1) Approval of the June 18, 1991 Minutes, with the exception of the item on the Beauford memorial.

2) Approval by the Board to have Mrs. Dorrier send to Mr. Ray Jones, Albemarle County's retiring Deputy County Executive, a letter of appreciation from the Library Board.

3) Approval by the Library Board of the Historical Society's request for extension of meeting room hours to give special programs.

4) Approval that the Board reconsider the motion made at the June 18th Board meeting regarding automation.

5) Approval that the Board adopt the staff's recommendation for Hewlett Packard, that the Library spend Albemarle County's $160,000 and have the other portion come from the equipment fund and state aid to purchase the staff's recommendation plus all the upgrades in the package offered, as the staff recommended, so that the Library can go on-line and have everybody serviced when the Library opens the new branch.

6) Approval by the Board of the Budget Committee's recommendation that the Director be given the same increase as all of the other employees - 2.5% until January the 1st of this coming year, at which time the continuance of that will be dependent upon a favorable report as to her status at that time. In addition, there is a disability provision increase in the Director's disability which will be covered by the Board.

7) Approval by the Board that Library staff develop a policy for memorials.

8) Approval of the Director's recommendation to eliminate Item #3 from the Library Board's Policy Manual under "Conduct In The Jefferson-Madison Regional Library."

9) Approval of the schedule of fees set forth in the Director's memo dated July 17, 1991 for the Historical Collection.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE JULY 23, 1991 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT: Florence Bryant
Cyndy Caughron - Vice President
Shirley Dorrier - President
Betty Gaylord
Mary Mikalson
Gary O'Connell
Walter Tucker, Jr.

TRUSTEES ABSENT: Elizabeth Gleason
Peter McIntosh

ALSO PRESENT: Gregory Adams - WINA News
James M. Bowling, IV - Albemarle County's
Deputy County Attorney
Melinda Frierson - Executive Director of the
Charlottesville-Albemarle
Historical Society
DonnaLee Grossman - Recording Secretary
Douglas Hurd - President, Friends of the
J-MR Library
Karen Morris - Head, Reference & Information Services
Daniel Nunziato - Business Manager
Margaret O'Bryant - Reference & Information Services/Historical Collection
Donna Selle - Library Director
Andrea Williams - Collection Management Coordinator
Philip Williams - Head, Technical Services & Automation

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mrs. Dorrier, President, on Tuesday, July 23, 1991 at 3:30 p.m.

The Board's agenda was changed to reflect that the Beauford Memorial be moved to the end of "Old Business" and the update on the Northside Boosters be added under "Old Business." Mrs. Dorrier confirmed the Library Goals and Objectives designated a Personnel Committee from the Board of Trustees.
Mrs. Gaylord asked for the June 18, 1991 Minutes to show her as voting against the motion to use the Equipment Fund to furnish the appropriate bench for the Roland Beauford memorial. Motion for the approval of the June 18, 1991 Minutes, with the exception of the item on the Beauford memorial, was made by Ms. Caughron and seconded by Mr. Tucker. Five Board members voted for the motion (Bryant, Caughron, Gaylord, O'Connell and Tucker). Mrs. Mikalson abstained from voting as she was absent from the June 18th meeting.

DIRECTOR'S REPORT:

1) Retirement of Ray Jones - Mrs. Dorrier asked for approval to send a letter to Mr. Ray Jones, retiring Deputy County Executive for Albemarle County, from the Board of Trustees expressing their appreciation for his services and cooperation with the Library. Mr. O'Connell made the motion Mrs. Dorrier send Mr. Jones a letter of appreciation from the Library Board, and Ms. Caughron seconded the motion.

2) Historical Society Request For Extended Meeting Room Hours - Ms. Selle asked the Board if as Library Director she had the authority to approve the Historical Society's request for extended meeting room hours, going against the regular Library policies. Mrs. Caughron suggested it be checked to see what the procedures are and in the meantime vote on the Historical Society's request. Ms. Caughron made the motion that the Board approve the Historical Society's request for extension of meeting room hours to give special programs, and Mrs. Bryant seconded the motion. The motion was unanimously approved by six Board members (Bryant, Caughron, Gaylord, Mikalson, O'Connell and Tucker).

Mrs. Dorrier, on behalf of the Board, thanked the Historical Society for all their time and effort and in co-sponsoring such an excellent program and in using the Central Library as their site.

3) New Employee Leave Records - The Board reviewed the new employee leave record shown on page 11. The Director informed the Board DonnaLee Grossman will now be doing it and that employee leave will be posted by month. In order for the new Lotus computer leave system to work, leave slips should be received from employees in a timely manner so that each month can be posted at one time. Otherwise the monthly accruals, posting adjustments, and carryovers into the following months cannot be accurate. Without the cooperation of Library employees, the leave reporting will not work.

4) Abbreviations In Board Materials - Mr. Tucker asked that abbreviations be written out in materials sent to the Board.

5) Board Member's Comments on Central Library - Ms. Caughron commented that whenever she comes into the Central Library there are books and people everywhere. Circulation statistics indicate
this is also occurring at the branches and it hasn't stopped. The staff needs a pat on the back for doing a good job and also in being able to keep up with it. Mrs. Dorrier was in agreement on behalf of the Board and acknowledged that with circulation up so much and with staffing levels the same it is getting to the point of overload. The Board would like to commend the staff and also make the public aware that this is happening. Mr. Tucker confirmed at that time that circulation statistics shown on pages 16 and 17 will go into the regional report. The Board suggested banners be made confirming the total circulation for the year and thanking all the staff.

OLD BUSINESS:

1) Automation - Concerns were expressed by Mrs. Dorrier, Mrs. Caughron, and Mrs. Mikalson regarding the motion made on automation at the June 18th Board meeting. Mr. O'Connell expressed his concern that no action had been taken after the automation motion was made and approved at the June 18th Board meeting and his assumption the matter had been settled. Mr. O'Connell also voiced his concern that two of the Board members voting for the June 18th motion were absent from the July Board meeting.

Mrs. Caughron made a motion that the Library spend Albemarle County's $160,000 and have the other portion come from the equipment fund and state aid to purchase the staff's recommendation HP3000/932 plus all the upgrades in the package offered, as the staff recommended, so that the Library can go on-line and have everybody serviced when the Library opens the new branch. Mrs. Mikalson seconded the motion.

The Board was polled to see if they would be willing to reconsider the vote on the motion relating to automation taken at the June 18th Board meeting. The polling resulted in four members for reconsidering: Bryant, Caughron, Gaylord and Mikalson. Two members were against reconsidering: O'Connell and Tucker.

Mrs. Caughron withdrew her original motion and Mrs. Mikalson seconded the withdrawal of the motion.

Mrs. Mikalson then made the motion that the Board reconsider the motion made at the June 18th meeting regarding automation, and Ms. Gaylord seconded the motion. The actual vote for the motion showed four members: Bryant, Caughron, Gaylord and Mikalson and two members against the motion: O'Connell and Tucker.

Mrs. Caughron made the motion that the Board adopt the staff's recommendation for Hewlett Packard, just the same as she said before - that the Library spend Albemarle County's $160,000 and have the other portion come from the equipment fund and state aid to purchase the staff's recommendation HP3000/932 plus all the up-
grades in the package offered, as the staff recommended, so that the Library can go on-line and have everybody serviced when the Library opens the new branch. Mrs. Mikalson seconded the motion. The Director requested the motion not list the actual type of equipment due to on-going changes in computer equipment. Five Board members voted for the motion (Bryant, Caughron, Gaylord, Mikalson and Tucker). Mr. O'Connell voted against the motion. Mr. Tucker asked that the Minutes show he voted for this motion with great reluctance. Mr. O'Connell asked that the two absent Board members be contacted and have it explained to them what happened, and Mrs. Dorrier confirmed she would contact them.

EXECUTIVE SESSION:

Upon the arrival of Attorney Bowling, Mrs. Dorrier asked for a motion to go into Executive Session. Mrs. Caughron made the motion to go into Executive Session as per Virginia Code 2.1-344.1, Sub Paragraphs (1) and (3) regarding discussion of personnel matters, and Mrs. Mikalson seconded the motion. The Library Board, along with the Library Director and Mr. Bowling, went into Executive Session at 4:42 p.m. The Library Board reconvened from Executive Session at 6:05 p.m. Mrs. Dorrier read the Certification of Executive Meetings and recorded the vote for the Board. (See the attachment of the Certification of Executive Meetings at the back of the Minutes.)

OLD BUSINESS (Continued):

2) Budget Committee's Recommendation for Director's Salary - Acting as spokesperson for the Library Board's Budget Committee, Mr. Tucker made the motion that the Budget Committee recommends and moves that the Director be given the same increase as all of the other employees - 2.5% until January the 1st of this coming year, at which time the continuance of that will be dependent upon a favorable report as to her status at that time. In addition to that, there is a disability provision increase in her disability which will, of course, be covered by the Board. Mrs. Bryant seconded the motion. Mrs. Dorrier confirmed that this will be retroactive to June 1, 1991. The motion was unanimously approved by six Board members (Bryant, Caughron, Gaylord, Mikalson, O'Connell and Tucker).

3) Beauford Memorial - Mrs. Dorrier distributed to the Board rough layouts for a garden spot/memorial for Mr. Beauford. The plans indicate many other expenses, in addition to the memorial bench, including plants, shrubs, trees, and special paving. Mrs. Dorrier suggested going back to Mrs. Beauford and informing her that the garden/memorial is a wonderful idea but that it is more expensive than the Library has money for; and present to Mrs. Beauford and her family a list of memorials that the Board feels would be appropriate and that the Library can fund.
Mrs. Caughron made a motion that the Board approve the Library staff develop a policy for memorials, and Mr. Tucker seconded the motion. Four Board members approved the motion (Caughron, Gaylord, Mikalson and Tucker). Mrs. Bryant abstained from voting and Mr. O'Connell was not present to vote.

NEW BUSINESS:

1) Deletion of Section in Problem Patron Policy - The Board, along with Attorney Bowling, reviewed pages 28-30 in the Director's Report regarding personal hygiene and rank body odor of patrons. Mrs. Bryant made the motion recommended by the Library Director to eliminate from the Library Board's Policy Manual under "Conduct In The Jefferson-Madison Regional Library" Item #3, and Mrs. Caughron seconded the motion. Five Board members approved the motion (Bryant, Caughron, Gaylord, Mikalson and O'Connell). Mr. Tucker abstained from voting. Item #3, which was deleted:

Users of the library shall maintain an acceptable standard of personal hygiene. Rank body odor, which disrupts other library users, is considered unacceptable.

2) Charlottesville-Albemarle Historical Collection Request for Charges - The Board reviewed the Historical Collection request to change their collection policies as outlined in pages 31-34. The Director pointed out their fee structure, research fees of $10 an hour - a $35 minimum. Funds will accrue to the Charlottesville-Albemarle Historical Society. Mr. Tucker made the motion that the Board approve the schedule of fees as set forth in the Director's memo dated July 17, 1991, and Mrs. Mikalson seconded the motion. The motion was unanimously approved by five Board members (Bryant, Caughron, Gaylord, Mikalson and Tucker). Mr. O'Connell was not present to vote.

3) Nominating Committee for Board Officers for the Coming Year - Mrs. Dorrier informed the Board that Mrs. Bryant has accepted the position of Chairman of the Nominating Committee for the Board officers for the coming year. Mrs. Mikalson and Mr. Tucker will also be serving on the Nominating Committee. They will present the slate of officers at the August meeting.

4) Library Board Personnel Committee - Mrs. Dorrier has asked Mrs. Mikalson to serve on the Board Personnel Committee and has left a message on the answering service for Mrs. Gleason to also be on the committee. Mrs. Dorrier anticipates presenting something at the August meeting.

5) City and Albemarle County CIP - The Board reviewed with Mr. Nunziato the handout on the status of capital projects. In addition to what was listed, Central needs a new roof within the next seven months and costing an estimated $65,000.
6) **Northside Boosters** - The Director took this time to point out that the Board handouts included an updated Northside Branch budget, which was discussed in detail, and a Northside Branch Wish Book. Everything will not be completely in place or finished; but the Northside Branch should be far enough along that the staff can be at the new branch around the beginning of October. Mrs. Caughron reported on the Boosters and their "Fun Fair" held July 20th at the Albemarle Square Shopping Center. Publicity included flyers, radio, television and newspaper coverage. They were also successful in making contact with all the store owners in the shopping center. Many of the store owners were very supportive in lending their space and many gave donations. They had 7-8 core boosters with approximately 30 volunteers to work in shifts and to set up the tent, to sit at the information table, to run the soft drink booth, and to sell baked goods. They took in about $450 before expenses. The Boosters will keep trying to do little things and to get word out/publicity and will be trying to do some fund raising. Their mailing list is not complete yet and they will be including the Board on their list. Mr. Hess, from the Friends of the J-MR Library, wrote to Mr. Kluge and Ms. Patricia Kluge asking for donations. Mrs. Dorrier will be writing to the Friends on behalf of the Board to thank them for all they have done.

7) **Library Goals and Objectives for the Director** - Mrs. Dorrier asked that the Director's goals and objectives shown on pages 35-37 be tabled until the August Board meeting. The Director mentioned that the bulk of staff work, for their goals and objectives, be limited to maintenance of services and weeding and inventory of Central, as they are very involved with getting Northside open and they are very stretched at the moment. She wants to avoid staff burnout due to limited staffing and increased workloads. The Board asked the Director to look at the Board's goals and objectives and to let them know what would be realistic expectations and what could be accomplished by the end of the year. The Director said concentration on Northside and long-range planning.

**ADJOURNMENT:**

Motion for adjournment was made by Mrs. Bryant and seconded by Mrs. Caughron. The meeting was adjourned at 6:52 p.m. The next Board meeting will be scheduled for 3:30 p.m. on Tuesday, August 27, 1991 in the Jefferson Room located on the 3rd floor of the Central Library.
Motion was made at the July 23, 1991 meeting to go into Executive Session as per the Virginia Code 2.1-344.1, Sub paragraphs (1) and (3) to discuss personnel matters.

MOTION: Mrs. Caughron
SECOND: Mrs. Mikalson
RESOLUTION NO.: #1-7/23/91
MEETING DATE: July 23, 1991

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: Bryant, Caughron, Dorrier, Gaylord, Mikalson, O'Connell, Tucker

NAYS: None

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

ABSENT DURING VOTE: None

ABSENT DURING MEETING: Gleason and 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 18, 1991 MEETING

1) Approval of the Minutes for the May 28, 1991 Library Board of Trustee's meeting.

2) Approval to adopt the Fiscal Year 1991-1992 budget.

3) Approval of the Library Equipment Fund Expenditures as shown on Page 18.

4) Approval of the revised By-Laws as approved from the last draft discussed at the May 28th Board meeting.

5) Approval to use the Library Equipment Fund to furnish the appropriate bench for the Roland Beauford memorial.

6) Approval to use the interim solution on automation as outlined by the staff report dated June 4, 1991; that the Library immediately hire an automation consultant to come in and look at a public access micro-based system, with the intent that the Library will look seriously at a micro-computer based public access catalog type of system in addition to the on-line system.

7) Approval of the criteria for the Bookmobile schedule as amended by the Board.

8) Approval of the holiday/closed schedule for the Library as presented for fiscal year 1992.

DonnaLee Grossman
Recording Secretary

dlg

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mrs. Dorrier, President, on Tuesday, June 18, 1991 at 3:30 p.m.

Motion for approval of the May 28, 1991 Minutes was made by Mrs. Gleason and seconded by Mrs. Caughron. The motion was approved by five Board members (Caughron, Gaylord, Gleason, Speer, and Tucker). Mr. McIntosh and Ms. Bryant abstained as they were not present at the May 28th meeting. Mr. O'Connell was not present at the time the vote was taken on the motion.

Mrs. Dorrier requested that Adoption of a Timetable for the Automation Vote be added to the agenda under "Old Business."
The Director reported on the financial accounting for the Books-By-Mail Grant. The grant is ending; and out of the balance remaining, Culpeper and Orange County will have approximately $1,000 returned to them.

OLD BUSINESS:

1) **1991-1992 Annual Budget** - The Board members reviewed the Projected Cost Allocations for the Local Jurisdictions and the Projected Budget for State and Local Funds for Fiscal Year 1992. Mr. McIntosh, as Chairman of the Budget Committee, and Mrs. Dorrier, on behalf of the Board, commended the Administrative staff, the Board members, and the Budget Committee for all their efforts which resulted in the successful presentation and approval of the Library's budget to the jurisdictions. **Mr. McIntosh made the motion that the Board adopt the 1991-1992 budget and Mr. Tucker seconded the motion.** Seven Board members approved the motion (Bryant, Caughron, Gaylord, Gleason, McIntosh, Speer, and Tucker). Mr. O'Connell was not present when the vote on the motion was taken.

2) **Library Equipment Fund Expenditures Projected For Fiscal Year 1992** - The Board reviewed the anticipated expenditures for library equipment for fiscal year 1992, as shown on page 18. This Equipment Fund will be considered the first source of funding for library equipment, with the exception of automation. Mr. McIntosh confirmed it was the Library Board's decision not to include computer equipment within the definition of what the Equipment Fund will be used for; and the Board will still have the ability to change that decision and justify it. The Board will be monitoring the fund and both Mr. McIntosh and Mrs. Gleason confirmed that when the funding exceeds the identified equipment needs, the situation will be reviewed and the Board will make a decision regarding how the Library is to proceed with the Equipment Fund. **Mr. McIntosh made the motion that the Board approve Library Equipment Fund Expenditures as shown on Page 18 in the Director's Report and Mrs. Caughron seconded the motion.** Eight Board members approved the motion (Bryant, Caughron, Gaylord, Gleason, McIntosh, O'Connell, Speer, and Tucker).

3) **Board of Trustees' By-Laws** - The Board of Trustees' reviewed the By-Laws at the May 28th Board meeting and Mrs. Dorrier asked for the Board's approval of the revised By-Laws. **Mrs. Gleason made the motion for Board approval of the revised By-Laws, as approved from the last draft and Mrs. Bryant seconded the motion.** The motion was unanimously approved (Bryant, Caughron, Gaylord, Gleason, McIntosh, O'Connell, Speer, and Tucker).

4) **Roland Beauford Memorial** - Mrs. Dorrier discussed with
the Board the status of the Roland Beauford memorial. It was narrowed down to two selections, (1) a garden spot with a bench and (2) naming of the new Bookmobile after Mr. Beauford. After talking with Mrs. Beauford, Mrs. Dorrier confirmed that Mrs. Beauford would prefer the bench and garden spot. **Mr. McIntosh made the motion that the Board approve using the Equipment Fund to furnish the appropriate bench for the Roland Beauford memorial and Mrs. Bryant seconded the motion.** The vote on the motion was tied. Voting Against the Motion: Caughron, Gleason, O'Connell, and Tucker. Mrs. Caughron asked that the Minutes show the reason for voting against the motion was due to the funding being taken out of the Equipment Fund. Voting for the Motion: Bryant, Gaylord, McIntosh, and Speer, with President Dorrier voting for the motion breaking the tie vote. Mrs. Dorrier will contact Mrs. Beauford to inform her of the Board's decision and will mention that the garden can be added at a later date.

5) **Automation** - The Board reviewed the June 4, 1991 memo on Northside automation outlining two options and an interim measure. Mr. Williams explained the options to the Board. The interim measure suggested in the June 4th memo is available and workable for the period needed until the Board comes up with a decision.

If a consultant is scheduled to visit the Library, the Board asked that the consultant look at the entire automation system. The Board needs information that will work for the Library and not just suggested options.

**Mr. O'Connell made the motion that the Board buy the interim solution as outlined in the staff report dated June 4, 1991; and that the Library immediately hire an automation consultant to come in and look at a public access micro-based system, with the intent that the Library will look seriously at a micro-computer based public access catalog type of system in addition to the on-line system. Mrs. Gleason seconded the motion.** The motion was approved by six Board members (Bryant, Gleason, McIntosh, O'Connell, Speer, and Tucker). Two Board members opposed the motion (Caughron and Gaylord). The President informed the staff to proceed with Option 2 in opening Northside.

**NEW BUSINESS:**

1) **Criteria for Bookmobile Schedule** - The Board reviewed pages 19-22 for developing criteria for a new bookmobile schedule. Under "Proposed Criteria," the Board asked that **Item #2** be changed to read:

A community or neighborhood stop will be considered on the request of five families in the area submitting a letter to the Head of Branches & Extension.
Item #9 be changed to read:

If a situation should arise that places a staff member in jeopardy, the stop will be immediately investigated and re-evaluated.

The Board suggested a recap of the "Proposed Criteria" be added to the flyer showing the Bookmobile schedule. Mr. O'Connell made a motion to approve the criteria for the Bookmobile schedule as amended by the Board. Mr. McIntosh seconded the motion. The motion was approved by eight Board members (Bryant, Caughron, Gaylord, Gleason, McIntosh, O'Connell, Speer, and Tucker).

2) Letter From Eugenia Bumpass of Louisa County - The Board reviewed the letter from Eugenia Bumpass discussing the donation of 2.8 acres as the site for a new Louisa County library building. This site adjoins the high school. The Louisa County Library Foundation, Inc. received this gift from the Louisa County School Board on behalf of Louisa County.

3) Annual Library Closing Schedule - The Board reviewed page 24 outlining the anticipated holidays and/or closed days for 1992. Mrs. Bryant made the motion that the Board approve the holiday/closed schedule as presented for fiscal year 1992 and Mrs. Caughron seconded the motion. The motion was approved by eight Board members (Bryant, Caughron, Gaylord, Gleason, McIntosh, O'Connell, Speer, and Tucker).

EXECUTIVE SESSION:

Mr. McIntosh made the motion that the Library Board go into Executive Session in accordance with the Code of Virginia 2.1-344, Sub Paragraphs (1) and (3) to discuss personnel matters and Mrs. Gleason seconded the motion. The motion was unanimously approved and the Library Board went into Executive Session at 5:04 p.m.
A motion was made at the June 18th meeting to go into Executive Session as per the Virginia Code 2.1-344.1, Sub Paragraphs (1) and (3) to discuss personnel matters.

MOTION: Mr. McIntosh
SECOND: Mrs. Gleason

RESOLUTION NO.: 1-5/18/91
MEETING DATE: JUNE 18, 1991

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: (Bryant, Caughron, Dorrier, Gaylord, Gleason, McIntosh, Speer, Tucker)

NAYS: None

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

ABSENT DURING VOTE: Gary O'Connell

ABSENT DURING MEETING: Mary Mikalson

[Signature]
Clerk/Secretary of [Public Body]
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE MAY 28, 1991 MEETING

1) Approval of the Minutes for the April 23, 1991 Library Board of Trustee's meeting.

2) Approval of the Minutes for the May 20, 1991 Library Board of Trustee's meeting.

3) Approval to defer the City of Charlottesville's Voter Registration request until next year, making all registrars aware that the Library wants to encourage them to use the Library as a site for registration during opening hours and to use their volunteers.

4) Approval from the Board directing the staff to make an interim plan on automation and asking that the Board receive it prior to their next Board meeting.

DonnaLee Grossman
Recording Secretary

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE MAY 28, 1991 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:  Cyndy Caughron - Vice President
                     Shirley Dorrier - President
                     Betty Gaylord
                     Elizabeth Gleason
                     Mary Mikalson
                     Gary O'Connell
                     Jack Speer
                     Walter Tucker, Jr.

TRUSTEES:  Florence Bryant
           Peter McIntosh

ALSO PRESENT: Libby Baker - League of Women Voters
               DonnaLee Grossman - Recording Secretary
               Eleanor Longley - Louisa Friends
               Daniel Nunziato - Business Manager
               B. Gail Ott - Head, Extension & Branches
               Donna Selle - Library Director
               Philip Williams - Head, Technical Services
                               and Automation

The Jefferson-Madison Regional Library Board of Trustees' meeting was held at the Louisa County Branch Library and was called to order by Mrs. Dorrier, President, on Tuesday, May 28, 1991 at 3:30 p.m. Mrs. Dorrier introduced the guests, the Louisa County Branch Library staff, and on behalf of the Board personally thanked Mrs. Christobel VonHemert, President of the Louisa Friends, for the refreshments.

Motion for approval of the April 23, 1991 Minutes was made by Mrs. Caughron and seconded by Mr. Tucker. The motion was approved by six Board members (Caughron, Gaylord, Gleason, Mikalson, Speer, and Tucker) with Mr. O'Connell abstaining as he had not had time to review the Minutes.

Motion for approval of the May 20, 1991 Minutes was made by Mrs. Caughron and seconded by Mr. Tucker. The motion was unanimously approved by the seven Board members present (Caughron, Gaylord, Gleason, Mikalson, O'Connell, Speer, and Tucker).
OLD BUSINESS:

1) **Output Measures** - Pages 22-23 showed an analysis on the updated Output Measures which the Board reviewed. The Board asked why the third year had library visits deleted. Ms. Ott confirmed that the first two years had been done and that very little change in library hours occurred over the last three years. If there had been any real changes in library hours, library visits would have been counted.

2) **Volunteer Recognition** - The Board asked about volunteers for Central. The Director confirmed that a volunteer works for Andrea Williams, Collection Development, approximately three hours a week; two volunteers from RSVP shelf read for the Reference Department; for approximately three hours a day a volunteer comes in from the Blue Ridge Club House, an employment/rehabilitation agency, and does magazines, shelving, keeps the new CD collection in order, photocopies, and types; there is also a Blue Ridge volunteer working in Books-By-Mail.

3) **Director's Evaluation** - Mrs. Dorrier, President, asked the Board members to review the handout on the Director's Evaluation, which was distributed at the Board meeting. The Board needs to review it so that they can bring it and any questions they might have to the June 18th Board meeting, when they are scheduled to evaluate the Director.

NEW BUSINESS:

1) **Voter Registration** - The Board reviewed pages 26-27 regarding the Voter Registration request from the City of Charlottesville with the recommendation it be deferred until 1992-1993 as a new program of service.

   Mrs. Caughron made the motion that the Board agree with the recommendation of not holding voter registration until next year. Due to lack of a second to the motion, the motion was not approved.

   Mr. O'Connell made the motion that the Board agree to defer the voter registration request from the City of Charlottesville until next year and make all the registrars aware that the Library wants to encourage them to use the Library as a site for registration during opening hours and using their volunteers. Mrs. Gleason seconded the motion. The motion was approved by six Board members (Gaylord, Gleason, Mikalson, O'Connell, Speer, and Tucker) and Mrs. Caughron voted against the motion.
2) **Automation Upgrade** - Two additional handouts were given out to the Board at the beginning of the meeting. One handout was from Mr. Speer and included his recommendation. The Director handed out an automation update and included three options for the direction the Board could head in, depending on the direction the Board decides to pursue. The Board President called for discussion of any additional information not discussed at the last Board meeting.

Mr. Speer's recommendation was to upgrade the Central Inlex system with an HP932 and also simultaneously start using microcomputers as public access catalogs for each branch, which would free up some terminals for staff to use. The Library would be using two technologies. Mr. O'Connell would prefer the Library in some way connect the purchase of the upgrade with the microcomputers to the Library's advantage so that the Library would not have to come back again in another five years for a whole new system. Other alternatives/options were discussed. Since timing is now critical in order to bring up the new Northside Branch, the suggestion was made to consider renting or leasing terminals/main frame from the City during the interim until a decision can be reached regarding the direction the Library will be taking.

The unadopted motion made at the May 20, 1991 Board meeting was on the floor for renewal: **That the Board accept the staff's recommendation and go with the Inlex upgrade (HP932).** The motion was originally made by Mrs. Mikalson and seconded by Mrs. Caughron. After much Board discussion, Mrs. Mikalson withdrew her motion and Mrs. Caughron seconded the withdrawal of the motion.

Mrs. Caughron made the motion that it is the recommendation of the Board that the staff investigate rental of an upgrade and get back to the Board prior to the Board meeting. The Director suggested adding that the staff develop an interim plan.

Mr. Tucker asked if Mrs. Caughron would allow him to substitute her motion with the following motion: **That the Library purchase the HP932 unless the staff can come up with a program that will enable the Library to accommodate the microcomputers in an established way that will be of financial and operational benefit overall.** Mrs. Caughron chose not to accept Mr. Tucker's substitute motion.

Mrs. Caughron made the motion that the Board direct the staff to make an interim plan and asked that it be received by the Board prior to the next Board meeting. Mrs. Gleason seconded the motion. The motion was approved by six Board members (Caughron, Gaylord, Gleason, Mikalson, O'Connell, and Speer) and Mr. Tucker voted against the motion as he was not in favor of putting off the decision.
Mrs. Dorrier appointed three Board members to work with the staff in trying to come up with a plan/concept that they can recommend to the Board. The three members include: Mrs. Caughron, Mrs. Mikalson, and Mr. O'Connell. Mr. Speer added that he would be happy to support the group.

3) By-Laws - The Board reviewed the By-Laws submitted by the committee along with the Director's comments on page 28 in the Board packet. Changes to be made in the submission from the By-Laws Committee include the following:

**Article II - Officers**

*Section 1.* - Rewritten at Board meeting:

Officers shall be elected once a year at the September meeting.

a) A President and a Vice President shall be elected from the Board of Trustees.

b) If desired, a Secretary shall be elected from the Board or appointed from the Library staff.

*Section 3.* - Section (a) rewritten at Board meeting:

a) If the secretary is not present, the Minutes may be taken by any designated person.

**Article IV - Committees**

*Section 1.* - Rewritten at Board meeting:

b) Review and present salary recommendations to the Board.

c) The "old" (b) now becomes (c).

d) The "old" (c) now becomes (d).

e) Approve or amend draft budget including all library funds.

f) The "old" (e) now becomes (f).

**Article V - Duties and Responsibilities**

*Section 1.* - (n) and (o) were added:
n) Approve all additions or deletions in positions.

o) All contracts in excess of $10,000 and any contracts having a significant impact on public services that are changes from the approved budget should be brought to the Board for approval.

Section 2. - (n) and (o) would be added to the Library Director's responsibilities to offset the items added under the Board of Trustees.

Mrs. Dorrier suggested the changes be incorporated in the By-Laws so that they can be presented with the recommendation to the Board on June 18th without having to go over all of them again.

4) Roland Beauford's Memorial - Mrs. Dorrier reported to the Board on having a bench and small garden as a memorial to Roland Beauford, who was an employee of the Library. It would be located at the corner of the Library bordering Lee Park. The Library originally had been thinking of a small plaque placed in an area of the Library and designated in his honor. Cost for only the bench would be $524-$1,900. The Board suggested the new bookmobile be named after Mr. Beauford.

ADJOURNMENT:

Motion for adjournment was made by Mrs. Mikalson and seconded by Mrs. Gleason. The Board meeting adjourned at 5:52 p.m. The next Board meeting will be held a week earlier on Tuesday, June 18, 1991 at 3:30 p.m. at the Central Library in the Jefferson Room.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE MAY 20, 1991 MEETING

1) Agreement to withhold the Board's vote on the automation upgrade and to plan on bringing the issue to a vote at their next Board meeting.

2) Approval of the staff's recommendation to purchase the Northside Branch opening day collection services from Brodart Books.

3) Approval of the new Centel System for the Central Library.

DonnaLee Grossman
Recording Secretary

dlg
MINUTES OF THE MAY 20, 1991 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT: Florence Bryant
                     Cyndy Caughron - Vice President
                     Shirley Dorrier - President
                     Betty Gaylord
                     Elizabeth Gleason
                     Peter McIntosh
                     Mary Mikalson
                     Gary O'Connell
                     Jack Speer
                     Walter Tucker, Jr.

ALSO PRESENT: Molly Cassell - League of Women Voters
               Donna Lee Grossman - Recording Secretary
               Tom Hatch - Director, Information Services for
                            the City of Charlottesville
               Doug Hurd - President, Friends of the
                            J-MR Library
               Daniel Nunziato - Business Manager
               Donna Selle - Library Director
               Andrea Williams - Collection Development
                                Coordinator
               Philip Williams - Head, Technical Services
                                and Automation

The Jefferson-Madison Regional Library Board of Trustees' requested a special meeting be called to discuss the automation upgrade bid award, the Northside Branch opening day collection bid award, and the Central Library telephone system award. The special meeting was called to order by Mrs. Dorrier, President, on Monday, May 20, 1991 at 3:31 p.m.

Mrs. Dorrier introduced the guests and asked for any changes to the agenda.

Mrs. Dorrier confirmed that the regular Board meeting scheduled for Tuesday, May 28, 1991 will be held at the Louisa County Branch Library at 3:30 p.m. Mrs. Dorrier asked that the
June Board meeting date be changed to June 18th.

AUTOMATION UPGRADE BID AWARD:

In addition to the information on the automation upgrade shown in the Board packet, pages 1-17, the Board received a handout detailing the individual submissions by vendor, comparing their proposals and costs. The handout also included detail on a micro-computer based public catalog, the Intelligent Catalog of The Library Corporation, outlining advantages and disadvantages, and costs for the Intelligent Catalog.

After a lengthy discussion on the automation upgrade, the Board confirmed some of the guidelines and goals they were using in looking at the automation upgrade:

1) Avoid crashes,
2) Increase response time which is a patron service goal,
3) Add Northside without lowering response time or having crashes,
4) Hopefully buy something that will be good for at least five years,
5) Try to save money,
6) Allow for incremental growth.

Mr. Speer was very concerned about the Library losing out on an important opportunity for the Library system to buy micro-computer technology for public access catalogs.

Mrs. Mikalson made a motion that the Board accept the staff's recommendation and go with the Inflex upgrade (HP932). Mrs. Caughrone seconded the motion. The Board decided they were not ready to vote on this motion.

Mrs. Gleason made a motion that the Board withhold their vote on the automation upgrade until they have gathered as much information as they can and plan on bringing the issue to a vote at their next Board meeting. Mr. McIntosh seconded the motion. Eight Board members approved the motion (Bryant, Caughrone, Gaylord, Gleason, McIntosh, Mikalson, O'Connell, and Speer). Mr. Tucker voted against the motion.

NORTHSIDE OPENING DAY COLLECTION:

The Board reviewed pages 18-23 in the Board packet on the Northside Branch Opening Day Collection.
Mr. McIntosh made a motion that the Board approve the staff's recommendation to purchase the Northside Branch opening day collection services from Brodart Books. Mrs. Gleason seconded the motion. Nine Board members approved the motion (Bryant, Caughron, Gaylord, Gleason, McIntosh, Mikalson, O'Connell, Speer, and Tucker).

CENTRAL LIBRARY TELEPHONE SYSTEM:

The Board reviewed pages 24-29 in the Board packet on the proposals for a new telephone system for the Central Library. Two bids were received: Centel for $24,427 and Rolm for $43,956. The new system will be paid for out of the Library Equipment Fund. An automated voice mail/automated attendant will be one of the main added features along with call detail recording. Staff training will be included.

Concern was voiced regarding how it will affect Library patrons when using the voice mail/automated attendant feature.

Mr. Tucker made a motion for Board approval of the new Centel System for the Central Library. Mrs. Bryant seconded the motion. Seven Board members approved the motion (Bryant, Gaylord, Gleason, McIntosh, O'Connell, Speer, and Tucker). Two Board members voted against the motion (Caughron and Mikalson).

ADJOURNMENT:

Motion for adjournment was made by Mr. Tucker. The Board meeting adjourned at 5:51 p.m. The regular Board meeting for May 28th will be held at the Louisa County Branch Library. The June Board meeting has been moved up one week to June 18th.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE APRIL 23, 1991 MEETING

1) Approval of the Minutes for the March 26, 1991 Board of Trustees' meeting.

2) Approval by the Board of Trustees to commend the Friends of the Jefferson-Madison Regional Library on their successful Book Sale and to express the Board's appreciation of their work.

DonnaLee Grossman
Recording Secretary

dlg
The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mrs. Dorrier, President, on Tuesday, April 23, 1991 at 3:32 p.m. Motion for approval of the March 26, 1991 Minutes was made by Mr. Tucker and seconded by Mrs. Gleason. The motion was approved by seven Board members (Caughron, Gaylord, Gleason, McIntosh, Mikalson, Speer and Tucker). Mrs. Bryant was absent and Mr. O'Connell was not present in time to vote.
LIBRARY BOARD MINUTES

APRIL 23, 1991

Mrs. Dorrier introduced the guests and asked for any changes to the agenda.

DIRECTOR’S REPORT:

1) Circulation - The Director reported to the Board that the circulation for the library should reach one million in May. Some publicity will be done acknowledging the occasion.

2) Books-By-Mail Grant - The Director reported that it looks as though the Books-By-Mail Grant submitted to Virginia State Library has a better chance for approval. Virginia State Library has changed the way they prioritize grants and they no longer have dedicated funds for the Literacy Grants. Culpeper has some additional funding and they will be requesting their jurisdiction’s approval to apply it towards the Books-By-Mail Grant. If both are approved, there would be full funding for the full-time staff position.

Gail Ott and Stella Pool will be going to the Virginia State Library on Friday, April 26th to defend the Books-By-Mail Grant.

3) May Board Meetings - The Director confirmed two Board meetings for May:

   Monday, May 20th   -   Automation (Jefferson Room at the Central Library)

   Tuesday, May 28th  -   Regular Board meeting (Louisa County Branch Library)

4) Switch in Positions of Senior Staff: The Director notified the Board that she will not be implementing the switch between Karen Morris and Gail Ott at this time due to the many deadlines scheduled in the next six weeks.

5) Two Grant Opportunities - The Director informed the Board of two grant opportunities due Friday, April 26th. One is for the Junior League and the other is for the Charlottesville-Albemarle Foundation. The Director would like to request equipment and furnishings for the new Northside Branch and asked the Board's consent to pursue the grants. The Board encouraged the Director to apply for both grants.

6) Regional Agreement - Two dates have been tentatively set to review the Library's Regional Agreement:

   Wednesday, May 8th   -   Albemarle County Workshop

   Monday, May 20th    -   City of Charlottesville
Albemarle County has asked the Director to make a presentation about the new branch at the Board of Supervisors' May 8th meeting.

Mr. Speer mentioned that Louisa has already considered the amended Regional Agreement and it has been recommended to the Louisa Board of Supervisors to approve it as it stands. Mr. Speer was very pleased with Louisa's support and felt it would lend credibility to the other jurisdictions.

7) **Budget Update** - Nelson County is still working on the budget and has a budget meeting this evening. Greene County approved the amount the Library requested and put in another $5,000 for capital funds to help with renovation of the garage. The City of Charlottesville and Albemarle County, with minor adjustments, have fully funded their portion of the 1991-1992 budget.

The Director and Mrs. Dorrier thanked the Board members, the staff and the Friends for their support in the preparation, presentation and promotion of next year's budget.

8) **Recycle Program for Central Library** - The Central Library has just started a recycling program.

9) **Gordon Avenue Branch Renovations** - Restroom renovations for Gordon Avenue Branch have begun and should be completed in early June. The branch will be available for check-ins and check-outs. Some wiring will have to be done and there will be a few days near the end of construction when the branch will be closed to complete the wiring.

10) **Visit Central Library at Virginia Beach** - On Thursday, April 25th, the Northside Branch architect, Peter Sheeran, will be flying to the Central Library in Virginia Beach to look at the circulation desk and to tour the rest of the library. Mr. Tucker, Albemarle County Executive; Charlotte Humphries, Albemarle County Board of Supervisors; Donna Selle, Library Director and Mrs. Dorrier, President of the Library Board of Trustees, are scheduled to go. The Director invited Board members to participate.

11) **Plans for Northside** - The Director displayed two drawings done by the Northside Branch architect, Peter Sheeran. One drawing represented the finished ideal plan for the new branch and the second drawing represented what the Library can hopefully afford for starting up the new branch. Further discussion followed including funding for supplementing the furnishings and equipment for the Northside Branch. It was suggested the Library submit, in Albemarle County's time frame, continuing capital improvement requests for equipment and furnishings for the Northside Branch.

12) **Library's Book Budget** - The Director informed the Board
that the book budget will be significantly over budget but it includes Books-By-Mail, Rebhun Collection funding and gifts. Carryover is estimated to be less than $50,000 at this time.

13) **Board Comments on Suggestion Box Items in Director's Report:**

a) **50-70 Books per Cardholder** - Mrs. Gleason voiced her concern about allowing 50-70 books to be checked out per cardholder. Special permission could be given, such as to teachers doing projects for schools; otherwise, Mrs. Gleason felt there should be a smaller limit per card. Phil Williams will run a printout for Board members indicating how many patrons actually have taken out 50 or more books per card.

b) **Fix Lock on Women's Restroom Door** - The Board was in agreement the Library should fix the lock to the door in the women's restroom at Central.

c) **Eliminate Requirement For Parents to Attend Computer Training Session Before They Can Assist Their Children With Library's Software on The Apple Computers** - Linda Homa will be reviewing procedures and training sessions on the computer. The Library wants the parents to be responsible and knowledgeable about the software their children will be using. This is the procedure currently being used for preschoolers at Gordon Avenue and Central.

14) **Bids For Automation** - The Director confirmed that three bids were received today for the automation project from Dynix, Inlex and VTLS.

**OLD BUSINESS:**

1) **Collection Assessment Project (Andrea Williams)** - One of the goals of the Library is to develop a long-term collection development plan. A careful assessment was needed to establish what is currently in the collection. A Virginia State Library grant was received to do a cooperative one-year pilot project within this area and the University of Virginia invited our Library to participate with them along with the Albemarle County Historical Society Library, the Institute of Textile Technology and the Piedmont Virginia Community College.

A joint assessment of all their collections is being done so they can learn about their collections and work towards doing a cooperative agreement of networking projects in the future. They took twenty-four major subjects that their collections represented
and looked at the subdivisions and did almost a line-by-line, book-by-book study and shared the information with each other.

The Reference Department has been of tremendous assistance in helping them with their project. After December, Mrs. Williams anticipates having the completed assessment project available for the Board to review.

The Library will end up knowing more about the collection the Library has and what areas need improvement. All participating libraries will have a better knowledge of each other's collections and will be able to share their resources more efficiently with each other. Mr. McIntosh thought the information received from this assessment would be of invaluable assistance when preparing for next year's expenditures of Library funds. Mr. McIntosh requested an allocation of the book budget similar to what was submitted to the Board last year.

2) Report on Outreach (Jane Tucker) - Ms. Tucker referred to her writeup on Outreach Services on pages 18-21 of the Board packet and she summarized her report and findings. Board members discussed various categories of Outreach Programs, long-range planning and public relations to unserved adults. There was inclusion of children's agencies in the children's area, elderly and the homebound in Extension Services.

3) Report on Book Sale (Doug Hurd) - Mr. Hurd acknowledged the terrific work Jane and Art Hess had done again this year in making the annual Book Sale such a successful operation. Some photographs were shown the Board of the setup for the Book Sale before they opened the doors for the sale. Sales for the first day were over $30,000 with the grand total for the sale being approximately $64,000 before expenses were taken out. The Board expressed their gratitude and appreciation for all of the work and effort put in by Jane and Art Hess and their volunteers.

Mrs. Gleason made the motion commending the Friends of the Jefferson-Madison Regional Library on the success of the Book Sale and how appreciative the Board was of their work. Mrs. Caughron seconded the motion. The motion was unanimously approved by eight Board members (Caughron, Gaylord, Gleason, McIntosh, Mikalson, O'Connell, Speer and Tucker). Mrs. Dorrier will be sending Jane and Art Hess a letter on behalf of the Board.

NEW BUSINESS:

1) Library Foundation (Gary O'Connell) - Mr. O'Connell distributed to the Board a description of the Purpose of the Library Endowment Fund for them to review. The Director, Mr. O'Connell and Art Hess had a meeting April 19th with the Charlottesville-Albemarle Community Foundation and they seem will-
I, the Board, are discussing our ability to handle administering agency funds for the Library. Hopefully, the Board will be able to review an agreement with them by the next Board meeting. One of the purposes will be to set up some long-range special funding for the Library. The Library would appear on their lists for possible donations. Mr. Hurd expressed the support of the Friends of the Jefferson-Madison Regional Library and they will be considering some way they can help the Library in getting started. Mr. Hess is a supporter of this as an additional means of funding for the Library.

2) Request from the City of Charlottesville for Gordon Avenue and Central Library to be Voter Registration Sites - The Director referred the Board to page 24 in the Director's Report. The City of Charlottesville wants to use two Library locations, Gordon Avenue and Central, as voter registration sites and they want to train two employees at each site to register voters. This would not start until next Fall and the Library Board decided to review this request with the full Board present.

3) Annual Evaluation of the Director - Mrs. Dorrier will be appointing a committee to report at the May Board meeting.

4) Goals for 1991-1992 - Mrs. Dorrier distributed to the Board an outline of the goals and objectives for 1991-1992 and referred to the goals shown on page 8 in the Director's Report. Mrs. Dorrier asked that her goals should change Outreach Services to read Patron Services and include item (c) as Development of Outreach Programs. The Director will combine the goals and send them out with the Minutes so that the Board can review them before the next Board meeting.

ADJOURNMENT:

Motion for adjournment was made by Mrs. Mikalson and seconded by Mr. Tucker. The meeting adjourned at 5:59 p.m. Two Board meetings are scheduled for May: (1) May 20th on Automation at the Central Library in the Jefferson Room on the 3rd floor and (2) May 28th at the Louisa County Branch Library.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE MARCH 26, 1991 MEETING

1) Approval of the Minutes for the February 26, 1991 Board of Trustees' meeting.

2) Approval by the Board of Trustees to support the nomination of the Friends of the Jefferson-Madison Regional Library for the national American Library Association's Baker & Taylor Award.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE MARCH 26, 1991 MEETING OF 
THE JEFFERSON-MADISON REGIONAL LIBRARY 
BOARD OF TRUSTEES

TRUSTEES PRESENT: Florence Bryant 
Cyndy Caughron - Vice President 
Shirley Dorrier - President 
Betty Gaylord 
Elizabeth Gleason 
Peter McIntosh 
Mary Mikalson 
Gary O'Connell 
Jack Speer 
Walter Tucker, Jr.

ALSO PRESENT: Donna Lee Grossman - Recording Secretary 
Tom Hatch - Director of Information Services 
for City of Charlottesville 
Linda Homa - Head of Children's Department 
Doug Hurd - President, Friends of the J-MR Library 
Lindsay Ideson - Head of Gordon Avenue Branch 
Karen Morris - Head of Reference and Information Services 
Daniel Nunziato - Business Manager 
B. Gail Ott - Head of Branches & Extension 
Donna Selle - Library Director 
Peter Sheeran - Architect for Northside Branch 
Andrea Williams - Collection Development Coordinator 
Philip Williams - Head of Technical Services and Automation

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mrs. Dorrier, President, on Tuesday, March 26, 1991 at 3:31 p.m. Motion for approval of the February 26, 1991 Minutes was made by Mr. Tucker and seconded by Mrs. Bryant. The motion was approved by six Board members (Bryant, Gaylord, Mikalson, O'Connell, Speer and Tucker). Mr. McIntosh abstained from voting as he was not present at the February Board meeting. Mrs. Caughron and Mrs. Gleason were not present in time for the vote.
DIRECTOR'S REPORT:

1) Pin Map Survey - The Director pointed out the Pin Map Survey and directed any questions and answers to Lindsay Ideson and Gail Ott. Albemarle County requested the library to do a survey for this year and again next year. The survey was taken the week of February 25, 1991-March 2, 1991 by Gordon Avenue Branch and included their patrons and where they lived in Albemarle County and the City of Charlottesville. The survey will show comparisons of patron usage by location at Gordon Avenue Branch before and after the opening of the new Northside Branch.

2) RFP For Automation Upgrade - The Director made available for the Board's review the Request for Proposal (RFP) on an upgraded automation system.

3) Black History Month Display - Mrs. Bryant complimented the library and staff on the work done for Black History Month. She thought it was the best programming she had seen.

REPORT ON NORTHSIDE BRANCH BY PETER SHEERAN, ARCHITECT:

Mr. Sheeran, architect for the renovation of the Northside Branch, discussed in detail the status of the new branch. Mr. Sheeran displayed a floor plan with space allocations for the Board to review. Senior staff and Mr. Sheeran have been working together for the past month and they have analyzed the existing building to see what needed to be done to the building and what was to be included in equipment, collections, shelving, layout of bathrooms, staff areas, work areas, departments and public access areas. Mr. Sheeran said delivery of furniture and equipment is very tight and vendors have estimated delivery would be around the middle of October 1991.

Concern was voiced by the Board regarding available funding for completion of only part of the total space allocated for the branch, making it a smaller opening branch. Current plans will have to be scaled back and priorities will need to be determined in order to stay within the startup budget for the branch. Several Board members suggested that the Albemarle County Board members go back to their Board of Supervisors to make sure they realize that current funding provided for completion of only one-third of the available space.

COMMENTS FROM BOARD OF TRUSTEES:

1) Board Retreat - Mrs. Dorrier commented on the list of ongoing items that the Board members were to turn in for her to summarize. She mentioned that it was more difficult to compile the list than she had expected and she would have something for the Board as soon as she was able to complete it.
LIBRARY BOARD MINUTES -3- MARCH 26, 1991

AUTOMATION REPORT BY PHILIP WILLIAMS:

The Director reviewed with the Board the automation process:

1) Capital funding for Northside Branch approved 1/17/90 for a $160,000 upgrade;
2) J-MRL budget proposed $65,000 towards automation upgrade;
3) Northside lease signed 2/13/91;
4) Staff prepared RFP for automation upgrade reviewed by City/County Information Services Departments;
5) County released automation funds to issue RFP by City Purchasing 3/18/91 - RFP out 3/25/91;
6) Staff reviewed micro-based workstation public catalog for Board 3/26/91;
7) Bids due 4/23/91 (date of next Board meeting) and staff, City, County to review and do an analysis;
8) Staff recommendations and presentation to Board for review and approval and development of agreement at a special Board meeting to be set in May 1991.

Mr. Williams reviewed with the Board his submission shown in the Director's Report on pages 22-26. His report discussed an option for upgrading automation hardware using a microcomputer-based system listing the significant advantages, disadvantages and costs. Data of library holdings would be encoded onto a CD-ROM and data would be upgraded once a month. Public catalog workstations would operate independently (no connection to mainframe) and there would be no variation in response time.

Mr. Williams changed the costs on page 24 of items #4 and #5 under "First Year Costs" to $3,300 each, which changes the total to $78,580.

Mr. O'Connell asked the Director for something in writing regarding staff considerations and the pros and cons for the patrons. Mr. Speer mentioned that the library needs commitment and enthusiasm from everyone involved with automation to support any decision made. Mrs. Dorrier thought it was up to the staff to give their recommendations as they are the ones dealing on a day-to-day basis with the patrons. Instructions are also needed for patrons who do not know how to use the system.

The Board set May 20, 1991 at 3:30 p.m. in the Jefferson Room at the Central Library as a special Board meeting date to review automation.

Mr. Speer will check with Mrs. Sparks, Head of the Louisa Branch Library, to schedule the May Board meeting in Louisa, either at the Louisa Branch Library or the Court House in Louisa.
UPDATE ON STATUS OF BUDGET HEARINGS:

A separate sheet was handed out at the Board meeting outlining public hearings on the 1991 budget. The Director asked Mrs. Dorrier, Mrs. Caughron and Mrs. Mikalson to appear at the Albemarle County Board of Supervisors' budget work session scheduled for Wednesday, March 27th beginning at 3:00 p.m. to remind them the library has funding for a position at stake. Mrs. Dorrier will be contacting her representative.

Mrs. Gaylord went to the Greene County Board of Supervisors' meeting March 20th and reported she did not receive any input after she gave her library budget presentation.

Mr. Tucker talked with Mr. Jeffrey Johnson, the new Nelson County Administrator, regarding the library budget for Nelson County and he will be recommending the library budget as presented.

NOMINATION OF FRIENDS FOR ALA BAKER & TAYLOR AWARD:

Mr. Hurd asked for the Library Board's support for nomination of the Friends of the J-MR Library to receive a national American Library Association Baker & Taylor Award. Mr. O'Connell made a motion that the Library Board support nomination of the Friends of the J-MR Library for the national ALA Baker & Taylor Award and Mrs. Gleason seconded the motion. The motion was approved by seven Board members (Caughron, Gaylord, Gleason, Mikalson, O'Connell, Speer and Tucker). Mrs. Bryant and Mr. McIntosh were not present to vote on the motion.

REGIONAL AGREEMENT:

The Director checked with Board members on the status of the Regional Agreement for their jurisdictions. Albemarle County is scheduled to review it April 10th and Charlottesville will be reviewing it after April 15th. It was not known if the other jurisdictions had set a date to review it with their Board of Supervisors and the Director asked the Trustees to check with their jurisdictions to find out when it would be scheduled.

COLLECTION ASSESSMENT/COLLECTION FOR NORTHSIDE BRANCH:

Mrs. Williams discussed with the Board her account of the collection process used for the Northside Branch. Mrs. Williams deferred part of her report on collection assessment to the April Board meeting.

Roles for Northside were reviewed to develop a preliminary materials budget breakdown, the first step toward development of the opening day collection. Roles include (1) popular materials library; (2) preschoolers' door to learning; (3) reference library.
Before a selection plan is completed, an assessment of the community being served and a determination of what would best meet the needs of that community must be made. Information will also be studied that provides data on the socioeconomic character of local residents, as well as taking into account information on local clubs, organizations, and other local facilities that define the community to be served. The collection plan will provide the best possible combination of newly published and up-to-date materials together with important retrospective materials and classics.

An RFP for book vendors was recently submitted to the City and Albemarle County Purchasing Departments. Staff will be using vendor based selection lists along with a variety of other recognized review sources to begin selection of individual titles.

The Friends of the J-MR Library have been sending recently published fiction and non-fiction titles to Collection Management for consideration for the new branch. Approximately 1,000 titles have already been processed and are waiting at Central to be shipped to the new branch.

NEW LIBRARY FOR LOUISA:

Mr. Speer informed the Board that the Louisa County School Board approved deeding prime property adjoining the school complex for the new Louisa library.

NORTHSIDE BRANCH:

1) Public Forum - Mrs. Caughron mentioned preparations for the public forum scheduled April 17th are going well. She is anticipating a good turnout and stressed the importance of hearing what the public has to say. Everyone has been invited to attend.

2) Friends' Book Sale - Mr. Hurd confirmed that he handed over a key for the Northside Branch to Mr. Nunziato. Mr. Hurd also mentioned that the Friends moved 2,600 boxes of books from Gordon Avenue to the Northside Branch location. Wednesday, April 3rd, the books will be put on tables in preparation for the Book Sale starting Saturday, April 6th through Sunday, April 14th.

ADJOURNMENT:

Motion for adjournment was made by Mrs. Gleason and seconded by Mr. Tucker. The meeting adjourned at 6:39 p.m. The next Board meeting is scheduled for Tuesday, April 23, 1991 at the Central Library in the Jefferson Room on the 3rd floor.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE FEBRUARY 26, 1991 MEETING

1) Approval of the amended Minutes for the January 22, 1991 Board of Trustee's meeting.

2) Approval of submission of a letter to the Virginia State Library confirming the Board's support and requesting renewal and continuance for one year of the Books-By-Mail program.

3) Approval of the Director's request to hire temporary shelvers for the Central Library.

DonnaLee Grossman
Recording Secretary

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE FEBRUARY 26, 1991 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT: Florence Bryant
Cyndy Caughron - Vice President
Shirley Dorrier - President
Betty Gaylord
Elizabeth Gleason
Mary Mikalson
Gary O'Connell
Jack Speer
Walter Tucker, Jr.

TRUSTEES ABSENT: Peter McIntosh

ALSO PRESENT: Melinda Frierson - Executive Director of
the Charlottesville/Albemarle Historical Society
Donna Lee Grossman - Recording Secretary
Arthur Hess - Friends of the J-MR Library
Karen Morris - Head of Reference and Information Services
Daniel Nunziato - Business Manager
B. Gail Ott - Head of Branches & Extension
Donna Selle - Library Director
Mary Wagner - League of Women Voters

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mrs. Dorrier, President, on Tuesday, February 26, 1991 at 3:31 p.m. Mrs. Caughron asked that the beginning of the motion she made, shown at the bottom of page 3 in the January 22, 1991 Minutes, be changed from: "... ask the telephone company" to: "... ask the telephone vendors or companies." The motion for approval of the amended January 22, 1991 Minutes was made by Mrs. Gleason and was seconded by Mrs.
Mikalson. The motion was approved by eight Board members (Bryant, Caughron, Gaylord, Gleason, Mikalson, O'Connell, Speer, and Tucker).

DIRECTOR'S REPORT:

1) Albemarle County's Reduction - Albemarle County notified the Director that the Library will experience a 1.2% reduction in this year's money.

2) Gold Award From United Way - The Director received from the United Way a Gold Award for the Library for more than doubling our contributions as well as the number of contributors.

3) Limited Edition Print Received from the Virginia Foundation for the Humanities - The Virginia Foundation for the Humanities and Public Policy gave the Library a limited edition print of the Encampment of the Convention Army. The Director plans to put it in the new Northside Branch as it portrays a scene on Barracks Road.

4) Mayor Edwards Visited with the Library Director - Charlottesville's Mayor Edwards visited briefly with the Library Director when he was at Central to pick up data he had requested from our Reference Department.

5) Second Book Discussion February 17th - The Director reported that the second book discussion on February 17th was attended by 27 people.

6) Rebhun CD Collection - The Rebhun CD collection should be out and available to the public the first week in April 1991.

7) Items Out For Bid - The Library has gone out to bid on a new telephone system for the Central Library, painting of the main floor at Central, and reupholstering chairs and benches at Central. Bids are also being prepared to replace worn out carpeting at the Central Library, for automation, and for the Gordon Avenue rehab. The Library is also in the process of preparing an RFP for the opening day collection.

8) Architect for Northside Branch - Albemarle County selected Peter Sheeran as the architect for the Northside Branch. The Director and senior staff will begin meeting with him on Wednesday to work on the plans. The Director suggested Mr. Sheeran be at the March Board meeting to give the Board a progress report.

9) Public Meeting Date at Northside Branch - Wednesday, April 17th at 7:00 p.m. is the time set for the public meeting on the Northside Branch.
OLD BUSINESS:

1) Meeting Room - Insurance Update - The Director referred to pages 20-21 in the Director's Report. Mr. Stalfort, a Vice President from the Cabell Insurance Company, reviewed the library's policies. The library's claims and incident rate are very low; therefore, the library's insurance rates are very low. Library coverage has been increased from $3 million to $4.7 million. Mr. Stalfort also advised the library that the facilities could be used during non-open hours. Each branch is in the process of writing up new guidelines and procedures for use of their facilities. The Board suggested a time be set on the hour at night for the people using the meeting rooms to leave, as well as addressing library use on Sundays.

2) Board Approval and Support of Submission of a Books-By-Mail Grant - The Board reviewed a draft letter for submission to the Virginia State Library confirming the Board's support and requesting renewal and continuance for one year of the Books-By-Mail program. Mrs. Caughron made a motion that the Board approve the letter to be sent to the Virginia State Library supporting the Books-By-Mail grant. Mrs. Gleason seconded the motion. Eight Board members approved the motion (Bryant, Caughron, Gaylord, Gleason, Mikalson, O'Connell, Speer, and Tucker).

NEW BUSINESS:

1) Northside Branch Collection - The Board reviewed pages 23-25 in the Director's Report on the Northside Branch opening day collection. Concern was voiced by Board members regarding the difference in the collection being done for Northside Branch versus the Central Library's collection and with the Northside Branch being considered a center for services to young adults. The main goal for the library, after the study had been done by HBW, was that it was very important that the Central Library be thought of as the Central Library for services and collections; and that any distinct collections or services being done at a branch and not at the Central Library may be a shift in Board policy.

Mr. O'Connell and Mrs. Gleason requested information regarding what the Board sees as the role for Northside versus the Central Library and would like further discussion regarding this with Board members and staff. The Board would like the policy(ies) reaffirmed or reverified as to what the roles are of each branch, based on the HBW study, and where they are going in the next 5-10 years versus the Central Library. The Director will report back to the Board on this at their next meeting.

The Board also expressed interest in the Collection Assessment grant and collection development policy. Andrea Williams will report on this at the March meeting.
2) Temporary Shelvers for Central Library - Mr. Tucker made the motion that the Board approve the Director's request to hire temporary shelvers for the Central Library. Mr. O'Connell seconded the motion. The motion was approved by eight Board members (Bryant, Caughron, Gaylord, Gleason, Mikalson, O'Connell, Speer, and Tucker).

3) Withdrawal of Central Library's Art Prints and Record Collection - The Director requested that the art prints that have been kept the past year on the 3rd floor of Central be discontinued as of April 1, 1991. The prints will go to the Friends' Book Sale. The Director requested the record collection be moved up to the 3rd floor for a year before being discontinued. The Board was in unanimous agreement to move the records to the 3rd floor for a year and to discontinue the art print collection effective April 1, 1991, with the art prints going to the Friends' Book Sale.

4) Budget Hearing Schedules - The Director reviewed the most recent update on jurisdictional budget hearings and Mr. O'Connell confirmed the Charlottesville Budget Hearing for Tuesday, March 5, 1991 at 8:40 p.m. in the City's Basement Conference Room.

5) May Board Meeting - Mrs. Dorrier requested that the May 1991 Board meeting be held at the Louisa County Branch Library.

6) Meeting to Review Regional Library Agreement - Friday, March 1, 1991 the jurisdictions will be meeting with Board members to review the draft of the Regional Library Agreement. Mr. O'Connell has been selected to chair the meeting.

7) Automation (Jack Speer) - Mr. Speer voiced concern regarding an automation presentation. Library staff needs to set priorities or bring recommendations to the Board; address automation now or there will be an automation crisis down the road; review Mr. Speer's suggested alternatives of December 1990 and report back to him and the Board dealing with this issue.

Mr. Speer received an RFP outline on automation that he thought looked good but he felt the Library was going after the wrong problem. Mr. Speer thought that if the Regional Agreement would be reviewed on Friday by the jurisdictions and included an automation/reserve fund in it, that would support his reasoning that the Library might be in trouble if the Library doesn't come up with another mechanism soon. Mr. Speer felt the Library Board was losing out on major opportunities to set the tone and direction of the Library's automation program.

The Director confirmed that the Northside Branch lease was just signed and the draft RFP was only part of the automation proposal with the other part being the addressing of Mr. Speer's concerns and automation needs. Mr. Williams will address this and
LIBRARY BOARD MINUTES

FEBRUARY 26, 1991

will be reporting to the Board at the March meeting on Mr. Speer's proposal.

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 3. Mrs. Bryant seconded the motion. The Library Board went into Executive Session at 5:17 p.m. and reconvened from Executive Session at 5:55 p.m. The Board President read the Certification of Executive Meeting and recorded the votes and absences of Board members (attached to back of the Minutes).

ADJOURNMENT:

Motion for adjournment was made by Mrs. Mikalson and seconded by Mrs. Gleason. The meeting was adjourned at 6:21 p.m. The next Board meeting is scheduled to be held at the Central Library on Tuesday, March 26, 1991.

DonnaLee Grossman
Recording Secretary
MOTION: Mrs. Gleason
SECOND: Mrs. Bryant

RESOLUTION NO.: #1 - 2/26/91
MEETING DATE: February 26, 1991

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: Caughron, Dorrier, Gaylord, Gleason, Mikalson, Speer and Tucker

NAYS: 0

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

ABSENT DURING VOTE: 1) Bryant left 10 minutes before end
2) O'Connell left before meeting

ABSENT DURING MEETING: O'Connell and McIntosh

[Signature]
Clerk/Secretary of [Public Body]
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES
AT THE JANUARY 22, 1991 MEETING

1) Approval of the Minutes for the January 8, 1991 Library Board of Trustee's meeting.

2) Approval of Director's recommendation on the revised budget for this year, of item #1 on page 28 in the Board's packet and to adopt the revised budget, column 8 on page 29.

3) Approval for the Library to ask the telephone company to give proposals to the Library on a Central Library phone system, based on Mr. McIntosh's list, and to review branch data communications and costs. The proposals are to be reviewed by the staff, they are to report their findings to the Library Board, and they are to advise the Board if there is a need for a consultant.

4) Adoption of the revised policy on Fines, Fees, and Charges, as presented in the Director's Report on page 31.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE JANUARY 22, 1991 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT: Florence Bryant
                    Cyndy Caughron - Vice President
                    Shirley Dorrier - President
                    Betty Gaylord
                    Elizabeth Gleason
                    Peter McIntosh
                    Mary Mikalson
                    Gary O'Connell
                    Jack Speer
                    Walter Tucker, Jr.

ALSO PRESENT: Libby Baker - League of Women Voters
               Melinda Frierson - Executive Director of the
               Charlottesville/Albemarle Historical Society
               DonnaLee Grossman - Recording Secretary
               Arthur Hess - Friends of the J-MR Library
               Douglas Hurd - President, Friends of the
               J-MR Library
               Lindsay Ideson - Head of Gordon Avenue Branch
               Eleanor Longley - Louisa Friends
               Karen Morris - Head of Reference and
               Information Services
               Daniel Nunziato - Business Manager
               Donna Selle - Library Director

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mrs. Dorrier, President, on Tuesday, January 22, 1991 at 3:31 p.m. Motion for approval of the January 8, 1991 Minutes was made by Mr. Speer and seconded by Mr. Tucker. The motion was approved by six Board members (Bryant, Gaylord, Gleason, Mikalson, Speer, and Tucker). Ms. Caughron, Mr. McIntosh, and Mr. O'Connell were not present in time to vote.

DIRECTOR'S REPORT:

1) Central Library Shelving - The Library was closed on Monday, January 21, 1991 due to it being Lee-Jackson-King Day. Thirteen staff members worked that day in the Central Library to...
clear up the backlog of books needing to be shelved and to do some shelf reading. The Board conveyed their appreciation of their efforts.

2) **Highest Sunday Circulation** - On Sunday, January 13, 1991 Central circulation was the highest it has ever been for a Sunday. The Central Library experienced circulation of over 1,000 checked out that day.

3) **Six Months of Circulation** - The Director informed the Board that there has been a 24% increase in circulation for the last six months.

4) **Meetings With Legislators** - The Director met with legislators in Richmond. The following items were discussed:

   a) Decreases in State revenues are continuing;
   b) Requests were made for no further cuts in State Aid;
   c) They are looking at alleviating any State mandates when they are underfunded;
   d) Our Library's share in the proposed State Aid budget for next year has been estimated to be 2% lower than this year's share.

Further discussion followed regarding Central's front entrance and the water problem that damaged Central's staff room floor.

The Board requested the Director report on how the circulation is counted, on how the Library determines the accuracy of the circulation figures counted, and on circulation figures for each area by the number of new borrowers added and their circulation versus the number of the same borrowers and their circulation. The Director will ask Phil Williams for a report on this for the Board.

**OLD BUSINESS:**

1) **Revised 1990-1991 Budget** - The Board reviewed pages 28-30, in the Board's packet, representing the revised FY 1990-1991 budget figures. Mr. McIntosh made the motion to accept the recommendation of item #1 on page 28 in the Board's packet and to adopt the revised budget, column 8 on page 29. Mrs. Bryant seconded the motion. The motion was approved by seven Board members (Bryant, Gaylord, Gleason, McIntosh, Mikalson, Speer, and Tucker) with one Board member voting against the motion (Caughran) as she would prefer the $6,000 not be taken out of the Conference Travel line designated for staff use as she did not want it to appear that the Board was taking it away when they want to encourage the staff to attend conferences. Mr. O'Connell was not present in time to vote on the motion.
The Director outlined the sequence of events triggered by the signing of the Northside Branch lease:

a) Approval of the Northside Branch lease is due Wednesday, February 13, 1991 and the lease approval triggers the release of $600,000 - capital money;

b) Selection of an architect is ready to be made and may be on the same agenda as the lease approval. The architect will be doing the space planning and preparing the bids for furnishings;

c) The RFP for the opening day collection is almost done;

d) Staff will be requesting formal quotes on automation;

e) Meetings are to be set up to review the jurisdictional regional agreement;

2) PLA Meeting in March - The Director informed the Board that the March PLA meeting in San Diego will be attended by the Director and Daniel Nunziato.

3) New Phone System - The Director recommended purchasing a phone system for Central so that phone calls can go directly to the appropriate departments without having to go through the Central Circulation Department first. Mr. Speer asked that current communication costs to the branches be looked into if a consultant is hired to study the phone system. Mr. Speer made a motion that the Board authorize $2,500 for the specific purpose of examining the system outlined in #2, page 28, and additionally encompassing branch data communications. Mrs. Caughron seconded the motion. After further discussion from the Board, Mr. Speer withdrew the motion.

Mrs. Caughron made a motion that the Library ask the telephone company to give proposals to the Library on a Central Library phone system, based on Mr. McIntosh's list, and to review branch data communications and costs. The proposals are to be reviewed by the staff, they are to report their findings to the Library Board, and they are to advise the Board if there is a need for a consultant. Mr. McIntosh seconded the motion. The motion was approved by eight Board members (Bryant, Caughron, Gaylord, Gleason, McIntosh, Mikalson, Speer, and Tucker). Mr. O'Connell was not present in time to vote. The staff report to the Board will be done at the February Board meeting.
4) Revised Circulation Policy (Fines, Fees, & Charges) - A revised Circulation Policy was presented to the Board for their approval. Mrs. Caughron made the motion to adopt the revised policy on Fines, Fees, and Charges, as presented in the Director's Report on page 31. Mr. Tucker seconded the motion. The motion was approved by seven Board members (Bryant, Caughron, Gaylord, Gleason, Mikalson, O'Connell, and Tucker). Mr. Speer and Mr. McIntosh voted against the motion as they felt that the limit on videos per household should be more than two.

NEW BUSINESS:

1) Regional Agreement Meeting Date - The Director referred to the Nelson County Letter on pages 32-33 in the Director's Report and their request for review of the Regional Agreement. The Board decided to set up work sessions with the officials from the jurisdictions, along with Library Board members. The Director will get back to the Board when a date and time for the meeting have been firmed up.

2) Board Retreat Agenda for February 9, 1991 - The Board reviewed the proposed agenda of items to be discussed at their Board retreat February 9th.

ADJOURNMENT:

Motion for adjournment was made by Mr. Tucker and was seconded by Mrs. Mikalson. The meeting adjourned at 5:42 p.m. The next Board meeting is scheduled for Tuesday, February 26, 1991 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 8, 1991 MEETING

1) Approval of the Minutes for the December 18, 1990 Library Board of Trustee's meeting.

2) Approval of the proposed budget for FY 1991-1992, with instructions to send it on to the jurisdictions and taking into consideration any suggestions made by the Board and with the addition of a preliminary paragraph stating the Library's intent to cut expenses as firmly and as intelligently as possible.
MINUTES OF THE JANUARY 8, 1991 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT: Florence Bryant
Cyndy Caughron - Vice President
Shirley Dorrier - President
Betty Gaylord
Elizabeth Gleason
Peter McIntosh
Mary Mikalson
Gary O'Connell

TRUSTEES ABSENT: Jack Speer
Walter Tucker, Jr.

ALSO PRESENT: Melinda Frierson - Executive Director of the
Charlottesville/Albemarle Historical Society
Donna Lee Grossman - Recording Secretary
Arthur Hess - Friends of the J-MR Library
Douglas Hurd - President of the Friends of
the J-MR Library
Daniel Nunziato - Business Manager
Donna Selle - Library Director

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mrs. Dorrier, President, on
Tuesday, January 8, 1991 at 3:32 p.m. Motion for approval of the
December 18, 1990 Minutes was made by Mrs. Caughron and seconded
by Mrs. Gleason. The motion was approved by seven Board members
(Bryant, Caughron, Gaylord, Gleason, McIntosh, Mikalson, and
O'Connell).

Mrs. Caughron made the motion that the Board accept this
budget and send it on to the jurisdictions. Mrs. Bryant seconded
the motion. Mrs. Dorrier then opened the floor for any
discussion on the draft FY 1991-1992 proposed budget. Further
discussion ensued regarding additions and deletions to be made

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
prior to the proposed budget being submitted to the jurisdictions. Mrs. Dorrier called for a vote on the original motion, taking into consideration any suggestions made by the Board and with the addition of a preliminary paragraph being inserted stating the Library's intent to cut expenses as firmly and as intelligently as possible. The motion was unanimously approved by seven Board members (Bryant, Caughron, Gaylord, Gleason, McIntosh, Mikalson, and O'Connell).

Mr. Hess discussed getting approval of the Library Board to include in the next Friends' newsletter an article regarding the budget and the impact it will have. Timing would be a critical factor. The Library Board suggested this be done before the budget hearings begin, with a follow up from the Friends in their newsletter regarding what the Library Board has done. This will have to be coordinated with the Director, the Library Board, and the Friends. The Director will give the Friends a fact sheet on the budget and the hearings scheduled and will advise them on how they can help the Library by contacting supervisors, boards, and council members.

The Director referred to the Board's packet, regarding the Book Discussion Series which begins on Sunday, January 13th. The Board members were invited to attend.

Mrs. Dorrier, on behalf of the Board, thanked the Budget Committee for all of their hard work and also expressed appreciation from the Board of Trustees to Daniel Nunziato and Donnalee Grossman, who have been instrumental in working up the figures and the materials that have been given to the Board regarding the budget, and to the Director for overseeing the budget. Mrs. Dorrier expressed the Board's appreciation for the Library staff's budget suggestions submitted in the Staff Association's newsletter. The Board has taken their ideas into consideration and will continue to do so.

Mrs. Dorrier confirmed the Board Retreat date of Saturday, February 9, 1991 from 9:00 a.m. - 2:00 p.m., at the Central Library. Lunch will be provided.

ADJOURNMENT:

Motion for adjournment was made by Mrs. Gleason and was seconded by Mrs. Mikalson. The meeting was adjourned at 4:22 p.m. The next Board meeting is scheduled for Tuesday, January 22, 1991 at 3:30 p.m. in the Madison 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 DECEMBER 18, 1990 MEETING

1) Approval of the Minutes for the November 27, 1990 Library Board of Trustees meeting.

2) Approval of the Board to ask the staff to prepare a budget that would reflect all four priorities:
   a) Between a 2% - 2-1/2% salary increase,
   b) Half-time Reference Librarian,
   c) Half-time Historical Collection Librarian,
   d) Courier position adjusted according to the salary raise in order to ensure that there will be five days of courier service each week.

3) Approval of Director's December 12, 1990 draft submission of the Northside Branch operating budget and programming for submission to Albemarle County.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE DECEMBER 18, 1990 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Florence Bryant
Cyndy Caughron - Vice President
Shirley Dorrier - President
Betty Gaylord
Elizabeth Gleason
Peter McIntosh
Mary Mikalson
Gary O'Connell
Jack Speer
Walter Tucker, Jr.

ALSO PRESENT:
Lynette Friesen - Librarian from Central Reference
Melinda Frierson - Executive Director of the Charlottesville-Albemarle Historical Society
DonnaLee Grossman - Recording Secretary
Arthur Hess - Friends of the J-MR Library
Douglas Hurd - President of the Friends of the J-MR Library
Lindsay Ideson - Head, Gordon Avenue Branch
Eleanor Longley - Louisa Friends
Karen Morris - Head, Reference and Information Services
Daniel Nunziato - Business Manager
Donna Selle - Library Director

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mrs. Dorrier, President, on Tuesday, December 18, 1990 at 1:31 p.m. Motion for approval of the November 27, 1990 Minutes was made by Mrs. Caughron and seconded by Mrs. Florence Bryant. The motion was approved by eight Board members (Bryant, Caughron, Gaylord, Gleason, Mikalson, O'Connell, Speer, and Tucker). Mr. McIntosh was not present in time to vote.

Mrs. Dorrier announced at the meeting that the local Friends wish to be referred to as the Friends of the Jefferson-Madison Regional Library, to avoid confusion with other Friends' groups.
Melinda Frierson, Executive Director of the Charlottesville-Albemarle Historical Society, reported to the Board on the impact of not having a paid full-time staff person overseeing the Charlottesville-Albemarle Historical Collection located on the mezzanine in the Central Library. Her report was included in the Board's packet.

BUDGET COMMITTEE REPORT ON THE FISCAL YEAR 1991-1992 BUDGET:

The Budget Committee had two meetings in December and discussed a zero based budget. Mr. O'Connell referred to the Budget Committee's December 13, 1990 memo to the Board of Trustees, outlining the background budget work sessions. The Director listed several programs and positions for the Board to review and make decisions and choices on for next year's budget proposal to the jurisdictions.

Mr. Speer brought up his concerns regarding automation and decisions needing to be made before next year. The Director stated that a decision should be made within the next two months regarding the lease for the Northside branch and then library staff should be able to come back to the Board with options for automation.

Mrs. Dorrier referred to the Nelson County memo dated December 17th confirming the Board of Supervisors passed a Resolution authorizing the Nelson County Administrator to notify the Jefferson-Madison Regional Library of their decision to withdraw from the system. They also asked the Library to review the Regional Agreement as to the method of pricing for services.

Mr. McIntosh made a motion that it is the sense of the Board to give direction to the staff to rework the budget according to the list of prioritized items outlined and to present the reworked budget to the Board at the next meeting so that the Board can make a final decision. That the Board authorize the staff to submit a zero based budget for FY 1991-1992 with two add ons: (1) a 2-1/2% salary increase and restoration of one Reference cut that had been proposed and (2) in order of preference, prioritize the cuts being made so that if additional funds are made available, they can be reincluded in the budget in order of priority. Mrs. Caughron seconded the motion.

Mrs. Dorrier asked the Board members what their priorities were in order to get the Board's consensus. If the consensus differed from the motion on the floor, the consensus would take precedence over the original motion. Mr. McIntosh withdrew the motion on the floor when the Board consensus showed different preferences as priorities for the budget.
Mrs. Caughron made the motion that the Board ask the staff to prepare a budget that would reflect all four priorities, looking at between a 2% to a 2-1/2% raise, a half-time Reference Librarian, a half-time Historical Collection Librarian, and the Courier position—just to cover that there will be five days of service, with the courier salary to be adjusted according to the salary raise. Mr. McIntosh seconded the motion. The motion was unanimously approved by eight Board members (Bryant, Gaylord, Gleason, McIntosh, Mikalson, Caughron, Speer, and Tucker). Mr. O'Connell was not present to vote.

Mrs. Dorrier asked that a letter be drafted through the Budget Committee and from the Library Board of Trustees requesting a Regional Agreement meeting in early 1991.

The Director confirmed that by the January 1991 Board meeting the staff will have an analysis of the automation situation and what the Library will do to avoid having computer crashes as circulation climbs in January, February, and March. The Director asked the Board to wait until the February 1991 Board meeting, when the lease for the Northside Branch is finalized, so that the Director and Phil Williams can present alternative proposals.

Mrs. Dorrier reminded the Board of the upcoming two Board meetings to be held in January: January 8, 1991 and January 22, 1991; both meetings will be held in the Madison Room at 3:30 p.m.
The Board Retreat is scheduled for Saturday, February 9, 1991.

Mr. Tucker made the motion that the Board approve the Director's December 12, 1990 draft submission of the Northside Branch operating budget and programming for submission to Albemarle County. Mrs. Caughron seconded the motion. The motion was unanimously approved by eight Board members (Bryant, Caughron, Gaylord, Gleason, McIntosh, Mikalson, Speer, and Tucker). Mr. O'Connell was not present to vote.

ADJOURNMENT:

The meeting adjourned at 4:17 p.m. The next Board meeting is scheduled for Tuesday, January 8, 1991 at 3:30 p.m. in the Madison 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 27, 1990 MEETING

1) Approval of the Minutes for the October 23, 1990 Library Board of Trustees meeting.

2) Approval to accept the recommendation of opening the Louisa meeting room for the Louisa Friends.

3) Approval to accept Nelson County providing insurance for use of the Nelson County meeting room, subject to the Library getting back with Nelson County when or if the Library determines that the $115,000 coverage is inadequate to cover this.

4) Approval to add Laura Doyle, LVA Training Coordinator, to the Library's processing of paychecks.

5) Approval to take the recommendation of the Director about (b) and distribute the current year's merit as a one-time bonus in lump sum payments to the entire staff, administered under the Director as outlined on the front of the report and contingent on satisfactory or better performance evaluations.

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

TRUSTEES PRESENT: Cyndy Caughron - Vice President
                     Shirley Dorrier - President
                     Betty Gaylord
                     Elizabeth Gleason
                     Peter McIntosh
                     Mary Mikalson
                     Gary O'Connell
                     Jack Speer
                     Walter Tucker, Jr.

TRUSTEES ABSENT: Florence Bryant

ALSO PRESENT: *Stephanie Barbour - Gordon Avenue Circulation
               Melinda Frierson - Executive Director of the
               Albemarle County Historical Society
               DonnaLee Grossman - Recording Secretary
               Arthur Hess - Friends of J-MRL-Public
               Relations and Newsletter
               Jane Hess - Friends of J-MRL-Book Sale Director
               Linda Homa - Head, Children's Department
               Douglas Hurd - President, Friends of J-MRL
               Lindsay Ideson - Head, Gordon Avenue Branch
               Eleanor Longley - Louisa Friends
               *Karen Morris - Head, Regional Reference and
               Information Services
               Daniel Nunziato - Business Manager
               *Marianne Ramsden - Head, Scottsville Branch
               Jane Rotch - Albemarle County Historical
               Society Treasurer
               Donna Selle - Library Director
               *Jane Tucker - Coordinator for Staff In-
               Service Day at Fairfax, VA
               Mary Wagner - League of Women Voters
               *Brenda Washington - Central Reference
               Andrea Williams - Collection Development
               Coordinator
               *Philip Williams - Head, Technical Services
               and Automation
               Jim Wootton - Albemarle County Historical
               Society Board Member

(*Served on Staff Merit Committee)
MINUTES OF THE NOVEMBER 27, 1990 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:  Cyndy Caughron - Vice President
                    Shirley Dorrier - President
                    Betty Gaylord
                    Elizabeth Gleason
                    Peter McIntosh
                    Mary Mikalson
                    Gary O'Connell
                    Jack Speer
                    Walter Tucker, Jr.

TRUSTEES ABSENT:   Florence Bryant

ALSO PRESENT:      *Stephanie Barbour - Gordon Avenue Circulation
                    Melinda Frierson - Executive Director of the
                    Albemarle County Historical Society
                    DonnaLee Grossman - Recording Secretary
                    Arthur Hess - Friends of J-MRL-Public
                    Relations and Newsletter
                    Jane Hess - Friends of J-MRL-Book Sale Director
                    Linda Homa - Head, Children's Department
                    Douglas Hurd - President, Friends of J-MRL
                    Lindsay Ideson - Head, Gordon Avenue Branch
                    Eleanor Longley - Louisa Friends
                    *Karen Morris - Head, Regional Reference and
                    Information Services
                    Daniel Nunziato - Business Manager
                    *Marianne Ramsden - Head, Scottsville Branch
                    Jane Rotch - Albemarle County Historical
                    Society Treasurer
                    Donna Selle - Library Director
                    *Jane Tucker - Coordinator for Staff In-
                    Service Day at Fairfax, VA
                    Mary Wagner - League of Women Voters
                    *Brenda Washington - Central Reference
                    Andrea Williams - Collection Development
                    Coordinator
                    *Philip Williams - Head, Technical Services
                    and Automation
                    Jim Wootton - Albemarle County Historical
                    Society Board Member

(*Served on Staff Merit Committee)
The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mrs. Dorrier, President, on Tuesday, November 27, 1990 at 3:30 p.m. Motion for approval of the October 23, 1990 Minutes was made by Mr. Tucker and seconded by Mrs. Caughron. The motion was approved by six Board members (Caughron, Gaylord, Mikalson, O'Connell, Speer, and Tucker). Mrs. Gleason and Mr. McIntosh were not present to vote on the motion.

Mrs. Dorrier brought to the Board's attention the updated Board Committee listing, inserting Mr. Speer as the liaison for the Board for computer evaluation in Technical Services. Still unfilled are the liaisons to the Friends and Albemarle County Historical Society.

DIRECTOR'S REPORT:

The Board asked the Director to come back to the Board with more backup information on the computer crashing and with suggestions on how the Library plans to deal with this problem. Additional items were commented on by the Director:

1) Staff Resignations - One of our part-time Couriers, Warren Richardson, has resigned to work full-time at the City; and Alan VanClief, a Central Circulation Library Clerk, has also resigned.

2) Public Library Directors' Meeting - The State Librarian, John C. Tyson, has called for a special Public Library Directors' meeting for December 14th and 15th in Richmond, Virginia.

3) Capital Improvements Hearing for Albemarle County - Albemarle County's Capital Improvements Hearing is scheduled for December 12th. Items to be reviewed include the $300,000 request for the second part of books for the new Northside Branch and the Library's $75,000 request for a new Bookmobile. The Director asked the Trustees for Albemarle County to meet to discuss this prior to the hearing, pending notification of the time for the hearing.

4) Award Received by Mrs. Gleason - Congratulations were extended to Board member, Elizabeth Gleason, as the recent recipient of the Paul Goodloe McIntire award.

OLD BUSINESS:

1) In-Service Day (Jane Tucker) - Jane Tucker, coordinator of In-Service Day at Fairfax this year, distributed photographs taken on that day. This was the first time Fairfax County Public Library had ever done an in-service training day for another
library system. A special "thank you" went to Nancy Woodall, the Training Coordinator for the Fairfax County Public Library. Ms. Tucker also thanked library staff Brenda Washington, Margaret Merrill, Karen Gillaspe, Sally Watson, Mary Plum, Vicki Ballowe, and Mary Barbour. An evaluation of In-Service Day was done and the results were distributed to the Board for review. There was a very positive response. Materials, information, and many new ideas were obtained by Library staff. President Dorrier conveyed the Board's appreciation to Jane Tucker and the Library staff for all their work in making In-Service Day such a success.

2) Meeting Room Update - The hours at the Scottsville Branch have been changed to a split shift on Friday, so that the film group can continue to use the meeting room. Louisa County sent the Director a copy of a letter that requested the Friends to use another night for Louisa's meeting room. The building at Louisa is insured and has liability coverage and the contents are also covered. Procedures for building security and decisions on handling arrangements for the key need to be done. The meeting room for Nelson can be handled differently as it is separate from the main part of the library and has a separate entrance.

The Director suggested the Library go out to bid making sure that the usage the Board would like to see is covered by insurance, that the key can be handed out, and that any losses are covered for use of the meeting rooms after hours.

Mr. McIntosh made the motion to accept the recommendation of opening the Louisa meeting room for the Louisa Friends. Mrs. Gleason seconded the motion. The motion was approved by eight Board members (Caughron, Gaylord, Gleason, McIntosh, Mikalson, O'Connell, Speer, and Tucker).

Mr. McIntosh made the motion to accept Nelson County providing insurance for use of the Nelson County meeting room, subject to the Library getting back with Nelson County when or if the Library determines that the $115,000 coverage is inadequate to cover this. Mrs. Caughron seconded the motion. The motion was approved by seven Board members (Caughron, Gaylord, Gleason, McIntosh, Mikalson, Speer, and Tucker) and one Board member opposed the motion (O'Connell).

Mr. Tucker asked the Director to put Nelson County's hours back to what they originally were and to inform Mrs. Knight, Head of the Nelson County Memorial Library.

Mrs. Dorrier would like another solution in using the Scottsville meeting room, other than the change in hours.

NEW BUSINESS:

1) Literacy Volunteers of America (LVA) - LVA requested
Laura Doyle, Training Coordinator, be added to the Library's processing of the LVA paychecks. Mrs. Caughron made the motion that the Board approve adding Laura Doyle, LVA Training Coordinator, to the Library's processing of paychecks and Mrs. Gleason seconded the motion. The motion was approved by seven Board members (Caughron, Gleason, McIntosh, Mikalson, O'Connell, Speer, and Tucker), with Mrs. Gaylord abstaining.

2) Governor's Conference (Mr. O'Connell) - Mr. O'Connell reported that seven people from this region attended the Conference on November 10th and 11th. Those attending included: Mr. O'Connell, Mr. Hurd, Mrs. Bryant, Ms. Sweeney, Mrs. Hayden, Ms. Frick, Ms. Barry. There were two purposes for the meetings:

a) To elect delegates from the State to go to Washington to the White House Conference to be held this summer.

b) To consider resolutions---some resolutions considered would have impacts within Virginia.

Mr. O'Connell read some of the resolution titles: library roles in promoting economic productivity, international issues, library education, confidentiality of patron records (a major problem for libraries), encouraging cultural diversity in the library profession, protecting First Amendment Rights---The Library Bill of Rights, public access to Federal and State government information, information access within Virginia, interlibrary cooperation, comprehensive outreach programs, Library accountability to the public it serves, service to special populations, support for information literacy---helping patrons to understand the new technologies, and the whole issue of illiteracy, equitable access to libraries in Virginia, policies on disintegration of records---aging books issue, promotion and marketing of library services to its users, funding support for libraries.

Mr. O'Connell wanted to emphasize three which he felt the Board would find interesting and might want to consider for the future (he will distribute them when he receives the final data):

a) Service to special populations
b) Illiteracy issue
c) Outreach

The Board's February retreat was suggested as a good time to review this.

3) Staff Merit Committee Report (Mr. Williams) - Reference was made to the Board's packet, pages 25-27, on the merit proposals from the Director and the staff. Mr. Williams conveyed his appreciation to the staff committee members present at the Board meeting and to other committee members listed on page 27.
Mr. Williams presented the Staff Merit Committee's report. The report was presented as the overall staff idea of what an ideal pay plan would be for the Library. It consists of two parts:

a) Money available this year for merit pay and
b) Construction of a long-term pay plan, detailed in three parts as outlined on page 26.

Mr. Williams invited comments and questions from the Board. Under section II, Board members confirmed that (a) and (b) were related to the cost of living. Several of the Board members complimented the staff on their efforts. The Director recommended doing what the staff wants—the current year's merit pool administered as outlined in I(b), as outlined in her memo on page 25, effective January 1991. Mr. McIntosh voiced budget concerns regarding a pay plan consistent with the marketplace and that it should take into consideration what the jurisdictions could afford in next budget year. Mr. McIntosh was not satisfied with the results, explaining that the Library was looking at a budget crunch and the money might be needed for other expenditures.

Mr. McIntosh made a motion to table this until the Budget Committee has time to review it and bring back their recommendations for resolution at the next Board meeting. Three Board members approved the motion (Gaylord, McIntosh, and Tucker) and five Board members voted against the motion (Caughron, Gleason, Mikalson, O'Connell, and Speer).

Mrs. Gleason made the motion that the Board take the recommendation of the Director about I(b) and distribute the current year's merit as a one-time bonus in lump sum payments to the entire staff, administered under the Director as outlined on the front of the report and contingent on satisfactory or better performance evaluations. Mrs. Caughron seconded the motion. The motion was approved by seven Board members (Caughron, Gaylord, Gleason, Mikalson, O'Connell, Speer, and Tucker). Mr. McIntosh voted against the motion.

It was confirmed that Section II, items 1-3, will go before the Budget Committee for review and recommendations to the Board, as it will be applied in future fiscal years.

4) Scheduling of Board and Budget Committee Meetings - Mrs. Dorrier asked that the Board meeting date for December be changed. The Budget Committee meetings should also be scheduled prior to the Board meetings. Unless the Board is notified otherwise, the following schedule of meetings applies from December 5, 1990 through January 22, 1991:
LIBRARY BOARD MINUTES

12/5/90  12:00  Budget Committee
         (Library-Admin. Conf. Room)
12/12/90  12:00  Budget Committee
         (Library-Admin. Conf. Room)
12/18/90  1:30  Board Meeting-Budget Work Session
         (Jefferson Room)
1/ 8/91    3:30  Library Board Meeting
         (Madison Room)
1/22/91    3:30  Library Board Meeting
         (Madison Room)

5) Young Adult Services (Ms. Homa) - Ms. Homa referred to
the statistics just distributed to the Board on Young Adult
Circulation by Branch and Walk-In Reference Questions at Central.
Ms. Homa presented to the Board the suggestion that the Board
examine the need for Young Adult programming and a Young Adult
Librarian at the Northside Branch and proceeded to outline her
support of this suggestion. Young Adults include ages 12-18, or
youth enrolled in grades 7-12. The first sheet of statistics had
at the bottom the population by age groups in the service region
and the statistics were provided by the Jefferson Planning
District for 1988. The walk-in statistics did not include phone-
ins and the report was based on approximately one week of
statistics.

The Board complimented Ms. Homa for her excellent
presentation and several requested copies of her presentation,
which will be mailed out to the Board with the Minutes of this
meeting.

6) Date Set For The Board Retreat - After reviewing their
individual schedules, the Board settled on Saturday, February 9,
1991 as the date for the Board Retreat. It will include
breakfast and lunch and will start around 9:00-9:30 a.m. Mr.
Tucker was the only Board member not able to attend on that date.

7) Budget Committee Report (Mr. McIntosh) - Mr. McIntosh
referred to his memo addressed to the Board members and confirmed
the serious budget crunch the Library was under. Mr. McIntosh
asked the Board to review his suggested priorities and cuts for
the coming fiscal year and encouraged Board members to add their
comments and any additions they might want to make so that the
Budget Committee and Library staff would know how to proceed with
the budget.

After a lengthy discussion by the Board, the Director
confirmed Library staff will be targeting a "0" based budget and
2-1/2% increase, also including some options in the draft budget.
ADJOURNMENT:

Motion for adjournment was made by Mr. Tucker and was seconded by Mrs. Gleason. The meeting was adjourned at 7:43 p.m. The next Board meeting will be scheduled for Tuesday, December 18, 1990 at 1:30 p.m. in the Jefferson Room at the Central Library and will basically be a budget meeting.

Donna Lee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES
AT THE OCTOBER 23, 1990 MEETING

1) Approval of the Minutes for the September 25, 1990 Library Board of Trustee's meeting.

2) Approval of the Friends' expenditure of their own funds to improve the garage area of the Gordon Avenue Branch Library; that the Library Board supports, in principle, the coordination of the Book Sale with the opening of the Northside Branch, subject to any contingencies involved; and that the Library staff proceed with working with the contractor and the architects and come back at the next Board meeting with their proposal.

3) Approval that the Director draft a letter to the Albemarle County Planning Commission and that at least one member of the Library Board appear before them to say:
   a) That the Library, at this point, has no plans to move the headquarters from Central Library;
   b) Regional capital costs and library facilities are covered in the Regional Agreement and are the responsibility of each jurisdiction in which they are located;
   c) The Regional Agreement already calls for a rational allocation of operating expenses, based on circulation figures.

4) Approval of the LVA Grant request, as submitted in the Board's packet, pages 23-24.

DonnaLee Grossman
Recording Secretary
Mr. O'Connell chaired the Tuesday, October 23, 1990 Jefferson-Madison Regional Library Board of Trustees' meeting, in the absence of President, Shirley Dorrier and Vice President, Cyndy Caughron. Mr. O'Connell called the meeting to order at 3:30 p.m. The motion, for approval of the September 25, 1990 Minutes, was made by Mr. Tucker and seconded by Mr. Speer. The motion was approved by five Board members (Bryant, McIntosh, Mikalson, Speer, and Tucker).
The Friends' proposal for garage renovation at Gordon Avenue Branch was moved to first position on the Board's Agenda. Pages 25-32 in the Board's packet, indicate the Friends' proposal. The renovations proposed by the Friends will all be within the present space. After the Friends' Book Sale last year, the Friends reassessed the sale for the following reasons:

1) Phenomenal increases in donations;
2) Large increase in withdrawals;
3) A lot more moving and sorting of incoming materials with a lot of physical labor involved and very time consuming, causing some stress;
4) The future of Gordon Avenue was brought into focus with plans for the development of a new Northside Branch Library, the consultant's report, etc.

The committee assigned to assess the sale considered:

1) Dropping the sale;
2) Seeking a co-sponsor;
3) Holding the sale somewhere else;
4) Scaling it down;
5) Having more than one sale per year.

The Friends would like to keep the Book Sale at the Gordon Avenue Branch Location. However, the Friends would be willing to hold their next Book Sale at the Northside Branch location. The Library could arrange for the Gordon Avenue renovations, that the Friends will be paying for, to be done while the Friends are using the Northside Branch. Their work could be concurrent with the work being done to Gordon Avenue for the Library. Another solution would be to move the books for the Book Sale out of Gordon Avenue and into storage, until the renovations are completed and the Friends can move back into Gordon Avenue. The renovation of the Gordon Avenue Branch does not hinge at all on where the Book Sale will be held.

The Friends would like the Library Board's approval to work with the Library Director and staff to carry out the renovations, with a statement of good will that the Board supports the Book Sale in the area indicated, until the Library needs the space.

The Library Board will hold their next meeting in November at the Gordon Avenue Branch, to review what the Friends are proposing for Gordon Avenue.

Mr. McIntosh made the motion that the Board approve the Friends' expenditure of their own funds to improve the garage area of the Gordon Avenue Branch Library; that the Library Board support, in principle, the coordination of the Book Sale with the opening of the Northside Branch, subject to any contingencies involved; and that the Library staff proceed with working with
the contractor and the architects and come back at the next Board meeting with their proposal. Mrs. Bryant seconded the motion. The motion was approved by six Board members (Bryant, Gaylord, McIntosh, Mikalson, Speer, and Tucker).

Mr. Hurd, President of the Friends, invited the Library Board to the Friends' annual meeting scheduled for Sunday, October 28th at 2:00 p.m. in the Central Library.

DIRECTOR'S REPORT:

Library statistics keep climbing, the Director referred to the Bookstock, Circulation, and the Borrower reports shown on pages 11-14.

The Board discussed that scheduled staff working New Year's Eve work during the regular day shift, so that all libraries can be closed at 5:00 p.m., as discussed on page 9 in the Director's Report.

The Board discussed the long-range planning for library services to institutions in the region.

The upcoming LSCA Grant cycle was discussed by senior staff. With the new branch coming up, increased circulation, staff training, etc., it was recommended that it was not an appropriate time to start any new programs. The Director did, however, suggest to the Board that the Library try to augment the existing Books-By-Mail program with grant funding by an LSCA grant application.

The Director referred to the Albemarle County Planning Commission memo submitted separately in the Board's packet.

Mr. McIntosh made the motion that the Director draft a letter to the Albemarle County Planning Commission and that at least one member of the Library Board appear before them to say:

1) That the Library, at this point, has no plans to move the headquarters from Central Library;

2) Regional capital costs and library facilities are covered in the Regional Agreement and are the responsibility of each jurisdiction in which they are located;

3) The Regional Agreement already calls for a rational allocation of operating expenses, based on circulation figures.

Mr. Speer seconded the motion. The motion was approved by six Board members (Bryant, Gaylord, McIntosh, Mikalson, Speer, and Tucker). Mrs. Mikalson suggested the Board's President, Shirley Dorrier, be present as she also represents Albemarle County.
Mrs. Mikalson took this time to convey her thanks to the library staff for all the assistance they have given to the Crozet teachers while their school was being renovated.

LIBRARY AUTOMATION OVERVIEW BY JACK SPEER:

Mr. Speer attended both automation demonstrations by Inlex and Dynix, held at the Central Library. Mr. Williams and Mr. Speer also met with a representative from the Library Corporation and they indicated that you don't necessarily put everything on a mainframe. You put your public access catalog, the search and retrieval that we now perform on-line using a central computer, and distribute it to the PC type of computers spread around the library system.

The Library currently has 17 terminals dedicated to public access out of a total of approximately 45. Mr. Speer suggested the Library follow a strategy of substituting, bringing in through capital and operating expenditures (about 25% of what was anticipated in the mainframe), and putting a public access catalog up throughout the system in all locations—the Bookmobile, nursing homes, and public outreach programs, where you would not have the communication requirement that the Library now has through the current terminals. Mr. Speer suggested bringing back in-house to redistribute the 17 ports on the Library's mainframe to Circulation and other places where they are needed, such as the Northside Branch to get it open. This is an alternative and the Library could postpone for up to a three-year period the major upgrade to the Library's system.

Mrs. Gaylord took this time to distribute to the Board Greene County's proposed enlargement of the Greene County Library building. The plan includes using the garage space next door to the Library. One of the Board of Supervisors is willing to work with anyone putting in a bid for the project.

INSURANCE UPDATE—DANIEL NUNZIATO:

A letter was sent to the jurisdictions asking them for an update on their insurance coverage. Charlottesville has insurance for Central and Gordon Avenue under an umbrella policy and they feel their coverage is adequate for the buildings.

One question the Library asked the jurisdictions was about insurance coverage for after hours use of the buildings.

Louisa sent a copy of the letter to their insurance company to answer. After hearing about the unsupervised use of the building after hours, the insurance company wanted to review their position further and if they would cover it.
Nelson self insures themselves and they notified their carrier. Their carrier informed them they would cover after hours use. However, the carrier did not realize Nelson County does not own the materials housed in the building and that after hours use was unsupervised. The carrier then informed Nelson County they would not cover after hours use. The carrier did mention an extended liability policy to indemnify the Library for when they would be using our facility.

Greene County has not responded yet and Albemarle County responded with a letter included in the Director's Report, pages 21-22.

Even if the meeting rooms can be separated from the main part of the Library, there would still be a question of liability and unsupervision for after hours use.

LVA GRANT REQUEST:

The Director referred to pages 23-24 in the Board packet. Mr. McIntosh made a motion that the Board approve the LVA Grant Request, as submitted in the Board's packet. Mrs. Mikalson seconded the motion. The motion was approved by five Board members (Bryant, Gaylord, McIntosh, Mikalson, and Tucker). Mr. Speer was not present to vote.

LIBRARY VIDEO PROGRAMS:

The Director referred to pages 33-34 in the Board's packet and stressed staff concerns about using videos not having public performance rights.

BUDGET:

A budget sheet summarizing state and local funds, projected for the FY 1991-1992 budget, was distributed to the Board for their review. State aid has been estimated and may need to be adjusted later on.

The Director informed the Board that they will be asked to approve a formal revision of the current fiscal year's budget in January.

The Director reported that the City of Charlottesville is estimating a 20% increase in medical insurance next year; state aid is being decreased to approximately $410,000; the budget does not include the Northside Branch; the Director anticipates revenues of approximately $15,000-$20,000 from Culpeper and Orange for Books-By-Mail; no new vans; travel and training will be decreased; an estimate of a 7-1/2% increase in salaries, which includes merit and cost of living (this does not include the medical increase); the addition of one position (Young Adult);
maintaining present level of operating hours; and assumption that there will be some service decreases as circulation goes up.

The Board had a detailed discussion regarding budget projections for the coming year. The Budget Committee will be meeting in November, before the next Board meeting, to go over next year's budget projections.

ADJOURNMENT:

Motion for adjournment was made by Mrs. Bryant and seconded by Mrs. Mikalson. The meeting adjourned at 6:20 p.m. The next Board meeting will be scheduled at Gordon Avenue Branch on Tuesday, November 27, 1990 at 3:30 p.m. in the Basement.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE SEPTEMBER 25, 1990 MEETING

1) Approval of the Minutes for the August 28, 1990 Library Board of Trustees meeting.

2) Approval of staff training goals, as outlined on Page 19---items 1-3, be adopted as the training goals of the Jefferson-Madison Regional Library.

3) Approval of the policy on "Conduct in the Jefferson-Madison Regional Library" be approved as modified.

4) Adoption, as an interim policy, that the Library would notify the jurisdictions, that notification should also be given to every group who has used the Library facilities after hours in the last six months, that the staff investigate alternatives/coverages with local jurisdictions and other insurance companies, and that meeting rooms will be open only during hours the Library is open.

5) Approval of the Goals and Objectives for the J-MR Library Director, as modified.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE SEPTEMBER 25, 1990 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Florence Bryant
Shirley Dorrier - President
Peter McIntosh
Mary Mikalson
Cyndy Caughron
Jack Speer
Walter Tucker, Jr.

TRUSTEES ABSENT:
Betty Gaylord
Elizabeth Gleason
Gary O'Connell-Vice President

ALSO PRESENT:
DonnaLee Grossman - Recording Secretary
Douglas Hurd - President of the Friends
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, Staff Association
Mary Wagner - League of Women Voters

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mrs. Dorrier, President, on Tuesday, September 25, 1990. Motion for approval of the August 28, 1990 Minutes was made by Mrs. Caughron and seconded by Mr. Speer. The motion was approved by six Board members (Bryant, Caughron, Dorrier, Mikalson, Speer, and Tucker). Mr. McIntosh was not present for the vote.

Mrs. Dorrier requested the first date on the Board's Agenda be changed to read September 1990. Mrs. Dorrier requested that Election of Officers and Evaluation of Director for 1990 (Committee report by Florence Bryant) be added under New Business.

Mrs. Dorrier informed the Board that she talked to Teresa Sweeney, Head of the Literacy Volunteers. LVA will have a grant application at the next meeting in October for the Board to approve.
DIRECTOR'S REPORT:

1) **New Report for Registered Borrowers** - This is a new report that the Board requested. It will help them in their projections for their areas. Mrs. Caughron felt the figures would be very transient for Charlottesville and particularly for Albemarle County; and she asked if the figures included persons who are registered but haven't used their cards in 3-4 years. The Director said the staff will begin purging the files for people who have not used their cards in 3-4 years.

2) **Reference Statistics** - This is the first time for reference statistics for the whole system for the month.

3) **Regional Governor's Conference** - The Director commented on how well our Library was represented by staff and the Board. Stella Pool's name needed to be added to those attending. There will also be good staff and Board representation at the next Governor's Conference scheduled in Richmond for mid November.

4) **Sunday Circulation** - The Central Library just opened Sundays with circulation the first Sunday of approximately 600, which is higher than last year.

5) **Senior Center** - October 1st is the ground breaking for the new Senior Center. The Director mentioned that people are beginning to ask if the Library wants the old Senior Center building next door to Central Library and her response was that the Library will be too occupied with the new northside branch.

6) **Senior Staff Concerns Regarding Reclassifications** - The Director relayed several staff concerns. Will there be another program to move Library staff higher in their ranges? The Library was just able to put most of the staff on the City's pay plan at entry level and new hires are also put on at the same level. For example, this does not take into consideration employees with several years of experience.

Concern was voiced regarding job titles. The staff liked being called Circulation Assistants or Library Assistants and would like to look into new titles, as opposed to being called clerks. They are looking at having their old titles back or to being called technicians. Bruce Keith is reviewing some of the specific individual concerns.

There is great concern about merit. A Merit Committee has just been formed to recommend proposals to handle the $15,000 merit pool. They do not feel $15,000 is enough. Bruce Keith will be talking to the committee on how the City does their merit. Merit goes into effect in January 1991. The Merit
Committee will have their report to the Board at the November meeting. An overriding concern of the Library staff is that they want a cost of living increase on July 1st. The Board conveyed their appreciation to the staff for their comments and suggestions.

7) Upcoming Events - The Board reviewed Page 7 in the Director's Report. October 11 (Thursday) is scheduled for a Inlex demonstration for the Board and senior staff. Inlex needs to call to confirm a time that day. The Dynix schedule is also not firm yet for October 17th or 18th.

8) Reserves for Videos - Mrs. Mikalson conveyed to the Board patron requests to put on hold or to reserve videos. Mr. Speer asked about public performance rights on videos. The Library is identifying all the videos in the Library, that have public performance rights, so that patrons can check them out and use them in a public setting. If not used in a public setting, patrons are supposed to follow the law and use them only in their homes. Mr. Speer requested an opinion of counsel on this, for the Board, so that the Library has guidelines to follow.

9) TV Monitor for Louisa - from the Local Friends - Mrs. Dorrier thanked the local Friends for their generous donation of a TV monitor to the Louisa Branch Library. The Board conveyed to the local Friends their appreciation for the Friends and for their continuance of serving our Library system in the best way possible.

OLD BUSINESS:

1) In-Service Day (Jane Tucker) - Details on the In-Service Day were distributed to the Board. November 16th is scheduled as In-Service Day and Library staff will be going to Fairfax, Virginia. A survey was done and the staff indicated the areas they were interested in, with the heaviest response showing interests in Reference and Information, branch functions, and children's programming. Jane Tucker, President of Staff Association and on behalf of the Staff Association, invited the Board to attend. Landis Faulcon, the City's Career Development Officer, and Douglas Hurd, President of the local Friends have both been invited.

Library staff will be able to see one of their branches, Reston Regional Library, before going on to their Library's Administrative Offices. There will be two buses and it is planned tentatively for 75-80 people to attend.

2) Northside Branch Update - The Director referred to the editorial in the Observer, submitted in the Board packets. Library staff will have input in the hiring of an architect
and the County has decided to oversee the renovations. Development of a lease is underway with the aid of Attorney Bowling. Mr. Walsh, from Virginia State Library and Archives, will be meeting with the staff. He is the State Library Consultant dealing with buildings. The Library will have to do their own building program. The staff are obtaining other floor plans of other library systems in the state. The Library will also be using the Fairfax Library expertise.

Mrs. Caughron requested that the Library obtain some public input on this, such as putting out a questionnaire at the front desk asking what the public wants to see in the new library.

Concern was voiced by the Board regarding the staff doing all the work for the new branch. The Director mentioned looking into ways of having Mr. Waters come back as a consultant on the Northside Branch.

There will not be any money to open the branch until next fiscal year, including staffing. The Board was in agreement that the Library should go back to Albemarle County, after they have done their state aid cuts, and ask for funding to get staffing to head up the new branch, to get it started before the next fiscal year.

3) Automation Update (Jack Speer) - The Director suggested the Library look at other automation systems if Inlex can't come up with other creative solutions to help the Library save money. The Library will also be looking at Dynex. Inlex can only operate on Hewlett Packard, while Dynex can operate on a variety of platforms. The Director, Jack Speer, Phil Williams, and senior staff will be attending the meetings and the Board was invited to attend.

4) State Aid Update (Director) - The Director referred to Page 17 in the Board's packet. The Director referred to her chart in her discussion of what state aid funding has been used for and projected what would happen with state aid cuts. The Library is still waiting for official word from the State Library on what the state aid cuts will be.

NEW BUSINESS:

1) Review of Staff Training Program - The Director referred to Pages 19-23 in the Director's Report. The Director summarized reports received from the staff regarding their training needs, discussed how the Library will implement staff training, and outlined a proposed training budget.

The Director asked that specific goals for training Library
staff be approved by the Board.

Mr. McIntosh made the motion that the training goals, as outlined on Page 19—items 1-3 and not item 4, be adopted as the training goals of Jefferson-Madison Regional Library. Mrs. Bryant seconded the motion. The motion was approved by six Board members (Bryant, Caughron, McIntosh, Mikalson, Speer, and Tucker).

2) Policy on Disruptive Patrons - The Director referred to Pages 24-26 in the Board packet. This policy was presented to the Board for their review and approval so that it can become part of the permanent J-MR Library Policy Manual.

The only change that the Board suggested was in Item 2, to better define library authorities.

Mr. Speer made the motion that the policy on "Conduct in the Jefferson-Madison Regional Library" be approved as modified. Mr. McIntosh seconded the motion. The motion was approved by six Board members (Bryant, Caughron, McIntosh, Mikalson, Speer, and Tucker).

Pages 24-26, in the Board packet, were approved by the Board, with item 2 on Page 24 changed to read as follows:

The consumption of food or beverages within the library is prohibited without prior permission of the Library Director, department or branch heads and is permitted only in areas designated by those authorities.


The letter indicates that the Library's policy with Cabell does not contemplate use of the Library by private groups as a meeting place. Cabell insures the Library for casualty, liability, and loss during regularly open hours.

The Board discussed, in great detail, the effect on their patrons throughout the library system, if access to meeting rooms was limited only to regularly open hours.

Mr. McIntosh made the motion that the Board adopt, as an interim policy, that the Library would notify the jurisdictions, that notification should also be given to every group who has used the Library facilities after hours in the last six months, that the staff investigate alternatives/coverages with local jurisdictions and other insurance companies, and that meeting rooms will be open only
during hours the library is open. Mr. Speer seconded the motion. Six Board members approved the motion (Bryant, Caughron, McIntosh, Mikalson, Speer, and Tucker).

The Director suggested adding to the Meeting Room Policy, "Meeting rooms are available for use during hours Library is open."

4) Goals and Objectives for the Director for 1990 (Mrs. Bryant) - The Goals and Objectives for the J-MRL Director were distributed to the Board members. Mr. McIntosh distributed a Board timetable, which included Board review of goals next July. The Board would like the Director to evaluate herself, using the same list of Goals and Objectives for the Director that the Board will be using.

   a) On Page 1 of the goals, in section A under Facilities, item #1 should be changed to read:

      Prepare to open new branch on Route 29N....

   b) Page 2, section C under Increase Services to Adults, items 7 and 8 should be transferred to Page 3 under section D Enhance Services to Children and Youth as items 4 and 5.

Mrs. Mikalson made the motion to approve the Goals and Objectives for the J-MR Library Director, as modified. Mrs. Caughron seconded the motion. Six Board members approved the motion (Bryant, Caughron, McIntosh, Mikalson, Speer, and Tucker).

5) Board Timetable (Mr. McIntosh) - Further discussion was done by Mr. McIntosh regarding the budget timetable for the coming year. Mrs. Dorrer suggested the Budget Committee review the tentative schedule and work out their 1991 timetable.

6) Nominating Committee - Election of the Board Officers (Mr. McIntosh) - The Nominating Committee nominated as Board Officers, for the coming year, Mrs. Shirley Dorrer as President and Mrs. Cyndy Caughron as Vice President. The Board elected by acclamation the proposed slate of officers.

ADJOURNMENT:

Motion for adjournment was made by Mr. Tucker and was seconded by Mrs. Mikalson. The meeting adjourned at 6:23 p.m. The next Board meeting is scheduled for Tuesday, October 23, 1990 at 3:30 p.m. at the Central Library in the Jefferson Room.

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

AT THE AUGUST 28, 1990 MEETING OF

1) Approval of the Minutes for the June 26, 1990 Library Board of Trustees' meeting.

2) Approval of the projected library equipment purchases for 1990-1991, with the understanding that any additional expenditures be presented to the Board before they are authorized.

3) Tentative approval of the Goals for 1990-1991, with return at the September meeting for review and approval.

4) Approval of the Capital Improvement Project Requests as presented.

DonnaLee Grossman
Recording Secretary
The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mrs. Dorrier, President, on Tuesday, August 28, 1990 at 3:30 p.m. Motion for approval of the June 26, 1990 Minutes was made by Mr. Tucker, Jr. and seconded by Mrs. Gleason. The motion was approved by six Board members (Bryant, Gleason, McIntosh, O'Connell, Speer, Tucker). Ms. Mikalson abstained, as she did not attend the June meeting. Mrs. Gaylord abstained, as her appointment began in July. The July 24, 1990 meeting lacked a quorum; therefore, the Board requested that the Minutes for that meeting be changed to read "Notes of the July 24, 1990 Meeting."

PRESENTATION BY MICHAEL BEDNAR, ARCHITECT:

The Director introduced Michael Bednar, Architect. Mr. Bednar discussed library renovations for the front door at Central Library and for the Gordon Avenue bathroom renovations.
LIBRARY BOARD MEETING -2- AUGUST 28, 1990

LIBRARY EQUIPMENT FUND:


Mr. McIntosh made the motion for approval of the projected library equipment purchases for 1990-1991, with the understanding that any additional expenditures be presented to the Board before they are authorized. Mr. O'Connell seconded the motion. The motion was approved by seven Board members (Bryant, Gleason, McIntosh, Mikalson, O'Connell, Speer, Tucker). Mrs. Gaylord abstained.

PRIORITY GOALS AND OBJECTIVES FOR 1990-1991:

The Board reviewed the goals for the library for 1990-1991, as presented by the staff and Director, outlined on pages 27-29. The goals have been put in prioritized order.

Mr. McIntosh questioned the development of strong programs for young adult services at the new branch. On page 28, the third item under "Enhance Services to Children and Youth," the goal was changed to read:

- Assess and address the development of a strong program of young adult services.

Mr. Speer asked that the following be added to the goals and objectives:

- Expand reference automation and the microcomputer area for patrons.

Mr. O'Connell suggested that the goals that are subject to availability of funding be noted and that each goal needed more explanation and perhaps a description of impact on patrons.

Mr. McIntosh made the motion that the Goals for 1990-1991 be approved tentatively, with return at the September meeting for review and approval. Mr. Speer seconded the motion. The motion was approved by seven Board members (Bryant, Gleason, McIntosh, Mikalson, O'Connell, Speer, Tucker) and Mrs. Gaylord abstained.

After discussion, President Dorrier appointed Ms. Bryant, Mrs. Mikalson, and Mr. Tucker to a committee to develop specific goals for the Director.

NEW BUSINESS:

1) Linda Homa Reporting on Fifeville - Linda Homa talked to the Board on Fifeville and the resulting increased usage of services and staff at Central Library. There was an overwhelming
response to the program.

2) Capital Improvements For Albemarle/Charlottesville - Mr. Nunziato reviewed pages 30-36 with the Board. Mr. McIntosh made the motion for approval of the Capital Improvement Project Requests as presented and Mrs. Gleason seconded the motion. Five Board members approved the motion (Gleason, McIntosh, Mikalson, O'Connell, Speer). Two members abstained (Gaylord, Tucker) and Mrs. Bryant was not present to vote.

3) Nominating Committee for Board Officers - Mrs. Dorrier appointed Mr. McIntosh, Mrs. Mikalson, and Mr. Speer to serve as a Nominating Committee for the Board officers for the new year. The Committee is to present their nominations at the September Board meeting.

4) Update On Northside Branch - The Director updated the Board on the current status of the Northside Branch. Detailed information was distributed at the meeting for the Board's review.

ADJOURNMENT:

Motion for adjournment was made by Mr. McIntosh and was seconded by Mrs. Mikalson. The meeting adjourned at 6:25 p.m. The next Board meeting is scheduled for Tuesday, September 25, 1990 at 3:30 p.m. at the Central Library in the Jefferson Room.
MINUTES OF THE JULY 24, 1990 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT: Shirley Dorrier - President
Betty Gaylord
Mary Mikalson
Cyndy Pronevitz
Walter Tucker, Jr.

TRUSTEES ABSENT: Florence Bryant
Elizabeth Gleason
Peter McIntosh
Gary O'Connell - Vice President
Jack Speer

ALSO PRESENT: Jean Blakey - Former Board Member
from Greene County
Donna Lee Grossman - Recording Secretary
Linda Homa - Head, Children's Department
Douglas Hurd - President of the Friends
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, Staff Association
Andrea Williams - Collection Development Coordinator
Philip Williams - Head, Technical Services

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mrs. Dorrier, President, on Tuesday, July 24, 1990 at 3:32 p.m. Due to lack of a quorum, no formal actions were taken. The June 26, 1990 Minutes were reviewed by the Board members in attendance. Mr. Tucker and Ms. Pronevitz recommended the Minutes be approved.

The Board welcomed new Board member, Betty Gaylord, who is replacing Nita Lumpkin from Greene County.
DIRECTOR'S REPORT:

In addition to reviewing the Director's Report in the Board packet, the Director updated the Board on recent issues.

1) The Preliminary Year End Budget - The preliminary year-end budget looks good.

2) Bookmobile - The Bookmobile has been out of service for about a week.

3) Director on Vacation - The Director will be out of the office on vacation from July 25, 1990 through August 10, 1990. Mr. Williams will be Acting Director, with Mrs. Dorrier and Mr. O'Connell signing voucher requests in the Director's absence.

4) HBW Associates, Inc. (Consultant, Dick Waters) - Mr. Waters will be coming to Charlottesville to do the library's building program. He will be with Library staff and any interested Board members at the Central Library between 12:00 noon Monday, August 20th until 4:00 p.m. Tuesday, August 21st. After this session, he will be returning to the Library one more time to review his final draft. Board participation is welcome. Mrs. Dorrier and Ms. Pronovitz expressed interest in attending.

Mrs. Dorrier suggested someone from Louisa might wish to attend as they might be able to apply some of the information on building programs to their own plans for a new Louisa library. It was suggested Mrs. Bumpass be invited.

COMMENTS FROM BOARD OF TRUSTEES:

1) George Wheeler - Mrs. Dorrier informed the Board of George Wheeler's death. He had been the Custodian at the Scottsville Branch for many years. Mrs. Dorrier will be writing a letter to his family on behalf of the library.

OLD BUSINESS:

1) Roles (pages 16-19 in the Board Packet and the reissued April 11, 1990 submission on Roles for J-MR Library) - The Board reviewed the most recent submission, with page 19 representing the proposal from the senior staff. The staff identified current roles for the libraries and their proposed roles for the next 2-3 years. Items taken into account included expansion of the Greene County Branch and the opening of a North 29 Branch. Ms. Mikalson and Ms. Pronovitz recommended the Library adopt the staff recommendations, dated July 11, 1990, outlining roles for the branches and for the Central library.

Mrs. Dorrier asked that the approval of the equipment fund projections be carried over to the next Board meeting.

3) Equipment Fund Definition - Ms. Mikalson suggested the last sentence be changed, replacing the word "all" with the word "projected". Mrs. Dorrier recommended the Board hold discussion on this until more members are present.

4) Collection Development (Andrea Williams) - Mrs. Williams distributed a Collection Management fact sheet for FY 1990 to the Board members for review. Mrs. Williams referred to her annual report submission and asked if the Board had any questions.

The Collection Development and Management position was established in November of 1989 to coordinate all collection development activities in the system under one department. The primary purpose was to build library collections, meeting the needs of the community and patrons, and to support the role(s) set by each library for its community.

The library's large collection has changed, since automation in late 1987, from basically a centralized collection to being more of a regional collection. The on-line catalog represents the collections of the individual branches. With a daily delivery, it makes almost any item in the collection very accessible throughout the entire library service area. Also, because of the on-line catalog, the library does not have to duplicate items, of a particular interest, throughout the system.

In order to find out the needs of a community, surveys and output measures are conducted to determine what the public uses the library for and to see if our collection is meeting their needs.

Sources used when selecting books for the libraries include the fact sheet from the Jefferson Area Planning District Commission, population projections, education levels, age levels, and review of the current year and projections for future years for purposes of planning.

Approximately 17% of the library's total budget in 1990 was spent on library materials. The Virginia State Library considers it a real achievement if 20% of a library's total budget is spent on library materials.

Mrs. Williams' main goal, after automation was completed, was to use the increased materials budget to give the collection a much needed boost. High demand types of items were targeted in every collection area---adult, juvenile, fiction, non-fiction, reference sources, periodicals, and audio visuals. This gave a high-profile impact and quickly translated into patron satisfaction and increased circulation.
At the end of the year the collection size had grown 7%, up to approximately 287,179 items. This puts the library very close to the fiscal 1991 goal of 300,000 items, part of the library's five-year collection growth plan of achieving a 2.5 level. By adding a large number of serials to the collection, the level 3 standard of excellence was achieved for the first time. Periodicals were made readily available to patrons by instituting magazine circulation throughout the system in March of 1990.

A good portion of collection management is spent in weeding, making sure the collections are up-to-date, attractive, in good condition, accessible, and to make space for new collections. Greene County Branch Library had a major weeding done, making space for their overcrowded collection. The Bookmobile was heavily weeded. They no longer need to keep a standing collection of their own now that the library has been automated. Part of Louisa County Branch Library has been weeded and the Central juvenile collections have been weeded. Several reference collections throughout the region have also been weeded.

**NEW BUSINESS:**

1) **Goals for 1990-1991** (pages 22-24) - The Board reviewed the preliminary draft of the goals presented in the Board packet. The Board requested the goals be put in priority sequence; and when the final draft is done, it should be presented to the Board for their review.

   Mrs. Dorrier asked the Board of Trustees to work up goals for evaluation of the Director, using the goals presented, along with other Board criteria. A committee was appointed consisting of Ms. Mikalson, Ms. Bryant and Mrs. Gleason. Mrs. Dorrier would like their presentation at the September meeting or at the Board's September retreat. The Board's own goals for the coming year will be discussed at the retreat.

2) **Capital Improvement Projects - 1991** (pages 25-30) - The Board reviewed the capital improvement submissions. The improvements listed on page 26 have already been approved. Pages 27-30 represent new submissions. The Board's consensus recommended approval of the projected list of capital improvements for 1990-1991.

3) **Director's Salary** - Some uncertainty existed as to the Board's intention regarding the effective date of the Director's salary increase. Mrs. Dorrier will be contacting the Board members to get their input and will get back to Administration.

4) **Real Estate (North 29 Branch)** - Using criteria for site evaluation presented in HBW's study, the Albemarle County Administrative Staff has made their recommendation. The Library Board will submit a letter of intent and support to the Albemarle
County Board of Supervisors. Mrs. Dorrier will be drafting the letter and will include recommending use of carry-over funds from 1988-1989 for the services of a preliminary planner.

ADJOURNMENT:

The meeting adjourned at 6:07 p.m. The next Board meeting is scheduled to be held at the Central Library on Tuesday, August 28, 1990 at 3:30 p.m.

DonnaLee Grossman
Recording Secretary