SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE JULY 25, 1989 MEETING

1) Approval of the Director's proposed 1989-1990 Library Holiday Schedule.

2) Approval of the Nominating Committee's recommendation of Shirley Dorrier as Board President and Gary O'Connell as Vice President.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE JULY 25, 1989 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES: Shirley Dorrier
Gary A. Fry - President
Sally Gieck
Elizabeth Gleason
Nita Lumpkin - Vice President
Mary Mikalson
Gary O'Connell
Cyndy Pronevitz
M. O. Roache
Catherine Seaman

TRUSTEES ABSENT: Peter McIntosh

ALSO PRESENT: Mary Barbour - Gordon Avenue
Donna Lee Grossman - Recording Secretary
Douglas Hurd - Board Member of the Friends of
the Jefferson-Madison Regional Library
Lindsay Ideson - Staff Association
Eleanor Longley - Louisa Friends
Daniel Nunziato - Business Manager
Donna Selle - Director
Mary Wagner - League of Women Voters
Brenda Washington - Central Reference

The Library Board of Trustees' meeting was called to order
by President, Gary A. Fry, on Tuesday, July 25, 1989 at 3:36 p.m.
The June 20, 1989 Minutes were approved as amended. Mrs. Gleason
made the motion for approval and Ms. Cyndy Pronevitz seconded the
motion. Ms. Shirley Dorrier abstained as she was not present at
the June meeting and Mr. McIntosh was unable to vote as he was
absent from the July meeting.

The amendment to the June 20, 1989 Minutes was as follows:

On page 4, item #7 on New Open Hours, the word "proposed"
was inserted, making it read:
The Board packet included the new proposed schedule of hours, effective September, 1989. Sunday openings for Central start the day after Labor Day.

At the Board's request, the attachments to the Minutes for the Board packet will no longer be done. If a Board member needs additional copies, they can request them. Materials distributed at Board meetings can be mailed or handed out to absent Board members. However, any items referred to in the Minutes will be incorporated in the permanent public record for Minutes, if attachments are submitted.

The Agenda was changed, under the Executive Session, to read:

The Board of Trustee's Goals and Objectives for the Director for the coming year and added to the agenda the Director's Evaluation.

DIRECTOR'S REPORT:

The Director mentioned that the Library received $484 from the City of Charlottesville's surplus sale and that everything the Library sent over to the sale was sold.

Mr. Hendrix, City Manager of Charlottesville, has signed the Personnel Contract and the contract is now in effect.

The Board reviewed the Friends' 1990 Budget allocations for the Library and expressed their appreciation for the Friends' generosity and support.

TRUSTEE BUSINESS:

1) Report on Sunday Hours - The Board briefly discussed the staff working Sunday hours. According to Attorney George St. John, the Virginia State Code, Section 40.1-2.1 exempts them from Section 40.1-28.2. The City of Charlottesville's Deputy City Attorney also felt Library employees would be exempted and that Sunday hours would be considered a condition of employment.

2) CIP Submissions for Albemarle County - The Board reviewed the submissions:
   a) Central Library Entrance Renovations
   b) Interior Painting, Main Level, Central Library
   c) Rest Room Renovations, Gordon Avenue
   d) Interior Painting, Gordon Avenue
   e) North County Branch Library - Leased Facility
   f) North County Branch Library - Permanent Facility
3) LSCA Title II Construction Grant for Louisa - M. O. Roache made the presentation to Virginia State Library on Saturday, July 22nd with the Director.

4) Report from Budget Committee - There will be some unexpended funds available at the end of fiscal year 1988-1989. The Board discussed this in further detail and decided to turn this back to the Budget Committee to come up with what would be the distribution back to the jurisdictions. The Committee is to find out what the requirements are to notify and return the funds to the jurisdictions. They are also to come up with their recommendations as to how it might best be expended, including applying it towards the 1989-1990 budget.

5) Holiday Schedule - The Director proposed the Library close all the days everyone else does in the jurisdictions, cut the compensatory holidays, and give the staff one personal day, for a total of eleven days. The Library would be taking Christmas Eve off, and the Library will be closed on Friday, November 10th for In-Service Day.

Dr. Catherine Seaman made a motion to approve the Holiday Library Schedule as presented for 1989-1990 and Ms. Cyndy Pronevitz seconded the motion. The motion was approved by the Board, with Ms. Nita Lumpkin opposed, as she would prefer Easter Sunday be included in the schedule as a closed day.

ELECTION OF OFFICERS:

Mrs. Sally Gieck reported the Nominating Committee's recommendations for the positions of President and Vice President:

Shirley Dorrier - President
Gary O'Connell - Vice President

A committee report is a nomination made and seconded. The Board approved the Nomination Committee's recommendation, with Shirley Dorrier and Gary O'Connell abstaining from voting as they were the nominees.

EXECUTIVE SESSION:

Mr. Roache made the motion for the Board to go into Executive Session for the purposes of personnel, as per the Code of Virginia 2.1-344, sub paragraph (1), in order to discuss the Director's Contract, the Board of Trustees' goals and objectives.
for the Director for the coming year, and the Board of Trustees' evaluation of the Director. Ms. Shirley Dorrier seconded the motion. The Library Board went into Executive Session at 5:13 p.m. No motions or decisions were made during the Executive Session.

ADJOURNMENT:

The meeting adjourned at 8:32 p.m. The next Board meeting is scheduled for Tuesday, August 22, 1989 in the Jefferson Room at the Central Library at 3:30 p.m.

DonnaLee Grossman
Recording Secretary
CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the [public body] has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, § 2.1-344.1 of the Code of Virginia requires a certification by this [public body] that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the [public body] hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the [public body].

VOTE
AYES: 8 (Plus Board President) = 9
NAYS: 0
[For each nay vote, the substance of the departure from the requirements of the Act should be described]

ABSENT DURING VOTE: NO ONE

ABSENT DURING MEETING: Same

[Signature]
Clerk/Secretary of [Public Body]
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES
AT THE AUGUST 22, 1989 MEETING

1) That the Library use $30,000 of the carryover from 1988-1989 to begin funding of the revolving equipment fund and the remainder of the carryover be allocated by circulation statistics to the jurisdictions, with the jurisdictions being informed of what their pro rata share is, with an offer to return it to them; and the Board and/or staff are to communicate to the jurisdictions the Library's request for permission to keep the funds and apply them for Library uses in their jurisdictions.

2) The Budget Committee is to report back to the Board at the next meeting on how to expend the funds, if the Library can keep them.

3) Approval of the Director's recommendations to change the Head of Gordon Avenue position to Librarian I, to have two Technical Services vacancies be Library Clerk II positions; and taking into consideration budget costs, approval of the Jefferson-Madison Regional Library Job Fair for five open positions.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE AUGUST 22, 1989 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES: Shirley Dorrier - President
Sally Gieck
Elizabeth Gleason
Nita Lumpkin
Peter McIntosh
Mary Mikalson
Gary O'Connell
Cyndy Pronevitz
M. O. Roache
Catherine Seaman

TRUSTEES ABSENT: Open Position (Charlottesville)

ALSO PRESENT: Lynette Friesen - Staff Association
Donnalee Grossman - Recording Secretary
Arthur Hess - President of the Jefferson-
Madison Regional Library Friends
Linda Homa - Head of Children's Department
Daniel Nunziato - Business Manager
Donna Selle - Director
Mary Wagner - League of Women Voters

The Library Board of Trustees meeting was called to order on
Tuesday, August 22, 1989 at 3:30 p.m. by Shirley Dorrier,
President. Regarding the July 25, 1989 Minutes, Dr. Seaman asked
that the report from the Budget Committee be more specific,
indicating that approximately $130,000 is available in unexpended
funds at the end of fiscal year 1988-1989. Mr. O'Connell asked
that the Minutes in the future show the Freedom of Information
Act for the Executive Sessions. In the future, the Minutes are
to be completely separate from any other items in the Board
packet. Dr. Seaman approved the Minutes as amended and Ms.
Mikalson seconded the motion. The Library Board of Trustees
approved the Minutes as amended.

The Director asked that Individual Personnel Issues be added
to the Agenda under the Executive Session.

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
LIBRARY BOARD MINUTES AUGUST 22, 1989

Mr. Roache asked that Additional Budget Discussion be added to the Agenda, under Old Business. Ms. Dorrier added, under New Business, Remarks from the President on the Minutes of the Staff Council Meeting; and under Old Business, Suggestions for the September 16th Board Retreat Day.

Ms. Gleason made the motion for the Board to go into Executive Session for the purposes of personnel, as per the Code of Virginia 2.1-344.1, sub paragraphs 1 and 3, to discuss individual personnel issues and the response to the Director's evaluation. Dr. Seaman seconded the motion. The Library Board went into Executive Session at 3:39 p.m. The regular Board meeting reconvened from Executive Session at 4:03 p.m.

DIRECTOR'S REPORT:

1) Resource Sharing - The Board discussed the benefits, commitment, planning, costs, additional courier use, and additional responsibilities of resource sharing with Piedmont Community College, UVA Libraries, and local high schools. The Board was not in favor of moving ahead with the resource sharing until further review.

2) Art Prints - The Board would like to reconsider the Director's recommendation that the art prints be sold at the Friends' Book Sale and asked that the new position of Collection Development review this and report back.

3) Book Budget - The Board requested information on the book budget, which was distributed and discussed.

4) Friends' Support for Summer Programs - The Board asked to have on record in the Minutes the Board's appreciation for all the support received from the Friends and for their being instrumental in the Library having such a successful summer of children's programming.

CIRCULATION REPORT:

A revised Circulation Report was included in the Board packet. There should be a column added after the total column, comparing last year's figures. This report will be done monthly and a quarterly report will be done that breaks circulation down by jurisdictions. It was also suggested that every six months a Bookstock Report be done.

SUGGESTION BOX:

The Board suggested the Library promote or encourage patrons to volunteer to subsidize a favorite magazine of theirs for the Library.
OLD BUSINESS:

1) Budget - Mr. McIntosh reported on the surplus from last fiscal year and referred to his memo dated July 21, 1989.

The Equipment Fund, proposed to the jurisdictions for the current budget year, allows the Library to retain fines and copying fees and use them for the Library's equipment and service needs.

The Board suggested that a procedure be written up for the Board to follow in the future, whenever there is a surplus.

Mr. McIntosh made the motion that the Library use $30,000 of the carryover from 1988-1989 to begin funding of the revolving equipment fund and that the remainder of the carryover be allocated by circulation statistics to the jurisdictions; and the jurisdictions are to be informed of what their pro rata share of the carryover is, with an offer to return it to them, and the Board or Library staff are to communicate to the jurisdictions the Library's request for permission to keep the funds and apply them for Library uses in their jurisdictions. Dr. Seaman seconded the motion. The motion was unanimously approved by the Board.

Mrs. Lumpkin made a motion that the Budget Committee meet to determine how to expend the funds, if the Library can keep them, and report back to the Board at the next Board meeting. Mrs. Gleason seconded the motion. The motion had the Board's unanimous approval.

NEW BUSINESS:

1) Board Calendar - The Board Meetings will be held in Louisa in September, Nelson in October, Scottsville in February, and at Gordon Avenue later in the Spring. The December meeting will be discussion on the 1990-1991 budget and will replace the regular Board meeting.

2) Library Board Proposed Committees - Mrs. Dorrier has proposed the following committees for 1989-1990:

BUDGET (Standing Committee):
- Peter McIntosh
- Gary O'Connell
- Cyndy Pronevitz
- Donna Selle - Director

FOUNDATION (Special Committee):
- Elizabeth Gleason
- M. O. Roache
LIBRARY BOARD MINUTES

AUGUST 22, 1989

MEMORIAL—Raymond Williams (Special Committee):
Beth Berne
Sally Gieck (Board member)
Ida Patton (State Librarian)
Alexia Williams

BOARD PROCEDURES & BY-LAWS (Proposed Special Committee):
Nita Lumpkin
Mary Mikalson
M. O. Roache
(Also Provide New Trustee Orientation)

BOARD LIAISON TO FRIENDS:
* Catherine Seaman

BOARD LIAISON TO ALBEMARLE COUNTY HISTORICAL SOCIETY:
Sally Gieck
New Board Representative from City

REGIONAL AGREEMENT COMMITTEE (Special Committee):
Peter McIntosh
Cyndy Pronevitz
M. O. Roache

* Dr. Seaman suggested someone living in Charlottesville might be a better liaison to the Friends.

The list of committees will be reviewed and approved at the September meeting.

3) Open Positions and a Jefferson-Madison Regional Library Job Fair - Andrea Williams has been named the new Collection Management Coordinator, leaving the position of Head of Gordon Avenue vacant. The Director recommended to the Board since the position fits into the Branch structure, the position be changed from a Librarian II to a Librarian I. Technical Services has two vacancies—Library Assistant and Library Clerk I and the Director recommends both positions be named Library Clerk II's. There currently are five vacancies and the Director would like to recommend having a Jefferson-Madison Regional Library Job Fair so that internal staff can bid on the positions.

Mrs. Gleason made the motion to approve the Director's recommendations to change the Head of Gordon Avenue position to Librarian I, to have the two vacancies in Technical Services be Library Clerk II positions, and with consideration for budget costs approve the Jefferson-Madison Regional Library Job Fair for five open positions. The motion was seconded by Cyndy Pronevitz and was unanimously approved by the Board.

4) Staff Council Minutes - President Shirley Dorrier clarified that what was distributed represents the Minutes of
the Council business. The Question and Suggestion Forms section represents written statements of questions and suggestions by staff to the Council and they are published on the Minutes sheet but they are not necessarily involved in any way with actual Minutes.

President Shirley Dorrier mentioned that the Board would be discussing, at their retreat September 16th, the role of the Library Board, the role of the Director, the role of staff and the interaction among them. Ida Patton, from the Virginia State Library, will help the Board formulate a policy.

5) September 16, 1989 Board Retreat - The Board Retreat will be from 9:00 a.m. - 1:30 p.m. at the Central Library and will include a working lunch at 12:30 p.m.

The Board discussed items #8 and #11 on page 3 of the Staff Council Minutes and the Director will check the schedules and report back to the Board on her findings.

Mr. McIntosh made the motion for the Board to go into Executive Session for the purposes of personnel, as per the Code of Virginia 2.1-344.1, sub paragraphs 1 and 3, to discuss the Director's contract. Dr. Seaman seconded the motion. The Library Board went into Executive Session at 6:23 p.m.

ADJOURNMENT:

The meeting adjourned at 6:56 p.m. The next Board meeting is scheduled for Tuesday, September 26, 1989 at the Louisa Branch Library at 3:30 p.m.

DonnaLee Grossman
Recording Secretary
MOTION: Ms. Elizabeth Gleason  RESOLUTION NO.: 8/22/89-#1
SECOND: Dr. Catherine Seaman  MEETING DATE: 8/22/89
(INDIVIDUAL PERSONNEL ISSUES/RESPONSE TO DIRECTOR'S EVALUATION)

CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the [public body] has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.1-344.1 of the Code of Virginia requires a certification by this [public body] that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the [public body] hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the [public body].

VOTE
AYES: 9
NAYS: 0

[For each nay vote, the substance of the departure from the requirements of the Act should be described]

ABSENT DURING VOTE: (1 ABSTAINED: Peter McIntosh)

ABSENT DURING MEETING: (One Vacant Position on Board)

[Signature]
Clerk/Secretary of [Public Body]
CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the [public body] has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, § 2.1-344.1 of the Code of Virginia requires a certification by this [public body] that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the [public body] hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the [public body].

VOTE
AYES: 8
NAYS: 0
[For each nay vote, the substance of the departure from the requirements of the Act should be described]

ABSENT DURING VOTE:

ABSENT DURING MEETING: Nita Lumpkin and M. O. Roache
(One Vacant Position on Board)

[Signature]
Clerk/Secretary of [Public Body]
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE SEPTEMBER 26, 1989 MEETING

1) Approval of the August 22, 1989 Minutes of the Library Board of Trustees' Meeting.

2) Discussion and review of the policies be inserted under "Comments from Board of Trustees" on the agenda.

3) Kay Wright, President of the Literacy Volunteers of America, is to be moved up on the agenda, whenever she arrives.

4) An Executive Session is to be added to the agenda, to discuss individual personnel matters.

5) Beginning October 1, 1989, a temporary two-month period was granted to allow four hours off for staff working four hours on Sundays, with the understanding the Director will come back to the Board with alternate ways of handling the scheduling and staffing problems.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE SEPTEMBER 26, 1989 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES:
Shirley Dorrier - President
Sally Gieseck
Elizabeth Gleason
Nita Lumpkin
Peter McIntosh
Mary V. Mikalson
Cyndy Pronevitz
M. O. Roache

TRUSTEES ABSENT:
Gary O'Connell - Vice President
Catherine Seaman

ALSO PRESENT:
DonnaLee Grossman - Recording Secretary
Karen Gillaspie - Staff Association
Madeline Haden - Head of Central Circulation
Linda Homa - Head of Children's Department
Doug Hurd - Incoming President of the
Jefferson-Madison Regional Library Friends
Eleanor Longley - Louisa Friends
Karen Morris - Head of Reference
B. Gail Ott - Head of Extension and Branches
Donna Selle - Library Director
Mary Wagner - League of Women Voters
Andrea Williams - Collection Management Coordinator
Philip Williams - Head of Technical Services

The Library Board of Trustees' meeting was called to order on Tuesday, September 26, 1989 at 3:34 p.m. by Shirley Dorrier, President. The August 22, 1989 Minutes were approved by the Board. The motion for approval of the Minutes was made by Ms. Gleason, was seconded by Ms. Lumpkin, and had the Board's unanimous approval.
LIBRARY BOARD MINUTES

CHANGES TO THE AGENDA:

Ms. Nita Lumpkin moved that the discussion and review of the policies be inserted under "Comments From Board of Trustees" and Mrs. Gleason seconded the motion.

Ms. Cyndy Pronevitz moved that Kay Wright, President of the Literacy Volunteers of America - Charlottesville/Albemarle, be moved up on the agenda to whenever she arrives for the meeting. Ms. Gleason seconded the motion.

Mr. McIntosh requested an Executive Session be added to the agenda, to discuss personnel matters. Ms. Gleason seconded the motion.

DIRECTOR'S REPORT:

1) Circulation Report - The Director mentioned that the July and August reports had been revised. Ms. Dorrier asked that an additional column be added to the right of the Total column, to indicate the amount of increase or decrease for the month.

2) Jurisdictional Meeting - The Director notified the Board of the rescheduled time for the jurisdictional meeting to review the 1982 Regional Library Agreement. The new time is Thursday, September 28, 1989 from 11:00 a.m. to 2:00 p.m.

3) Dedication of Meeting Room in Scottsville to the Memory of Helen Wienke - Ms. Dorrier confirmed that the dedication would be planned for February, 1990, when the Library Board will be meeting in Scottsville.

4) Results of the Job Fair - The Director informed the Board that Lindsay Ideson has been named as Head of the Gordon Avenue Branch; Mary Barbour and Madeline Haden have been appointed to the two positions in Technical Services; and Sandra Gerke has been promoted to Library Assistant for the Children's area at Gordon Avenue. These changes will not be effective until all positions have been filled.

POLICIES:

The Director asterisked the necessary policies needing review by the Board: Weeding, Confidentiality of Patron Activity Records, Official Statements and Public Information (was labeled Public Information), Displays of Original Art, Handouts and Bulletin Boards, Displays, Volunteers, and Meeting Rooms.

The policies were discussed and will be redrafted and presented to the Board for review and approval.
President Dorrier expressed, on behalf of the Board, appreciation to the senior staff for all their time, energy, work, and effort spent on the policies.

EXECUTIVE SESSION:

Mr. McIntosh made the motion for the Board to go into Executive Session to discuss an individual personnel issue, as per the Code of Virginia 2.1-344.1, sub paragraphs 1 and 3. Mrs. Nita Lumpkin seconded the motion. The Board went into Executive Session at 4:35 p.m.

COMMENTS FROM THE BOARD OF TRUSTEES:

1) Louisa County (M. O. Roache) - There is an excellent possibility that Louisa County will pull out of Jefferson-Madison Regional Library. A final decision has not been made but it will be made in the next few weeks by the Board of Supervisors, with input from Mr. Roache and from the Louisa Library Advisory Board.

Funding by the Louisa Board for the new building, if it stayed in Jefferson-Madison Regional Library, would almost be impossible. The budget would probably be in excess of between $300,000-$400,000 and Mr. Roache did not believe there would be any way possible that the Board would fund it if they stay in the region. A lot of the animosity displayed in Louisa County towards Charlottesville and Albemarle has rubbed off on Jefferson-Madison Regional Library.

Mr. Roache has always been a champion of regional library services for 25 years but he thinks he needs to go with what he feels is best for Louisa County, in accordance not only with the attitudes of the local citizens at large but with the governing body as well. The acceptance of adding spending of $7,500 on the Louisa facility passed unanimously but several supervisors made the comment that the only way they voted for it was that there was a possibility that they may no longer be in the regional system. A lot of the major donors have indicated that they may well put the contingency that they will contribute only if they do not belong to the regional system. One has already said this and their donation was a six figure contribution.

The State Code time limit is two years. It will probably be at least another 1-1/2 - 2 years before a new facility for Louisa County is granted.

Mrs. Dorrier conveyed, on behalf of the Library Board, their distress and concern at hearing this and that the Jefferson-Madison Regional Library looks at Louisa County as a valuable major contributing library and that the system would be losing a valuable member of its system.
The Board conveyed their willingness to provide any facts and figures to demonstrate the advantages of Louisa staying in the regional system.

2) **Albemarle County Capital Improvements (C. Pronevitz)** - Ms. Pronevitz mentioned that she, along with Donna Selle, attended the Albemarle County Capital Improvements meeting and they were asked which items on the list for the Library were the most important. They decided the most important item was getting the leased space for the North 29 branch. The final prioritized list has not been done by the Planning Commission to give to the Board of Supervisors.

3) **Committee Appointments** - Ms. Dorrier distributed to the Board members her revised Committee list. The purpose of the Foundation Committee is to investigate the advisability of establishing a library foundation. Gary O'Connell's name was added to the Foundation Committee list as he had been on it previously.

4) **Board Retreat** - Ms. Dorrier mentioned how valuable the Board Retreat had been and that a lot was accomplished, although there are still areas of accomplishment the Board needs to proceed with. Communication relationships were discussed. A request was made that an agenda be mailed out prior to the Board Retreat.

Ms. Dorrier, President, asked that a special meeting be called, before the October Board meeting, to discuss the goals and objectives for both the Director and the Library for the coming year. The special meeting will be scheduled for Thursday, October 12, 1989 at 4:00 p.m. A notice will be sent out to Board members.

5) **Greene County Friends** - Nita Lumpkin mentioned that a committee of three, chaired by a very impressive woman, are going to see about starting up a Friends group. The chair person mentioned the Friends group could be used as a liaison/public relations tool among the Board of Supervisors, the Library and the citizens. The new Greene County Friends group would function to support and promote the library.

**OLD BUSINESS:**

1) **Director's Contract** - Ms. Dorrier mentioned that the Director's contract needed to be signed and notarized.

2) **Budget Committee** - Peter McIntosh mentioned that the Director had contacted each of the jurisdiction's administrators and received a good response to the Library being allowed to keep the surplus money from last year. Letters will be sent out to
the administrators and will be forwarded on to their Board of Supervisors and to City Council. Pages 26-28 discuss in greater detail what will be done with the funds.

3) 7-Day Workweek - The Director recommended that the Board approve granting four hours off to staff working four hours on Sunday. This would mean the Sunday staff would be paid for eight hours but only work four. Current scheduling has been causing some of the staff to work a 7-day workweek and the Director's recommendation would relieve this situation.

The new scheduling has just started and it is still too soon to identify yet where staff slimness actually is, but we do have input from the terminals to indicate peak periods based on circulation and hours.

Ms. Mary Mikalson made the motion that the Board grant four hours off for the staff that works four hours on Sundays; Mrs. Nita Lumpkin seconded the motion.

The motion was amended to grant a temporary two-month period, beginning October 1, 1989, allowing four hours off for staff working four hours on Sundays, with the understanding that the Director will come back to the Board in two months' time with alternate ways of handling the scheduling and staffing problems. The Board voted three for the motion and two against the motion. Two Board members were absent from the voting, Sally Gieck and M. O. Roache.

NEW BUSINESS:

1) Literacy Volunteer Coordinator - The Director recommended to the Board that the Library continue the Coordinator on the Library payroll system until June 30, 1990. LVA would fully reimburse the Library for the Coordinator's benefits and for their salary from October 1, 1989 - June 30, 1990.

The Board gave the Director conditional approval to do her recommendation for one month only.

ADJOURNMENT:

The meeting adjourned at 6:43 p.m. The next Board meeting is scheduled for Tuesday, October 24, 1989 at 3:30 p.m. at the Central Library.

DonnaLee Grossman
Recording Secretary
MOTION: Ms. Elizabeth Gleason  
SECOND: Ms. Cyndy Pronevitz  
(INDIVIDUAL PERSONNEL ISSUE)

RESOLUTION NO.: 9/26/89-#1  
MEETING DATE: 9/26/89

CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the [public body] has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.1-344.1 of the Code of Virginia requires a certification by this [public body] that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the [public body] hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the [public body].

VOTE
AYES: 8
NAYS: 0
[For each nay vote, the substance of the departure from the requirements of the Act should be described]

ABSENT DURING VOTE:  
ABSENT DURING MEETING: 2 Absent from Board Meeting

Donna Lee Grossman  
Clerk/Secretary of [Public Body]
MINUTES OF THE OCTOBER 24, 1989 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES: Sally Gieck
                Elizabeth Gleason
                Nita Lumphkin
                Peter Mcintosh
                Mary Mikalson
                Gary O'Connell - Vice President
                Cyndy Pronevitz
                Catherine Seaman

TRUSTEES ABSENT: Shirley Dorrier - President

ALSO PRESENT: Molly Cassell - League of Women Voters
                     DonnaLee Grossman - Recording Secretary
                     Linda Homa - Head, Children's Department
                     Doug Hurd - Friends President
                     Karen Morris - Head, Reference and Information Services
                     Daniel Nunziato - Business Manager
                     B. Gail Ott - Head, Extension & Branches
                     Donna Selle - Director
                     B. G. Stinchfield - President, Staff Association
                     Andrea Williams - Head, Collection Management

The Library Board of Trustees' meeting was called to order on Tuesday, October 24, 1989 at 3:33 p.m. by Vice President, Gary O'Connell. The September 26, 1989 Minutes were approved by the Board. Motion for approval of the Minutes was made by Mrs. Gleason, seconded by Ms. Mikalson, and unanimously approved by the Board members who had attended the September 26, 1989 meeting. Dr. Seaman and Gary O'Connell abstained from voting due to their not attending the September 26, 1989 meeting.
CHANGES TO THE AGENDA:

Mr. O'Connell asked that discussion on Louisa County be added to the agenda under the Director's Report. He would like to add Ray Jones and the building request for North 29 to Cyndy Pronevitz's report on the Albemarle County CIP Report. Ms. Pronevitz also requested that discussion on policies be moved up on the agenda as the first item to be discussed after the Minutes.

POLICIES - REVISIONS AND PROPOSED:

The Director and the Board discussed the following revised and proposed policies: Official Statements, Displays of Original Art, Handouts and Bulletin Boards, Displays, Volunteers, Meeting Rooms (all revised from 9/24/89), and Photocopy Use, Emergencies, Vehicles, Incidents, Friends of the Library, Apple IIe, Teacher Loan, Group Visits, Unattended Children, Library Programs, Reconsideration of Library Materials, Gifts of Money to the Library and Unsolicited Gifts of Non-Library Materials, Suggestions and Complaints, Snow and Emergency Closings, and Employee Responsibility to the Organization. The Materials Selection Policy will be reissued for the Board's review.

The policies will be edited and presented, as a whole, for the Board's review and approval at the November meeting.

DIRECTOR'S REPORT:

1) Louisa County - With much regret, the Library Board acknowledged Mr. M. O. Roache's resignation. The Louisa County Board of Supervisors will be advertising for a replacement to fill his position on the Library Board. The Louisa County Advisory Committee recommended that no further action be taken at this time and they will be communicating any requests for further information to the Library Director.

2) Literacy Volunteers of America (LVA) - The Director referred the Board members to the copy of the LVA Statement of Accounts, which was inserted in their Board packets. The Library Board had conditionally agreed to fund the Literacy Volunteer Coordinator's salary and benefits for one month only, obtaining reimbursement from LVA, until they received financial proof that LVA could support this position in order to reimburse the Library for the remainder of the fiscal year.

3) Book/Materials Budget - The Director mentioned that the Book/Materials Budget report for FY 1989-1990 is a new report that has been included in the Board's packet.
4) Quarterly Report - Branch Statistics - This is a new report that Gail Ott and her staff have compiled. It has been added to the Board packet. The Board was very pleased with this report as it gives important data regarding the usage of the Library throughout the branches. The report also includes some data on staffing and volunteers support.

COMMENTS FROM BOARD OF TRUSTEES:

1) Albemarle County CIP Report (Cyndy Pronevitz) - Cyndy Pronevitz and the Director attended the Albemarle County public hearing on planning. Out of a list of priority recommendations, the Library was 25 out of 52. This was for the leased facility on 29 North. The recommendations will next go to the Board of Supervisors.

The Director was asked by Albemarle County when the Library wants to open the branch on 29 North. The Library needs to set up a time frame and implementation plan. The Board suggested an opening date of no earlier than January 1, 1991 and no later than July 1, 1991. The January 1, 1991 date would allow at least six months for the Library to do the planning, purchasing, and staffing for the new branch.

2) City of Charlottesville CIP (Gary O'Connell) - Gary O'Connell reported that the Library requests were in the budget for 1990-1991. The next cycle is for the Planning Committee to have a work session and come up with their recommendations.

3) Library Vehicles - The Director referred to the memo dated October 17, 1989 that was addressed to the Board of Trustees from Dan Nunziato. Serious consideration needs to be given to replace the Bookmobile. It was also pointed out that the delivery vans are on order and are in the state aid budget.

The Bookmobile is primarily an Albemarle County cost. Albemarle County suggested the Library go out to bid, find out what it would cost, and between the time the Library gets the bid and decides what they want, Albemarle County will figure out how to pay for it.

The Board suggested the staff go out to bid to find out what it would cost for a new Bookmobile. They are to come back to the Board with justification for the Bookmobile program and costs.

4) Regional Agreement - Attorney Bowling revised the present jurisdictional Regional Library Agreement, in draft form, for the Library Board and each jurisdiction to review.
One of the suggested changes was to change representation of Albemarle County and Charlottesville from four members to three members. There was much discussion by the Board regarding having alternates for the jurisdictions, including Albemarle and Charlottesville. Mrs. Gleason requested the representation be left as it currently is, with the provision that if it is changed to three members for Albemarle and Charlottesville, they would also have the option for an alternate representative. The gift section was omitted in the draft.

ADJOURNMENT:

Motion for adjournment was made by Nita Lumpkin and seconded by Cyndy Pronevitz. The meeting was adjourned at 6:04 p.m. The next Board meeting is scheduled for Tuesday, November 28, 1989 at 3:30 p.m. in the Jefferson Room at the Central Library.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE NOVEMBER 28, 1989 MEETING

1) Approval of the October 24, 1989 Minutes of the Library Board of Trustees Meeting.

2) Acceptance of the Literacy Volunteers of America proposal, approval to ask Charlottesville and Albemarle County to provide the necessary funding, with their budget proposal to be done the same way as has been done with other agencies, and approval of the Director's recommendations as presented in her memo of November 21, 1989.

3) Approval to not have the normally scheduled Board meeting in December and to have two meetings in January on the 9th and 23rd.

4) Approval to apply for the Piedmont Area Collection Assessment Program grant.


DonnaLee Grossman
Recording Secretary
MINUTES OF THE NOVEMBER 28, 1989 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES:
Florence Bryant
Shirley Dorrier - President
Sally Gieck
Elizabeth Gleason
Nita Lumpkin
Peter McIntosh
Mary Mikalson
Gary O'Connell - Vice President
Cyndy Pronevitz
Catherine Seaman

TRUSTEES ABSENT:
Jack Speer

ALSO PRESENT:
Libby Baker - League of Women Voters
Will Dirickson - Literacy Volunteers of America Board Member
DonnaLee Grossman - Recording Secretary
Doug Hurd - Friends President
Karen Morris - Head, Reference and Information Services
Daniel Nunziato - Business Manager
B. Gail Ott - Head, Extension & Branches
Donna Selle - Director
Teresa Sweeney - Literacy Volunteers of America Coordinator
Jane Tucker - New Staff Association President
Roger Wiley - Literacy Volunteers of America Board Vice President
Andrea Williams - Collection Development Coordinator and Literacy Volunteers of America Board Member
Kay Wright - Literacy Volunteers of America Board President

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
The Library Board of Trustees' meeting was called to order on Tuesday, November 28, 1989 at 3:35 p.m. by Vice President, Gary O'Connell. The October 24, 1989 Minutes were approved by the Board. Motion for approval of the Minutes was made by Peter McIntosh and seconded by Ms. Cyndy Pronovitz. The Minutes were unanimously approved by the Board members who had attended the October 24, 1989 meeting. Those abstaining included Shirley Dorrier and Florence Bryant, with Nita Lumpkin and Mary Mikalson not present in time to vote.

DIRECTOR'S REPORT:

The Director referred to her November 1989 Director's Report and also mentioned that the Library is on target with the book budget, with one-third of the book budget expended. The two PACs have been installed on the first floor.

The Director invited the Board to attend the Friends' meeting Wednesday, November 29, 1989 at 7:30 p.m. at the Gordon Avenue Branch. The Library Director and the President of Friends will be presenting a request for a staff Christmas party to be held on Friday, December 22, 1989 at the Central Library.

The Director and Business Manager will be attending a conference on library furniture and equipment January 3, 1989 - January 5, 1989 in Chicago, just prior to the ALA Mid Winter meeting to be held in Chicago.

The Friends won a Trustees' Award which was presented at the November Virginia Library Association convention at the Homestead. Mr. Hurd was present to accept the award on behalf of the Friends and expressed how pleased the Friends were to receive it. The award is given for distinguished service. Special congratulations are to be given to Jane and Art Hess, as this was a tribute to their hard work over the past four years, and to the many people who have worked so hard to make the Friends a success in our community.

Ms. Dorrier, President of the Library Board of Trustees, conveyed the Library Board's appreciation and pleasure that the Friends have finally been officially recognized for their true worth to the Library and to the community. There will be press releases and further acknowledgements made in December.

CHANGES TO THE AGENDA:

The LVA request for funding was moved up on the Agenda after the Director's Report.

NEW BOARD MEMBERS:

Ms. Dorrier welcomed Mrs. Florence Bryant, the new Board
Mr. Wiley, speaking for the Literacy Volunteers of America, requested the Library consider financially supporting their literacy program in fiscal year 1990-1991. Their funding request was included in the Board packet and would include the full-time coordinator, benefits, and rental space on Water Street, for a total of approximately $25,877.

Up until this request was made, funding came basically through a series of federal and state grants, most of them obtained through Library sponsorship. The grants are coming to an end; and in order to continue the literacy programs, other funding must be found.

Mr. McIntosh suggested this be made an addition to the Library's regular budget as a separate program, giving the funding history and indicating why they now need another funding source. This would only be for next year's budget.

READATHON:

The Literacy Volunteers of America are sponsoring a Readathon at the Central Library and Gordon Avenue Branch on Saturday morning, December 2, 1989 and the Library Board was invited to attend.

VIRGINIA LIBRARY ASSOCIATION CONVENTION:

Mr. O'Connell enjoyed the VLA convention. He was pleased to see how well the Library was represented and commented on the fact that the Library staff made several of the presentations. He was also present when the Friends received their well deserved award and mentioned how much more our Friends group has done in comparison to other Friends groups in the state. The exhibits were very interesting, informative, and exciting—particularly those on automation.
POLICIES:

Ms. Mikalson reported for the Policies Committee. The Committee met several times to review, revise, rewrite, and consolidate some of the policies. They have included an opening statement and have an outline format for the beginning. The policies will be sent out to the Board members to review prior to the next Board meeting.

LIBRARY BOARD SCHEDULE FOR DECEMBER AND JANUARY:

Mr. O'Connell made a motion that the Library Board of Trustees not have their normally scheduled meeting in December and have two meetings in January, one meeting on January 9th and the other meeting on January 23rd. Mr. McIntosh seconded the motion. The motion was approved by the Board with one member, Ms. Lumpkin, opposed.

BUDGET:

A Budget Committee meeting has been scheduled for Wednesday, December 20, 1989 at 9:30 a.m. in Administration's meeting room on the third floor of the Central Library.

As Chairman of the Budget Committee, Mr. McIntosh mentioned that there should be two major focuses in the budget:

1) Fund the reclassification of current staff at 100%, if possible. It should at least go into the deliberations for the budget.

2) The book budget should be increased between 10-20%.

Any suggestions, additions, input, along with the reclassification report, should be received by the Budget Committee prior to their December 20th meeting. The LVA budget and consideration of space for them should also be discussed.

STAFF QUESTION AND SUGGESTION FORMS:

Some of the Board members were concerned with the content and manner of the written communications from the staff to the Director and the Board. The Director and Board want to encourage positive, professional, productive, constructive suggestions, and solutions. Screening, for repetition or issues that have already been addressed, was suggested to the Staff Association.

REGIONAL AGREEMENT:

The Director commented that Albemarle County and one of the Charlottesville Board members were concerned about decreasing the number of representatives to the Library Board. If all the other
jurisdictions agree to the decrease in representatives, then the Albemarle County Executives agree to take the issue to their Board of Supervisors.

If this does go into effect, the jurisdictions are in agreement that all the jurisdictions should be allowed to have an alternate.

Albemarle County suggested changing the wording in the Regional Agreement, designating an agency (not a person) as the fiscal agent. A statement should be included stating that accounts should be separated totally from other accounts, including interest.

Language needs to include the separate accounting for the equipment fund and the contracted audit.

The Director will be sending the Regional Agreement to Attorney Bowling to review and update. Once he has finished with the changes, the draft will be sent to the jurisdictions and the Board members.

Mr. McIntosh, Budget Committee Chairman, proposed that regional costs, for Technical Services and Administration, go by circulation and Reference costs would be allocated according to a formula, a use to survey to be developed so that at budget time the calculations would be done more accurately. This should be done now as it should be included in the new Regional Agreement contract.

OUTPUT MEASURES:

Gail Ott reported that this is the second year the Library has done output measures and comparisons can be done. As outlined in the Board packet, Library staff have completed eight out of twelve measures. These measurements are an indication of where the Library is right now and the Library can now compare each year to see if there is a trend in any of the indicated services.

STAFFING LEVELS—CIRCULATION AND REFERENCE:

The Budget Committee needs to review the request for a Head of Circulation before any recommendations can be made.

Karen Morris, Head of Reference and Information Services, showed the Board two graphs indicating Reference Department staff scheduling and she also referred the Board to her report, which was included in their packet.

Each of the Reference staff averages twenty-five hours a week on the Reference desk. Statistics show Reference steadily
increasing, which means all the staff are doing more. Interlibrary Loans (ILL) are increasing and are done in Reference, staff are attending workshops, training the branches, working on procedures, policies, and are producing information pamphlets.

There are times when only one staff person is on Reference desk. Reference cannot double up the hours at the Reference desk with the current staffing levels, as they will not stretch much farther. When the new branch planning is done, a re-evaluation of Reference will have to be done.

LSCA GRANT REQUESTS:

There were two applications mentioned in the Board packet for LSCA grant requests. One was the Books-By-Mail program for $97,870, a continuation grant which includes two catalogs for 1990-1991. The second grant was for the Piedmont Area Collection Assessment Program, which is a pilot project being done for the entire state. The Library will be able to access other library collections, will get their collection assessed, and will end up with a collection development agreement.

Mr. McIntosh made the motion to approve the Piedmont Area Collection Assessment Program grant and Ms. Pronevitz seconded the motion. The Board unanimously approved the motion. Ms. Gieck and Mr. O'Connell were absent from the meeting prior to the vote being taken.

Mr. McIntosh made the motion to approve the Books-By-Mail grant and Ms. Mikalson seconded the motion. The motion was unanimously approved by the Board with Ms. Gieck and Mr. O'Connell absent prior to the vote being taken.

ADJOURNMENT:

The motion for adjournment was made by Dr. Seaman and was seconded by Ms. Mikalson. The meeting was adjourned at 6:02 p.m. The next Board meeting is scheduled for Tuesday, January 9, 1990 at 3:30 p.m. in the Jefferson Room at the Central Library.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY’S BOARD OF TRUSTEES

AT THE JANUARY 9, 1990 MEETING

1) Adoption, as part of Administrative policy, the statement of maintaining accurate inventory records of equipment, from September 1988 forward, with a value in excess of $1,000.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE JANUARY 9, 1990 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT: Florence Bryant
                   Shirley Dorrier - President
                   Sally Gieck
                   Elizabeth Gleason
                   Nita Lumpkin
                   Peter McIntosh
                   Mary Mikalson
                   Gary O'Connell - Vice President
                   Cyndy Pronevitz
                   Jack Speer

TRUSTEES ABSENT: Catherine Seaman

ALSO PRESENT: DonnaLee Grossman - Recording Secretary
               Douglas Hurd - President of the Friends
               Daniel Nunziato - Business Manager
               Stella Pool - Staff Association and
               Books-By-Mail
               Donna Selle - Director
               B. G. Stinchfield - Staff Association

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order at 3:34 p.m. on Tuesday, January 9, 1990 by President Shirley Dorrier, to review the proposed draft budget for the coming year, Fiscal Year 1990-1991.

Policies were distributed to the Board members so they could review and comment on them to the Personnel Committee, prior to their approval at the next Board meeting on January 23, 1990. Attorney Bowling's letter was also submitted to the Board, giving his legal suggestions on some of the policies.

REVIEW OF DRAFT BUDGET FOR FY 1990-1991

Mrs. Gleason made the motion that the Library adopt, as part of their Administrative policy, the statement of maintaining accurate inventory records of equipment, from September 1988 forward, with a value in excess of $1,000. This motion was seconded by Mr. McIntosh and was unanimously approved by the Board.
Mr. O'Connell and Mr. McIntosh reported on the December 20, 1989 Budget Committee meeting. The Reclassification figures were not available from the consulting firm in time for the meeting. On the North 29 Branch, they suggested staggering of the positions and salaries in the budget to six or nine month projections, along with indicating their annual salaries in the budget. They requested an increased book budget in this year's budget.

The Director issued to the Committee a write-up for a computer upgrade, including a list of additional hardware needed to bring North 29 on line in order for the new branch to open.

A lengthy and detailed discussion followed regarding the computer upgrade.

The five-year planning in the report would take the Library to 1995 and would include the new branch, public access terminals, dial-up access to the catalog made available to patrons using microcomputers, additional access terminals for the branches, increased size of the databases, and would take care of the anticipated increases in circulation.

At this time, Mr. Speer requested a printer for the Louisa Branch Library.

The immediate need is due to Albemarle County's new North 29 Branch; otherwise, the system the Library has now basically works fairly well except for slower response times.

Mr. O'Connell and Mr. McIntosh asked for more detailed supporting figures in preparation for the Board to go to the jurisdictions with this request. Some of the information requested includes projections as to what the loads are going to be, what was said and done in the past history when the computer was originally bought to confirm if any commitments were made to the localities, and to come up with more information and figures on projected anticipated growth.

REVOLVING EQUIPMENT FUND:

The Board requested the dollys for the McIntire Room be removed from the Expenditures/Encumbered section. They should be under office equipment and not in the Revolving Equipment Fund.

The Board wants a list of the anticipated items in the Revolving Equipment Fund, along with their projected cost, as a regular part of the budget process. When the budget is reviewed by the Board, the items can be approved at that time.
LOCAL FUND SUMMARY SHEET:

The Director referred to the Local Funds Summary and asked the Board to add $43,141 for Merit and also mentioned that the Special Projects sheet was not included in the total. Adding both of these items would give an adjusted total for Salaries & Benefits of $1,844,187. The Director pointed out that subsidies by state aid also were not included in the Local Funds Summary. There is a separate page in the budget listing state aid.

There are four steps in the salary reclassification:

1) 3.2% salary adjustment
2) Evaluated positions to get the Library into comparability with the City's presently existing pay plan
3) Adjustment for marketplace competitiveness
4) Merit increase

The Education & Training line has gone from $1,200 to $8,750. The Director said this would take into consideration the training, education of supervisors and management, including communication skills, and additional staff training. The reimbursement to staff would depend on if the subject they were taking was related to their position. Up to $400 would be the maximum allowed per employee. The Director estimated that approximately $4,000 would be needed out of the projected $8,750 budgeted for actual education and training.

The North 29 Branch Library draft budget shows the Branch Manager budgeted for a full year, with the other positions budgeted for a 6-month period. The benefits were done the same way. A full year comparable is also shown for all positions. This would be an Albemarle cost.

NEW POSITION REQUESTS:

There are several new positions requested:

Administration (Accounting Clerk I) - The Director is making this recommendation for a full-time Accounting Clerk, basing justification for this position as the response to the audit.

Some accounting functions can be given to the local libraries. They would use the automation reports to keep track of their fines, they would have more responsibility to check the money in their drawers every day, and justify photocopies made in conjunction with the money collected for them.

There will also be a need for a regional library reconciliation of fines and fees collected. This position does not have to be full-time but will be an on-going position. This
person will be typing invoices, reconciling branch accounts for fines and copier fees, and counting money.

**Technical Services (Library Clerk I)** - This position is needed to process books, particularly with the new North 29 Branch opening shortly. The Board asked if this position needed to be a permanent full-time position and it was agreed to make this a temporary position in the North 29 budget.

**Children's Services (Librarian I - YA)** - The Library does not have a Young Adult Librarian. This person would be responsible for the system-wide development of a collection, relationships with the high schools, and would be dealing with a large section of our increasing population in the age group between 14-19. Of the new positions requested, the Director feels this is the most important one. This position is Central, as well as Regional.

**Circulation (Librarian I)** - This position would provide information services, on-going training and supervision of the Circulation Department, pursue the Library's long overdues, and would help to maintain good quality Library service.

Board emphasis was on the employee reclassification and they could not see how the new positions could also be funded.

The Director said that swaps could be made to fund the new positions. By decreasing Administrative costs, there would not be as high a personnel cost; therefore, the Library might be able to afford some of the new positions.

Children's Services is the leanest in staffing at Central. There was one transfer of a position from Technical Services to Regional Reference; plus Reference has two people that were transferred from Gordon Avenue.

The Board asked the Director the priority of the new positions. Priority would be the half-time Accounting Clerk I position, the Librarian I (YA) position, and the Head of Circulation (Librarian I) position. The Director suggested using a Circulation Assistant position, when the next opening occurs, to replace that position with a professional Librarian I as Head of Circulation, which would save some of the salary expense.

**SUMMARY**

This draft budget is a status quo budget and does not include any requests for additional hours for any of the branches.
The Director would like to leave the budget at status quo for the branches, because of the personnel salary reclassification expense already being requested, and would like to ask for a cushion/fund of up to $1,000 at the branches with the third person having the smallest number of part time hours used to fill in at vacation time and training time for the other branch staff. This would be for Crozet, Scottsville, Greene, and Nelson. Louisa has all full-time staffing and would not be included in this.

The person affected would only work their normally scheduled hours per week unless they were filling in for the other staff’s vacation and training time, up to their budgeted allowance for that extra time.

The final recommendations included doing a status quo budget, which would have the first three steps of the salary reclassification plan, with a 2% merit allowance; no additional expenses in Education & Training, bringing the amount down to $1,200 instead of the projected $8,750; no new projects; take out the new positions; take out the North 29 Branch so that the cost allocations will go down; allow up to $1,000 for vacations and staff training at the branches by using the part-time third person to fill in (the person will work only normally scheduled weekly hours unless filling in for other staff for vacations and staff training, up to their budgeted allowance for the extra time).

ADJOURNMENT:

Mr. McIntosh made the motion for adjournment and Mrs. Mikalson seconded the motion. The Board adjourned at 6:21 p.m. The next meeting is scheduled for Tuesday, January 23, 1990 at 3:30 p.m. at the Central Library in the Jefferson 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 JANUARY 23, 1990 MEETING

1) Adoption of amended Minutes for the November 28, 1989 and January 9, 1990 Library Board of Trustee's meetings.

2) Approval that the Library budget include funding for the salary line item to increase by 10% next year and the allocations as to how that is given each employee will be done at a later date, based on what the jurisdictions are doing for their employees, on the recommendations from the Director, and based on the funding from the jurisdictions.

3) Approval of the position of Young Adult Librarian I to be put in the proposed budget.

4) Adoption of the Policy Manual with corrections given and a statement for page 13 on confidentiality to be added later.

DonnaLee Grossman
Recording Secretary

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE JANUARY 23, 1990 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT: Florence Bryant
Shirley Dorrier - President
Sally Gieck
Elizabeth Gleason
Nita Lumpkin
Peter McIntosh
Mary Mikalson
Gary O'Connell - Vice President
Cyndy Pronevitz
Jack Speer

TRUSTEES ABSENT: Catherine Seaman

ALSO PRESENT: Elizabeth Baker - League of Women Voters
James Bowling - Albemarle County Assistant Attorney
Melissa Dickens - Observer
DonnaLee Grossman - Recording Secretary
Douglas Hurd - President of the Friends
Betsy Kennan - Observer
Daniel Nunziato - Business Manager
Donna Selle - Director
Jane Tucker - President of Staff Association

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order at 3:34 p.m. on Tuesday, January 23, 1990 by President Shirley Dorrier. The November 28, 1989 Minutes were approved as amended. Motion for approval was made by Mr. McIntosh and seconded by Cyndy Pronevitz. The January 9, 1990 Minutes were approved as amended. Motion for approval was made by Mr. McIntosh and seconded by Mr. O'Connell. Both the November 28, 1989 and January 9, 1990 amended Minutes were unanimously approved by the Board members.
RESIGNATION OF BOARD MEMBER:

Mr. McIntosh was contacted by Mrs. Catherine Seaman, the Board of Trustee representative from Nelson County, to notify the Board of her resignation. The Nelson County Board of Supervisors will be appointing a new representative.

Mrs. Dorrier, Mr. McIntosh, and Ms. Selle will review the library's proposed budget request for the Nelson County Branch with George Krieger, County Administrator of Nelson County.

DIRECTOR'S REPORT:

The Board reviewed the Director's Report submitted in the Board packet. The figures for 1988 and 1989, on page 5 under Central Reference, are for a six-month period and the Fax figure represents 580 transactions.

Mr. McIntosh requested the Board members be given a one-page sheet of statistics showing changes, increases and highlights of certain points, book budget, and library accomplishments. It would be useful to Board members when they discuss the budget with their jurisdictions. Board members suggested sending a letter with the statistics to the supervisors, council members, and the League of Women Voters. The letter would be from the Board and the Director.

Mr. O'Connell asked that the Board receive a packet at the end of the year including statistics, how they are used, and what type of information the Board will have to deal with in order to review and decide what and how often the Board should receive some of the reports.

The six-month Circulation and Bookstock reports were reviewed by the Board.

The Director reported on Legislative Day, January 18, 1990, for the 1990 General Assembly Session in Richmond, Virginia. One of the items they support is full funding for State Aid to public libraries. They were very supportive and pleased to see Mr. Hurd and the Director.

BUDGET REPORT:

The Budget Committee did not meet after the January 9, 1990 meeting. Mr. McIntosh did discuss the budget with the Director prior to the second submission to the Board. Board members have requested they receive the budget in advance, so that they have sufficient time to review it before a meeting.

Pages 3 and 4 represent the Personnel budget proposal for 1990-1991. The Director left training in but the Board still has
the option to take it out. The Head of Circulation was taken out, the Accounting Clerk I was left in, the Young Adult Services Librarian I and the Literacy person were left in the budget. The North 29 Branch budget was separated out of the bottom line, but the budget page was left in the budget packet so that the Board could refer to it. One Bookshelver position was taken out of the North 29 Branch because the Technical Services position was transferred to North 29 and will eventually become a Bookshelver position. Both positions are at the same salary level.

The Director had made the decision to leave in the Education & Training line.

Mr. O'Connell and Mr. McIntosh referred to the January 9, 1990 Minutes and the Board's recommendations for the January 23, 1990 budget submission. The Board wanted the new positions taken out so that they could see what the bottom line would cost. The Literacy Coordinator should be done as a special project under a separate budget and should not be in the Library budget's bottom line. The additional hours at the branches, for part-time substitute help, should be left in the budget.

Up to 25% of State Aid subsidizing of professional salaries (approximately $73,825) and the North 29 Branch (approximately $303,872) were taken out of the January 9, 1990 draft budget's bottom line.

The dollar increase in total payroll from this year to the currently proposed budget for next year is roughly 16.6%. If benefits are included, the percentage would change from 16.6% to 18.7%. Operating expenses would increase 6.9%.

The majority of the percentage increase is a result of the salary reclass. The Board reviewed the salary recommendations and looked for other potential ways across-the-board cuts could be made to the library budget. The merit line already was decreased from 5.7% to 2%. The Director suggested delaying the implementation of the reclass so that the cost would be less to the jurisdictions.

Mr. O'Connell informed the Board that Blue Cross and Blue Shield predictions indicate a 45% increase for this coming year. This could mean as much as an increase from $1,440 per employee each year up to $2,088 next year.

The original goal of the Library Board was to have the reclassification take place as soon as possible; however, the Library is not committed to doing all of the reclassification this coming year. The reclassification could be done in steps over a period of time. The Board was in agreement that the budget should be pared down by decreasing the salary increases.
Further discussion followed on potential ways to cut the proposed budget.

Mr. O'Connell made the suggestion that the Library include in the budget a 10% increase in the payroll salaries and a decision will be made at a later date, with the Director's recommendations, based on what the jurisdictions are doing and what funding the Library will get from the localities. Mr. McIntosh seconded this suggestion.

Mr. O'Connell made the motion that the Library budget include funding for the salary line item to increase by 10% next year and the allocations as to how that is given each employee will be done at a later date, based on what the jurisdictions are doing for their employees, on the recommendations from the Director, and based on the funding from the jurisdictions. Mr. McIntosh seconded the motion and the motion had the Board's unanimous approval. Mrs. Gieck was not present to vote on the motion.

Mr. McIntosh, confirmed that the 10% would not include the pay plan, is not a 10% increase to employees across-the-board, and only represents 10% of the bottom line of the salary line item in the budget.

After much discussion by the Board regarding adding new positions in the proposed budget, it was agreed to remove all new positions, with the only exception being the Young Adult Librarian I position.

Mrs. Mikalson made the motion that the position of Young Adult Librarian I be put in the proposed budget. Mrs. Bryant seconded the motion and the motion had the Board's unanimous approval. Mrs. Gieck and Mr. O'Connell were not present for the vote on the motion.

The Board asked the Director to take the $2,500 from Local Meals and put it in the Education & Training line. The Director suggested that $4,000 be the total for the Education & Training line and the Board was in agreement.

POLICIES COMMITTEE REPORT:

The policies were already distributed to the Board at the January 9, 1990 meeting so that they could review them prior to the January 23, 1990 Board meeting.

Mrs. Mikalson, representing the Policies Committee, said that all the policies, with the exceptions of the Displays policy on Page 21 and the Meeting Rooms policy on page 36, are ready to be adopted by the Board. The library staff have given the Committee a policy on Problem Patrons, which should be ready for
review and approval at the next Board meeting.

The Fines, Fees, and Charges will be inserted under Circulation and after Library Card Eligibility. The Note section on the next to last page of the policies, under the Withdrawals/Discards section, should be taken out.

Mr. Speer asked whether patron activity records are destroyed as a form of protecting the individual's right to confidentiality from anyone inquiring about them and their reading habits. The Director said records are kept on a backup tape and the tapes are erased so that they can be reused. Mr. Speer asked that it be made part of the Library policy that all patron data would be destroyed. The Board mentioned it was against the law to release patron information. The policy for Confidentiality of Patron Activity Records states the procedures to follow if the Library is served with a legal process requesting patron information.

Mr. McIntosh felt Mr. Speer had a legitimate concern and asked the Director to check with Phil Williams and the computer experts at the City and come back to the Board with the information.

Mrs. Mikalson mentioned that Attorney Bowling suggested the word "non-inflammatory" and the clause "or promotion of membership in an individual group" be taken out of the first paragraph in the policy for Displays, which is on page 21.

Mrs. Mikalson asked for Attorney Bowling's comments on the Meeting Rooms policy, page 36. Attorney Bowling said that once the Library allows organizations to meet in the meeting rooms, the Library has little discretion as to what organizations meet in the Library's rooms.

As long as the public is involved, the Library would be more or less opening the rooms up as a public forum and the Library would find it difficult legally to make exceptions and the same would hold true for any group of a religious nature.

The Director's right to turn down using the meeting rooms is very limited and the Director would be severely limited to time, place, matter, control of meeting room length, and if there would be a public safety factor involved.

Attorney Bowling suggested the Meeting Room policy be left as it is but if the Director ever has an inclination to refuse someone, the Director should seek legal counsel. The Library Board could limit it to people who do not charge a fee and the Board could also limit it to non-commercial versus commercial ventures.
The second sentence in the second paragraph of the Meeting Rooms policy should end after Jefferson-Madison Regional Library and the rest of the sentence should be deleted. The brackets around the last sentence in the second paragraph should be removed.

Mrs. Bryant made the motion that the Policy Manual be adopted with the corrections given and a statement for page 13 on confidentiality be added. The motion was seconded by Ms. Pronevitz and the motion was unanimously approved by the Board. Mrs. Gieck and Mr. O'Connell were not present to vote.

EXECUTIVE SESSION:

Mrs. Lumpkin made the motion for the Board to go into Executive Session to discuss personnel matters, pursuant to the Code of Virginia 2.1-344.1, sub paragraphs 1 and 3. The motion was seconded by Mrs. Mikalson. The Library Board went into Executive Session at 6:59 p.m. and reconvened from Executive Session at approximately 7:31 p.m. The Board President read the Certification of Executive Meeting, recording the votes and absences of the Board members.

ADJOURNMENT:

Motion for adjournment was made by Mr. Speer and seconded by Mr. McIntosh. The meeting adjourned at 7:33 p.m. The next Board meeting is scheduled to be held at the Scottsville Branch Library on Tuesday, February 27, 1990 at 3:30 p.m.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE FEBRUARY 27, 1990 MEETING

1) Adoption of amended Minutes for the January 23, 1990 Library Board of Trustees' meeting.

2) Approval of the revised policy on Confidentiality of Patron Activity Records, approval of new policy on Patron Behavior, approval of policy on Fines, Fees, and Charges.


DonnaLee Grossman
Recording Secretary
The Jefferson-Madison Regional Library Board of Trustees' meeting was held at the Scottsville Branch Library and was called to order at 3:32 p.m. on Tuesday, February 27, 1990 by President Dorrier. The January 23, 1990 Minutes were approved as amended. Motion for approval was made by Mrs. Gleason and seconded by Mrs. Gieck. The amended Minutes were unanimously approved by the Board members.
ADDITIONS/DELETIONS IN AGENDA:

The Presentation in honor of Helen Wienke was moved up on the Agenda to the beginning of the meeting, prior to the Director's Report. Added to the Agenda under "Comments from the Trustees:" Friends Looking at Fund Raising.

PRESENTATION IN HONOR OF HELEN WIENEKE:

President Dorrier introduced Mrs. Louise Holt, the former Head of the Scottsville Branch Library and a long-time friend of Helen Wienke. Mrs. Holt gave the presentation in honor of Helen Wienke, beloved patron, Library Board member, and friend, naming and dedicating the Scottsville Branch Library's meeting room as the Helen Wienke Meeting Room.

DIRECTOR'S REPORT:

In another week, the Library's open positions will be filled, with only the Bookshelver position at Gordon Avenue still pending.

Circulation is 5.47% higher than last year. Circulation is getting closer to one million.

The Board reviewed the Director's Report submitted in the Board's packet. The Director included in the Suggestion Box her receipt of twelve complaints about the heat at Central.

The Board conveyed their appreciation of the new staff newsletter, with its positive and constructive thoughts.

The Director is working with City Public Works to get estimates to enclose the mezzanine and have separate air conditioning installed there.

The Director mentioned that security was being addressed for the Central Library with a new keying system also being investigated for Central.

Regarding the Books-By-Mail Grant, the bids are out for the catalog and all the equipment has been ordered. Public relations and press releases for this are included as part of the grant. This is a paperback program.

There may be a decrease in state aid of 5% next year. When the state notifies the library what the decrease represents, the proposed budget will have to be adjusted.

Mr. O'Connell asked for a status report on automation and would like to see a report for the Board to review within the next two months.
Mr. Speer has been named by the Library Board as liaison and will be working with Phil Williams, Head of Technical Services, with emphasis on automation.

POLICIES:

Mrs. Mikalson discussed with the Board three policies for their review and approval:

1) Confidentiality of Patron Activity Records (a draft revision) - One sentence had been added:
   
   The Library retains patron activity records only for the period of time necessary to back up the Library's automation system.

2) Patron Behavior (new policy, first draft) - The new policy was reviewed by the Board for any revisions.

3) Fines, Fees, and Charges (a draft revision) - A sentence had been added at the end of the first paragraph under "Lost or Damaged Materials:
   
   No charges for lost or damaged magazines.

   The Board approved the revision to the policy on Confidentiality of Patron Activity Records, approved the new Patron Behavior Policy, and decided to leave the sentence "no charges for lost or damaged magazines" out of the Fines, Fees, and Charges Policy, with the understanding that the Director will be reporting back to the Board in about six months' time on the circulation of magazines and how much damage has been done to them.

BUDGET:

Fact Sheets were distributed to the Board members for their review at the meeting, giving them the highlights and requests submitted to the jurisdictions on the proposed budget request for 1990/1991.

Albemarle County will not be considering the Bookmobile request as a Capital Improvement request, rather as part of the Library's operating budget, and suggested a lease/purchase situation.

The Director will be working with the Board members, by jurisdiction, to send letters to the officials for each jurisdiction on the proposed 1990/1991 budget.

The Board will be notified of the Library budget hearing dates at the jurisdictions.
Mrs. Gleason made the motion to approve the Proposed Budget FY 1990-1991 as presented and Ms. Bryant seconded the motion. The motion was unanimously approved by the Board. Mr. Speer was not present to vote.

TRUSTEES’ NOTEBOOK:

Mrs. Mikalson reported on the status of a Trustees' notebook which would be compiled for each Board member. It would be used for Board member orientation and reference and would be returned at the end of a Board member's term, to be reviewed and updated and then assigned to another incoming Board member.

Mrs. Mikalson distributed a letter to the Board requesting they turn in, at the March meeting, all the materials they have been accumulating and the materials will be assembled and coordinated for the Board book.

ALTERNATES FOR BOARD MEMBERS:

Mr. John Genobres, the alternate for Greene county, has just died. The Board discussed the importance of having alternates, particularly for counties having only one representative on the Board. The Board felt alternates should be kept currently updated on Library issues so that they are well enough informed to be able to stand in for their Board member when they are absent.

FUND RAISING BY THE FRIENDS:

Ms. Pronevitz mentioned that the Friends are investigating other areas for fund raising and are looking into grants and foundation boards, in order to help support future Library needs, such as for branches, etc. The Friends would like the Board's approval to move ahead. The Board gave their unanimous approval and appreciation to the Friends to proceed on this.

PROPOSED ADDENDUM TO THE CITY-LIBRARY CONTRACT FOR PERSONNEL SERVICES:

The layoff units were reviewed by the Board. The Option C - Funding Source was recommended. This option will take into consideration layoff units by jurisdictional funding and will give the Library staff the best flexibility and mobility in "bumping" rights.

There were three additional recommendations to the addendum, as outlined in the Director's memo dated February 16, 1990 and included in the Board's packet.

After reviewing the recommendations to the addendum, the Board requested more clarification and asked that someone attend
the next Board meeting to present and explain the requested changes and to be available to answer any of the Board's questions.

EXECUTIVE SESSION:

Mrs. Lumpkin made the motion to go into Executive Session for discussion of personnel matters, according to the Code of Virginia 2.1-344.1, sub paragraph 1. Ms. Pronevitz seconded the motion. The Library Board went into Executive Session at 5:20 p.m. and reconvened from Executive Session at 6:34 p.m. The Board President read the Certification of Executive Meeting, recording the votes and absences of the Board members.

ADJOURNMENT:

Motion for adjournment was made by Ms. Bryant and seconded by Mrs. Mikalson. The meeting adjourned at 6:36 p.m. The next Board meeting is scheduled to be held at the Central Library on Tuesday, March 27, 1990 at 3:30 p.m.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE MARCH 27, 1990 MEETING

1) Adoption of amended Minutes for the February 27, 1990 Library Board of Trustees' meeting.

2) Authorization for the Director and President to come up with something similar to the draft fact sheet, that would be appropriate for distribution to the public.

3) Authorization for the Director, in conjunction with other Albemarle County Board members, to mount an information and advocacy campaign that would include the press, in addition to the distribution of the revised fact sheet.

4) Approval of Page 20 of the Board handout on the Addendum to the City-Library Contract for Personnel Services.

5) Approval by the Board to support the participating libraries in the LSCA Title I Grant proposal for continuance of the Piedmont Books-By-Mail program.

6) Approval to eliminate the Scottsville Custodial position and to have custodial work done under contract.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE MARCH 27, 1990 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT:  Mrs. Florence C. Bryant
Mrs. Sally Gieck
Mrs. Elizabeth Gleason
Mrs. Nita Lumpkin
Mr. Peter McIntosh
Ms. Mary Mikalson
Mr. Gary O'Connell - Vice President
Ms. Cyndy Pronevitz
Mr. Walter Tucker, Jr.
Mr. Jack Speer

TRUSTEES ABSENT:  Mrs. Shirley Dorrier - President

ALSO PRESENT:  Mrs. Ann Beauford - Wife of deceased employee (Roland Beauford)
Ms. Molly Cassell - League of Women Voters
Mrs. DonnaLee Grossman - Recording Secretary
Mrs. Linda Homa - Head, Children's Department
Mr. Douglas Hurd - President of the Friends
Mr. Bruce Keith - Director of Personnel for the City of Charlottesville
Ms. Eleanor Longley - Louisa Friends
Mrs. Karen Morris - Head, Reference and Information Services
Mr. Daniel Nunziato - Business Manager
Mrs. B. Gail Ott - Head, Extension and Branches
Mrs. Stella Pool - Books-By-Mail
Ms. Donna Selle - Director
Ms. Jane Tucker - President of Staff Association
Mrs. Andrea Williams - Collection Management Coordinator
Mr. Philip Williams - Head, Technical Services

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Vice President, Mr. Gary O'Connell, on Tuesday, March 27, 1990 at 3:31 p.m. The February 27, 1990 Minutes were approved as amended. A section of the Minutes relating to staff budget items was deleted. Motion for approval of the amended February 27, 1990 Minutes was made by Mrs. Gleason and seconded by Mrs. Mikalson. The amended Minutes were unanimously approved by the Board members, with Mr. McIntosh abstaining as he was not present at the February 27, 1990 meeting.

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MRS. ANN BEAUFORD:

Mrs. Beauford mentioned she would need to get back to the Board and the Director regarding the memorial planned for her husband, Roland Beauford, as she has to check with her children before making a decision. Mr. Beauford was with the library for 35 years and his life truly revolved around the library. Mrs. Beauford discussed his working life and some of his library experiences and asked that Roland's memorial be the best possible as he gave his best to the library. She also asked the Board for any input to her question regarding the reasoning behind Mr. Beauford's change in title.

DIRECTOR'S REPORT:

The Director referred to her Director's Report in the Board's packet on the Financial and Circulation Reports and the Sunday hours for Central.

1) Equipment Fund - The Board discussed the use of the equipment fund. This is to be included as one of the items on the Budget Committee's agenda when they begin discussing the library's year-end situation. This fund could be considered as a source of long-range funding with jurisdictional approval. Normally, this fund would be expended within the fiscal year, with the only exceptions being funding for long-range equipment needs, such as for computers, automation upgrades, and costly equipment replacements. Mr. McIntosh will be working on a statement regarding what the equipment reserve fund is for and how it relates to the computer equipment and office equipment line items.

2) Year-End Financial Position - Mr. McIntosh requested the Director and Business Manager report at the April Board meeting on the library's year-end position. Mr. O'Connell asked that salary and fringe benefit projections be included. Mr. McIntosh suggested the library approach the jurisdictions to ask for a more streamlined approach in handling any year-end surpluses/deficits and to offer them some of the library's suggestions. The Budget Committee will be presenting their report to the Board.

3) Amnesty Day - The Director would like to declare Friday, April 27, 1990 as an Amnesty Day for the library. The Board suggested two days be used as Amnesty Days---Friday, April 27th and Saturday, April 28th.

4) Fact Sheet on North 29 Branch - A fact sheet on North 29 was distributed to the Board for review. After the revisions are made and placed on the Friends' stationery, the fact sheets will be placed throughout the library, at the circulation desks, as
handouts to the public and will also be distributed at the Friends' Book Sale. Press releases are to be done at the same time. The public hearing on the North 29 Branch is scheduled for Wednesday, April 18th at 7:30 p.m. at Albemarle County.

Mr. McIntosh made a motion that the Board authorize the Director and President to come up with something similar to the draft fact sheet, that would be appropriate for distribution to the public. Mr. Speer seconded the motion and the motion had the Board's unanimous approval.

Mr. McIntosh made a motion that the Board authorize the Director, in conjunction with other Albemarle County Board members, to mount an information and advocacy campaign that would include the press, in addition to the distribution of the revised fact sheet. Mr. Speer seconded the motion and the motion had the Board's unanimous approval.

TRUSTEE REPORTS:

1) Louisa County (Jack Speer) - Mr. Speer was informed today that a 10% increase for Louisa County was a definite possibility. There is a group in Louisa actively trying to get a one million dollar gift toward a new library building. There would be conditions to the gift. One condition would be that the building be built on or adjoining school property. Another condition is that construction would have to begin no later than in April of 1992.

2) Greene County (Nita Lumpkin) - Presentation of the library's budget to Greene County was done last Thursday at 2:00. Mrs. Lumpkin reviewed, for the Board of Supervisors' benefit, some of the events that occurred during the past year--updated reference collection, staff training, new books bought, changed hours, and books-by-mail. Greene County Branch had a cut in hours from 24 to 19 hours this past year; therefore, the Greene County Branch was open three days instead of five days per week and also had later open hours. The budget is a status quo budget and the library asked Greene for an increase of $4,678. The library also asked for 54 hours of staff time to cover when people are gone and for an increase in benefits.

The Greene County Library Study Committee, composed of four people appointed by the Board of Supervisors, includes one supervisor, two former library trustees, and a woman who has agreed to be the coordinator of the local Friends. They had their first meeting March 5th with the library Director. The committee is investigating to see if Greene County is getting the best library service through the regional system or if they could get an equal amount of service by being independent. Two goals of the committee are to improve communications and to review the standards of the library system.
3) City of Charlottesville (Gary O'Connell) - City Council is considering the library budget request. Full funding for the library has been included in the City's budget to City Council, with the literacy volunteer being the only item not recommended in the budget. The Council may appropriate additional funds for this.

4) Albemarle County (Cyndy Pronevitz) - The budget hearing for Albemarle County is scheduled for tomorrow evening. Ms. Pronevitz asked for input from the library board regarding the literacy volunteer. They are a separate agency and it was suggested that they make their own presentation to the jurisdictions, with the library indicating their support. There is a $23,000 carryover and when Albemarle approves the new branch, the library could ask this to be applied for new books.

OLD BUSINESS:

1) Addendum to the City-Library Contract for Personnel Services - Mr. Keith, Director of Personnel for the City of Charlottesville, was present to answer any of the Board's questions regarding the addendum to the contract. Page 20 in the Board packet presents nine sections of significant differences between the City Personnel Manual and the library's specific exceptions.

For all but two of the items this would be more a matter of housekeeping to make the language of the City personnel regulations conform to the reality of the library as a different organization. The exceptions are in section #9, where library employees are treated slightly different from City employees regarding granting of one personal day annually and in grandfathering in employees hired prior to July 1, 1989. Mr. McIntosh made the motion to approve Page 20 of the Board handout and Mrs. Gleason seconded the motion. The motion had the Board's unanimous approval.

2) Output Measures (B. Gail Ott) - The Board's packet has a March 20, 1990 report on Output Measures on pages 21-22. This is the second year output measures have been done and this report represents the end of this cycle of output measures. The survey includes the Reference Completion Rate, which measures the users' immediate success in getting their questions answered. The Materials Availability Survey is measured by title fill rate, subject and author fill rate, and browser's fill rate.

One way to compare or relate these statistics state or region-wide would be by using a national survey called the Public Library Data Service Statistical Report, which is put out by the Public Library Administration, a division of the American Library Association. The library statistics are put in rank by population served. Virginia libraries of comparable size listed
in their 1988 report included Prince William County, Alexandria, and Newport News. Not every library is in the report. The Board would like to see comparable figures and suggested it be done on a quarterly basis, selecting the most helpful comparisons.

3) Books-By-Mail LSCA Grant Renewal (Stella Pool) - Pages 23-24 in the Board packet explain the proposal to continue support of the Piedmont Books-By-Mail Grant. This grant application is for July 1990-1991. By July 1992, the grant will have to be locally funded.

The Board was shown a copy of the catalog, which will be mailed out to approximately 50,000 rural route box holders in the six counties being served by the grant. There will be additional copies placed in each of our libraries and they will be distributed to other areas, such as Meals On Wheels, nursing homes, and the Welcome Wagon. There are three copies of each title, as beginning stock, with some of the large print books only having two copies of each title. As demand is established, more books can be purchased of a single title. There will be publicity in the local papers, radio stations, and television stations.

Some of the Board members felt this would be an opportunity to send out, with the mail bags, flyers or mailers to advertise the libraries, their services, and their programs. Some doubt was expressed whether this should be done with a bulk permit on grant money. The insert would have to be done manually, would have to meet requirements for the Bulk Rate Permit, and would have to be separated out into zones, according to the permit. This would need to be investigated further.

Mrs. Gleason made the motion that the Board support the participating libraries in their LSCA Title I Grant proposal for continuance of the Piedmont Books-By-Mail program. Mr. McIntosh seconded the motion and the motion was unanimously approved by the Library Board.

NEW BUSINESS:

1) Mr. Hurd, President of the local Friends - The Friends realized it was time to assess their future needs, the Book Sale, its future growth, space requirements, and their continued presence at Gordon Avenue. The Friends have set aside $20,000 for the contingency of possible expansion of space at Gordon Avenue.

Handed out at the Board meeting was a page of resolutions passed unanimously by the Friends' Board on March 26, 1990 regarding renovations at Gordon Avenue (attached to Minutes). The Friends will report back to the Library Board with their requests and for the Board's endorsement.
The Board was in concurrence with this and commended the Friends on the Book Sale, which greatly benefits the Library, and the work they are doing to improve the space at Gordon Avenue.

2) **Elimination of the Scottsville Custodial Position** - The Scottsville Custodian resigned, effective February 28th. The Director asked permission to eliminate this position and to have custodial work done under contract. Mr. Tucker, Jr. made the motion to eliminate the Scottsville custodial position and to have custodial work done under contract. Ms. Mikalson seconded the motion and it had the Board's unanimous approval.

3) **Long-Range Plan for the Book Budget** - On pages 26-27, a long-range plan on the library's book budget was presented for the Board's review. Automation personnel need to have some idea as to the anticipated future book expenditures and the number of volumes potentially to be added to the database. This affects the size of the number of users and the level of activity circulation can handle. To reach the Virginia State Library's Level III circulation per capita, our library would have to double what it is doing now. To allow automation personnel to project the library's future automation needs, the Board suggested they review Level III as a goal.

**ADJOURNMENT:**

Motion for adjournment was made by Mr. McIntosh and seconded by Mr. O'Connell. The meeting adjourned at 6:25 p.m. The next Board meeting is scheduled at the Central Library in the Jefferson Room on Tuesday, April 24, 1990 at 3:30 p.m.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE APRIL 24, 1990 MEETING

1) Approval of the Minutes for the March 27, 1990 Library Board of Trustee's meeting.

2) Authorization that the Library add $38,867 to the Revolving Equipment Fund.

3) Approval of the recommendation of the Budget Committee to reserve $10,000 for staff training and development and $10,000 to purchase young adult books and programming and to reserve 1% of the total budget, with Library Board review at the June meeting, to be sure the funds are available and to make a decision about how to move ahead on the reserve with the jurisdictions.

4) Adoption of the revised budget for FY 1989-1990, Column #9.

5) Approval of the elimination of the Librarian II position in Reference and use of the salary savings to create two new positions of Librarian I and Library Assistant II, as outlined on page 19.

6) Adoption of the Director's recommendation to join local Chamber of Commerce and the Charlottesville Downtown Foundation, including an annual evaluation to see what the Library is getting for its money, how much people attend, what good the Library has gotten out of the memberships, with a one-year approval.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE APRIL 24, 1990 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT: Florence Bryant
Shirley Dorrier - President
Sally Gieck
Elizabeth Gleason
Nita Lumpkin
Peter McIntosh
Mary Mikalson
Gary O'Connell - Vice President
Cyndy Pronevitz
Walter Tucker
Jack Speer

TRUSTEES ABSENT: None

ALSO PRESENT: Elizabeth Baker - League of Women Voters
Donna Lee Grossman - Recording Secretary
Douglas Hurd - President of the Friends
Ray Jones - Deputy County Executive for Albemarle County
Eleanor Longley - Louisa Friends
Karen Morris - Head, Reference and Information Services
Daniel Nunziato - Business Manager
B. Gail Ott - Head, Extension and Branches
Donna Selle - Director
Jane Tucker - President of Staff Association
Philip Williams - Head, Technical Services

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by President, Mrs. Shirley Dorrier, on Tuesday, April 24, 1990 at 3:30 p.m. The March 27, 1990 Minutes were approved as submitted. The motion for approval of the Minutes was made by Mr. McIntosh and seconded by Mr. Tucker, Jr. The Minutes were unanimously approved, with the exceptions of Mrs. Dorrier, who was absent from the March 27th meeting and Mr. O'Connell, who was not present to vote on the motion.

President Dorrier welcomed Mr. Ray Jones, Deputy County Executive for Albemarle County, and conveyed to him the Library and Board's appreciation for Albemarle County's support and interest and in their going ahead with the North 29 Branch.
Mr. Jones discussed the current progress on the North 29 Branch. When looking at the operations of the new facility, it was found that no official statement or agreement had been made. It was suggested to the Albemarle County Board of Supervisors that they make a Resolution of Intent. The Resolution would not be totally binding; however, it would confirm the County's agreement with their intent to do certain items for the Library and outline what the Library would need to do to make the facility a reality.

The County has developed an RFP for the North 29 Branch, with a closing date of 2:00 p.m., Thursday, May 24, 1990 and with the bids being directed to Mr. Calvin Jones, Purchasing Agent for Albemarle County. The criteria used for the proposal is listed in the April 20, 1990 Albemarle County letter distributed at the Board meeting. Albemarle County is asking for the location of the Library to have an easy access, be accessible to North 29 and near a crossover.

DIRECTOR'S REPORT:

The Director referred to the Director's Report in the Board's packet on the Circulation and Bookstock Reports, National Library Week, the Director hosting a Virginia Library Association Committee looking into library schools in Virginia, discussed the law suit on displays at Alexandria Public Library, the Amnesty Days, and some of the special programming being done region-wide, one featuring Larry Goldstein, a local storyteller and mime.

1) Books-By-Mail Program Update - The first mailing went out to rural route boxes in Greene and Nelson counties on April 12th. After seven days of operation, 412 books were circulated and the library received 88 orders—45 from Greene, 35 from Nelson, 5 from Albemarle, 2 from Culpeper, and 1 from the City of Charlottesville. Out of the 88 orders, 59% represents new library cardholders. The total number of readers served is 229.

2) Additional Storage Space for Books - The area known as Roland's office has had the partition removed from the two rooms, making it into one large room. Shelving will be ordered for the room to provide extra storage area for the books being ordered and developed for the new branch.

3) Budget Status - The Library won't know the budget status for the FY 1990-1991 budget until May. Greene County has scheduled their budget hearing for tonight. Louisa County has one more hearing to go on the budget.

4) Library School in Virginia - Mr. Speer suggested that at the right time, the Board adopt a resolution to support having a library school located in Virginia and to support qualified staff who would like to attend.
5) Mrs. Beauford's Letter - The Board received a copy of Mrs. Beauford's letter and reviewed a draft letter of response to her from the Board. The President and the Director will revise the draft and send it to Mrs. Beauford. Mrs. Dorrier suggested the Library contact Mrs. Beauford in the next two weeks regarding the memorial and see if Mrs. Beauford and her family have made any decisions.

OLD BUSINESS:

1) Trustee Notebooks (Mary Mikalson) - Trustee Notebooks were distributed to each Board member, containing reference data for each Board member to use (Mission Statement, By-Laws, Regional Agreement, Approved and Proposed Budget, list of Board members, library organizational chart, library staff list, City Personnel Manual, Director's Contract with Goals and Objectives, brief history of library and branches, schedule of library hours, board meeting calendar, maps to branches). When a Board member leaves the Library Board, or when their term expires, they are requested to return the notebook back in so it can be updated and then given to their replacement on the Board.

2) Report from the Budget Committee (Peter McIntosh)

a) Definition of Revolving Equipment Fund (on page 18 in the Board packet) - The Board reviewed the draft definition on page 18 regarding how the fund was to be used and on what specific types of equipment. The Revolving Equipment Fund should be used toward the most pressing needs regarding equipment and there should be some form of prioritization. This fund should not be used for all equipment as there is a fund for capital expenditures and two other equipment line items in the budget---Office Equipment and Computer Equipment. Equipment should be broken down into two categories---(1) equipment used for day-to-day library functions by staff or the public and (2) for large system support. The definition of Revolving Equipment Fund will be redrafted by the Budget Committee and presented at the May Board meeting.

b) Recommendation for Addition of $38,867 to Revolving Equipment Fund - The recommendation is shown on page 18 of the Board packet. After the final audit and as a matter of housekeeping for City Finance, the Board was requested to add the additional $38,867 to the Revolving Equipment Fund. Mrs. Gleason made the motion that the Library add the additional $38,867 to the Revolving Equipment Fund. The motion was seconded by Mr. Speer and was approved by the Board, with one abstention and one not present for the vote.

c) Priorities for Year-End Balances - The Budget Committee distributed a proposal for year-end balances to the Board dated April 24, 1990. The Library would aim for 1% of the
total budget to be carried forward as a reserve at the end of the year. If any surplus is realized beyond the 1% at the end of the year, the Budget Committee recommended the surplus be expended on:

- $10,000 staff training and development
- $10,000 young adult books and programming

The reserve funding of up to 1% of the total budget will be reworded. There should be a definite guideline that would be acceptable to the Board and the jurisdictions. The guideline would be used every year and would be part of the Regional Agreement. It was suggested that any surplus over the percentage decided upon, whether it be 1% or more, would be returned to the jurisdictions.

Mr. O'Connell made a motion that it is the consensus of the Board to follow the recommendations of the Budget Committee to reserve $10,000 for staff training and development and set aside $10,000 to purchase the young adult books and programming and to reserve 1% of the total budget and that the Library Board review this at the June meeting, to be sure the funds are available and to make a decision about how to move ahead on the reserve to the jurisdictions. Mr. McIntosh seconded the motion and the motion was approved by the Board, with one person abstaining and one voting against the motion.

d) The Board also reviewed the Revised 1989/1990 budget sheet distributed at the meeting. Ms. Pronevitz made the motion the Board adopt the revised budget FY 1989-1990 Column #9. Mrs. Bryant seconded the motion and the motion was unanimously approved by the Board.

e) Elimination of Librarian II position - Page 19 in the Board packet is a request that the Board approve elimination of a Librarian II position in the Reference Department. Mr. Tucker made the motion to eliminate the Reference position of Librarian II and Mrs. Bryant seconded the motion. The motion was unanimously approved by the Board.

The Librarian II position would be replaced as soon as possible by a Librarian I position in Reference and any remaining funds from the Librarian II position would be applied to the addition of a Library Assistant II as Head of Circulation for a partial year in 1990-1991.

Mr. O'Connell made the motion that the Board approve the elimination of the Librarian II position in Reference and use the salary savings to create two new positions of Librarian I and
Library Assistant II, as outlined on page 19. Mrs. Gleason seconded the motion and the motion was approved by the Board with one voting against the motion.

3) **Level II and Level III for Collection Development** - The Director discussed pages 20-24 in the Board's packet. The Library currently is slightly below Level I and the Library Director proposed to the Board that the Library could sustain a Level I collection for the next five years (2 books per capita); however, Level II (3 books per capita) should come with a larger facility of 50,000 square feet or with the addition of new facilities. The Director felt the Library should be looking more at a mid point between Level I and II (2.5 books per capita) and should work in increments towards a Level II status. Level III (4 books per capita) was not felt to be a realistic goal for the Library at this time.

**NEW BUSINESS:**

1) **Roles for the Jefferson-Madison Regional Libraries** - The Board reviewed and discussed the matrix outlining the roles of the libraries. The Board felt Reference at North 29 Branch should be considered a secondary role. Crozet should have as a secondary role the Community Activities Center. The Independent Learning Center should be considered as a secondary role at North 29, provided the new branch has a meeting room. The Formal Education Center is out for all the libraries. The primary role of each library is as a Popular Materials Library. Primary means full service provision in that particular field, adequately staffed, and expending a significant amount of effort in that area.

2) **Evaluation of Library Director** - Mrs. Bryant distributed the evaluation forms to the Board, to review and become familiar with, and they are to bring them to the May Board meeting. The Board can use the Director's goals and objectives as a guide. At the May Board meeting the Board can go over any of the items, ask any questions, and they can get the Director's input. The forms will go to a Committee to review and make the final evaluation.

3) **Membership in Local Chamber of Commerce and in the Charlottesville Downtown Foundation** - The Director presented a request for the Library to join local Chamber of Commerces to give local branch heads an opportunity to become more active in their communities. The Library could use this as a means to distribute Library information and enhance the role of the Library in the community. Mr. Speer made the motion the Board adopt the Director's recommendation and include an annual evaluation to see what the Library is getting for its money, how much people attend, and what good the Library has gotten out of the memberships in the Chamber of Commerce and the Charlottesville Downtown Foundation and this would be approved.
with a one-year approval. Mr. McIntosh seconded the motion. The Board approved the motion with one abstaining, one opposed, and two people absent from the voting.

4) May 22, 1990 Board Meeting - Mrs. Dorrier wanted to remind the Board that after the May 22nd Board meeting, the Board will be adjourning to an annual dinner and she would like all the Board to attend.

ADJOURNMENT:

Mr. McIntosh made the motion for adjournment and Mrs. Gleason seconded the motion. The meeting adjourned at 6:47 p.m. The next meeting is scheduled for Tuesday, May 22, 1990 at the Central Library in the Jefferson Room at 3:30 p.m.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE MAY 22, 1990 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT: Florence Bryant
Shirley Dorrier - President
Sally Gieck
Elizabeth Gleason
Nita Lumpkin
Mary Mikalson
Gary O'Connell - Vice President
Cyndy Pronevitz
Walter Tucker, Jr.
Jack Speer

TRUSTEES ABSENT: Peter McIntosh

ALSO PRESENT: Molly Cassell - League of Women Voters
DonnaLee Grossman - Recording Secretary
Tom Hatch - Director, Information Services for the City of Charlottesville
Linda Homa - Head, Children's Services
Douglas Hurd - President of the Friends
Eleanor Longley - Louisa Friends
Daniel Nunziato - Business Manager
Donna Selle - Director
Jane Tucker - President of Staff Association
Andrea Williams - Collection Management Coordinator and Literacy Volunteers of America Board Member
Philip Williams - Head, Technical Services

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by President, Mrs. Dorrier, on Tuesday, May 22, 1990 at 3:30 p.m. Mrs. Gleason requested that the point she was trying to make at the April 24th meeting be included in the Minutes, regarding the definition of the Revolving Equipment Fund. The Revolving Equipment Fund is meant to be used on equipment as an on-going revolving fund. This should be used as the first source for payment of equipment and is the main reason the library is keeping a separate account for this. Mrs. Gleason also asked that her name be shown as the member abstaining on the Board motion shown on pages 5-6 of the April 24th Minutes regarding memberships in the local Chamber of
Commerce and the Charlottesville Downtown Foundation. Motion for approval of the amended April 24, 1990 Minutes was made by Mrs. Bryant and seconded by Mrs. Mikalson. It was requested that when the Board members vote they do so by a show of hands in order to record the vote by name. Eight Board members voted for approval of the amended April 24, 1990 Board Minutes (Bryant, Gieck, Gleason, Lumpkin, Mikalson, Pronevitz, Tucker, Speer). Mr. O'Connell was not present when the vote was taken.

DIRECTOR'S REPORT:

1) **The Books-By-Mail Grant** - The Director informed the Board that the grant was not renewed. Grant funding will last through June 30, 1990. Participants in the grant will be reallocating their priorities and discussing funding. The Director will come to the June Board meeting with plans on how to fund Books-By-Mail for next year. The program has been well received and the library would like to find a way to continue funding it.

2) **Problem Patrons** - A patron damaged one of the chairs at Central and the Director contacted Robert Costa, Director of the Richmond Public Library, to obtain their problem patron policies and find out how they deal with street people. Our library needs a policy on this and our staff will be working on one. Attorney Bowling will be reviewing it before it is submitted for the Board's approval.

3) **Bid Opening on North 29 Branch** - Thursday, May 24, 1990 at 2:00 p.m. will be the bid opening for the North 29 Branch held at Albemarle County's Purchasing Department.

4) **Expansion of the Greene County Library** - Mr. Lawson, a Greene County Supervisor and Advisory Committee member, is checking on expanding the Greene County Library into a garage area next door to the library. The Board of Supervisors will have to approve the expansion and there will also be some cost involved, with donations of labor and materials anticipated to help defray most of the expense.

5) **Amnesty Days** - Amnesty Days were not as successful as the library hoped they would be. Less than 100 were returned and had fines waived, out of approximately 4,400 titles missing.

OLD BUSINESS:

1) **Budget Update** - The Director referred the Board to page 22 in the Board packet. Outlined on page 22 is the anticipated funding from each jurisdiction for FY 1990-1991 versus what was originally requested. The Budget Committee will be meeting in June and will be recommending a budget adoption at June's Board meeting.
2) **Fifeville Grant (Linda Homa)** - The Fifeville project is shown in the Board packet, pages 23-27. The Director asked Board approval for the library to participate in this project and to hire a Library Assistant for approximately eight weeks (June 18-August 10) at approximately $8.00 per hour.

Linda Homa gave the Board a brief description of the grant request. The Fifeville Task Force was exploring ways to develop social programs concentrated on the Tonsler Park area and involving children in the neighborhood. Evaluation data will be kept so that the difference it makes can be shown to the public and to also outline the history. Transportation round trip, from Tonsler Park to Jefferson-Madison Regional Library will be arranged through the City Parks and Recreation Department.

After the Library Board approves this, it needs to go to City Council for approval. The Board was very supportive of this type of an outreach program, particularly in an area where it is so very needed.

Ms. Cyndy Pronevitz made a motion that the Board approve participation by the Library in the Fifeville project at Tonsler Park. Mrs. Bryant seconded the motion. The motion was unanimously approved by nine Board members (Bryant, Gieck, Gleason, Lumpkin, Mikalson, O'Connell, Pronevitz, Tucker, Speer).

Mr. O'Connell made the motion for approval of the Library to hire for the Tonsler Park project a Library Assistant for eight weeks, from June 18, 1990 through August 10, 1990. Mrs. Mikalson seconded the motion. The motion was unanimously approved by the nine Board members (Bryant, Gieck, Gleason, Lumpkin, Mikalson, O'Connell, Pronevitz, Tucker, Speer).

3) **Automation Report (Philip Williams)** - Mr. Williams reviewed with Board members pages 28-31 in the Board packet. This report lays out the proposal and recommendation of the hardware upgrade, along with cost estimates and a budget summary. The report suggests replacing the current central processing unit (CPU), a Hewlett Packard 3000 Series 58, with a Series 935. Also proposed, as part of the upgrade and long-range automation planning, the purchase and installation of an INLEX Acquisition Module and Dial-Up Catalog. Consideration should also be given to include, as part of the upgrade, replacement of the system tape drive. It will need replacing within the next five years.

On page 29, under Cost Estimates, the following sentence should be deleted:

This price also takes into account the trade-in value of the HP3000 Series 58.
A brief question and answer period followed. Tom Hatch, Director of Information Services for Charlottesville, and Philip Williams, Head of Technical Services, answered questions from the Board.

Mr. Speer suggested consulting with other library systems and suggested asking INLEX for their hardware recommendation. Mr. O'Connell voiced his concern on how the Library will pay for the upgrade. Mr. Speer suggested the Library look into different ways to pay for the upgrade; it could be paid by leasing, renting or some other type of payment plan. Mr. O'Connell asked what the library would have and what the cost would be to do an upgrade of the existing equipment/system. Mrs. Lumpkin asked Mr. Williams to come back with the bottom line cost and to state what the negatives would be.

Mrs. Dorrier suggested the Budget Committee strongly look at the need for computer services funding and let the Board know how it will be funded. If there is no money available, the Board will need to look at alternatives. The Board needs to come up with a plan for the next five years.

4) LVA Draft Agreement (Director) - Kay Wright, President of the Literacy Volunteers of America - Charlottesville/Albemarle (LVA-C/A) was present and thanked the Library Board for their support during the past budget session. Pages 32-35, in the Board packet, discusses and outlines the draft agreement between the Library and LVA-C/A.

LVA has changed their office location to a building on West Main Street. They have free office rent from Centel.

Roger Wiley, an attorney on the LVA Board, drafted the agreement with review by our attorney, James Bowling.

Mr. O'Connell made the motion to accept the draft of agreement between LVA and the Library, with insertion of item #3, "subject to the Director's approval" in the personnel section. The motion was seconded by Mrs. Gleason. The motion was unanimously approved by eight Board members (Bryant, Gieck, Gleason, Lumpkin, Mikalson, O'Connell, Pronevitz, Tucker), with one member absent during the voting (Speer).

NEW BUSINESS

1) Evaluation of System Goals and Objectives By the Director - The Board began their discussion and evaluation of the Director. The Board decided this should be discussed in an Executive Session.
EXECUTIVE SESSION:

Mrs. Gleason made the motion to go into Executive Session for discussion of personnel matters, according to the Code of Virginia 2.1-344.1, sub paragraphs 1 and 6. Mrs. Mikalson seconded the motion. The Library Board went into Executive Session at 5:40 p.m. and reconvened from Executive Session at 6:03 p.m. The Board President read the Certification of Executive Meeting, recording the votes and absences of the Board members.

ADJOURNMENT:

Motion for adjournment was made by Mrs. Mikalson and seconded by Mrs. Bryant. The meeting adjourned at 6:04 p.m. The next Board meeting is scheduled to be held at the Central Library on Tuesday, June 26, 1990 at 3:30 p.m.

DonnaLee Grossman
Recording Secretary
MOTION TO GO INTO EXECUTIVE SESSION FOR DISCUSSION OF PERSONNEL MATTERS, ACCORDING TO THE CODE OF VIRGINIA 2.1-344.1, SUB PARAGRAPHS 1 AND 6.

MOTION: MARY MIKALSON
SECOND: FLORENCE BRYANT
RESOLUTION NO.: 5/22/90-#1
MEETING DATE: MAY 22, 1990

CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the [public body] has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, § 2.1-344.1 of the Code of Virginia requires a certification by this [public body] that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the [public body] hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the [public body].

VOTE

AYES: 8 (Bryant, Gieck, Gleason, Lumpkin, Mikalson, Pronevitz, Tucker and O'Connell)
NAYS: 0

[For each nay vote, the substance of the departure from the requirements of the Act should be described]

ABSENT DURING VOTE: Jack Speer and Peter McIntosh
ABSENT DURING MEETING: Peter McIntosh

[Signature]
Clerk/Secretary of [Public Body]
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES
AT THE JUNE 26, 1990 MEETING

1) Approval of the Minutes for the May 22, 1990 Library Board of Trustee's meeting.

2) Approval to transfer Stella Pool, Library Assistant, from the Books-By-Mail grant funding to Central Circulation, effective September 1, 1990, in order to continue supervision of the Books-By-Mail program and to pursue additional funding.

3) Approval of the new Library holiday and closed day schedule for FY 1990-1991.

4) Approval to hire a temporary help for Scottsville and for hiring an on-call position as Courier.

5) Approval of the definition of the Equipment Fund, changing the wording from "primary" to "first" and removing of the word "reoving" in the heading and in the first and last sentences.

6) Approval of the Library budget as presented in the Board packet.

7) Approval to eliminate from the Library's budget the Library Clerk I (Bookshelver) position at Nelson County.

8) Approval to designate up to $10,000 for staff training and development for 1990-1991.

9) Approval for the Board to ask the jurisdictions to approve maintaining carryover funds of up to 1% each year, beginning in 1989-1990.

10) Approval to increase the Director's salary from the present rate of $45,000 per year to $47,000 per year and that the Library purchase a disability policy for the Director, not to exceed $2,400.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE JUNE 26, 1990 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT: Shirley Dorrier - President
Sally Gleck
Elizabeth Gleason
Nita Lumpkin
Peter McIntosh
Gary O'Connell - Vice President
Cyndy Pronevitz
Jack Speer
Walter Tucker, Jr.

TRUSTEES ABSENT: Florence Bryant
Mary Mikalson

ALSO PRESENT: Esther Blythe - Director of the Orange County Public Library
Barbara Ecton - Director of the Culpeper Town and County Library
Donna Lee Grossman - Recording Secretary
Douglas Hurd - President of the Friends
Lindsay Ideson - Head, Gordon Avenue Branch
Eleanor Longley - Louisa Friends
Daniel Nunziato - Business Manager
B. Gail Ott - Head, Extension & Branches
Stella Pool - Books-By-Mail
Donna Selle - Director
Jane Tucker - President, Staff Association

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by President, Mrs. Dorrier, on Tuesday, June 26, 1990 at 3:34 p.m. Motion for approval of the May 22, 1990 Minutes was made by Ms. Pronevitz and seconded by Mr. Tucker. The motion was unanimously approved by six Board members (Gleck, Gleason, Lumpkin, Pronevitz, Speer, Tucker). Mr. McIntosh and Mr. O'Connell were not present when the vote was taken.
BOOKS-BY-MAIL:

Pages 22-29, in the Board packet, outline the background and the action requested for this program. Stella Pool reported there has been a 1% feedback from the 50,000 catalogs mailed out, representing a two-month period. The new users showed Albemarle 46%; Charlottesville 100% (but there were only 2 Charlottesville patrons); Greene County 36%; Louisa County 73%; Nelson County 77%. The overall Jefferson-Madison Regional Library percentage was 62% of new users. Solicitation for volunteers is under way and donations are being accepted from patrons and the Friends for duplicates of the current collection and items to be considered for the Fall catalog. As of June 15th, the program spent $12,148.50 on postage and $8,141 on books.

Ms. Blythe and Ms. Ecton emphasized the success and need in their areas for the Books-By-Mail Program to continue and mentioned that both Culpeper and Orange County will be contributing funds in an effort for the program to continue this service through the year. Other funding sources will be pursued for next year.

Mr. Speer made the motion that the Board approve the transfer of Stella Pool, Library Assistant, from the Books-By-Mail grant funding to Central Circulation, effective September 1, 1990, in order to continue supervision of the Books-By-Mail Program and to pursue additional funding. Mrs. Gleason seconded the motion. The motion was unanimously approved by seven Board members (Gieck, Gleason, Lumpkin, O'Connell, Pronevitz, Speer, Tucker). Mr. McIntosh was not present when the vote was taken.

It was suggested a letter be sent to each County Administrator explaining the Books-By-Mail program so that each jurisdiction will be familiar with the program before they receive any requests for funding.

DIRECTOR'S REPORT:

In addition to the Director's Report in the Board packet, pages 7-11, the Director updated the Board on other issues.

1) Bird in Central Library - On June 25th, a bird entered the Central Library and perched on the copper tree. Karen Gillaspie was successful in getting it out of the building.

2) Air Conditioning-Third Floor at Central - The air conditioning on the third floor at Central has been out for two weeks and it will be at least another two weeks before it can be repaired.
3) Fifeville Position - The temporary part-time Library Assistant position for the Tonsler Park Fifeville Grant has been filled. Ms. Florence Church will start on Wednesday, June 27th.

4) Reference Librarian I Position - The Library has made an offer.

5) Gary A. Fry (Past Board President) - Gary Fry called the Director to thank the Library for his Certificate of Appreciation plaque.

6) Rockbridge Regional Library - The Board of Trustees of the Rockbridge Regional Library will be meeting at the Central Library on Thursday, June 28, 1990. Mrs. Dorrier will be meeting with them and the rest of the Library Board was encouraged to attend.

7) Financial Reports - The Board reviewed the financial reports. The Equipment Fund, shown on page 16 in the Board packet, was reviewed by the Board and Mrs. Gleason requested that a column be added for running balances and that expenses be shown.

COMMENTS FROM THE TRUSTEES:

1) Letter from Sally Gieck - Outgoing Board member, Sally Gieck, wrote a letter thanking the Board for the Certificate of Appreciation and to convey to the Board her enjoyment in serving as a Trustee of the Library Board and to convey her wish for the continued success in the growth and expansion of the Library.

2) Letter from Mo Roache - Past Board member, Mo Roache, also wrote the Board to thank them for the Certificate of Appreciation and mentioned he hoped to see the Board members at the Virginia State Library meeting September 12th.

3) Commendation to the Director and Library Staff from Board President, Shirley Dorrier - Two years have passed since our first Board meeting with our Director. We have been through changes, a lot of stress and accomplishments, and are ready to move into a new era and profile of how we are going to operate. We want to say to Donna Selle we appreciate two years of good work and thank her for all that has been done. The Board wanted to convey they have been able to say what they honestly and openly felt, this is a strong point, and they want to continue that relationship.

The Board would like to say to the staff of the Jefferson-Madison Regional Library that the Board appreciates all they have done to help make these two years successful. The Board feels they too have gone through a lot of changes and they too have met them with success and a lot of good hard work; and the Board is
grateful to the staff for their contributions to the success of our program and for the staff contributing their part in the teamwork of our Library. The staff is where the work is done and where the final product is evidenced. The Board of Trustees appreciates the staff's acceptance of change and their ability to move ahead to make our Library excellent; so we thank you.

NEW BUSINESS:

1) Adoption of Yearly Calendar - On Page 20, in the Board packet, is the new schedule of holidays and closed days for the Board's review and approval. The In-Service Day will be changed from November 9, 1990 to November 16, 1990. The In-Service Day and Easter are considered closed days. On In-Service Day, the staff are planning to go to visit Fairfax County. The Board asked that the Director inform them what the In-Service Day agenda would be.

Ms. Pronevitz made the motion that the Board approve the new Library holiday and closed day schedule for FY 1990-1991. Mr. O'Connell seconded the motion for approval. The motion was approved by eight Board members (Gieck, Gleason, Lumpkin, McIntosh, O'Connell, Pronevitz, Speer, Tucker).

2) Hire Temporary Help-Scottsville and On-Call Help-Courier - Page 21, of the Board packet, outlines the request for the two positions. Mr. McIntosh was concerned about the Courier position as it would not be a temporary position but would be an added position to the budget, making a third person as a Courier.

Mr. O'Connell made the motion to approve hiring a temporary help for Scottsville and for hiring an on-call position as Courier. Mrs. Gleason seconded the motion. Seven Board members approved the motion (Gieck, Gleason, Lumpkin, O'Connell, Pronevitz, Speer, Tucker). One Board member opposed the motion (McIntosh).

3) Revolving Equipment Fund Definition - (Shown on Page 30)

Mrs. Gleason made a motion that the Board approve the definition of the Equipment Fund, changing the wording from "primary" to "first" and removing of the word "revolving" in the heading and in the first and last sentences. Mr. McIntosh seconded the motion. Eight Board members approved the motion (Gieck, Gleason, Lumpkin, McIntosh, O'Connell, Pronevitz, Speer, Tucker).

4) Report on Friends' Budget by Mr. Hurd, President of the Friends - The Friends' Board of Directors approved the following budget:
Children's Programming $11,000
Videos 12,500
Books on Tape 12,500
Parking (Patrons Tickets Punched) 1,080
Director's Discretionary Fund 500
Reserve to be used for North Branch, Gordon Avenue, etc. 10,000

Total $47,580

Mrs. Dorrier thanked the Friends on behalf of the Board and conveyed the Board's appreciation for the Friends' continued support.

5) Equipment Fund Requests for 1990-1991 - Mr. McIntosh referred to page 31 in the Board packet. Every June Board meeting the Board will be reviewing a list showing library equipment needs for the coming budget year, starting July 1, to be funded out of the Equipment Fund. This list represents projected expenditures and does not have to be approved at the June meeting. The Director will bring to the July Board meeting the justification for this equipment for the Board to review.

Mr. Tucker, representing Nelson County, asked if Nelson could forego the $2,000 Apple Computer shown in the Equipment Fund in order to keep the Bookshelfer position at Nelson.

6) 1990-1991 Budget for Adoption - Mr. McIntosh referred to the June 19, 1990 summarization letter in the Board's budget packet. Due to lack of full funding, the Library was unable to do all they had wanted but managed to put most of the increase into personnel line items. There will be a merit pool of $15,703 for a six-month period beginning January 1, 1991. The Board will be receiving proposals from the staff suggesting the structure as to how merit will be evaluated, identified and how the pool will be allocated. The Budget Committee would like the staff suggestions no later than by the August or September 1990 Board meeting, so that the Board can make a decision by the October Board meeting.

The City's health insurance program is again running a deficit and the Library has been asked to contribute $36,040 to the health insurance fund, as per Mr. Cole Hendrix's letter dated June 19, 1990. Costs have been going up every year and the Library should be aware that when doing a budget an amount should be built in to help cover the year-end deficit for health insurance. This is a self-insured health program and the City distributes the costs of any deficit among all participants.

The Library Clerk I (Bookshelfer) position in Nelson County was eliminated in the Library budget. Another source of funding
will be sought. $10,000 was requested for staff training and development and a request was made for designating up to a 1% carryover in funds. At this time, the Young Adult position will not be funded from Charlottesville. The Director said the Children's Department would be including scheduling of programs for young adults.

Mr. Speer asked for an update on the status of the Regional Agreement. Mr. Speer will be sent the latest update.

Mr. O'Connell made the motion for approval of the budget as presented in the Board packet. Mrs. Lumpkin seconded the motion. Eight Board members approved the motion (Gieck, Gleason, Lumpkin, McIntosh, O'Connell, Pronevitz, Speer, Tucker).

Mr. McIntosh made the motion for the Board to approve the elimination, from the Library's budget, of the Library Clerk I (Bookshelver) position at Nelson County. Ms. Pronevitz seconded the motion. Five Board members approved the motion (Gieck, McIntosh, O'Connell, Pronevitz, Speer). One Board member opposed the motion (Gleason) and two Board members abstained from voting on the motion (Lumpkin and Tucker).

Mr. McIntosh made the motion for approval of designating up to $10,000 for staff training and development for 1990-1991. Mr. Speer seconded the motion. Seven Board members approved the motion (Gieck, Gleason, McIntosh, O'Connell, Pronevitz, Speer, Tucker) and one Board member abstained from voting (Lumpkin).

Mrs. Gleason made a motion for the Board to ask the jurisdictions to approve maintaining carryover funds of up to 1% each year, beginning in 1989-1990. Mr. Speer seconded the motion. Four Board members approved the motion (Gieck, Gleason, Lumpkin, Speer). Three Board members were opposed (McIntosh, O'Connell, Tucker) and one Board member abstained from voting (Pronevitz).

Mrs. Dorrier requested the letter being sent to the jurisdictions, requesting the carryover funds of up to 1%, be included with the other letter going to the County Administrators.

EXECUTIVE SESSION:

Mr. McIntosh made the motion to go into Executive Session for discussion of personnel matters regarding the Director's salary and to discuss acquisition of real estate, according to the Code of Virginia 2.1-344.1, sub paragraphs 1 and 2. Mr. Speer seconded the motion. The Library Board went into Executive Session at 6:40 p.m. and reconvened from Executive Session at 7:13 p.m. The Board President read the Certification of Executive Meeting, recording the votes and absences of the Board
After reconvening from Executive Session, Mrs. Gleason made the motion that the Board increase the Director's salary from the present rate of $45,000 per year to $47,000 per year and that the Library purchase a disability policy for the Director, not to exceed $2,400. Mr. McIntosh seconded the motion. If there should prove to be any problem as to the legality or propriety of purchasing the disability policy, the Board will reconsider. Six Board members approved the motion (Gleason, Lumpkin, McIntosh, O'Connell, Pronevitz, Tucker) and two Board members were opposed (Gieck and Speer).

ADJOURNMENT:

Motion for adjournment was made by Mr. Speer and seconded by Mrs. Gleason. The meeting adjourned at 7:17 p.m. The next Board meeting is scheduled to be held at the Central Library on Tuesday, July 24, 1990 at 3:30 p.m.

DonnaLee Grossman
Recording Secretary
MOTION TO GO INTO EXECUTIVE SESSION FOR DISCUSSION OF PERSONNEL MATTERS REGARDING THE DIRECTOR'S SALARY AND TO DISCUSS ACQUISITION OF REAL ESTATE, ACCORDING TO THE CODE OF VIRGINIA 2.1-344.1, SUB PARAGRAPHS 1 AND 2.

MOTION: PETER McINTOSH
SECOND: JACK SPEER
RESOLUTION NO.: #1-6/26/90
MEETING DATE: JUNE 26, 1990

CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the [public body] has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, § 2.1-344.1 of the Code of Virginia requires a certification by this [public body] that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the [public body] hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the [public body].

VOTE

AYES: 8 (Gieck, Gleason, Lumpkin, McIntosh, O'Connell, Pronevitz, Speer, Tucker)

NAYS: 0

ABSENT DURING VOTE: 0

ABSENT DURING MEETING: 2 (Bryant, Mikalson)

Clerk/Secretary of [Public Body]