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
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 JMRL 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
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 JULY 21, 1992 MEETING

1) Approval by the Library Board of the June 23, 1992 Minutes.

2) Approval by the Board to eliminate the second and third notices from being sent; in effect this means one notice 10 days after the due date, 10 days after the notice a replacement bill, and a block 10 days after that. It is understood staff can work out the timing and can increase the timing but not go over 45 days.

3) Approval by the Board to adopt a 3 week circulation with one renewal.

4) Approval by the Board to accept the Fines, Fees, and Charges policy as stated in the first paragraph and delete the second paragraph regarding payment by the patron.

5) Approval by the Board for funding of the first MLS course for three employees at $650 each.

DonnaLee Grossman
Recording Secretary

dlg
MINUTES OF THE JULY 21, 1992 MEETING OF

THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

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

TRUSTEES ABSENT: 
Elizabeth Gleason

ALSO PRESENT: 
Mary Barbour - Head, Central Circulation
DonnaLee Grossman - Administrative Assistant & Recording Secretary
Linda Homa - Head, Children's Department
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 & Automation

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by President Gary O'Connell on Tuesday, July 21, 1992 at 3:36 p.m. in the Central Library's Jefferson Room.

Mrs. Caughron made the motion for approval of the June 23, 1992 Minutes; Mr. McIntosh seconded the motion. The motion was approved by five Board members (Caughron, Clarke, Dorrier, Gaylord and McIntosh). Mr. Tucker was not present at the June meeting.
THREE WEEK CIRCULATION:

The Director reviewed the proposal, shown on pages 8-9, requesting a three week circulation period with one renewal, effective September 1, 1992. An in depth discussion ensued.

In conclusion, Mr. Mcintosh made a motion that the Board approve the elimination of the second and third notices from being sent; so in effect, a patron will get one notice 10 days after the due date, 10 days after the notice a replacement bill, and a block 10 days after that, instead of the 5 days. The staff can work out the timing and can increase the timing but not go over 45 days. Mr. Tucker seconded the motion. Six Board members unanimously approved the motion (Caughron, Clarke, Dorrier, Gaylord, Mcintosh and Tucker, Jr.).

Mr. Mcintosh made a motion that the Board adopt a 3 week circulation with one renewal; Mrs. Gaylord seconded the motion. Six Board members approved the motion (Caughron, Clarke, Dorrier, Gaylord, McIntosh and Tucker, Jr). Mr. O'Connell voted to oppose the motion.

DAMAGED BOOK POLICY:

The Board reviewed pages 10-19 including a patron's request, a letter from the Director replying to the patron's request, the Fines, Fees, and Charges policy adopted January 1991 by the Board, Albemarle County Attorney George St. John's memo dated April 20, 1988 regarding patrons paying for replacement or damaged books, the Damaged Books Procedure dated February 1989, and the revised July 1, 1992 Damaged Book Procedures. The Board reviewed their policy of not transferring ownership to a patron when a patron pays for lost or damaged materials.

Regarding the policy on Fines, Fees, and Charges shown on page 16, Mrs. Dorrier made the motion that the Board accept the policy as stated in the first paragraph and delete the second paragraph regarding payment by the patron; Mr. Mcintosh seconded the motion. Five Board members voted to approve the motion (Caughron, Clarke, Dorrier, Gaylord and McIntosh). Mr. Tucker, Jr. voted to oppose the motion.

NELSON COUNTY UPDATE:

Mr. Tucker gave the Board an overview on the Nelson County situation. Mr. Tucker, Mr. O'Connell and Ms. Selle attended the Nelson County Board of Supervisor's meeting Tuesday, July 14th and distributed to the Supervisors what is outlined on pages
NELSON COUNTY UPDATE (Continued):

20-23 in the Library Board’s packet. The Nelson County Board of Supervisors had not received copies of the library’s budget and the Supervisors had been talking about level funding based on the previous year, which made the budget approximately $10,000 off. Mr. Tucker asked the Board of Supervisors to put the money back in the budget. Mr. Tucker asked the Supervisors to also restore Mrs. Knight from 35 hours a week back to 40 hours per week. The Supervisors restored Mrs. Knight back to 40 hours per week and the other position will stay at 8 hours per week.

Mr. Tucker does not know what the Board of Supervisors are going to do about Nelson County staying in the library system, but they will probably be making a decision before the end of the year. The Supervisors appointed a Library Commission to review this and make a study of it; and the Commission will be giving the Supervisors the facts but will not be making a recommendation.

The Library Board received a copy of a letter dated July 20th from Mr. Moore, Nelson County’s Interim County Administrator, confirming what Nelson County intended to fund the library for fiscal year 1992/1993.

ANNUAL REPORTS:

The Board reviewed the Director’s summary and the annual reports received from the staff. Mrs. Gaylord shared her pride in all the progress and accomplishments the library and library staff have done this past year. Mr. McIntosh could not say enough regarding the Technical Services annual report and the system upgrade. It was very impressive and was even more than the Board had expected. All the information in the staff reports was very gratifying.

Mr. McIntosh commented that the jurisdictions share in the library’s budget process and it would be even more impressive if they could share in this information before the next budget process begins. Mr. McIntosh suggested personal contact be made with the jurisdictions or presentations be put on the jurisdictions’ agendas so that this information could be shared with them. Mr. O’Connell confirmed that informal presentations be done in September and October to each Board, giving a summary and some information on what is going on at each of their branches.

Mrs. Gaylord mentioned that library publicity in the newspapers was really good this past year. Mrs. Gaylord and Mrs. Caughron particularly liked the human interest stories done on Linwood Frye and the Bookmobile.
ANNUAL REPORTS (Continued):

Mr. McIntosh thought the information about automation would be valuable to share with the jurisdictions, particularly those struggling with automation decisions, showing them how well something can be done.

Mr. O’Connell said there was a wealth of information in the staff reports and suggested the Board reread the staff reports before they go to the Board retreat in September. The Board applauded the staff in recognition of how pleased they were with their efforts and accomplishments this past year.

AUGUST BOARD MEETING:

Mr. O’Connell informed the Board that the August 25, 1992 Board meeting will have a special guest, Nancy O’Brien, who will be discussing some of the trends and demographic information that she sees for the planning district for each one of the districts the library serves. Nancy O’Brien is Director of the Thomas Jefferson Planning District.

DIRECTOR’S REPORT:

1) **Board Retreat** - The Board retreat date was reconfirmed as **Thursday, September 10, 1992 from 8:00 a.m. - 3:00 p.m.**

2) **Audit Report/Annual Report** - The Director confirmed that the Certified Financial Statement is due to the Virginia State Library September 15th. In the past, the audit finished after that date. The auditors confirmed that this year the audit will be done in time for the library to submit it to the State Library on time. Because of the earlier audit, the Annual Report could also be done earlier, around October, in time to present it to the jurisdictions.

3) **Thomasson-Grant** - The Director invited a local publisher, Thomasson-Grant, to participate in the coalition for the Thomas Jefferson Birthday Celebration. Thomasson-Grant will probably ask the Board to introduce their new children’s book, **Thomas Jefferson-The Farmer** and will be asking the Board to have a gala introduction during the birthday celebration.

4) **MLS Program** - The Director asked the Board for tuition payments of $650 each for three library employees to enroll and take a class in the University of North Carolina’s MLS program. The program is in Charlottesville and will be held at the University of Virginia. Classes begin August 29th. Formal approval of the program was
announced by Virginia's System of Higher Education. State Aid authorizes up to $5,000 per employee in pursuit of an MLS. The Director recommended to the Board that the library pay the student tuitions now, instead of diverting State Aid funding for this purpose at this time.

Mrs. Dorrier made the motion that the Board approve funding for the first course for three employees at $650 each; Mrs. Clarke seconded the motion. The motion was approved by four Board members (Clarke, Dorrier, Gaylord and O'Connell). Three Board members voted to oppose the motion (Caughron, McIntosh and Tucker, Jr.).

5) State Aid Update - The Director informed the Board that the library was confirmed in the State Aid budget at the 50% level for next fiscal year. This means the library is in the budget for $433,000 this year and $216,000 next year. Dates for state-wide public hearings have been set for December 29th in Prince William County, December 30th in Harrisonburg, January 5th at Newport News and January 6th in Roanoke.

6) LVA Grant - Connie Porter, of LVA, contacted the Director to inform her that J-MR Library/LVA has received a grant for extension of the literacy program into Northside and to Nelson County.

7) Librarian I-YA Person for Northside - The deadline for the Librarian I - Young Adult position is July 31st. Linda Homa, Gail Ott, Lindsay Ideson and Donna Lee Grossman will be setting up the interviews in time for the Director's return in mid August.

ADJOURNMENT:

The meeting was adjourned at 5:20 p.m. The next Board meeting will be held on Tuesday, August 25, 1992 at 3:30 p.m. at the Central Library.

Donna Lee Grossman
Recording Secretary
The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by Mr. McIntosh, Chairman pro tem, on Tuesday, August 25, 1992 at 3:34 p.m. in the Central Library's McIntire Room. Due to a lack of a majority of Trustees being present, Mr. McIntosh requested approval of the July 21, 1992 Minutes be dispensed with until the September Board meeting.
NELSON COUNTY UPDATE:

Mr. Tucker gave the Board an update on Nelson County. He referred the Library Board to the newspaper article in the Thursday, August 13, 1992 Nelson County Times entitled, "Board Shelves Library Vote." Mr. Tucker said that he understood there will be a meeting called between the Nelson County Board of Supervisors and either himself, the Library Director, the State Librarian, and the entire Library Board, or all or part of the group or persons mentioned. Mr. Tucker said he had nothing definite to report but a decision will be made by the Nelson County Board of Supervisors by the 31st of December. The Director will be contacting the Nelson County Administrator to get his input; and he in turn will check with the Chairman of the Board of Supervisors to see if the Supervisors want to set up a meeting with the Library Board.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (NANCY O'BRIEN, EXECUTIVE DIRECTOR):

Mr. McIntosh introduced Nancy O'Brien, Executive Director of the Thomas Jefferson Planning District Commission. Ms. O'Brien gave the Board informational data, in chart and graph form, reviewing changes going on within the region based on 1970-1990 census information. Items reviewed included:

Population growth,

Percentages of change in growth (the State considers a high growth rate anything over 10% in the last decade),

3 age levels and each age group's percentage of total population (0-9, 30-39, and 60-69 were the age groups used),

Percentage of changes in the age groups used,

Geographic census map of where age groups live,

Population - household size between 1980-1990,

Population - single mothers/single households with children under 18,

Population - married with children under 18,

Percentage of changes in household size,

Population - homeowners/renters,
Population - level of education/last grade completed,

Employment by industry,

Percentage of employment,

Poverty status - family/female head of households,

Percentage of people in poverty status by age,

Household income (earning $10,000 or less, earning $24,999 or less, and earning $35,000 or less),

Percentages in state aid from 1986 to 1991,

Some ways localities expend their money/revenue.

Ms. O'Brien ended her discussion by stating that the continuing trend is becoming increasingly more diverse, making it harder for local governments to govern and to make decisions on what they can give.

**DIRECTOR'S REPORT:**

1) **Retreat** - The Retreat for the Board and Senior Staff was confirmed for Thursday, September 10th.

2) **Budget Committee** - Mr. McIntosh asked the Director to set up a Budget Committee in September, after the Board Retreat.

3) **Three Week Circulation** - The Director informed the Board the three week circulation goes into effect September 8, 1992.

**ADJOURNMENT:**

The meeting adjourned at 5:17 p.m.

DonnaLee Grossman
Recording Secretary

2) Approval by the Board that the nominations be closed for the positions of Library Board of Trustee President and Vice President; and that the two Board members be unanimously elected by acclamation.

DonnaLee Grossman
Recording Secretary

dlg
MINUTES OF THE SEPTEMBER 22, 1992 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

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

TRUSTEES ABSENT: Shirley Dorrier

ALSO PRESENT: Robert Garrity - Director, Reading Partners, Inc.
DonnaLee Grossman - Recording Secretary
Linda Homa - Head, Children's Department
Daniel Nunziato - Business Manager
Donna Selle - Library Director

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to
order by President Gary O'Connell on Tuesday, September 22, 1992 at 3:34 p.m. in the
Central Library's Jefferson Room.

Mr. Tucker, Jr. made the motion for approval of the July 21, 1992 and August 25,
1992 Minutes; Ms. Clarke seconded the motion. The motion on the July 21, 1992 Minutes
was approved by five Board members (Caughron, Clarke, Gaylord, O'Connell and Tucker,
Jr.). The motion on the August 25, 1992 Minutes was approved by two Board members
(Clarke and Tucker, Jr.). Mr. McIntosh was not present for the vote on the approval of
the Minutes. Ms. Baker did not vote on the July and August Minutes as she was not
appointed as a Board member until September. Mrs. Gaylord refrained from voting on
approval of the August Minutes as she was absent from that meeting.

DIRECTOR'S REPORT:

1) Dial-Up Catalog - The Dial-Up Catalog will be available for testing the week of
October 5th and available to the public October 19th.
DIRECTOR’S REPORT (Continued):

2) **Patron Holds** - The patron holds in the on-line public access catalog will be up October 6th for staff testing and available to the public on October 15th. The Reference staff is revising and updating the instructions.

3) **Albemarle/Charlottesville Historical Society Request for the McIntire Building** - The Historical Society’s request for the McIntire Building is on the City Council’s agenda for Monday, October 5th.

4) **Nelson County Board of Supervisors/Library Trustees’ Meeting** - The meeting of the Library Trustees with the Nelson County Board of Supervisors has been scheduled for 6:00 PM on Thursday, October 29th at the Gordon Avenue Branch.

5) **Staff In-Service Day Changed** - The staff In-Service Day has been changed from Wednesday, November 11th to **Friday, November 13th** in order to attend VLA in Richmond. The cost for staff to attend will be approximately $2,500 - $3,000. The Director invited the Library Board to attend. The registrations need to be returned to Daniel Nunziato.

6) **The Friends’ Annual Meeting** - The Friends’ Annual Meeting has been rescheduled to Thursday, October 22nd at Gordon Avenue Branch. The program will be on the Thomas Jefferson Birthday Coalition activities.

7) **Invitation from Mitchell Van Yahres’ Office** - The Director received a call from Mitchell Van Yahres' office inviting local government managers to spend a week in his office during the legislature. The other people invited include: Roxanne White (Head of Budget at Albemarle County), Judy Mueller (Head of Public Works at the City), Linda Peacock (Head of Budget at the City), Rita Scott (Head of Finance at the City), Karen Morris (Head of Reference and Information Services at J-MRL), and Jo Higgins (Engineer for Albemarle County). This would be for a total of seven weeks, with each person spending a week.

8) **Additional Hours for Greene County** - Greene County will be opening additional hours - Mondays 1:00 - 5:00 PM beginning November 1st.

9) **Friends’ Donation** - The Friends of J-MR Library donated $200 towards authors for VLA.

10) **Head of Children’s Department** - The Director reported that senior staff would be reviewing the job description for the Head of the Children’s Department. A national recruiting is planned, some expenses will be paid for persons being interviewed and during the interim period the Director has asked Jacqueline Dempsey-Cohen to serve
DIRECTOR’S REPORT (Continued):

as a substitute for the hours on nights and weekends that Linda Homa was scheduled to work. The Personnel Committee will be meeting to discuss some revisions in the position.

MR. TUCKER REPORTING ON NELSON COUNTY:

The meeting with the Supervisors of Nelson County and the Library Trustees was already confirmed by the Director for 6:00 PM Thursday, October 29, 1992 at the Gordon Avenue Branch. The meeting will be an open discussion period with questions and answers from both sides. Nelson County will be contacted for issues they wish to discuss.

LINDA HOMA REPORTING ON THE SUMMER READING PROGRAM:

Linda Homa gave an overview of the Summer Reading Program and distributed to the Board:

1) Program Evaluation-Summer Reading in the Parks-1992 (by Robert Garrity),
2) Summary-Summer Reading in the Parks,
3) Literary Review,
4) Summer Statistics/Children’s Department and Branches,
5) Summer Reading Statistics.

On behalf of the Board, Mr. O’Connell thanked Mr. Garrity, Director of Reading Partners, Inc., for his important role in making the Summer Reading Program a success.

At the conclusion of Linda Homa’s presentation, President O’Connell, on behalf of the Library and Library Trustees, presented Linda Homa with a framed Certificate of Appreciation and an engraved Jefferson Cup in acknowledgement of her significant impact in the improvement and enhancement of our Library’s Children Services Department.

MARY JANE CLARKE’S REPORT ON LEGISLATOR VISITS:

Ms. Clarke and the Library Director went to see Earl Dickinson on September 3rd; and in summary, Mr. Dickinson remains a strong supporter of our library. He will do the very best he can; and if the money is there when the State budget is discussed, the library will get their share.

The Library Director quoted some statistics from Mr. Dickinson on State Aid:

1) This first year of the biennium, the State budget was predicated on a 3.8% growth in State revenues.
MARY JANE CLARKE’S REPORT ON LEGISLATOR VISITS (Continued):

2) The second year of the biennium, the State budget will be predicated on a 5.9% growth in State revenues. As of this writing, it is not known if this calculation is still in effect.

The Library Director reminded the Board that the Library was only funded at the 50% level of what the Library received this current year for the second year of the biennium and that the budget was prepared with the 5.9% calculation. This means that it may be even more difficult this second year of the biennium.

NOMINATING COMMITTEE REPORT BY MR. McINTOSH:

On behalf of the Nominating Committee, it is the recommendation of the Committee that Mr. O’Connell continue as President of the Library Board for another year and that Cyndy Caughron agreed to be nominated as the new Vice President. Mrs. Gleason made the motion that the nominations be closed; Mr. Tucker seconded the motion. The motion was unanimously approved by the eight Board members present (Baker, Caughron, Clarke, Gaylord, Gleason, McIntosh, O’Connell and Tucker, Jr.). Mrs. Gleason also made the motion that the Library Board elect the selected two Board members unanimously by acclamation; Mr. McIntosh seconded the motion.

APPOINTMENT OF PERSONNEL AND BUDGET COMMITTEES:

President O’Connell confirmed appointment of Board members to the following committees:

PERSONNEL COMMITTEE: Shirley Dorrier - Chair Person
Elizabeth Gleason
Betty Gaylord

BUDGET COMMITTEE: Peter McIntosh - Chair Person
Christine Baker
Cyndy Caughron
Mary Jane Clarke
Walter Tucker, Jr.

BUDGET SCHEDULE:

Mr. McIntosh reminded the Board that Albemarle County is interested in participating in our budget and thought Mr. Huff would be the person representing Albemarle County.
BUDGET SCHEDULE (Continued):

The Library Director suggested the senior staff make presentations to the Budget Committee in the beginning of the drafting process of the Library’s budget. The first Budget Committee meeting will be the senior staff making presentations; and Mr. McIntosh suggested that the first meeting be within the first two weeks of October. A refined draft budget would be done in time for the Board’s review and consideration at the October 27, 1992 Board meeting. After the Board’s review, a meeting would be planned in the first week of November to have a Budget Committee meeting with the jurisdictions. The second Board meeting on the budget (normally scheduled date of November 24th) would be after the jurisdictions’ input on the budget. It will be around December 9th when the Governor will come out with the State’s budget. The Library could wait until December 9th and adjust the Library budget accordingly or the Board could handle the book budget by:

1) Doing the book budget as proposed in the Governor’s budget,
2) Doing the book budget at some reasonable level but below what it is now.

The Library would end up having at least two budgets going to the jurisdictions, one as proposed in the Governor’s budget December 9th and the other asking them for additional money for books and possibly some cuts in hours or cuts in staff.

The Library Board meeting for December has been changed to Tuesday, December 15, 1992 at 3:30 p.m. for Board approval of the budget. The staff presentations to the Budget Committee will be scheduled for Wednesday, October 7th at 2:00 p.m.

Mr. O’Connell has been in touch with Russ Linden and suggested to the Board that Mr. Linden come to the October 27th Board meeting, so that the retreat discussion with senior staff can be finished up. Mr. O’Connell will work up an agenda with Mr. Linden. Mr. O’Connell also felt that there may be some budget discussion at the October Board meeting.

Due to some Board members being unable to attend the regularly scheduled November Board meeting the week of Thanksgiving, the Board reset their November Board meeting tentatively to Tuesday, November 17th at 3:30 p.m.

ADJOURNMENT:

The meeting adjourned at 5:22 p.m.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE OCTOBER 27, 1992 MEETING

1) Approval by the Library Board of the September 22, 1992 Minutes.

2) Approval by the Board of the Director's recommendation to reclassify and promote the Branch Head for Northside from a Librarian I to a Librarian II Branch Head, effective January 1, 1993.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE OCTOBER 27, 1992 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

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

TRUSTEES ABSENT: Shirley Dorrier

ALSO PRESENT: DonnaLee Grossman - Recording Secretary
Russell Linden - Board Consultant
Karen Morris - Head, Reference & Information Services
Daniel Nunziato - Business Manager
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 called to
order by President Gary O'Connell on Tuesday, October 27, 1992 at 3:33 p.m. in the
Central Library's Jefferson Room.

Mrs. Gleason made the motion for approval of the September 22, 1992 Minutes;
Mrs. Caugron seconded the motion. The motion was approved by seven Board members
(Baker, Caugron, Clarke, Gaylord, Gleason, McIntosh and Tucker, Jr.).

BUDGET COMMITTEE REPORT BY MR. McINTOSH:

Mr. McIntosh discussed the $38,000 carryover from last year to be returned to the
jurisdictions and reviewed the Director's recommendations. Mr. Nunziato will check with
the City to see how the funds are to be handled for distribution to the jurisdictions as the
funds are not shown in the current year's budget.
BUDGET COMMITTEE REPORT BY MR. McINTOSH (Continued):

Mr. O’Connell and Mr. McIntosh asked that the staff come back to the November Board meeting with a list of items or suggestions for each of the jurisdictions.

Mr. McIntosh mentioned that next fiscal year’s budget will be the first year that the Regional Agreement will call for contributions from both Albemarle and Charlottesville for operating Northside. It will be Charlottesville’s first year to contribute. The cost allocation for Albemarle County is 81.02% and is 18.98% for Charlottesville. Mr. McIntosh also mentioned there was a 2% change in circulation in Central and Gordon Avenue for Albemarle County and Charlottesville, with Albemarle County’s circulation going down and Charlottesville’s circulation going up between 1991-1992.

Mr. McIntosh informed the Board that the Library removed everything from State Aid except for books. The Library is anticipating that there will be a significant drop of 50-60% in State Aid. Some of the increases driving up local operating funds for next year will be service contracts, datalines and library supplies, for a total of approximately $48,000, coming out of State Aid for non-book items.

Mr. McIntosh confirmed with the Director and the Board that the November Board meeting will be held a week earlier on Tuesday, November 17th at 3:30 p.m. in the Jefferson Room at the Central Library. The jurisdictions will be invited to attend and participate in the Library’s Fiscal Year 1993/94 budget deliberations.

RECLASSIFICATION AND PROMOTION OF NORTHSIDE BRANCH HEAD:

The Board reviewed the Director’s recommendation for reclassification and promotion of the Branch Head for Northside. Mrs. Caughron made the motion for Board approval of the Director’s recommendation to reclassify and promote the Branch Head for Northside from a Librarian I to a Librarian II Branch Head, effective January 1, 1993; Mrs. Gaylord seconded the motion. The motion was approved by seven Board members (Baker, Caughron, Clarke, Gaylord, Gleason, Mcintosh and Tucker, Jr.).

NELSON COUNTY WORK SESSION:

It was confirmed that the meeting with the Library Board and the Nelson County Board of Supervisors will be held on Thursday, October 29th at 6:00 PM in the Gordon Avenue Library’s basement meeting room. President O’Connell said the meeting would be an open meeting with an informal agenda to give both Boards an opportunity to talk face to face with each other.
DIRECTOR’S REPORT:

The Library was approached again by the Virginia State Library to write a pilot demonstration project for reference referral. This would include the University of Virginia, the public high schools and the Library’s Reference Department.

The Director mentioned that a press release has been issued on a new service offered library patrons. Library patrons can now access/dial-up the Library’s on-line catalog from their homes, if they have access to a terminal or PC and a modem.

ADJOURNMENT:

The meeting adjourned at 4:24 p.m. The next Board meeting will be on Tuesday, November 17th at 3:30 p.m. in the Central Library’s Jefferson Room.

DonnaLee Grossman
Recording Secretary
The Jefferson-Madison Regional Library Board having recognized its mission as being an active and dynamic community resource for the library needs of all individuals, commits itself to accomplish the following long-range goals to be accomplished within the next five years:

- Continued and increased resources devoted to staff development activities.

- Identify the needs of the unserved and underserved populations and plan for programs, materials, etc. to increase library usage by these members of the public.

- Maintain current physical facilities in excellent condition and assess the need for additional physical facilities.

- Monitor advancement of Technology as it relates to library usage and maintain and update J-MR Library's use of computer/electronic technology and its availability to the public.

- Maintain J-MRL's library collection to meet current needs and anticipates new technological development and unmet needs of the public.

- Expand Board and staff partnerships with public agencies and private individuals to increase coordination/cooperation, to stretch public resources and identify/see resources to reach unmet needs and implement pilot programs to test ways to meet needs.

- Analyze needs of branches, draft plans for expansion (building/staff/programs), build coalitions to develop resources to implement those plans.

- Assess the demographics and needs of its public and administer its programs to foster the perception in both the public of the Library and the J-MRL Board and staff of the public that the Library represents a unique reflection of the diversity and complexity of the community it serves.

PMcI:dlg
11/4/92
THEMES

1. Electronic hookups.
2. Libraries aggressively reach out - to those who don't come.
3. Full-service branches.
5. More and increasingly trained staff.
7. More library buildings needed.
8. Reflect, involvement in community (and equally accessible to all). Diversity
10. Board level partnerships as well as staff coalitions.

Goals - annually pegged to themes.

1) 5-year technological access plan by April 1. Steps to take in February 1993 to do some of 1, 4 and 9.
2) Plan for how branches could achieve full-service branches - due in May.
3) Collection Development Plan - February 1.

Revised
10/27/92
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

AT THE NOVEMBER 17, 1992 MEETING

1) Approval by the Library Board of the amended October 27, 1992 Minutes.

DonnaLee Grossman
Recording Secretary

dlg
The Jefferson-Madison Regional Library Board of Trustees’ meeting was called to order by President Gary O’Connell at 3:35 p.m. on Tuesday, November 17, 1992 in the Central Library’s McIntire Room.
President O'Connell asked for approval of the October 27, 1992 Board Minutes. Mr. McIntosh referred to page 2, paragraph 2, concerning the last sentence in that paragraph. Mr. McIntosh wished to clarify the sentence so it would not be misconstrued:

There was a 2% change in shares between Albemarle County and Charlottesville, for Central and Gordon Avenue, with Albemarle County going down and Charlottesville going up between 1991-1992. Mrs. Gleason made the motion for approval of the October 27, 1992 Minutes as amended; Mr. Tucker seconded the motion. The motion was approved by six Board members (Baker, Clarke, Gaylord, Gleason, McIntosh and Tucker, Jr.). Mrs. Dorrier abstained as she was not present at the October Board meeting.

**BUDGET WORK SESSION**

The November 17, 1992 Board meeting was a work session and discussion of the preliminary FY 1993-1994 Library budget. Two budget allocation breakdowns were presented to the Board:

1) Zero Budget - 3.08% increase (blue budget)

2) 4.51% Increase (yellow budget).

The Board reviewed the Director's summarization of the two budgets. Mr. Tucker, Mr. McIntosh, Mrs. Gaylord and Mrs. Gleason mentioned they would prefer the budget designated "Local Funds Only" be changed to "Non-State Funds." After the Regional Cost Allocation sheet was distributed to the Board, President O'Connell gave a brief explanation on the allocations to the people attending the meeting.

Mrs. Dorrier requested the postage fund be less; and Mrs. Gleason felt that the HVAC line should be increased. Mr. McIntosh requested that the $15,000 be taken out of next year's Furniture & Fixtures and put against the Equipment Fund. Health Insurance was estimated at a 20% increase over last year. Mr. McIntosh said $48,000 should be taken out of the budget for datalines and library supplies and put back into State Aid, which will leave money available for the salary increases. A book line was added to Albemarle County's budget.

Mrs. Gleason and Mrs. Baker moved and seconded that the Historical Collection be included in the budget.

The Budget Committee will review the full budget proposal on Tuesday, December 8, 1992 at 4:00 p.m. and the meeting will also be considered the December Board meeting, with Tuesday, December 15th left open in case the December 8th meeting runs over and needs additional time to review the budget.
Mr. Greenberg, Supervisor for Nelson County, stated that he and Mr. Enders were selected to review the Library's budget for Nelson County, so that they can assure the Nelson County Supervisors that costs are being looked at very carefully and that everything possible is being done to keep their local costs down. Mr. Greenberg felt it was very important that the Library go back to the Nelson County Supervisors with the carryover from last year so that the Board of Supervisors can decide if they want to use the carryover funds to increase hours. Otherwise, Mr. Greenberg, on behalf of Nelson County, stated he did not want to see a significant increase in the bottom line figure for Nelson County in the Library's budget. Mr. Greenberg also suggested anything that can be done relative to State Aid to minimize localized costs would be very much applauded by Nelson County.

Items the Board considered for additional funding:

1) **Nelson County - $4,381** - Increase in the Library Clerk III hours from 8 to 19 hours per week to be considered for proposal.

2) **Louisa County - $6,400** - Part-time Library Clerk I position for 19 hours per week to be added to Louisa County's budget.

3) **Greene County - $7,240** - Additional hours to be added to the two Library Clerk II positions to 19 hours per week.

4) **Library Assistant II/Float-Regional Cost - $29,443** - Consensus was that this would be a regional cost affecting all jurisdictions and they would prefer to keep regional costs down; therefore, this position was not approved. However, President O'Connell instructed the Director to add some costs for substitute hours in the budget for each branch, so that there would be a budget available for each branch and paid by that branch to draw on for substitute hours.

5) **Central Children's Summer Help - Library Assistant II - $4,568** - This position was taken out of the budget and will only be considered as an option.

6) **Northside - Library Assistant I - $25,102** - This position was taken out of the budget.

7) **McIntire - C/A Historical Collection Librarian - $34,701** - This position was left in the budget.

8) **Accounting Clerk III (Business Office) - $23,979** - This position was left out of the budget.
9) Disability Policy - $7,500 - Put on hold pending further investigation and review, to study all aspects of a disability policy and to check any legal implications. The Board felt this should go to committee.

10) 5% Salary Increase - Approximately $70,000 - The budgets presented to the Board at the November 17th meeting included a "0" salary increase and a "2.5%" salary increase. Mrs. Dorrier, supported by the Director, asked for a "5%" salary increase. Mr. Huff and President O'Connell thought it would more likely end up being between 3% and 3-1/2%.

DIRECTOR'S REPORT:

The HVAC system at Central could be reaching crisis level. The Library might have to go to Charlottesville and Albemarle County for an emergency request to speed up the renovation of the HVAC system.

President O'Connell and the Director will be presenting a $9,000 budget request to the Charlottesville Public Schools to continue the Summer Reading Program.

Over 36 applications have been received for the position of Head of Children's Services; ten are from Virginia.

The Director will get back to the Board members regarding the carryovers to the jurisdictions.

Mrs. Clarke corrected the number of acres from 22 to 52 acres received by the Louisa Library Foundation.

ADJOURNMENT:

The meeting adjourned at 6:02 p.m. The next Board/Budget meeting will be scheduled for Tuesday, December 8, 1992 at 4:00 p.m. in the Central Library's Jefferson Room.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE DECEMBER 8, 1992 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

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

TRUSTEES ABSENT: Shirley Dorrier

ALSO PRESENT: Ron Enders - Nelson County Representative
Daniel Nunziato - Business Manager
Donna Selle - Library Director

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by President Gary O'Connell at 4:14 p.m. on Tuesday, December 8, 1992 in the Central Library's Jefferson Room.

Mr. McIntosh reviewed for Mr. Enders, the Nelson County representative, the 5% mentioned in the Amended Regional Agreement dated 1991 regarding the handling of carryover funds.

Mr. O'Connell mentioned his concern regarding the consensus of the Board at the November meeting pertaining to salaries. The salmon colored budget being presented allows for a 5% salary increase. Mr. O'Connell thought the Library should check with the jurisdictions. The State is anticipating around a 3% increase; and Mr. O'Connell felt that the Library's 5% increase was on the high side.

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
President O'Connell made a motion that the Board approve to fund an increase in the health care costs as budgeted and put in the budget a 3-1/2% salary increase for employees...; Mrs. Caughron seconded the motion. All were in favor of the motion, with Mr. McIntosh abstaining.

Mrs. Gleason made a motion the Board accept the budget with that change; Mrs. Gaylord seconded the motion. All were in favor of the motion.

ADJOURNMENT:

Mr. Tucker made a motion for adjournment. The meeting adjourned at 5:47 p.m. The next Board meeting is scheduled for Tuesday, January 26, 1993 at 3:30 p.m. in the Jefferson Room.
Summary of the motions made by the Jefferson-Madison Regional Library’s Board of Trustees at the January 12, 1993 meeting

1) Approval by the Library Board to add $2,750 for substitute hours to Nelson County’s base budget, which would increase their budget request for next fiscal year to $106,090.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE JANUARY 12, 1993 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT: Christine Baker
Cyndy Caughron - Vice President
Mary Jane Clarke
Shirley Dorrier
Elizabeth Gleason
Peter McIntosh
Gary O'Connell - President
Walter Tucker, Jr.

TRUSTEES ABSENT: Betty Gaylord

ALSO PRESENT: Ron Enders - Nelson County Representative
DonnaLee Grossman - Recording Secretary
Daniel Nunziato - Business Manager
Donna Selle - Library Director

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by President Gary O'Connell at 3:36 p.m. on Tuesday, January 12, 1993 in the Central Library's Jefferson Room. Since an early January 12, 1993 meeting was requested so the Board could review and approve next fiscal year's proposed budget for distribution to the jurisdictions January 15, 1993 and to discuss State Aid, Mr. O'Connell suggested the Board not have their regularly scheduled Board meeting January 26, 1993. Therefore, the next Board meeting is scheduled for Tuesday, February 23, 1993.

Mrs. Dorrier suggested a personal letter of appreciation be sent from Albemarle County Library Board members to each member of the Albemarle County Board of Supervisors thanking them for their support and for their pro library stance.
The Board members suggested the following changes be made in the budget.

**INTRODUCTION SECTION:**

- Take out the salary background.
- Put the major increases in cost at the beginning under "This budget proposal addresses the following:"
  1) Maintenance of present hours.
  2) 3.5% salary increase and a 20% increase in medical benefits.
  3) Budget is a decrease from the current year’s overall operating budget.
  4) Describe the dramatic increase in City of Charlottesville’s budget, reflecting their first time contribution to Northside, pursuant to the Regional Agreement.

- Do a separate cover page/fact sheet for each jurisdiction of budget highlights.

- Regarding Nelson County’s budget, Mr. Enders requested that the Library make it clear/very definite to Nelson County, if they fund the additional staff hours, what they will get in open hours for their branch. The Director confirmed that Nelson would be going shortly to 40 open hours per week this fiscal year, as soon as Nelson approves the carryover. If Nelson continues to fund the base amount to the Library, the Library will continue Nelson’s open hours at 40 hours a week. If Nelson approves the staffing increase for next year, Nelson’s open hours should increase. It was suggested substitute hours be added to Nelson’s base budget next year in the amount of approximately $2,750.

Mrs. Gleason made the motion that $2,750 for substitute hours be added to Nelson County’s base budget, which would increase their budget request for next fiscal year to $106,090; Mrs. Caughron seconded the motion. The motion was unanimously approved by seven Board Members (Baker, Caughron, Clarke, Dorrier, Gleason, McIntosh and Tucker, Jr.).

**ADJOURNMENT:**

Mrs. Dorrier made a motion for adjournment. The meeting adjourned at 5:27 p.m. The next Board meeting is scheduled for Tuesday, February 23, 1993 in Nelson County at 3:30 p.m.

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

AT THE FEBRUARY 23, 1993 MEETING

1) Approval of the Minutes by the Library Board of Trustees for the following meetings:
   a) November 17, 1992
   b) December 8, 1992
   c) January 12, 1993

2) Approval of a "float" day for Library staff, replacing the closed day for Jefferson's Birthday this fiscal year so that the Library can stay open on April 13th.

3) Approval by the Board to change the Library Clerk III position to a Library Clerk II for Nelson County Memorial Library.

DonnaLee Grossman
Recording Secretary

dlg

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
The Jefferson-Madison Regional Library Board of Trustees’ meeting was called to order by President Gary O’Connell at 3:38 p.m. on Tuesday, February 23, 1993 in the Nelson County Memorial Branch Library’s meeting room. President O’Connell welcomed and introduced the guests from Nelson County; and the Library Board and staff introduced themselves to the guests.
Mr. Tucker made the motion for approval of the November 17, 1992, December 8, 1992, and January 12, 1993 Minutes; Mrs. Gleason seconded the motion. Six Board members approved the November 17, 1992 Minutes (Baker, Clarke, Dorrier, Gaylord, Gleason and Tucker, Jr.); Six Board members approved the December 8, 1992 Minutes (Baker, Caughron, Clarke, Gaylord, Gleason and Tucker, Jr.); Six Board members approved the January 12, 1993 Minutes (Baker, Caughron, Clarke, Dorrier, Gleason and Tucker, Jr.).

BUDGET UPDATE:

1) The Director informed the Board that State Aid will be between 4% - 4.9%.

2) Albemarle County has a budget work session scheduled for Monday, March 22nd at 1:00.

3) The Charlottesville Public Schools did not include the $9,000 request for the Summer Reading program. The Library may have to consider asking the City of Charlottesville for the carryover money to run the Summer program.

4) Mr. Dunn, Jr. stated that Nelson County was just starting on their budget process. Mr. Powell informed the Library that the Nelson County budget will be presented to the Nelson County Board of Supervisors the second Tuesday in April. Work sessions are planned throughout the rest of April with final approval due some time in late May. Mr. Tucker mentioned that the Nelson County Library is now open 40 hours a week.

5) Greene County had nothing to report on the budget; however, they did make a decision on the carryover for additional staffing.

THOMAS JEFFERSON’S 250TH BIRTHDAY CELEBRATION:

The Director reviewed with the Board the handout of the community-based events being promoted for Thomas Jefferson’s 250th Birthday Celebration. Normally the Library closes April 13th in honor of Jefferson’s Birthday. The Director asked the Board to approve a float day for the staff so that the Library can remain open for the special events scheduled on that day. If approved, the float day must be taken before fiscal year end June 30, 1993. Mrs. Gleason made a motion to approve a float day for library staff, replacing the closed day for Jefferson’s Birthday so that the Library can stay open on April 13th; Mrs. Baker seconded the motion. The motion was unanimously approved by seven Board members (Baker, Caughron, Clarke, Dorrier, Gaylord, Gleason and Tucker, Jr.).
RECLASSIFICATION OF A LIBRARY CLERK III TO A LIBRARY
CLERK II (NELSON COUNTY):

The Personnel Committee met before the Board meeting and reviewed the Director's request to change the Nelson County Library Clerk III position to a Library Clerk II. Mrs. Dorrier recommended on behalf of the Personnel Committee that the Board approve the Director's request, on page 3 of the Director's Report, to change the Library Clerk III position to a Library Clerk II for Nelson County Memorial Library; Mrs. Caughron seconded the motion. The motion was unanimously approved by seven Board members (Baker, Caughron, Clarke, Dorrier, Gaylord, Gleason and Tucker, Jr.).

CLARIFICATION OF REGIONAL AGREEMENT - COMPUTATION OF
INTEREST ACCRUED TO JEFFERSON-MADISON REGIONAL
LIBRARY:

The 1991 Amended Regional Library Agreement included that the fiscal agent pay any interest accrued during the year stating:

All fund balances shall be invested and earnings accrued to each fund.

New language was proposed for better clarification stating:

Interest derived from the investment of all of the Library's combined funds should be distributed to the Library. This distribution shall be based on the average monthly cash balance. Interest rates should be based on the average interest rate for all fiscal agent's investments for the same period.

Mrs. Gleason made the motion that the Board adopt the language written on page 4, to better clarify the payment of interest; Mrs. Caughron and Mrs. Dorrier seconded the motion. The motion was unanimously approved by seven Board members (Baker, Caughron, Clarke, Dorrier, Gaylord, Gleason and Tucker, Jr.). President O'Connell confirmed that the adoption of this is just to better clarify what is already in the Regional Agreement.

DIRECTOR'S REPORT:

The Board reviewed the Director's Report, pages 5-15, discussing in detail the circulation reports and long-range planning. The Director passed around, for the Board members to review, the newly printed instructions for the on-line catalog. The Director also informed the Board that the Albemarle County Historical Society expects to be in the McIntire building July 1993. The Library has made a list of items to give the Historical Society. The Historical Society plans to install a dumbwaiter that will go all the way to the
basement of the McIntire building. Further discussion ensued regarding the mezzanine and what use it would serve once the Historical Society moves out of the Central Library.

**ADJOURNMENT:**

The meeting adjourned at 4:38 p.m. The next Board meeting is scheduled for Tuesday, March 23, 1993 in the Central Library’s Jefferson Room at 3:30 p.m.

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

AT THE MARCH 23, 1993 MEETING

1) Approval of the February 23, 1993 Minutes by the Library Board of Trustees.

2) Approval by the Board for the Personnel Committee to pursue studying the City of
Charlottesville's new pay plan and to come back to the Board with a preliminary
report in April.

3) Approval by the Board of the three equipment purchase requests listed on page 6.

4) Approval by the Board to adopt suggestion #2 (display the Jefferson & Madison
portraits at Central Library on the wide panel above the stacks that are across from
the circulation desk).

DonnaLee Grossman
Recording Secretary

dlg
MINUTES OF THE MARCH 23, 1993 MEETING OF

THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT:
Christine Baker
Cyndy Caughron - Vice President
Mary Jane Clarke
Shirley Dorrier
Betty Gaylord
Elizabeth Gleason
Peter McIntosh
Gary O’Connell - President
Walter Tucker, Jr.

ALSO PRESENT:
Donna Lee Grossman - Recording Secretary
April Judge - Head, Children’s Department
Bruce Keith - Director, City Human Resources
Christie Lee - UVA Student
Karen Morris - Head, Reference & Information Services
Daniel Nunziato - Business Manager
Karen Robinson - UVA Student
Donna Selle - Library Director
James Smith - Central Courier & Maintenance
Beth Strunk - League of Women Voters
Andrea Williams - Collection Development Coordinator
Philip Williams - Head, Technical Services & Automation

The Jefferson-Madison Regional Library Board of Trustees’ meeting was called to order by President Gary O’Connell at 3:36 p.m. on Tuesday, March 23, 1993 in the Central Library’s McIntire Room. President O’Connell introduced the guests.
Mrs. Gleason made the motion for Board approval of the February 23, 1993 Minutes; Mr. Tucker seconded the motion. Six Board members approved the motion (Baker, Clarke, Dorrier, Gaylord, Gleason and Tucker, Jr.). Mrs. Caughron was not present at the time the vote was taken; and Mr. McIntosh abstained from voting as he did not attend the February 23, 1993 meeting.

CITY PAY PERFORMANCE PROGRAM:

Mr. Bruce Keith, Director of the City of Charlottesville’s Human Resources Department, gave his presentation on the proposed new pay program for the City. Mr. Keith’s presentation followed the write-up already distributed in the Board’s packet. One of the new items added to this new pay plan is the reward system for team and group efforts. The survey included the review of about 80 job titles and approximately 20 public jurisdictions in Virginia (Albemarle, University of Virginia and 18 local jurisdictions). The survey did not include Northern Virginia, the Virginia Beach area and other heavily populated/larger areas in Virginia, nor was the extreme southwestern part of Virginia included. The target point will be 20% above the minimum value. Rating performance will be done in May with the acknowledgement pay done in July. All raises will be calculated off the target point. People at the top of their pay range would be able to get a bonus (one-time payment) without getting an adjusted pay rate.

Mrs. Gleason made the motion that the Personnel Committee pursue studying the new pay plan and come back to the Board with a preliminary report in April; Mr. McIntosh seconded the motion. This motion was approved by eight Board members (Baker, Caughron, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Tucker, Jr.).

PERSONNEL COMMITTEE REPORT:

Mrs. Dorrier confirmed that the Personnel Committee met on March 10th and discussed the senior staff’s procedures for hiring new personnel for the library. One point was further clarified regarding a person/applicant living in the Jefferson-Madison Regional Library area and whether they would get consideration on employment. The Personnel Committee had made a recommendation to senior staff that they consider a minimum weight on the matrix they use when considering applicants living within the area. Senior staff will consider it but this will not necessarily be a Board policy.

Other issues discussed by the Personnel Committee included the expediting of hiring the Head of Branches and Extension and the time frame, the pay performance plan and a brief informal evaluation of the goals the Director accomplished since last July. The Board agreed with the Director that it would be an opportune time, with the open position of the Head of Branches and Extension, for the Director to review closely the position and the administrative structure and to look at what is needed for the future.
MID-YEAR BUDGET REVIEW:

The Director reviewed pages 5-6 in the Board packet. The Director reported that currently the library is over in the operating budget and under in the personnel budget. The Director stated that she and Mr. Nunziato were confident the library would come out even at the end of the year.

The Director asked the Board to transfer the expenditures of $5,633 in the operating budget furniture line item to the Library Equipment Fund and also asked for authorization of additional expenditures of $9,945 from the Library Equipment Fund. Mr. McIntosh recommended to the Board that the Board not accept the Director’s recommendation to transfer the furniture line item to the Equipment Fund but leave it in the budget and pay for it.

Mr. O’Connell and Mr. McIntosh concurred that the Equipment Fund and furniture purchases should be reviewed as a part of the budget process and before anything is purchased. Mrs. Gleason stated, with Mrs. Dorrier, Mr. McIntosh and Mr. O’Connell also in agreement, that furniture purchases not in the budget should be brought to the Board for review before they are purchased and that the Board needs to examine the Equipment Fund again. Mr. O’Connell asked, on behalf of the Board, that the Budget Committee look at the equipment policy as it is now written and given the concerns some Board members have about furniture; and also after the report about automation, the Board needs to look at the funds and some planning for where the library is going to be.

Mr. McIntosh and Mr. O’Connell questioned, on behalf of the Budget Committee, using Equipment Funds for other items. Mr. McIntosh made a motion that the three equipment purchase requests listed be approved; Mrs. Caughron seconded the motion. The motion was approved by seven Board members (Baker, Caughron, Clarke, Dorrier, Gaylord, Gleason and McIntosh). Mr. Tucker abstained from voting.

FIVE-YEAR AUTOMATION PLAN:

The Board reviewed the draft on automation along with the schedule for completion of implementing the automation projects (shown on pages 7-12). Karen Morris and Philip Williams were present to answer questions from the Board. The Board asked about the costs for implementing the projects outlined. The Director estimated costs should run between $50,000-$60,000 per year out of the Equipment Fund, beginning with June’s Equipment Fund budget request for the coming year. The schedule extends over a five-year period for implementing the automation projects listed.

Mr. O’Connell stated the library has been adding items, information, etc. that he is unaware of even though he uses the library quite often; and he suggested a work session or possibly a thirty-minute tour be given Board members and anyone wishing to join them.
FIVE-YEAR AUTOMATION PLAN (Continued):

to show to laypeople everything the library has and what technology is available. More signs or notices need to be displayed throughout the library for the public to know what is available and to encourage them to ask for what they need if they cannot find it in our library.

NELSON COUNTY:

The Board reviewed the letter shown on pages 13-14, sent by Ralph H. Moore, Nelson County Administrator, on behalf of the Nelson County Board of Supervisors. Mr. O'Connell will be sending a letter, on behalf of the Library Board, to Nelson County conveying the Library Board's appreciation and enjoyment of Mr. Enders' participation in the budget process and that the Library Board is looking forward to the success of any future efforts with their increased participation.

LIBRARIES AND ECONOMIC DEVELOPMENT CONFERENCE:

The Director referred to page 16 regarding the "Libraries and Economic Development Conference" scheduled for April 22-23, 1993 in Richmond. The conference is being sponsored by the Virginia State Library and Archives and the Virginia Department of Economic Development. Individuals and organizations involved in economic development are being encouraged to attend. Representatives from our library, our jurisdictions and the Chamber of Commerce will be invited. The Board was in support of the library paying for the registration fees.

JEFFERSON & MADISON PORTRAITS AT CENTRAL:

The Director asked the Board to decide where to place in the Central Library the Jefferson and Madison portraits donated by the Friends of the Jefferson-Madison Regional Library. Page 17 outlined the three areas suggested. Mr. Tucker, Jr. made a motion that the Board adopt #3; Mrs. Gaylord seconded the motion. Two Board members voted to approve the motion (Gaylord and Tucker, Jr.) and six Board members voted to oppose the motion (Baker, Caughron, Clarke, Dorrier, Gleason and McIntosh). The motion was not approved. Mrs. Caughron made a motion that the Board adopt #2 (displayed above the stacks on the wide panel across from the Central circulation desk); Mrs. Clarke seconded the motion. Six Board members approved the motion (Baker, Caughron, Clarke, Dorrier, Gaylord and Gleason). Two Board members opposed the motion (McIntosh and Tucker, Jr.).
DIRECTOR'S REPORT:

The Director reported that the first week of the Book Sale brought in approximately $11,500. The Director reviewed upcoming events outlined in the Board packet.

The Director informed the Board that since the McIntire Room only seats 200 people, the library will be offering child care and children's programming services in the Children's Department during the upcoming "Gala" scheduled on April 16th at 7:30 p.m. The Director also displayed the poster going on sale the night of the "Gala" at the special price of $14 each.

ADJOURNMENT:

The meeting adjourned at 6:09 p.m. The next Board meeting is scheduled for Tuesday, April 27, 1993 at 3:30 p.m. at the Gordon Avenue Branch Library, with a special volunteer's reception following the Board Meeting.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S

BOARD OF TRUSTEES

AT THE APRIL 27, 1993 MEETING

1) Approval of the March 23, 1993 Minutes by the Library Board of Trustees.

2) Unanimous approval by the Board for a Resolution of Acclamation in honor of Doris and Ray Frantz.

DonnaLee Grossman
Recording Secretary

dlg

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE APRIL 27, 1993 MEETING OF

THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT: Shirley Dorrier
Betty Gaylord
Elizabeth Gleason
Peter McIntosh
Gary O’Connell - President

TRUSTEES ABSENT: Christine Baker
Cyndy Caughrong - Vice President
Mary Jane Clarke
Walter Tucker, Jr.

ALSO PRESENT: Donna Lee Grossman - Recording Secretary
Karen Morris - Head, Reference & Information Services
Daniel Nunziato - Business Manager
B. Gail Ott - Central Reference Librarian
Donna Selle - Library Director
Beth Strunk - League of Women Voters
Jane Tucker - Head, Gordon Avenue Branch
Andrea Williams - Collection Development Coordinator
Philip Williams - Head, Technical Services & Automation

The Jefferson-Madison Regional Library Board of Trustees’ meeting was called to order by Library Director Donna Selle at 3:52 p.m. on Tuesday, April 27, 1993 in the Gordon Avenue Branch Library’s meeting room. President O’Connell took over the meeting shortly thereafter.
The Board reviewed the Director’s Report. Mrs. Gaylord referred to the comment made under the Central Suggestion Box items regarding, "Finding books would be easier if there was a directory." Mrs. Gaylord felt that Central and most of the branches need an easier way for people to orient themselves without having to ask staff. This could be done with signs, directories, etc.

Mr. O’Connell thanked the staff for the note placed on the public access catalogs about the availability of interlibrary loans.

Mr. McIntosh discussed his concern regarding the Library Board sending five separate requests to the jurisdictions on the use of carryover funds. Mr. McIntosh felt the Board should be aiming, in the future, to coalesce among all the regions and find a use for carryover funds that would be system-wide. Concern was voiced by Board members that use of carryover funds for personnel or for one-time uses would cause difficulties when budgeting for the following year as the funding would not be continued. Board members felt patrons would expect the personnel or services to be continued. Mr. O’Connell suggested that in the future the carryover be put into books. Several Board members felt the Library should be budgeting so that it does not leave much in the way of carryovers. Mr. O’Connell concluded the discussion by confirming that, "The Board will have a fuller discussion next year regarding any carryover money and will try to avoid anything in carryover that is not a one-time kind of expense."

Mr. McIntosh made the motion for Board approval of the March 23, 1993 Minutes as submitted; Mrs. Gaylord seconded the motion. Four Board members approved the motion (Dorrier, Gaylord, Gleason and McIntosh).

RESOLUTION OF ACCLAMATION:

In gratitude and appreciation, the Jefferson-Madison Regional Library Board of Trustees unanimously approved a Resolution by Acclamation in honor of Doris and Ray Frantz. President O’Connell read the Resolution of Acclamation to the Board. A copy of the resolution is attached to the April 27, 1993 Minutes.

REPORTS FROM LIBRARY STAFF ON PUBLIC LIBRARY ASSOCIATION’S WORKSHOPS:

1) Customer Service (Gail Ott) - Gail Ott summarized the workshop she attended called, "Improved Responsiveness: Customer Service in Public Libraries." The workshop was excellent and she thanked the Board for allowing her to attend.
2) **NREN (Philip Williams)** - Philip Williams discussed and reviewed with the Board his distributed handout on NREN (National Research and Education Network), a system of high speed communications computer networking connecting key regions around the country, extending globally.

3) **Economic Development (Karen Morris)** - Karen Morris referred the Board to her program agenda handout which outlined the various topics discussed on economic development.

Board President Gary O’Connell asked Andrea Williams to do her report on Collection Development and her Collection Management Long Range Plan at the May Board meeting, as the Board had scheduled an early adjournment in order to attend the Volunteer Reception at Gordon Avenue.

**ADJOURNMENT:**

The meeting adjourned at 5:06 p.m. The next Board meeting is scheduled for Tuesday, May 25, 1993 at 3:30 p.m. in the Jefferson Room at the Central Library.

DonnaLee Grossman
Recording Secretary
In gratitude and appreciation, the Jefferson-Madison Regional Library Board of Trustees, at their April 27, 1993 Board meeting, approved the following Resolution by Acclamation in honor of Doris and Ray Frantz:

**RESOLUTION OF ACCLAMATION**

WHEREAS, Doris and Ray Frantz have both made separate and joint contributions to the development and support of public library services in our area; WHEREAS, Doris Frantz served as a Reference Librarian for Jefferson-Madison Regional Library for 12 years - reliably, conscientiously, responsibly, faithfully and graciously - delivering good public library reference service; WHEREAS, as University Librarian, Ray Frantz was in a position to promote and support increased communication and cooperation and shared the University Library's community resources and expertise with the public library; WHEREAS, the University Library's support of Jefferson-Madison Regional Library with Virgo access and the joint collection assessment grant created and enhanced new resources available in our community; WHEREAS, the Board of Trustees thank you both for opening new avenues of communication and coalition building between our libraries; WHEREAS, on this day, the Friends of the Jefferson-Madison Regional Library make a contribution to the Ray Frantz Book Fund in both of your honors.

4/27/93

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE MAY 25, 1993 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT: Christine Baker
Shirley Dorrier
Betty Gaylord
Elizabeth Gleason
Gary O’Connell - President
Walter Tucker, Jr.

TRUSTEES ABSENT: Cyndy Caughron - Vice President
Mary Jane Clarke
Peter McIntosh

ALSO PRESENT: Mary Barbour - Head, Central Circulation
Nancy Cook - Librarian, Central Children’s
Joyce Hall - Library Assistant II, Technical Services
Karen Morris - Head, Reference & Information Services
Daniel Nunziato - Business Manager
Donna Selle - Library Director
Beth Strunk - League of Women Voters
Andrea Williams - Collection Development Coordinator

The Jefferson-Madison Regional Library Board of Trustees’ meeting was called to order by President Gary O’Connell at 3:13 p.m. on Tuesday, May 25, 1993 in the Central Library’s Jefferson Room.

Mrs. Gleason made a motion for Board approval of the April 27, 1993 Minutes; Mrs. Gaylord seconded the motion. Ms. Baker and Mr. Tucker, Jr. abstained from voting
as they were not present at the April meeting; and Mrs. Dorrier was not present at the time when the vote was taken.

**COLLECTION MANAGEMENT LONG RANGE PLAN (Andrea Williams):**

Mrs. Williams reviewed with the Board members pages 4-7 in the Director's Report on the Collection Management Long Range Plan and Collection Maintenance. Page 8 showed a Schedule for Collection Management Long Range Projects (1993-1996). Mrs. Gleason referred to the introduction on page 4 and confirmed that the Library Board is moving towards the commitment to allocate all State Aid to the book budget.

The long range plan was broken down under two titles:

1) **Collection Building and Enhancement** - Activities that would enhance and add materials to the collection directly  
   
2) **Collection Maintenance** - Activities for maintenance of the collection, to make it more accessible and easier to use, and better organization of space.

Mrs. Williams confirmed the goal of a collection size for Jefferson-Madison Regional Library of 2.5 catalogued items per capita for the projected service area population of 163,000 by FY 1995. 2.5 catalogued items would be between levels I and II of the Virginia State Library's Planning for Excellence guidelines. Our library currently is at 2.4 items per capita at a current population level of 152,047.

The Board was interested in the development of a "Browsing Best Seller" collection as a pilot project. Mrs. Williams presented this concept at one of the branch head meetings and would like to try it with one or two of the library branches that have listed "to be a popular reading library" as one of their main goals.

President O'Connell asked specifically for information on how the library weeds and how weeding works because it is an on-going debated issue. Mrs. Dorrier stated that the Board would like to receive definite criteria on weeding before library staff begin implementing/training the branch staff in the techniques of routine weeding, so that what they get is directly approved by the Board. The Board considers weeding a sensitive issue and President O'Connell felt that the Board should be informed when weeding occurs at a branch. Louisa is scheduled to be weeded next. The Board was in agreement that they would review the library's weeding policy before instructing the staff to go ahead with the weeding projects outlined in the Director's Report. Mrs. Baker made a motion that the Board accept the Collection Management Long Range Projects/Goals as written by Andrea Williams, April Judge and Karen Morris; Mrs. Gleason seconded the motion. The motion was unanimously approved by the five Board members (Baker, Dorrier, Gaylord, Gleason
COLLECTION MANAGEMENT (Continued):

and Tucker, Jr.).

BUDGET COMMITTEE REPORT:

Mr. Tucker moved for approval; Mrs. Gleason seconded the motion. The motion was unanimously approved by the five Board members (Baker, Dorrier, Gaylord, Gleason and Tucker, Jr.).

RECOMMENDATION FOR PAY PLAN:

Mrs. Dorrier, representing the Personnel Committee, stated the committee felt the pay plan issue was a very large issue needing input from more than the committee; she proceeded to ask for each Board member's comments.

Betty Gaylord’s Comments:

She could see some pluses - It would be correlated to the City Pay Plan; and it has provisions that fit in with quality management, which she hoped the Board was working towards. There is a pay discrepancy in the Library's system from what is given to the Library as the market/target point in most of the cases. Perhaps this plan does not permit as much flexibility for an individual situation as needed; and that's more of a question in her own mind. She felt the printed input from employees wasn't always germane to whether or not this pay plan was a good one for them - it was more that they needed a raise. She felt that when the plan was explained to the Board members by the City of Charlottesville Human Resources Director that he had been commissioned to do this because there was an interest there and perhaps in narrowing the gap with certain ones getting such high salaries and that they needed something that would provide incentives and flexibility. I just don’t feel sophisticated enough to know if the plan is going to do that. I can see that those are all the things that we would want - is it going to do that? The alternative is to continue with the plan that the Library has.

Mrs. Gleason:

We talked about every one of these items/areas that were mentioned; but one of the things that we were not clear about was that we have, on page 14, 9 employees who will be above the market/target point, 61 who will be below it and 34 employees who have worked for four years or more that will still be below the market/target rate. It would cost more than the Library could possibly afford to get everybody there. The action requested by the staff
was the adoption of the City Pay for Performance Plan and pay range; commitment to raise salaries for long-term employees to market/target within one or two years. I objected to this and I think other members of the committee did too. I wanted to change that to the adoption of the City Pay for Performance Plan and pay range and an effort to raise salaries for long-term employees to market/target rate as soon as possible, rather than committing ourselves to one or two years. One of the things that was talked about as being an advantage of this particular pay plan was that it gave ways of awarding people for good work rather than just longevity. If a person was just a so-so employee and you had a new person who is a top-notch employee, that you need to have some method of really trying to keep that top-notch employee and not just keep them and add to the salary of the other person simply because they came to work every day, which is important, but this other person is coming to work every day and doing twice as much. We didn’t see how if we said we would just automatically see that everybody who had been here a long time was going to be there within two years and that was why the statement was made. We should take each case individually, which is suppose to be one of the merits of this particular plan. So that was one of the things we had trouble with.

A Board member asked how the committee planned to get employees closer to target. Mrs. Dorrier said that was for the Budget Committee. Mrs. Gleason said that was what they had said about adopting the plan but not making any commitment to see that every long-term employee would be there within two years. The committee recommended that the library make a concerted effort to try to achieve as soon as possible the pay at target level. Mrs. Dorrier said the committee did discuss the fact that the library personnel that we have are the library’s most important items as a functioning library system. If we lose key personnel, we have to search for people that are of equal caliber and we may not find them. We have long-term people here at the library that have given a great deal of impetus to our success as a library; and they have taken on added work since the increase in the circulation. They have taken on added responsibility. The Board has been strongly active, Donna has come in with a lot of directions from the Board and policies; and these have been implemented not only by her but only because she has had staff that fulfilled this. If the Library begins to be below the market level of these long-term people, then unrest develops and this doesn’t make this a good library. This was one of Mrs. Dorríer’s main reasons for trying to make a really strong effort to arrive at target level for our long-term employees; because she very much doesn’t like new people coming in and being offered higher salaries or salaries of equal range equal to what someone who has given a long term here at the Library and has served the Library well and with quality. Just because they have been in the Library a long time, they started low and so the Library needs to make a jump on some of these people. The other thing that has convinced Mrs. Dorrier is that she has seen the county and city become more equal in pay range. It use to be vastly different - no one that lived in Scottsville made what they did in Charlottesville. Now it is more of a one county society; and the Library doesn’t necessarily have cheaper facilities in Scottsville and we can see that the commuting expenses are ahead. Mrs. Dorrier sees more of an equalization and need for people we had said salaries are high for in some branch
areas. She thinks that as the Library goes through the 1990's and into the 21st century the Library is going to see more and more people being hired at a going rate rather than where they live - in Buckingham or Fluvanna or in Greene. That convinced Mrs. Dorrier that the pay plan as proposed by the City of Charlottesville was not that much higher than what we needed. She is intrigued by the idea that performance will count, rather than just time put in. Now, how they work out evaluations or performances is not her problem, they take that problem with it and they either do a good job with it in evaluating performance and making an assessment of what their personnel are doing or else the staff fail us. Not just Donna, but the senior staff. Mrs. Gleason said the committee felt the evaluation is one of the most important documents there is and there should be a really excellent, well-defined evaluation procedure/process to go through with criteria on each person and that everyone knows as an employee what this evaluation is and how it will be carried out and when it will be carried out - no secrets about it. Currently, Library employees are evaluated and if their performance is normal it is considered satisfactory performance; and they are given a pay increase because their performance was satisfactory. Mrs. Gleason mentioned that because the pay range was raised, it is important to get Library salaries up in that range because most of the staff are now at the bottom of that range because they were so far behind. Mrs. Dorrier agreed and added it was particularly important for the long-term people. The Library would be raising the salary for the same job and the same individual, not changing jobs.

President O'Connell said he would like to separate the issues and if the Library has in their budget a pool of money of 3-1/2% and a recommendation that that be applied towards the Performance Pay Plan to go into effect July 1st. Mrs. Gleason said that the important message being that the 3-1/2% isn't across the board. President O'Connell suggested the Board consider that issue first and the second issue is what the Board/Library plans to do about the future, they are two different issues. The Library has a fixed amount of money that is in the budget and the Library needs to do something July 1st to recognize Library employees, with whatever money the Library has available. Mr. O'Connell could not see that by adopting something for Library employees for July 1st as something the Board could go into another meeting on; the longer term issue could. Mr. O'Connell then proceeded to read from page 14:

"...a Board commitment to address as rapidly as possible the inequities of long-term employees to reach market/target as a cornerstone of adopting the Pay for Performance Plan."

President O'Connell stated that what he just read was where he was personally and that it presents the financial realities that the Library has. It would be a commitment when the Library goes into the next budget process that the Board would try to look at. The Board would ask the Budget Committee to look seriously at that and to put a cost figure on what it would take to do it. That statement made more sense to him than the action requested. It raises expectations that even if the Board wanted to do that they can’t deliver on it
without all kinds of cuts in the budget and other places to create salary. Mrs. Dorrier clarified that these inequalities, these inequities, of long-term and target, if the Library has an effort directly toward that, then the Library will do something about it within the Library’s means, if the Library zeroed in on that. The Library’s means don’t give the Library a lot of leeway to work with; and Mrs. Dorrier’s understanding was that the 3.5% was not necessarily going to be across the board. Mr. O’Connell said his personal feeling was that it would be very hard to explain unless you sit down and talk to stuff one on one. It creates an impression that everybody is going to get 3-1/2%. Mrs. Dorrier and Mrs. Gleason agreed. Mr. Tucker said that was what the cost of living is and that was how it was presented to him as a cost of living adjustment. Mrs. Gaylord said that if the Board works on what is said in that paragraph, then that implies the Library is going to go for the whole Pay Performance Plan. President O’Connell asked if that didn’t imply that some of the employees below the market rate will not get an increase purely within the pay range. He asked if that was impacting upon it. Mr. O’Connell said he wasn’t sure what the implications would be of saying adoption of the Pay for Performance Plan and pay range. Mr. Tucker said that if you get another expert to come in here, you would come up with a different talk. Mr. O’Connell commented that the Board had a specific part at this point and the Library could refuse to accept it. Mr. Tucker said the target is just somebody’s opinion. Mrs. Gleason wanted to know what "long term" meant. The Director replied long term meant four years or longer. Mr. Tucker said he sort of resented this. Mr. O’Connell said this was an option of the City’s Pay for Performance Plan and pay range - if it doesn’t mean a 3-1/2% increase put in for. The Director said it does. Mrs. Dorrier asked then why are we bringing the others up to target if we have no money. The Director said she didn’t think the Library could address that in this year. Mr. O’Connell said it was a different issue. The Director said she and DonnaLee took the proposed market/target rate and for each employee they took the 3-1/2% for them; and, when they were finished with the proposed 3-1/2%, these were the figures: 9 will be above market/target rate and 61 will be below market/target.

But, everyone will be in the proposed pay ranges. Before that 3-1/2%, 41 employees were not even in the proposed pay range. Mrs. Gleason clarified her understanding was that this does mean 3-1/2% for each person and would bring everybody into the pay range and doesn’t have anything to do with the Pay for Performance Plan. The Director confirmed that this would just use the market/target rate to key off the 3-1/2% salary increase. Mr. O’Connell said - so if a Library employee is judged to be "satisfactory" they would get a 3-1/2% increase. The Director confirmed his statement. Mr. O’Connell asked if there were any exceptions to that. The Director confirmed that the Library has two people over the scale. Mr. O’Connell asked if the Library was doing a bonus for them. The Director confirmed the Library could do a bonus for them. Mr. O’Connell then asked if anyone was below the minimum pay rate that has to come up to that point. The Director said no; the 3-1/2% gets everybody into the pay range. Mr. O’Connell said the exceptions are the people above it that the Board needs to say as a Board that they get a bonus/equivalent to that amount of money. The Director said she didn’t think the Board needed to do that.
Mrs. Dorrier felt it was up to the Budget Committee and the Director said there was money. Mr. O’Connell said the Board would have to appropriate the money. Mrs. Gaylord said - but everyone will get 3-1/2% based on market point. Mrs. Dorrier and Mrs. Gleason said no. The Director confirmed Mrs. Gaylord was correct - everybody gets the 3-1/2% increase keyed off the market/target rate. Mrs. Gleason said but that’s the Pay Performance Plan. The Director said the Library was trying to make steps toward implementing it and that’s a step toward implementation of the Pay for Performance Plan. Mrs. Gleason said so some people will get a lot more than 3-1/2% based on present salary. The Director said no. Mr. Tucker said some get more others get less. Mr. O’Connell said no. He said the odds would be if 61 employees are below the market rate, 61 divided into 70, the biggest percentage are going to get bigger than a 3-1/2% on their salary and you have 9 above market. Mr. O’Connell said they would get a bigger percentage and you have to sit down and explain it to them individually. Nine people won’t be happy but 61 employees will be happy. Mr. O’Connell said he thought that would be management’s problem; he wasn’t sure who the memo represented, it says senior staff, he takes it at face value and that with what everyone is saying, this makes sense. Is that right? Mrs. Dorrier said that was what they heard from senior staff. Mrs. Gleason said the Library was mixing apples and oranges - we’re saying the plan doesn’t go into effect yet; but we are using it. Mrs. Dorrier said we’re using it as a guideline. The Director confirmed the Library has already done parts of it anyway. The Library already eliminated steps; the Library did that this year. The question arose why the Board is doing this. The Director said that instead of 3-1/2% on top of what people’s salary rate is this minute, the Library is instead keying the 3-1/2% off the market/target. Mrs. Gleason said she knows that. Mr. O’Connell confirmed that accomplishes part of what the new plan is trying to do. Mr. Tucker asked whose idea was that. The Director said she did it, the senior staff didn’t do it, DonnaLee helped her. Mrs. Gleason said as a way of getting people within the salary range. The Director confirmed what Mrs. Gleason said. Mr. O’Connell said it does what the second point is raising; it raises salaries for long-term employees towards the market/target rate. Mrs. Dorrier said yes, but she wanted it made very clear that the senior staff made their recommendation. Mr. O’Connell confirmed that that was what this was saying - this is saying:

...inequities of long-term employees to reach market/target...

Mr. O’Connell said that if the Library makes a commitment to the money this year doing that, that would be the first step toward it being accomplished. Mr. Nunziato said he thought the Library was adopting the Pay for Performance Plan to become effective July 1, 1994. In other words the Library would have a year to be above. That 3-1/2% that has been approved has nothing to do with anything this year. For fiscal year 1994. Mrs. Gleason said that was true but she did not know that 3-1/2%...(never finished sentence). Mr. O’Connell said that was not what he just heard. Mr. Nunziato said he didn’t hear that either, that was why he didn’t...(never finished sentence). Mr. O’Connell said his understanding was that the Library has employees at minimum and maximum pay range and if they fall within this pay range. There are only two people in the Library that aren’t,
right? The Director said no - that the Library has 41. Mr. O’Connell said no, he was talking minimum and maximum and in the middle you have a target point. All but two people fall within the minimum and maximum. The Director added - not without the 3-1/2% increase. Mr. O’Connell acknowledged that saying - so the 3-1/2% on that puts everybody within this. The Director said yes. Mr. O’Connell confirmed that of the 41 people, the 3-1/2% moves them up closer to this point; then it’s 3-1/2% of this on top of their salary. This is tied in with their salary. The Director confirmed that was right. Mrs. Gleason thought that was confusing; when they talked about it earlier on setting the budget, they said that 3-1/2% would not necessarily mean 3-1/2% per person. They talked about that fact; but it might. Mr. O’Connell felt that it was very clearly said that they wanted the Board to come back and approve how it was distributed. Mrs. Dorrier did not think the intent was to include every person because the Board wasn’t going to approve employees above market/target. She asked if they get it too. Mrs. Gaylord said they would get some of it; but they don’t get as much proportionately as the others. Mrs. Gleason said the purpose was to bring everybody closer to the market. Mr. Tucker said the examples they gave the Board when they presented it to them - the way it looked to him was that everybody gets more than they were suppose to - everybody gets something. It just moves everybody. Mrs. Gaylord asked if Mr. Tucker was speaking about the 3-1/2%. Mr. Tucker said he was speaking of the examples they gave the Board - all of them ended up with more pay now - everybody likes money. Mr. O’Connell said they were recommending a 3-1/2% pot of money that means more pay for Library employees. He thought, as a Board, they approved that a long time ago. If you are not in agreement with the employees getting a 3-1/2% sum amount of money distributed some way, Mr. O’Connell felt that was a decision the Board had already made. Mr. Tucker agreed that was right. Mr. O’Connell said so then all the Board has is how to distribute it to the employees. Do they want it to go through as this Performance Plan. Mrs. Gleason said this is what the staff is saying, this is the way that they recommend it between them. Mr. Tucker understood it to be a cost of living adjustment. Mr. O’Connell said that if they do it the way they are talking about, it’s not. Mr. Tucker said it was his understanding that it was; because of the difference in the consumer price index and that’s where the 3-1/2% came from. Mrs. Baker said it was her argument that they needed to go to 5% because 3-1/2% was only the cost of living. Mr. Tucker said he remembered that and he thought 5% would be fine. Mrs. Baker said that nothing was said why it was 3-1/2% - it was just voted to be 3-1/2%. Mrs. Gleason said yes, it was based on what we had talked about and the jurisdictions were not going to give us that. Mr. O’Connell said but that’s what’s in the budget. Mr. O’Connell said there is 3-1/2% in the budget - he asked if he could make a motion. Mr. O’Connell asked the Director to spell out what she sees as being recommended and see if the Board can get a motion on that, so that it is clear to people. The Director said the motion was:

to use the proposed 3-1/2% salary adjustment to implement, as a first step, the Pay for Performance Plan.
Mr. O’Connell said - which means, the people’s increase would be based on 3-1/2% being applied to the market/target rate for all employees, except the two that are above the pay range and they would receive a bonus equivalent to that amount of money. Would that encompass every single employee? That is not a 3-1/2% COLA; but you can look at it as a 3-1/2% increase based upon the individual’s satisfactory performance as determined by the management of the Library. Mrs. Gaylord said she would leave that last part out. Mrs. Gleason would second it so we can...(did not finish sentence). Mrs. Gleason said she would rather not make a motion and asked could somebody else make a motion. Mr. Tucker said well everybody will get a 3-1/2% raise. Mr. O’Connell said the point is to do exactly what the memo says - if your goal is to have everybody here - that people who have been working for the Library for several years should be at this point. The way to get them there is to give them more money if they are moving up from here to here. And the way to do that is to come off of this market point, which is exactly what we are doing - what is being suggested. That moves them quicker than if it is 3-1/2% on the salary they are making. And the people above this when they come off - if somebody is over here - they would move slower towards...(did not finish sentence). Mr. Tucker said he understood that. Mr. O’Connell said that means you are going to have all kinds of percentages. Virtually every employee in the Library will have a different percentage increase than a 3-1/2% COLA that’s applied to somebody, that’s...(did not finish sentence). Mr. Tucker asked do they really want that. The Director said that’s what this is about. Mr. O’Connell with Mrs. Gleason agreeing said that’s the question. Mrs. Gaylord said - well the employee’s say they want that. The Director said the employees want the Pay for Performance Plan. The Director said - as Andy says, they will not ask. These are the Director’s calculations, DonnaLee’s and my calculations, to get these numbers and employees where they would be. We had to give you an idea of what it would do. Mrs. Gaylord said we know but the thing is they want the Performance Plan. Mr. O’Connell said what he thought people were saying is that they want more money in their pocket because they can’t afford to live. Mrs. Gaylord said they were not sure - they said they want it but we are not sure they understand what it is. Karen Morris said they talked to everybody; she didn’t think anyone was missed. Mr. O’Connell asked if they thought the people understood the market point for salary to come off the market point. Karen Morris said yes, absolutely. Andrea Williams said that the fear among the staff is that we will adopt this Pay for Performance Plan - everyone agreed that pay for performance is desirable but that there will not be - that it won’t be possible to them to do what you are suppose to do in this plan and that is move people up to their market value and that people will sit at the bottom of the plan, which is where people are now. We have these employees...(noise on tape blocked this out)...three or four years or more who are essentially at the bottom of their scale and new people are coming in and paid the same. This plan says that a person starts at entry level and moves up to the market value with good performance. The fear is that we will go through all this process of changing to this new plan but that there will still always be all of these people that work for the library right now, 34 of them, who will be long-term employees who still will be at the bottom of the scale forever and never get...(sentence not completed). Mr. O’Connell said that gets
back to the Board - trying to find more money; but the first step is moving people fast to
the market point it seems to him. Mrs. Gaylord said that if they use the 3-1/2% for that,
then their fears should be alleviated a little bit. Mr. O’Connell asked if the Chair can
make a motion, is it permissible by Roberts’ Rules of Order? Mrs. Gleason said she
thought that Shirley made that motion and she seconded it. Mr. O’Connell asked if she
made it, if there was a motion and second. Mrs. Gleason said she would withdraw it if
they wanted her to. Mr. O’Connell said he thought she was elected to. Mrs. Gleason said
no she didn’t - she just said she wouldn’t make it but that she would second it. Mrs.
Gaylord said - what this paragraph says. Mrs. Gleason said no, what Donna said. Mr.
O’Connell said - and I added to it the business about people being at the top that they
receive a bonus and that the increase be based upon satisfactory performance of the
employee. Mrs. Gleason asked where are we. She said she had a question to ask but also
wanted to know if Mr. O’Connell was going to accept those or was he going to want them
to withdraw them and hear what he says. Mr. O’Connell said there’s a motion and a
second on the floor - is that right. Mrs. Dorrier - what do you want. Mrs. Gleason said
she had a question about the amount of money that they were talking about - how much
of this did they discuss with the Budget Committee - does the Board have a figure. About
the 3-1/2% - how much money that’s going to entail. The Director asked - in the proposed
budget. Mrs. Gleason said yes. The Director said they didn’t have an amount of money -
we just calculated a 3-1/2% increase on everybody’s salary and that’s the amount of money
that we have to work with. Mrs. Dorrier - but on salaries. The Director said yes. Mrs.
Gleason said okay - but is that enough. The Director said - it doesn’t matter Betz - it’s all
we have - that’s the figure that she has to work with. Mr. O’Connell said he guessed her
question is - if they follow the proposal that’s on the table, will what’s in the budget cover
the cost of the proposal. The Director said - it is her view, and maybe she’s wrong and
making a wrong assumption, that it’s whatever those dollars are - you know she and
DonnaLee run through the stuff - that’s what we used. Mrs. Gleason - what - no, but.
Mrs. Gleason and Mrs. Gaylord - it’s 3-1/2%. The Director said yes, she knows but it
doesn’t matter whether the Library can afford it or not, she only has a set amount of
money because everybody’s passed their budget. Mr. O’Connell - no, are you saying that
we will not exceed the amount of money that’s in the budget. The Director - that’s in -
that’s what she’s saying. Mr. O’Connell - for salaries. The Director - that’s what she’s
saying (repeated twice). Mrs. Gleason - which is a 3-1/2% increase over what’s in the
budget of this year - for salaries. Mrs. Gaylord - it may not come to 3-1/2% to get them
to market point - you may not have enough money - is that it. The Director - okay, the
Library has had employee changes since the Library has proposed the budget - the Library
has had people leave and people come - and start at different rates - the Library has had
vacancies and all of that - so, what was proposed in the budget is just an amount of money
-keyed off the employee’s salary rates that the Library had last January. That’s the amount
of money the Director sees as a Director that she has to work with. Mrs. Gleason -okay
that’s really what she’s asking the Director - the Director is falling within that amount of
money. The Director - she has to; she doesn’t have any more. Mrs. Gleason - okay if the
Director is doing that - it’s interesting it worked out - that all this came within that, that’s
what she is saying - with all the changes that the Library has. The Director said she did not know for sure but it looked close - we... (sentence not finished). Mr. O'Connell asked if the Board would like to put in the motion that it does not exceed the proposed budget amount. The Director said that’s a given, if the Library doesn’t have the money, the Director has to. Mrs. Gleason - well yes - not to exceed - okay. Mr. O'Connell asked will they accept that motion or amendment - whatever you call it. Mrs. Dorrier - what is the motion - how does it read - she has lost out on what he said and she...(unfinished sentence) Mr. Nunziato said don’t anyone look at him. Mrs. Dorrier said - DonnaLee...(unfinished sentence) One of the Board women said - play it back. Mrs. Dorrier said - all right - what’s our motion - do you know what you repeated. Mr. O'Connell said - he was saying that on July 1 all employees will receive, based upon satisfactory performance, a salary increase that is equal to the 3-1/2% on the target rate for their pay range. Mrs. Gleason - if possible. Mrs. Gaylord - because it may not be true. Mrs. Dorrier - that may not be. Mrs. Gaylord - that they would use the 3-1/2% amount of money in the budget to get them as close to it. Mr. O'Connell - well you’ve got to pick a percentage to make it work mathematically. Mrs. Gleason - well 3-1/2% based on the figures you gave in January. Mr. O'Connell - so what are you going to use - are you going to use the 3-1/2%. Mr. Tucker - you could say or as suggested to you by the existing budget. Mrs. Gleason - yes - there is a budgeted figure for salaries, which is such and such amount of money; within this amount of money which represents an increase in salary adjustments, we will attempt to raise everybody’s salary 3-1/2% of the targeted rate for that. The Director said why don’t we drop it - she’ll tell the Board why - they adopt a proposed budget next year - they’ve given her plenty of guidelines about how to do it and the exact percentage that they will adopt for salary raises; she will have it ready for the Board in their June budget to adopt - how’s that. Mr. Tucker - it sounds good. Mrs. Gaylord - the amount of money. Director - yes, the amount of money and what percentage it is. Mr. O'Connell - what’s wrong with taking one more stab - it seemed to him they were about there. Mrs. Gleason said she thinks so too, the Board has just about gotten it. Mrs. Dorrier said yes, she thought so, they’d just hash it over again. Mr. O’Connell said he thought the only concern was that they stay within the adopted budget. Mrs. Gleason, yes - she thought...(unfinished sentence) Mr. O’Connell - he thought if they just say to Donna if that doesn’t work then she has to come back with a different proposal the next month. She has to show the Board that she is going to stay within the adopted budget. Mr. O’Connell said he is presuming that that’s part of this package. Mrs. Gleason - she thought so too. Mr. O’Connell - But Donna is going to have to show the Board with paper and pencil. Mrs. Gleason - yes. Mrs. Dorrier - all right - if this motion gives the go ahead that 3-1/2% is used for salary increase on the target rate, okay, doesn’t the Board need something else to say whether or not they adopt the pay for performance plan. Mrs. Gleason - well that’s to be a second motion. Mrs. Dorrier - that’s what she wanted to know. Mr. O’Connell - when you did the target rate, that’s essentially what you are doing, you’re adopting this schedule. Mrs. Gleason - yes, she thought they were but she thought they should still have a second motion. Mrs. Dorrier - all right - how it’s worded she doesn’t know but...(unfinished). Mrs. Gleason - within the
amount of money the Library wants to move towards the adoption of...(unfinished) Mrs. Gaylord - use the budgeted amount. Mrs. Gleason - that's right. Mrs. Baker - she knows that there is just so much money and that's the way to look at it. Mr. O'Connell - are they comfortable with the 3-1/2% on the target rate. Mrs. Baker - yes she is. Mr. O'Connell - okay - is anyone not comfortable with that. Mr. Tucker said he was going to vote against it. Mrs. Gleason - she was very much in favor of the idea but...(unfinished) Mr. O'Connell - is everyone comfortable with the 3-1/2% on the target rate. Mrs. Gleason - if it's within the budget. Director - raise your hand. Mr. O'Connell - okay, so Mr. Tucker, he understands, is not in favor of it. Given where the Board is, can they not accept adoption of the City pay plan-Library Pay for Performance Plan and pay ranges. Mrs. Gleason - "I move that - I move that the Library..."(unfinished) Mr. Nunziato - you didn't vote on the motion on the floor. Mrs. Dorrier - that the Board makes an effort - adopts the Pay for Performance Plan and...(unfinished) Mrs. Gaylord - he has to have it in writing. Mr. O'Connell - he guessed what he wasn't seeing was that he thought that was what the motion was that was on the table. Mrs. Gleason - well you said earlier we need to think about what we're going to do right now and what we're going to do in the long range. Mr. O'Connell - that's what we're doing right now. Adopting the pay plan doesn't guarantee that anything's going to happen - we might not get funded next year. Mrs. Gleason - well right - I don't understand what you're saying - she is just saying that it will be both things. Mrs. Gaylord - what do you want us to vote on right now. Mrs. Dorrier - she wants the Board to make a statement as an effort to address the inequities of the long-term employees - to reach market; as the Board adopts that, she wants the Board to make a statement. Mr. O'Connell - all he suggested a minute ago was that's a goal - what they do with the 3-1/2% is real money to go into people's pocketbooks with their July paycheck. Mrs. Gleason - she misunderstood - she thought the Board just voted on it. Mr. O'Connell - the raising of hands was mainly informative to see and this is to vote on the motion. Karen Morris asked if she could read what she thought they said - would it help anybody. On July 1st all employees will receive salary increases at 3-1/2% based on our market point, the goal being to enter the pay for performance. Mrs. Gaylord - you left out within the constraints of the budgeted amount. Mrs. Gleason - yes - well now that says both of them. Mrs. Dorrier - that has the...(unfinished sentence) Mrs. Gleason - both of them with the goal as you said - go on and vote on the goal - that'll do it. Mr. O'Connell - does that say what your motion is Mrs. Dorrier. Mrs. Dorrier - yes. Mr. O'Connell - do we have a second. Mrs. Gleason yes, she has the second. Mr. O'Connell - could he offer a question - all those in favor say aye. Apparently everyone voted aye with the exception of Mr. Tucker who was opposed. Mr. O'Connell - does anyone want to say something for the long term - get some instructions for the Budget Committee. Mrs. Gaylord - lots of luck. Mr. O'Connell - his sense - what he felt needs to be in front of the Budget Committee is the cost to do the market point and then we will have to weigh that as we go through the next budget process. Mrs. Dorrier - yes, the attempt to reach the market point. Mr. O'Connell - and how it can be faced in the next 2 or 3 years. Mrs. Dorrier - and how we can work toward it. Mrs. Gleason - this is where they stopped in their discussion in the Personnel Committee because they didn't have any concept of the possibilities. Mr. O'Connell
Christine, did you hear that. Mrs. Baker - yes, she got it - suppose to reach the market point over "x" number of years. Mr. O'Connell - who else is on the Budget Committee - Mr. Tucker and Peter. Mr. Tucker - "I am and you can replace him if anybody wants the job." Mrs. Dorrier - no - we need the differences of opinion. Mrs. Gleason - yes. Mr. O'Connell - we didn't do real good on 5:30. Mr. Tucker said he has a motion he would like to make if he can - he moved that heretofore or hereafter all action items be the first items on the agenda following approval of the Minutes, rather than stuck in the middle and ending up here at 6:30 on something they have to approve. Mrs. Dorrier - it's just tendency. Mr. Tucker - he's talking about time to get home - it'll be at least 6:30 by the time he gets home. Mrs. Dorrier - drive faster. Mr. O'Connell - his suggestion was that the high tech tour be the first item on their next agenda, so that's totally contrary to what you are suggesting. Mr. Tucker - well he guessed - you see what happened today and he's not blaming anyone. Mrs. Dorrier - yes - well we needed to hear from Andy and that's...(unfinished) Mr. Tucker - he's not saying they didn't. Mrs. Gaylord - it invoked a lot of discussion. Mr. Tucker - well he thought they did and he got something out of it. Mrs. Dorrier - we just need to be supervised - he's doing a good job. Mr. Tucker - well it's just a motion - nobody's going to second it - he guessed that's the end of it. Mrs. Dorrier - it was just a suggestion. Mr. O'Connell - he hears you. Mr. Tucker - hereafter, on the agenda the items that require action follow the approval of the Board Minutes, which of course is one of the items that are required. Mr. O'Connell - you see the problem he has with it is that he thinks it's important that they take a tour and look at the technology issue - the long range plan will probably not require any action on it at the next meeting but they might; but he didn't want any one of these little fingers in front of him pointing and saying that's a...(unclear what he said - too many people making noise) Mr. O'Connell - he needs some feedback - he and the Director sit down and try to structure an agenda that they hope will flow. We tried to structure today so that they would be out of here by 5:30 - we started a half an hour early - so that they could do the tech tour and they haven't even done that. They didn't realize the length of the discussion the long range plan would have and knew there would be a lot of discussion on the pay plan. Director - we even allowed Gary a long time for the budget. Mrs. Dorrier - and we didn't even have anything - with Peter, we'd be here until 8 o'clock. Mr. Tucker - that's all right - nobody else seconded it so it's done. Mrs. Gaylord - she said make a suggestion that gives a little leeway to our chairman. Mrs. Dorrier - it's a suggestion, whenever possible. Mr. O'Connell - well, the other thing they could do is to say you have ten minutes to talk about this item and the chair says, "that's it folks, we're moving on; we need a vote in one minute." Mr. Tucker - well he thought another way to do it is you assign a certain amount of time to an item and when you use that amount of time, you quit and go onto the next item; and then at the tail end you come back and pick it up if you want to. Mr. O'Connell - well, I'm suppose to help you work through these issues and he doesn't know what to do. He thought that part of what happens with this Board is people are interested and concerned and want to talk about it, which a lot of Boards don't have - people don't really care to show up - they want to get out of there - but we hear you. Mrs. Dorrier said they don't know what's going on. Mrs. Gaylord - we don't just go through the motions. Mr.
O’Connell - well we hear you but you didn’t get a second, I’ll second it. Mr. O’Connell thought that with some agenda items, like a long range plan, that may be one that doesn’t say action requested but is. Mrs. Gaylord - you have to excuse her, she has to leave. Mr. O’Connell thanked Betty and Mrs. Dorrier thanked Betty and said the Personnel Committee needed to meet soon and she would call her. Mr. Tucker asked if they were going to adjourn now or are they going to keep on. Mr. O’Connell - do you have anything. Director - she wouldn’t dare. Mr. O’Connell - he was going to say, if you do...(unfinished) Director - she wouldn’t dare - just the Trustees Workshop - she needed to talk to Mr. O’Connell - Peter’s going to go, represent the Board and herself at the Friends budget meeting and do you want to go to the Trustees’ Workshop - it’s June 16th. Mr. O’Connell - me. Director - yes. Mrs. Dorrier - at 3 o’clock. Director - at 3 o’clock - it’s a free dinner. Mrs. Gleason - it’s from 3 to 7:45 - the State Library is sponsoring it.

ADJOURNMENT:

The meeting adjourned at 5:55 p.m. The next Board meeting is scheduled for Tuesday, June 22, 1993 at 3:30 p.m. in the Jefferson Room at the Central Library.
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES
AT THE JUNE 22, 1993 MEETING

1) Approval of the amended May 25, 1993 Minutes by the Library Board of Trustees.

2) Approval of item #1 under Action Requested on page two, which read as:

   Approval of Operating Budget, including $2,000 estimated interest.

3) Approval of items #4 and #5 under Action Requested on page two, which read as:

   Approval of move from reserves $9,370 Albemarle County carryover to Operating Budget
   and
   Approval of move from reserves $9,795 City of Charlottesville carryover to Operating Budget.

4) Approval of items #2 and #3 under Action Requested on page two regarding the
   1993/1994 Equipment Fund expenditures and the Albemarle County carryover to the
   Equipment Fund, which read as:

   Approval of 1993/1994 Equipment Fund Expenditures
   and
   Approval of move from reserves $11,700 Albemarle County carryover to Equipment Fund.

5) Approval of the holidays/closed days as shown on page 28 for 1993/1994.

6) Approval of Ms. Selle to be raised 3-1/2%.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE JUNE 22, 1993 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Christine Baker
Cyndy Caughron - Vice President
Mary Jane Clarke
Shirley Dorrier
Betty Gaylord
Elizabeth Gleason
Peter McIntosh
Walter Tucker, Jr.

TRUSTEES ABSENT:
Gary O'Connell - President

ALSO PRESENT:
Charlotte Bradshaw - Librarian at Northside Branch
DonnaLee Grossman - Recording Secretary
April Judge - Head, Children's Department
Karen Morris - Head, Reference and Information Services
Daniel Nunziato - Business Manager
Marianne Ramsden - Head, Scottsville Branch
Donna Selle - Library Director
Andrea Williams - Collection Development Coordinator

The Jefferson-Madison Regional Library Board of Trustees’ meeting was called to order by Vice President Cyndy Caughron at 3:31 p.m. on Tuesday, June 22, 1993 in the Central Library’s Jefferson Room.

In the introduction under the Recommendation For Pay Plan section in the May 25, 1993 Minutes, Mrs. Dorrier mentioned that she did not bring up all the issues discussed. Mrs. Dorrier and Mrs. Gleason suggested a new paragraph be inserted beginning with "Some of the issues discussed: " Mrs. Dorrier then made a motion for Board approval of the May 25, 1993 amended Minutes; Mrs. Gleason seconded the motion. The motion was approved by four Trustees (Baker, Dorrier, Gaylord and Gleason). Mr. Tucker was not present when the vote was taken. Mrs. Clarke and Mr. McIntosh did not vote as they were
not present at the May 25, 1993 Board meeting.

Chair, Mrs. Caughron, suggested the Director’s informal Themes for 1993/1994 be moved to the end of the Agenda, before the Board’s Executive Session. Mrs. Caughron also added the Trustees’ Omni meeting/workshop to the Agenda items.

1993/1994 BUDGET:

The Board reviewed the 1993/1994 budget proposal summary distributed at the Board meeting. Nelson County appropriated approximately $1,200 less than required to balance the operating budget. The City of Charlottesville cut $4,000 from the requested budget - $2,000 in estimated interest balances the operating budget and $1,795 from Charlottesville’s carryover decreases the City’s deficit.

Mrs. Dorrier made a motion that the Board accept item #1 under Action Requested; Mrs. Gaylord and Mrs. Gleason seconded the motion. Mr. McIntosh, as Chairman of the Budget Committee, made a motion that items #4 and #5 under Action Requested on page two be adopted by the Board; Mr. Tucker and Mrs. Baker seconded the motion. The motions were unanimously approved by seven Board members (Baker, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Tucker, Jr.).

1993/1994 EQUIPMENT FUND BUDGET:

The Board reviewed the 1993/1994 Equipment Fund Budget shown on pages 27-28 in the Board packet. Mr. McIntosh pointed out to the Board, on page 27 under Service Contracts, the data lines would be moved from State Aid funding. Mr. McIntosh pointed out that it had long been the goal of the Board to use State Aid funding only for books. The Director confirmed the data lines are dedicated lines to each branch for their computers and are used for data transmission. This is an estimated yearly cost under service contracts and will be paid for out of the Equipment Fund.

Mr. Tucker made a motion that the Board approve items #2 and #3 under Action Requested on page two regarding the 1993/1994 Equipment Fund expenditures and the Albemarle County carryover to the Equipment Fund; Mr. McIntosh seconded the motion. The motion was unanimously approved by seven Board members (Baker, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Tucker, Jr.).

1993/1994 YEARLY CALENDAR - HOLIDAYS AND CLOSINGS:

The Director reviewed with the Board the 1993/1994 yearly calendar for the library system, as shown on page 28 in the Board packet. The Director pointed out that the schedule showed two Central closed days, both Sundays, on December 26, 1993 and April
3, 1994. The Director confirmed that Central staff normally scheduled to work the two Sundays indicated will work those hours in that week to make them up. Mr. Tucker made a motion that the Board approve the holidays/closed days as shown on page 28 for 1993/1994; Mr. McIntosh seconded the motion. The motion was unanimously approved by seven Board members (Baker, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Tucker, Jr.).

**YOUNG ADULT SERVICES-APRIL JUDGE/CAROLFETTE BRADSHAW:**

April Judge introduced Charlotte Bradshaw to the Board. Charlotte Bradshaw updated the Board on what she had accomplished during her time with the library as the Young Adult and Reference Librarian at Northside. The Board reviewed the report on young adult services on pages 32-37 in the Board packet. Pages 36-37 indicate recommendations for the future of young adult services, outlines regional young adult responsibilities and what is proposed for the 1994/1995 budget.

Circulation statistics, for young adults branch wide, show an increase of 30% since 1991. Since Northside opened in December 1991, comparable statistics were not available for that branch.

Ms. Bradshaw briefly discussed programs that have been accomplished (further detailed on page 35 in the Board packet):

1) Teen Volunteer Job Fair at Northside Library;
2) Book talks in the middle schools - 6th & 8th grades at Jack Jouett and Buford;
3) Grammar program instituted by Northside - Northside Players-Teen Puppeteers.

The Board thanked Ms. Bradshaw for her report and mentioned how impressed they were with how much has been done in such a short period of time and that it was a good and encouraging start to the young adult services.

**WEEDING FACT SHEET:**

Andrea Williams discussed and reviewed the weeding fact sheet included on page 38 in the Board packet. The Board can refer to the fact sheet when answering any questions they receive on weeding. The fact sheet included why libraries weed, when and how they weed, the criteria used and how withdrawn items are disposed of through book sales, donations or recycling. The Director confirmed the Library adds approximately 20,000-30,000 volumes a year and weeds between 10,000-20,000 volumes a year.
APPOINTMENT OF BEQUEST COMMITTEE:

Ms. Caughron appointed a Bequest Committee to review the terms and conditions of the bequest with Louise Nerancy’s executor. The committee will consist of:

1) **Charlottesville’s Library Trustees** (Elizabeth Gleason, Peter McIntosh and Gary O’Connell),

2) **Library Attorney** (James Bowling, IV),

3) **Representative of the Friends of Jefferson-Madison Regional Library** (Arthur Hess),

4) **Library Director** (Donna Selle) and

5) **Executor for Louise Nerancy** (David J. Wood, Jr.).

The committee will come back to the Board with their recommendation for the disposition of the bequest.

DIRECTOR’S REPORT:

1) **Jefferson and Madison Portraits** - The large portraits of Mr. Jefferson and Mr. Madison have been hung on the main floor at the Central Library. The portraits have been hung with Mr. Jefferson on the left and Mr. Madison on the right (Jefferson-Madison).

2) **Virginia Moore** - Virginia Moore, a former Board Chairman and Trustee, has died. A memorial service is planned for September and the Director asked Shirley Dorrier and Marianne Ramsden to attend representing the Library.

3) **Directory Sign for Central Library** - A new directory sign has been ordered for the Central Library. The galley proof was shown to the Board members at the meeting. The sign will be on a black background with white vinyl lettering.

4) **Bookmobile** - The Bookmobile has been automated and Bookmobile patrons will be accruing fines for the first time. Mrs. Dorrier asked that a lot of publicity be done on this to be sure patrons are made aware of this.
5) Themes for 1993/1994 - The Director referred to pages 29-31 in the Board packet. This represents a list of what the Library staff thinks of as appropriate things to do for this coming fiscal year. Out of this list will come the goals and objectives and the "to do" lists for the senior staff and department heads. The Director felt that it will take all year to get the computers, the right software and the training accomplished. Next year will be the first year of Mr. Williams' 5-year plan.

6) Heat and Air Conditioning for Central - The heat and air conditioning for Central is on the CIP for Albemarle County for a year from this July.

7) Mezzanine at Central Library - Mr. McIntosh mentioned he would like to see the Board figure out several options on the use of the Mezzanine space at Central. The Historical Collection will be moving out of the Mezzanine some time late in 1993. The Equipment Fund could be used over a couple of years to create/establish what goes into the Mezzanine space. This is a good time for the Board to be thinking of a unique use for this space. It could be used for a business library, job placement, for computers, etc.

**EXECUTIVE SESSION:**

Mrs. Gleason made the motion for the Board to go into Executive Session, as per Virginia Code 2.1-344, sub paragraphs (1) and (4) to discuss personnel matters and in accordance with the provisions of the Virginia Freedom of Information Act; Mr. McIntosh seconded the motion. The Library Board went into Executive Session at 5:10 p.m. The Board reconvened to confirm the Certification of the Executive Meeting (attached to the Minutes) and to vote on the motion made by Mr. Tucker and seconded by Mrs. Gleason for the approval by the Board for Ms. Selle to be raised 3-1/2%. The motion was approved by six Board members (Baker, Clarke, Dorrier, Gaylord, Gleason and Tucker, Jr.). Mr. McIntosh voted against the motion.

**ADJOURNMENT:**

The meeting adjourned at 6:37 p.m. The next Board meeting is scheduled for Tuesday, July 27, 1993 at 3:30 p.m. in the Jefferson Room, located on the 3rd floor of the Central Library.

DonnaLee Grossman
Recording Secretary
WHEREAS, the Jefferson-Madison Regional Library 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, Section 2.1-344 of the Code of Virginia requires a certification by this Jefferson-Madison Regional Library that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson-Madison Regional Library 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 Jefferson-Madison Regional Library.

VOTE:

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

Clerk/Secretary of Jefferson-Madison Regional Library