mr. McIntosh agreed and said the Board would have to have an RFP to hand to the City and County and say this is what we need, a supplemental appropriation. The design will be the Board's job December 15th and the City and County can help the Board put an RFP together and design the language of it.

The items we need to know are:

- Do we go for a new library
- Do we go for expansion of Gordon Avenue
- Do we go for both a new library and expansion of Gordon Avenue
- What is the increase in the Albemarle County population
- What the problems are
- Where we need documentation
- Where we need independent judgment
- What is the strategy leading up to a proposal
- How much in the way of demographics can the City and County give us

TRUSTEES' COMMENTS:

Mrs. Hale asked what is the status of asbestos in our Library buildings.

Mr. Swinson said that asbestos removal from Central has not
yet been completed. Right now the only asbestos at Central is in the boiler room. Asbestos has been completely removed from the 2nd and 3rd floors at Central. It is scheduled to come out of the boiler room.

Mr. O'Connell mentioned that there is asbestos in Central Library's ceiling, which you can't get to unless you take the whole ceiling down. The only way is to try to contain it.

Gordon Avenue was judged as clean of asbestos. Scottsville and Crozet are new and they have no asbestos. The Nelson County Library will also be new and there won't be any asbestos.

Mrs. Hale explained that the reason she asked this was that the public schools are coming under an act that President Reagan signed and in November of 1988 the schools have to come up with a plan to have all hazardous material, not just asbestos, removed. It was Mrs. Hale's understanding that in January the General Assembly is going to require public libraries and all public buildings to also comply.

Mr. Swinson said there would be a question as to the Greene County Branch Library building, as well as Louisa County's building.

Mrs. Hale mentioned that this would have a large budget impact on the Library if we are not thinking about it and we end up having to pay for asbestos removal. We may also have to pay an additional amount to have a plan for removal of asbestos.

Mr. O'Connell said the way to address that would be to send a letter to each locality, saying it is a concern that we have and that they need to check the buildings.

Mr. McIntosh and Mrs. Lumpkin thought it would be a locality expense since the buildings are their responsibility. Mr. O'Connell said it would be like the maintenance type of items except somebody now would be mandated and we could put them on notice that we see this as a coming issue.

**MEMORIAL FOR THE LATE LEWIS FIBEL:**

Mr. McIntosh mentioned that Lewis Fibel, who was our Volunteer Coordinator and also acted as the intermediary for the Friends of the Library to the Library Board recently passed away and a proposal has been made that there be some fitting memorial to him. What has been proposed is a bronze plaque for Central Library.
PERSONNEL COMMITTEE:

Mr. McIntosh said that the Personnel Committee had met and that Ms. Walker and Karen Hayden have agreed to serve on a Search Committee for the Director selection in terms of any work that needs to be done by Board members before the actual Board meeting.

As to time frame, the advertisements that are in the periodicals and trade journals give us a January 15, 1988 deadline for receipt of resumes.

The Personnel Committee recommends to the Library Board that this smaller committee, and anyone else on the Board who would like to be involved in this aspect, would review the resumes based on criteria selected by the Board, in terms of years of experience, etc., to come up with a recommended interview list of individuals. The list would be larger than what the Board could interview.

When Mr. Swinson was hired, there were three applicants selected and each one was interviewed at a time when all the Board members were invited to attend the interviews and then there was either a breakfast, lunch or dinner type of social meeting with the candidate and any Board members who could attend. There was a fairly wide representation from Board members with the finalists.

We would be aiming at the weeding down process from January 15, 1988 to the Board meeting January 26, 1988. The decision as to who should be hired could be made in Executive Session at the Board meeting in January and then interviews could be set up, based on the Board members' schedules, for the second and third weeks of February 1988.

Mr. Roache offered his services and asked to be included in the Search Committee, as he has been involved in several Director selections previously.

The Board members wanting to read all the resumes are to contact either Karen Hayden or Judy Walker and could share their selections or opinions by telephone with the Committee prior to the Board meeting in late January 1988.

At present, the applications are being held and Ms. Walker and Mr. McIntosh need to decide on how they will get together to review them.

Mr. Fry said he would be on the Search Committee, since he is on the Personnel Committee.
Mr. Swinson mentioned that he would send the Committee two articles on Director selection.

Mr. O'Connell suggested that if the Board could figure out a way to do it, and if we could identify people that might be very good prospects, an active approach as opposed to waiting for the resumes to come in has been very successful in other public agencies. Mr. McIntosh thought this would be a good approach but wasn't sure how this could be done in the Library sense.

The Committee will report at the next Board meeting on where they want to go and get any other input from Board members they might need.

The advertisements have been sent out for the HOTLINE and the December issues of the AMERICAN LIBRARIES magazine and the LIBRARY JOURNAL magazine.

EXECUTIVE SESSION:

The Board went into Executive Session at 6:05 p.m. 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) The protection of the privacy of individuals in personal matters not related to public business.

The Board reconvened from Executive Session at 6:25 p.m.

ADJOURNMENT:

The meeting was adjourned at 6:25 p.m. with the next Board meeting scheduled for Tuesday, December 15, 1987, at 3:30 p.m. at the Central Library in the Madison Room on the third floor.

DonnaLee Grossman
Recording Secretary
A motion was made to postpone a budget amendment for the 1987-1988 state budget so that the Budget Committee has time to review it and come back to the Board with their recommendations at the January meeting. (The motion was made by Ms. Walker and was seconded by Karen Hayden.)
MINUTES OF THE DECEMBER 15, 1987 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT: Ms. Shirley Dorrier
Mr. Gary Fry
Mrs. Sally Gieck
Mrs. Mary Hale
Ms. Karen Hayden
Mrs. Nita Lumpkin
Mr. Peter McIntosh - President
Mr. Gary O’Connell
Mr. M. O. Roache
Ms. Judith Walker - Vice President

TRUSTEES ABSENT: Mr. Alexander Gilliam, Jr.

ALSO PRESENT: Mr. Neil Everingham - Assistant Director of Finance
Mrs. DonnaLee Grossman - Recording Secretary
Ms. Eleanor Longley - President of Louisa Friends

The 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. Mr. McIntosh confirmed that the meeting would basically be review of the 1988-1989 budget.

Mr. McIntosh updated the Board members on Nelson County. At the presentation that Mr. McIntosh and Mrs. Hale made to the local Friends of the Library, the Friends expressed their concerns for setting a precedent and for their fiscal situation. The Friends did pass the presentation and the money will be transferred over to Mr. Russell Otis. The presentation to the Nelson Board of Supervisors was done by Mr. Otis, the County Administrator for Nelson County.

Mrs. Hale said that basically what was asked for was the full allocation of $290,000 for the Nelson County Branch Library and it ended up with a 3 to 1 vote in favor of this allocation.

Mr. McIntosh mentioned that the actual local Friends contribution, including their original $10,000 which has already been given and the additional $18,000, totals $28,000.
The local Friends also gave Nelson the magazine sale, which is another $2,000.

Mr. McIntosh asked the Board for formal authorization to write a letter of thanks to the Friends' Board.

The Friends asked the Library not to ask the Friends for other than children's programming in the future. Usually around June of each year the Library has passed to the Friends requests for funding for the next year. The majority of those funds solicited for were generally for children's programs; but in the past several years there has been a considerable amount of funding requested for hardware or books.

The Board's response to the generosity of the Friends should confirm that we are committing ourselves to asking for no more than children's programming for the 1988-1989 year.

Ms. Dorrier felt that a letter expressing our appreciation and thanks for what the Friends have done in coming to our financial assistance for Nelson County would be more meaningful.

Mrs. Hale said they really did bail us out and felt that Nelson County and the Library Board owes the Friends a great deal.

Mr. McIntosh said he would convey to Mr. Hess the fact that he had recommended that the Board consider the Friends' request when they are reviewing the request for funding in May or June and that Mr. McIntosh will write a general letter of thanks to the Friends' Board.

Mr. McIntosh mentioned that when the Library started the year, we had $165,000 to buy books for the entire system. Mr. McIntosh felt that either we add the Friends' purchase of encyclopedias to the $165,000 or reduce it from the $161,000 in order to give us an accurate picture of the loss in our book purchasing ability because of Nelson's underfunding in construction costs and our decisions at the meeting in Louisa.

Mr. McIntosh said that the Board needs to adopt this change to the budget. It looks like a $10,000-$11,000 reduction in our book purchasing ability. The Budget Committee needs to review the changes to the budget.

The motion was made by Ms. Walker to postpone a budget amendment for the 1987-1988 state budget so that the Budget Committee has time to review it and to come back to the Board with their recommendations at the January Board meeting. Karen Hayden seconded the motion and the Board was in unanimous agreement.
NELSON COUNTY LIBRARY:

Mr. Swinson mentioned that the shelving request for Nelson County will be issued this Thursday.

Mr. McIntosh asked when the Nelson Library would have their furnishings so that the building can be opened. Mr. Swinson said that he was waiting for further input from Gaylord before he sends out the RFP for furnishings and it will go out next week.

Mr. Swinson has not received the final okay from the Governor's office on the mid March dedication ceremony.

Mr. McIntosh asked Mr. Swinson when he thought the Nelson Library would be ready to open and Mr. Swinson felt it should be ready to open no later than by the end of February.

Mr. Swinson thought a week should be allowed for Nelson Library to be closed in order to move and for the barcoding.

PROPOSAL FOR SUPPLEMENTARY APPROPRIATION TO RETAIN A CONSULTANT FOR STUDYING QUESTION OF RENOVATION/EXPANSION OF GORDON AVENUE AND CONSTRUCTION OF A NEW ALBEMARLE COUNTY BRANCH:

Mr. Swinson's draft of the supplementary appropriation was distributed to the Board. The final supplementary appropriation will eventually be going to City Council and to the Albemarle Board of Supervisors.

The Board asked Mr. Swinson to check the figure of 6 square feet per person allowance. Mr. Swinson asked Mrs. Grossman to call the State Library to confirm what the figure should be. Mrs. Grossman came back after talking with Libby Lewis at the State Library and the figure should be .6 square feet per person. This would change the 388,200 square feet of floor space figure for the two outlets shown on page two of Mr. Swinson's draft to 38,820 square feet.

Mr. O'Connell questioned Mr. Swinson's total cost figure of $9,000 as he thought this was too low.

Karen Hayden felt that it is necessary to build a branch in the north side of the county because of the population growth in that area. It has been on Albemarle's books for a long time and won't come as any surprise to them when we request this. If the Library builds a north side branch, it will relieve a lot of the pressure off of the Gordon Avenue Branch.

Karen Hayden also brought up that if a branch is built, we need to know if the usage at Gordon Avenue would be the same
or if there would be a radical change when the north side people now using Gordon Avenue switch to the north side branch.

Karen Hayden did not think the Library needed a consultant to answer the question of whether we needed a north side branch.

Mrs. Lumpkin said that if a north side branch isn't built in the near future, then the Library would have to think about building a new library for the Greene Branch in the Ruckersville area where the growth is.

Having a north side branch would relieve some of the pressure in Greene County.

Ms. Walker wasn't sure about the size of the building and used as an example the growth in the Scottsville and Crozet areas. She questioned if the size of the building would be able to meet the growing needs of the area.

Albemarle residents would tend to go to Gordon Avenue than to Central because it is more accessible and Mr. McIntosh said nothing could be done to draw down Gordon Avenue's over usage by bringing it to Central.

Mrs. Dorrier suggested the Library see how Charlottesville and Albemarle feel about this issue before we ask for a consultant. If they are favorable to the idea of the need for a new library, why would we need to pay $9,000 for a consultant to tell us the same thing.

Mr. McIntosh said that the only reason a consultant would be needed would be basically to answer the technical questions that the Library and the planning commissions might not be able to answer.

Karen Hayden mentioned that Guy Agnor has some very definite ideas where a north side branch should be and he should be consulted. Mr. Gilliam, Jr. agreed.

Mr. McIntosh confirmed that the primary criteria is to build a north side branch wherever it will draw Albemarle participants off of Gordon Avenue.

Mr. McIntosh mentioned that three neighborhood associations have indicated to him that they would like to have a library located near their areas and there is land available fronting on Route 29 and they think they would be willing to help us purchase it if we located our library there.

Mr. O'Connell confirmed that the Library needs to start somewhere. The Friends might be the means to get the citizens
involved. Mr. O'Connell suggested that perhaps some members of the Board and members of the Friends could meet with Guy Agnor and get his suggestions and then get a report back to the Board.

Mr. Roache said that the Library would still need a study for the renovation of Gordon Avenue.

Mr. O'Connell mentioned that the Library needs to decide if we need to expand Gordon Avenue if we build a north side branch.

Mrs. Hale said that how we draw off the Albemarle County people is critical and both the City and County will want us to supply the answer to that and we need to supply where we think would be the most likely location to build a new branch.

Mrs. Lumpkin suggested an informal survey or questionnaire be done by polling library users. We need to point out to the patrons, the City and Albemarle County our stress problems and see what they come up with as possible solutions and find out their preferences.

Ms. Walker will talk to Pat Cooke, Mrs. Gieck will contact Fred Bowie and Mr. McIntosh, Karen Hayden and Mr. Gilliam, Jr. will talk with Guy Agnor.

Mr. O'Connell said that the Friends should be included and Mr. McIntosh confirmed he would be contacting Mr. Hess and would suggest he go with the Board members to see Guy Agnor.

DIRECTOR SELECTION:

Mr. McIntosh distributed to the Board members the Director's selection process for review.

Mr. McIntosh talked to the ALA Replacement Service in San Antonio and they will send to the Board a list of all the people who are interested in jobs in the library field. They are on a set form which indicates the area of the country that they are interested in, etc. We can quickly review them and write the applicants a letter if we are interested. This would be one way to review applicants without having to go down there to the conference.

Mr. McIntosh will apply and get the computer listing and will review it in late December or in January to solicit for additional resumes.

Mr. McIntosh mentioned that Mr. O'Connell suggested that the Search Committee contact individuals in the field to encourage applications. Mr. O'Connell said that you get excellent results
this way by taking an affirmative stance and not by just waiting for individuals to apply for this position.

Gosset Associates of New York City, for a price, will do all the leg work, call their contacts to get applicants in their communities across the country and get their recommendations, encourage applications, and let the Board know so that the Board can write to them. They travel around the country and interview people. They would bring to the Board a selection of between 5-10 applicants for the Board's selection. They could also check references. They could also sit in on the interviews that the Board sets up and give a final feedback to the Board.

Their fee is 25% of the annual salary, plus expenses, but would not include their traveling around the country which they would normally do.

Mr. McIntosh also asked the Board to make decisions on the involvement of the staff in the process; and if so, at what stage and where. A question of an interim and acting Director should be discussed and the criteria should also be decided.

Mr. Hess pointedly informed Mr. McIntosh that he thought the Board was making an error in judgment in not releasing a press release regarding our search for a Director.

Ms. Walker will be Chairman of the Director Search Committee. Ms. Walker asked for questions and asked what can be asked and what should not be asked of potential candidates.

The Search Committee needs information or training on questions that can be asked before interviewing takes place.

Mr. O'Connell said that reviewing resumes, interviewing and phone calling all takes time.

Mr. Roache suggested using a rating or point system which would have a cut off point.

Mrs. Hale asked if the Board members on the Search Committee would have the time to do this or if they should consider going outside for assistance. Ms. Walker asked if the Library had the money to pay for a consultant.

Mrs. Dorrier suggested Mr. Roache bring the procedure book for the Virginia State Library so that the Search Committee can refer to it.

Expenses have to be considered, such as telephone bills, getting the person to Charlottesville for an interview, room and board for the candidates, entertaining them and moving expenses.
The Search Committee should have a packet on the criteria for selection of the finalists and criteria for selection of the final director and reference checks. There should be a basic standard form that has the questions to ask so that on the phone you can ask them and check them off with everyone asking the same questions of all the candidates.

At that same time, when talking with the candidates, the Committee should have a numerical rating sheet to rate each candidate. When the rating lists are compiled, the Committee would know how many will be eligible. The committee needs to weed it down to 5-8 final candidates.

The Board members that will be on the Search Committee will meet after the Board meeting.

Mr. McIntosh informed the Board that Mrs. Grossman will start a file and generate a letter to all the applicants. She will be making copies of all the applications to send them to the Selection Committee members as they come in.

The Selection Committee consists of:

Mr. Gary Fry  
Ms. Karen Hayden  
Mr. Peter McIntosh  
Mr. Gary O'Connell  
Mr. M. O. Roache  
Ms. Judy Walker - Chairman

Each committee member should have a file containing the questions to be asked, the rating sheets and the applications and Mrs. Grossman will be sending them to you.

The original applications will be made available in Mrs. Grossman's office, if the other Board members wish to review them.

The letter to the applicants could include a copy of the budget, an organizational chart and something about Charlottesville and our Library. After the finalists are selected, we might want to send them a letter on benefits.

Mr. Fry did not think the applicants should be offered the opportunity to talk about the Board's selection process and suggested inserting in the letter to the applicants that they could call if they have any questions concerning something they might have read in the information package.

The Board suggested Mrs. Grossman be the contact person, if the applicants have any questions.
Mr. McIntosh asked the Board's decision regarding the staff, in terms of resume review, selection of applicants to be interviewed, and whether staff or staff representatives should be involved in the Board's interviews of the finalists.

Mr. O'Connell and Karen Hayden thought the Board should ask for staff feedback on the Director and what the staff is looking for in a Director would be helpful.

Mrs. Dorrier suggested some of the Search Committee meet with some of the staff representatives. It is important to the interviewing staff to see what their thinking is.

Mrs. Lumpkin suggested a staff representative might sit in on the interviews.

The Board decided to leave the staff involvement decision up to the Search Committee and they will come back to the Board with their decision.

The Board reached the tentative conclusion that the Library will pay for all expenses of interviews. Moving expenses may be negotiable.

Mr. M. O. Roache is in favor of an immediate press release. Mr. McIntosh will draft one out and have Mrs. Grossman send it out. The deadline of January 15th should be mentioned in the release, as well as how the Library Board is going about the selection process for applications.

LAW LIBRARY:

Ms. Walker mentioned that, hopefully, the Law Library Committee will have a report sent to them by the Board's January meeting. Ms. Walker suggested that the Law Library be put under the Library Services Committee since she is currently the only Law Library Committee member at this time.

OTHER BUSINESS:

Mrs. Hale mentioned her disappointment that Staff Association is not present and expressed her hopes that a representative would be at the Jurisdictional Budget Committee meeting.

Mr. O'Connell suggested getting an agenda out to the staff before the Board meetings.
BUDGET:

Mr. Swinson mentioned that the City of Charlottesville has a fee of 1% for acting as the Library's financial agent. It is 1% of the entire budget.

Mr. McIntosh explained that the Nelson increase would include going back to what the Board of Nelson had approved for this year, which had been backed out because it wasn't going to open, and the funds were used to help give Nelson County the money to be able to pay for the construction.

Mrs. Lumpkin asked what the difference is between the top figures and the bottom figures on page I. Mr. McIntosh said that the bottom figures represent the regional costs supported by the localities. The top figure represents the increase in hours over our current budget, after the credits have been taken out, for our localities.

The first set of figures is for if the Library goes for the increased schedule.

Mr. McIntosh said he had trouble in reading the first page and understanding why a locality with the circulation showing it had gone down could go up in regional costs. The Board will have to find a way to explain why the regional costs for all the localities are going up substantially more with a zero based budget.

The percentage of regional costs tied in with circulation:

<table>
<thead>
<tr>
<th>Locality</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlottesville</td>
<td>26.17%</td>
</tr>
<tr>
<td>Albemarle</td>
<td>53.46%</td>
</tr>
<tr>
<td>Louisa</td>
<td>7.69%</td>
</tr>
<tr>
<td>Nelson</td>
<td>6.47%</td>
</tr>
<tr>
<td>Greene</td>
<td>6.21%</td>
</tr>
</tbody>
</table>

Mr. O'Connell thought the Library would have to show last year's regional percentages to this year's regional percentages to get the dollar figure.

Mr. Swinson said that this budget was an attempt to present a more generic budget.

Mrs. Dorrier asked what a generic narrative meant. Mr. Swinson said it indicated without showing all the regional costs, the Charlottesville/Albemarle costs and documenting them. It took approximately 5 pages last year to document Charlottesville, Albemarle and regional costs and an additional 2 pages showing how we broke out circulation percentages and bookmobile costs.
Mr. O'Connell said that Mr. Swinson needs to determine what the Board needs to see in order to make a decision about this budget and what he presents to the localities could be different.

If the localities see this, they will be asking why their locality is going up. A simple short paragraph explaining it would help.

There is a shift in circulation, with Albemarle County taking up more and the City of Charlottesville taking up less, and somehow the narrative needs to say this. Mr. Swinson said he would include how much is directly attributable to circulation.

Mr. McIntosh said that the Library has to be prepared for the jurisdictions to ask two questions:

1) Why did it go up?
2) Are they paying for someone else's services?

The way this budget is presented, it raises even more questions.

The personnel costs include a 2.5% salary adjustment and a 3% merit pool. One additional part-time Clerk-Typist is to be increased from part-time to full-time status.

The Budget Committee recommends that this be adopted by the Board.

Mr. Swinson said that the rate increase for hospital insurance had not been allowed for from the City of Charlottesville and Mr. O'Connell just informed Mr. Swinson that there will be a 5% rate increase.

On general non-personnel costs, Mr. Swinson used 10% and explained in his narrative the seven items with over a 10% increase.

Dues and Subscriptions is up by $790, Printing and Duplicating is up by $5,700 and is basically due to the possible issuance of an annual report. Mr. O'Connell thought it was too much money for an annual report. If Mr. Swinson reduced Printing and Duplicating by about $2,000 it would cover the Library for the hospitalization increase.

Service Contracts have been increased by $58,817 for an 18.08% increase.

Mr. Fry said that if you take the two increases under Service Contracts and add them to last year's budget, you come up with more than the $58,817. It goes up around $61,000.
Mr. O'Connell asked why it was going up so much. Is it just for additional cleaning? Mr. Everingham said it was for additional cleaning. Mr. O'Connell asked who will be responsible for next year in seeing that we get $7,500 worth of improved service? A full year's contract of cleaning with Workshop V would be $25,200 in 1988-1989. Currently, Workshop V is only for part of a year.

Mr. Fry wanted to know what the actual figure would be under Service Contracts because the totals don't add. When he added the $7,500 and the $3,887 to last year's budget, he didn't come up with $58,817. The Board would like an explanation on why it doesn't add up.

Advertising has a large increase but had been underfunded in the past. The increase is $500.

The Insurance increase of approximately $3,000 is due to an increase in the Directors' and Officers' liability insurance carried through Cabell Insurance. Mr. McIntosh wanted the insurance checked because he thought the increase was too much to be just for the Directors and Officers coverage.

Repairs and Maintenance consistently increases due to aging of our buildings. Part of the increase includes $9,700 to cover the cost of washing windows twice annually at Central and Gordon Avenue. $900 is being set aside for HVAC repairs at Scottsville and $275 for cleaning Greene County's carpet.

Mr. Fry asked if the Library was hiring someone to do the window washing. Mr. Swinson and Mr. Everingham both said "yes." Mr. Fry then wanted to know why this wasn't included under the Service Contract category. He couldn't understand why getting the buildings clean would be considered a Service Contract and washing the windows would be considered Repairs and Maintenance.

Mr. Everingham said that one is done on a regular contract basis and the other is done on an individual basis with a supplier.

Data Processing Charges increased approximately $6,000 and reflects system-wide use based on twelve months. Nelson doesn't go on until July. The other branches should be on-line in June.

Under State Aid, $6,600 will be used for a new data base management software package recommended by Data Processing. This package will allow the Library to mount the new releases for our library system on the computer and allow us to stay up at the same time.
Mrs. Lumpkin asked how much down time this would save. Mr. Swinson thought about 5 days might be saved. The Library will be getting a new circulation release every year, a new on-line catalog release every year and a new catalog release every year. Mr. Swinson allowed 2 additional days for down time.

Mrs. Lumpkin asked if the package was absolutely necessary or was it icing on the cake. Mr. Swinson said it was icing on the cake but it does allow for less down time.

Mr. McIntosh asked when the decision had to be made whether to buy the package. Mr. Swinson said, "July." Mr. McIntosh said to leave it the way it is right now but make sure that the committee deals with this issue. It can go back to committee and they can give us their recommendation, with more input from the staff as to whether to spend $6,600 on this; and if we don't, the money goes into Books.

Mr. McIntosh referred to page I and to the percentages for the localities after credits (top group of figures) and said that no significant percentage changes have occurred from what the Board has just done. There may be some alterations, depending on the answers the Board gets on Service Contracts and Insurance, but there are no significant changes in the percentages shown.

Mr. McIntosh asked how the Board wished to deal with Pages V and VI on Personnel Additions desired but not included in the basic budget. The Board also needs to review the Charlottesville-Albemarle Historical Collection and Capital Improvements.

Mr. McIntosh said that the Historical Society and the Capital Improvements should go in separately and they should be presented to Charlottesville and Albemarle; therefore, the percentages should go down when they are taken out.

If the City and Albemarle County focus on a percentage increase, the Historical Society and Capital Improvements need to be taken out to show there is reason why they are not local operating budget oriented.

Mr. McIntosh asked about the $10,824 personnel additions shown on page V and if the Board thought they were desirable personnel additions for the whole region. The Board agreed to add personnel additions in regional costs to the basic budget.

Mr. Roache asked that item III on Louisa, page V, be included in the basic budget.

Mrs. Lumpkin asked that the personnel additions in item V, page VI, be included in the basic budget, with the possibility of
a second option to get the Assistant up to the level where she is considered part time and will receive benefits of a part-time employee.

The Budget Committee will get the answers to questions raised on page III that Mr. Fry and Mr. McIntosh raised on Service Contracts and Insurance.

Mr. Fry asked if it was worth making an assessment of the impact on the 1,664 additional hours on the utilities. Mr. Swinson said "yes, and that it had been allowed for in the basic budget for Nelson." Mr. McIntosh asked if that was the case for Louisa and Greene and Mr. Swinson said, "no."

Greene's building is shared and they bill us. Mr. McIntosh suggested increasing it for Greene by at least some figure and Louisa should also have it included in their budget.

Mr. McIntosh asked if any of the Board members wanted to go to the Jurisdictional Budget Committee. The Budget Committee will be meeting with them and anyone else on the Board is welcome to attend. Mr. Roache asked to be included.

The next step is the presentation to each of the Board of Supervisors for the jurisdictions and to City Council. Mr. McIntosh will be making the presentations to Charlottesville and to Albemarle.

Mr. Roache mentioned that the Louisa Advisory Board members have appointed two members and the other five will be appointed Monday night. Mr. Roache hopes to get the Advisory Board to work on the Board of Supervisors.

Mr. McIntosh asked the Louisa, Greene and Nelson Board members to let him know, after the Jurisdictional Budget Meeting, whether they would like Mr. McIntosh to help them make their presentations to their Board of Supervisors.

Mr. McIntosh asked the Board members for any other budget related questions. Mr. McIntosh referred to the Capital Improvements on page XII for $41,959, which are all Charlottesville and Albemarle related costs. At this time, Mr. McIntosh doubted if they would be funded.

Mr. O'Connell felt that page XII Capital Improvements should be renamed to facility repairs, major maintenance, etc. The City has its fund set up and it was his understanding that Albemarle was going to have the same thing, which is separate from capital improvements.

Mr. Fry would like an exhaust system or have fans put in the
men's and women's restrooms to pull out the stale cigarette smoke and other odors. It shouldn't be that much of a significant increase in costs. Mr. Everingham mentioned that there is a vent fan in the budget for Central and for Gordon Avenue.

Mr. O'Connell mentioned that the Jurisdictional Budget Committee always asks what the projections for the current year are and this needs to be shown in at least the summary since they will ask for it.

Mr. O'Connell and Mr. Fry both thought the Library budget should show the dollar amounts beside the percentages because it makes the percentages more meaningful. Sometimes you might have a large percentage increase but it might actually amount to a small dollar amount of increase.

If the budget is already set up on the computer it should be possible to add another column. Mr. Swinson said it could be done but that the budget might have to be reduced down even more. Mr. Everingham mentioned that the LOTUS program for the budget leaves a lot to be desired. Mr. McIntosh suggested the Fiscal Year '87 column be taken out. Mr. Everingham said it would still cause problems taking it out, with the current program.

Mr. O'Connell asked if it would be possible to add a column. Mr. Everingham said that either adding or deleting a column would cause problems. Mr. O'Connell said to take it over to the Data Processing Department and have them run it through and convert it to the new Vectras. It is important to get the dollars in the budget and it will save a lot of questions from the jurisdictions.

Mr. McIntosh said that if it wasn't done by January, then it should be inserted on the page where the Library's projections are, with the annotations by line. Mr. McIntosh said to Mr. Everingham that the Board needs the projection of year-end expenditures per line item for Fiscal Year 1987-1988, the one we are in right now, based on whatever you have by that time. We need it for the Jurisdictional Budget Committee. This proves to them the Library is on target and if we are not on target we should have explanations for them on why we aren't. You could do it just on the Summary sheet but it should be programmed in the budget.

Mr. McIntosh informed the Board that he would be out of town on vacation from January 9, 1988 through January 20, 1988 and after February 1st, the Board needs to decide on an Acting Director.
EXECUTIVE SESSION:

The Board went into Executive Session at 7:05 p.m., 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) The protection of the privacy of individuals in personal matters not related to public business. The motion to go into Executive Session was made by Karen Hayden and was seconded by Ms. Walker.

The Board reconvened from Executive Session at 7:38 p.m.

ADJOURNMENT:

The meeting was adjourned at 7:39 p.m. with the next Board meeting scheduled for Tuesday, January 26, 1988, at 3:30 p.m. at the Central Library in the Madison Room on the third floor.

DonnaLee Grossman
Recording Secretary
The Library Board of Trustees' meeting was called to order at 3:37 p.m. by Mr. Peter McIntosh, President of the Library Board of Trustees. The November 1987 and December 1987 Minutes were approved as amended. The motion for approval was made by Mr. Roache and seconded by Karen Hayden.

FINANCIAL REPORT:

Mr. McIntosh had questions regarding the December 1987 Financial Report. He noted under Operating Revenues that Fines showed that the Library is half way through the fiscal year and only 1/3 of the fines have been collected.
Mr. Everingham mentioned that due to the more frequent mailings and to increased fine fees, there is every indication that Fines will be going up.

Mr. McIntosh asked that Mr. Everingham give a more detailed report on Fines at the next Board meeting, including some projections.

Mr. Williams confirmed that approximately 1,500-2,000 fine notices have been sent out. Notices are sent out on anything exceeding $1.00.

Mr. McIntosh commented on the second page of the Financial Report, where Mr. Everingham had added a percentage column. The Library is half way through their fiscal year, which would be 50%. This addition makes it easier to see if we are on target or if the Library is overspent in some areas.

Mr. McIntosh asked why the Printing/Duplicating line, the Advertising line, Dues/Subscriptions, Insurance and the Cleaning lines were overexpended with the Library only half way through the year.

Mr. Everingham mentioned that the Library orders cleaning supplies a few months in advance. Regarding Dues/Subscriptions, Mr. Everingham stated that everything now has been paid for the entire year, including the yearly memberships in VLA.

Printing/Duplicating is overexpended due to the automation booklet that was printed and circulated and this is also one of the basic reasons why Advertising is also overexpended.

The Insurance line is overexpended by approximately $3,647 and Mr. Everingham informed the Board that he had contacted Cabell Insurance for a breakdown of the charges so that he could break out the charges to each area. Currently, the charge shows in the Administration line and it will eventually be reallocated to the other areas; however, the overexpenditure will remain the same.

Ms. Dorrier asked about the Medical Care line. Mr. Swinson said it was for the Family Services Employee Assistance Program. Mrs. Hale asked for statistics on employee usage of this program, as she was interested in seeing if our employees are using it.

Mrs. Grossman is to check with Family Services to obtain a report on usage for the next Board meeting.

Mr. McIntosh asked Mr. Swinson at what time would the Library have the funds available to hire a Director. Mr. Swinson said that the earliest would be May 1st.
Mr. Swinson has already made adjustments for February, March and April. Mr. McIntosh confirmed that Mr. Swinson’s annual leave will be coming out of local funds.

Mr. McIntosh confirmed that the Library needs to revise the state aid budget, based on what was done on Nelson County. We need to revise it in order to free up funds in office equipment under state aid to pay for $11,000 in furnishings for the new Nelson County Library.

Regarding State Aid, Mr. Swinson stressed that if there is a variance of more than 5%, over or under from what was originally submitted to the State for an annual budget, the Library has to ask for a revision and the Library has to tell the State what the variance is. This would have to be done before May 15th. Our Library has had to do this every year.

Mr. McIntosh asked Mr. Everingham to make sure the Budget Committee has the State Aid budget revisions done by the next Board meeting so that it can be submitted to the State in time.

Mr. McIntosh reported on the Jurisdictional Budget Committee meeting and mentioned that the Library did not get as much feedback from Charlottesville and Albemarle as in the past.

The request for Albemarle County, without any of the special projects, shows an increase of 13.27%. Most of the increase would be due to increased circulation.

Charlottesville seemed okay on basically what the Library has asked for and Albemarle would have told the Library if they were not going to look at the 13.27% requested.

There are three special projects. The consultant contract for master plans is for the next 10-15 years of development. Mr. McIntosh, Art Hess and Karen Hayden met with Guy Agnor and Bob Tucker of Albemarle County and they suggested that the Library ask for a master plan, funding for a consultant contract.

Mr. McIntosh has received, from Mr. Swinson, several consultant master plans for other locations, as well as an RFP from King Research Inc.

The cost breakdown would be:

<table>
<thead>
<tr>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albemarle</td>
<td>$8,000</td>
</tr>
<tr>
<td>Charlottesville</td>
<td>$3,900</td>
</tr>
<tr>
<td>Louisa</td>
<td>$1,153</td>
</tr>
<tr>
<td>Nelson</td>
<td>$971</td>
</tr>
<tr>
<td>Greene</td>
<td>$931</td>
</tr>
</tbody>
</table>
If the Library Board gets the feeling by March that this project will go, the Library should begin working on the RFP and should try to get it.

If one of the jurisdictions does not want to participate, it would drive up the amount to the other jurisdictions.

Mr. Hess, President of the local Friends, thought that if there should be a shortfall, one possibility to handling it would be to push the Friends to help.

Mr. Hess has also talked informally to several foundations and they are interested in the idea. He sensed that the foundations would rather not finance the development of a master plan. However, once there is a master plan, they would then feel there would be a basis of approaching them for something specific.

Mr. Hess stated that he would hope that the master plan would not simply limit itself to the development of physical facilities and demography. He hopes that the master plan will include showing the possibilities of setting up an independent development trust, either consisting of trustees of the system or including trustees of the system and some outside trustees.

Mr. McIntosh felt that the Library should do a master plan and get the consultant contract for all of the jurisdictions even if one of them decides against it. Both Charlottesville and Albemarle have agreed to help the Library in terms of development of an RFP.

The second special project was for major maintenance for a total of $41,000. The breakdown was:

- $23,000 Albemarle
- 18,000 Charlottesville

This was basically for major maintenance for Central, Gordon Avenue and Scottsville.

Both Charlottesville and Albemarle have separate funds set up now for major maintenance. If they decide to take care of the Library's major maintenance requests, they will take care of it through their funds, rather than making an appropriation to the Library for that purpose.

The third category is the Charlottesville-Albemarle Historical Society. The only change from last year's request is that the Library is not asking for a Professional Librarian but for a Library Assistant.
Mr. McIntosh felt that the Jurisdictional Budget Committee meeting went well and that the proposal looked good. The one item the Library did not have for them was circulation figures printed up in the proposal.

Mr. Roache thought the Library would probably have to ask for less and suggested that the professional position be taken out. The branch head should be left in at full-time and the extra operating hours should also be left in.

Mr. Everingham is to make the necessary changes and send the revised Louisa budget to Mr. Roache. The operating hours should be the maximum hours with existing staff.

Mr. McIntosh felt the Library was well on the way to a reasonably successful budget process.

AUTOMATION COMMITTEE:

Mrs. Lumpkin met with Mr. Swinson and Mr. Williams to discuss the status of automation at the Library.

Mr. Swinson had distributed to the Library Board of Trustees a memo dated January 26, 1988 showing registration at Central, discussing system implementation at the branches, On-Line Public Access Catalog (OPAC) and Administration, Reports, and Cataloging Sub Systems (memo is attached).

Mr. Williams mentioned that because of certain characteristics of the On-Line Catalog, that until the other branches are up and on-line, it would be preferable that it be strictly for staff use only.

One of the things the catalog does show on the screen is whether or not an item is supposed to be on the shelf or not. It can only do that after it has been processed through the system one time in a circulation transaction. Until that process is completed for all the items in the collection, including the ones at the branches, that information will not be accurate and it can be misleading.

At this time the INLEX system only accurately reflects movement in and out of the collection for Central and Gordon Avenue. At Louisa, Greene and Nelson counties, all the books are listed as available.

Mr. Swinson informed the Board not to expect to see the Library ready for an on-line catalog until early Fall. We have to get the circulation system shaken down and everyone onto it first.
Technical Services had to be up first in order to maintain the integrity of the collection. Circulation should come next to get the activity throughout the region. Once you have everybody on circulation, then the catalog should come up. Until everybody is on circulation, the on-line catalog is compromised.

The catalog in its present form is usable by the staff but probably needs some more work on it before it is usable by the public.

Mr. Roache asked when Louisa County will be going "live". Mr. Swinson said that going "live" is second to going on-line. At this time, the Data Processing Department has their end of the lines in place but they have not all been installed at the other locations.

Centel has already installed lines at Scottsville, Greene and Crozet. The first thing we have to do to go on-line is to get the dedicated lines in. We next have to get the hardware to the locations. At the time that is going on, we have to have the collections barcoded.

The first pass has been made through Louisa County's entire collection, so it is officially barcoded. Crozet is approximately 60% through this process and they should be done within the next 1-2 weeks. We won't have to close the branches to barcode; they can barcode while they are open.

The telecommunications connection will probably be made by the end of next week. The hardware is in our possession already, except for the multiplexors, which will be coming from Hewlett Packard.

Mr. Swinson suggested the Library shoot for March 28th as the deadline for coming up for Louisa and Crozet. You still have to allow for some time for registration and training.

The new release of the INLEX software was just loaded and it went very smoothly but one of the items that goes with that release is the circulation backup. Circulation backup is the reason why the Library uses a more expensive type of unit at each of the branches and it is called the VECTRA Microcomputer.

If the Library loses communications with Data Processing, they can still function. If we lose electricity, we would have to write on legal pads.

Once we see how long it takes for Louisa and Crozet, we can better determine how long it will take for the other branches.
We have had to scale our policies up to meet what the software can do and have had to do more intensive training. The output we get is more than was originally expected but the labor put into it also is more than we expected.

Regarding the last page of Mr. Swinson's memo, Mr. Williams said that without someone working on these on a daily basis, the whole system grinds to a halt in about ten days.

Mr. McIntosh thought it would be helpful for the Board to have a list describing all the items the system can do to give the Board an idea of what the capacity is. Mr. McIntosh suggested it be presented to the Board at the April Board meeting, after the Board has finalized the budget and Director's search.

Mr. Williams confirmed that it is an excellent system and each day the Library is finding out something new in what it can do.

The patron files are in machine readable form now. The Library now has so much more data on Library patrons that the Library should be very conscious of our Confidentiality Policy. The chances are greater that the Library might be approached for requests for the data we now have on our patrons.

TRUSTEES' COMMENTS:

1) Letter from Mr. James Hingeley, a past Board member - Mr. McIntosh read Mr. Hingeley's letter, thanking our Board for the book selected as a gift, in his name, to the Library. A copy of the letter is attached to the Minutes.

2) Two Appointments for the Louisa Advisory Board - Mr. Roache mentioned to the Library Board that he is having difficulties in getting the last two additional appointments for the Louisa Advisory Board. Hopefully, by the next meeting they will be appointed.

3) Law Library - Ms. Walker commented that she received the Law Library Report yesterday and hopes to be able to report on it to the Library Board at the next meeting.

4) Mr. McIntosh's conveyance of gratitude to the Director - Mr. McIntosh expressed his personal appreciation to Mr. Swinson for his efforts over the past several months and his thanks for Mr. Swinson's personal assistance to the Budget Committee, his assistance on Automation, and the Director Selection Committee. Mr. McIntosh is thankful that he and Mr. Swinson have been able to work together to get things done that needed to be done over
this important period of time. Mr. Swinson will be leaving at the end of this week and this is his last Board meeting.

5) **Historical Society** - Mr. Swinson mentioned that there was a meeting of the Board of Administration of the Charlottesville-Albemarle Historical Collection (CAHC) on Thursday, January 14, 1988. Mrs. Hale asked that Mr. Swinson make sure the Library Board members receive a copy of the Historical Society's Minutes.

6) **Director's Search** - Mr. McIntosh thanked the Search Committee on the work that has been done so far and on how quickly they are proceeding in the Director's search.

Ms. Walker, Chairman of the Search Committee, commended the committee and commented on how far they have gotten in a short amount of time.

Ms. Walker referred to the committee's schedule and the committee's hope that they will be ready to make a recommendation to the Board at February's meeting. So far, the committee is on schedule.

The committee received 64 candidate applications. Every committee member has read the applications and scored the candidates on such items as administrative skill, education, experience, communications skill, professional involvement, etc.

Ms. Walker thanked Mrs. Grossman for the administration, typing, organization, for getting it all done for the committee, and for getting the necessary information out expeditiously to the candidates and for her communications with the committee members involved in the Director's search.

The committee read the resumes, graded them and then compiled the results. Based on the results, the committee has come up with 13 final candidates. The 13 candidates will be called by the committee members for a telephone interview and by this process, the committee hopes to bring the final selection down to 4-6 candidates. Only 3-4 candidates will be selected for personal interviews in Charlottesville. The committee will also be checking the final candidate's references.

The committee is trying to be as flexible as they can while staying within the framework.

The committee asked both the committee members and the Library staff to submit questions to ask the candidates. Ms. Walker expressed her thanks to the Library staff, on behalf of the committee, for the excellent questions they provided. The committee will be asking all the candidates the same questions.
The staff's participation was a great help to the committee and also served as a way for the committee to see exactly what the Library staff's needs were.

Ms. Walker also thanked Mr. Roache for compiling and condensing the questions down to what the committee thought everybody wanted to ask.

Mr. Roache listed the areas of the country the candidates are coming from:

- North Carolina
- Oklahoma
- Chicago
- Oregon
- Pennsylvania
- Virginia
- Washington
- Mississippi
- Missouri
- Kansas
- Indiana

The committee hopes to have their recommendation by the next Board meeting. Further discussion of the candidates will be done in Executive Session.

All the resumes are on file in Mrs. Grossman's office if any of the Board members wish to review them.

The committee will try by next Thursday to get the 13 candidates down to 6 and then they will check their references.

Mr. McIntosh confirmed that all the candidates got a summary budget, an organizational chart, a brief summary about Charlottesville, a copy of the pay scale and the Board of Trustees' list.

A thank you letter to the candidates that applied but did not make the final list should be sent out within the next week.

EXECUTIVE SESSION:

Ms. Walker made a motion that the Library Board go into Executive Session at 5:08 p.m., due to further discussion of the candidates for Director, 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) The protection of the privacy of individuals in personal matters not related to public business. The motion was seconded by Mr. M. O.
LIBRARY BOARD MINUTES
JANUARY 26, 1988

Roache.
The meeting adjourned at 5:57 p.m. and the next Board meeting is scheduled for Tuesday, February 23, 1988 at 3:30 p.m. at the Central Library in the Madison Room on the third floor.

ADJOURNMENT:

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Donna Grossman
Recording Secretary

EXECUTIVE SESSION:

Mrs. Roache moved a motion that the Library Board be in Executive Session. The motion was seconded by Mrs. Roache. The vote was unanimous. The Library Board reconvened from Executive Session at 5:56 p.m.

ADJOURNMENT:

The Library Board reconvened from Executive Session at 5:56 p.m.

The meeting adjourned at 5:57 p.m. and the next Board meeting is scheduled for Tuesday, February 23, 1988 at 3:30 p.m. at the Central Library in the Madison Room on the third floor.

Donna Grossman
Recording Secretary
MEMO

TO: The Board of Trustees of the Jefferson-Madison Regional Library

FROM: Bill Swinson & Phil Williams

DATE: 1/26/88

RE: 1. Registered patrons at Central and Gordon Avenue
2. System implementation at the branch libraries
3. Implementation of the online public access catalog
4. Administration, Reports, and Cataloging Subsystems

REGISTRATION: CENTRAL LIBRARY - 1/25/88

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Now that the Central Library and Gordon Avenue Branch are up and operating on INLEX, we are beginning the process of bringing the branch libraries outside of Charlottesville online to the circulation module.

The Louisa County Library and the Crozet Library will be the first two "outlying" branches to be brought up.

Leased lines dedicated to data transmission have been ordered and scheduled for installation. AT&T will be installing at Louisa and CENTEL will be installing at Crozet, Scottsville, and Greene. Installation for all sites has been completed at the Data Processing Department and work at the branches will be complete by the end of the first full week in February.

Barcoding the collection at Louisa began on January 11. Since that time, one complete pass has been made through the entire collection.

Barcoding at Crozet will begin during the week beginning January 18 and should be finished during, if not before, the first week in February.
In order to allow some "slippage" time for installation of the lines & equipment as well as an adequate amount of time for training and patron registration, I recommend that we plan on going live at both Louisa and Crozet on March 28, 1999.

The primary reason for selecting Louisa and Crozet as the first branches to go online is that they have the largest collections of the sites outside of Charlottesville. Secondary reasons are as follows:

A. Louisa

1. It is in the 703 area code and potentially presents our most significant telecommunications problem.
2. It is the branch outside of Charlottesville with the largest annual circulation.

B. Crozet

1. It has the most recently inventoried collection.

I recommend that the order of implementation after bringing up Crozet be (1) Scottsville, (2) Greene, and (3) Nelson. Since we are still in the process of implementation at Louisa and Crozet, I would counsel that we commit only to bringing up Scottsville and Greene by June 30 at the latest. Nelson should be brought online to the circulation module prior to August 30, 1988.

ONLINE PUBLIC ACCESS CATALOG (OPAC)

I am recommending to the Board of Trustees that J-MRL not give the public access to the online catalog until after all locations of J-MRL are in active use of the circulation module.

I project that this means that OPAC usage will not begin until Fall of 1988 at the earliest.

Since the catalog module is fully integrated with the circulation module, there are temporary problem conditions existing in the catalog which the staff is aware of and can deal with. The public, however, would find these conditions to be very misleading.

The prime example is that the copy information for the holdings of all of the branches outside of Charlottesville is inaccurate because it shows all copies as being "available" for loan. This is due to the fact that those locations are not online to the circulation module yet and, as a consequence, are not manipulating any of the bibliographic data specific to them. In brief, the J-MRL catalog will not have accurate information as to whether an item is available or not until all locations are using the circulation module.
ADMINISTRATION, REPORTS, AND CATALOGING SUBSYSTEMS

There are in the INLEX integrated system three subsystems not readily apparent to users of the Online Catalog and Circulation modules. All are database management programs which are used by the staff to update and revise the parameters which drive the entire system.

The Cataloging Subsystem maintains a current and up-to-date bibliographic database for book titles in our collection as well as full records for each individual copy of every title. The entire Technical Services Department (Cataloging) works at maintaining this Subsystem.

The other two, operated by the Systems Manager, maintain the circulation and patron databases. The Administration Subsystem controls patron records, coding which links bibliographic data with circulation statistics, and operational schedules to automatically supply due dates and account for holidays. It also keeps a running count of the records content of all coded areas (such as the number of registered patrons and their status). It does not produce any paper output.

The Reports Subsystem consists of about 12 individual programs that supply statistical reports on demand and update patron records on a daily basis so that overdues and book reserves are current. It also generates notices (overdues, fines, and reserves) in a form suitable for mailing.

Much of how well and accurately the rest of the INLEX system functions depends on daily attention to these three subsystems.
January 19, 1988

Peter Mcintosh, President
Jefferson-Madison Regional Library
Board of Trustees
201 E. Market Street
Charlottesville, VA 22901

Dear Peter:

Thank you for your letter last month on behalf of the Board, informing me of the selection of The Eighteenth-Century Houses of Williamsburg for a gift to the library in my name. That is a very special remembrance, and I am deeply honored and grateful.

Also, I want to thank you for your generous assessment of my service on the Board. I would say you have perhaps been too generous, but I do appreciate your kind words.

It has been my pleasure to serve on the Board with you and other current or former Board members. All have been extremely conscientious and truly dedicated to community service, even though the work and decisions are often difficult and the recognition sometimes inversely proportionate to the effort.

I would also like to commend Bill Swinson for his accomplishments as Director and for his leadership of the library into the age of automation. I wish him well as he leaves Jefferson-Madison and moves into a new situation.

The most rewarding part of my work on the Board was the association with so many good people, and I miss the regular contact with Board members and other friends in the library. Happily, however, I still have the chance occasionally to see many of you. I look forward in the years ahead to enjoying these friendships and to maintaining my interest in the library.

Sincerely,

James Hingeley

JH/vtc
A meeting of the Board of Administration of the Charlottesville Albemarle Historical Collection (CAHC) was held Thursday 14 January 1988 at 4:00 p.m. Present: James A. Bear, Preston Coiner, Alexander Gilliam (Chairman), Karen Hayden, Robert Kuhlthau. Absent: Mary Hale and Myron Tremain. Melinda Frierson, Executive Director of ACHS, William Swinson, Director of J-MRL, and Phil Williams, Head of J-MRL Adult Services were also present.

The meeting was chaired by Mr. Gilliam. He explained that the meeting had been called to review a "Background Paper" prepared by Mrs. Frierson and approved by Mr. Swinson about establishment of the CAHC. This "Background Paper" is intended to provide a summary of plans for the present and future operation of the Collection to assist the new J-MRL Director when he or she is appointed. Mr. Gilliam asked whether it would be useful to include a statement expressing this Board's hope that a full-time staff member can be obtained for the Collection. It was decided that such an addition was not essential. After reviewing the paper, Mrs. Hayden made a motion for approval, seconded by Mr. Bear, and the paper was approved unanimously. It was suggested that the paper be transmitted to the full Boards of both J-MRL and ACHS for their information. (See attachment I to these minutes).

Mr. Swinson reported that the computer already available in the Collection would be linked to the J-MRL catalog database within a matter of days, enabling CAHC volunteers to begin some computer cataloguing of Collection material. The complete task of adding CAHC holdings to the database awaits availability of a CD ROM drive now in use by J-MRL for work on their own catalog.

Mr. Swinson also reported that the request for a Library Assistant for the Collection had been included as a special project expense in J-MRL's 1988-89 budget proposal recently submitted to local governments. The request asks for $9,400 from the City of Charlottesville and $11,819 from Albemarle County, based on their proportion of J-MRL circulation.

Mrs. Frierson asked Mr. Swinson to explain the status of plans for a proposed law library at J-MRL. He responded that a joint effort between the area Bar Association and J-MRL was underway to establish a legal library for local attorneys and the location of that Collection has not been fully determined, although a space on the third floor of J-MRL is being considered. Such a law library could occupy the mezzanine space if and when the Historical Collection moves to McIntire or another facility.

There being no further business, the meeting adjourned at 4:45 p.m.

Respectfully submitted,

Melinda B. Frierson
In November of 1985, discussions regarding a collaborative effort to establish a first-rate local history library for the community began between representatives of the Albemarle County Historical Society (ACHS) and Jefferson-Madison Regional Library (J-MRL). William R. Swinson, Director of J-MRL, and A. Robert Kuhlthau, Vice President of ACHS, initiated discussions. In January 1986, ACHS hired its first staff member, Melinda Frierson, who joined in the negotiations, along with several representatives from the ACHS and J-MRL Boards. Over the next year planning and drafting of a formal agreement between ACHS and J-MRL was completed. While the "Memorandum Agreement" produced in this process covers formal areas of policy governing the Collection, there are several important operational procedures which were discussed during the planning stages and are now partially complete. These procedures have been undertaken as a result of verbal agreements between ACHS and the Director of J-MRL. This paper is an attempt to record these underlying ideas as a reference for other parties concerned with future cooperation between the two organizations.

I. LOCATION

One of the primary considerations in the collaboration was to house the unique collection already assembled by ACHS in a more secure and accessible manner. Earliest discussions between ACHS and J-MRL focused on using the former McIntire Library building (next door to Central Library) for the Historical Collection. However, because the building is leased by the Senior Center, and is unlikely to be available for another use in the near future, moving the ACHS Library from its quarters at 220 Court Square to the unused mezzanine area of the Central Library became the most workable shorter-term solution. In order to make this possible, ACHS invested a substantial sum in the furnishings required, understanding that the mezzanine would provide a location as long as necessary until McIntire or another suitable facility could be obtained.

At this writing, it appears that the McIntire building may one day become available. Should it become available, it is still the intent of J-MRL and ACHS to give priority to having the Historical Collection located in that facility, if deemed advisable by the Collection's Board of Administration. In the event that the Collection moves to McIntire or another facility, it was agreed that support features supplied through J-MRL, as well as furnishings supplied by ACHS, would be relocated with the Collection.
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BACKGROUND PAPER:

Charlottesville-Albemarle Historical Collection

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II. INTEGRATED CATALOG

A second important intention was to combine the catalogs of both institutions (although not necessarily the physical location of all relevant material) thereby coordinating local history holdings and laying groundwork for more cost efficient acquisitions planning by both organizations. With J-MRL's automated catalog system being planned, the decision to integrate the ACHS catalog into the J-MRL system was particularly timely.

Although the automation project has taken longer than anticipated, this goal of adding the ACHS holdings to the database is essential to optimal utilization of this resource. Since the move of the Collection to the mezzanine in May 1987, ACHS workers have been adding listings for relevant J-MRL material to its manual card catalog as an interim step towards such integration. Although the material in the Collection does not circulate, the provision of bar codes is intended for its catalogued books to create usage statistics valuable for documentation and planning Collection development.

Initially it was planned that J-MRL would fund conversion of the ACHS catalog to disk, by contract with an outside firm. This method proved unsatisfactory when tried with a portion of the J-MRL catalog, and J-MRL's conversion was brought "in-house" using J-MRL's own personnel. At this writing, it is understood that J-MRL has available a CD ROM drive to be used with the Hewlett-Packard Vectra computer already provided on the mezzanine. This will enable trained ACHS volunteers to begin claiming MARC records for ACHS holdings from a compact disk to hasten the addition of this material to the automated database. J-MRL security stickers have already been applied to Collection materials.

III. COMPUTER HARDWARE AND SOFTWARE

The potential for better patron service offered by computer technology was a key factor in the decision to join forces at this time. At one point in planning, it was envisioned that J-MRL would supply the Historical Collection with a catalog terminal, a computer terminal, and a printer. The public perception that the Historical Collection is a part of J-MRL, being housed in its facility, means that Collection services should be maintained at a level consistent with J-MRL as a whole. In this context, computer capability remains important.

One computer terminal, a Hewlett Packard Vectra, is now available on the mezzanine, and has primarily been used thus far to create indexes to key material, which will be important finding aids to enhance patron service. It will be further used for work towards automating the catalog when the CD ROM drive arrives. The other terminal and a printer have not yet been installed. The Vectra can serve in lieu of the additional catalog terminal if a printer can be supplied to go with it. This would
allow Collection volunteers to print out catalog listings, references, etc. for patrons (who would not use the Vectra directly) as well as print out occasional finding aid "hard copies" for patron use, thereby achieving the original objectives.

IV. COOPERATION WITH J-MRL DEPARTMENTS AND OTHER RESOURCES

Although it was recognized from the outset that the Historical Collection would operate as a separate special collection, the planners envisioned that over time various procedures would be adopted to provide maximum coordination with other J-MRL Departments -- particularly Reference. This might include eventually placing some relevant noncirculating J-MRL holdings in the Collection and some staff coordination.

The possibility of online access to the catalogs of other important collections, particularly the catalog of the Virginia State Library, was also discussed as a logical objective. Potential for computer linkage between libraries in area secondary schools and the Historical Collection was seen as a particularly positive development as well. These kinds of linkages are important for making the Collection serve the needs of a broader segment of the community.
BRIEF SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE FEBRUARY 23, 1988 MEETING

1) A motion was made that the Library Board should indicate to the Bar Association that the Library continues to have interest in a law library but that the Library has several questions causing the Library to delay approval. One is the Library's selection of a new Director, another is the fact that the writ tax bill is under consideration by the General Assembly and any approach to the City of Charlottesville and Albemarle County should be done after determining whether it passes, also there is the Library's continuing concern about the space (isolation and sufficiency), and also to be considered is the potential availability of more space for the Library in the Senior Center. (Mr. Gilliam, Jr. made the motion with Mrs. Lumpkin seconding the motion.)

2) A motion was made to go into Executive Session regarding further discussion of the candidates for Director. (Mr. Gilliam, Jr. made the motion and Mrs. Lumpkin seconded the motion.)
MINUTES OF THE FEBRUARY 23, 1988 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT: Ms. Shirley Dorrier
Mr. Gary Fry
Mrs. Sally Gieck
Mr. Alexander Gilliam, Jr.
Mrs. Mary Hale
Mrs. Nita Lumpkin
Mr. Peter McIntosh - President
Mr. Gary O'Connell
Mr. M. O. Roache

TRUSTEES ABSENT: Mrs. Karen Hayden
Ms. Judith Walker - Vice President

ALSO PRESENT: Ms. Beverly Claiborne - President Staff Association
Mr. Neil Everingham - Asst. Director of Finance
Mrs. Donna Lee Grossman - Recording Secretary
Ms. Eleanor Longley - President Louisa Friends
Ms. B. Gail Ott - Asst. Director Ext./Branches
Mr. Philip Williams - Acting Director

The Library Board of Trustees' meeting was called to order at 3:45 p.m. by Mr. Peter McIntosh, President of the Library Board of Trustees. The Minutes for the January 26, 1988 meeting were distributed and will be reviewed for approval at the Board meeting in March.

NELSON COUNTY LIBRARY:

Mr. McIntosh mentioned that at present we have potentially some money to purchase the shelving but we do not have sufficient funds to furnish the Nelson Library.

The Budget Committee needs to do a more thorough review of both the State Aid and local aid to see where the Library stands. This means that a formal opening will not be around the corner, as things now stand.

April 10th was the date picked for the dedication but that will have to be changed.
Mr. Roache said he will inform Ella Yates, at the State Library, that April 10th is off and that we will let her know as soon as possible the rescheduled date for the dedication.

The bids and the actual shelving could take as long as 12-14 weeks.

Mr. McIntosh thanked Mrs. Hale for all her excellent work on the Nelson County Library.

REQUEST FROM THE LOUISA COUNTY FRIENDS:

Mr. Roache received a request from the Louisa County Friends for the Library Board to make an exception to the library policy and have the library release the list of library patrons. The Louisa Friends want to have a fund raising drive.

Mr. McIntosh referred to the Confidentiality Policy whereby the library doesn't give out the patron list for anyone's use.

Ms. Longley said the use of the patron list would be for library purposes and she felt the Louisa Friends should be able to use it.

Mr. O'Connell said the main concern was for confidentiality. Once you start doing it, usually you will keep on doing it.

Mr. McIntosh suggested this be further discussed by the Library Services Committee.

LAW LIBRARY CONSULTANT'S REPORT:

Mr. Gilliam, Jr. pointed out from the consultant's report that:

1) Law libraries tend to grow very rapidly and there is a concern that it would quickly outgrow the space it has.

2) If we have a law library for use of lawyers, clerks of court, and people who know the law and are simply coming to look up material in reference works they know how to use, it would be one thing. However, the experience has been when a law library is open to the general public, you get a large number of people coming in who don't know how to use the materials and it takes additional time for the reference staff.

Mr. Gilliam, Jr. then referred to the June 1987 Minutes, which he had Mrs. Grossman copy for him. Mr. Gilliam, Jr. read
from the Agreement for the Jefferson-Madison Law Library, under Purpose (item #2):

The purpose of the Jefferson-Madison Law Library shall be to make legal materials and information available in the downtown Charlottesville area to the Courts and their staffs, to attorneys and their assistants, and to the general public. It is intended that the J-MR Library house and maintain the legal materials properly, assure adequate supervision and control over them, and provide maximum assistance to individuals using the collection.

Mr. Gilliam, Jr. felt that if our Library is going to house a law library of this sort, then it does have to be open to the general public. This raises at least two questions, one of space and the other about resources for maintaining the law library.

Mrs. Hale had the same concerns as Mr. Gilliam, Jr. and also felt that decisions regarding the use of space in the Library should not be done without a Director in place. She felt that the incoming Director would have some major input on this issue.

Mrs. Hale also mentioned that she did not see how the law library would be useful to the general public without a full-time legal reference librarian. She could not see where this was covered in the plan.

Mr. Gilliam, Jr. said that if our Library does start a law library, we should get the same sort of increased patronage from the general public as we did with the Historical Society.

Mr. McIntosh wrote a letter to Dick Gibson, Jr. raising the question about accessibility to the public. His reply dated February 23, 1988 is attached to the Minutes.

Mr. McIntosh also mentioned that because of the Library's concern about space for the law library and as mentioned in Mr. Wenger's consultant's report on a law library, two alternatives were suggested, one is the use of microfiche and the other is the use of legal information on LEXIS and/or WESTLAW.

The report suggests the Library go slowly in the amassing of library book materials and wait for technology to develop in the area of legal research and key in to either LEXIS or WESTLAW.

Mr. McIntosh said that the Bar Association's budget did include $13,000 for a half-time reference librarian, with the remaining time staffed by volunteers from the Bar or law students, etc. Their Agreement calls for the proposed budget to be an annual expense of $43,000 for the first three years. That
would include approximately $15,000 to repay a $40,000 loan the Bar Association would get to start this.

Once approval is received and an agreement is reached with the Library Board, members of the Bar will be canvassed to determine availability of funding on both a startup and continued operations basis.

In Dick Gibson's letter, he mentioned that the General Assembly is considering increasing the writ tax to $5.00, which would be one of our main sources of funding the law library. The current writ tax is $2.00, which would generate approximately $18,000-$20,000 a year.

According to Mr. McIntosh, there are approximately 11-12 community-oriented law libraries that are funded by this writ tax throughout the state. Some of them are in conjunction with libraries, such as at Roanoke, Virginia.

The actual on-going costs are only approximately $28,000 a year. Only the first three years will be used to pay back the loan.

At this point, the Library is in a position to commit only for the space. Once they receive approval from the Library Board, a firmer budget would be developed.

Approval by the Library is just the first step. Approval is needed by the governing bodies, the Albemarle County Board of Supervisors and Charlottesville's City Council, for the writ tax. The Agreement is voidable by either party in the event that the writ tax is not approved.

In talking with Mr. Hingeley, Jr., he felt that in the short term this might be more used by lawyers but in the long term it might be a good resource for the community. The intent of the Library Board had always been clear in that public access is of primary importance to a public library. Mr. Hingeley, Jr. felt that if the Library Board's concern about staffing was satisfied, then this would be a good addition to our Library facilities.

Mrs. Lumpkin voiced her concerns. She asked how many hours the law library would be open and how many hours would the half-time reference librarian be working a week. The remaining time would have to be staffed by volunteers and she was concerned about how capable the volunteers would be for a law library.

Mrs. Lumpkin also mentioned that space for the law library is already a critical issue. She agreed with Mrs. Hale in that this is something that should be put on hold until the new Director arrives.
The law library would be an adjunct to the Reference Department. Because of its location on the third floor, it would be isolated from the main part of the Library and would be difficult to supervise.

Mr. Roache would like to see a law library established in our Library but would like to see it expanded to include municipal codes, books, etc. so that it would eventually become a municipal/law library.

Mr. Gilliam, Jr. made the motion that the Library Board should indicate to the Bar that we continue to have interest in the law library but that the Library has several questions, causing the Library to delay approval. One is the Library's selection of a new Director, another is the fact that the writ tax bill is under consideration by the General Assembly and any approach to the City of Charlottesville and Albemarle County should be done after determining whether it passes, also there is the Library's continuing concern about the space (isolation and sufficiency), and also to be considered is the potential availability of more space for the Library in the Senior Center. Mrs. Lumpkin seconded the motion and the motion had the Board's unanimous approval.

AUTOMATION:

Mr. Williams reported that automation is proceeding on schedule with bringing up Louisa and Crozet. The lines are in and the hardware is here and available. The hardware has to be installed yet and should be done around mid March and the training of personnel has to be done. The barcoding for Louisa and Crozet is almost completed.

Mr. O'Connell asked Mr. Williams when the two branches are scheduled to come up. Mr. Williams thought they should be up by March 28th.

Mr. O'Connell said that he has heard nothing but positive comments on the Library automation and he is very pleased with the process.

Mr. Williams confirmed that as of yesterday, the Library has over 12,000 people registered and that figure is just for the two branches.

The Library is using the system quite heavily. One of the problems the Library is running into is that the Library has a fair degree of delinquency; and as people get use to this system for fines due rather than overdues, it is loading down the system and the Library has to find some way to get around this. One way the Library is trying to do this is by enlarging the capacity of
our system to hold delinquency records. Currently, the Library has 7,000 items, records for either overdue books or fines due. The Library was configured to accept within the system 7,000, so we are topping out. The Library will have to enlarge that space and it is very difficult to do.

Mr. McIntosh asked if the Library had received many complaints, when the Library reduced the time period when the Library standardized the system and went from 3 weeks to 2 weeks. Mr. Williams thought that there had been only a few complaints.

Ms. Claiborne disagreed and said that Circulation is receiving numerous complaints. They have been receiving complaints about this every day, all day long, ever since it began in November.

Mr. McIntosh asked Ms. Claiborne if the complaints have been dropping off now that the new system has been in effect since November. Ms. Claiborne said, "no, the patrons are still heavily complaining and some of them are getting more irate".

Mrs. Lumpkin asked if there had been any publicity mentioning that the time frame had changed. Ms. Claiborne said that there had been some publicity saying the time frame had changed and bookmarks had been distributed with this information on them. There aren't any more bookmarks; but Circulation is telling the Library patrons that the time frame has been changed, to make sure they are aware of it.

Mr. Williams wanted the Board to be aware of the fact that if they decide to change the 2 weeks, it would be a major change. The system would have to be brought down for as long as a week in order to reload the database to change the due date, or to make any change at all.

Mr. McIntosh conveyed the Board's appreciation to the Circulation staff for the difficulties they have been put through regarding the patron complaints.

Mr. O'Connell suggested that more bookmarks be printed or perhaps a brochure should be sent out with this information on them to remind the patrons of this time frame change.

Mr. McIntosh felt that anything that could be done to make it easier for the front end staff to do their job and make the Library patrons understand it would be helpful.

NEW BUSINESS:

1) Private Fund Raising - Mr. McIntosh mentioned he had talked with Mr. Hess, President of the local Friends, regarding
beginning to work on a foundation of private fund raising. We have tried to get information from the State Library but have not succeeded yet. Mr. Roache will try to contact the State Library.

The Board needs to see the necessary documents that would create a foundation entity that would be somewhat attached to the library. The Board could review what it looks like and what its purposes are, to see if it would fit our local situation.

This would be long-term fund raising that would assist the Library where Federal, State or local funds would not be available. It could be for programming, facilities, equipment, etc.

Mr. McIntosh also mentioned that a number of the candidates mentioned they had experience in this field, so it must be going on in libraries throughout the country.

2) Grant Ideas - Mr. McIntosh said that he would like ideas from the staff by the next Board meeting on the LSCA Title I and LSCA Title III Grants.

One of the items mentioned in the exit interview with Mr. Swinson was the fact that these are now competitive grants, they are no longer automatic.

We had been turned down at one time for the automation at the local high schools because the Library was not up yet. If we now have branches up, it would be an excellent grant proposal.

Mr. McIntosh asked Mr. Williams to discuss this with the department heads and suggested if any Board members have any ideas on this, they should get back to Mr. Williams on it.

Mr. Williams should inform the Library Services Committee of anything coming up on this before the next Board meeting.

Mr. Roache mentioned that he and Mr. Swinson had discussed putting in a grant for several mini bookmobiles or mini vans. The thought was less bookstock and more mobility. It could be a driver-type operation.

Mr. O'Connell asked if a grant could be used for books by mail.

Mr. McIntosh asked Mr. Williams to send to the Board members a synopsis of the criteria.

Mr. McIntosh said the Library should go after the one to link up with the high schools so the high schools can have terminals to access what books are available.
Mrs. Lumpkin would like this to include the outlying high schools as well as the local ones. Mr. McIntosh felt that if anything it should be for the outlying high schools before the local ones because they have less accessibility to library services.

3) Booklet Published on Mr. McIntire - Mr. Gilliam, Jr. mentioned that the University published a brief biographical sketch on Paul Goodloe McIntire. Mr. Gilliam, Jr. will try to get some copies for the Library.

SEARCH COMMITTEE:

Mr. McIntosh said that the Search Committee greatly appreciated the help received from the Library staff, especially DonnaLee in terms of support, and from the department heads, in terms of their ideas of questions to ask the candidates. There was also a tour of the Central Library for each of the four finalists, where they met with each department head for 10-15 minutes. The Committee wants to thank all of the staff for their support.

Mr. McIntosh received good reports back from each of the candidates regarding their tours and the openness of the staff and the public service that they saw on their tours.

EXECUTIVE SESSION:

Mr. Gilliam, Jr. made a motion that the Library Board go into Executive Session at 4:53 p.m., due to further discussion of the candidates for Director, 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) The protection of the privacy of individuals in personal matters not related to public business. The motion was seconded by Mrs. Lumpkin.

ADJOURNMENT:

The meeting was adjourned at 6:18 p.m. and the next Board meeting is scheduled for Tuesday, March 22, 1988 at 3:30 p.m. at the Central Library in the Madison Room on the third floor.

DonnaLee Grossman
Recording Secretary
February 23, 1988

Peter McIntosh, Esq.
Charlottesville-Albemarle Legal Aid Society
413 E. Market Street, Ste. 202
Charlottesville, VA 22901

RE: Law Library

Dear Peter:

I understand the Jefferson-Madison Regional Library Board will address the proposed law library at its meeting on February 23, 1988. I received your letter of February 8, 1988 and your note that you gave your people my phone number for contact. I have not heard from anyone, but feel I should address the matters you raised in your February 8, 1988 letter in hope and expectation that this project will continue to receive the support of your Board.

You indicate that you are concerned about the assumption that the JMRL would provide a half-time librarian for the first three years. While this is suggested as a possibility in our report, this matter has been discussed with Jim Hingeley and others and is addressed in the proposed agreement for the Jefferson-Madison Law Library which was prepared by Jim Hingeley. The most recent draft of that document which I have provides as follows:

"The Charlottesville-Albemarle Bar Association will provide volunteers from time to time to assist in the operation of the law library. The law librarian shall make the final selection of volunteers and arrange their training and assignments. In addition, the services of a professional librarian shall be made available by JMRL to the extent budgeted."
The draft agreement also provides as follows:

"The initial budgets for startup and estimated annual maintenance are given in Appendix A and Appendix B. It is noteworthy that the budget contemplates approximately $20,000 of revenue from writ taxes to be imposed on civil suits filed in the City of Charlottesville and the County of Albemarle. It is contemplated that this budget provide approximately $13,000 per year as a contribution to personnel costs for a half-time librarian to maintain the collection and assist users."

The idea here was to recognize the desirability of a professional librarian without obligating JMRL to provide such a person.

At this point in time, our budget is not final. Once we have an agreement with the JMRL, it is our intention to canvass the members of the Bar Association to determine availability of funding from that source, both on a startup and continued operations basis. Furthermore, you may be aware that the General Assembly is considering increasing the writ tax to $5.00 and this would be another source of additional funding. We understand that the JMRL is in a position to commit only the space at this point and we hope to be able to develop a firmer budget once we receive approval from JMRL.

Approval by JMRL is only the first of many steps. The proposed agreement contemplates approval of the governing bodies for the writ tax. The agreement is voidable by either party in the event the writ tax is not approved. We would anticipate petitioning the local governing bodies once we sign the agreement with JMRL.

I also mentioned earlier that we will poll the members of the Bar Association. We will continue to work with your designated committee and will share all information we learn in order to develop a workable plan for the Law Library.
February 23, 1988
McIntosh

It was my understanding the JMRL Board had agreed in principle to the new law library and had approved the draft of the agreement which Jim Hingeley prepared. I believe I recall Jim telling me the Board did not believe it had sufficient expertise regarding a law library and wanted an expert to tell them this was either a good or a bad idea. Since Larry Wenger indicated this was a good idea, I felt that JMRL Board approval was imminent. I hope I have adequately addressed your concerns and would respectfully urge the JMRL Board to approve the law library and authorize you to sign the agreement and petition the city and county governments for the enactment of the writ tax. I will be glad to appear before your Board to plead my case if you feel it necessary.

Best regards.

Very truly yours,

M. E. Gibson, Jr.

MEG/p
BRIEF SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES
AT THE MARCH 22, 1988 MEETING

1) A motion was made that the Library Board amend the proposed State Aid Budget for 1988-1989, page 24 of the budget book, to reflect a reduction in Books of $9,900 and an increase in Office Equipment of $9,900 and that further, the Library be authorized to accept the low bid for the shelving for Nelson County, with amendments to the contract, such that delivery would be requested on or after July 1, 1988 and payment thereof would be on or after July 1, 1988. (Mr. Roache made the motion and Mrs. Lumpkin seconded the motion.)
MINUTES OF THE MARCH 22, 1988 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT: Mr. Gary Fry
Mrs. Mary Hale
Ms. Karen Hayden
Mrs. Nita Lumpkin
Mr. Peter McIntosh - President
Mr. Gary O'Connell
Mr. M. O. Roache
Ms. Judith Walker - Vice President

TRUSTEES ABSENT: Ms. Shirley Dorrier
Mrs. Sally Cieck
Mr. Alexander Gilliam, Jr.

ALSO PRESENT: Ms. Beverly Claiborne - President of Staff Association
Mr. Neil Everingham - Assistant Director of Finance
Mrs. DonnaLee Grossman - Recording Secretary
Ms. Eleanor Longley - President of Louisa Friends
Ms. B. Gail Ott - Assistant Director of Extension & Branches
Mr. Philip Williams - Acting Director

The Library Board of Trustees' meeting was called to order at 3:57 p.m. by Mr. Peter McIntosh, President of the Library Board of Trustees.

BUDGET COMMITTEE:

1) 1987-1988 Budget - Mr. McIntosh said that the Library is in fiscal trouble. The Budget Committee has had two meetings, since the last Board meeting, regarding the concern over the Library's current budget.

The Budget Committee is now projecting in just local funds somewhere in the range of a $12,000-$18,000 deficit category for the current year.
The Budget Committee's recommendation to the Library Board is that the Board not accept a deficit, which would mean the Library would have to go back to the jurisdictions and ask them for more money, but rather take whatever steps are necessary to project an even deficit.

The causes for the budget being over expended are many; but the major ones are:

a) Ineffective budgeting last year
b) Many expenses that related to automation were not budgeted and when they were paid and expended, adjustments were not made elsewhere in the budget to take care of it

c) The State Aid budget is approximately $1,900 to the good but that is without the expenditure of $11,000 for shelving so that the Library can open the Nelson County Library.

We have a new, beautiful building and we do not have the money, as it now stands, to open it.

By using $11,000 in State Aid for shelving for Nelson County so that it could be opened this year, the overexpenditure in State Aid would again be automation related, Data Processing by around $8,000 and approximately $14,000-$15,000 in computer equipment. The Library didn't budget enough to pay for the quarterly lease amounts that the Library is committed to pay Hewlett Packard for the machinery; and on top of that the Library bought extra items.

This is why the Library can't afford the $11,000 for shelving which was planned on as far back as the November and December Board meetings. Originally the Board thought the $11,000 was planned for shelving and also for furniture for Nelson, but later they were told that the $11,000 would only be for the shelving; and now the Library Board is being made to realize that the Library can't even afford the shelving.

The Budget Committee has spent a significant amount of time reviewing the figures and Neil Everingham and Ellen Powe do not feel confident that any further significant savings can be squeezed out of the budget in the non-personnel category.
Mr. McIntosh confirmed that the Library is already delaying buying copiers and delaying buying a boiler for Central Library. Also, if appropriate and the Board gives their approval, we will be cancelling the second half of the annual insurance protecting the Library Board from being sued, amounting to around $2,500 savings. This still will not be enough. We would still be looking at a minimum of $12,000-$18,000 in deficit in local funds.

The Budget Committee informed Neil Everingham and Phil Williams to get the department heads together and Mr. McIntosh will carry the Library Board's message to them that the Board wants them to come up with any way possible that they can effectively project a savings of $12,000-$18,000 over the next three months and to let them know that it will be coming out of services and staff.

The Budget Committee had hoped to find savings elsewhere but were not successful, so the savings will now have to come from services and staff.

The department heads should meet before the end of the week and Mr. McIntosh will report any projected savings to the Board at the April meeting and will report what loss of services the Library will be facing. The $12,000-$18,000 figure is what is left after already squeezing a lot of savings out of the budget.

Mr. McIntosh said that because of the poor budgeting that was done and due to the poor purchasing practices done in this Library at this point, the Budget Committee's recommendation to the Library Board is that the purchasing practices have to be changed. They are ineffective and the Library should be keeping someone on top of expenditures, so that we know who is doing the spending, what the expenditure is for and to make sure we stay within our budget. The committee's tentative recommendation to the Board is that the Library adopt the City of Charlottesville's purchasing policies because of the Library's lack of controls.

Mr. O'Connell confirmed as part of the Budget Committee they were at a loss as to what to do and that the committee spent a lot of time trying to look at things. He also felt the Library should be committed to bringing the budget into balance by the end of the year and the Library should not go back to the localities. He felt that the Library's credibility would be really on the line if the Library went back to the localities to ask for more money.

Mr. McIntosh said that there were several reasons why the Budget Committee recommended to the Board that they go to the department heads.
a) The Board is giving it to the people with the most knowledge regarding this
b) They are in a better position to have the ability to make recommendations that would be the least detrimental to their services and to their staff.

The department heads are already aware that there is a problem because Neil Everingham issued a memo late in February and there has been some improvement in controls in the last few months. There is still a quarter to go in this fiscal year.

Mr. McIntosh informed Mr. Williams that he would be available for the department head's meeting to underscore the gravity of the situation and to express the Board's willingness to take any reasonable suggestions that they might have.

Mr. McIntosh said that this has been a real blow as people have worked very hard for a long time in order to get Nelson open. There isn't much money to speak of in State Aid and only a minimal amount of savings in the local budget for Nelson but not sufficient to pay for the shelving. The lowest bid on shelving came in at around $9,800.

Mrs. Hale mentioned that for the lowest bid on shelving it would take 75-90 days and the next lowest bid they estimated it would take 6 weeks. If it is going to take 3 months for the shelving to come, Mrs. Hale would like the Library to consider the option of going ahead and ordering the shelving now and then paying for it out of State Aid and in time for the next budget.

Mrs. Hale mentioned that if the Library waited to order the shelving in the next budget it would end up being another 3 months and the Library would be looking at a total of 6 months with the building sitting there without shelving.

Mrs. Hale mentioned that if the shelving was ordered now a deferred billing date until the next budget might be a solution to the problem. Neil Everingham is to check with City Purchasing to see if this can be done.

Mr. McIntosh referred to next year's budget in State Aid and mentioned that the office equipment line shows a total of $6,500 proposed but he wasn't sure what the money was budgeted for and whether it could be used for Nelson.

Mrs. Hale mentioned the possibility that if the shelving and the bill for it comes earlier than next year, we might be able to get Nelson County to front the money for the Library and the Library would guarantee that, if the money could be found in State Aid, it would be taken out of next year's budget.
Mrs. Hale does not want the Nelson County building to just sit there because it is unable to be opened until the new budget. She mentioned that she has personally had to go out to search for money four times for Nelson and that she is unwilling to have to do it again.

Mrs. Lumpkin asked if Nelson could open without any furniture other than the shelving being in place. Mrs. Hale said that no funds are available for furniture for the new library but that the Nelson library could be opened using the furniture that is sitting in the old library. The most critical item needed in order to open the Nelson Library is the shelving.

Mr. O'Connell was concerned with the possibility that if the shelving is ordered and it comes through in this fiscal year, the Library might have to pay for it out of this year's budget.

The Board would have to amend the proposed State Aid budget for 1988-1989 on page 24 of the proposed budget.

Mr. Roache made the motion that the Library Board amend the proposed State Aid Budget for 1988-1989, page 24 of the budget book, to reflect a reduction in Books of $9,900 and an increase in Office Equipment of $9,900 and that further the Library be authorized to accept the low bid for the shelving for Nelson County, with amendments to the contract such that delivery would be requested on or after July 1, 1988 and payment thereof would be on or after July 1, 1988. Mrs. Lumpkin seconded this motion and the motion had the Library Board's unanimous approval.

Mrs. Hale asked, in order to avoid embarrassment over the Nelson County Library not being able to open, if the Library could ask Nelson County for the money for shelving, if they have it in this year's budget. The Library could then go ahead and order the shelving now and would be able to pay for it this year. Our Library could reimburse Nelson County out of next year's State Aid.

Mrs. Hale thought that she would rather use the $6,500 proposed for Office Equipment in next year's State Aid towards Nelson's shelving. Mr. McIntosh suggested going ahead and using what the Board has just amended and later do a transfer back to Books on a vote by the Board at that time.

Mr. Roache also reminded the Board that the Library will have the problem of how to buy the equipment, in next year's budget, that has been kicked out of this year's budget.

Mrs. Lumpkin asked how much the furniture would cost for Nelson County. Ms. Ott estimated close to $7,000.
Mrs. Hale asked Mrs. Grossman to contact her as soon as Administration receives an answer from the City of Charlottesville's Purchasing Department regarding being able to order the shelving now and paying for it after July 1, 1988.

Mrs. Lumpkin listed the options on the shelving:

a) Find out if the shelving can be ordered now and paid for next year (after July 1, 1988)

b) If the first option is not possible, then Mrs. Hale is to ask Nelson County if they would be willing to pay for the shelving when it is delivered and the Library would pay them later (after July 1, 1988)

c) If the first and second options are out, then we could see if the shelving could be ordered now, asking for delivery and payment to be done after July 1, 1988.

The staff is to pursue shelving for Nelson based on a change in the 1988-1989 State Aid budget for delivery of shelving for Nelson before July 1, 1988, or as soon as possible as long as it will not encumber 1987-1988 funds.

2) Status of the 1988-1989 Budget - Mr. McIntosh mentioned that he and Mrs. Lumpkin presented the proposed budget to Greene County and did not get any immediate response. However, Greene County will let us know within the next 2-3 weeks.

The City of Charlottesville has recommended that the Library be provided with everything with the exception of the Charlottesville-Albemarle Historical Collection. This will be the second year that it has not been recommended by Charlottesville.

Albemarle County's presentation will be within the next two weeks and Mr. McIntosh thinks that the Library will be notified before then as to what they will be recommending. Hopefully, they will adopt the master plan, as the City of Charlottesville has adopted their share of the master plan. Greene's Board of Supervisors did not seem concerned with their share of the master plan.

Mr. McIntosh doesn't think that Albemarle will balk at the increase because most of it is circulation increase based. It represents approximately a 12% increase. Capital improvement projects are separate and there is a meeting scheduled next week, April 5th at 6:00 p.m.
Karen Hayden said she will be present for the Albemarle County budget meeting scheduled for March 28th at 4:00 and also for their Capital Improvement meeting April 5th at 6:00 p.m.

Mr. Roache reported on the Louisa budget and stated that the entire budget packet is in the County Administrator's proposal to the Board of Supervisors, with the exception of the full-time professional, representing approximately $100,382 which is a 30.1% increase.

3) **Capital Improvements** - The Library will meet with the planning commission and make sure they get educated as to the Library's needs and by that time hopefully the Library will know that Albemarle and Charlottesville have approved the master plan consultant's contract. The Library should then try to get them to put the Library in a capital improvement plan early, at least 2-3 years down the road.

**LIBRARY SERVICES:**

1) **Law Library** - Ms. Walker had a call last week from Mr. Gibson. He was very disappointed with the Library's recommendation that we wait until the new Director is on board in June.

With the Board's approval, the Library Services Committee, along with Mr. McIntosh, would like to sit down with Mr. Gibson and their committee and also include the new Library Director, who will be coming to Charlottesville in April, and see if it can't be pushed forward. They would like to sit down with our committee to discuss the issues, which they feel they have answers for.

We need to send Donna Selle the original law report, Larry Wenger's report, a schematic of the third floor and estimated costs for the law library and Mr. McIntosh's letter.

The State law was passed so they can petition the City and County for up to $5.00 on the filing fee. If we could ask at least $3.00-$4.00 from the City and County on the filing fee for the Writ Tax, the law library would be in a better position to show a balanced budget, and would also provide a half-time librarian for the law library.

Ms. Walker will coordinate the meeting arrangements.

2) **LSCA Title I and III Grants** - The guidelines for the LSCA Title I and III grants were distributed to Board members at the meeting. The guidelines are the ones from last year and this year's guidelines should be received shortly. The Library has until May 16, 1988 to come up with ideas fitting the guidelines.
Mr. Williams asked that the Board review the guidelines; and if they have any questions, contact him.

Mr. Williams is open to suggestions from the Board and mentioned that books-by-mail had previously been suggested. Books-by-mail seems to fit the guidelines for Title I for special projects, to improve access to public library resources and services for the least served populations.

Mr. Williams also mentioned that the Library does not have anything right now that gives special service to the elderly; also, there is the possibility that in some way the Library could establish a local regional library for the visually and physically handicapped.

Mr. Williams said that the department heads are working with the same packet that the Board just received. Ida Patton, at the State Library, felt that there would be very few changes in the guidelines for the coming year.

Mr. Williams asked the Board for their suggestions. Mrs. Lumpkin asked Mr. Williams if the Library would have some carryovers. The Literacy grant was mentioned as on-going.

In terms of the Title III submission, Mr. McIntosh and the Board members felt that the on-line catalog project should be submitted again for this coming year. It involves the hooking up of the high schools with the Library. The Library was told last year that it was an excellent project but the Library was turned down because technically it was not the time for it as the Library's system was not going to be up in time.

Mrs. Hale mentioned that the original submission did not include the outlying branches. The Board felt that if any locations are brought into the system, it should be the rural counties, as opposed to the Charlottesville area.

The Title III submission will be to have an on-line catalog module in the high school libraries in at least the outlying jurisdictions. They would only be able to use the module to see what is available in our library system and then they could order it from their branch library.

Two suggestions for Title I would be the books-by-mail and books-by-van (books-by-mini-vans/mini-bookmobiles) particularly for the rural areas.

AUTOMATION:

Mr. McIntosh mentioned that part of the savings the Library effected in early March, which the Board thought cured our
financial problems of local funding in 1988, was a delay in implementation of the branch on-line catalog. It was first scheduled to go to Louisa and then to Crozet.

After the March 9th meeting between Gary O'Connell, Mr. McIntosh and Neil Everingham, they asked Mr. Williams and Ms. Gail Ott if it would cause any problems internally in the system if branch implementation was delayed until next fiscal year, at the earliest July 1988. The answer was "no". This would result in a savings of approximately $2,000 at each branch.

Mr. Williams mentioned that one of the problems the Library will have in picking this up again is that Data Processing is our support and we are asking for a delay in implementation. The equipment is already here and the lines have already been installed. It isn't just a matter of them picking it up again, we would have to get on their schedule. They won't just come and pick the Library up when we are ready.

Mrs. Lumpkin asked if the Library could go ahead and get the other branches ready so that they could all come on-line at the same time. Mr. Williams thought that as far as telecommunications are concerned, he could see no problem in doing that but he thought that the cost was the concern. The equipment is already here. He also said he would have to check with Data Processing to give the Board a better answer on this. Each branch in itself is a project. The projects will take longer.

SEARCH COMMITTEE:

Mr. McIntosh referred to his memo to the Library staff, his letter to Donna Selle and his news release regarding the new Director, all of which the Board members have received copies of.

Mr. McIntosh thanked everyone who put time in and he felt the process of the director selection worked very well in terms of timing. The commitments Mr. McIntosh made, as the representative on the Board, he felt were well in keeping with Board discussions and the Search Committee's discussions with the candidates.

A letter has been sent to the second group of finalists, the ones that did not make it to the final selection for personally scheduled interviews. Mr. McIntosh also called three out of the four finalists that came to Charlottesville for interviews.

The candidates thanked the Library for their hospitality and complimented the Board on their director selection process.
PERSONNEL COMMITTEE:

Mr. McIntosh mentioned that the Personnel Committee needs to meet to discuss an on-going salary/merit pay plan for the Library. This is one of the items Mr. McIntosh discussed with Donna Selle.

On the Board's behalf, the salary plan would be one of the primary objectives over the next several years. Based on comparative figures that the Library can come up with, the Library should go to the jurisdictions to show them that the entire salary plan needs to be readjusted by next budget year. It will be four years since this has been done.

Regarding the merit, the forms go out in May to the department heads, who do the evaluations and report them back to the Director. The Director does the evaluations of department heads and reviews the department heads' recommendations on their employees. The Director then recommends to the Personnel Committee all staff, who gets merit and who doesn't, and the Personnel Committee makes the actual decision on which individuals will be receiving merit pay. This was the way it was handled last year.

Mr. McIntosh needs the Board's input on whether the Library should continue with this system, using the forms and the documents the Library now has at this point. The new Director will be on board in June and obviously by that time decisions will need to be made by the August Board meeting in order for the merit to go into effect in September. Something should be in place before the Director comes and the Board needs to decide if they are willing to replicate what was done last year and then allow the Director to review it and see what the results are and use it for her recommendations back to the Board in August.

Karen Hayden felt that this would not be the time to do anything draconian simply because the new Director will be coming shortly. However, there was some dissatisfaction expressed on how it was done last year. The way it was being applied wasn't a true merit. What the Library had in place should have worked but it didn't. Also, last year questions arose regarding merit versus the cost of living.

Mr. McIntosh said that what the Library had as a merit pay plan in 1986 was not true merit. In 1987, merit was at least half way to true merit, because the Board's Personnel Committee did the assessment and determined who would receive merit. It was a staff recommendation but a Board decision, which did change considerably in terms of lowering the percentage of people who were eligible for merit pay. This went part way towards more effective identification of those with excellent performances.
Mrs. Lumpkin asked if there has been any training of supervisors regarding what is involved and what is meant and how a merit system really works. Mr. McIntosh did not think there had been any training.

Mrs. Lumpkin felt that since there will be some changes in education and changes in reporting this year, it would be better to do whatever is simplest this year.

Mr. McIntosh mentioned that there is a 2.5% salary plan adjustment budgeted for next year. This was one of the Board's decisions last year that got the Library away from just having merit and nothing else, which pushed everything into merit—cost of living, etc. All those considerations got folded in. This year the Library has budgeted for a 2.5% salary plan adjustment across-the-board, which goes into effect this July.

One of the problems the Board saw, that forced the Library's system into making it an across-the-board increase, was that merit became a cost of living and a merit, so everybody got it.

Mr. Roache suggested that since the merit doesn't go into effect until September, the Library take the benefit of whatever the new Director might want to input.

Mrs. Grossman mentioned that it can take as long as up to approximately two months for the department heads to review their staff's performance for the year, write their evaluations and sit down and have an evaluation interview with their staff before the evaluation goes to the Director with the department heads' recommendations.

Mr. McIntosh suggested that the Library go ahead with what the Board adopted last year, as a holding pattern; that the cost of living takes care of the entire pay plan and merit is, according to the Board's perspective, the recognition of superior performance.

Mr. Roache suggested that the methods, education and evaluations by the department heads be addressed after Donna Selle comes on board.

Mr. McIntosh mentioned that evaluations should be done by July, with recommendations done in August, so that the Board can make the decisions as a Board at the end of August, in time for the merit pay to be incorporated into the September payroll. It is a tight time schedule but it can be done.

The Personnel Committee will need to check back and see how the employees already at "M" step are to be treated. In the past, the Library would hand out bonuses for "M" step personnel.
Mr. Fry was concerned about the Board's suggestion of waiting until the new Director comes on board to establish the criteria and then have the department heads do the evaluations. The people should be granted merit pay based upon their work in the past year, as it met the criteria. The people in the Library who have been working for a year under an established criteria, whether it is published or unpublished, it is still established and people all know that it is occurring.

Mr. Frye recommends that the Board go ahead and have the department heads continue with the preparation of the evaluations/recommendations and when the new Director comes aboard, let her participate in the process. Ms. Walker agreed with Mr. Fry's recommendation.

Mrs. Hale asked about the percentage allocated for merit pay last year that the Board determined had to be spent. Mr. McIntosh said the Board didn't determine that it had to be spent but that the Board voted that it would be spent.

Mrs. Hale said she had a problem accepting that as it wasn't really merit pay. If you say a certain percentage of all your employees, whether they did a good job or not, have to get a percentage, that is not in the true spirit of merit pay.

Mr. McIntosh said that last year the Board voted to spend all of the merit pay because the Board's assessment was that there were more calls on the pool that was available than were necessary, given the political realities that the Board had to face last year. In other words, the Library couldn't go to full merit as the Board envisioned it last year because of a number of restrictions.

Mrs. Hale asked if that meant that the Board would not be committed to doing again this year what had been done last year. Mr. McIntosh said that the proposed budget for next year has 2.5% available for an across-the-board salary plan adjustment to go into effect in July and the Library has budgeted for a 3% merit pool.

Mr. O'Connell said that this is getting confusing and requested the Personnel Committee to get this in writing by the next Board meeting as to the current process agreed upon and how it would work. There is a lot of misinterpretation going on.

Mrs. Hale asked about the bonuses given to "M" step employees. She wanted it confirmed that when a bonus is given it is for one-time only. Mr. McIntosh agreed that it is.

Mr. McIntosh and Karen Hayden agreed that the Personnel Committee should meet to discuss this and get back to the Board.
Some of the issues that need to be clarified are:

1) Bonuses
2) Use of all the 3% merit pool - $25,653
3) Evaluation Criteria

Mr. McIntosh stated that by putting a salary plan adjustment in the budget, it takes the pressure off of the Administrators of the merit plan to give everybody something. Merit should only be used as recognition of superior performance.

The Personnel Committee will be meeting the week of April 4th and DonnaLee Grossman will coordinate the time and let everyone know. All Board members are encouraged to come.

TRUSTEES' COMMENTS:

1) Cancel Officers' Insurance Coverage through Cabell - Mr. McIntosh asked the Board for their input regarding terminating the insurance for Library Board members. For an entire year of coverage it would cost the Library $5,923; but the Library would be only asking for approximately $2,500.

A law was passed by the Virginia General Assembly affecting non-profit organizations and directors/officers liability. It puts a cap on what directors/officers can be sued for.

Mr. McIntosh mentioned he wanted to contact the Virginia State Library and other library systems to see if they have cancelled their liability insurance since this law was passed. Non-profit boards of directors are shielded from liability for all but gross negligence.

Mr. Roache said that the Virginia State Library assumes that they are covered because they have been told by the Attorney General's Office that the State Library Board is covered under that act.

Mr. McIntosh mentioned that if the Library gives it up, the cost of defense would still cover the Library Board.

Mr. McIntosh said that given the Library's budget condition, recovery of part of this, approximately $2,500, would be a nice find that would help keep the Library from having to go deeper into services. He raised this issue to see how the Board wanted to deal with it.

Mr. Fry said that as a public servant, he did not feel comfortable with not being covered but would be willing to serve under those conditions, if the rest of the Board feels that way.

Mrs. Lumpkin said that she would prefer a professional
opinion on this from someone not on the Library Board.

Mr. McIntosh said that he did not feel very comfortable making this suggestion and he was going to put a few conditions on it. One condition he suggested, before opting to save approximately $2,500, would be that in effect the State Law would cover the Library Board for all acts other than for gross negligence. He felt that if the Board was covered by that then the only thing that would be left open would probably be the cost of defense.

Mr. McIntosh will ask the Albemarle County Attorney if they will defend us; and if they'll defend us, then the Library wouldn't have to pay for lawyers and the Board would be covered for everything and the Library could save $2,500.

We could then use the $2,500 to help balance this year's budget.

2) Master Plan Approval/Request for Proposal - Mr. McIntosh asked for a Board member to volunteer to do a draft on a Request for Proposal. Mr. McIntosh referred to a copy of a Request for Proposal from King Research in Maryland and their report from the consultant.

We need a Request for Proposal in order to get a consultant, so that when the new budget year comes around on July 1, 1988, the Library can immediately have them start working and be able to pay them so that the Library can get the consultant's report back by the end of October.

Mr. McIntosh needs someone from the Board who will work with the City of Charlottesville and Albemarle County's planning staffs to help draft the Request for Proposal. The Library needs to know what information the Library will want from the consultant in order to put it in the proposal.

The Library needs a Request for Proposal out no later than the end of May 1988, so the Library won't be able to wait until Donna Selle comes on board in June.

Mr. Fry offered to volunteer and Mr. Roache has offered to help Mr. Fry in getting the proposal together.

Mr. McIntosh has left four other master plans, in DonnaLee Grossman's office, that Mr. Fry should pick up to review.

Mr. McIntosh mentioned that on April 5th he will be presenting the request to build a northside branch to Albemarle County. The Board should know finally by the end of April if everyone is funding this. If the Library wants the consultant to
start July 1st and the Library should allow approximately 60 days, it would have to be early May 1988 for the proposal.

Mr. McIntosh mentioned that after the April 5th meeting with Albemarle’s Planning Commission, he will know where they are putting the Library. If they put the Library in 1990-1991, obviously the Library wouldn’t need the proposal as quickly as early May of this year and the proposal could be put out after July.

Mrs. Lumpkin felt the Library should go ahead as the master plan involves more than just the northside branch. Mr. McIntosh agreed. The overall plan involves ten years of Library system-wide development.

3) Recap of Input Needed by Next Board Meeting - Mr. McIntosh listed the following information/input needed by the next Board meeting:

a) Budget Committee - Deficit and meeting with staff
b) Personnel Committee - Merit/Salary Plan
c) Library Services Committee - Report back on Law Library
d) LSQA Title I and III - Feedback from staff
e) Master Plan Request for Proposal - Report from Gary Fry
f) Nelson County Branch Library - Report from Mary Hale

4) Louisa Advisory Committee - Mr. Roache mentioned that the Louisa Advisory Library Board will be meeting next week and Mr. Roache hopes to have some feedback by the next Board meeting.

ADJOURNMENT:

Mr. Roache made the motion to adjourn the Board meeting and Mr. Fry seconded the motion. The meeting was adjourned at 5:34 p.m. and the next Board meeting is scheduled for Tuesday, April 26, 1988 at 3:30 p.m. at the Central Library in the Madison Room on the third floor.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES
AT THE APRIL 26, 1988 MEETING

1) A motion was made to approve the Agreement for the Jefferson-Madison Law Library as amended. (Mr. O'Connell made the motion and Mrs. Dorrier seconded the motion.)

2) A motion was made that a letter be sent to the staff stating the salary adjustment for the coming fiscal year is 2.5%, effective 7/1/88. The merit/bonus pool is 3% and will go into effect 9/1/88. The "M" step bonuses will be handled the same way as last year. Both merits and "M" step bonuses are to be based on 10/12 of the fiscal year and are to be in steps of 2.5% or 5%, based upon the evaluations. (Mr. O'Connell made the motion and Karen Hayden seconded the motion.)

3) A motion was made to go into Executive Session due to personnel issues. (Motion was made by Karen Hayden and seconded by Mr. Fry.)

DonnaLee Grossman
Recording Secretary
MINUTES OF THE APRIL 26, 1988 MEETING OF 
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT:  
Ms. Shirley Dorrier  
Mr. Gary Fry  
Mrs. Sally Gieck  
Mrs. Mary Hale  
Mrs. Karen Hayden  
Mrs. Nita Lumpkin  
Mr. Peter McIntosh - President  
Mr. Gary O'Connell  
Mr. M. O. Roache  
Ms. Judith Walker - Vice President

TRUSTEES ABSENT:  
Mr. Alexander Gilliam, Jr.

ALSO PRESENT:  
Ms. Miriam Bein - Head of Central Children's Department  
Ms. Beverly Claiborne - President of Staff Association  
Mr. Neil Everingham - Assistant Director of Finance  
Mrs. DonnaLee Grossman - Recording Secretary  
Ms. Eleanor Longley - President of Louisa Friends  
Mrs. Andrea Williams - Head of Gordon Avenue

The Library Board of Trustees' meeting was called to order at 3:40 p.m. by Mr. Peter McIntosh, President of the Library Board of Trustees. The January 26, 1988, February 23, 1988 and the March 22, 1988 Minutes were approved by the Board. Motion for approval being made by Mrs. Hale and seconded by Ms. Walker and Mr. O'Connell, with unanimous approval by the Board.

BUDGET COMMITTEE:

1) Capital Improvements - Mr. McIntosh made the Library's presentation to the Albemarle County Planning Commission and they approved the inclusion in their Capital Improvement Projects of both the renovation of Gordon Avenue and the construction of a new facility on 29 North. Karen Hayden also attended the meeting.
Albemarle made one change that would allow the Library to expend a certain sum, approximately $15,000, in this next fiscal year upon the completion of the Master Plan.

Mr. McIntosh said the Planning Commission was very supportive of our presentation and he wasn't sure but felt that the next step would probably be approval by the Board of Supervisors.

2) Nelson County Library - The shelving was delivered today to the new Nelson County Library. Mr. McIntosh mentioned that it now looks as though the Library won't have to rely on funding items for the Nelson County Library from next year's State Aid.

Mrs. Hale mentioned it will be a combination of Nelson County and the Torn Land Trust Fund, who will be paying for the shelving and the furniture for Nelson County Library. Nelson County will be doing the purchasing of the furniture.

Mrs. Hale said that they were aiming for opening ceremonies on June 26th at 3:00, which is a Sunday. If everything goes according to plan, hopefully the week of May 16th will be the week they will begin moving into the new library.

Mr. McIntosh mentioned that the Budget Committee was made aware that the Library had not settled the other issues on the Nelson County situation. Apparently the Library has not yet paid Nelson County what the Library had promised to pay them and the Library has not paid the Friends what the Library had promised them. All of this was done back around December. Mr. Swinson had left orders to hold for reasons we are unaware of.

Mr. McIntosh mentioned that Nelson County's share of local operating funds for 1987-1988 may be somewhat less for operating than for 1986-1987. If our entire local operating funds from all the jurisdictions falls below that of a prior year, at that point our State Aid becomes threatened. That is the way the State Library puts leverage on localities to have them keep contributing the same amount and increasing the amount. Mr. McIntosh contacted the State Library to make sure this would not affect us this coming year.

Mr. McIntosh told Mr. Everingham and Mr. O'Connell that it was all right to release the check that Rita Scott was holding for Nelson County. The Library will be paying the Friends. This should conclude the matter of opening the Nelson County Library.

3) Report on 1988-1989 Budget - Mr. Roache referred to Louisa's Capital Improvements, mentioning that the Louisa County Administrative budget was presented to their Board of Supervisors last week. The Louisa Elementary School was included in their
capital improvements figure and they announced that the Library was one of those being considered for space. The capital improvement is for complete renovation during the coming fiscal year.

Regarding our Library budget, Mr. Roache mentioned that Louisa will probably fund everything except the professional Librarian and the hours will change to somewhere between 32-38 hours per week.

Mrs. Hale mentioned that the only agency that was fully funded by Nelson County for this coming fiscal year was the Library.

Mrs. Lumpkin has not heard from the County Administrator for Greene but she did hear from a Mr. Stan Powell who indicated that he thought Greene did at least meet their regional responsibilities.

Mr. McIntosh said that Albemarle and Charlottesville gave us everything the Library had asked for, including the Albemarle-Charlottesville Historical Collection request for staffing.

LAW LIBRARY:

Ms. Walker confirmed that the Law Library Committee had met and had put together a proposal and budget, and discussed where they were going and what they were going to do. Based on what the Committee decided, Ms. Walker and Mr. McIntosh met with Donna Selle yesterday.

Ms. Selle is very enthusiastic about the Law Library but had a lot of changes, suggestions and thoughts on it. They also worked through the contract. Ms. Selle suggested the Library go ahead and confirm that this is something the Library wants to do but not to say that the Library will be put in the space originally suggested for it. Ms. Selle wants to reorganize the top, 3rd floor of the Central Library. At this time, she doesn't know exactly where the Law Library would best be placed; however Ms. Selle felt the Board should go ahead and confirm that we will provide the space for the Law Library.

Ms. Selle had several suggested changes to the contract. Mr. Gibson had no problems with the suggested changes but felt that his Executive Committee and the Law Library Committee should approve it as he could not speak for either group.

Item #3 - First paragraph left in but the second paragraph take out completely "and the Law Library Council." Ms. Selle's rationale for this was that she should be the bottom line for all of her employees and this person should be an employee of the
Jefferson-Madison Regional Library. The Librarian should not have two bosses. There may also be more than one person trained for that position. Third paragraph stays the same. Fourth paragraph ends "at the call of the chair." They felt there was no reason to put the number of meetings in.

Item #5 - First paragraph is to read: "The individual(s) in charge of the J-MRL Law Library shall be designated as the Law Librarian. This individual(s) will be an employee of the Jefferson-Madison Regional Library." The second paragraph comes out.

Item #6 - Add the word "staff" in the second sentence: "The Law Librarian staff" and the last sentence is completely taken out.

Item #7 - Taken completely out and replaced with: "The location of the new research library will be determined by the Council. The legal collection will be located in one area as a segregated collection." The rationale for this is that the Law Library should be kept together and not spread out all over Reference.

Item #9 - First sentence taken out.

Item #10 - Replaced paragraph with: "Materials will be circulated based on policies approved by the Council." To the general public, this will be a non-circulating collection; but if a judge or an attorney needs a specific piece of information or a specific book to take to court with them, then there will be an arrangement for them to remove what they might need from the Library.

Item #11 - Completely removed the second paragraph. Ms. Selle felt that this was our Library's job.

Item #12 - Completely taken out and replaced with: "The budget will be determined by the Council. The J-MRL will provide space, administrative oversight, and utilities. The Writ Tax will supply the majority of cash revenue for the Law Library. The Charlottesville-Albemarle Bar Association agrees to solicit its membership and other interested parties for cash and in kind contributions to supplement the Writ Tax."

Ms. Selle would like to see the Writ Tax built up to create an endowment, which would then turn around and cover the difference between the Writ Tax and the real needs, as opposed to forcing it into what you can get. This would mean the Writ Tax would have to be approved a significant time before the Law Library actually opens. We should not open on a shoestring.
After the Writ Tax comes in then the Council, which our Board is part of, would then decide how it is to be opened, when we are ready to hire, what the budget is, etc. so it can effectively be controlled at the Council level. There would be three of our Board on the Council.

Albemarle and Charlottesville still have to approve the Writ Tax. If they don't see the need of a Law Library open to the public, to the point that they won’t approve a Writ Tax, then we would have to start all over again. There are several stages along the way at which either group can opt out or attempt to control the budget process.

Mr. O'Connell asked how long it takes to get the Writ Tax in place. Mr. McIntosh estimated that it would take 2-3 months before City Council adopts it; and once it is adopted, it can go into place probably after it has been formally published 30 days in Circuit Court. Mr. Gibson estimated that from our Board approval it would be at least a minimum of three months.

Item #13 - Was completely taken out because no one knows at this time when the Law Library will be open.

Item #14 - Stays exactly the same. Mr. McIntosh mentioned that if a six months' notice is given, then in six months a decision will have to be made as to what happens to the materials. It would be our Board's responsibility at that point to decide what to do with the materials.

The Law Library Committee suggested the Library Board approve the revisions to the Law Agreement today and then have it retyped and then send it to Mr. Gibson and he will then present it to his Executive Committee.

Mr. O'Connell made the motion to approve the Agreement for the Jefferson-Madison Law Library as amended. Ms. Shirley Dorrier seconded the motion and the Board voted seven for and one against the motion.

Mr. McIntosh mentioned that the first step would be his signature on a letter to City Council and the Board of Supervisors, asking for their formal adoption of a Writ Tax.

The next step would be our appointment of three people to the Council Board.

By that time, Ms. Selle will be here and will be giving the Board the guidance that will be needed in this area. Ms. Selle felt that if an entry level Librarian was hired for the Law Library, we would be underselling the project. We need a person with a lot more computer and legal expertise. The Librarian will
be the one dialing up WESTLAW or LEXIS and will be doing it even for the lawyers; because it takes constant repetition in order to do computerized legal research well. It will have to be a Law Librarian, or a combination of people to do this, and the Board will have to market that.

LSCA TITLE I AND III GRANTS:

Mr. McIntosh mentioned that Phil Williams had been shepherding the grants through but confirmed with the Board that Phil is still in the hospital and he may be out of the hospital next week.

Mr. McIntosh wrote to the Library Board mentioning that the Library would only be able to do a certain amount and would not be able to follow up on some of the Board's suggestions for the grants.

There are four grants almost completed but none of them are ready for Board approval or review.

1) Title III - Reworking of the high school link with our catalog. This was submitted last year. We didn't get it last year because none of the branches were on-line.

2) Title I - Computer awareness - Apple IIe
This is to place microcomputers for use in the children's divisions in Nelson, Louisa, Greene and Crozet.

3) Title I - Continuation CDROM Reference Sources Project
This is for new format material.

4) Title I - Adult Literacy Grant

Mr. McIntosh will deal with Phil Williams and the staff in terms of trying to get the grant applications together and get them submitted by May 16th. A priority has to be put on them.

Mrs. Lumpkin would prefer the Adult Literacy Grant be #1. Mr. McIntosh mentioned that the Board was on record to extend a link to the high schools. Mr. Roache felt the Computer Awareness - Apple IIe for children should be #2.

The Board agreed to have the staff decide on the priority of the grants.

PERSONNEL COMMITTEE:

Karen Hayden referred the Board to the Personnel handouts
that were distributed before the Board meeting, discussing the Personnel Committee's dissatisfaction with the current merit/bonus plan as it now exists and as it is now being administered. The Committee felt that now is not the time to make major changes and they felt it should be left to Donna Selle.

The Personnel Committee Report of April 6, 1988 showed their recommendations for implementing this year's merit pay distribution.

- Continue using the five-step rating and the evaluation forms currently in use.

- The Committee cut it down to two categories for merit bonus steps:
  a) 2.5% for a rating of "superior"
  b) 5.0% for a rating of "outstanding"

The Committee felt that supervisors should document, only in one or two sentences any rating reflecting either above or below satisfactory performance.

Supervisors will be required to submit any employee with an over-all rating of "superior" for an ALA award and Mr. Fry has a listing of all the awards that are available. There are a lot of them and there are many choices.

The Committee felt that if the Director needs their assistance they would review evaluations in mid July with individual department heads/supervisors. The Personnel Committee and/or any other interested members of the Board or the Director will then sign the evaluations and indicate concurrence or non-concurrence with them.

- Merit pay will be distributed to all who earn it; and if the pool is not depleted, the remaining money will go back into the general budget.

- Although the "M" step people do not appear on the report, the Committee decided to treat the "M" step people for this year as any other employee. Continuation of bonus as in the past until Donna Selle reviews it.

The Committee also distributed a rough draft of a memo to be sent out to the Library staff basically outlining the same things just mentioned.

The Committee offered to assist in the merit/bonus process simply because the new Director is due to start in June and her
transition will be at the time the merits are due. Ms. Selle may decide she wants to do it herself.

Mr. Fry asked for a substitution in the drafts where it mentions "superior" for an ALA award and should read "outstanding" for an ALA award.

Mr. McIntosh mentioned that he had seen in the Staff Association Minutes that the salary adjustment was shown as 3% and the staff should be notified it is actually 2.5%.

Mr. O'Connell made the motion that the staff letter include notification that the salary adjustment is 2.5% and that the salary adjustments go into effect as of July 1, 1988. There is a 3% pool towards merits/bonuses. Merits/bonuses go into effect September 1, 1988. The "M" step bonus will be handled the same way as last year. Both merits and "M" step bonuses are to be based on 10/12 of the fiscal year. The "M" step bonuses and merits are to be in steps of 2.5% or 5%, based upon the evaluations. Karen Hayden seconded the motion and the motion had the Board's unanimous approval.

The Board should address all salary benefits issues in this one memo to Library staff, to dispel any concerns the staff might be having that the Board is making any radical changes.

Mr. Fry asked why the Library has the merit promotion year different from the fiscal year. Mr. O'Connell said all this evolved in the City's pay plan and started out being on anniversary dates of the employees. Somebody made a decision to give it on a fixed date for everybody. This occurred a number of years ago. It is easier to administer when it is done all at one time.

Mr. Fry could understand this reasoning but asked why both aren't given at the beginning of the fiscal year. Mr. O'Connell thought this might be due to the fact that most people don't have them both on the same paycheck in order to separate the payments. If you have the market/salary adjustment in the July paycheck and then put the merit in on top of that, it all gets lost. Somebody made the decision September 1st is the date to do it. The Board may want to look at this again when they reorganize the entire pay, merit, and bonus system.

Mr. Fry pointed out that the Library is providing a merit and bonus increase on a new salary as opposed to the old salary, where individuals were working for that. He felt merit and bonuses should be on the salary the individual was working on to get a "superior" or "outstanding" performance rating on, as opposed to waiting until the Library gets into a new fiscal year,
where a salary adjustment is granted and then granting a merit/bonus on that.

The merit/bonus decision award is either on new fiscal year salary or on old fiscal year salary.

Mr. O'Connell asked Mr. Everingham when the Library budgeted for this if it was budgeted based on next year's salary. Mr. Everingham thought they did. Mr. O'Connell would like a definite answer on this as he would vote differently depending on Neil's answer.

Depending on the answer to Mr. O'Connell's question, if merit/bonuses are budgeted on 1988-1989, the Library would go with it being effective that year. If not, the Library would go back with last year to 1987-1988. This is to be determined before the staff memo goes out.

Mr. O'Connell brought up the Board's recognition that the entire pay plan probably needs to be seriously reviewed and looked at. Karen Hayden suggested that this be included in the staff letter.

Mr. McIntosh also mentioned that the Personnel Committee needed to meet regarding a special personnel issue regarding what annual leave a person is entitled to, having changed from one type of employee to another in our Library system. The person has been hired and is now a part-time permanent employee. The person was at one point full-time and later transferred to substitute. Her contention is that although she was not formally transferred from substitute status, she became a permanent part-time employee based on her work record.

Since the person had been working basically 1/5 time (1 day out of a 5-day week), Mr. McIntosh felt that it was worthwhile granting 1/5 tenure. This would give her some compensation for her prior experience.

**MASTER PLAN:**

Mr. Fry has been working on the draft for an RFP to get a consultant and asked the Board if they knew how long it takes to advertise and what method the Library would be using as advertisement.

Mr. Fry mentioned that the Library could move to announce that the Library has a proposal for a master plan; and if anyone is interested, they could write to the Library for a copy, as opposed to publishing it in its entirety, wherever the appropriate journals are.
The RFP could be published in its entirety in several places such as newspapers, journals, etc.; or an announcement could be made that the Jefferson-Madison Regional Library has an RFP for a master plan and anyone wishing to make a bid should write to the Library asking for it. The difference is an extensive amount of money if it is published in its entirety versus an announcement proposal being available for distribution.

Mr. Fry mentioned that if it takes 30-60 days to get it published, then the Library should produce it at this point in time because it would be 60 days before it hits the street. If the Library waits until the proposal is approved, then there is still the 30-60 days it might take to get it published to get it on the streets so that people can respond to it.

Mr. O'Connell suggested Mr. Fry get a list, from the Library Association, of the firms that do that type of a study. A small ad or a letter to each of the firms would save money and get it in the hands of the people who do the studies.

Mr. O'Connell asked what the schedule on this was. Mr. McIntosh said that the Library will have the money to pay for the consultant as of July 1, 1988.

Mr. O'Connell felt that since Donna Selle has done proposals like this before, she should at least be in on the review of the proposal.

Mr. Fry suggested continuing on with the rough draft and if the Board wants to turn it over to Donna Selle, they can. This is a long process and it may not be until Spring of next year before the Board makes decisions based on the master plan.

1987-1988 BUDGET UPDATE:

Mr. McIntosh distributed to the Board a 2-page summary sheet on the latest projections on the 1987-1988 budget.

Mr. McIntosh mentioned that $4,500 was found in a lost bank account with last activity in it going back 7-8 years ago. Unfortunately, it has to be applied to the Library's deficit.

The distribution shows projections for April 1988 - June 1988. The second column from the right labeled OVER EXPENDITURES/UNDER EXPENDITURES shows a bottom line of minus $14,095, which is the local funds deficit at this point.

The second page indicates the State Aid summary showing a surplus of $8,073.
These figures do not include the $4,500. Mr. McIntosh has talked with the Friends regarding the Nelson County payment, which the Library has not made. He suggested making a couple of the payments that the Board had promised to make to them and received assurance from the Friends that they will not ask for the two payments. They were budgeted by the Friends but not expended. No goods were ever delivered, therefore, we can't use the State Aid surplus to repay the Friends.

Mrs. Dorrier asked how the Library had gotten into these difficulties. Mr. McIntosh referred to the handout where all the minuses are indicated. He said that most of the minus balances were automation oriented and unexpected expenditures. What did not happen was a concurrent decision to hold everything or to pull back in some other area to take into account any unbudgeted items.

Mr. McIntosh said that the Library has squeezed non-personnel to the point that there is nothing left to squeeze out. The security guard contract has been cancelled, effective April 22nd and the cleaning contract has been reduced. Some of the Library's modems were sold to the City Data Processing Department but we will have to buy them again next year; that's for delaying automation. The Library has postponed payment of the fourth quarter lease on Hewlett Packard and substitute salaries have been reduced by 50% for the remainder of the year.

Even by taking the $4,500 and the Friends' amount of $1,116, and all the State Aid, there is still a $300 deficit in local operating funds.

Mr. Roache asked what was the current status. Mr. McIntosh said by using Mr. Everingham's projections, the Library will end up at the end of the year $300 under budgeted. Assuming the Library pays from State Aid $8,073 of items we can find that the Library has already spent money on in local funds, we will be $300 under in local operating expenditures and even on State Aid.

Mr. Roache mentioned that part of what has been cut off is the purchase of coin-operated copy machines at the branches. Louisa's copy machine is gone. This is a serious problem for Louisa.

Mr. O'Connell said that normally the copy machines are lease-to-purchase and if the Library staff gets everything in order, the copiers could be available soon after July 1, 1988 at the branches.

Mr. Roache asked if the staff is getting on line so that the copiers can be ordered so that they can be on line shortly after July 1st. Mr. Everingham said "yes" and that he plans to submit
through the Purchasing Department at the City a request to go out for bids on a lease to purchase. That could be sent out around the 1st of June and the Library should get a response by July. The longest delivery Mr. Everingham had was approximately four weeks. Mr. O'Connell suggested Mr. Everingham go ahead on this.

Mr. O'Connell mentioned that the City of Charlottesville's 1% fee could be held back until after the books are closed. It could be one way to make sure the budget balances, as long as it is made up in the next year's budget. It would represent up to approximately $18,000.

Mrs. Hale asked if the Budget Committee was satisfied that the necessary checks are in place now. Mr. McIntosh wasn't and mentioned that next year's budget has to be gone through and he has been discussing this with Donna Selle and she is going to go through it.

Mr. McIntosh mentioned that Mr. Everingham has put memos out to the staff and everyone is knowledgeable that we can't spend anything extraordinary. Books will still be coming in. At this point it is very difficult to pin responsibility to any one individual place.

Mr. O'Connell mentioned that the Library needs some major changes in the way the finances are managed and the records are kept, which is unfortunately the immediate responsibility of the new Director.

Mrs. Dorrier mentioned that the Scottsville Library needs new gutters and asked if they are part of next year's budget. Mr. McIntosh said they were part of the capital improvement for Albemarle County, which had been approved.

Mr. McIntosh suggested that Mr. O'Connell and Mr. Everingham check to see if it is feasible to put a hold on the 1% fee for the City of Charlottesville.

Mr. McIntosh has asked Mr. Everingham and Ellen Powe why the Retirement line is a $4,864 deficit. He hasn't received an answer yet but they are to get back to him.

Mr. O'Connell mentioned that every time the Budget Committee has gone through this, they have seen big gaps in next year's budget and the Library will probably have to go back and recalculate things for next year to make sure there is enough money. It might be advisable to start a spending plan in July.

Mr. O'Connell suggested the Budget Committee meet before the next Board meeting, some time after the next financial computer
generated reports come back from the City. Mr. Everingham will be gone from May 12-19 and Mr. O'Connell suggested the Budget Committee should meet the first available day after Mr. Everingham comes back before the next Board meeting.

EXECUTIVE SESSION:

Karen Hayden made the motion the Library Board go into Executive Session at 5:38 p.m., due to personnel issues, 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) The protection of the privacy of individuals in personal matters not related to public business. The motion was seconded by Mr. Fry.

ADJOURNMENT:

The meeting was adjourned at 5:52 p.m. and the next Board meeting is scheduled for Tuesday, May 24, 1988 at 3:30 p.m. at the Central Library in the Madison Room on the third floor.

DonnaLee Grossman
Recording Secretary
AGREEMENT FOR

JEFFERSON-MADISON LAW LIBRARY

5-3-88

This AGREEMENT is made as of this day of __________, 1988 by and between the JEFFERSON-MADISON REGIONAL LIBRARY and the CHARLOTTESVILLE-ALBEMARLE BAR ASSOCIATION.

1. Concept. A new law library to be known as the Jefferson-Madison Law Library shall be formed as a distinct operating department of the Jefferson-Madison Regional Library (J-MRL). The Charlottesville-Albemarle Bar Association (CABA) will cooperate and participate as more fully described herein in the establishment and operation of this new library.

2. Purpose. The purpose of the Jefferson-Madison Law Library shall be to make legal materials and information available in the downtown Charlottesville area to the Courts and their staffs, to attorneys and their assistants, and to the general public. It is intended that the J-MRL Library house and maintain the legal materials properly, assure adequate supervision and control over them, and provide maximum assistance to individuals using the collection. This library shall be a public law library as set forth in sections 42.1-65 et seq of the Code of Virginia, and shall satisfy the requirement for a public law library as set forth in that section.

3. Government. Organization policy and responsibility for effecting the purposes set forth above shall be the responsibility of a Law Library Council (LLC) composed of three members of each of the Boards of Directors of the two participating organizations. These members shall be selected by the respective governing bodies, and will serve at the pleasure thereof.

Normal operating procedures shall be established and administered by the Law Librarian subject to approval by the Director of J-MRL.

The chair of the Council shall alternate from year to year between the members representing the two participating organizations. The individual to hold the chair shall be selected by those members of that organization holding the chair for that year.

The Law Library Council shall meet at the call of the chair.

4. Approval of Governing Bodies. It is recognized that public funds will be required to operate the J-MRL Law Library, and that the most likely source of such funds will be through a
Writ Tax to be enacted and imposed by the governing bodies of the City of Charlottesville and the County of Albemarle upon civil suits pursuant to Virginia Code Section 42.1-65 et seq. The Agreement is therefore subject to initial enactment of the Writ Tax by the City Council of the City of Charlottesville and the Board of Supervisors of the County of Albemarle. At any time such approval and such writ taxes are removed or rescinded, this Agreement shall become voidable by either party.

5. Librarian. The individual(s) in charge of the J-MRL Law Library shall be designated as the Law Librarian. This individual(s) will be an employee of the Jefferson-Madison Regional Library.

6. Staff. The Charlottesville-Albemarle Bar Association will provide volunteers from time to time to assist in the operation of the Law Library. The Law Librarian staff shall make the final selection of volunteers and arrange their training and assignments.

7. Location. The location of the new research library will be determined by the Council. The legal collection will be located in one area as a segregated collection.

8. Collection. The initial collection will be assembled from but not limited to the books, materials and equipment set forth in Appendix A to this Agreement. Once contributed or procured, the materials shall be the property of the Jefferson-Madison Regional Library, but they shall be subject to any vendor's liens and to any lien securing any note or obligation for funds procured or used to establish or maintain the J-MRL Law Library.

9. Access. It is the intent that all users may have free access to the Law Library during the regular hours of the Jefferson-Madison Regional Library. There will be no access to the Law Library when J-MRL is closed.

10. Circulation. Materials will be circulated based on policies approved by the Council.

11. Catalog. It is intended that the new J-M Law Library collection will become fully integrated into the computer-readable catalog database managed by J-MRL. All material will be given a special designation indicating that it is in the Law Library Collection.

12. Budget. The budget will be determined by the Council. The J-MRL will provide space, administrative oversight, and utilities. The Writ Tax will supply the majority of cash revenue for the Law Library. The Charlottesville-Albemarle Bar Association agrees to solicit its membership and other
interested parties for cash and in kind contributions to supplement the Writ Tax.

13. Changes and Termination. Changes to this Agreement may be made only with the written approval of the governing bodies of the participating organizations.

In the event that any participating organization desires to withdraw from this arrangement, it shall give six months written notice, and the Law Library Council will prepare a plan for the disposition of the material subject to the ratification of the governing bodies of the participating organizations.

In preparing such a plan the Law Library Council shall recognize the importance of preserving the collection in such a manner that it may continue to serve the purpose for which it was established.
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES
AT THE MAY 24, 1988 MEETING

1) A motion was made to approve the April 26, 1988 Minutes. (Mr. O'Connell made the motion and Mr. Roache seconded the motion.)

2) A motion was made to accept Mr. McIntosh's Personnel Committee Report dated May 24, 1988. (Mr. O'Connell made the motion for approval and Mr. Roache seconded the motion.)

DonnaLee Grossman
Recording Secretary
The 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. The April 26, 1988 Minutes were approved by the Board. Motion being made by Mr. Gary O'Connell and seconded by Mr. M. O. Roache.
Mr. McIntosh informed the Board that Ms. Alice Bradley, from Bradlees Department Store, had contacted him regarding a proposal they had for the Library that might increase the services we have for our patrons.

Ms. Alice Bradley and Mr. Finnegan represented a group of employees from the local Bradlees Department Store, who would like to see a video collection in our Library. They would fundraise for the project if the Board was so inclined.

Discussion ensued regarding the potential use and concerns of videos in the Library.

Mr. McIntosh said he would discuss this with the new Director and she will be contacting Mr. Finnegan after June 1st.

TRUSTEES' COMMENTS:

1) **Friends' Director's Reception** - Mr. McIntosh was asked by Mr. Arthur Hess, President of the local Friends, for everyone to put on their calendars that Donna Selle's reception is scheduled for Wednesday, June 29, 1988 from 4:00-7:00 p.m. at the Central Library in the McIntire Room. Everyone is encouraged to attend.

   If any of the Board members have certain individuals they wish to have invited, contact Mrs. Donnalee Grossman, Mr. Arthur Hess or Mr. Peter McIntosh. All staff, all board and all governing body members of our jurisdictions will be invited. This will include the City Manager and the County Administrators.

2) **Virginia State Library Planning Meeting in Culpeper** - The Virginia State Library has a Friends', Trustees', and Directors' workshop on Planning scheduled in Culpeper on June 9th. Mr. McIntosh has already signed himself and Donna Selle up to attend the workshop and Mr. Hess has also signed up to attend.

   The workshop is all about future planning, which the Board is just getting into, and Mr. McIntosh wanted to encourage Board members to attend the workshop.

   Mrs. Lumpkin mentioned she would like to attend and Mrs. Grossman will call the Virginia State Library to include her on their list.

   There will be late registration at Culpeper if any other Board members decide to attend.

3) **Mr. McIntosh's discussion with Phil Williams** - Phil Williams wants to extend to everyone his thanks and appreciation for all the concern expressed and for all the phone calls,
letters, cards and gifts he has received during his convalescence.

He is doing much better and will be going back to his doctor on June 10th and expects to be coming back shortly after that date. It was a very serious illness and it will cause some changes. Phil is very optimistic at this time.

Mrs. Grossman wanted to thank Mrs. Karen Morris for her assistance and support in overseeing Phil Williams' duties in Reference and the Library staff should be commended for their support.

Mr. McIntosh extended his and the Board's sincere thanks and appreciation to all the staff. He had expected to receive an avalanche of items from the Library staff and it didn't happen.

4) **Nelson County Branch Library Dedication** - Mr. McIntosh mentioned that the Nelson County Library dedication is scheduled for June 26, 1988 at 3:00 p.m.

Mrs. Hale mentioned that everyone will be receiving an invitation to attend the ceremony. She hopes everyone can attend and thanked everyone for their support and all their assistance in getting the new library ready.

5) **McIntire Building** - Mr. McIntosh mentioned that the Adult Day Care Center has applied for the use of the building when the Senior Center leaves. They have outgrown their space and are looking for new quarters. They have written a letter to Mayor Buck with a copy to Mr. McIntosh.

In supporting the Library's use of the building, the Library will have to prove the need for the building. The consultant for the master plan should come up with some supportive data.

6) **Planning Commission Meeting for Albemarle County** - Mr. McIntosh mentioned there would be a public meeting on May 31, 1988 at 7:30 p.m. in the Albemarle County Office Building. The Library's master plan architectural study has been pushed into fiscal year 1988-1989 to use some of the money the Library had asked for.

They decided to take approximately $15,000 and put it in the next fiscal year just for design. There are funds in the budget for the renovation of Gordon Avenue in 1989-1990. In 1991-1992, they have funds in the budget of $1.2 million for a northside branch. All of these figures are projected and could be changed at any time, depending what comes out in the plan for Albemarle County.
The Library got just about everything they wanted out of the Planning Commission and now it is going to public hearing.

7) Minutes - Mr. O'Connell referred to page 9 in the April 26, 1988 Minutes to ask if Neil Everingham had an answer as to whether the merit and bonus had been based on next year's budget. Mr. Everingham said that it was based on next year's budget.

Mr. O'Connell thought it was the understanding that if the budget reflected it that way, then it would be the decision of the Board that the merit would be on top of the salary adjustment of July 1st.

Mr. McIntosh said that if it is budgeted that way, the Board decided to let it go that way for this year, if funds are available. The issue for the future of where merit goes and how it is figured will be determined.

Mr. O'Connell asked if the letter to the staff had been sent out yet. Mr. McIntosh and Mrs. Grossman both said it had not gone out yet. It had been decided to wait for Neil Everingham's answer as it might change the letter and to also wait for the incoming Director to review the staff letter before it was sent out. The Director is to send out the memo to the staff, referring to page 8 of the April 26, 1988 Minutes as to how the merit and bonus will be treated this year as soon as she reviews it.

BUDGET COMMITTEE:

Mrs. Hale asked that the budget either be posted or that the Assistant Director of Extension and Branches and the staff have access to the budget. Apparently they do not see it.

Mrs. Grossman mentioned that in the past it normally had been a Director's decision about distribution of the budget. The budget hasn't been approved yet and she didn't ever recall seeing the Library's budget posted.

Mrs. Hale said apparently the staff has not seen the budget yet and it is public information and the staff needs to know what is going on, particularly the Assistant Director of Extension and Branches.

Mr. McIntosh mentioned that the Library doesn't know yet if the budget has been approved in its entirety. Greene has not informed us yet if the budget has been approved or what they will approve. Mr. McIntosh felt it didn't need to be posted but felt that a copy of the Library budget should be available at each location, not just for the staff but also for the public. It should be there so that if the public wants to question it, it
should be available.

Until the Board accepts and approves what all the counties and the City of Charlottesville have done, we can't really run it through the computer program and circulate it.

1) Update on 1988-1989 Budget - Mr. Roache mentioned that Louisa County has approved the special amended budget on Louisa submitted by Neil Everingham. Mrs. Grossman asked for a copy of what was approved.

Mr. McIntosh mentioned that his managerial concern is that the Library shouldn't be running into June before knowing what changes, if any, need to be made. Our fiscal year starts July 1st. Mrs. Grossman mentioned that in the past the Library normally received a confirmation letter of what has been accepted and for what amount from each of the jurisdictions.

Mr. McIntosh said that when the budget is adopted, it will be made available publically at all the branches. He also felt it was the Library's responsibility to get the jurisdictions final decisions and to do it in time so that the staff in our system have to do the hiring, publicity, etc. have time. We have to start advertising for positions in May and June.

Mr. McIntosh assigned Neil Everingham to get an answer from each jurisdiction and have that answer communicated to the staff that have to act on it. The Library cannot wait until June to hire new people. The new budget should go to the Budget Committee for a Board adoption next Board meeting.

Mrs. Lumpkin asked if a jurisdiction gives more than status quo but less than the budget asked for, who figures out what is done. Mr. McIntosh said that if there is a problem, then the Board representative should be involved, Neil Everingham should be involved, and Gail Ott would have to get involved. If it is decided that it should come back to the Board for them to go back to the jurisdiction to advise them what we will be doing, then Mr. McIntosh should be called.

2) Update on 1987-1988 Budget - Mr. O'Connell checked on the City's 1% fee, as discussed at the Board's last meeting, and because of the way it is handled the City cannot hold that as a way to balance the budget.

Mr. Everingham said that State Aid stayed the same and there was a slight increase on the projections, primarily due to air conditioning for Central and Gordon Avenue. The work done on the air conditioning comes to the Library on work orders by the City and the charges are not known until the work is done and they charge the Library. There was a $639 charge for tires for the
Bookmobile and there was a charge of $88 for advertising. These represent the primary changes from the projections that have been handed out to the Board.

Mr. McIntosh asked what the bottom line would be. Mr. Everingham said State Aid of $8,073 remains the same and Local Operating Expenditures is showing a deficit of $15,303. There has been an increase in overexpenditures of $2,300.

Mr. McIntosh asked for information on why the Retirement line had a deficit of $7,665 when he felt it should be something that should be reasonably accurately predicted. Mr. Everingham said that they were given a 7-1/2% figure from the City when the budget was being prepared and later there was an adjusted rate of 8.10%.

Mr. O'Connell asked if there had been a credit adjustment made in the Retirement line for the part-time employees. Mr. Everingham said the credit should be done next week. Mr. O'Connell asked what the amount of the credit was. Mr. Everingham said it was approximately $6,500. Mr. Everingham said that a major portion of this will be taken care of this month, some fine tuning of it may have to be done at the end of June at the end of the fiscal year. Mr. McIntosh asked if the projected deficit of $7,665 in Retirement is the figure after the credit. Mr. Everingham said "yes".

Mr. McIntosh asked why Retirement was budgeted for 7-1/2% instead of 8.10%. Mr. Everingham said that was the information Ellen Powe had when she did the budget.

Mr. O'Connell still felt the Retirement figures were not right and said he would have someone look into it at the City.

Mr. McIntosh asked what Mr. Everingham was recommending. Mr. Everingham said he is asking the Board to give their approval to transfer the negatives on the Local Operating Expenditures to State Aid.

Mr. Everingham said that he and Ellen Powe planned by the end of this week to try to come up with the actual dollars they want to move from Local to State Aid and plan to send it to the Budget Committee for their approval. Mr. O'Connell asked for confirmation that their plan was to take the maximum amount out of State Aid to help reduce the Local expenditures. Mr. Everingham said "yes, this was their plan".

Mr. McIntosh said that this still does not add up to the changes Mr. Everingham mentioned as additional unanticipated expenditures in the amount of approximately $7,000 in the data he has passed out at this Board meeting.
Mr. McIntosh asked what is different from the last time the Budget Committee met in April and this Board meeting.

Mrs. Longley mentioned that when the Local costs are divided out she thought the Louisa Friends would be willing to help make up some of the difference. Mr. McIntosh thanked her on behalf of the Board for her offer.

Mr. McIntosh said that Mr. Everingham is talking about a $13,000 deficit in just Local operating funds, offset by approximately $8,000 in State Aid and this was since the last time the deficit was discussed in the Budget Committee. Mr. Everingham mentioned that one of the areas where this occurred was in Repairs and Maintenance, where overexpenditures increased by approximately $2,000.

Mr. McIntosh reviewed with Mr. Everingham some of the overexpenditures by line. In #5314 for Repairs and Maintenance the April 26 projections showed a projected underexpenditure of $981, with a projection of $800 for the remaining two months. On May 24, 1988, Mr. Everingham shows a deficit of $1,100 projected and a higher projection of expenditures in the last two months than in the last three months. Mr. McIntosh asked for an explanation.

Mr. Everingham said that in April there was a charge of $1,648 to that line. It represented Central air conditioning and heating of $939, Gordon Avenue had $545 for air conditioning and heating, which threw off the projected amount by $843.

Mr. McIntosh asked where the $805 projection came from for the months of April, May and June. Mr. Everingham said it is very hard to project for repairs and maintenance service contracts. Mr. McIntosh said he could understand that but that 1/12th of the annual budget for that line would indicate a projection of $2,700-$2,800 per month, which would mean the last two months would be approximately $5,400.

Mr. O'Connell said the Retirement line #5410 shouldn't be overexpended by that much and he'll check into it. Hopefully there will be an adjustment that might help zero that out.

Mr. O'Connell thought the issue was the rate given to the Library was different from the rate they should have been given. The Library would only be charged the original rate and the difference would be made up in the coming year and should be budgeted for in 1988-1989. Mr. O'Connell could not understand why the Library was still showing a deficit.

Mr. O'Connell asked Mr. Everingham if there would be any revenues that might fall short at the end of the year. Mr.
Mr. McIntosh was concerned that the Local Operating Expenditures for April totaled approximately $118,367 and for May and June the Library has left $192,433, which looks like the Library will run out of money around mid June, unless either the revenues go up or costs go down.

Mr. McIntosh said he doesn't see anything in the April 30, 1988 handout, Mr. Everingham distributed to the Board, that is an unusual expenditure. He asked Mr. Everingham if there was any unusual expenditure that made April expenditures go to $118,000. Mr. Everingham couldn't see any unusual expenditures other than what he had already mentioned.

Mr. McIntosh asked Mr. Everingham if the last submission of projections and expenditures that he just distributed to the Board is accurate enough to be used to determine in gross terms a projection that the Library will be spending about $115,000-$118,000 per month for the last two months of the fiscal year. If so, the Library might be looking at as much as a $30,000 deficit, not $14,000 or less if State Aid is taken into account. Mr. Everingham didn't think it would be that much but didn't know how much it will end up being.

Mr. O'Connell said that the only thing he could see is that the fines might increase and perhaps some of the projections given might end up being off. There may be a credit coming from the City on Retirement, which should help. If the Library goes into the hole, the Library would have to go back to the jurisdictions and ask for an additional appropriation.

Mr. Everingham reminded the Board that he has included in his projections the bill for Peat, Marwick for $4,000.

Mr. Everingham mentioned that his projection sheets indicate a negative total of $4,168 in Salaries and in the March projections it was a negative total of $8,368. He suggested that Donnalee Grossman might like to add her comments to this. Since the early part of the calendar year the Library has averaged around 100 on the payroll but since the freeze on substitutes and vacations, the payroll has dropped to around 82 in the last two months.
Mr. McIntosh said that our payroll shouldn't go up through the rest of the year because we don't have the money. Unless Mr. Everingham can come up with a reason for some unusual expenditures for the $118,000 expended in April, the Library can't afford to have the staff meeting that the new Director has called, which would involve paying for substitutes and travel expenses from the branches. Mr. McIntosh asked Mrs. Grossman to contact the Director about canceling the staff meeting; and if she has any questions, have her call him.

Mr. McIntosh asked what the lower number of persons on the payroll represented. Mrs. Grossman said several were substitutes and that the people helping Technical Services with automation have not been working. Thanks to Gail Ott's efforts, the branches have pared down to minimal staff to help save on substitutes. Mr. McIntosh thanked Gail Ott for her efforts.

PERSONNEL COMMITTEE:

Mr. McIntosh distributed to the Board members his report from the Personnel Committee meeting. The problem involves an issue on an employee just hired for a permanent part-time position who had been working for the Library as a substitute since around 1977. The employee had approximately two years of prior employment before she went on substitute status.

What the Personnel Committee had to come up with was what is the level of annual vacation leave benefits this employee should be entitled to.

Mr. McIntosh mentioned that more than one employee could be involved.

Ms. Dorrier mentioned that because of the changeover in all of these years in the Library Directors, a policy has not been clearly established.

Karen Hayden mentioned that over the years, each Director has muddied the waters on each personnel transaction as it has gone through the years.

Mr. O'Connell said there was a simple solution and he thought the Library needed to get in either the City of Charlottesville's or Albemarle County's Personnel system, he didn't care which. They will monitor it and make sure that this type of situation does not continue. There are no controls built in and this is one of the major problems. The policies exist but the controls are nonexistent. There seems to be a different interpretation of the policies through each Administration.
Mrs. Lumpkin mentioned that the Board seems to be able to change the Personnel policy at their whim.

Mr. Roache asked Mr. O'Connell if he knew whether the Library could adopt the same policies as the City of Charlottesville's in its entirety and not change it? Mr. O'Connell said you could but the problem is in Administration's interpretation of the policies, which differs over the long run.

Mr. McIntosh said that adopting the City's Personnel policies would not solve the entire problem. Adopting them would be fine for a year or two but without making sure they are being consistently interpreted and applied, the same problems would occur.

Mrs. Lumpkin asked if the administration of the policies was taken over by either the City or Albemarle County, would it cause a problem. Mr. Roache thought it would.

Mr. McIntosh mentioned that in this particular case, the Library was using someone tabbed as a substitute when in fact they were part-time when they were filling the same position week in and week out, even if it was for only one day.

Mr. McIntosh said that anyone who has worked here basically not on call but on a regular schedule, is a permanent part-time employee, not a substitute. A substitute is someone who should be on call and can walk away if they don't want to work.

Ms. Dorrier said that this situation was just a catch up on this particular issue and she felt that the whole situation of personnel, job requirements and policies, needs to be reviewed by the incoming Director. These situations have basically come up when there has been a changeover in the Directorship and nothing has been constant.

Mrs. Lumpkin asked if this, as well as the merits and bonuses, will be treated as a stopgap until either a major change can be made or until major policies have been established.

Mr. McIntosh said the Library would have to either create a personnel administrative capacity in-house or do something similar to the City. If it is done in-house, it becomes a major undertaking. It might be a good thing to do when a new Director comes on board. There are alternatives to doing it this way. Doing it in-house takes a lot of time and energy on the part of the staff and the Board to go through at least a six-month process of looking at all personnel policies, revising them, passing them through a consultative process and then adopting it.
There should be some process whereby these situations can be cured and handled in the administrative level, as opposed to a Board and policy level.

Mr. Roache said there were several good reasons why the Library might not have adopted the City's personnel policies. It is difficult to raise the salary level of librarians because none of the departments or city and county governments had the technical and educational requirements for such a large percentage of their employees.

When you turn over your personnel to a municipal or state agency, they are going to set the salary range for each employee. This is a major concern with Mr. Roache.

Mr. O'Connell thought that the Board would want to continue to control the salary issue because the Board is responsible for the budgeting of the positions. What Mr. O'Connell is referring to is the payroll control once the salaries have been set, personnel policies, retirement and insurance. We keep getting these surprises. The policies are there but they are either interpreted wrong over a long period of time or have not been updated.

Mr. Roache said that if the City Personnel would accept it with the proviso that the Library still set salary rates he would accept it. Mr. O'Connell agreed that it would have to be a condition, whether it is done with the City or Albemarle County. Mr. Roache felt that since the Library deals primarily with the City, that the Library should stick with the City.

Mrs. Lumpkin wanted Mr. McIntosh's memo explained on his second page. She asked if the amount of leave will depend on the percentage of the time she has worked.

Mr. McIntosh said that the Committee discussed the issue of whether a part-time person gets one year of longevity for every one year of part-time worked, the same as a full-time person, and the Committee's recommendation was "yes". Whereas they get annual leave that year, if they work half-time, then they would get half the annual leave but they would accrue that full year, so that if the step goes at three years, they would get to the next level of annual leave accrual.

Mr. Gary O'Connell made a motion that Mr. McIntosh's Personnel Committee report dated May 24, 1988 be accepted and Mr. Roache seconded the motion. The Board was in unanimous approval.

One of the major issues the new Director will be looking into and working on is the personnel policies, benefits and salaries and she will be contacting both the City and Albemarle
LIBRARY BOARD MINUTES

MAY 24, 1988

and will be making a decision whether the Library should become part of the City or Albemarle County system or if the Library should be going out to consultants for a study to be done.

By the September Board meeting the Board would like information and a recommendation from the Director as to which way the Library should proceed.

OTHER COMMENTS:

Mr. McIntosh introduced and thanked Mr. Jack Speer for coming to see one of our Library Board meetings. Mr. Roache brought him to the Board meeting and he is a member of the newly created Advisory Board of Louisa County. The Board welcomes his support and Mr. McIntosh thanked him and the Advisory Board for being successful in getting the Library's budget submission accepted by the Louisa Board of Supervisors.

ADJOURNMENT:

The meeting was adjourned at 5:32 p.m. and the next Board meeting is scheduled for Tuesday, June 28, 1988 at 3:30 p.m. at the Central Library in the Madison Room on the third floor.

DonnaLee Grossman
Recording Secretary
From: Peter
To: J-MRL Board of Trustees
Subj: Personnel Committee Report
Date: 5/24/88

1. My apologies for the rushed nature of this report, but soon after the Personnel Committee met, I gained an additional member of my family, Kathryn Lily McIntosh, 8 lbs. and 20 inches and doing very well, thank you.

2. **The Problem:** An employee was recently hired for a permanent part-time position with the Library. She had been working for the library since 1977 as a substitute, having earlier had about 2 years of permanent employment. The question presented was, to what level of annual (vacation) leave benefits was she entitled.

   The Library's original decision was to place her in the Library's annual leave entitlement scale as a beginning employee. She asked for a reconsideration of this and the matter was brought to my attention by Phil Willimas. Based on the length of time of her substitute work for the Library I decided to grant her 2 years of "longevity" on the current scale.

   The employee asked for a reconsideration of my decision, and I forwarded the issue to the Personnel Committee since by then, it was clear that more than one employee could be affected by this decision.

3. After reviewing the information about this issue, the Personnel Committee came to the following decisions:

   > if an employee is used on a regularly scheduled basis, this is not "substitute" employment.

   > substitute employment is synonymous with being on call and able to refuse to accept the "call".

   > a person who has been identified as a "substitute", yet has been working a regular schedule, is a part-time employee of the Library, entitled to leave benefits in the same manner as other permanent employees.
> a parttime employee earns leave at a rate the same as that employee's hours bear to fulltime employment, but accrues "longevity" for leave purposes at the same rate as fulltime employees.

> all non-substitute employees (as newly defined above) who were employed by the Library before July 22, 1986, are covered by the April 1980 Library leave policy.

4. For those who have not reviewed all the documents available to the Personnel Committee, the above explanation of the Committee's decisions may seem overly technical. We will try to explain the import of our recommendation at today's Board meeting. Suffice it to say that we wanted to make sure that all employees who might be in the same situation as the person who asked for the reconsideration were treated in a similar fashion.