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

AT THE JUNE 23, 1992 MEETING

1) Approval by the Library Board of the May 26, 1992 Minutes.

2) Approval by the Board to accept a Resolution by acclamation in honor of outgoing Trustee Mary Mikalson.

3) Approval of the Resolution of Support for the Foundation, as outlined on page 6 in the June 23, 1992 Director’s Report.

4) Approval by the Board of the Projected Revenues for Fiscal Year 1993, as outlined on page 14 in the Board packet.

5) Approval by the Board of the Local Operating Budget for 1992-1993, as presented on page 15 in the Board packet.

6) Approval by the Board of the July 1, 1992 Pay Plan, as outlined on page 16 in the Board packet.

7) Approval by the Board of the State Aid Budget, as outlined on page 17 in the Board packet.

8) Approval by the Board of the Equipment Fund for Fiscal Year 1993, as shown on page 18 in the Board packet.

9) Approval by the Board of the Holidays/Closed Days for Fiscal Year 1992-1993, as presented on page 19 in the Board packet.

10) Approval by the Board to accept the recommendation of the Personnel Committee for a 2-1/2% salary increase for the Director, effective July, and an additional one week of vacation for the 1992-1993 year.

DonnaLee Grossman
Recording Secretary

dlg

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE JUNE 23, 1992 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

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

TRUSTEES ABSENT:  
Walter Tucker, Jr.

ALSO PRESENT:  
DonnaLee Grossman - Administrative Assistant & Recording Secretary  
Linda Homa - Head, Children's Department  
Karen Morris - Head, Reference & Information Services  
Daniel Nunziato - Business Manager  
Marianne Ramsden - Head, Scottsville Branch  
Donna Selle - Library Director  
Jane Shields - Executive Director, Charlottesville-Albemarle Foundation  
Andrea Williams - Collection Development Coordinator

The Jefferson-Madison Regional Library Board of Trustees’ meeting was called to order by Gary O’Connell, President, on Tuesday, June 23, 1992 at 3:32 p.m. in the Central Library’s Jefferson Room.

Mrs. Caughron made the motion for approval of the May 26, 1992 Minutes; Mrs. Dorrier seconded the motion. The motion was approved by five Board members (Caughron, Clarke, Dorrier, Gaylord and Mikalson). Mr. McIntosh abstained as he was absent from the May 26, 1992 meeting. Mrs. Gleason was not present when the vote was taken.
RESOLUTION IN HONOR OF MARY MIKALSON, OUTGOING BOARD MEMBER:

Mr. O’Connell announced that the June Board meeting would be Trustee Mary Mikalson’s last meeting. Mr. O’Connell presented a Resolution in her honor with gratitude and appreciation for her years of dedicated service on the Board.

Mr. McIntosh made the motion that the Board approve the Resolution by acclamation; Mrs. Dorrier seconded the motion. The motion was unanimously approved. A Certificate of Appreciation and an engraved Jefferson cup, filled with flowers, were given to Mrs. Mikalson. A copy of the Resolution will be sent to Mrs. Mikalson.

CREATION OF A FOUNDATION:

Ms. Jane Shields, Executive Director of the Charlottesville-Albemarle Foundation, was present to answer any questions or comments the Board might have on the creation of a foundation, outlined in the Director’s Report on pages 6-12. A press release has been arranged for Thursday, July 2nd at 11:00 a.m. in the McIntire Room. Mr. Train, President of the JMRFL Friends, will present a check to the Charlottesville-Albemarle Foundation. The Board members and Library staff were invited to attend.

Mr. O’Connell thanked Ms. Shields and the Charlottesville-Albemarle Foundation for helping the Library bring together some of the administrative issues and the legal requirements in dealing with the IRS and for putting into place the concept. Mrs. Dorrier complimented Ms. Shields and added that this will be the first agency endowment fund.

Mr. O’Connell reviewed for the Board members the Designation of Purposes, as outlined on page 9 in the Director’s Report:

- initiation of pilot or demonstration projects and activities,
- provision of matching funds,
- expenditures for specific areas of the collection,
- extension of library services to unserved and underserved.

The Friends are proposing to give enough principal to begin having money to expend for special types of purposes. The decisions and recommendations about how the money will be spent shall be made to the Foundation by a Library Endowment Fund Advisory Committee, composed of membership of the Friends and the Library Board.

Mrs. Gleason made the motion that the Board adopt the resolution of support as outlined on page 6 in the Director’s Report; Mrs. Mikalson seconded the motion. The motion was unanimously approved by seven Board members (Caughron, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Mikalson).
1992-1993 BUDGET ADOPTION:

The Board reviewed pages 13-18 before making the following motions:

Mr. McIntosh made the motion that the Board approve the Projected Revenues for Fiscal Year 1993, as outlined on page 14 in the Board packet; Mrs. Caughron seconded the motion. The motion was unanimously approved by seven Board members (Caughron, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Mikalson).

Mrs. Dorrier made the motion that the Board accept the Local Operating Budget for 1992-1993 as presented on page 15; Mrs. Caughron seconded the motion. The motion was unanimously approved by seven Board members (Caughron, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Mikalson).

The Board reviewed the new Pay Plan, to be effective July 1, 1992, as outlined on page 16 in the Director's Report. This plan will keep Library staff within the City's pay plan ranges. The Library will be going with a pay plan without steps. Mrs. Mikalson made the motion for approval of the Pay Plan as outlined on page 16 in the Board packet; Mr. McIntosh and Mrs. Dorrier seconded the motion. The motion was unanimously approved by seven Board members (Caughron, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Mikalson).

The Board reviewed the State Aid Budget, outlined on page 17 in the Board packet. Mr. McIntosh made the motion for Board approval of the State Aid budget; Mrs. Gleason seconded the motion. The motion was unanimously approved by seven Board members (Caughron, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Mikalson).

The anticipated Equipment Fund budget for fiscal year 1993, shown on page 18, was reviewed by the Board members. Mrs. Dorrier made the motion for Board approval of the Equipment Fund; Mrs. Mikalson seconded the motion. The motion was unanimously approved by seven Board members (Caughron, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Mikalson).

The Board meeting adjourned at 4:25 p.m. for a short break so that Board members could tour the new Bookmobile. The meeting was reconvened at 4:40 p.m.

LIBRARY CALENDAR:

The Board reviewed the Holiday/Closed Days schedule for fiscal year 1992-1993, presented on page 19 in the Board packet. Mrs. Caughron made the motion that the Board approve the schedule as presented; Mrs. Gleason seconded the motion. The motion was
unanimously approved by seven Board members (Caughron, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Mikalson).

**NOMINATING COMMITTEE:**

Mr. O'Connell requested that appointment of a Nominating Committee be included on the agenda and asked for Board members to let him know if they would be interested in serving on the Nominating Committee.

**REPORT ON VLA TRUSTEE'S WORKSHOP:**

Mr. O'Connell reported that several Board members (Caughron, Clarke, Gaylord, Gleason and O'Connell) attended a special Trustee Workshop held at the Omni. The workshop presented problems other regions were having. Board members who attended concluded our system was very fortunate in being able to work well together as a Board and with the jurisdictions.

**COLLECTION DEVELOPMENT UPDATE:**

Mrs. Williams distributed and discussed at the Board meeting her Collections Circulation Report. The circulation figures in the report are for over a 3-1/2 year period. The second page showed a chart representing total circulation by collection and 17 collections have been identified in the Library. Two charts included in the report were for the percentage of total circulation by collection and branch and total circulation for all branches by year and collection. The last two pages of her report were breakdowns of costs for print materials and non-print materials and the cost per item. The Board was very pleased that a circulation report of this type was now available and thanked Mrs. Williams. This will be an important tool for use as a guideline for collection development.

**DIRECTOR'S REPORT:**

**Summer Reading Program** - The Summer Reading Program began Monday. Linda Homa and her staff were ready well ahead of time and 188 attended.

**Children's Summer Reading Program in the Parks** - Linda Homa had the books delivered last Thursday. Linda Homa trained the Parks and Recreation staff on Wednesday. On Thursday the children were already being read to at the parks. It has
DIRECTOR’S REPORT (Continued):

been exceedingly well received. The Director suggested Mr. O’Connell take a tour of the parks with Linda Homa and the Director.

**City Staff Social Committee** - In addition to Brenda Washington, Carolyn Allen and Jane Tucker are on the City Staff Social Committee.

**CIP Request to Albemarle County** - The Capital Improvements request is due to Albemarle County July 2nd. The Director reviewed with the Board the outlined requests shown on page 23 in the Board packet. The Director pointed out that the costs would be shared with Charlottesville.

**VLA** - VLA has been discussing the need for a professional lobbyist to help reinstate state aid to the libraries in Virginia.

**Editorial** - The Director distributed to the Board an Editorial discussing a new telephone system and its problems.

**Update Library Study Committee in Nelson County** - The Director talked with the Nelson Board representative, Mr. Tucker, and he reports that the Library Study Committee has been requested to make a report of recommendation to the Nelson County Board of Supervisors by September, with an expected decision to be reached by the Supervisors before the next budget cycle in December. Ida Patton, from the Virginia State Library, probably will be speaking to the Library Study Committee on state aid requirements. There are at six committee members and Mr. Tucker is one of them. Mr. O’Connell will be contacting them to find out what the issues are, what they need from our library system, etc.

**Northside Boosters - Elder Hostel Program** - The Northside Boosters are developing and sponsoring an Elder Hostel Program and are developing a series of adult programs.

**Brodart Contract for Northside** - The Brodart contract for the books at Northside is nearly completed with approximately $12,900 left to spend out of a half million dollars.

**Friends Newsletter** - The next Friends Newsletter will have mini volunteer job descriptions for all the jobs that the Library needs in the library system.

**Buy a Book Campaign** - The Director pointed out to the Board the Buy a Book Campaign flyers DonnaLee Grossman did for each branch and the Central Library. The flyers will be displayed in a prominent location at each site. They are ready for immediate distribution and the Library has sent out a press release. The Director encouraged the Board members to participate.
EXECUTIVE SESSION:

Mrs. Mikalson made the motion for the Board to go into Executive Session, as per Virginia Code 2.1-344.1, sub paragraphs (1) and (4), to discuss personnel matters; Mrs. Caughron seconded the motion. The Library Board went into Executive Session at 5:58 p.m. The Board then met in open session to confirm Certification of the Executive Meeting and to vote on the motion made by Mr. McIntosh and seconded by Mrs. Dorrier. The motion made was for the Board to accept the recommendation of the Personnel Committee for a 2-1/2% salary increase for the Director, effective July, and an additional one week of vacation for the 1992-1993 year. The motion was unanimously approved by the Board.

NEXT BOARD MEETING:

The next Board meeting is scheduled one week earlier than normal - Tuesday, July 21, 1992 at 3:30 p.m. in the Jefferson Room, located on the 3rd floor of the Central Library.

DonnaLee Grossman
Recording Secretary
CERTIFICATION OF EXECUTIVE MEETING

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

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

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

VOTE

AYES: CAUGHRON, CLARKE, DORRIER, GAYLORD, GLEASON, McINTOSH, MIKALSON, AND O'CONNELL

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: TUCKER

DONNALEE GROSSMAN

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

AT THE MAY 26, 1992 MEETING

1) Approval by the Library Board of the March 24, 1992 Minutes.

2) Approval by the Board to accept the grant from the Charlottesville Public Schools.

3) Confirmation that the Board was in concurrence with the Budget Committee’s action, as outlined on page 26 in the Director's Report.

4) Approval by the Board to adopt the Library’s recommendation for the Friend’s budget, as shown on page 27 in the Director’s Report.

5) Approval by the Board of revision to next year’s budget, as adopted by the Budget Committee, that the increase to personnel be as set forth in the Budget Committee’s report, with a zero change in the budget and subject to approval by the jurisdictions.

DonnaLee Grossman
Recording Secretary

dlg
MINUTES OF THE MAY 26, 1992 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

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

TRUSTEES ABSENT:  
Peter McIntosh

ALSO PRESENT:  
Ann Brumett - Past Library Trustee for Greene County and
Currently President of the Greene County Friends
DonnaLee Grossman - Administrative Assistant &
Recording Secretary
Arthur Hess - J-MR Library Friends
Daniel Nunziato - Business Manager
B. Gail Ott - Head, Branches & Extension
Stella Pool - Library Assistant at Northside Branch Library
Donna Selle - Library Director
Andrea Williams - Collection Development Coordinator
Philip Williams - Head, Technical Services & Automation

The Jefferson-Madison Regional Library Board of Trustees' meeting was held at the
Greene County Office Building on Tuesday, May 26, 1992 and President Gary O'Connell
called the meeting to order at 3:34 p.m.

Mr. Tucker, Jr. made the motion for approval of the March 24, 1992 Minutes; and
Mrs. Gleason seconded the motion. The motion was approved by four Board members
(Gaylord, Gleason, Mikalson and Tucker). Mrs. Caughron, Mrs. Clarke and Mrs. Dorrier
abstained as they were absent from the March 24, 1992 meeting.
The Director reviewed with the Board the Summer Reading Grant from the Charlottesville Public Schools, as outlined in the final draft shown on pages 20-26. The Director will be going to City Council on June 1st to outline this program. Mrs. Dorrier complimented the staff and the people that worked on the grant. Mr. O’Connell mentioned this might be used as a model for other parts of the region. Mrs. Gleason made the motion that the Board accept the grant from the Charlottesville Public Schools; and Mrs. Dorrier seconded the motion. The motion was unanimously approved by seven Board members (Caughron, Clarke, Dorrier, Gaylord, Gleason, Mikalson and Tucker). Mrs. Mikalson made the motion confirming the Board was in concurrence with the Budget Committee’s action as outlined on page 26 in the Director’s Report; and Mrs. Dorrier seconded the motion. The second motion was unanimously approved by the seven Board members present (Caughron, Clarke, Dorrier, Gaylord, Gleason, Mikalson and Tucker).

FRIEND’S BUDGET REQUEST

The Director reviewed the Friend’s budget request, shown on page 27. The Friends of the Jefferson-Madison Regional Library requested a more formal budgeting process. The Friends have asked the Board of Trustees to review and approve the Library’s request for funding by the Friends. Mrs. Gleason made the motion for the Board to adopt the Library’s recommendation for the Friend’s budget. The motion was unanimously approved by seven Board members (Caughron, Clarke, Dorrier, Gaylord, Gleason, Mikalson and Tucker). Mrs. Dorrier asked that publicity be done on what the Friends have been doing for the Library and also asked for publicity on the Summer Reading program.

Further discussion ensued regarding the Books-By-Mail program, next year’s budget, and the year-long celebration of Thomas Jefferson’s 250th birthday and the community’s involvement in the celebration. Mr. O’Connell suggested some of the Board members get together with the Friends to discuss ideas and suggestions for the upcoming celebration and touch base with other groups in the community planning functions for Mr. Jefferson’s birthday celebration. Mrs. Dorrier and Mrs. Gleason asked to be included in the planning.

PROPOSED BOOK BUDGET

Andrea Williams reviewed with the Board the proposed book budget for 1992-1993, shown on pages 28-32. The total funding of library materials from State Aid, Albemarle County (Northside Branch) and the Friends is estimated at $487,100. The OCLC on-line costs for Interlibrary Loan searching had been paid by the State Library but they will no longer pay for it. The committed expenses column total, on page 30, should be changed
to $76,210. Discussion ensued regarding the Board’s concern over what State Aid funding for the Library will be in Virginia’s second biennial year. If it actually ends up being the proposed zero budget from State Aid next year, serious decisions will have to be made regarding the collection and funding.

**BUDGET COMMITTEE REPORT**

Mr. Tucker reviewed with the Board the summary of the Budget Committee’s meeting, shown on pages 33-34 in the Director’s Report. The Director gave the Budget Committee a revised budget proposal recommending a 2-1/2% salary increase, with adjustments for some of the Library staff in order for the Library to remain in the City pay ranges. The requested 2-1/2% salary increase would be subsidized by adjustments made to the previously proposed January 6, 1992 budget, as outlined on page 33; and the Library would not be asking for additional funding as the Library would be staying within the existing budget. Since the originally proposed budget sent to the jurisdictions did not include increases in staff salaries, the Budget Committee felt the Library should clear the requested salary increases with the jurisdictions.

Mr. O’Connell summarized for the Board what he understood the Budget Committee was asking for: that the Board approve the modifications as outlined and approve the salary request pending a response back from each jurisdiction as to whether or not they would agree. The Board discussed in detail the elimination of steps in the City’s pay plan in order for the Library staff to stay within the City’s pay plan range. Mr. O’Connell asked for a motion from the Board. Mr. Tucker made the motion that the Board approve the revisions to the budget, as adopted by the Budget Committee, that the increase to personnel be as set forth in the Budget Committee’s report, with a zero change in the budget and subject to approval by the jurisdictions; Mrs. Caughron seconded the motion. The motion was unanimously approved by seven Board members (Caughron, Clarke, Dorrier, Gaylord, Gleason, Mikalson and Tucker). Mr. O’Connell asked that a Board letter be sent to the jurisdictions asking for their approval and for a timely response back.

**PROPOSED GOALS/OBJECTIVES 1992-1993**

The Director reviewed the draft of the proposed goals and objectives for 1992-1993, outlined on pages 35-38. The Board asked that the goals and objectives be prioritized and that Outreach be added as item "C" under Goal II (Continue/Maintain Access to Resources and Services of Library) on page 37. Outreach could include Summer programs, Books-By-Mail, children’s programs, programs from the branches, nursing homes and service to the jail/institutional services. Mr. O’Connell and Mrs. Dorrier suggested the Personnel
Committee meet to evaluate last year’s goals, which might identify items that could be taken out of the list for 1992-1993. Mrs. Dorrier mentioned that the Personnel Committee should also be meeting to go over the goals the Director was given for this past year, evaluate them and come back to the Board.

Mr. O'Connell suggested the Board go back and look at where the Library has come from, give the staff some guidance and directives, and do some longer term planning - for the coming year and for a longer term such as a 5-year plan. This could be used when the Library presents their budget to the jurisdictions. The Board also felt that more public relations should be done showing Library accomplishments and needs and that public relations should be added to the list.

The Director briefly discussed a special MLS program being offered in the region and will be coming back to the Board at the June meeting with her suggestions on the funding and projected costs.

RETREAT

Mr. O’Connell suggested a Board retreat be planned for late August or early September and will include the senior staff as well as the Board members. The Board decided to have the retreat on Thursday, September 10th from 8:00 a.m. - 3:00 p.m. Mr. O’Connell and the Director will develop an agenda for the retreat.

DIRECTOR’S REPORT

Negotiations between the City and the Albemarle County Historical Society are progressing well - about using the McIntire Library building.

The Director referred to a Suggestion Box entry on page 17 and discussed with the Board her reply to the fifth grade teacher. The adult collection was not built to support school curricula. Anyone can check out books for six weeks, which is also the same amount of time for a teacher loan. The only difference is that if they check a book out on their own card and if there is a hold placed on it, they may not renew it.

Mrs. Gaylord made a correction in the April packet - that Greene County received $15,000 in gifts, instead of $18,000 in gifts.

The Director reviewed with the Board the Out-Of-Area report shown on page 8. The Board was surprised to see that Fluvanna County had the largest amount of out-of-area
users. The Board thought this report should be shown to the jurisdictions.

Mr. O'Connell informed the Board that Mrs. Mikalson will be leaving the Board at the end of June, when her term expires.

The Albemarle County staff would like to have one of their staff people involved on the Library's Budget Committee. Mr. O'Connell asked the Board to authorize him to write to Mr. Robert Tucker, the Albemarle County Executive, stating that the Library Board agrees to and approves of their request. The Board consensus was that invitations will also be extended to each jurisdiction inviting them to participate in the Library's budget discussions.

Mrs. Gaylord thanked everyone for coming to Greene County for the meeting. She also expressed that she hoped everyone had time to see the newly renovated Greene County Branch Library.

**ADJOURNMENT**

The Library Board meeting was adjourned at 6:13 p.m. The next Board meeting is scheduled for Tuesday, June 23, 1992 at 3:30 p.m. in the Jefferson Room, on the 3rd floor of the Central Library. Next year's budget will be adopted at the June Board meeting.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY’S

BOARD OF TRUSTEES

AT THE MARCH 24, 1992 MEETING

1) Approval by the Library Board of the February 25, 1992 Minutes.

2) Approval by the Board of an extended use fee of $1.00 per day to be levied against patrons returning Interlibrary Loans (ILLs) past the due date given.

DonnaLee Grossman
Recording Secretary
The Jefferson-Madison Regional Library Board of Trustees' meeting was held at the Northside Branch Library on Tuesday, March 24, 1992 and Vice President Mary Mikalson called the meeting to order at 3:32 p.m.

Mr. Tucker made the motion for approval of the February 25, 1992 Minutes; and Mrs. Gaylord seconded the motion. The motion was approved by three Board members (Gaylord, Mikalson and Tucker). Mrs. Gleason and Mr. McIntosh abstained as they were absent from the February 25, 1992 meeting.
PERSONNEL COMMITTEE REPORT - Mrs. Gaylord referred to page five in the Director’s Report. The Committee clarified their position regarding Senior Staff and how they are designated. Senior Staff are entitled to the same rights and privileges as City employees, as are all Library employees. Mrs. Gleason concurred with the Committee’s report, stating that although she was not present at their meeting she had been apprised of their findings. The Committee was pleased to receive input from the staff and conveyed their hope that they can work together as a team.

DIRECTOR’S REPORT

1) Greene County Library Clerk II Vacancy - The Director and the Head of Branches and Extension have decided to rotate other branch staff in the vacancy at the Greene County Branch Library until the position can be filled.

2) Reference Statistics - The Director pointed out that Reference transactions, comparing the month of February 1992 to February 1991, showed an increase of 63.02%.

3) State Aid Data From Virginia State Library - Data on the 1993 estimated state aid budget appropriations was distributed at the Board meeting.

4) Children’s Literature Class - The Children’s Literature class finishes on March 25th. Eighteen people were in the class and each of them prepared a final bibliography to share with the library system.

5) Friends’ Book Sale - The Friends made $14,000 the first two days of their sale. Nimbus Records gave over 1,000 CDs, which were included in the sale.

6) Central Staff Room Vending Machines/Meeting Room Use - Central’s 3rd floor meeting rooms are heavily used; and the groups using the meeting rooms are emptying out the staff room’s vending machines. Central employees have asked that locks be installed.

7) Evaluation Process For New Book Budget - The Director informed the Board that Senior Staff and branch staff will be working on an evaluation process for the new book budget. They are evaluating the cost, effectiveness, circulation, and usage of the various collections in the library system.

PIN MAP STUDY

Gail Ott discussed the four pin maps displayed for the Trustees to study. The pin maps included Albemarle County, Gordon Avenue and Northside. The maps indicated large library usage from people outside of Albemarle County, such as from the Greene County area. Approximately 65 patrons from inside the City limits have been going to the
LIBRARY BOARD MINUTES
MARCH 24, 1992

PIN MAP STUDY (Continued)

Northside Branch Library, with 22 coming from the Greenbrier area. Gordon Avenue still has a lot of patrons coming from the University area, the Rugby Road area, the western end of the city, the western end of Albemarle County and the Ivy area. The study was done in the last week of February 1992.

ADDITIONAL COMMENTS/INFORMATION

1) Virginia Passport (VIP) - Statewide Library Borrowing Program - The Board reviewed the Director’s Report, page 12, on this issue and asked for an estimate of out-of-area users. The Director estimated 14,000 of circulation represents out-of-area borrowers. This item was an "information only" item but might eventually mean elimination of out-of-area fees.

2) Orientation Of New Members to City Council/Board of Supervisors - Mr. O'Connell commented on the successful meetings with Mr. Forrest Marshall and Mr. Charles Martin, Albemarle County Board of Supervisors, giving them an orientation of our Library. He suggested the Library continue doing the orientations for all the jurisdictions. Mr. McIntosh suggested the Library have City Council members meet at the Northside Branch in preparation for the forthcoming discussions regarding the City’s involvement in that branch. Once the budgets are settled, the Library will be contacting the jurisdictions to arrange meetings.

3) State Aid Fellowship Program - The Board reviewed the Director’s Report, pages 23-30, on the revised guidelines for using State Aid funds for training of professional library personnel. The Director will come back to the Board with a proposal before the budget is finalized.

BUDGET UPDATE

Mr. McIntosh reported that the Library’s budget was presented to City Council on March 12th. The Library requested full funding of the base line budget of $519,859, from half funding to full funding of the Charlottesville-Albemarle Historical position of $32,648, and $25,000 towards books for Northside Branch. It was brought to the City’s attention that staffing cuts for this fiscal year were used to fill the Northside positions; therefore, no additional staffing was done to open the Northside Branch.

The Director reported that Mrs. Caughron made the Library budget presentation before the Albemarle County Board of Supervisors on March 23rd. Mr. Huff outlined the executive staff’s position on Albemarle County’s funding for Northside and why they recommended that in the second half their share be reduced by approximately 27-28%. Albemarle County has a prioritized list of items for them to come back and fund.
BUDGET UPDATE (Continued)

The Library representatives were left with the sense that Albemarle County will restore the funding so that the request for Northside Branch’s operational budget will be fully funded for the next year. There was a second request by the Library for Albemarle County to increase the $56,000 book budget request by $46,000, making the total request $100,000. The Director has requested Albemarle County release in May or June at least $25,000 for books, in order to fill the empty shelves at the Northside Branch. Albemarle County is watching the circulation numbers very closely for the Central Library, Gordon Avenue, and the Northside Branch. Mr. McIntosh felt that City Council will also be looking closely at the circulation for these areas.

The Greene County Board of Supervisors were invited to see the newly renovated Greene County Library. There will be a dedication on Saturday, April 25th and the Library Board was invited to attend. Mrs. Gaylord reported on the status of the Library budget for the Greene County Branch Library. She met with the Board of Supervisor member having the Library as their special area; and they went over the budget in detail. Mrs. Gaylord talked with the Greene County Administrator; and he thought it looked like the Library budget would be passed. Mrs. Gaylord invited the Library Board to tour the Greene County Library and have their Library Board meeting at Greene County.

Mr. Tucker informed the Board that the Nelson County Administrator will be recommending the Board of Supervisors fund the Library’s budget as presented. April 14th will be the first Board meeting of the Nelson County Board of Supervisors on the budget.

The Director informed the Board that she had talked with the Louisa County Administrator. The County Administrator informed Mrs. Gaylord that the Louisa Board of Supervisors have to make a decision on a 1-2% tax increase; the level they fund the Library budget will depend on their tax decision.

FEES FOR LATE INTERLIBRARY (ILL) LOANS

The Board reviewed the Director’s recommendation as shown on page seven. A request was made for a $1.00 per day late charge to be levied against patrons returning ILLs past the due date given by the lending libraries. Mrs. Gleason made a motion for approval of an extended use fee of $1.00 per day to be levied against patrons returning Interlibrary Loans (ILLs) past the due date given; Mrs. Mikalson seconded the motion. The motion was unanimously approved by five Board members (Gaylord, Gleason, McIntosh, Mikalson and Tucker). This will be added to the policy on Fines and Fees.
Mr. O'Connell distributed to the Board an outline for future long range planning for the Library, along with suggestions on how this could be achieved. Mr. O'Connell suggested some of the Board members, staff, Friends, and patrons create a committee to take a look at a way to go about looking at a long range plan. Mr. O'Connell suggested a Board retreat for late Spring, around May, to begin to look at some of the issues; and then move that out into a community type of discussion next Fall, talking about the Library's vision as a Library Board of what needs to happen over the next 5-10 years. The issues could be in two levels: more immediate issues and some of the longer term issues. The HBW report would be a good starting point. Board meetings could also be looked at as different kinds of Board meetings - planning meetings, budget meetings, meetings with administrators, visiting places and branches, meeting people from the communities, etc. - so that Board meetings could be used better.

Unless something comes up, the Board will not have an April Board meeting and probably not a May Board meeting. The Board will be substituting a 3/4 day retreat for the April and May Board meetings. The staff will contact the Board with suggested dates for the retreat. Mr. O'Connell and the Library Director will develop a proposed agenda, showing how that time could best be spent, with updates and limitations given so that there is some information going into a planning session and with some of it being idea generation. The next time the Board has a regularly scheduled Board meeting, it will be held at Greene County.

Mr. O'Connell took time out to read the auditor's management letter and offered to send Board members a copy if they wished to have one.

ADJOURNMENT - Motion for adjournment was made by Mr. Tucker and seconded by Mrs. Mikalson. The meeting adjourned at 5:10 p.m.
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY’S BOARD OF TRUSTEES

AT THE FEBRUARY 25, 1992 MEETING

1) Approval by the Library Board of the January 28, 1992 Minutes.

2) Approval by the Library Board to change the Meeting Room Policy to read:

   In Nelson County, where access to a meeting room is independent of the Library, restricting hours to when the Library is open does not apply.

3) Approval of the revised budget as presented (pages 1-2 in the February 1992 Director’s Report).

4) Approval of additional Equipment Fund expenditures requested by Mr. Williams (page 3 in the February 1992 Director’s Report).

DonnaLee Grossman
Recording Secretary

dlg

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE FEBRUARY 25, 1992 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

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

TRUSTEES ABSENT:  Elizabeth Gleason
                  Peter McIntosh

ALSO PRESENT:  DonnaLee Grossman - Recording Secretary
               Arthur Hess - J-MR Library Friends
               Lindsay Ideson - Head, Northside Library Branch
               Karen Morris - Head, Reference & Information Services
               Daniel Nunziato - Business Manager
               B. Gail Ott - Head, Branches & Extension
               Donna Selle - Library Director
               Beth Strunk - League of Women Voters
               Andrea Williams - Collection Development Coordinator
               Philip Williams - Head, Technical Services and Automation

The Jefferson-Madison Regional Library Board of Trustees’ meeting was called to
order by President Gary O'Connell on Tuesday, February 25, 1992 at 3:33 p.m.

Mrs. Caughron made the motion for approval of the January 28, 1992 Minutes; and
Mr. Tucker, Jr. seconded the motion. The motion was approved by five Board members
(Caughron, Clarke, Dorrier, Mikalson and Tucker). Mrs. Gaylord abstained as she was
absent from the January 28, 1992 meeting.
REPORT FROM THE PERSONNEL COMMITTEE (Mrs. Dorrier) - Mrs. Dorrier reviewed page four in the Director's Report with the Board. The Committee felt that the City Personnel Manual's terminology was not appropriate/applicable to the Library as the Library operates independently with separate job classifications. The status of the senior staff needs to be clarified as to whether they are considered division or department heads. The Committee preferred continuing to refer to them as senior staff; and senior staff would consist of six, including Librarian II and Librarian III positions and the Business Manager.

Items 1-4 on page four were reviewed in depth; and the Committee asked to hear further from the Board on the issues outlined. The Committee did not want to be tied down on any policy making that would infringe on the Library's flexibility. The Committee felt that the Board should discuss policies on senior staff, bumping rights and the rights of other individuals in the Library. The Committee will bring back to the Board their recommendations, if it is decided that policies need to be changed.

Mr. O'Connell proposed that the Board assign the Director and the senior staff to come back with a policy about how the Library would address this entire issue, involving some opportunity for employees to make comments on it before it goes to the Personnel Committee. The Board asked that copies of the pages referred to in the manual be included for the Board's review when the Committee comes back with their recommendation. Mrs. Dorrier wanted to stress Mr. O'Connell's comment that the Board is not anticipating layoffs. The Board acknowledged the current economical concerns and emphasized that they want to be fair to staff. The Board wants the Library to have the flexibility to meet whatever happens in the future with clear policies in effect.

NELSON COUNTY'S REQUEST FOR A CHANGE IN MEETING ROOM POLICY - Mr. Tucker reviewed the following with the Board:

In Nelson County, where access to a meeting room is independent of the Library, restricting hours to when the Library is open does not apply.

Mrs. Gaylord made the motion that the Board approve the change to the Meeting Room policy; Mrs. Caughron seconded the motion. The motion was unanimously approved by six Board members (Caughron, Clarke, Dorrier, Gaylord, Mikalson, and Tucker).

MID YEAR REVISED BUDGET - The Board reviewed pages 1-2 (Director's Report) showing the suggested mid year revised Library budget. Mrs. Caughron made the motion that the Board approve the revised budget as presented; Mr. Tucker seconded the motion. The motion was unanimously approved by six Board members (Caughron, Clarke, Dorrier, Gaylord, Mikalson, and Tucker).
EQUIPMENT FUND REQUEST - The Board reviewed Mr. Williams’ request for additional expenditures from the Equipment Fund, outlined on page three in the Director’s Report. Mrs. Caughron made the motion that the Board approve the Equipment Fund requests; Mrs. Clarke seconded the motion. The motion was unanimously approved by six Board members (Caughron, Clarke, Dorrier, Gaylord, Mikalson, and Tucker).

GREENE COUNTY LIBRARY - On behalf of Greene County, Mrs. Gaylord expressed appreciation to the staff and the library system on the move done at the Greene County Branch Library. The Board thanked Mrs. Gaylord for all her efforts in making the move at the Greene County Branch Library a success.

STATE AID AND LOCAL BUDGETS - The Director conveyed to the Board appreciation for the support for libraries given by Mitchell Van Yahres and V. Earl Dickinson. The House and Senate have both passed their versions of the budget. The House is recommending restoration of 5.1 in aid to local libraries to bring state aid in the first biennial year to this year’s level. The House budget has not addressed funding for the second year. The Senate recommended restoration of 4.7 in the first year for state aid to local libraries. The Senate also recommended a study reviewing allocation of funds and including the ability of localities to support services. At the present time funding looks as though it will be approximately 91%-95% of present funding; but it is still uncertain if the Governor will pass this.

The only local budget hearing scheduled at this time is for Albemarle County on Monday, March 23, 1992 at 1:10 p.m. Albemarle County staff asked the Library Director to make a budget request to the City of Charlottesville to pick up funding for Northside in January of 1993; and they declined. The Director discussed with Albemarle County staff that she would ask the Library Board to develop some kind of overview to seriously look at the future of Gordon Avenue.

The Library will be looking into changing the checkout period to three weeks with one renewal. It would save staff time and money on overdue notices, postage and phone calls. The Library may also have to increase fees on fines. Mr. O’Connell asked for a report by the next Board meeting on the percentage of City and County use.

ADDITIONAL COMMENTS BY THE DIRECTOR:

1) The statistics on page eight need to be changed to Central 215 and Branches 96.

2) Since the new computer system has been hooked up, the telephone system has been handling 3-4 times the calls, as compared to what the Library had been handling manually. The Library is still working on the new telephone system.
ADDITIONAL COMMENTS BY THE DIRECTOR (Continued):

3) Two of the branches have been experimenting with a due date bookmark system. Gail Ott will be developing an implementation process for all branches.

4) Mrs. Frierson and Mr. Wootton met with the McIntire Committee today. A large number of people signed petitions that were presented to the Committee showing their support of the Albemarle-Charlottesville Historical Society.

5) The Director referred to the HVAC system discussed on pages 10-11 and gave the cost as $155,000.

6) New handicapped access laws are now going into effect. One item that stands out is that the Library should allow 40 plus inches for aisles. The Library will be addressing this as well as looking at the height of magazine shelving at Central.

7) The Peace Lutheran Church wrote a letter to the Library asking to rent the Northside Branch Library facility for $100 each Sunday until they can move into their new church. Northside does not have a separate entrance to their meeting room and allowing someone to come in on Sunday would open up the entire Library. It was suggested that the Library offer them the use of the Gordon Avenue Branch.

8) Permission has been given for a wedding in the McIntire Room at the Central Library on June 13th.

BOOK SALE - Arthur Hess discussed the Book Sale at Gordon Avenue Branch and extended an invitation to the Board to attend. Flyers were included in the Board packet.

MEETING WITH TWO NEW ALBEMARLE COUNTY SUPERVISORS - Mrs. Dorrier invited Board members to attend meetings with two new Albemarle County Supervisors. The meeting with Forrest Marshall, Scottsville District, is scheduled for Wednesday, February 26th at 5:00 p.m. at the Central Library and with Charles Martin, Rivanna District, on Friday, March 6th at 12:00 noon at the Central Library.

ADJOURNMENT - Motion for adjournment was made by Mr. Tucker and the meeting adjourned at 5:15 p.m. The next Board meeting is scheduled for Tuesday, March 24, 1992 at 3:30 p.m. in the Jefferson Room, on the 3rd floor of 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 28, 1992 MEETING

1) Approval by the Board directing the Library Director to draft a letter in support of the Historical Society's proposal for the McIntire Library.

DonnaLee Grossman
Recording Secretary

dlg
The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mr. Gary O'Connell, President, on Tuesday, January 28, 1992 at 3:32 p.m.

McIntire Building Update:

Mrs. Frierson, Executive Director of the Charlottesville-Albemarle Historical Society, updated the Library Board on the status of the McIntire Library building. A Study Committee has been formed and they are establishing the criteria applicants will be asked to address. The criteria will be published in Sunday's Daily Progress. The proposals in response to the criteria will be
due back by Friday, February 14th at noon. The committee plans to make their recommendation to City Council on Monday, March 16th. The Jefferson-Madison Regional Library was asked by the Historical Society for a letter of support to accompany their proposal.

Mrs. Caughron made a motion that the Board direct the Library Director to draft a letter in support of the Historical Society's proposal for the McIntire Library; Mrs. Dorrier seconded the motion. The motion was approved by five Board members (Caughron, Clarke, Dorrier, Mikalson, and Tucker, Jr.), with Mrs. Gleason abstaining.

BUDGET UPDATE:

The Library Director informed the Board that the Proposed Budget for FY 1992-1993 has been delivered to all the jurisdictions. The only budget meeting scheduled to date was with the Albemarle County staff for a budget work session. Insurance for the Library's new bookmobile ($4,000) was discussed, with Albemarle County suggesting they might be able to add the bookmobile to their own fleet insurance coverage. It could mean a significant savings for the Library. The jurisdictions are waiting to see what happens to the state budget, as it could affect their own budgets as well as the Library's budget.

On February 4, 1992 the Library Director will be sitting in on the hearings. Richardia Johnson, Director of Lonesome Pine Regional Library, will be speaking on behalf of the public library community on the House Appropriations Sub Committee. The Library Board discussed sending out press releases or having a press conference with specific information to support the Library's position.

AUDIT:

The Library Director referred to the Library audit done by Peat Marwick. Now that the audit has been completed, the Library's Annual Report can be completed.

DIRECTOR'S REPORT:

1) Northside Branch - Northside Branch Library has received a total of $3,245 from the Northside Branch "Buy-A-Book" campaign. Because of its success, the Director would like to extend the "Buy-A-Book" concept to all the branches.

The Library Director gave statistics for Northside, from the date of opening on December 14th through January 27th. 839 new borrowers have been added, 644 from Albemarle County, 90 from Charlottesville, 7 from Louisa, 47 from Greene, 1 from Nelson and 50 from out of the area (Madison, Orange, Fluvanna counties).
1) **Northside Branch (Continued)** - Circulation for the same period shows 28,000; and the Northside Branch only has 24,700 volumes and the collection has already turned over once in about five weeks.

Mrs. Mikalson asked that all Albemarle County branches be put together on the statistical reports.

2) **Nelson County** - Mr. Tucker and the Library Director met with the Nelson County Library Committee on January 21st. Mr. Tucker discussed with the Library Board that the Nelson County Board of Supervisors and the Nelson County Administrator are reviewing the benefits of Nelson County staying in the regional system versus withdrawing and going into another system.

3) **Patron Behavior and Library Usage Guidelines** - The Director distributed at the Board meeting a draft on "Guidelines for the Development of Policies Regarding Patron Behavior and Library Usage" from the American Library Association for the Board to review.

**ADJOURNMENT:**

The motion for adjournment was made by Mr. Tucker and seconded by Mrs. Clarke. The meeting adjourned at 4:32 p.m.

The next Board meeting is scheduled for Tuesday, February 25, 1992 at 3:30 p.m. in the Jefferson Room, located on the 3rd floor of 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 26, 1991 MEETING

1) Approval by the Board of the October 22, 1991 Minutes.

2) Approval by the Board to include Jefferson's Birthday in the Library's closing schedule (April 13th).

DonnaLee Grossman
Recording Secretary
MINUTES OF THE NOVEMBER 26, 1991 MEETING OF

THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

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

TRUSTEES ABSENT:  
Shirley Dorrier

ALSO PRESENT:  
Naomi Aitken - Department of Rehabilitation  
Donna Lee Grossman - Recording Secretary  
Bruce Keith - Director of Human Resources for the City of Charlottesville  
Karen Morris - Head, Reference & Information Services  
Craig Nesbit - The Daily Progress  
Daniel Nunziato - Business Manager  
Donna Selle - Library Director  
Kathy Trossi - Department of Rehabilitation  
Mary Wagner - League of Women Voters

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Gary O'Connell, President, on Tuesday, November 26, 1991 at 3:36 p.m.

Mrs. Caughron made the motion for approval of the October 22, 1991 Minutes; and Mr. Tucker, Jr. seconded the motion. The motion was approved by four Board members (Caughron, Gaylord, Mikalson, and Tucker). Ms. Clarke abstained as she was not present for the October 22, 1991 meeting. Mrs. Gleason and Mr. McIntosh were not present in time to vote on the motion.
The Director asked that Jefferson's Birthday be included in our annual closing schedule for the Library (April 13th). Mrs. Mikalson made the motion to include Jefferson's Birthday in the Library's closing schedule; Mrs. Caughron seconded the motion. The motion was unanimously approved by five Board members (Caughron, Clarke, Gaylord, Mikalson, Tucker, Jr.)

The Library presented two Certificate of Appreciation awards, one to Craig Nesbit and the other to David Moneypenny, of The Daily Progress. Mr. Nesbit was present at the Board meeting to accept the awards. The awards were given by the Library in recognition of their innovative and creative presentation of "Summer Insights" - a mini reading series designed to motivate children to read and highlighting the resources of the Library during the Summer of 1991.

Bruce Keith, Director of Human Resources for the City of Charlottesville, along with Kathy Trossi and Naomi Aitken, from the Department of Rehabilitation, were present at the Board meeting to present an Employer Recognition Program Regional Award. Kathy Trossi, on behalf of Region Ten's Blue Ridge House, presented an award from The Commonwealth of Virginia, Department of Rehabilitative Services, to Jefferson-Madison Regional Library, Karen Morris and Stella Pool in providing opportunities to their clients for promoting the employment and advancement of persons with disabilities.

The 1990-1991 Audit Report was reviewed and discussed by Mr. McIntosh, Chairman of the Budget Committee. Further discussion ensued regarding the regional carryover allowance, the Equipment Fund, fixed assets, and the book budget. A new acquisitions system will provide substantial improvements in book budget monitoring.

A lengthy discussion followed on the proposed FY 1992/1993 budget. Mr. Tucker asked that the computer line charges be charged to regional cost. The Board asked that the circulation figures used last year and the figures used this year be included in the budget packet going to the jurisdictions. Two meeting dates were set to discuss the budget:

1) **Tuesday, December 3, 1991**
   at 4:30 p.m.
   **Budget Committee**
   (Library is closed that day and Committee will have to use the Loading Dock entrance.)

2) **Tuesday, December 10, 1991**
   at 3:30 p.m.
   **Board Meeting**
   Jefferson Room
Mrs. Gaylord gave the Personnel Committee report. The Committee asked the Board to consider the Personnel Committee's report as informational.

There was a follow up on the Garden Club members' complaint. They did a brief review of guidelines for Executive Sessions, the In-Service Day evaluations, changing the Director's date of evaluation to coincide with the fiscal year, and a brief run through of a six-month review of goals and objectives.

**DIRECTOR'S REPORT:**

A special children's literature class has been set up for approximately 20 of our employees to attend. It will consist of ten 3-hour sessions and will be given by Pat Crook. It is scheduled to start January 15, 1992 at the Northside Branch.

The Director gave an update on Northside. A draft of the dedication program was distributed to the Board for their review.

The Library will be closed throughout the system on Tuesday, December 3, 1991, so that Phil Williams can supervise the transfer of data from the older computer to the new one. Bookmobile will be operating that day.

The Board commended Betty Gaylord for all the special work and effort she has done regarding the expansion of the Greene County Library for her community.

**EXECUTIVE SESSION:**

Mr. Mcintosh made the motion for the Board to go into Executive Session, as per Virginia Code 2.1-344.1, sub paragraphs (1) and (2), to discuss personnel matters; Mrs. Gleason seconded the motion. The Library Board and Director went into Executive Session at 5:58 p.m. and reconvened at 7:21 p.m.

**ADJOURNMENT:**

The meeting adjourned at 7:23 p.m. The next Board meeting is scheduled for Tuesday, December 10, 1991 at 3:30 p.m. in the Jefferson Room, located on the 3rd floor of the Central Library.

DonnaLee Grossman
Recording Secretary
A motion was made at the November 26, 1991 Library Board 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 - 11/26/91  
**MEETING DATE:** November 26, 1991

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**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, Clarke, Gaylord, Gleason, McIntosh, Mikalson, O'Connell, and Tucker, Jr.

**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:** Shirley Dorrier

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*Signature*

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

1) Approval of the September 24, 1991 Minutes as amended.

2) Approval by the Board of the first recommendation from the Personnel Committee's Report - a 5% increase for the Northside Branch Head.

3) Approval by the Board to accept the second recommendation from the Personnel Committee's Report - elimination of Central Circulation Library Clerk II position and creation of Library Assistant II as Central Circulation Supervisor.

4) Approval by the Board to accept the Materials Selection Policy as amended, with the addition of section (b) under item #1.

5) Approval by the Board of the draft of the Procedures for Reconsideration of Library Materials as amended, with the addition of the review being based on the Library's Materials Selection Policy.

6) Approval by the Board of the revised materials budget.

DonnaLee Grossman
Recording Secretary

dlg

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE OCTOBER 22, 1991 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:

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

ALSO PRESENT:

Donna Lee Grossman - Recording Secretary
Linda Homa - Head, Children's Department
Eleanor Longley - Louisa County Friends
Daniel Nunziato - Business Manager
Donna Selle - Library Director
Mary Wagner - League of Women Voters
Andrea Williams - Collection Development

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by incoming President, Gary O'Connell, on Tuesday, October 22, 1991 at 3:32 p.m. Mr. O'Connell referred the Board members to the new format for the agenda, pointing out that action items and major items for discussion had been placed at the top of the agenda.

Mrs. Caughron made the motion for approval of the September 24, 1991 Minutes; and Mr. Tucker, Jr. seconded the motion. The motion was approved by five Board members (Caughron, Dorrier, Gleason, Mikalson, and Tucker). Abstaining were Mrs. Gaylord, who left the September meeting early, and Mr. O'Connell, who was not present at the September meeting. Mr. McIntosh was not present in time to vote.

1) Appointment of Board Committees - President O'Connell appointed the following Board committees:

BUDGET COMMITTEE: Peter McIntosh (Chairman)
Cyndy Caughron
Walter Tucker, Jr.
PERSONNEL COMMITTEE: Shirley Dorrier (Chairman) Betty Gaylord Elizabeth Gleason

2) Report From Board Personnel Committee - As spokesperson for the Personnel Committee, Mrs. Dorrier reported that the Personnel Committee had an excellent meeting with Bruce Keith, Director of Human Resources at the City of Charlottesville. The committee received and reviewed one complaint; and the Director will be handling it for the committee.

On page 7, in the Board packet, there were two requests discussed by the Director with the Personnel Committee. The Director reviewed the recommendations with the Board:

a) 5% increase for Northside Branch Head,

b) elimination of Central Circulation Library Clerk II position and creation of a Library Assistant II/ Central Circulation Supervisor.

Mrs. Caughron made a motion that the Board approve the first recommendation - a 5% increase for the Northside Branch Head; and Mrs. Dorrier seconded the motion. The motion was approved by six Board members (Caughron, Dorrier, Gaylord, Gleason, McIntosh, and Mikalson). Mr. Tucker voted against the motion.

Mr. McIntosh made a motion that the Board accept the second recommendation of the Personnel Committee - elimination of Central Circulation Library Clerk II position and creation of Library Assistant II as Central Circulation Supervisor; and Mr. Tucker seconded the motion. The motion was unanimously approved by seven Board members (Caughron, Dorrier, Gaylord, Gleason, McIntosh, Mikalson, and Tucker).

3) Materials Selection Policy (pages 8-12) - Mrs. Williams discussed the revision to the Board's adopted Materials Selection Policy. Under "Guidelines for Selection and Use of Materials" on page 8, section (b) has been added. Section (b) outlines the criteria used for selection of materials.

Mr. McIntosh made the motion that the Board accept the Materials Selection Policy as amended, with the addition of section (b) under item #1; and Mr. Tucker seconded the motion. The motion was unanimously approved by seven Board members (Caughron, Dorrier, Gaylord, Gleason, McIntosh, Mikalson, and Tucker).

The Board reviewed with Mrs. Williams the draft of the "Procedures for Reconsideration of Library Materials," shown on pages 11-12. The form patron's use, to request the Library to reconsider library materials, was also reviewed.
It was suggested that the "Review" on page 11 state that the review is based on the Library's Materials Selection Policy.

Mr. McIntosh made a motion that the Board approve the draft of the "Procedures for Reconsideration of Library Materials" as amended, with the addition of the review being based on the Library's Materials Selection Policy; and Mr. Tucker seconded the motion. The motion was unanimously approved by seven Board members (Caughron, Dorrier, Gaylord, Gleason, McIntosh, Mikalson, and Tucker).

4) **Revised Book Budget (shown on page 13)** - Mrs. Williams reviewed the revised book budget for FY 1991-1992 with the Board members.

Mrs. Caughron made a motion that the Board approve the revised materials budget; and Mr. McIntosh seconded the motion. The motion was unanimously approved by seven Board members (Caughron, Dorrier, Gaylord, Gleason, McIntosh, Mikalson, and Tucker).

5) **1992-1993 Budget Discussion** - The Director reviewed with the Board concepts for the 1992-1993 budget, outlined on page 14. Mr. McIntosh, as Budget Committee Chairman, requested the Director and Business Manager to bring back to the November Board meeting the base line budget and additional information, options, and statistics to justify and support each one of the additional positions. The Library Board can then review the information and assign priorities. Mr. McIntosh stressed the importance of continually addressing the effect and impact seen by the public on each of the positions, as well as the public's perception regarding the effect and impact on library services.

6) **Fifiveville/Tonsler Park Report - Future Recommendations** - Mrs. Homa discussed with the Board her report, shown on pages 15-18, on the outreach project for the Fifeville/Tonsler Park area. This was a two-year project and was done with funds received from the City of Charlottesville's Community Block Grant funding.

Part of the collection, purchased for the two-year project, will remain at Tonsler Park and will be available after school and on weekends, when the recreation building is staffed. Mrs. Homa discussed the programs and attendance, along with library registrations of the children. The goals for the project were:

a) to provide Library service in the community;

b) for Library staff to be more recognizable with non-traditional Library users;

c) to draw the people in to become traditional Library users.
The number of children who were reached proved very limited, recruitment of volunteers for the park proved difficult, and over 1,000 staff hours were spent planning and conducting the program, making it very labor intensive. Other in-reach models were discussed to enable Library staff to reach a larger number of children and their families.

7) **Output Measures** - Mr. McIntosh referred to the Output Measures on page 20 and asked that the totals of the Reference Transactions Per Capita, including Central Reference, be given to the Budget Committee. Mr. O'Connell suggested some of the statistics in the Output Measures be included in the budget submitted to the jurisdictions.

8) **Updates from the Director** - The Director announced to the Board that the Library will be closed region-wide at 6:00 p.m. on Wednesday, November 27, 1991, the evening before Thanksgiving Day. (Special Note: Central/Gordon Avenue Branch will be closing at 6:00 p.m., with all other Library locations closing at 5:00 p.m.)

Virginia Library Association (VLA) is scheduled at the Homestead November 21-23, 1991.

Lindsay Ideson also attended the Capital Improvement Projects hearing.

December 15, 1991 is the gala for the homecoming of the Bill of Rights in Richmond, Virginia. It is a benefit for the Virginia State Library network. 500 tickets are available; and if Board members would like to attend, they should contact the Director.

9) **Upcoming Events** - Mr. O'Connell referred to page 28 under "Upcoming Events" and asked that budget discussions be added to November.

10) **Adjournment** - Motion for adjournment was made by Mr. Tucker and seconded by Mrs. Gleason. The meeting adjourned at 6:12 p.m. The next Board meeting is scheduled for 3:30 p.m. on Tuesday, November 26, 1991 in the Central Library's Jefferson Room, located on the third floor.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

AT THE SEPTEMBER 24, 1991 MEETING

1) Approval to change a motion made at the August 27, 1991 Board meeting to read:

Mr. McIntosh made the motion that the Board adopt the resolution and the Library support the use of the McIntire Building by the Charlottesville-Albemarle County Historical Society; and the Board will commit in their Library budget process for 1992 to place a full-time reference librarian as a high priority in their budget; but the Board will not be able to guarantee funding.

2) Approval of the August 27, 1991 Minutes as amended.

3) Approval by the Board of the Inlex Software Contract and authorization for the Director to sign the Inlex Software Contract, subject to one last review by Attorney Bowling and his ensuring that it will be an enforceable contractual claim.

4) Approval by the Board of the Director's second submission, on the budget for the automation upgrade, to increase the library materials budget by $65,000 with the understanding a revised Library materials budget will be available for the Board's review at the October Board meeting.

5) Approval by the Board of the Director's recommendation to give Certificates of Appreciation to outgoing Board members, Mrs. Bryant and Mr. Speer, and to The Daily Progress and Mr. David Moneypenny, who developed and did special library layouts for The Daily Progress.

DonnaLee Grossman
Recording Secretary

dlg
MINUTES OF THE SEPTEMBER 24, 1991 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
                      Walter Tucker, Jr.

TRUSTEES ABSENT:  Gary O'Connell

ALSO PRESENT:  Elizabeth Baker - League of Women Voters
               Mary Barbour - Technical Services
               DonnaLee Grossman - Recording Secretary
               Madeline Haden - Technical Services
               Joyce Hall - Technical Services
               Arthur Hess - J-MR Library Friends
               Linda Homa - Head, Children's Department
               Richard E. Huff, II - Albemarle County's
               Deputy County Executive
               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, September 24, 1991 at 3:30 p.m. The Board's agenda was rearranged slightly and a report from the Personnel Committee was added.

Mr. McIntosh commented on the motion on page 3 of the August 27, 1991 Minutes regarding the Library's support of the use of the McIntire Building, located next to the Central Library, by the Charlottesville-Albemarle County Historical Society. Mr. McIntosh requested that the sentence prior to the motion replace the motion made at the August 27, 1991 meeting. After further discussion by the Board, the August 27, 1991 motion was changed to read:

Mr. McIntosh made the motion that the Board adopt the resolution and the Library support the use of the McIntire Building by the Charlottesville-Albemarle County Historical Society; and the Board will commit in their Library budget process for 1992 to place a full-time reference librarian as a high priority in their budget; but the Board will not be able to guarantee funding.
Mrs. Gleason made the motion that the August 27, 1991 Minutes be approved as amended; Mrs. Mikalson seconded the motion. The motion was approved by five Board members (Caughron, Gaylord, Gleason, McIntosh, and Mikalson). Mr. Tucker abstained as he was not present at the August 27th Board meeting.

COMMENTS FROM BOARD OF TRUSTEES:

1) Recognition of Madeline Haden's 24 Years of Service and Retirement - Mr. McIntosh conveyed to Madeline Haden the appreciation from the Board and Library staff for her many dedicated years of service. Mr. McIntosh mentioned that the strength of the Library has always been and always will be the people that serve the public; and Madeline Haden’s dedicated service to the Library and the public epitomized this. Madeline received a framed Certificate of Appreciation from the Library.

DIRECTOR'S REPORT:

1) Northside Branch Update - Renovations are moving very rapidly at Northside. The Director reported that Northside is now back on target—to occupy the building in the middle of October. To date, the "Buy a Book" campaign totals $1,440 in donations. The Boosters have been meeting regularly and are now working on approaching businesses and organizations for donations. The dedication for Northside has been tentatively set for 11:00 a.m. on Saturday, December 7, 1991. The Director will check with the local Veterans of Foreign Wars post to ensure that there will not be any conflicts, as December 7th is the 50th anniversary of Pearl Harbor.

Mr. Hess informed the Board that in addition to the Friends providing a gift of $30,000 towards furnishings for Northside, they also added another $3,000, from the Linda Giles Memorial Fund, for books for Northside.

Mrs. Dorrier, on behalf of the Library Board, thanked both the Boosters and the Friends for all their much appreciated support.

2) Job Fair/Open Positions - The Director distributed at the Board meeting the letter sent to library staff on the staffing of Northside Branch and the Job Fair for three Library Clerk II positions for Technical Services, Central Circulation, and for Northside Branch Circulation. The part-time Administrative Secretary and Courier positions will be posted and advertised by the City Human Resources Department.

A discussion ensued regarding the young adult programming and materials for Northside Branch, Central, and region-wide. If the Board approves putting more money in the book budget, the Director will come back to the Board with a detailed plan.
3) Recognition of Board President Shirley Dorrier - Mrs. Caughron, on behalf of the Board, thanked Mrs. Dorrier for all the special, wonderful, and much appreciated support she has given the Library and the Board. She has been President of the Board for the last two years and an active Board member. Special thanks also must be given to Mrs. Dorrier from Albemarle County for the work she has done for the Northside Branch. Mrs. Dorrier received an engraved silver bowl in appreciation for her services.

PERSONNEL COMMITTEE REPORT:

Mrs. Dorrier, reporting for the Personnel Committee to the Board, informed the Board of receipt of a third hand complaint by a patron, who also had her own personal complaint. The committee is recording the dates, time of complaint(s), person(s) making the complaint(s), and the actual complaint(s). The committee will review the complaint(s) and either the committee or the Director will handle the complaint(s). The committee will be meeting with Bruce Keith, from the City Human Resources Department.

NEW BUSINESS:

1) Inlex Software Contract - The Board reviewed pages 18-26 in the Director's Report. The contract has been reviewed by the Director, Mr. Williams, the City of Charlottesville's Information Services Department, Albemarle County's Purchasing Director, and Albemarle County's Finance Director. Albemarle County's Deputy County Attorney, Mr. Bowling, has also been reviewing the contract for the Library. Mr. McIntosh voiced his concerns and asked that Mr. Bowling, when he reviews the contract, makes sure the Library has an enforceable contractual claim against Inlex and Hewlett Packard, within the next five years, to go back to them on software and hardware if the Library finds they have not produced.

Mr. Tucker made a motion that the Board approve the contract and authorize the Director to sign the Inlex Software Contract, subject to one last review by Attorney Bowling and his ensuring that it will be an enforceable contractual claim. Mrs. Caughron seconded the motion. The motion was unanimously approved by six Board members (Caughron, Gaylord, Gleason, McIntosh, Mikalson, and Tucker).

2) Budget for Automation Upgrade - The Board reviewed the proposed budget for the automation upgrade, as outlined on pages 27-28. The May 1991 proposal was estimated at $242,838; and the current updated proposal has been reduced by approximately $35,000, for a total of $207,604.

Mrs. Caughron made the motion that the Board approve the second submission by the Director on page 28.
Increasing library materials budget by $65,000 with the understanding a revised Library materials budget will be available for the Board's review at the October Board meeting.

Mrs. Mikalson seconded the motion. The motion was unanimously approved by the six Board members present (Caughron, Gaylord, Gleason, McIntosh, Mikalson, and Tucker).

3) Request for Library Board Support for Albemarle County Meals Tax - Mr. Huff, Albemarle County's new Deputy County Executive, had special brochures available for the Library Board to review on the Albemarle County Meals Tax. Mr. Huff discussed the Albemarle County Board of Supervisor's plan to place on the November ballot the Meals Tax for Albemarle County. The Board of Supervisors has asked over 150 civic groups to support publicly Albemarle County's efforts. The Board of Supervisors has explicitly directed that the money generated from the Meals Tax go only toward capital improvement projects as they would relate to school construction alone. Mrs. Dorrier read the resolution to the Board.

Mr. McIntosh made the motion that the Board approve the resolution; that the Library Board support Albemarle County's request that the voters make the decision to support a Meals Tax for Albemarle County for use in schools. Mrs. Gaylord seconded the motion. Two Board members voted for the motion (Gaylord and McIntosh); two Board members voted against the motion (Caughron and Mikalson); two Board members abstained (Gleason and Tucker). In order to break the tie vote, Mrs. Dorrier, Board President, voted against the motion. The motion was not passed. Most Library Board members felt reluctant voting for people of Albemarle County to be taxed when many Board members are from other jurisdictions.

Mr. Huff asked the Library Board if the Library would display information for the public on the Meals Tax; and the Library Board agreed on the displays. Mr. Huff will convey to the Albemarle County Board of Supervisors the Library's discussion; and Mrs. Dorrier will be following up with a short note to them.

4) Summer Reading Report from Linda Homa - Ms. Linda Homa distributed a summary sheet on Summer 1991 reading statistics. Ms. Homa gave a special tribute to the Friends for their continued support and for their contributions to the Summer reading program. The Summer reading program cost $6,000.

Goals of the Summer reading program included increasing the use of the library facilities throughout the system, having the children read throughout the Summer, and involving children enrolled in groups. The Library was successful in reaching their goals by having incentives each week. Every time a child came to
the Library, they received a small gift; and this proved extremely popular with the children and their parents. 13,500 incentives were distributed; and Ms. Homa said that gave the Library a chance to do 13,500 contacts with young readers.

The Library had six regional programs consisting of:

a) three family related programs---a music program, a story time program, and a puppet program (and)

b) three informational programs designed for 6-12 year olds---dinosaur relatives, evidence of dinosaurs in Virginia, and collecting stamps.

In addition, Friends' money was used to provide some local programs that were only offered at individual branches.

Mr. Hess asked Ms. Homa to give a report to the Friends' Board, as they want more specific feedback on the programs that the Friends are supporting.

5) **Increase in Northside Branch Head Salary** - The Director requested a salary increase of 5% be approved for the Northside Branch Head. Pursuant to the decision for rotation of staff, the City Department Head of Human Resources, Mr. Bruce Keith, recommended, and the Library Director concurred, that in recognition of increased responsibilities for the Librarian I Branch Head position at Northside, the salary be increased by 5%. After the Board discussion, the Director confirmed this issue will be discussed further with the Personnel Committee and additional information will be brought back to the Board.

6) **Award Certificates of Appreciation** - The Director recommended to the Board that the Library give Certificates of Appreciation to outgoing Board members, such as Mrs. Bryant and Mr. Speer. The Director would like to also use the certificates to thank other people and organizations, such as The Daily Progress for their innovative presentation of Summer Insights, a mini reading series designed to motivate children to read more and for their highlighting of resources at the Jefferson-Madison Regional Library in the Summer of 1991. The Director requested that an accompanying certificate be given David Moneypenny, who developed and did all the layouts for The Daily Progress.

*Mrs. Gleason made the motion that the Board approve the Director's recommendation to give Certificates of Appreciation to Mrs. Bryant, Mr. Speer, The Daily Progress, and to David Moneypenny. Mrs. Caughron seconded the motion. The motion was unanimously approved by five Board members (Caughron, Gleason, McIntosh, Mikalson, and Tucker).*
ADJOURNMENT:

Motion for adjournment was made by Mrs. Gleason and seconded by Mrs. Caughron. The meeting was adjourned at 5:58 p.m. The next Board meeting is scheduled for 3:30 p.m. on Tuesday, October 22, 1991 in the Central Library's Jefferson Room located on the third floor.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES
AT THE AUGUST 27, 1991 MEETING

1) Approval of the July 23, 1991 Minutes.

2) Approval by the Board to adopt Mrs. Dorrier's resolution of appreciation expressing the Board's appreciation to Mrs. Florence Bryant for her service to the Board, for serving with a great deal of wisdom and tact, and for giving the Board invaluable help on the Director's evaluation and other personnel matters.

3) Approval by the Board to accept the Nominating Committee's recommendations of Gary O'Connell as President and Mary Mikalson as Vice President, effective the October Board meeting.

4) Approval by the Board to adopt the Historical Society's resolution and for the Library to support the use of the McIntire building by the Charlottesville-Albemarle County Historical Society; and that the Board will commit in their Library budget process for 1992 to place a resumption of a full-time reference librarian for the Historical Collection.

5) Approval that the Board adopt as amended the roles for the Personnel Committee, as shown on page 47, and to establish a standing Personnel Committee.

6) Approval by the Board to accept as amended the staff's recommendation on the policy for staff memorials.

7) Approval by the Board for adoption of the revision to the Meeting Room Policy as requested by the Director.

8) Approval of the Personnel Contract with the City of Charlottesville and approval of the Director's request to negotiate with the City of Charlottesville to see if they would cover the $1,800 to the Human Resources Department.

9) Approval of the proposal for courier service.

10) Approval that the Board adopt as amended the goals for the Library and Director, pages 28, 29, and 30 in this month's Board packet, subject to seeing the final draft at the next Board session.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE AUGUST 27, 1991 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

TRUSTEES ABSENT: Florence Bryant
Walter Tucker, Jr.

ALSO PRESENT: Melinda Frierson - Executive Director of the
Charlottesville-Albemarle
Historical Society
Lynette Friesen - Reference & Information
Services Librarian
DonnaLee Grossman - Recording Secretary
Arthur Hess - J-MR Library Friends
Eleanor Longley - Louisa County Friends
Karen Morris - Head, Reference & Information
Services
Daniel Nunziato - Business Manager
Donna Selle - Library Director
James Wootton - Vice President of the
Charlottesville-Albemarle
Historical Society

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mrs. Dorrier, President, on Tuesday, August 27, 1991 at 3:30 p.m.

The Board's agenda was changed so that the Board Personnel Committee would be the second item under New Business; and the Director's Report was moved to the end of the Board meeting.

The Director informed the Board that Albemarle County's Capital Improvement Plan (CIP) meeting was scheduled for Tuesday, September 3, 1991; and the Library submitted requests totaling $300,000 for collection enhancements at Northside.

Mrs. Caughron made the motion to approve the July 23, 1991 Minutes and Mr. O'Connell seconded the motion. Three Board members approved the motion (Caughron, Mikalson, and O'Connell). Mrs. Gleason abstained as she was not present at the July 23, 1991
Board meeting. Mr. McIntosh and Mrs. Gaylord were not present to vote.

COMMENTS FROM THE BOARD OF TRUSTEES:

1) Florence Bryant's Services on the Library Board - Mrs. Dorrier informed the Board Mrs. Bryant finished out the partial term ending August 31, 1991 as a representative for the City of Charlottesville.

Mrs. Gleason made a motion to adopt Mrs. Dorrier's resolution of appreciation expressing the Board's appreciation to Mrs. Florence Bryant for her service to the Board, for serving with a great deal of wisdom and tact, and for giving the Board invaluable help on the Director's evaluation and other personnel matters; Mr. O'Connell seconded the motion. The motion was unanimously approved by the four Board members present (Caughron, Gleason, Mikalson, and O'Connell). Mr. McIntosh and Mrs. Gaylord were not present to vote.

Due to changes in the Regional Library Agreement, the Library Board now becomes a nine-member board with three representatives each from the City of Charlottesville and Albemarle County and one representative each from Greene County, Louisa County, and Nelson County.

2) Nominating Committee - Mrs. Mikalson acted as spokeswoman for the Nominating Committee for new Board officers. The new officers are to begin their term at the October Board meeting. The committee recommendations to the Board were:

Gary O'Connell - President
Mary Mikalson - Vice President

Mrs. Gleason made the motion that the Board accept the Nominating Committee's recommendations and that the nominations be closed; Mrs. Caughron seconded the motion.

NEW BUSINESS:

1) Charlottesville-Albemarle Historical Society Request For Library Board's Support For Use Of The McIntire Library - Melinda Frierson, Executive Director of the Charlottesville-Albemarle Historical Society, along with Jim Wootton, Vice President of Charlottesville-Albemarle Historical Society, requested the support of the Library Board in the Historical Society's effort to obtain the Senior Center's space located in the old McIntire Library building next to the Central Library. The Board reviewed the Historical Society's request, pages 31-33 in the Director's Report.
The Historical Society requested a commitment from the Library to continue joint support for the Historical Collection in the McIntire facility. The Historical Society would like the Library to also make a commitment for a full-time staff person, computers, and the Library's part of the Historical Collection. The possibility was discussed regarding utilities for the McIntire building being split 22.5% and 77.5% in costs between the Library and the Historical Society. They would also be vacating their Court Square location to move into the McIntire building. The Historical Society is working on the rental agreement they have at Court Square and would like to rent out that space.

If the City Council agrees to lease to the Historical Society and if the Historical Society successfully works out funding by the end of this calendar year, the Historical Society would begin work on the building between January and June of 1992 and would hopefully be able to move in by the new fiscal year starting July 1, 1992.

Some concern was voiced by the Library Board about committing for a full-time staff position for the Historical Society as the Library does not know what funding will be approved by the jurisdictions. The Library Board consensus would be that the Library would consider it a high priority in their budget and would show their support; but they could not guarantee funding.

Mr. McIntosh made the motion that the Board adopt the resolution and the Library support the McIntire building by the Charlottesville-Albemarle County Historical Society; and the Board will commit in their Library budget process for 1992 to place a resumption of a full-time reference librarian for the Historical Collection; Mrs. Gleason seconded the motion. The motion was unanimously approved by six Board members (Caughron, Gaylord, Gleason, McIntosh, Mikalson, and O'Connell).

2) Establishment of a Board Personnel Committee - The Board reviewed page 47 regarding the Director's request for a Personnel Committee. The following changes were made:

- Changed to read: "Review of the creation and abolition of positions."
- Leave off the words "Act as."
- Changed to read: "Review and appropriate action of documented input of personnel concerns from individual Board members."
- Changed to read: "Formulation and implementation of evaluation of Director."
Mr. McIntosh and Mr. O'Connell stressed the importance that the Board not substitute itself in any way to the personnel procedures available under the City contract. This should not be considered an alternative to the grievance procedure that is available through the City. The Board should make sure that it is a source to which Board members can pass on documented personnel concerns for the Personnel Committee to review.

Mr. O'Connell made the motion to adopt as amended the roles for the Personnel Committee, as shown on page 47, and to establish a standing Personnel Committee; Mr. McIntosh seconded the motion. The motion was unanimously approved by six Board members (Caughron, Gaylord, Gleason, McIntosh, Mikalson, and O'Connell). Another member will need to be appointed to the Personnel Committee to replace Mary Mikalson.

3) **Staff Memorials Policy** - The Library Director announced a page 34 substitution, which was distributed at the Board meeting. The proposed policy was changed to read:

Privately funded memorials for former library personnel are welcomed and encouraged. Especially appropriate memorials are:

a) Funding for books and/or library materials.

b) Funding a program or collection within the system in honor of an individual.

c) Funding some particular furnishings or equipment in the person's name.

Mrs. Gleason made a motion that the Board accept as amended the staff's recommendation on the policy for staff memorials; Mrs. Caughron seconded the motion. The motion was unanimously approved by five Board members (Caughron, Gaylord, Gleason, McIntosh, and Mikalson). Mr. O'Connell left the meeting early and was not present to vote.

4) **Meeting Room Policy Amendment** - Page 35 in the Director's Report was a suggested revision to the Meeting Room Policy that had been adopted by the Board. The Director requested the following insertion be added to the current Meeting Room Policy:

Library Director may, upon application in writing, extend meeting room use especially in instances where janitorial service fees are covered.

Mrs. Gleason made a motion for adoption of the revision to the Meeting Room Policy as requested by the Director; Mrs. Mikalson seconded the motion. The motion was approved by four Board members (Gaylord, Gleason, McIntosh, and Mikalson). Mrs. Caughron voted against the motion. Mr. O'Connell was not present to vote.
5) Personnel Services Contract - The Board reviewed pages 36-41 and the Director's request for the Board's approval for extension of the City contract. The new contract has been amended to read:

The Board will pay $1,800 per year to the City Department of Human Resources to assist in the recordkeeping and administration arising out of this contract, such payment being due on or before September 1, 1991.

The City has raised the fiscal agent fee this year from 1% to 2%, from approximately $20,000 to $40,000 to the City of Charlottesville; and the Library Director would like permission to negotiate with the City to ask them to utilize this increase to cover the $1,800 to the Human Resources Department.

Mrs. Gleason referred to the contract agreement, item #3 on page 40, that the Library had been paying for the person working in the Personnel Office and the Library no longer does that; and that is why the Library now has to pay the $1,800. Mrs. Gleason made the motion for Board approval of the Personnel Contract with the City and for Board approval of the Director's request to negotiate with the City to see if they would cover the $1,800 to the Human Resources Department. Mr. McIntosh seconded the motion. The motion was unanimously approved by five Board members (Caughron, Gaylord, Gleason, McIntosh, and Mikalson). Mr. O'Connell was not present to vote.

6) Part-Time Courier - As shown on page 46, Mr. Nunziato requested additional manpower for the Library's courier service. Mr. McIntosh made the motion that the Board approve the proposal for courier service; Mrs. Caughron seconded the motion. The motion was unanimously approved by five Board members (Caughron, Gaylord, Gleason, McIntosh, and Mikalson).

7) Approved Budget FY 1991-1992 - The Director referred to the approved budget FY 1991-1992 handout given to the Board members at the beginning of the Board meeting. Copies have been sent to the jurisdictions and to the branches and departments.

8) Regional Agreement - The Director informed the Board that the formal Regional Agreement is in preparation for distribution but has been approved by four of the five jurisdictions and is in effect as of July 1, 1991.

9) New Staff Phone List - The Director referred to the new phone list, for the Central Library and Central staff, which was one of the handouts at the Board meeting. The new phone service begins September 5th.

10) Donations for Northside - The Director informed the Board
that DonnaLee Grossman finished the current update for donations for Northside; donations now total $1,025. Donations are still coming in. The Director encouraged the Board's support.

11) Workshop on Private Fund Raising For Libraries - The Director referred to the handout regarding a special workshop on fundraising for libraries and encouraged the Board and library supporters to sign up to attend. It is scheduled for Friday, September 27, 1991 at the Free Memorial Library in Dublin, Virginia, from 10:00 a.m. - 3:45 p.m.

OLD BUSINESS:

1) Goals and Objectives for Library/Director - The Board reviewed the goals and objectives for the Library/Director shown on pages 28-30. The Director put them in draft form and in order of priority. This draft used as a base the goals and objectives submitted at the July Board meeting. The top of page 28 should read "Library Goals 1991-92."

Discussions on the goals and objectives centered on the YA programming at the new Northside Branch and Central.

Goal III A. #3, as shown on page 29 in the Director's Report, should be placed at the bottom of the list of stretch items. Goal II E. should be combined with II B. and should be a stretch item. Goal III B. the Board thought a high priority item and asked the Director to do one completed first draft. Goal III B. would become the new Goal IV. The Board requested the old Goal IV, on page 29, be switched to new Goal II. Old Goal II, on page 28, would become new Goal V.

Mr. McIntosh made the motion that the Board adopt as amended the goals for the Library and Director, pages 28, 29, and 30 in this month's Board packet, subject to seeing the final draft at the next Board session: Mrs. Mikalson seconded the motion. The motion was unanimously approved by five Board members (Caughron, Gaylord, Gleason, McIntosh, and Mikalson). Mr. O'Connell was not present to vote.

ADJOURNMENT:

Motion for adjournment was made by Mrs. Gleason and seconded by Mr. McIntosh. Five Board members approved the motion for adjournment (Caughron, Gaylord, Gleason, McIntosh, and Mikalson). The next Board meeting is scheduled for Tuesday, September 24, 1991 in the Central Library's Jefferson Room at 3:30 p.m.
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES
AT THE JULY 23, 1991 MEETING

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

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, 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.
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 Mrs. 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-
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.
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]