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

AT THE JULY 27, 1993 MEETING

1) Approval of the June 22, 1993 Minutes by the Library Board of Trustees.

2) Approval of the recommendation of the Personnel Committee to renew the Personnel contract with the Department of Human Resources at the City of Charlottesville and include the changes outlined on page 8 in the Director's Report, with one exception - the new sentence to be added that was rewritten to read as:

The City Department of Human Resources shall be notified of any proposed changes before approval by the Library Board of Trustees.

3) Approval that the Board of Trustees authorizes the placement of the Louise Nerancy $100,000 bequest into the friends of the Jefferson-Madison Regional Library's Endowment Fund, an agency fund within the Charlottesville/Albemarle Community Foundation.

The library's attorney is requested to prepare documents of transmittal that will include the Library Board's wishes that the terms and conditions of the Nerancy bequest be observed by the Charlottesville/Albemarle Community Foundation and the Advisory Committee of the Library Endowment Fund "to purchase books and book related materials for the branches of the Library located within the City of Charlottesville, Virginia."

It is recommended that the interest, rather than the principal, be used for this purpose and the bequest be separately accounted for in the above stated fund.

4) Approval that the Board will undertake an overall review of Jefferson-Madison Regional Library's leave policy, including sick and vacation leave and holidays, in an effort to identify ways to reduce the current inconsistencies in the system. The Director will gather and present data both on the J-MRL leave policy as well as other leave systems within the hiring population, hiring practices, hiring employment market and report to the Board for its future action.

DonnaLee Grossman
Recording Secretary
The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by President Gary O'Connell at 3:32 p.m. on Tuesday, July 27, 1993 in the Central Library's Jefferson Room.

Jane Tucker, Head of the Gordon Avenue Branch, informed the Library Board that she will be leaving Jefferson-Madison Regional Library at the end of July 1993. She will be going to the Tillamook County Library in Oregon as the Head of Extension Services. Jane thanked the Board members and Library staff for their support. Karen Morris, Head of Reference and Information Services at Central Library, has asked and been approved by the Director as the new Head of Gordon Avenue Branch as of August 2, 1993.
Mr. Tucker made the motion for Board approval of the June 22, 1993 Minutes as submitted; Mrs. Caughron seconded the motion. The motion was approved by five Board members (Caughron, Clarke, Dorrier, Gaylord and Tucker, Jr.). Mrs. Gleason and Mr. McIntosh were not present when the vote was taken; Mrs. Baker did not attend the July meeting.

APPOINTMENT OF A NOMINATING COMMITTEE:

President O'Connell announced the appointment of a Nominating Committee for next year's officers. Mr. O'Connell, along with Mrs. Dorrier and Mr. Tucker, Jr., will serve on the Nominating Committee.

FALL BOARD RETREAT:

President O'Connell discussed the Fall Board Retreat and referred to his memo on pages 6-7 in the Board packet. The Fall Board Retreat date has been set for Tuesday, September 28, 1993 at 3:30 p.m. - 8:00 p.m. and includes dinner. The Senior Staff will be invited to attend. Mrs. Dorrier thought the long range plan and the decision on the organizational plan for the Library should both be discussed at the Retreat. President O'Connell confirmed the Board needs to set some goals when the Library reorganization issues are discussed. Mr. McIntosh would like to discuss where the Library is on use of the Mezzanine space. Other items for discussion included the Board understanding library technology, a technology tour of the Library, outreach and literacy.

REPORT FROM THE BOARD'S PERSONNEL COMMITTEE:

Reorganization of Library - The Personnel Committee met with Library staff to discuss some of the reorganization ideas the staff had. The Personnel Committee needs to review this further before any decision can be made by the committee on what to do with the staff's report. The staff's report was very extensive. Whatever is decided has to go hand in hand with the Library's goals. Mr. O'Connell confirmed that before the Retreat there would be a sharing of information on the reorganization plans with all the Board members. This presents a rare opportunity for Board and staff to look at staffing issues.

The Director asked for Board approval to hire temporary help so that when the Circulation Manual is redone it can be sent out for typing. The Library may have to hire temporary help to staff the Greene County Branch while the Branch Head is recuperating. Two positions in the budget are not filled at this time - Head, Branches and Extension and Head, Reference and Information Services; Mr. McIntosh confirmed the funds from both positions could be used for the temporary help. Mr. O'Connell said that the Director would check first with him before going out for temporary help; and if he is uncomfortable with it, he will pass it by the Personnel Committee so that the Director can move ahead.
REPORT FROM THE BOARD’S PERSONNEL COMMITTEE
(Continued):

Mr. McIntosh and Mr. O’Connell felt that the entire Board needs to hear about the reorganization discussion before the Board Retreat in September, so that they can use it in their discussions on the goals and objectives and long range plans for the Library at the retreat. A written report on the reorganization will be sent out to all Board members before August 24th.

Renewal of Personnel Contract with City of Charlottesville - President O’Connell referred to pages 8-11 in the Board packet, which included a cover letter from the Director outlining some of the changes. Mr. McIntosh made the motion that the Board accept the recommendation of the Personnel Committee to renew the Personnel contract with the Department of Human Resources at the City of Charlottesville and include the changes outlined on page 8 in the Director’s Report; Mrs. Caughron seconded the motion.

Mr. Tucker, Jr. was opposed to the new sentence being added, "Only those changes which are negotiated with the City Department of Human Resources should be approved by the Library Board of Trustees."

The motion was amended to include a change in the new sentence being added to read:

The City Department of Human Resources shall be notified of any proposed changes before approval by the Library Board of Trustees.

The amended motion was unanimously approved by seven (7) Board members (Caughron, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Tucker, Jr.).

LONG RANGE PLAN-CHILDREN’S SERVICES (April Judge):

The Board reviewed with April Judge the long-range plans for Children’s Services as outlined in the Board packet on pages 12-15. The plan addressed six major items:

(1) Programming and Outreach Services,
(2) Collection Development,
(3) Training,
(4) Promotion of Children’s and Youth Services,
(5) Space and Facility Allocations,
(6) Staffing Levels.
ANNUAL BOOK BUDGET (Andrea Williams):

The Board reviewed with Andrea Williams the proposed book budget from State Aid, the proposed library materials budget - from State Aid, Albemarle County for Northside and from the Friends - and the State Aid service program costs budget as outlined on pages 16-19 in the Board packet. Page 20 showed comparable statistics of similar service area populations - comparing total volumes, volumes per capita, total materials, materials per capita and the material turnover rates.

REPORT FROM NERANCY BEQUEST COMMITTEE:

A meeting was set up with Mr. David Wood, the Executor of the Estate of Louise Nerancy. Mrs. Nerancy’s will specified a bequest to the Library of $100,000 to be used for books and book related materials for branches of the Library located in the City of Charlottesville. The Bequest Committee felt it would make sense to give the money to the Endowment Fund noting the specific provision mentioned in Mrs. Nerancy’s will.

Mrs. Gleason made the motion that the Board of Trustees authorizes the placement of the Louise Nerancy $100,000 bequest into the Friends of the Jefferson-Madison Regional Library’s Endowment Fund, an agency fund within the Charlottesville/Albemarle Community Foundation.

The Library’s attorney is requested to prepare documents of transmittal that will include the Library Board’s wishes that the terms and conditions of the Nerancy bequest be observed by the Charlottesville/Albemarle Community Foundation and the Advisory Committee of the Library Endowment Fund "to purchase books and book related materials for the branches of the Library located within the City of Charlottesville, Virginia."

It is recommended that the interest, rather than the principal, be used for this purpose and the bequest be separately accounted for in the above stated fund; Mrs. Caughron seconded the motion. The motion was approved by six Board members (Caughron, Clarke, Dorrier, Gaylord, Gleason and Tucker, Jr.). Mr. McIntosh opposed the motion.

The Board reviewed the Library Director’s News Release that will be sent out on the Nerancy bequest. President O’Connell mentioned sending out a brochure to estate planners and attorneys to make them aware of the Library’s Endowment Fund.

DIRECTOR’S REPORT:

The Director added several items to her Director’s Report - Cyndy Caughron has been appointed by Albemarle County to serve for four more years on the Library Board.
DIRECTOR’S REPORT (Continued):

The Director mentioned that a Central Directory has been put up on the main floor; the Central Library has removed some of the blinds on the main floor, adding more light to the aisles; the Board was advised of a staff request that the First Night Resolution Tree be removed from the Central Library; the Central Library is scheduled to be closed from January 3, 1994 - January 14, 1994 for painting, renovations, moving shelving, etc. The Board was advised that Gordon Avenue is scheduled to be open the hours that Central will be closed.

Visit to County Administrators - The Director advised the Board that Daniel Nunziato will be visiting the Greene, Louisa and Nelson County Administrators to discuss State guidelines for the Library to include all of the support that local jurisdictions give to their branches that the Library has not been accounting for in the Library’s budget. The branch heads have also been asked to give Administration a list. It can be used to count as a local match in calculating State Aid.

Virginia Library Association Meetings-Full Funding - The Virginia Library Association has scheduled meetings to discuss full funding of State Aid, with a newly revised formula. The Director will be meeting with Donna Cote, the Director of Central Rappahannock Regional Library. Her Board may invite our Library Board for a joint meeting with legislators to talk about full funding of State Aid using the new formula.

EXECUTIVE SESSION:

Mr. McIntosh made the motion for the Board to go into Executive Session to discuss personnel issues, pursuant to Virginia Code 2.1-344, sub paragraphs (1) and (4); Mrs. Clarke seconded the motion. The Library Board went into Executive Session at 5:32 p.m. The Board reconvened at 5:55 p.m. to confirm the Certification of the Executive Meeting (attached to the Minutes) and to vote on the motion made by Mr. McIntosh that the Board will undertake an overall review of Jefferson-Madison Regional Library’s leave policy, including sick and vacation leave and holidays, in an effort to identify ways to reduce the current inconsistencies in the system. The Director will gather and present data both on the J-MRL leave policy as well as other leave systems within the hiring population, hiring practices, hiring employment market and report to the Board for it's future action. Mr. Tucker, Jr. seconded the motion. Mr. O’Connell confirmed that it was the Board’s intent that it come back with the budget process. The motion was unanimously approved by all Board members present (Caughron, Clarke, Dorrier, Gaylord, Gleason, McIntosh, O’Connell and Tucker, Jr.).
ADJOURNMENT:

The meeting was adjourned at 5:58 p.m. The next Board meeting will be the Retreat scheduled for September 28, 1993 from 3:30 p.m. to 8:00 p.m. Unless there is a last minute change in the schedule, there will be no August 1993 Board meeting.

DonnaLee Grossman
Recording Secretary
CERTIFICATION OF EXECUTIVE MEETING

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: CAUGHRON, CLARKE, DORRIER, GAYLORD, GLEASON, McINTOSH, O’CONNELL AND TUCKER, JR.

NAYS: NONE

(For each nay vote, the substance of the departure from the requirements of the Act should be described.)

ABSENT DURING VOTE: NONE

ABSENT DURING MEETING: BAKER

[Signature]
Clerk/Secetary of Jefferson-Madison Regional Library
NO AUGUST 1993 BOARD MEETING SCHEDULED

NEXT SCHEDULED BOARD MEETING WILL BE

THE BOARD RETREAT 9/28/93
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES

AT THE SEPTEMBER 28, 1993 MEETING

1) Approval of the July 27, 1993 Minutes by the Library Board of Trustees.

2) Approval by the Board of the transmittal letter to the Charlottesville-Albemarle Community Foundation and authorization by the Board for President O’Connell to sign the transmittal letter on behalf of the Library.

3) Approval to close the nominations recommended by the Nominating Committee for new Board Officers.

4) Approval by the Board of the slate of officers recommended by the Nominating Committee:

   President          -   Betty Gaylord
   Vice President     -   Cyndy Caughran

5) Approval by the Board authorizing the Director to advertise for two positions - Head of Children’s Services/Young Adult and Head of Reference; and with the help and aid of the senior staff, the Director will decide on the duties that will be under that advertisement and will then move ahead on their job descriptions.

   DonnaLee Grossman
   Recording Secretary

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE SEPTEMBER 28, 1993 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Christine K. 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:

Mary Barbour - Head, Central Circulation
DonnaLee Grossman - Recording Secretary
April Judge - Head, Children's and Young Adult
and Acting Head, Reference and Information Services
Karen Morris - Head, Gordon Avenue
Daniel Nunziato - Business Manager
Donna Selle - Library Director
Jane Shields - Executive Director of Charlottesville-
Albemarle Community Foundation

The Jefferson-Madison Regional Library Board of Trustees' meeting was called to order by President Gary O'Connell at 3:30 p.m. on Tuesday, September 28, 1993 in the Central Library's Jefferson Room.
Mr. Tucker made the motion for Board approval of the July 27, 1993 Minutes as submitted; Mrs. Gleason seconded the motion. The motion was approved by five Board members (Dorrier, Gaylord, Gleason, McIntosh and Tucker, Jr.). Mrs. Caughron was not present when the vote was taken; Mrs. Baker abstained as she was not present for the July meeting; Mrs. Clarke abstained.

President O’Connell set a short agenda for the regular part of the Board meeting so that the Board could go directly into their retreat/work session from the regular Board meeting.

The Board reviewed the letter of transmittal to the Charlottesville-Albemarle Community Foundation regarding the Louise Nerancy $100,000 bequest to the Library. President O’Connell introduced Jane Shields, Executive Director of the Charlottesville-Albemarle Community Foundation. Ms. Shields signed the transmittal letter acknowledging acceptance, on behalf of the Charlottesville-Albemarle Community Foundation, of the terms set out within the letter.

Mrs. Gleason made the motion for Board approval of the transmittal letter to the Charlottesville-Albemarle Community Foundation and authorized the Library Board President to sign the transmittal letter; Mrs. Baker seconded the motion. The motion was unanimously approved by eight Board members (Baker, Caughron, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Tucker, Jr.).

**Election of Board Officers**

The Nominating Committee recommended to the Board the slate of officers for next year: Betty Gaylord for President and Cyndy Caughron as Vice President. Mr. Tucker, Jr. made the motion to close the nominations; Mrs. Dorrier seconded the motion. The motion was unanimously approved by eight Board members (Baker, Caughron, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Tucker, Jr.).

Mrs. Gleason made the motion for Board approval of the slate of officers recommended by the Nominating Committee; Mr. McIntosh seconded the motion. The motion was unanimously approved by eight Board members (Baker, Caughron, Clarke, Dorrier, Gaylord, Gleason, McIntosh and Tucker, Jr.). Mrs. Gaylord thanked the Board for their confidence and the Board’s attitude and said she would do her best as warranted. The Board asked that a press release be sent out conveying the Board had elected their new Board President, Betty Gaylord, a representative from outlying Greene County.

Mrs. Gaylord asked Mr. McIntosh to continue on in his role as Chairman of the Budget Committee.
Director’s Report

The Board reviewed the August and September Director’s Reports. Other items discussed included:

1) **Lillian Sparks, Louisa County Branch Head** will be retiring November 1st. Several activities are being planned to honor her: Community Appreciation Day—October 30th with an open house; a special luncheon sponsored by the Louisa Friends with the Louisa Foundation, the Louisa Advisory Committee, the Library Board and the Board of Supervisors invited at 1 PM on Board meeting day, October 26th (Board meeting will be held early at 10 AM in Louisa); Branch Heads and Library staff are honoring Lillian at the Branch Head’s meeting on October 12th.

2) **October Board Agenda** will include the leave issue, the audit, discussion of hiring a governmental liaison by the regional libraries, budget issues, review of the Foundation brochure and appointment of Board committees.

3) **Resolution Tree at Central** - The Director will be attending a First Night Virginia Board meeting, to discuss the First Night Resolution Tree at Central, asking for First Night Virginia to find another spot for the tree due to Central renovations. If First Night Virginia doesn’t find another location for it, the artist will remove the tree.

4) **Nelson County Appointed Advisory Committee** - The Director referred Board members to the distributed copy of the September 23, 1993 Nelson County Times. Item #12 showed that the Nelson County Board of Supervisors appointed the following people to the Nelson County Library Advisory Committee:

   Elizabeth Askew
   Ellen Bouton
   Jessie McCarthy
   John Purvis

   Margaret Shields
   Gail Troy
   Jenny Turner

5) **Director Consulting at Greenbrier County, West Virginia** - The Director informed the Board that she spent the past weekend in Greenbrier County in West Virginia to help them prepare a library levy as a ballot measure.

6) **Temporary Reference/Children’s Librarian Hired** - The Director announced to the Board that Anne Wilson has been hired as a temporary Reference Librarian for both Central Reference and the Central Children’s areas.

President O’Connell wanted to list the positive things that occurred at the Library during the past year and encouraged the staff’s and Board’s input. President O’Connell also asked for a list of hopes for the future.
List of Positives That Happened Over The Past Year - 1993

1) Survived financial "threats," turned into opportunities;
2) Doing well despite shortage of staff;
3) Good staff work - long-range plan;
4) Cooperation with senior staff, i.e. reorganization;
5) Improved public image;
6) Improved regional cooperation - Nelson County in particular;
7) Success in Thomas Jefferson's 250th Birthday Celebration;
8) Community cooperation:
   - Historical Society
   - Library Foundation
   - Summer Reading in the Parks
   - Library Foundation
9) Young Adult beginning exciting;
10) Career Information Center;
11) Believable finances to jurisdictions;
12) New patron services:
   - Dial-up access
   - Patron placed holds
   - Acquisitions
13) A "collection updating" success in Louisa;
14) MLS support;
15) Rise in patron use;
16) Rise in new patrons;
17) Facilities in better shape.
List of Hopes For The Future

1) Comfortable, appropriate staffing level(s);
2) Plan for "full service";
3) Financial stability;
4) Marketing-information on what Library offers;
5) Continued emphasis young adult programs;
6) Outreach to non-users - pilot programs;
7) Working with family literacy;
8) Improved cooperation with schools.

Themes (Goals) for 1993/1994

The Board reviewed the draft of the Themes (Goals) for 1993/1994 with the Director’s comments and inserts and made the following revisions and additions:

Staff Training and Development - Delete the 8th item on the development of an enhanced evaluation system and substitute implement pay for performance. Develop regular meetings for branch Children’s staff was omitted. Collection Development - The term "weed/weeding" was changed to collection updating. Revised Themes (Goals) for 1993/1994 are attached to the Minutes.

BOARD RETREAT/WORK SESSION

Long-Range Plan

The Board began their review of the draft of the Library’s Long Range Plan and discussed up through Facilities - Nelson County Branch on page seven, at which time the Board took an hour’s recess and reconvened at 7:00 p.m. President O’Connell asked the Board to review the remaining part of the Long-Range Plan at a later date; due to time constraints, President O’Connell felt the Board should begin the review and discussion of the Library’s reorganization data submitted in the August Board packet.
The Director notified the Board that April Judge will be leaving the Library for personal reasons. Her last day will be October 23rd. The Director discussed current and forthcoming vacancies and events in the Library which could affect the reorganization plans for the Library:

1) Vacant Head of Branches and Extension;
2) Two Branch Head Vacancies Within Next Year;
3) Building Plan Underway in Louisa;
4) Head of Reference & Information Services Vacancy;
5) Head of Children’s Services/YA Vacancy.

The Director updated the Board on Library reorganization and reviewed with the Board her September 21st letter submitted in the September Board packet. The Director suggested the Board allow her to reallocate the resources from the Head of Branches and Extension position, with the Director continuing to supervise the branches and bookmobile.

The Director suggested having an enhanced public service Reference Department which could be assigned a multitude of functions and tasks - do special projects, task forces, address a volunteer information desk at the Central Library and also act as backup to the branches. The Director suggested not replacing the Head of Branches and Extension position and suggested doing the following instead:

1) Add 1-1/2 Reference Librarian I positions;
2) Create an InterLibrary Loan Department with a paraprofessional reporting to Collection Development;
3) Free Reference up to do branch backups and special projects.

The Library has a long history of having a strong Children’s Services area and the adult services are increasing; therefore, the Director said the Library needs to maintain a full-time Head of Children’s Services/YA and a full-time Head of Reference. The Director asked April Judge to distribute to the Board copies of two letters, one signed by the staff from Central Children’s Services and the other signed by the staff from the Central Reference Department, in support of a full-time Head of Children’s Services and a full-time Head of Reference.

President O’Connell and Mr. McIntosh pointed out that it has been the Board’s intent to decrease the levels of management and increase the number of staff available for public service between professionals and paraprofessionals that are actually on the line and don’t have managerial responsibilities. Mr. McIntosh asked whether it was better to have more people available to provide service or was it better to have more skilled individuals who are going to be overworked.
Mrs. Dorrier made the motion for the Board to authorize the Director to advertise for two positions - Head of Children's Services/Young Adult and Head of Reference - and with the help and aid of the senior staff, the Director will decide on the duties that will be under that advertisement and then move ahead on their job descriptions. Mrs. Baker seconded the motion. The motion was approved by five Board members (Baker, Clarke, Dorrier, Gaylord and Gleason). Three Board members opposed the motion (Caughron, McIntosh and Tucker, Jr.). Board concern was voiced that by hiring the two positions it would eliminate the potential opportunities available for restructuring the organization of the Library for several years.

The Director confirmed with the Board that the levels will not be included when the positions are advertised. The Director will be going back to the staff to review the administration of the Central Library and to make sure the dollars fit. After the Director has talked with the staff, she will come back to the Board at the October meeting with a plan for the positions and job descriptions.

In honor of Gary O'Connell, outgoing Library Board of Trustees' President for the past two years, Library Board members gave several gift books as donations to the Library in his honor and in appreciation for his special service and dedication to the Library. The books donated included:

1) New Century Family Money Book by Jonathan D. Pond;
2) Parents, Kids and Computers: An Activity Guide for Family Play and Learning by Robin Raskin;
3) Thomas Jefferson: A Life by Willard Sterne Randall;
4) Poplar Forest and Thomas Jefferson by S. Allen Chambers.

Special bookplates were inserted stating: In honor of Gary O’Connell, Library Board President 1991-1993.

The Board meeting/work session adjourned at approximately 8:27 p.m. The next Board meeting will be held at the Louisa County Branch Library on Tuesday, October 26th and will begin early at 10:00 a.m. so that the Board can attend a special luncheon at Shenandoah Crossing at 1:00 p.m. to honor Lillian Sparks, the retiring Louisa County Library's Branch Head.

DonnaLee Grossman
Recording Secretary
THEMES (GOALS) FOR 1993/1994

STAFF TRAINING AND DEVELOPMENT

- Implement system-wide schedule for staff training and development, including WordPerfect training for staff, 5 Children's/YA workshops, In-Service Day, attendance at VLA and PLA, branch reference training and a program of customer service.
- Pilot project for job sharing within the Reference Department.
- Pilot project for job sharing with the Children's and Reference Departments.
- Training for staff on VLIN & Internet if J-MR Library is included this year.
- Review management structure of Library.
- Continue support for volunteer recruitment, retention and recognition with special emphasis in Nelson County.
- Continue support for GED and MLS education.
- Implement pay for performance.
- Review of Library's leave policies.

AUTOMATION

- Assess feasibility for adult public access computers at appropriate locations.
- Review telecommunication's network and implement telefacsimile network and additional data lines at Central.
- Additional personal computers for staff; assess need for word processing and graphic capabilities at all branches.
- Initial networking access through VLIN.
- CD-ROM tower (multiple disc array) for Central.
COLLECTION DEVELOPMENT

- Inventory Central adult collections.
- Collection update Central adult collection, Louisa and Gordon Avenue.
- Complete Part I of Collection Development Guidelines.
- Collection update Central juvenile collections.
- Evaluate young adult collections.
- Implement juvenile collection updating/replacement target projects.
- Assess branch library adult collections.
- Write policies and procedures for electronic information services.
- Implement retrospective buying project for targeted adult subject areas.
- Train branch staff in collection updating techniques.
- Evaluate video collection policies.
- Develop graded book lists and subject bibliographies for all branches (Childrens).

CHILDREN'S/YA SERVICES

- Promote outreach (book talking) in schools where appropriate.
- Institute "assignment alerts" in a cooperative endeavor with schools.
- Implement publication of quarterly system-wide Children's/YA program schedule.
- Develop Summer reading theme (local artist) and activities.
- Develop story packets for system-wide use.
CHILDREN'S/YA SERVICES (Continued)

- Develop in conjunction with Reference Department new name for teacher pack/subject requests system-wide.
- Evaluate and assess need for Family Literacy Program system-wide.

REFERENCE AND INFORMATION SERVICES

- Implement Health Reference Network Grant.
- Implement Economic Development Grant for business survey.
- Create ILL Center in Reference Department.
- Market Reference and Information Services to business community, especially Pro Phone.
- Pilot rural Job Information Center in Scottsville.
- Expand career development services – focusing especially on information about local companies.
- Develop procedures for fax network system-wide.
- Serve as fiscal agent for LVA grant to extend literacy services in rural areas ($32,807).

FACILITIES

- Paint Crozet and Scottsville and Main Floor of Central Library (CIP) - shelving, furnishing staff area of Northside (CIP), create young adult area and single reference area at Gordon Avenue, review mezzanine space at Central.

COMPLETE LONG-RANGE PLAN

- "Stretch".
- Pilot project for best seller rentals.

Board & Director Revisions
(9/28/93)
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE OCTOBER 26, 1993 MEETING

1) Approval of the September 28, 1993 Minutes by the Library Board of Trustees.

2) Approval by the Board authorizing the Library Director to advertise the two Librarian II positions with three weeks of vacation leave, with a salary up to existing senior staff, with a commitment to pay moving expenses, not to exceed $3,000 and with a request for a two-year commitment from the individual and with some mechanism to pay back moving expenses should the person leave before the two years stipulated.

3) Approval by the Board authorizing the President of the Board to sign the new contractual agreement between the City of Charlottesville and the Library and forward it to the City.

DonnaLee Grossman
Recording Secretary

dlg
MINUTES OF THE OCTOBER 26, 1993 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Christine Baker
Cyndy Caughran - Vice President
Mary Jane Clarke
Betty Gaylord - President
Elizabeth Gleason
Peter McIntosh
Gary O'Connell

TRUSTEES ABSENT:

Shirley Dorrier
Walter Tucker, Jr.

ALSO PRESENT:

Eugenia Bumpass - Louisa Library Foundation
Mary Lou Dickinson - Representing the Louisa House Representative, V. Earl Dickinson
DonnaLee Grossman - Recording Secretary
Daniel Nunziato - Business Manager
Donna Selle - Library Director
Sally Johnson - Representing A. G. Johnson, the Mineral representative on the Louisa County Board of Supervisors
Andrea Williams - Collection Development Coordinator
Philip Williams - Head, Technical Services and Automation

The meeting of the Jefferson-Madison Regional Library Board of Trustees was called to order by President Betty Gaylord at 10:20 a.m. on Tuesday, October 26, 1993 at the Louisa County Branch Library. President Gaylord introduced and welcomed the guests and conveyed, on behalf of the Board, appreciation for the Louisa community's special celebrations honoring library employee, Lillian Sparks, retiring Branch Head of the Louisa County Library.
President Gaylord asked the Board for any amendments to the agenda. The Library Director requested a discussion on painting of the Central Library and a discussion on a benefits package for the new senior staff positions be added to the agenda.

Mrs. Gleason made the motion for Board approval of the September 28, 1993 Minutes as submitted; Mrs. Caughron seconded the motion. The motion was unanimously approved by the six Board members present (Baker, Caughron, Clarke, Gleason, McIntosh, O’Connell).

**EUGENIA BUMPASS - LOUISA LIBRARY FOUNDATION UPDATE**

Mrs. Bumpass gave the Board a brief history and update on the Louisa Library Foundation. Mrs. Bumpass said the Louisa Library Foundation started first as the Library Advisory Board, comprised of a member from each of Louisa’s magisterial districts. They met to review what they could do and what they might do to add to the current Louisa Library. They concluded that what Louisa Library most needed was additional space. As a result of the observations and conclusions of the Advisory Board, they decided to organize a foundation, the Louisa Library Foundation, a state-approved and chartered organization. This foundation was established under state law in January of 1990.

The foundation has one purpose/goal and that is to receive and accept gifts, donations and whatever is given in the way of monies or properties and all for the purpose of locating, designing and building a library, suitable for the present contents and with the ability to enlarge it so that it can continue to expand as needed.

The Louisa County Board of Supervisors gave the foundation $4,000 in seed money to get the foundation started. At present, the foundation has received two valuable assets: (1) a donation of 53 acres, donated by the phasing out of the Louisa County Industrial Authority and located in an industrial park just outside the town of Louisa; (2) a deeded gift to some valuable property in Henrico County. The foundation has also received other pledges, gifts and memorials.

The Board thanked Mrs. Bumpass for her report and gave the foundation their support.

**PAINTING AT CENTRAL LIBRARY**

The Library Director informed the Board that the library had assumed everything was approved and ready in preparation for the painting of the Central Library during the first two weeks in January 1994. However, when the library went out to bid, the library found that the money for the painting of Central was not budgeted in this fiscal year. Notices had already been sent out to the public about closing Central Library in January.
PAINTING AT CENTRAL LIBRARY (Continued)

for the painting and renovations. The Director wrote Charlottesville and Albemarle County asking to proceed with the scheduled painting; and they are negotiating how it will be financed this fiscal year.

SENIOR STAFF POSITIONS

The Board reviewed the Library Director’s handout on the current professional vacancies and discussed guidelines to be used by the Library Director in the hiring negotiations for the two senior staff positions.

Mr. McIntosh made the motion that the Board authorize the Library Director to advertise the two Librarian II positions with three weeks of vacation leave, with a salary up to existing senior staff, with a commitment to pay moving expenses, not to exceed $3,000 and with a request for a two-year commitment from the individual and with some mechanism to pay back moving expenses should the person leave before the two years stipulated; Mrs. Clarke seconded the motion. The motion was unanimously approved by the six Board members present (Baker, Caughrion, Clarke, Gleason, McIntosh and O'Connell).

APPOINTMENT OF BOARD COMMITTEES

President Gaylord appointed the following committees:

BUDGET COMMITTEE:

Cyndy Caughrion
Shirley Dorrier
Peter McIntosh
Walter Tucker, Jr.

President Gaylord encouraged all Board members to attend the budget meetings.

PERSONNEL COMMITTEE:

Christine Baker
Mary Jane Clarke
Elizabeth Gleason
APPOINTMENT OF BOARD COMMITTEES (Continued)

President Gaylord stated that the Personnel Committee will have a different focus - working with written policies relating to personnel.

President Gaylord asked Mr. O’Connell to head up a special committee when the discussion on leave comes up.

LIBRARY BROCHURE:

Cyndy Caughrön
Shirley Dorrier

NOTE: When any committee meetings are held, the Board requested that everyone be notified.

CITY/LIBRARY CONTRACT FOR SERVICES

Mr. McIntosh made the motion for the Board to authorize the President of the Board to sign the new contractual agreement between the City of Charlottesville and the Library and forward it to the City: Mrs. Caughrön seconded the motion. The motion was unanimously approved by the six Board members (Baker, Caughrön, Clarke, Gleason, McIntosh and O’Connell).

GOVERNMENTAL LIAISON FOR REGIONAL LIBRARIES

The Library Director discussed her request for a governmental liaison for the Virginia public libraries. The Library Director had a meeting with the Friends’ Executive Committee and the committee said that as long as the Library Board sanctions it, they would be happy to support it. The Library Board supported having a governmental liaison for regional libraries, to support full funding for State Aid to public libraries.

LIBRARY REORGANIZATION, BUDGET CONCEPTS

The Board reviewed the four pages on departmental library functions and the budget proposal of listed needs outlined in the Board packet. Mr. McIntosh informed the Board that also to be considered, as well as the needs of the system and staffing to meet the needs, would be the attempt to reach the market/target salaries.

Mr. O’Connell requested a basic budget be done and having a list of the additions, such as the salary issue, items/needs for Central and items needed system-wide. Mr. O’Connell also asked that the Summer Reading Program be added to the priority list.
Library Reorganization, Budget Concepts (Continued)

Mrs. Gleason voiced her support of the young adult position as a budget priority.

Mr. McIntosh suggested starting with a base budget, with the Young Adult Librarian and the Librarian I Circulation Head, then go to everything else listed and the salaries.

The Director suggested preparing a budget for the Board to review with everything in it, going to the jurisdictions with it and looking seriously at and working hard to get full funding for State Aid, putting some of the positions in State Aid to subsidize some of the salaries.

Mr. O’Connell suggested the Director do a base budget using the dollars from the Head of Branches and Extension position to cover the Young Adult and Head of Circulation positions. It would be considered a base budget proposal and from that would be added the salary increases and some of the other requests. The Director and staff were asked to look at any possibilities for some creative funding, whether it be State Aid or fees or charges to the local business community.

Mr. McIntosh proposed the library do a base budget with what the Board wants to replace the Head of Branches and Extension with, by doing a Young Adult Librarian and a Circulation Head. It would be the library’s base budget for this year and that would be the base the library would build from.

The Director’s preference would be to put everything in, including market/target, the budget needs outlined on page four and the Summer Reading Program, which is a Charlottesville cost. Mr. McIntosh confirmed that this would show what the total budget amount would be and then the Board could start from that point to whittle the budget down or to back out items to a level below that when they review the budget.

Mr. O’Connell asked what physical improvements remained to be done, that should be emphasized in the library’s budget. The Director said that at Central the carpeting needs to be done, the departments and shelving need to be moved around, the young adult area needs to be moved, the circulation desk needs to meet ADA requirements and the downstairs (Reference area) needs to be rewired.

Adjournment

The meeting was adjourned at 12:33 p.m.
The November and December Board meetings have been scheduled as follows at the Central Library:

1) Tuesday, November 16, 1993 - 3:30 PM - Central Library

2) Tuesday, December 14, 1993 - 3:30 PM - Central Library.

DonnaLee Grossman
Recording Secretary
1) Approval of the October 26, 1993 Minutes by the Library Board of Trustees.
MINUTES OF THE NOVEMBER 16, 1993 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

Mary Jane Clarke

ALSO PRESENT:

Nancy Cook - Acting Head of Central Children's Department
Ron Enders - Nelson County Representative
Donna Lee Grossman - Recording Secretary
Daniel Nunziato - Business Manager
Donna Selle - Library Director

The meeting of the Jefferson-Madison Regional Library’s Board of Trustees was called to order by President Betty Gaylord at 3:40 p.m. on Tuesday, November 16, 1993 in the Jefferson Room of the Central Library.

Mr. Gary O’Connell made the motion for Board approval of the October 26, 1993 Minutes as submitted; Mrs. Baker seconded the motion. The motion was approved by four Board members (Baker, Caughron, Gleason and O’Connell). Mr. Tucker, Jr. and Mrs.
Dorrier abstained as they were not present at the October Board meeting. Mr. McIntosh was not present at the time the vote was taken.

The Director requested an Executive Meeting be added to the agenda to discuss personnel matters.

The Director called attention to the First Night Virginia letter that was distributed at the Library Board meeting. Regarding the First Night Resolution Tree located in the lobby of the Central Library, the First Night Virginia Board voted to "let the library go ahead and do whatever is necessary with it without further involvement of or approval from First Night."

The Director announced to the Board that there would be a system shutdown to resize the database on In-Service Day - Friday, November 19, 1993.

On In-Service Day, nineteen library employees will receive service awards:

5 YEARS OF SERVICE
Linda Agee
Stephanie Barbour
Margaret Merrill
Daniel Nunziato
Margaret O’Bryant
Donna Selle

10 YEARS OF SERVICE
Donna Lee Grossman
Marianne Ramsden

15 YEARS OF SERVICE
Janice Brown
Lynette Friesen
Joyce Hall
Tanith Knight
Dorothy Maehler
B. Gail Ott
Andrea Williams

20 YEARS OF SERVICE
Nancy Key

25 YEARS OF SERVICE
Carolyn Allen
Mary Barbour
Linwood Frye, Sr.

The Board asked the Director to convey their congratulations to the staff.

The In-Service Day will be about customer service. The Fenton Group, out of Atlanta, Georgia, will be doing the presentation using as their theme, "Customer Friendly Libraries." This is a nationally known consulting group and they made the presentation at the Public Library Association’s Conference last March. Senior staff and branch heads
selected this as the topic for In-Service Day this year. This will be followed up with a series of workshops by a local company called Robbins, Parker and Associates, Inc.

President Gaylord read the Thank You note sent to the Board by Lillian Sparks, the retired Head of Louisa County Branch Library.

The Director announced to the Board that the Virginia Foundation for the Humanities and the Mellon Foundation have awarded Library of America collection grants to Louisa, Greene and Nelson counties. Each of the library’s rural branches will get a 60-volume set of a reprint of America’s Classics. Matching funds were put up by the Greene County Friends, the Louisa County Friends and Nelson County’s Torn Land Fund.

The Director informed the Board that the figures on page 7 of the Director’s Report were incorrect and will be reissued next month.

The Director reviewed the Bookstock Report with the Board pointing out that even though the withdrawals are going up dramatically, the number of actual titles the library is withdrawing is very few. The number of titles keeps increasing, even though the library is doing a major renovation of the collection.

**NELSON COUNTY ADVISORY COMMITTEE**

Mr. Tucker reported briefly on the newly established Nelson County Advisory Committee. Mr. Tucker, Donna Selle and Tanith Knight attended the committee’s first meeting. The members were given an overview of the library. Mr. Dunn, a Nelson County Supervisor, was there briefly and talked about the importance of volunteers to Nelson County. At their December meeting Andrea Williams, Collection Management Coordinator, will talk to them about collection development. In January they are planning to discuss the budget.

**1994-1995 BUDGET DISCUSSION**

The memo to the Board from the Director on the first draft 1994-1995 budget and the two projected cost allocation sheets were reviewed by the Board, pages 1-5. Both had the same percentage of change and they only differed in where the cost for Collection Development was allocated. The Director confirmed it was her understanding, from the discussion held at the budget meeting, that the Board wanted the Collection Development staff person moved to Technical Services (taken out of the Administrative budget) and the clerical support moved to the Reference Department.

The Director also confirmed it was the consensus at the budget meeting to move the Summer Reading Program, for the City of Charlottesville, outside the regular budget process.
1994-1995 BUDGET DISCUSSION (Continued)

The Board had an in-depth discussion regarding library salaries for the next budget year. The salary line alone increased approximately 15% over the current year and included the new positions. The actual overall draft budget for next year showed a total increase of approximately 12.57% with the operating expenses and State Aid included.

Although the Board acknowledged the goal of the library to get staff to market/target point, they felt the increase in the draft budget, as compared to the current year's budget, represented too high an increase for the jurisdictions to accept.

The draft budget represented a dollar increase of $302,048. The Board asked the Director to outline what was included in the increase. The increase included a 3% increase in salaries, with some employees reaching market/target; additional positions for a Librarian I-Young Adult, Librarian I-Reference, the upgrade of a Central Circulation Supervisor position to a Librarian I from a Library Assistant II paraprofessional position, a new position of Library Assistant II in the Interlibrary Loan Department and a Library Assistant I for document delivery. The offset for some of the costs would come from the elimination of the Head of Branches and Extension position.

The draft also showed an upgrade in Scottsville of the Library Clerk III position to a Library Assistant I and a decrease in hours for their Library Clerk I. The open position of Head of Louisa County Branch was upgraded to a Librarian I. The Head of Greene County Branch, a Library Assistant II position, includes six months at 25 hours per week and the remaining six months at full-time.

President Gaylord referred to Mr. Tucker's point that each jurisdiction or each branch cost is decided upon by that particular group; but as a group, everyone is affected by the regional and reference costs and the reference costs have gone up considerably. President Gaylord stated that as far as the increases go, each region needs to also know two things: what the salary increases are and what new people and hourly increases have been added. The Director informed the Board that the regional costs will have to be reallocated.

The Director suggested moving $45,000 in operating costs, for picking up some of the system's costs - which would include service contracts, into the Equipment Fund. The Director also suggested changing the four positions to three positions, as the Interlibrary Loan/Document Clerk may not be needed until further into the budget year. Mr. Enders, along with Mr. McIntosh, suggested a cap be put on the Equipment Fund. Mr. McIntosh suggested reviewing the Equipment Fund every June, when the figures for the year are known for fines and fees and what the estimated costs are, and then determining what the distribution of the Equipment Fund will be, returning anything above that back to the jurisdictions.
1994-1995 BUDGET DISCUSSION (Continued)

Mr. McIntosh made a motion that the Board address as the first priority it sets in use of additional funds the increases of salary to market/target or some version of it and secondly, go to additional positions; Mrs. Baker seconded the motion. An in-depth discussion ensued regarding how much needed to be set aside for salaries and to determine what new positions could be added. The Board decided to change Mr. McIntosh’s motion from a motion to suggestions or instructions to be followed.

Mr. O’Connell said inflation was running around 3% and suggested that could be used as a target for salaries. Mr. McIntosh said the 3% increase based on current salaries would be based on pay for performance and limited to those employees who are rated satisfactory or above. It would end up being more than 3% as fringe benefits have to be added in. Mr. McIntosh asked for the Board’s input on what they thought would be the percentage of increase they wanted to aim for as the bottom line. The Board agreed to:

- a 3% increase on current salaries,
- up to 3% allowed for new positions recommended by the Director in order of priority - with the Young Adult Librarian I position to be put in under Reference Services,
- a cap of no more than 8% at the base line.

Mrs. Gleason voiced her preference that a specific amount of money be budgeted for each person and that she would prefer the cap for the bottom line be 6% or less.

EXECUTIVE SESSION

Mr. Tucker made the motion for the Board to go into Executive Session to discuss personnel issues, pursuant to Section 2.1-344 of the Code of Virginia, sub paragraph (1); Mr. O’Connell seconded the motion. The Library Board went into Executive Session at 5:47 p.m. Certification of the Executive Meeting is attached to the Minutes.

ADJOURNMENT

The meeting was adjourned at approximately 6:20 p.m. The December Board meeting is scheduled for Tuesday, December 14, 1993 at 3:30 p.m. in the Central Library’s Jefferson Room.
CERTIFICATION OF EXECUTIVE MEETING

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, Gaylord, Gleason, McIntosh, O'Connell & 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: Clarke and Dorrier

[Signature]
Clerk/Secretary of Jefferson-Madison Regional Library

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
SUMMARY OF THE MOTIONS MADE BY THE JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES AT THE DECEMBER 14, 1993 MEETING

1) Approval of the November 16, 1993 Minutes by the Library Board of Trustees.

2) Approval by the Board that the service contract for the mainframe, estimated at approximately $45,000, be transferred out of this budget into the Equipment Fund, with the understanding the amount will vary in the future.

3) Approval by the Board that for budget accounting purposes the Head of Children’s Services and if added, the Young Adult Programming Librarian would be allocated half to Administration and half to the Central Library for the 1995 fiscal year.

4) Approval by the Board to adopt or add the position #2, on Page 2 in the Budget Proposal for a Librarian I as amended earlier, as the replacement for the Librarian III, Head of Branches and Extension, as the first priority in this budget. (This would be the first priority after doing the Equipment Fund.)

5) Approval by the Board that the next level of priority be the salary increase as reflected in this budget.

6) Approval by the Board of a restated motion that the Library Board directed the Director to review the scheduling and staffing of the Reference Department such that the reference services to the community, that being having two people at the desk and the security issues, are provided without the necessity of having to increase staffing.

7) Approval by the Board asking the Director to furnish a memorandum to the Board of any restriction that prevents her from utilizing her personnel in the most efficient manner.

DonnaLee Grossman
Recording Secretary
The meeting of the Jefferson-Madison Regional Library’s Board of Trustees was called to order by President Betty Gaylord at 3:36 p.m. on Tuesday, December 14, 1993 in the Jefferson Room of the Central Library.

President Gaylord introduced the employees and guests to the Board members. Mrs. Caughron made the motion for Board approval of the November 16, 1993 Minutes as submitted; Mrs. Dorrier seconded the motion. The motion was approved by three Board members (Baker, Caughron and Dorrier). Mrs. Clarke abstained as she was not present at the November meeting. Mrs. Gleason, Mr. McIntosh, Mr. O’Connell and Mr. Tucker, Jr. were not present at the time the vote was taken.
DIRECTOR'S REPORT

Board members reviewed the Director's Report submitted in the Board's packet. The Director informed the Board that the Louisa County Administrator, Bill Porter and the Library Director will be interviewing on Friday, December 17, 1993 for the Louisa County Branch Head position.

BUDGET WORK SESSION

The Board reviewed the draft of the FY 1994-1995 budget. The Director informed the Board that 30 employees would be eligible for 5% (in the same position for more than four years without a promotion or change and below market/target). The Director gave the Board some potential ways that could be used to reduce the budget:

- make new positions ten months instead of twelve;
- use $40,000-$50,000 in the Equipment Fund to subsidize some of the operating costs;
- raise the fines to 25 cents, which would add another $25,000 to the Equipment Fund which could also be used for operating costs.

Mrs. Dorrier was adamantly opposed to raising fines as a way to reduce the budget. Mr. McIntosh confirmed that the Board was not proposing to increase fines. Mrs. Dorrier was against making new positions ten months reasoning that the following year it would go to twelve months and would put the Library in a bind.

The Director reviewed with the Board a list of items for next year's Equipment Fund:

- More PC's for staff/public;
- Children's furnishings-Central;
- New magazine shelving-Central;
- Mezzanine-whatever will be needed;
- Wiring for lower level-Central Reference;
- Communications network consultant - implementation;
- Additional disk drive-approximately $4,600;
- Branch photocopier replacements;
- Laser readers for branches;
- Redo Central Circulation desk to meet ADA requirements.

Mrs. Gaylord commented she noticed it was very common to charge for Interlibrary Loans (ILLs) and asked what the Board had decided on ILLs. Mr. McIntosh commented that although it is a service to patrons it is not widely used by the Library's borrowing public;
therefore, the Library did not feel justified in charging for this service. Mr. McIntosh confirmed that low usage is one of the basic reasons why he questioned the necessity of additional staffing targeted just for I11s, as he felt it wasn’t justified if Library statistics indicated usage only between 200-400 per month. The Director suggested the possibility of the Library charging for videos to increase the Equipment Fund.

Mrs. Gleason, Mrs. Dorrier and Mr. McIntosh were in agreement that the second item regarding the $40,000-$50,000 in the Equipment Fund, to subsidize some of the operating costs as a potential way to reduce the budget, should be changed to reflect it as not being a subsidy but as an on-going process to be done every year, to make sure there would be no misunderstanding it was to occur every year.

Mrs. Gleason confirmed that service contracts could be charged against the Equipment Fund. Mr. McIntosh asked the Board if anyone had a problem with the Library taking out of the budget $50,000 in service contracts and putting it into the Equipment Fund. The Board asked what the Library normally gets annually from fines and fees going into the Equipment Fund and Mr. Nunziato estimated approximately $100,000-$111,000. Mrs. Gleason made a motion that the service contract for the mainframe, estimated at approximately $45,000, be transferred out of this budget into the Equipment Replacement Fund, with the understanding the amount will vary in the future; Mr. O’Connell seconded the motion. The motion was unanimously approved by eight Board members (Baker, Caughron, Clarke, Dorrier, Gleason, McIntosh, O’Connell and Tucker, Jr.).

Mr. Enders felt the new position of Librarian I-Young Adult Services should be charged half to Central Children’s Services and half to Regional costs, instead of it all being charged against Regional Reference Services. Mr. Enders’ reasoning was that 100% of that position’s or person’s time would not be expended for regional programming. It was discussed that the Head of Children’s Services does regional programming and also is the Head of the Central Library’s Children’s Services Department. Mr. McIntosh made a motion that for budget accounting purposes the Head of Children’s Services and if added, the Young Adult Programming Librarian would be allocated half to Administration and half to the Central Library for the 1995 fiscal year; Mrs. Caughron seconded the motion. The motion was unanimously approved by eight Board members (Baker, Caughron, Clarke, Dorrier, Gleason, McIntosh, O’Connell and Tucker, Jr.).

The Board asked that the name Regional Services be changed back to Regional Reference Services.

The Board discussed the shifts in circulation causing the City of Charlottesville’s bottom line to increase. Mr. O’Connell asked for additional information to better explain
BUDGET WORK SESSION (Continued)

the shift in costs and the increase to the City of Charlottesville. Mr. Enders, Mr. McIntosh, Mrs. Dorrier and Mr. O’Connell agreed that a review of the cost allocations for Reference services should be done so that allocations can be on a truer level based on each jurisdiction’s actual use of Reference services.

Mr. McIntosh made a motion that the Board adopt or add the position of #2, on Page 2 in the Budget Proposal for a Librarian I as amended earlier, as the replacement for the Librarian III, Head of Branches and Extension, as the first priority in this budget; Mrs. Gleason seconded the motion. The motion was unanimously approved by eight Board members (Baker, Caughrón, Clarke, Dorrier, Gleason, McIntosh, O’Connell and Tucker, Jr.). Mr. McIntosh further clarified his motion as in terms of new positions, this would be the first priority after doing the Equipment Fund.

Mr. McIntosh made a motion that the next level of priority be the salary increase as reflected in this budget; Mrs. Clarke seconded the motion. The motion was unanimously approved by eight Board members (Baker, Caughrón, Clarke, Dorrier, Gleason, McIntosh, O’Connell and Tucker, Jr.).

The next position (position #3 in the Budget Proposal) for a Librarian I-Central Reference for business outreach, staffing Central Reference and increased security was discussed. Several Board members felt that since the new incoming Head of Reference will be doing business outreach and since there were numerous sources in the community already providing business outreach services, another Librarian I position did not need to be added.

Mr. McIntosh made a motion that numbers 3, 4 and 5 (Librarian I-Central Reference, reclassification of Central Circulation Library Assistant II position to a Librarian I and the Library Assistant II-Central Reference) not be included in the Library’s budget for next year; Mr. O’Connell seconded the motion. Three Board members voted for the motion (McIntosh, O’Connell and Tucker, Jr.) and four Board members voted against the motion (Caughrón, Clarke, Dorrier and Gleason). Mrs. Baker abstained. The motion was not approved.

Mrs. Gleason made a motion that position number 3 (Librarian I-Central Reference) be in the Library’s budget proposal as the Library’s next priority; Mrs. Dorrier seconded the motion. Mr. McIntosh preferred both the number 4 and number 5 positions be eliminated but realized that the positions were linked with a person who doesn’t fit; and he asked that Interlibrary Loans be omitted from the description in the number 5 position. Mrs. Dorrier suggested the Library could reorganize in a different way and Mrs.
BUDGET WORK SESSION (Continued)

Caugron, Mrs. Gleason and Mr. McIntosh were in agreement. Mrs. Gleason withdrew her motion as there will be a different resolution of the problems outlined; Mrs. Dorrier seconded the withdrawing of the motion.

The Board discussed the issue of double staffing the Central Reference desk if position number 3 was eliminated. Mr. McIntosh felt this was a management issue. Mr. McIntosh made a motion that the Board direct the Library Director to look at the ways to rearrange the scheduling of staff in the Reference Department, such that the goals of coverage for patron service and for security are met without the addition of another position; Mr. Tucker, Jr. seconded the motion. Mr. McIntosh restated his motion to read: The Library Board is directing the Director to review the scheduling and staffing of the Reference Department such that the reference services to the community, that being having two people at the desk and the security issues, are provided without the necessity of having to increase staffing; seconded by Mr. Tucker, Jr. The restated motion was unanimously approved by eight Board members (Baker, Caugron, Clarke, Dorrier, Gleason, McIntosh, O'Connell and Tucker, Jr.).

Mr. McIntosh stated the Library could work towards positions number 4 and number 5 and asked on behalf of the Board that the Director bring back a redraft of the job description for position number 5, that does not have interlibrary loans in it but includes using that position in the area most needed for the Library.

Mr. McIntosh made a motion that the Director find out how to do position number 3 without the business outreach and without adding staff; and for positions number 4 and 5, the Director is to redraft number 5 so that it provides a service/function for the Library that is different and much more than already outlined. The Director said that the Library doesn't have to do anything with positions number 4 and 5 and the employee's position could be left as it is.

The Director informed the Board that Albemarle County has requested information on the impact of a 5% decrease in the present level of funding. Mr. Enders and Mr. Tucker, Jr. suggested the Library do what is done with the outlying counties - take the 5% out of their local operations. The 5% would have to come from Crozet and Scottsville as they are the only branches Albemarle County does not share costs with the City of Charlottesville.

Mr. Tucker, Jr. made a motion asking the Director to furnish a memorandum to the Board of any restriction that prevents her from utilizing her personnel in the most efficient manner; Mr. McIntosh seconded the motion. The motion was unanimously approved by eight Board members (Baker, Caugron, Clarke, Dorrier, Gleason, McIntosh, O'Connell and Tucker, Jr.). Mr. Tucker suggested it not be done before January 1994.
BUDGET WORK SESSION (Continued)

The state budget hearing for this region is scheduled for January 5th in Lynchburg, Virginia and Mr. Tucker, Jr. will be attending with the Library Director.

EXECUTIVE SESSION

Mr. McIntosh made the motion for the Board to go into Executive Session to discuss personnel issues, pursuant to Section 2.1-344 of the Code of Virginia, sub paragraph (1); Mrs. Gleason seconded the motion. The Library Board went into Executive Session at 6:22 p.m. Certification of the Executive Meeting is attached to the Minutes.

ADJOURNMENT

The meeting adjourned at approximately 6:40 p.m.

Donna Lee Grossman
Recording Secretary
MOTION: Mr. McIntosh
SECOND: Mrs. Gleason

RESOLUTION NO.: #1
MEETING DATE: 12/14/93

(To go into Executive Session to discuss personnel issues.)

CERTIFICATION OF EXECUTIVE MEETING

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, O'Connell and Tucker, Jr.

NAYS: None

(For each nay vote, the substance of the departure from the requirements of the Act should be described.)

ABSENT DURING VOTE: None

ABSENT DURING MEETING:

Clerk/Secretary of Jefferson-Madison Regional Library

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE JANUARY 25, 1994 MEETING

1) Approval of the December 14, 1993 Minutes by the Library Board of Trustees.

2) Approval that the Board go on record thanking James Smith and approving the Director to take the steps necessary to issue a special overtime compensation bonus of $1,000.

3) Approval by the Board changing the age for adulthood, as far as getting a library card is concerned, to age 16.

4) Approval by the Board to accept and approve items #7 and #8 in the Circulation Task Force Report.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE JANUARY 25, 1994 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

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

TRUSTEES ABSENT:
Mary Jane Clarke

ALSO PRESENT:
Donna Lee Grossman - Recording Secretary
Lindsay Ideson - Head, Northside Branch
Patrick Kilmer - Library Clerk II at the Gordon Avenue Branch
Margaret Merrill - Acting Head, Reference & Information Services
Daniel Nunziato - Business Manager
Donna Selle - Library Director

The meeting of the Jefferson-Madison Regional Library's Board of Trustees was called to order by President Betty Gaylord at 3:30 p.m. on Tuesday, January 25, 1994 in the Madison Room of the Central Library.
President Gaylord added to the agenda the discussion and recognition of library staff and Director Judith Mueller and her staff, from the City of Charlottesville’s Public Works Department, regarding the flooding of the Central Library’s basement area.

Mrs. Baker made the motion for Board approval of the December 14, 1993 Minutes as submitted; Mr. Tucker, Jr. seconded the motion. The motion was unanimously approved by seven Board members (Baker, Caughron, Dorrier, Gleason, McIntosh, O’Connell and Tucker, Jr.).

The Board received the final proposed library budget for FY 1994-1995 along with individual fact sheets for each jurisdiction.

The Board asked the Director when the reference use survey would be completed. The Director felt the survey should wait until the Head of Reference is hired. The Director confirmed that by the next Board meeting she will have a project proposal and a system set up of jurisdictional usage. Mr. McIntosh felt children’s reference shouldn’t be included when doing the survey. Mr. McIntosh and Mr. Tucker, Jr. felt the survey would have to be done continuously in order to more accurately reflect data shown to the jurisdictions during the budget process.

Mr. O’Connell asked that the Minutes reflect the Board’s goal is to get some data to show when someone comes up and uses reference and what jurisdiction they are from; and the staff is going to have to figure out how time consuming it will be. The Board’s goal is to understand services given each jurisdiction in preparation for next year’s budget.

**UPDATE ON WEATHER-RELATED CLOSINGS AND DAMAGE DONE TO LIBRARY SYSTEM**

The Director reported on water damage to the Central Library’s basement. Insurance companies have been contacted to discuss the coverage for repair of the front door locks where the City Fire Department broke in, for water extraction and pump and fan rentals, for purchase of dehumidifiers, for shelving and drawer repairs, for HVAC repairs to engines, motors and controls, for repair and renovation of a fire suppression pipe and equipment, for overtime for Public Works and other maintenance staff, for carpet replacement or repair and for repairs to the end panels. The fan rentals cost $6.00 per day and the purchase of four dehumidifiers cost $224 each.

The Director mentioned how appreciative she was of all the assistance the library received from the City Fire Department, from Judith Mueller, Director of the City’s Public Works Department, and her staff and library employee, James Smith. A Certificate of Appreciation will be given to Judith Mueller and her staff in recognition of their outstanding service to the library. Letters will be sent to the local papers, the Observer and The Daily Progress, thanking everyone.
The Director referred the Board to a memo she received from Daniel Nunziato recommending the Board consider paying Mr. Smith a one-time bonus of $1,000 to show the library’s appreciation for his extraordinary dedication to the library during the difficult period experienced by the Central Library during the last month. Mr. McIntosh made a motion that the Board go on record thanking James Smith and approving the Director to take the steps necessary to issue a special overtime compensation bonus of $1,000; Mr. O’Connell and Mrs. Dorrier seconded the motion. The motion was approved by six Board members (Baker, Caughron, Dorrier, Gleason, McIntosh and O’Connell). Mr. Tucker, Jr. voted against the motion as he felt the library should only thank him because it is considered part of his job.

The Director also mentioned part-time employee, James Thompson, commending his quick reaction in cutting off the water supply into the Nelson County Memorial Branch Library. On his regular courier rounds, Mr. Thompson noticed the water pouring in over the circulation desk; the branch was closed at the time and his quick action saved the library and Nelson County from a severe loss of computer equipment and books.

The Director informed the Board that a press release had been sent out announcing an amnesty period through January 31st, due to Central being closed for renovations two weeks in January and because of the closings region-wide due to bad weather.

**GORDON AVENUE**

Mr. McIntosh reviewed with the Board the decrease in Gordon Avenue’s circulation figures, comparing the circulation statistics to Northside and the Central Library. Mr. McIntosh felt the Board needed to look at the system as a whole and at Gordon Avenue’s contributions to the system. Mr. McIntosh stated that the Board needs to begin analyzing this so that the Board can take a leadership role when discussing this with the Board of Supervisors and with City Council.

Mr. McIntosh voiced his concern regarding Gordon Avenue becoming a branch similar to other branches in the system, such as Crozet and Louisa. Anything done to substantially change the goal, mission, hours, etc. at Gordon Avenue will have a substantial effect on both jurisdictions - Charlottesville and Albemarle. If the regional library changes the functions of Gordon Avenue, the Board should prepare the public and patrons that this is coming; and the library should invite anyone clearly wanting to be involved in it.

Mr. O’Connell remarked that most of the other branches in the system act or serve as community centers and the library has never looked at Gordon Avenue in that way. The building at Gordon Avenue offers a lot of opportunities, not necessarily related to library services. The building is a community resource that can be used in some other ways; and the library will have to contend with the circulation issue and the hours as well. It will be likely that in another budget year the library will be facing some of these issues, as well as...
longer term issues; and whether it's the Board, a special committee or staff members, the library needs to look at Gordon Avenue now. If the circulation for Gordon Avenue continues in the current trend, there may be a lack of funding support for library services provided. Gordon Avenue is one of the most cost effective branches; the ratio of staffing to hours open is very good. The biggest need not being met, because Gordon Avenue isn't open many nights, would be to open meeting rooms for public use.

Mrs. Baker suggested questionnaires be sent out to users asking what they would like to see. The Director confirmed the Children's people had already done that and outreach to the Venable School; and Karen Morris contacted organizations in the area. Gordon Avenue's attendance at story times is up and they are also doing more reference requests. Gordon Avenue is still a very successful branch and has become a neighborhood branch. The Director pointed out that more people are using the library but they are checking out fewer books.

Mr. Tucker, Jr. made a motion that the Director be instructed to contact the State Library to use one of their experts - to have them come in and look at the problem and give the Board their recommendation. The motion did not receive a second. Mr. O'Connell suggested experts on the library staff, who know the library and are there every day, look at it. Mrs. Dorrier suggested the staff be directed to do it and be allowed to call in Ida Patton, from the Virginia State Library, to be used as a resource and as a consultant when they needed it.

The Director suggested giving the staff two months and then the Director/staff would report back to the Board. Mr. McIntosh discussed the main goal - changing the decline in circulation. He suggested assessing what is happening first, looking to see if the trend continues and deciding what the options are. One of the issues needing to be addressed is to decide if there are any ways, within the current budgetary constraints, to see if decreases can be eliminated in the future. Mrs. Caughron confirmed that this will be part of the information needed for the long-range planning the Board is working on.

CIRCULATION TASK FORCE

The Board reviewed the Circulation Task Force Report dated November 17, 1993 and the Director's suggested action requested - approval of the revised circulation policies recommended by the staff.

Ms. Ideson confirmed that the committee's goal was to create a manual to combine what to do with Inlex with what to do with the library policy relating to circulation matters. The task force included:
Ms. Ideson referred to item #2 in the report, under "Ages for Issuing Adult Cards." Historically, the library gave library cards to children, that were separate cards from adult cards. When the library automated, it all became one card and the library continued the practice of having a children’s and an adult card, even though in essence there was no difference. The only distinction between a child and adult, in terms of collection, was the checking out of videos.

From now on, the library would like to change the age for receiving adult status at registration from 12 to 18 years. Anyone reaching the age of 18 will be registered and issued a card as an adult. Anyone less than 18 years will be registered as a juvenile, with parents held responsible for any damages or lost library materials.

Regarding videos and CD checkouts, the committee was leaning toward adults only but the branches will be polled before a final decision is made.

Mrs. Gleason questioned (d) under item #9 on the last page of the report regarding, "Who can have access to information on individual patron records." Mrs. Gleason questioned the middle paragraph:

Parents may have full access to patron records of their own children (those registered as juveniles under the age of 18).

Ms. Ideson said that parents prefer having full access to the patron records of their own children; and it would make it easier on the circulation staff when dealing with the children’s parents. Mrs. Gleason was concerned about misuse of that privilege and stressed that individual rights are very important. A detailed discussion followed regarding the right of privacy of the library’s individual patrons.

The Board questioned using age 18 as the library card registration age for receiving adult status and discussed having it changed to age 16, when most of them would have their own personal ID's from the Department of Motor Vehicles (DMV) at that age. Mr. McIntosh reasoned that if at the age of 16 they can have their own private ID card from the DMV, then they should be able to have a private adult card with the library. Ms. Ideson pointed out that in Virginia, parents are legally responsible for their children until age 18 and having the age changed to 18 for adult status at the library would make it consistent with that.
The report also changes the number of library cards given to out-of-area families, as mention in item #7. The policy would be changed to two cards for $12 for each out-of-area family, with each additional card $2.00 each.

The committee recommended changes in the fines and fees, with the changes outlined in item #8:

- Out-of-print non-fiction paperback: $15.00
- One lost volume in multi-volume set: $15.00
- Lost magazine: $2.00

Mrs. Gleason made a motion changing the age for adulthood, as far as getting a library card, to age 16; Mr. McIntosh seconded the motion. The motion was approved by four Board members (Baker, Caughron, Gleason and McIntosh). Two Board members voted against the motion (O’Connell and Tucker, Jr.). Mrs. Dorrier abstained; she stated that she was torn two ways-between it being a good motion and the library staff having to work with it every day.

Mr. O’Connell made a motion that the Board accept and approve the other items, #7 and #8 in the Circulation Task Force Report; Mrs. Gleason seconded the motion. The motion was unanimously approved by seven Board members (Baker, Caughron, Dorrier, Gleason, McIntosh, O’Connell and Tucker, Jr.).

GUIDELINES FOR BOARD COMMITTEE ON LEAVE

Board President Gaylord confirmed Board members on the Personnel Committee, composed of Mrs. Gleason, Mrs. Clarke and Mrs. Baker. Mr. O’Connell was asked to participate with the Personnel Committee in reviewing leave policies.

Mr. O’Connell mentioned to the Board that he had discussed this with the Director earlier in the day before the Board meeting and confirmed one of the main reasons for waiting to do the review on the leave policies was due to budgetary implications and also the need to wait until after next year’s budget was settled before beginning on the leave policies. Mr. O’Connell stated that last Fall Bruce Keith took a stab at trying to come up with a leave system that would let people be grandfathered into it without really taking away anything from people. Mr. O’Connell said the Board needs to get to one system for all, to where it’s fair for everyone and it’s seen that way by the Board and by the employees.

Mr. O’Connell reviewed his notes on leave stating the need for one program and the need for the Board to consider the grandfathering, the need to check that out - what are the costs, the dollars, the staff time in changing and looking at the maximum accumulation of leave. Mr. McIntosh asked for and received a detailed report on leave last Fall; and Mr.
O’Connell received a copy of the report sent Mr. McIntosh after Mr. O’Connell was asked to participate in reviewing leave policies last Fall. Mr. O’Connell thought it was the Board’s goal to try to do it with as little financial impact as possible; and if it has any budget implications, the Board may have to include it in the next budget process.

Mr. Tucker, Jr. asked what was considered leave and the Board felt it included vacation leave, sick leave, holidays and snow days. Mr. Tucker, Jr. asked for the rules and regulations of any restrictions the Director had preventing her from utilizing her personnel.

Mrs. Dorrier confirmed that there are several different leave policies for different employees, depending on when they were hired. Mr. Tucker, Jr. asked to see everything - laws, restrictions, policies, hours, etc. - to understand exactly what the library’s restrictions are before he is willing to review everybody’s leave.

President Gaylord said the Board needed to decide if the Board wants the library to have one vacation and sick leave system for the whole staff, with no difference between professional and non-professionals. If the Board decides on this, the Board needs to decide what they are going to do about the people hired with a policy having more leave. The committee needs answers from the Board on both issues before reviewing leave policies.

Mr. McIntosh thought the Board would prefer, if possible, one leave plan for the entire system, although it may not be possible. Mr. McIntosh felt that because of the history of the organization and the fact that the library has differing staffing levels, there should be a differential between professional and non-professional in terms of annual vacation leave.

Mr. O’Connell thought the Board’s goal was to have one program for all that the people would see as fair because there currently are too many systems. Mr. McIntosh felt there were good reasons for the differences in the system when they were put in. The problem is that they were changed and the Board didn’t address the issue the Board is now trying to address - that is to pull everything to the newly adopted system.

In answer to the Director’s repeated question as to why have a differential between professional and non-professional, Mr. McIntosh stated he had always worked in organizations having that differential. The library basically always had that differential. Mr. McIntosh said he felt comfortable in stating that the difference in the monetary compensation between non-professional and professional does not equate to the additional expectations that systems place on professional employees; and that differential is not made up monetarily against the market forces and is made up in vacation. It makes sense in terms of compensation, in terms of motivation of employees and in terms of overall and again in terms of everybody knowing what it is when they come in - that it is perceived by the Board as fair to have differentials in vacation leave. It is not inherently discriminatory; there are more things expected of certain classes of employees and sometimes you can’t
compensate them in one way and you try to compensate them in another way - such as in
leave. This is one way that it fits.

President Gaylord asked for any other Board input. Mrs. Caughron liked the idea
of the committee looking at it and figuring it out and coming back to the Board with their
suggestions. Mrs. Gleason agreed and said the committee would take into consideration
any obvious consensus and that it would help in forming their recommendations. President
Gaylord recalled prior Board discussions - of the Board having definite views on a cap on
vacations. Mrs. Dorrier referred to the Director's comments to the Board about finding
absences from the library system to be rather long.

President Gaylord mentioned that she felt discussion in the Board meeting from the
full Board will give preliminary direction to the committee. Mr. O'Connell asked if the
Board wanted the Personnel Committee to address the issues of vacation, sick leave and
holidays and look at it comprehensively, with the goal that there be as close to one system
as possible, with Mr. McIntosh’s caveat that on vacation leave there could be some
differentiation between categories. Mrs. Gleason said that in the past the Personnel
Committee came back to the Board with at least a set plan for every category.

Mr. Tucker, Jr. asked if the policies on leave were written down and Mr. O'Connell
said the leave policies are all written down and will be sent to the whole Board. Mr.
Tucker, Jr. and Mr. McIntosh both felt all benefits should be looked at as a whole,
including leave. Mr. Tucker, Jr. stated that he would like to have from the Personnel
Committee written policy on every fringe benefit that is involved and that the library has
now, so the Board can look at that and then make a decision. President Gaylord said she
felt there was a real need to get the leave issue straightened out as much as possible. Mrs.
Gleason said she would like to know what is policy and what is managerial regarding what
was discussed with the Director.

President Gaylord and Mr. O'Connell suggested the Director's report on the issues,
restrictions and staffing levels she mentioned to the Board be deferred to next month's
meeting and be put on the agenda. The Director confirmed she would do a list for the
Board for next month's agenda. Mr. O'Connell confirmed the Director would come to next
month's Board meeting with a list of the problems and the issues the Director is facing with
employees. Mr. O'Connell said that if the Board wants to go in-depth on the issues, it will
take a lot of Board discussion.

**DATE FOR LONG-RANGE PLAN WORK SESSION**

The Director confirmed with President Gaylord and the Board the long-range plan
work session will be scheduled the Tuesday before the next Board meeting. The work
session will be Tuesday, February 15th at 3:30 p.m. The Board has already revised up to
page seven on the draft.
BROCHURE COMMITTEE

Mrs. Dorrier was recently added to the Brochure Committee; the committee now consists of Mrs. Caughron and Mrs. Dorrier. Mrs. Baker mentioned she would like to see an attractive brochure done with colors, even though it might cost more. Mrs. Dorrier expressed her hope that the library serves the retirement homes really well, in addition to the Bookmobile service. The retirement community would be a great place to build up the library. Mrs. Gaylord suggested that certain jurisdictions might want their brochures individualized. Mrs. Gaylord mentioned Greene County had a building fund that could be explained in the brochure for that area.

ADJOURNMENT

Mr. Tucker, Jr. made the motion for the meeting to be adjourned; Mrs. Dorrier seconded the motion. The meeting was adjourned at 5:27 p.m.

DonnaLee Grossman
Recording Secretary
JEFFERSON-MADISON REGIONAL LIBRARY

CIRCULATION POLICIES

(Effective February 1, 1994)

OVERDUES

Daily fine per item $ .10 per day
Maximum fine per item 5.00
Maximum fine per transaction 25.00
Video & compact disk fine 1.00 per day
Maximum video and CD fine 5.00 per title
Interlibrary loan overdue fee 1.00 per day
Maximum interlibrary loan fine 25.00

LOST OR DAMAGED MATERIALS

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-print books, paperbacks, videos &amp; CD’s</td>
<td>Cost</td>
</tr>
<tr>
<td>Audio cassette</td>
<td>$10.00</td>
</tr>
<tr>
<td>Out-of-print hardcover book</td>
<td>15.00</td>
</tr>
<tr>
<td>Out-of-print fiction paperback</td>
<td>5.00</td>
</tr>
<tr>
<td>Out-of-print non-fiction paperback</td>
<td>15.00</td>
</tr>
<tr>
<td>Lost volume in multi-volume set</td>
<td>15.00</td>
</tr>
<tr>
<td>Lost magazine</td>
<td>2.00</td>
</tr>
<tr>
<td>Books on tape and readalong tapes</td>
<td>6.00 per tape</td>
</tr>
</tbody>
</table>

OTHER CHARGES

- Out-of-area fee $12.00 per year
- For two cards per family, each additional card is 2.00

SPECIAL NOTICE

- All materials, except videos, circulate three weeks.
- Videos circulate three days; no reserves or renewals.
- All materials, except CD’s & videos, are renewable for three weeks; one renewal is allowed.
- Videos and CD’s are limited to two titles per household.
- Books on tape are limited to three titles per household.
- Refunds on lost & paid materials will be given for the replacement cost only.

DMS:dlg (Rev. 1/25/94)
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE FEBRUARY 22, 1994 MEETING

1) Approval of the January 25, 1994 edited Minutes by the Library Board of Trustees.

2) Approval by the Board for the library to do a residency survey as recommended by the staff and Director.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE FEBRUARY 22, 1994 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Christine Baker
Cyndy Caughran - Vice President
Shirley Dorrier
Betty Gaylord - President
Elizabeth Gleason
Gary O’Connell
Walter Tucker

TRUSTEES ABSENT:
Mary Jane Clarke
Peter McIntosh

ALSO PRESENT:
Carolyn Allen, Karen Gillaspie - Library Assistants
Central Children’s Department
Anne Chiles - Librarian-Technical Services Department
DonnaLee Grossman - Recording Secretary
Karen Morris - Head, Gordon Avenue Branch
Daniel Nunziato - Business Manager
Marianne Ramsden - Head, Scottsville Branch
Donna Selle - Library Director
Andrea Williams - Collection Development Coordinator

The meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees
was called to order by President Gaylord at 3:33 p.m. on Tuesday, February 22, 1994 in the
Central Library’s Jefferson Room.
The January 25, 1994 Minutes were reviewed by the Board. Mrs. Baker referred to the first paragraph on page 4, when the Board discussed Gordon Avenue, asking that the Minutes show that she wanted demographics included in the study. In Mrs. Gleason’s absence, the Director confirmed that Mrs. Gleason had mentioned, upon receiving the Minutes, that the word "bonus" should have been stricken from the motion on overtime compensation. Mrs. Baker referred to the last paragraph on page 8, stating the Board decided to meet on the 8th and not on the 15th for the Long Range Plan, as Mrs. Gleason could not make the 15th. Upon her arrival at the meeting, Mrs. Gleason referred to the last sentence in the second paragraph on page eight and asked that it be taken out of the Minutes. At the end of the discussion, Mrs. Caughron made the motion to approve the edited Minutes for January 25, 1994; Mrs. Baker seconded the motion. The motion was voted on by four Board members (Baker, Caughron, Dorrier and Gleason).

**ADDITIONS TO THE DIRECTOR’S REPORT:**

1) **State Aid Update** - Deliberations by the House and Senate indicate a 1.5 increase from the Senate side and they are not using the new formula. It would mean that no one would lose money from their existing level of funding. The House looks more promising - 5.7 over two years. It does fund using the new formula and would be a substantial difference to our library system. The lid would be raised to $200,000; and our library system is currently capped at $150,000 for jurisdictions.

2) **Historical Society** - April 15-17th the Historical Society has scheduled their formal opening. Library Board members will be receiving invitations.

3) **New Service called LIST** - The Library has just been hooked up with a new service called LIST, a new legislative information service.

4) **Children’s Department/Senior Staff** - The Children’s Department and the Senior Staff are working out a policy change. They have taken a poll of all the branches to change the Teacher Loan from six weeks to three weeks.

5) **Separation of Archives Division from State Library** - Public library directors have received a packet of information regarding an amendment being introduced into the Senate to separate the Archives Division from the Virginia State Library.

6) **March Board Meeting Date Changed** - The Director asked for a change in the March Board meeting date from the 4th Tuesday to the 5th Tuesday, March 29, 1994. Senior Staff will be attending PLA in Atlanta.
ADDITIONS TO DIRECTOR’S REPORT (Continued):

7)  Changes in Budget Reported by Daniel Nunziato

a)  The total loss due to a water main break in Nelson County on January 16th was $824.88. The Library’s policy has a $1,000 deductible. Out of the $824.88, approximately $764 was for damaged books, which will be replaced out of the book budget. Mrs. Caughron suggested asking the Friends to pay for the books.

b)  Although the City has been making the rental payments for the Northside Branch, since September they have not been properly recording the payments to the Library’s account ($72,814).

8)  Utility Bills - The Director informed the Board that the Library’s utility bills will be higher; therefore, probably all the utilities will be over budget.

REPORT ON REFERENCE STAFFING LEVELS:

The Board reviewed the report from Margaret Merrill on Reference Staffing Levels, pages 10-13 in the Board’s packet. President Gaylord asked if Central Reference had a lot of reference questions at night. Mrs. Morris stated when she worked in Central Reference, Monday received the heaviest reference use and was lighter during the rest of the week, with a lot of homework reference use on Sundays.

Joyce MacDonald, the new Head of Reference and Information Services at the Central Library, has been asked to thoroughly analyze the workloads, types of people being served, types of questions being asked, and to look at staffing to the library’s highest level of need and what it would take. The library needs that information before the library adopts the budget for the new year.

President Gaylord hoped that all the staff and Reference people are aware of the fact that the Board has given a lot of time and concern to working conditions for the staff. The Board always has to balance that concern with their responsibilities to the tax payers and to the jurisdictions the library represents - so there’s a balance going on all the time. Things keep changing so the Board has to keep looking at things. Unfortunately, some of the changes are not what the Library Board would prefer. President Gaylord confirmed the Board wants to understand what the situation is for Reference workers, especially right now. The Board wants to have an understanding of their jobs; and the Board wants all the input they can get as the library tries to carry out the library’s mission with the money the library is able to get.
REPORT ON REFERENCE STAFFING LEVELS (Continued):

The Board discussed the section on training library volunteers, the amount of time needed for training volunteers, and getting a more organized system of volunteers. Mrs. Dorrier suggested a quarterly or semi-annual group training session for volunteers. Some of the volunteers are tested before they are trained. Because they are volunteers, they can choose when, if, how much, and whether or not they wish to work. The Central Library has experienced a large turnover in volunteers.

On behalf of the Board, President Gaylord expressed the Board’s appreciation to Margaret Merrill for preparing the report and also thanked Mrs. Morris for her input. Mr. O’Connell mentioned, on behalf of the Board, that the new Head of Reference & Information Services should review the report, know the issues under discussion, and continue with trying to solve the problems that have been presented.

Mr. O’Connell asked the Director about the Customer Training sessions and workshops. The Director informed the Board that the library brought in the people who did the Public Library Association Conference to do the library’s kickoff at In-Service Day. There will be two joint sessions, with Senior Staff and Branch Heads, to discuss the elements of quality service and excellence in customer service. Senior Staff and the Branch Heads are working through a work plan. The rest of the staff will be receiving training, information and orientation for total quality management and total quality service.

The next step, after the work sessions, charges the staff to develop a plan for implementation systemwide.

RESIDENCY SURVEY-CENTRAL REFERENCE DEPARTMENT:

The Board and Director reviewed pages 14-15 in the Board’s packet. Two time periods were recommended for doing the residency survey: April 18-30 and October 17-31. The Board requested that Central Reference and Central Children’s be separated out when the surveys are done.

Mrs. Caughron made a motion for Board approval for the library to do this plan as recommended by the staff and Director; Mrs. Gleason seconded the motion. The motion was unanimously approved by six Board members (Baker, Caughron, Dorrier, Gleason, O’Connell and Tucker). The recommendation, shown on page 14, was for the Central Reference and Central Children’s Department to track by residence patrons using library services. This is to be done in a survey sampling during the two periods mentioned.
DIRECTOR'S REPORT:

1) **Letter from Roger Adams** - The Director discussed with the Board Mr. Adams’ letter, on page 21 in the Board packet. The Director and Senior Staff had already reviewed the letter. The Board discussed Mr. Adams’ suggestion of having the Friends place containers, asking for donations, in every library branch. If that idea wasn’t feasible, Mr. Adams also suggested placing contribution cards and/or envelopes at every location for patrons to pick up, enclose a check, and mail in. The library could even do both - collection containers and cards/envelopes. The Board liked Mr. Adams’ ideas but were concerned about security and having money sitting out on a counter area. The Board also discussed Mr. Adams’ suggestion about generating a receipt to patrons, the size of a store receipt, listing the books checked out and their due dates.

The Director mentioned Gordon Avenue is doing a pilot project for a new system. Karen Morris, Head of Gordon Avenue, said the new system has something that looks like a price sticker with a date on it; and so far, it hasn’t failed yet. Unlike the older system’s stickers, the new stickers do not have to be removed to be replaced and can be applied on top of each other. The new system is quicker to do. The Director mentioned the new system looks promising for use in the branches; however, at Central the current stickers are part of a theft protection system.

2) **Baltimore County Public Library’s "WOW" Card** - The Board reviewed the article, "The Cover: Baltimore County Public Library’s ‘WOW’ Card," from Number 89, Page 3, of The Unabashed Librarian. Baltimore County Public Library introduced a new, multipurpose card - the WOW card - that allows patrons to check out materials, pay for library services and obtain access to a vast network of information. The new cards have proven very popular. The Board also reviewed Baltimore County Public Library’s fines and fees for services.

3) **Monthly Circulation Reports** - The Board reviewed the circulation statistics in the Board’s packet. The January statistics showed an unusual distribution of circulation due to the Central Library being closed January 1-17th for painting, closings due to weather conditions throughout the region, and broken water pipes at both Central and Nelson.

LONG-RANGE PLAN - WORK SESSION:

The Board had a work session on the Long-Range Plan and reviewed the Personnel section. They noted, upon reviewing the draft, some items were already in place and others were deleted as they had already been accomplished. Those present seemed to generally agree with what was already in the draft Long-Range Plan. Mrs. Dorrier referred to page 10 on Education, commenting that the statement of policy was changed and a lot was deleted. The work session went to page 16 and Collection Management, Automation Services and Branches
LONG-RANGE PLAN - WORK SESSION (Continued):

data left to review. The Director was asked at the work session to go through the Long-Range Plan and delete things accomplished.

President Gaylord asked the Board for their input on how they wanted to handle working on the Long-Range Plan. Mrs. Gleason felt that it would be better to have a special meeting just to go over the Long-Range Plan; and Mrs. Dorrier was in agreement with Mrs. Gleason. Mr. O'Connell suggested taking one item at a time and putting them on the Board's agenda until they are done. Mr. Tucker felt that the Long-Range Plan should be brief. Several Board members questioned listing short-term items for upkeep of the Central Library and branches as goals, or at least not as long-range goals. The Board was in agreement that they need to get a format and a procedure for working on the Long-Range Plan.

The Board scheduled a work session on the Long-Range Plan for Monday, March 7, 1994 - at 3:30 p.m. Mrs. Gaylord will notify everyone.

Mrs. Gleason informed the Board that the Personnel Committee will be meeting at the Central Library on Thursday, February 24th at 10:00 a.m.

ADJOURNMENT:

The meeting adjourned at 5:00 p.m.
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE MARCH 29, 1994 MEETING

1) Approval of the February 22, 1994 Minutes by the Library Board of Trustees.

2) Approval by the Board that the library stay with the leave policy as adopted in 7/1/89 and continue to allow grandfathering in of those employees hired under previous policies to that date. The Board confirmed that policy said four weeks for department heads. The motion was amended to show the Board defines department heads as five positions. The motion was further amended to eliminate the definition of department heads and senior staff and to say that the Board approves a vacation of four weeks for designated individuals including the Business Manager, Head of Children’s & Youth Services, Head of Reference & Information Services, Head of Technical Services, and Head of Collection Development. The motion was further amended to have reflected and made very specific that to deviate from this, the Director has to come back to the Board for approval.

Donna Lee Grossman
Recording Secretary
MINUTES OF THE MARCH 29, 1994 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Christine Baker
Mary Jane Clarke
Betty Gaylord - President
Elizabeth Gleason
Peter McIntosh
Gary O'Connell
Walter Tucker

TRUSTEES ABSENT:

Cyndy Caughron - Vice President
Shirley Dorrier

ALSO PRESENT:

Evelyn Braintwain - Technical Services Department
Anne Chiles - Technical Services Department
Nancy Cook - Acting Head, Central Children's Department
Lynette Friesen - Reference & Information Services Department
DonnaLee Grossman - Recording Secretary
Arthur Hess - Public Affairs/Newsletter for Friends of the
Jefferson-Madison Regional Library
Lindsay Ideson - Head, Northside Branch Library
Joyce MacDonald - Head, Reference & Information
Services Department
Karen Morris - Head, Gordon Avenue Branch
Daniel Nunziato - Business Manager
Donna Selle - Library Director
Andrea Williams - Collection Development Coordinator

The meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Gaylord at 3:32 p.m. on Tuesday, March 29, 1994 in the Central Library’s Jefferson Room.
President Gaylord, on behalf of the Board, thanked the following people:

1) Margaret Merrill for filling in and doing a very commendable job as Acting Head of Reference & Information Services. The Board also thanked her for the work she did with the Agricultural Conference.

2) Margaret O'Bryant for working with The Daily Progress on their special history edition.

3) Philip Williams for foiling the robbers at Central.

4) Anna Bainbridge and Robert Bjoring, both from the Crozet Branch, for being flexible about working at other branches, while their branch was being painted.

5) Gordon Avenue Staff for working out a good pilot program.

6) James Smith and his shovel.

7) Library Director for all of her hard work on the budget, as well as a number of the Board members involved in presenting the budget to their jurisdictions.

Mrs. Baker made the motion for Board approval of the February 22, 1994 Minutes as presented; Mrs. Gleason seconded the motion. The motion was voted on by three Board members (Baker, Gleason and Tucker). Mr. O'Connell was not present at the time of voting; Mrs. Clarke and Mr. McIntosh abstained from voting as they were not present at the February Board meeting.

FRIENDS’ BOOK SALE (Arthur Hess):

Mr. Hess informed the Board that the Book Sale is becoming almost too successful - donations keep coming in at an unbelievable rate; the same situation occurred last year. Some are very expensive contributions - items which cannot be satisfactorily marketed at the regular local sale. Last year the Friends had the valuable items appraised and did an experimental silent auction of the special books. This year another silent auction will take place.

Mr. Hess distributed to the Board members the 1994 Book Sale flyer and the brochure for the Silent Auction of Special Books and bid sheet, including items from Mr. McIntire. The brochure indicates the proceeds are to benefit the Library Foundation’s Endowment Fund. The Friends are thinking about publicizing that one of the ways in which individuals can give to the Endowment Fund is by bequeathering or giving a portion to the library to give to the Friends.
The 1994 Book Sale will be a two-part sale held at Gordon Avenue Library. April 9th-10th will be children's and professional books, records and music. April 16th-22nd will be all categories, except children's. April 23rd-24th will be half-price days. The Book Sale will be open from 9 a.m. to 9 p.m, with the only exception being the last day of the sale - Sunday, April 24th, when it will be open from 1 p.m. to 6 p.m.

Mr. Hess also discussed:

1) Annual Fall Book Event - Some of the dealers and collectors around the area are encouraging making Charlottesville the site for an annual fall book event. The Friends have been asked to help sponsor it. The Friends would work it out so that the Friends and the Jefferson-Madison Regional Library would be identified as sponsors of the book festival. The Friends may have a Gordon Avenue Book Sale during the book festival; and some of the more valuable books would be saved for that time.

2) Need for New Recruits - Mr. Hess expressed the Friends' need for new recruits. The volume of incoming books is tremendous and several people involved want to be relieved. The Friends' Treasurers - Both Anne Spence and Katherine Hollifield have been Treasurers of the Friends for a very long time; and they want to be relieved of their responsibilities at the end of the fiscal year.

President Gaylord thanked Mr. Hess and the Friends and all their workers for all the support they have given to the library and asked that the Board be kept informed of any need for help in any of their activities.

Mrs. Morris distributed three handouts to the Board:

1) Six Tables - Six tables were shown on circulation figures, the number of staffing, circulation minus renewals, schools directly served by Gordon Avenue, community groups using Gordon Avenue’s meeting rooms and a survey form patrons at Gordon Avenue completed.

2) Ideas Promoting Use of Gordon Avenue - Two pages showing a sample of 19 ideas for promoting the use of Gordon Avenue.

3) Written Gordon Avenue Library Task Force Report - Seven pages outlining some of Gordon Avenue’s history, discussion of circulation figures, the effect of renewals on circulation figures due to a policy change in September 1992 that reduced the number
GORDON AVENUE TASK FORCE REPORT (Continued):

of renewals from two to one, staffing and hours of operation, increased staff output and adult services, and a conclusion discussing the importance of Gordon Avenue to the community and the patrons it serves.

Mrs. Morris thanked the Board for letting them form a committee and for allowing them to tell the Board about Gordon Avenue. Several people volunteered their help on the Gordon Avenue Task Force Committee:

Mary Barbour
Anne Chiles
Lynette Friesen

Sandra Gerke
Karen Morris
Andrea Williams

Mrs. Morris discussed in detail with the Board the written task force report, using the data from the other two handouts to emphasize relevant facts and information (copies of handouts attached at the back of the Minutes).

When Mrs. Morris discussed Table 3 (circulation figures minus the renewals), Mr. McIntosh commented he was not sure if the task force was suggesting there was a differentiation on the adjustment based on the branch, in other words, taking the renewals out. Mr. McIntosh asked what difference should he draw from the fact that the renewals were taken out of everything. Mrs. Morris stated she was replying to a comment Mr. McIntosh made, that Gordon Avenue dropped 8,000 in circulation; she was trying to point out that Gordon Avenue didn’t drop 8,000 in circulation, they dropped 8,000 in renewals.

Much discussion ensued, with Mr. McIntosh conveying his and the Board’s position and Mrs. Morris giving task force information and supportive data regarding the changes that have taken place at Gordon Avenue Branch during the last several years.

Mr. O’Connell asked how much of the possible time, that groups could meet in the meeting rooms, was being used. Mrs. Morris estimated about two-thirds of the time. They are somewhat handicapped in using the meeting rooms with Gordon Avenue open only one night a week. They receive a lot of requests for evening meetings. Mr. O’Connell asked for confirmation of the distance between Central and Gordon Avenue. The distance was estimated as somewhere between 1 - 1.5 miles.

The Board reviewed the two-paged handout containing nineteen suggestions for promoting Gordon Avenue. Mrs. Morris suggested opening Monday nights, as Monday seems to be the busiest day - suggestion #1 was for the facility to be open at least two nights a week (Gordon Avenue is already open Wednesday nights). Mrs. Morris took this time to state Gordon Avenue has a proposal to the Library Director regarding item #2 - that Gordon Avenue stay open until 6 PM, instead of 5 PM. Mrs. Morris mentioned Gordon
GORDON AVENUE TASK FORCE REPORT (Continued):

Avenue would really like to do #17 - let Gordon Avenue be the pilot project site for the Bestseller Lease Collection. Mrs. Morris pointed out item #13 - the splitting of the new YA position between Gordon Avenue and Central. Gordon Avenue has plans for creating a YA area by rearranging some of the space at Gordon Avenue. This would also give Gordon Avenue another person. Mrs. Morris said that Gordon Avenue would like to pursue item #7 - teachers would have to be involved and volunteers recruited to staff a homework hotline after school - this would be dependent on a strong volunteer coordinator and on item #8. Gordon Avenue is already doing item #9; but it needs to be more focused on presenting/publicizing it to the people - a "how-to" center in the library for information on accomplishing specific tasks. Mrs. Morris pointed out item #6 - to be a multicultural center as Gordon Avenue has a strong foreign population, mostly coming from UVA.

Mr. O'Connell asked what the cost was for doing item #5. Mrs. Morris replied that a fax machine will be coming, she received an, "It's out of the question," answer from Mr. Nunziato on the color copier, and the word processing center would just be a matter of obtaining the word processing software. Gordon Avenue has found the Children's Room Apple computer isn't used a lot any more, as more people have computers at home; so they felt they might be able to use the Apple for word processing as well.

Mr. O'Connell asked if Mrs. Morris knew of any groups in the Gordon Avenue community that would need meeting rooms or a location for some type of community/group center, that would basically have a full-time program and could be a paying tenant for the rooms downstairs. Mrs. Morris commented that Gordon Avenue already has the biggest paying tenants of the library - the Friends of the J-MR Library. Additional meeting room use could be done by opening Gordon Avenue nights, by putting a deadbolt on the door into the library, and by making someone responsible for the room and signing out for the key when they borrow it.

Mr. O'Connell said that in order to preserve the continuity of the Gordon Avenue Library, their programs, their hours, etc. and if money is going to continue to be a big problem, then they needed to find other sources of money to pay for it - such as by using the building in some way so that it generates some income.

Mr. O'Connell asked Mrs. Morris if what had been said was a different perspective from the way that the task force was looking at it. Mrs. Morris said it was a different perspective as the task force thought what the Board wanted had to do with something services wise. Given that, Mr. O'Connell asked Mrs. Morris if it would be worthwhile for the task force to revisit it. Mrs. Morris confirmed they would like to work on it; and Mr. O'Connell said he would be glad to participate in the discussion. He felt that it will become an issue that has to be faced and it would help the library to anticipate it.
Mr. O'Connell stressed his and the Board's concern that people understand this is not about the Friends and whether they should leave the building; he thinks that is a great use of the building. He said he wasn't even sure the meeting room was the right way to approach the issue. It will take some creativity to come up with the right thing; but he thinks the way the library is looking at it now won't stand up to the scrutiny of budgets over the next 3-5 years. Mr. McIntosh felt the task force should be a broader group - some member of the Library Board, some member of the Friends' Board, Jane Shields of the Charlottesville-Albemarle Foundation; and they should start having regular meetings and start talking with people.

Ms. Chiles told the Board that the task force feels, and many other people feel, there isn't anything wrong with Gordon Avenue. The problem is the economy and lack of money; and she felt the task force's work and research showed the problem is not Gordon Avenue and the staff there. She thanked Karen Morris and her staff for the job they have done and the patrons for their devotion. Mrs. Gleason and Mr. O'Connell agreed with Ms. Chiles. Mrs. Gleason, however, didn't think that was the point. It had nothing to do with the quality of the library; and everyone agrees it would be wonderful if the library could just stay exactly like it is. She did think, however, that the library was going to eventually be faced with something, some type of money or financing problem.

Mr. O'Connell asked the Board to set a target date for an interim report. The Director suggested July 1994.

Mrs. Gleason relayed to the Board members that the Personnel Committee felt the library should leave things the way they are now regarding leave policy. Mrs. Baker commented that after the Personnel Committee reviewed the City policy, as it related to what the library was doing, they found that the library fell into every category with the City except that Senior Staff gets four weeks of vacation (this was approved effective 7/1/89); and the Personnel Committee decided that the library would just go along with it. Mrs. Gleason said that when they had talked earlier, they had almost forgotten they had done it that recently - in 1989; and they decided it's a good leverage for the Director to have - to be able to offer that much to the Senior Staff. Everything else they decided to leave as it is.

Mr. O'Connell asked about new employees coming in, other than Senior Staff, if everybody would be in the same leave system. Mrs. Baker said that everybody is the same, as was passed effective 7/1/89, except the four weeks for the Senior Staff. Mr. O'Connell
PERSONNEL COMMITTEE REPORT (Continued):

confirmed that there currently are at least four different leave systems in effect now. As time goes on and people leave the library system, the pre-existing leave systems will eventually automatically cancel themselves out.

President Gaylord commented they felt staff were getting that leave now and the Board couldn’t go back on their word. Mrs. Gleason agreed adding that when they realized they had made a commitment not that long ago in 1989 to those getting that leave now, they felt they couldn’t go back on that.

Mr. McIntosh asked for a formal vote by the Board. He felt that if they were all comfortable with four weeks for Senior Staff, then they should have in writing what is Senior Staff, what is the definition of it, what is the professional responsibility, and what is necessary to elevate someone from a person who gets the normal treatment when they are hired from the people newly coming on board now. If it is going to be offered, he felt they should make sure it is offered for a limited number of positions.

Mr. Tucker said he had read the employee’s handbook and it was a good handbook. He felt the Library should follow the City’s rules and regulations; if the library decides not to, then the library ought to write their own handbook. Mrs. Gleason said the library doesn’t abide by everything; it would be impossible because some things are so different.

Mrs. Baker made a motion that the Board approve the library staying with the leave policy as adopted in 7/1/89 and continue to pay the employees that don’t fit this category, the way we have been over the past year.

Mr. O’Connell asked what was the appropriate definition for Senior Staff, Department Heads. Mr. McIntosh recalled that issue was revisited when they discussed the issue of bumping rights. Because there are certain people that are immune in going through bumping rights, that’s one of the ways that you can define department heads, as the City defines it. Just like the City has department heads, the library has people who exercise independent authority over the operations underneath them; and the Board was comfortable at that time with a total of five to seven people in the library whose responsibilities earned them the status of or equivalency in our system like department heads were in the City system. The Board decided the library did have people who were exercising authority in a similar fashion as the City; and therefore, they were accorded Senior Staff status. The Board put Senior Staff under department heads. The Library Board retains the right to set it’s own policies, and one of them is pay and one of them is leave. What the City personnel are doing is administering those things; but they are this Board’s policy and this Board has the right and the ability to add to or change whatever they wish.
PERSONNEL COMMITTEE REPORT (Continued):

Mrs. Baker said she had made a motion - that the library stay with the leave policy as adopted in 7/1/89 and continue to allow grandfathering in of those employees hired under previous policies to that date. Mr. O’Connell confirmed that policy said four weeks for department heads. The motion was amended to show the Board defines department heads as (list the five positions) and Mr. McIntosh seconded the motion. Mr. O’Connell asked that this be reflected in the Minutes and the motion, with it made very specific that to deviate from that, the Director has to come back to the Board for approval. Mrs. Gleason said the Board should eliminate the definition of department heads and senior staff and say the Board approves a vacation of four weeks for designated individuals including the Business Manager, Head of Children’s & Youth Services, Head of Reference & Information Services, Head of Technical Services, and Head of Collection Development. The amended motion was approved by five Board members (Baker, Clarke, Gleason, McIntosh, and O’Connell). Mr. Tucker opposed the motion. The Board instructed Mrs. Grossman to change the current leave schedule shown in their leave packet from "All Department Heads" to "Designated Positions***" and list the five designated positions.

DIRECTOR’S REPORT:

1) Plaque for employees reaching 25 years or more of service - the Director showed the Board the plaque completed honoring library employees who have been with the library system for 25 years or more. The plaque states, "In appreciation and recognition of 25 years of dedicated service." The employees honored are: Roland E. Beauford, James H. Smith, Carolyn K. Allen, Mary A. Barbour, and Linwood M. Frye.

2) Report on Library Budget for Next Year - The Director expressed her appreciation to the three Board members representing Charlottesville - Mrs. Gleason, Mr. McIntosh, and Mr. O’Connell - for their strong support of the library and in presenting the library’s budget requests so successfully to City Council members. Mr. McIntosh commented that Charlottesville came up with a percentage increase twice as large as Albemarle County’s. They explained to City Council members that with declining circulation in Gordon Avenue and Central, the increase in the percentage for Charlottesville resulted in $28,000 more cost being paid by the City. It’s a function of the regional system and it’s a function of opening Northside.

Mr. O’Connell reported that their request was originally underfunded by $39,160. They asked City Council to fully fund the Summer Reading program for $13,000, bringing the balance to $52,160. City Council will be asked for approximately $46,000 - to cover the formula in the agreement, with the provision that the City will fund half of the Summer Reading program and the library will fund the other half. In other words, the library has to come up with or reallocate $6,000-7,000 in the budget for the other half of the Summer Reading program. Louisa County - Mrs. Clarke reported that Louisa County approved
DIRECTOR’S REPORT (Continued):

full funding for the library. Nelson County - Mr. Tucker said Nelson County was still in the budget process; but he thought the library would be fully funded. It was a status quo budget. Greene County - Mrs. Gaylord did not think Greene County would fully fund the budget request. It was about a 15% increase; and they might fund half of it. Albemarle County - The Director reported the library was one of the few agencies that Albemarle County unanimously fully funded.

3) Nancy Cook - The Director informed the Board that Nancy Cook, the Acting Head of Children’s Department, also attended PLA in Atlanta.

4) New Truck - A new truck, instead of a van, has been ordered to replace one of the courier vans and will cost approximately $22,000.

5) Customer Service Workshop - All J-MR Library staff, except branch heads and senior staff, will be attending on Jefferson’s Birthday, April 13th, their first Customer Service Workshop at Northside. Those attending will have a comp. day in lieu of April 13th.

6) Meeting with LVA - Next month the Director and Cyndy Caughron will be meeting with LVA to discuss issues regarding cooperation between the two agencies. The Director anticipates a request for space.

7) Year-End Budget Projections - Year-end budget projections will be ready in April, along with a report anticipating where the library will be with their reserves.

8) Uncataloged Items - The Director reported the library has uncovered uncataloged collections in Scottsville, Nelson, and Louisa. They are more substantial than they had realized. This will be brought up for the Board’s discussion on how to deal with some of the issues, with some recommendations from the staff at the April meeting.

9) Telecommunications Report - Next month the Board should have a report from the Telecommunications Consultant.

10) YA Summer Reading Program - The Director informed the Board that the library has a YA Summer Reading Program lined up for this summer. Charlotte Bradshaw, at Northside, has developed a program for Northside that can be replicated system wide.

11) State Aid in Budget - Mr. O’Connell said that one issue that came up with the City is that the library did not have a budget document in next year’s budget about State Aid; and the City asked the Board representatives for a document. The City was
**DIRECTOR’S REPORT (Continued):**

concerned about the library not fully showing all sources of revenue. Mr. Tucker confirmed he had also been asked for it. In the future, the library should make sure this is part of the budget sent out to all the jurisdictions each year.

12) **Comments on PLA** - The Director discussed information she obtained from attending PLA. Items discussed included more workstation-based lighting, the tremendous need for increased library management information systems, better use by patrons of collection resources, a new concept about libraries not needing signs, and many library systems have already gone to 25 cents a day for fines. The Library is behind in reference -in packaging reference services for job hunters, career changes, job information centers, helping people write resumes, and job listings. There was a big push on people job hunting. The Director saw a trend in more involvement by boards in analysis of library services.

**OTHER ITEMS DISCUSSED:**

1) **Staff Suggestion** - President Gaylord asked if the Board wanted to respond to the staff suggestion on page 20 in the Board packet. Mrs. Baker said that at least three times now in the last eighteen months something has been said about having a staff member come to the Board meetings. President Gaylord said that the Personnel Committee would have to be restructured as the committee had been changed to do just policies, such as the leave policy. Mrs. Baker felt there should be a staff person there so that questions could be asked of them, to see how they respond, and to take back to other members of the staff what the committee says. She felt the more input the Board gets the better the decision will be. They could be invited to attend - maybe they should be elected for a six-month period. Mrs. Baker suggested someone from staff be at Board meetings and other meetings, except when discussing personnel.

Mrs. Williams informed the Board it was her suggestion; and she was trying to suggest getting some systematic way where staff and Board could communicate more. It would give staff the opportunity to be present to answer questions and to bring what they heard back to the staff. Basically, the same group of people attend the Board meetings because they are senior staff; and Mrs. Williams suggested having someone from the regular staff involved in this type of communication.

President Gaylord commented that the Board was aware of the needs and the Board will take it under advisement. The Board needs to work out a system. Mrs. Baker said she did not want this dropped and would like further discussion on the issue. President Gaylord commented that what is on the agenda may relate to the person invited.
ADJOURNMENT:

Mrs. Baker made the motion for adjournment; Mrs. Gleason seconded the motion. The meeting adjourned at 6:17 p.m. Unless notified otherwise, the next meeting is scheduled for April 26, 1994 at 3:30 p.m. in the Jefferson Room at the Central Library.

DonnaLee Grossman
Recording Secretary
TABLE 1

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Circulation (In Thousands)</th>
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</thead>
<tbody>
<tr>
<td>'66</td>
<td>66</td>
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<tr>
<td>'82</td>
<td>82</td>
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<td>'87</td>
<td>140.9</td>
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<td>'92</td>
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TABLE 2

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<th>Fiscal Year</th>
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<tr>
<td>'87</td>
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<td>'92</td>
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### Table 3

**Circulation Minus Renewals**

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<th>Year</th>
<th>Gordon Avenue</th>
<th>Central</th>
<th>Northside</th>
<th>Total</th>
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<tr>
<td>1990</td>
<td>124,242</td>
<td>304,109</td>
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<td>428,351</td>
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<td>1992</td>
<td>94,886</td>
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<td>182,071</td>
<td>589,980</td>
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<tr>
<td></td>
<td>(-30,024)</td>
<td>(-26,397)</td>
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<td>1993</td>
<td>96,387</td>
<td>321,266</td>
<td>261,945</td>
<td>679,598</td>
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<tr>
<td></td>
<td>(+1,501)</td>
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SCHOOLS BEING SERVED DIRECTLY BY GORDON AVENUE LIBRARY

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<thead>
<tr>
<th>CHARLOTTESVILLE</th>
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<td>AFTERSCHOOL PROGRAM</td>
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<td>JACKSON-VIA</td>
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<td>JOHNSON</td>
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<td>VENABLE</td>
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<th>ALBEMARLE</th>
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<tr>
<td>PAUL H. CALE</td>
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<td>MERIWETHER LEWIS</td>
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<tr>
<td>STONY POINT</td>
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<td>HEADSTART</td>
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<td>MOLLIE MICHIE CO-OP (UNITARIAN CHURCH)</td>
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<tr>
<td>TRINITY EPISCOPAL CHILD CARE CENTER</td>
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<td>WESTMINSTER PRESCHOOL AND DAY CARE CENTER</td>
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<td>THE LEARNING CENTER</td>
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<td>ST. ANNE'S--HELFIELD</td>
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### Table 5

**Community Groups Using Gordon Avenue Meeting Rooms, 1993**

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<thead>
<tr>
<th>Community Group</th>
<th>Number of Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>AARP Tax Help</td>
<td>(10)</td>
</tr>
<tr>
<td>AIDS Support Group</td>
<td>(2)</td>
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<tr>
<td>Alpha Kappa Alpha</td>
<td>(11)</td>
</tr>
<tr>
<td>AKA Job Workshop</td>
<td>(1)</td>
</tr>
<tr>
<td>American Cancer Society</td>
<td>(1)</td>
</tr>
<tr>
<td>American Red Cross</td>
<td>(1)</td>
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<tr>
<td>Blue Ridge Algae Network</td>
<td>(1)</td>
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<tr>
<td>Charlottesville Drama Group</td>
<td>(4)</td>
</tr>
<tr>
<td>Common Ground</td>
<td>(8)</td>
</tr>
<tr>
<td>Community Investment Group</td>
<td>(2)</td>
</tr>
<tr>
<td>Delta Sigma Theta</td>
<td>(10)</td>
</tr>
<tr>
<td>English As A Second Language, Blue Ridge Council</td>
<td>(9)</td>
</tr>
<tr>
<td>Financial Planning</td>
<td>(1)</td>
</tr>
<tr>
<td>Forum For Hope And Healing</td>
<td>(2)</td>
</tr>
<tr>
<td>Friends of the Library, Board</td>
<td>(2)</td>
</tr>
<tr>
<td>Headstart</td>
<td>(31)</td>
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<tr>
<td>Inspired Investors</td>
<td>(1)</td>
</tr>
<tr>
<td>Ivy Creek Foundation</td>
<td>(1)</td>
</tr>
<tr>
<td>J-MRL Volunteer Reception and Board Meeting</td>
<td>(1)</td>
</tr>
<tr>
<td>J-MRL Committee Meetings</td>
<td>(9)</td>
</tr>
<tr>
<td>Learning Center</td>
<td>(14)</td>
</tr>
<tr>
<td>Literacy Volunteers Training Sessions</td>
<td>(46)</td>
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<tr>
<td>Martha Jefferson House</td>
<td>(1)</td>
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<tr>
<td>Overeaters Anonymous</td>
<td>(4)</td>
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<td>Parents Anonymous</td>
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<td>Pine Knot Advisory Board</td>
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<td>Real Early</td>
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<td>Shellewell Club</td>
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<td>Shenandoah Black Officers Association</td>
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<td>Sign Language Classes</td>
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<td>Teensight</td>
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<td>Theta Kappa</td>
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<td>Trinity Episcopal Child Care Center</td>
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<td>United Daughters Of The Confederacy</td>
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<tr>
<td>Venable Neighborhood Community Organizations</td>
<td>(2)</td>
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<tr>
<td>Virginia Association Of Biological Farmers</td>
<td>(2)</td>
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<tr>
<td>Virginia Library Association Jefferson Cup Committee</td>
<td>(4)</td>
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<td>Virginia Museum Of Natural History</td>
<td>(2)</td>
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<td>Virginians Against Handgun Violence</td>
<td>(1)</td>
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<tr>
<td>World Vision</td>
<td>(8)</td>
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</tbody>
</table>
## TABLE 6

Total surveys=150  
Feb.22 - Mar. 10, 1994

**GORDON AVENUE BRANCH LIBRARY SURVEY**

1. What city or county do you live in?  
   - Albemarle=77  
   - Charlottesville=69  
   - Nelson=1  
   - Out of Area=3

2. Are you:  
   - □ 0-16 years old  
   - □ 17-55 years old  
   - □ 56+ years old

3. Are you:  
   - □ 120  

4. Did you find what you were looking for in the library today?  
   - □ Yes  
   - □ No

5. Did you come to the library today:  
   - □ to find a book?  
   - □ to find or read a magazine or newspaper?  
   - □ to find the answer to a question?  
   - □ to use a meeting room?  
   - □ to attend a library program?  
   - □ to attend another program?  
   - □ to use the children’s computer?  
   - □ other: tutoring, tax help, reserves, videos

6. What other resources or services would you like to find at this library?  
   - □ a person at the information desk(all the time)  
   - □ word processing  
   - □ homework help  
   - □ typewriters  
   - □ color copier  
   - □ FAX capability  
   - □ 10 unspecified evening hours: M^2^3^9^;Tu^1^9^;Th^2^2^  
   - □ programs: adult^1^2^; children’s^1^8^ (more)

   - □ computerized magazine indexes  
   - □ Internet access  
   - □ other: Sundays(7), more hours & videos & books & computers & reference materials

7. What do you like about the Gordon Avenue Branch Library?  
   - □ convenient location=72; friendly, helpful staff=70; atmosphere=26; collection=25; parking=18; child-friendly=18; quiet=6; everything=7

8. How can the Gordon Avenue Branch Library better serve you?  
   - □ more hours=20; more books=16; evening hours=12; Sunday hours=8; more videos=4; reference staff=4; more meeting rooms=3; Wed. morning=2; Infotrac=2; book discussions for older kids; more comfortable chairs; other specifics
A SAMPLE OF IDEAS FOR PROMOTING USE OF GORDON AVENUE

1) Give patrons access to the facility by staying open at least two nights per week.

2) Give patrons the opportunity to stop by after work by staying open until 6:00 P.M. instead of 5:00 P.M.

3) Make the information desk operational by staffing it at all times.

4) Add 1/2 time professional position to enable evening openings and staffing of information desk.

5) Create a word processing center at Gordon Avenue Library. This could be equipped with a fax machine, a color copier, typewriter(s), word processing software. The Apple computer in the children’s room at GAB is available more often now.

6) Create a multicultural center at Gordon Avenue. Invite foreign students from UVA International Center to give programs and make displays for children and adults. Gordon Avenue could have the nucleus of JMRL’s English as a second language collection, through transfer of existing materials and acquisitions. Focus informational materials about other lands and travel materials at GAB.

7) Recruit volunteers to staff a homework hotline after school. It is quite possible that Sprint would donate the line. Teachers could provide the volunteer with assignments ahead of time and the volunteer could be prepared to assist homeworkers.

8) Purchase full text database indexes (UMI, EBSCO) of periodical articles that do not replicate existing databases. Nerancy bequest fund money could be used.

9) Create a practical "how-to" center for information on accomplishing specific tasks. Example: how to unstop a drain, or buy a house. Have local experts demonstrate picture framing, skin and hair care, do-it-yourself home improvements such as wallpapering, landscape gardening, automobile maintenance.
10) Offer film programs from JMRL’s collection of videos to which public performance rights have been purchased (There are 328 such films in JMRL’s collection) The juvenile videos don’t rotate so GAB patrons wouldn’t have seen many of these.

11) Have art displays in the Century Room.

12) Encourage book discussion groups.

13) Split new YA position between GAB and Central.

14) Circulation and library use increase with programming. The possibilities are infinite. Some examples follow:

Have parenting programs taking place at the same time as children’s programs—How to make a movie of your children, buy an encyclopedia, etc.

Sample children’s programs: Gordon Avenue poetry contest with winner having prize or appearing in newspaper, programs by guest storytellers (amateur), school tours with movie and brown bag lunch, pet care, guessing games, joke days, T-shirt design, tie-dye, shadowboxes, etc.

15) Implement the Junior Great Books curriculum, for grades K-12. This is a student-centered program of interpretive reading, writing, and discussion. Staff members have expressed interest in being trained to use this plan.

16) Make our own informational video about Gordon Avenue and what it has to offer.

17) Have GAB be a pilot project site for the Bestseller Lease Collection. Best sellers can be leased by the patron, rather than waiting in a long holds queue.

18) Expand usable space in GAB by taking over the workroom or using some of the Friends’ space (if possible) for a YA section.

19) Use Focus groups to explore additional uses of GAB.
GORDON AVENUE LIBRARY

TASK FORCE REPORT

MARCH 29, 1994

1. Offer live broadcasts from WVLT's collection of
   video resources to make possible performances and events.
   (e.g., the 1950s home life in America, etc.)
   The live broadcast of the performance can occur in GPA.
   Performances may also be shown in the Centennial Room.

2. Encourage use of the Centennial Room.

3. Submit new to your library's media and Centennial Room
   for consideration and inquiry into new materials.
   For example, Fellows, educators, and libraries may exhibit
   their creative work, audio-visual, etc.

4. Implement the Junior Great Books Curriculum.
   (e.g., Elizabethan England, etc.)
   The Junior Explorers program is a Junior Great Books summer
   program that introduces children to great literature in a
   fun, interactive way.

5. Make the media information video堡or programs
   available and worth the time to other.

6. Have GVA play a larger role in the program.
   Peers. Collaboration between GVA and GPA can be increased,
   providing a forum for discussion.

7. Expand new ideas for GPA's summer programs.
   (e.g., the theme, etc.)

8. Use local artists to explore creative uses of GPA.

9. Increase membership in GPA.

10. Offer a new section.

11. Have art displays in the Centennial Room.

12. Encourage use of the Centennial Room.
McIntire Public Library broke ground for the new library at Gordon Avenue on August 2, 1965. The Perry Foundation donated the land, the city and county each contributed $75,000 to the building and $120,000 from the federal government completed the building fund. Furniture, books and equipment were donated by the University League, American Association of University Women, the League of Women Voters and the Friends of the Library.

The library opened on November 19, 1966. Governor Mills E. Godwin, Jr. dedicated Gordon Avenue Library at a ceremony on December 12, 1966. We opened with a library staff of six, three professional librarians, two clerical staff and a maintenance man. Open 48 hours a week, in the next year we circulated 49,748 books. We are currently open 48 hours a week with a staff of five and two part-time shelvers and we circulated 140,160 items. Our circulation has increased 182%.

Our current circulation figures are equal to those of 1982 when there were 10 full-time staff and we were open 68 hours weekly. Gordon Avenue's success rate is very high indeed!

When I moved back to Charlottesville in 1986 Gordon Avenue was the major branch library -- open 64 hours a week (four nights) with a staff of 11 full-time workers that included four professionals (one branch head, one children's librarian and two reference librarians). Circulation was at 170,000 (Tables 1 and 2). Since that time our hours have decreased by 25%, our staff has decreased by 50%, and yet our circulation has only decreased by 20%.
The stated goal from the January board meeting was to change the perceived decline in Gordon Avenue's circulation. We have already begun. February circulation increased by 8.5%. Projections for 1993-94 based on the first nine months show a base projected increase to at least 142,500.

Turning to what is happening now at Gordon Avenue, the truth is that our 1992-93 circulation did not decline -- the renewals did. This is due to our policy change which reduced the number of renewals from two to one starting in September, 1992. Renewals are figured as part of our circulation. If you subtract renewals from checkouts and compare similar figures from the previous years you will see (Table 3) that the number of items checked out in 1992-93 is 1,501 higher than those checked out in 1991-92.

While we are talking about figures -- another item of interest is that our total circulation figures (those that include fines, patron registrations and holds as well as checkouts and renewals) are always greater than the previous year. For example, compare these factors from October 1993 to October 1992 -- our checkouts were down 4%, our fines increased 10%, our patron registration work increased 28% and our patron holds increased 49%. This is a typical month. And every branch checks in more books than they check out. Central is the only library in our system doing more checkouts than checkins.
Our staff output has increased in many ways in recent months:

**CHILDREN'S SERVICES:**

Our children's services library assistants, Linda Justice and Cindy Olsen, have arranged visits to five schools to give booktalks to third and fifth graders. This will provide outreach to at least 20 classrooms and more than 400 students.

These same classes are, where possible, scheduling field trips to the library.

Starting last fall, HeadStart began bringing children to Gordon Avenue for storytime. See Table 4 for schools we serve.

Our staff has doubled the number of storytimes since the fall and are planning to double that this summer.

In addition to the traditional library services provided to children, their parents and teachers, they are constantly finding new ways of reaching out to the public, such as:

a) Biweekly drop-in storytimes on Saturdays. This will increase to weekly in the summertime.

b) Simultaneous storytimes for preschoolers and toddlers to give busy parents greater flexibility.

c) Special afternoon programs to be held outside in the summertime.

d) A series of special young adult programs which will tie in with Charlotte's innovative summer reading program for young adults.
ADULT SERVICES:

Our meeting rooms are used by a wide array of community organizations. These are shown in Table 5 with the frequent users in bold print. The two sororities you see listed are black service sororities.

We are the training center for Literacy Volunteers of America. I am the program coordinator for their grant and we work closely together. We also serve their tutors and students with our small meeting room in which to study and, of course, we have a strong literacy collection.

Every day we see teachers and students from the Learning Center. Their director said at a recent Venable Neighborhood meeting that our library was one major reason their location was so desirable.

We also serve the adult handicapped students and their teachers from the Post High School.

We provide traditional library services to staff from Focus and the residents of Martha Jefferson House as well as being a good neighbor when they need logistical help -- parking problems and the emergency shelter for Martha Jefferson.

We have increased our information services as much as possible.

And, of course, we do all we can to help out the Friends of the Library.
The profile of Gordon Avenue Library users fits exactly with the strongest predictors of library use -- college educated, married, owners of single family homes, with children. People also don't travel far to use libraries. In fact, the closer they live to a library the more they use it. Our system is a great example of this. Since Northside opened they have over 7,000 new first-time users. Also, Central and Gordon Avenue users that live near Northside now use Northside. Library use frequently follows what is to me the Macdonald concept. If you have a successful Macdonalds then nearby you build your Burger King and Taco Bell and Ponderosa. They all do well. That's why Gordon Avenue remains successful surrounded by the University libraries and two miles from Central Library. There have been surveys by large public library systems that indicate "usage declines at one to 1.5 miles distance from the library and is almost nonexistent beyond two to 2.5 miles." This suggests that if you closed Gordon Avenue Library the majority of patrons would not switch to Northside or Central, they would stop using our library system entirely.

In order to learn what is important about Gordon Avenue Library to our patrons the committee prepared a patron opinion survey. You have a copy of the results (Table 6). The distribution between Albemarle and Charlottesville is almost even. Two-thirds of the people filling out the survey are between 17 and 55 years of age and about one-third are over 56. Four-fifths are female and one-fifth male. Of the 150 people, 140 found what they were looking for when they came to Gordon Avenue. To me this
indicates that our staff works hard to produce a favorable outcome for everyone. If we don’t have what they are looking for we either get it from someplace else or we locate a substitute.

The majority still come to find books. They like the extras, but the books are important.

Why do they come to Gordon Avenue Library? About 50% said the convenient location and 50% said the helpful, friendly staff. There were a few different ways of saying this but those were the most commonly used words and they made us feel very good about what we do. The collection received high marks -- our thanks to Andy -- and another frequent comment to the question, "What do you like about the Gordon Avenue Branch Library?" was "the atmosphere.

It's my favorite thing about our library too and what I might have answered. People also commented on the child-friendly service and setting and also on available parking. Some even liked us because of the quiet!

When we asked how we could better serve them the biggest request is for more hours and the next for more books. Also more videos and more books on tape. This will be addressed in our suggestions.

If you look at question number six you can see some of their interests for the library. Tops is more evening hours, then computerized magazine indexes (such as Infotrac -- nobody wants to use Readers’ Guide anymore), then word processing capabilities, Internet access, a person at the information desk (all the time --
our customers are knowledgeable library users and they miss adult services) and then they'd like a color copier.

The survey results and the facts outlined in this report show Gordon Avenue to be a strong, vibrant library that has gone from being a major full-service branch to a small area library that is doing more than one would expect to serve a sizeable patron population. We have given up 50% of our staff and 25% of our hours and yet maintained 80% of previous circulation. If more is desired of Gordon Avenue Library the following are offered as possibilities.
DIRECTOR'S REPORT

APRIL 1994

DIRECTOR ATTENDED/MET WITH:

- Jim Helms, Telecommunications Consultant and Mike O’Shea, Sprint Centel.

- Trustee Cyndy Caughron, LVA Board President Joanne Greiwe, LVA Board member Susan Blankenbaker, and LVA Director Jacqueline Dugery to discuss grant reporting and other areas of cooperation.

- Ann Beauford to discuss 35 year service award for Roland Beauford.

- Visits to Crozet, Scottsville, and Greene branches.

- Friends’ Book Sale.

- Gordon Avenue Branch Task Force.

- Branch Heads/Senior Staff monthly meeting.

- In-Service - Staff for Customer Service.

- Personnel Committee.

- Virginia Public Library Directors - Panel on School-Public Library Combinations-Cooperation.

- Meetings with Trustee Gary O’Connell on development of community network - potential grant application.

- State-wide Friends’ Conference - Jane Hess, our Book Sale Chief, served on panel discussion for this conference.

- Stephen Winthrop, The Midas Group, which offers consultant services to non-profit agencies.

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

AT THE APRIL 26, 1994 MEETING

1) Approval by the Board of Trustees of the March 29, 1994 Minutes as presented.

2) Approval by the Board of the Community Information Network; authorization to the Director to draw down one-half of the $100,000 from the Equipment Fund, $50,000 one year and $50,000 the next year, over two fiscal years; the fiscal agent management staff responsibilities should come from the grant; the Board will be sensitive and careful on the impact this would have on existing staff.

3) Approval by the Board of the Director's recommendation on overseas fax fees. (Director’s recommendation was to add to J-MRL's current fax fee structure a fee of $5.00 for the first page and $3.00 for each additional page for overseas fax transmissions.)

4) Approval by the Board of the revised 1993/1994 budget as presented in the April 20th budget review memo.

5) Adoption by the Board of the Personnel Committee's report, with elimination of the last paragraph that begins with the words, "Betty Gaylord...", on page two of the report.

6) Approval by the Board of the amended charge for the Gordon Avenue Task Force, with a deadline of October 15, 1994 for the report.

DonnaLee Grossman
Recording Secretary

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County.
MINUTES OF THE APRIL 26, 1994 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

Mary Jane Clarke

ALSO PRESENT:

Charlotte Bradshaw - Northside Librarian
Chip German - University of Virginia
DonnaLee Grossman - Recording Secretary
Joyce MacDonald - Head, Reference & Information Services Department
Daniel Nunziato - Business Manager
Donna Selle - Library Director
James Smith - Central Courier/Maintenance
Andrea Williams - Collection Development Coordinator
Philip Williams - Head, Technical Services & Automation

The meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Gaylord at 3:32 p.m. on Tuesday, April 26, 1994 in the Central Library's McIntire Room.
Mr. Tucker made the motion for Board approval of the March 29, 1994 Minutes as presented; Mrs. Baker seconded the motion. The motion was approved by three Board members (Baker, Gleason, and Tucker). Mrs. Caughron and Mrs. Dorrier abstained from voting as they were not present at the March 29, 1994 meeting. Mr. McIntosh and Mr. O’Connell were not present at the time of voting.

**SUMMER READING PROGRAM FOR YOUNG ADULTS**

*(CHARLOTTE BRADSHAW)*

Ms. Bradshaw reviewed with the Board the Young Adult Summer Reading program in the Board’s packet. All the branches have signed on for this program. Ms. Bradshaw will be contacting local businesses for donations of coupons or other free items that can be used in the program as incentives for young adults. There will be weekly drawings for larger prizes; and to qualify for the drawings, a young adult must write a review of a book they have read. Ms. Bradshaw showed the Board the poster for the program.

**COMMUNITY INFORMATION NETWORK**

The Library Director, Mr. Williams, Mr. German from the University of Virginia, and Mr. O’Connell voiced their request and support to the Board for the Library’s involvement and participation in the development of a Community Information Network project, as briefly outlined in the Board’s packet. Mr. German emphasized that this network would give the community good public access to the information resources of the University of Virginia. The deadline for the grant is May 12th.

The Library Director asked for the J-MR Library to serve as the coordinating body and the fiscal agent for this project, for commitment of Equipment Fund monies not to exceed $100,000, to provide matching/start-up funds for the grant. Mr. German stated that the Library Board needed to decide if they wanted to take a leadership role in determining what the base of information to the community will be.

Mr. McIntosh made a motion that the Library Board approve this, with the provision that the Board authorizes the Director to draw down one-half of the $100,000 from the Equipment fund, $50,000 one year and $50,000 the next year, over two fiscal years; Mrs. Gleason seconded the motion. Mr. Nunziato voiced his concern over the Library acting as fiscal agent for the project. After a brief discussion regarding Mr. Nunziato’s concerns, Mr. McIntosh amended the motion to include that the fiscal agent management staff responsibilities should come from the grant. Mr. O’Connell asked that the Minutes reflect that the Board wants to be sensitive and careful about the impact of this grant on the current staff; and that as part of the grant proposal, the Library will make sure that all the bases are covered. Mr. McIntosh added to the motion that the Board be sensitive and careful on the impact this would have on existing staff. The amended motion
COMMUNITY INFORMATION NETWORK (Continued)

was approved by six Board members (Baker, Caughrton, Dorrier, Gleason, McIntosh, and O’Connell). Mr. Tucker voted against the motion.

OVERSEAS FAX FEES

The Board reviewed the Director’s letter regarding charging an additional fee for faxing overseas. Mrs. Dorrier made a motion that the Board approve the Director’s recommendation; Mr. Tucker seconded the motion. The recommendation was to add to J-MRL’s current fax fee structure a fee of $5.00 for the first page and $3.00 for each additional page for overseas fax transmissions. This motion was approved by six Board members (Baker, Caughrton, Dorrier, Gleason, McIntosh, and Tucker). Mr. O’Connell was not present at the time of voting.

REVISED 1993/1994 BUDGET - (DANIEL NUNZIATO/DONNA SELLE)

The Board reviewed the Director’s and Mr. Nunziato’s revised budget for FY 1993/1994, as outlined in the Board packet. Mr. McIntosh made the motion for Board approval of the revised 1993/1994 budget as presented in the April 20th budget review memo; Mrs. Caughrton seconded the motion. The motion was approved by six Board members (Baker, Caughrton, Dorrier, Gleason, McIntosh, and Tucker). Mr. O’Connell was not present at the time of voting.

REPORT FROM PERSONNEL COMMITTEE

Mrs. Gleason commented that she did the Personnel Committee Minutes from notes given to her as she was not present for the committee meeting; and she welcomed any input from the members who were present. After discussion by Board members and with input by Mrs. Williams, representing staff, the following motion was made: Mrs. Gleason made a motion for adoption of this report, with elimination of the last paragraph that begins with the words, "Betty Gaylord..." on page two of the report; Mrs. Caughrton seconded the motion. Four Board members voted for the motion (Baker, Caughrton, Gaylord, and Gleason). Two Board members voted against the motion (McIntosh and Tucker). Mrs. Dorrier and Mr. O’Connell were not present at the time the vote was taken.

GORDON AVENUE BRANCH TASK FORCE

The Director reported that the next step in the Gordon Avenue Branch Task Force is to explore additional complementary sources of revenue to subsidize or offset Gordon Avenue Branch Library operating costs, as per the April 21st memo in the Board packet. Four employees would like to remain and work on the newly proposed task force: Anne
GORDON AVENUE BRANCH TASK FORCE (Continued)

Chiles, Lynette Friesen, Karen Morris, and Andrea Williams. Suggested representatives from the community were listed in the memo. UVA students are to be included in the suggested representatives list. The Board reviewed in detail the committee’s charge. The Board suggested the charge be changed to read: To explore additional, complementary, and/or other creative uses of the Gordon Avenue Branch Library facility. The Board suggested a deadline of October 15, 1994 for the report, in time for next year’s budget process. Mr. McIntosh made the motion for Board approval of the amended charge for the Gordon Avenue Task Force, with a deadline of October 15, 1994 for the report; Mrs. Gleason seconded the motion. Five Board members approved the motion (Baker, Caughrnon, Gleason, McIntosh, and Tucker). Mrs. Dorrier and Mr. O’Connell were not present to vote on the motion.

UNCATEGORIZED MATERIALS

The Director discussed, as an information item to the Board, uncataloged collections on loan, as outlined in the April 19th memo in the Board’s packet.

DIRECTOR’S REPORT

1) Friends’ Book Sale - The Friends’ Book Sale grossed $67,000; and they will net about $55,000. They have not finished their silent auction, which was dedicated to the Endowment Fund.

2) Special Recognition of Volunteers and Successful Friends’ Book Sale - The Director invited the Board to participate in the reception being held at Gordon Avenue to honor volunteers and the successful Friends’ Book Sale on Tuesday, May 24, 1994. The Board will have their meeting at Gordon Avenue that day.

EXECUTIVE SESSION

Mr. McIntosh made the motion for the Board to go into Executive Session to discuss personnel issues, pursuant to Section 2.1-344 of the Code of Virginia, sub paragraph (1); Mrs. Baker seconded the motion. The Library Board went into Executive Session at 6:17 p.m.
MOTION: Mr. McIntosh
SECOND: Mrs. Baker

(To go into Executive Session to discuss personnel issues.)

CERTIFICATION OF EXECUTIVE MEETING

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 sanctioning the executive meeting were heard, discussed or considered by the Jefferson-Madison Regional Library.

VOTE:

AYES: Baker, Caughron, Gaylord, Gleason, McIntosh, and Tucker

NAYS: None

(For each nay vote, the substance of the departure from the requirements of the Act should be described.)

ABSENT DURING VOTE: None

ABSENT DURING MEETING: Clarke, Dorrier, and O'Connell

[Signature]
Clerk/Secretary of Jefferson-Madison Regional Library
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**COMMUNITY INFORMATION NETWORK**

The Library Director, Mr. Williams, Mr. German from the University of Virginia, and Mr. O'Connell voiced their request and support to the Board for the Library’s involvement and participation in the development of a Community Information Network project, as briefly outlined in the Board’s packet. Mr. German emphasized that this network would give the community good public access to the information resources of the University of Virginia. The deadline for the grant is May 12th.

The Library Director asked for the J-MR Library to serve as the coordinating body and the fiscal agent for this project, for commitment of Equipment Fund monies not to exceed $100,000, to provide matching/start-up funds for the grant. Mr. German stated that the Library Board needed to decide if they wanted to take a leadership role in determining what the base of information to the community will be.

Mr. McIntosh made a motion that the Library Board approve this, with the provision that the Board authorizes the Director to draw down one-half of the $100,000 from the Equipment fund, $50,000 one year and $50,000 the next year, over two fiscal years; Mrs. Gleason seconded the motion. Mr. Nunziato voiced his concern over the Library acting as fiscal agent for the project. After a brief discussion regarding Mr. Nunziato’s concerns, Mr. McIntosh amended the motion to include that the fiscal agent management staff responsibilities should come from the grant. Mr. O'Connell asked that the Minutes reflect that the Board wants to be sensitive and careful about the impact of this grant on the current staff; and that as part of the grant proposal, the Library will make sure that all the bases are covered. Mr. McIntosh added to the motion that the Board be sensitive and careful on the impact this would have on existing staff. The amended motion
COMMUNITY INFORMATION NETWORK (Continued)

was approved by six Board members (Baker, Caughron, Dorrier, Gleason, McIntosh, and O’Connell). Mr. Tucker voted against the motion.

OVERSEAS FAX FEES

The Board reviewed the Director’s letter regarding charging an additional fee for faxing overseas. Mrs. Dorrier made a motion that the Board approve the Director’s recommendation; Mr. Tucker seconded the motion. The recommendation was to add to J-MRL’s current fax fee structure a fee of $5.00 for the first page and $3.00 for each additional page for overseas fax transmissions. This motion was approved by six Board members (Baker, Caughron, Dorrier, Gleason, McIntosh, and Tucker). Mr. O’Connell was not present at the time of voting.

REVISED 1993/1994 BUDGET – (DANIEL NUNZIATO/DONNA SELLE)

The Board reviewed the Director’s and Mr. Nunziato’s revised budget for FY 1993/1994, as outlined in the Board packet. Mr. McIntosh made the motion for Board approval of the revised 1993/1994 budget as presented in the April 20th budget review memo; Mrs. Caughron seconded the motion. The motion was approved by six Board members (Baker, Caughron, Dorrier, Gleason, McIntosh, and Tucker). Mr. O’Connell was not present at the time of voting.

REPORT FROM PERSONNEL COMMITTEE

Mrs. Gleason commented that she did the Personnel Committee Minutes from notes given to her as she was not present for the committee meeting; and she welcomed any input from the members who were present. After discussion by Board members and with input by Mrs. Williams, representing staff, the following motion was made: Mrs. Gleason made a motion for adoption of this report, with elimination of the last paragraph that begins with the words, “Betty Gaylord...” on page two of the report; Mrs. Caughron seconded the motion. Four Board members voted for the motion (Baker, Caughron, Gaylord, and Gleason). Two Board members voted against the motion (McIntosh and Tucker). Mrs. Dorrier and Mr. O’Connell were not present at the time the vote was taken.

GORDON AVENUE BRANCH TASK FORCE

The Director reported that the next step in the Gordon Avenue Branch Task Force is to explore additional complementary sources of revenue to subsidize or offset Gordon Avenue Branch Library operating costs, as per the April 21st memo in the Board packet. Four employees would like to remain and work on the newly proposed task force: Anne
COMMUNITY INFORMATION NETWORK (Continued)

was approved by six Board members (Baker, Caughron, Dorrier, Gleason, McIntosh, and O’Connell). Mr. Tucker voted against the motion.

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GORDON AVENUE BRANCH TASK FORCE (Continued)

Chiles, Lynette Friesen, Karen Morris, and Andrea Williams. Suggested representatives from the community were listed in the memo. UVA students are to be included in the suggested representatives list. The Board reviewed in detail the committee’s charge. The Board suggested the charge be changed to: To explore additional, complementary, and/or other creative uses of the Gordon Avenue Branch Library facility. The Board suggested a deadline of October 15, 1994 for the report, in time for next year’s budget process. Mr. McIntosh made the motion for Board approval of the amended charge for the Gordon Avenue Task Force, with a deadline of October 15, 1994 for the report; Mrs. Gleason seconded the motion. Five Board members approved the motion (Baker, Canghron, Gleason, McIntosh, and Tucker). Mrs. Dorrier and Mr. O’Connell were not present to vote on the motion.

UNCATALOGED MATERIALS

The Director discussed, as an information item to the Board, uncataloged collections on loan, as outlined in the April 19th memo in the Board’s packet.

DIRECTOR’S REPORT

1) Friends’ Book Sale - The Friends’ Book Sale grossed $67,000; and they will net about $55,000. They have not finished their silent auction, which was dedicated to the Endowment Fund.

2) Special Recognition of Volunteers and Successful Friends’ Book Sale - The Director invited the Board to participate in the reception being held at Gordon Avenue to honor volunteers and the successful Friends’ Book Sale on Tuesday, May 24, 1994. The Board will have their meeting at Gordon Avenue that day.

EXECUTIVE SESSION

Mr. McIntosh made the motion for the Board to go into Executive Session to discuss personnel issues, pursuant to Section 2.1-344 of the Code of Virginia, sub paragraph (1); Mrs. Baker seconded the motion. The Library Board went into Executive Session at 6:17 p.m.

DonnaLee Grossman
Recording Secretary
MOTION: Mr. McIntosh  RESOLUTION NO.: #1
SECOND: Mrs. Baker  MEETING DATE: April 26, 1994
(To go into Executive Session to discuss personnel issues.)

CERTIFICATION OF EXECUTIVE MEETING

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, Gaylord, Gleason, McIntosh, and Tucker

NAYS: None

(For each nay vote, the substance of the departure from the requirements of the Act should be described.)

ABSENT DURING VOTE: None

ABSENT DURING MEETING: Clarke, Dorrier, and O'Connell

[Signature]
Clerk/Secretary of Jefferson-Madison Regional Library

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
1) Approval by the Board of Trustees of the April 26, 1994 Minutes as presented.

2) Approval by the Board of Trustees, for the Albemarle County CIP, to having monies put in to replace the branch at Crozet and for the library to have a study done for the PVCC area.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE MAY 24, 1994 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Christine Baker
Mary Jane Clarke
Shirley Dorrier
Betty Gaylord - President
Elizabeth Gleason
Peter McIntosh
Gary O'Connell
Walter Tucker, Jr.

TRUSTEES ABSENT:

Cyndy Caughron - Vice President

ALSO PRESENT:

Marsha Frick - Reference Librarian
Lynette Friesen - Reference Librarian
DonnaLee Grossman - Recording Secretary
Joyce MacDonald - Head, Reference & Information Services Department
Margaret Merrill - Reference Librarian
Daniel Nunziato - Business Manager
Donna Selle - Library Director

Following the 3:00 p.m. Volunteer/Friends' Book Sale reception at Gordon Avenue Library, the meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Gaylord at 3:55 p.m. on Tuesday, May 24, 1994 in the Century Meeting Room at the Gordon Avenue Library.
LIBRARY BOARD MINUTES

May 24, 1994

A 15-minute video tape on computer networking called, "Community Computing: If It Plays In Peoria," was shown to the Board shortly after the meeting was called to order.

Mr. Tucker made the motion for Board approval of the April 26, 1994 Minutes: Mrs. Baker seconded the motion. The motion was approved by six Board members (Baker, Dorrier, Gleason, McIntosh, O'Connell and Tucker). Mrs. Clarke abstained from voting as she was not present at the April 26, 1994 meeting.

PRELIMINARY REPORT OF CENTRAL REFERENCE BY JOYCE MacDONALD

Ms. Joyce MacDonald, Head of the Reference & Information Services Department at the Central Library, reviewed with the Board the preliminary report of the Central Reference Department's self study, which was submitted in the Board packet. ILL was discussed in detail. In order to coordinate with the budget process next year, Mr. O'Connell asked that the library report back at the November Board meeting with a whole look at Reference and the next stage. The Board thanked Ms. MacDonald and the Reference Department staff for their preliminary report.

MONTICELLO AVV (Community Information Network)

The Board reviewed what they had received on the Monticello AVV-Community Information Network grant. The Director confirmed that by September 30, 1994 the library should know the status of the grant. In the meantime, the library needs to locate space for a staff person and to house UVA's Hopper, which will be moved to the Central Library by July 1st. WINA will be hosting a talk show from 3:00-4:00 p.m. on Friday, May 27th on the Community Information Network with Chip German, from UVA, as the spokesperson.

PROPOSED GOALS/OBJECTIVES FOR 1994/1995

The Board reviewed the Director's list of proposed goals/objectives for 1994/1995. The Director informed the Board that the Community Information Network grant could take a majority of the library's efforts during the coming year. The fifth item should read:

Emphasis on reference training for access to Internet, staff training on word processing, graphics software for staff, and the Community Information Network.
ALBEMARLE COUNTY CIP

The Board members reviewed the Director’s memo dated May 17, 1994. The Board briefly discussed a replacement branch for Crozet and the possibility of the need for additional library services around the Mill Creek/PVCC area. June 10th is the deadline for the Albemarle County CIP. Mr. Nunziato stated that under the new proposal, the library cannot add anything at any later dates until the next CIP submission 5-6 years from now.

Mrs. Baker made a motion that the Board approve having monies put in to replace the branch at Crozet and that the library have a study done for the PVCC area. Mr. O’Connell seconded the motion. The motion was approved by seven Board members (Baker, Clarke, Dorrier, Gaylord, Gleason, McIntosh, and O'Connell). Mr. Tucker abstained from voting; he felt, as a Nelson County representative, he should not participate or vote on something affecting only Charlottesville and Albemarle capital improvements.

The Director suggested asking for $500,000 to upgrade the computer system/technology in six years. Mr. O’Connell asked the Director to send the Board members her justification for the $500,000. Mr. O’Connell, Mrs. Gleason and Mrs. Dorrier suggested the upgrading and building maintenance for the library buildings be included. Mr. McIntosh emphasized that the library shouldn’t be managing the planning for the south side at the same time the library would be managing bringing Crozet on line. They should be staggered.

REPORT ON RESIDENCY USE OF CENTRAL LIBRARY

The Board reviewed the chart summarizing the first of the two two-week residency surveys of the Central Library’s Reference Department and Children’s Department. Mr. O’Connell asked the Director that the information shown be related to what the library is doing and to indicate what the implications are. The Director will report to the Board on this after the second survey is completed later this year and before the budget process is completed.

APPOINT LIBRARY TRUSTEE AS AN LVA BOARD MEMBER

LVA wrote to President Gaylord asking for a representative from the Library to be on their Board of Directors. The Library Board suggested Mrs. Caughron be asked to represent the library. Mr. O’Connell offered to be an alternate if Mrs. Caughron declines. Mr. Tucker mentioned he was already on the LVA Board for Nelson County. Mr. McIntosh asked that Mr. Tucker’s comment be included in the Minutes.
REPORT FROM BOARD'S PERSONNEL COMMITTEE  

Mrs. Gleason reported that the Personnel Committee's last meeting was primarily a discussion of the Director's report on the status/hiring of the Head of Children's & Young Adult Services. Four candidates were selected; and it was later narrowed down to two. This is the second time this position has been advertised. The idea was that if this doesn't pan out, perhaps the library should think of writing different job descriptions. The Director informed the Board that an offer had been extended. She is waiting for a reply from the candidate later this week.

LIBRARY BROCHURE  

President Gaylord commended the committee that worked on the brochure and gave them the "go ahead" to issue it.

DIRECTOR’S REPORT  

1) Friends’ Silent Auction - The Director informed the Board that the Silent Auction brought in $6,700 instead of $5,000.

2) June Board Meeting - At the June Board meeting the agenda will include the budget for next fiscal year, the equipment fund, and the Friends' requests.

3) Suggestion Box Letter Regarding On-Line Public Catalog - The Board commended Mr. Williams' reply to the Suggestion Box letter regarding the on-line public catalog. His letter was well written and very informative.

ADJOURNMENT  

Mr. Tucker made the motion for adjournment; Mrs. Baker seconded the motion. The meeting was adjourned at 5:50 p.m. Unless notified otherwise, the next meeting is scheduled for June 28, 1994 at 3:30 p.m. in the Madison Room at the Central Library.
DIRECTOR'S REPORT
JUNE 1994

DIRECTOR ATTENDED OR MET WITH:
- PAC presentation for CIN;
- Albemarle County Planning staff;
- Robbins, Parker Associates;
- McIntire reception;
- VLIN Teleconference;
- Nelson County Advisory Committee;
- Sprint/Centel reception (Dan/Donna);
- CIN (2).

PERSONNEL:
- Cynthia Olsen and Linda Justice have submitted resignations as Library Assistant II's at Gordon Avenue. Advertised internally for promotion/transfer. Interviews are underway for these two positions. Both are moving out of the area.
- Ruth Collins, Greene County, has a new baby boy, Ted at 8 lbs. 15 oz., on June 9th.
- Staff attendees at VLA Paraprofessional Forum gave good reviews for the programs and workshops.
- J-MRL Trustee Gary O'Connell was appointed head of Trustee section for VLA. We are proud of this recognition for our library and Board!
- Linwood Frye, Bookmobile, won first place in the Batesville Day parade. The Bookmobile is also participating in the WWWV Health Fitness Day on June 25th.
PERSONNEL (Continued):

- Northside has a library school student as a summer intern (12 hours/week for 10 weeks). Anne Benham is a student at Catholic and works part-time in serials at UVA and is helping on the Reference desk and YA Summer Reading program.

- Roxanne White, newly named Assistant County Executive for Albemarle County, is the library liaison effective July 1st. Mark Trank is the newly named library Counsel.

STATISTICS:

- Central

  Reference Walk-ins 1,507
  Telephone 994
  Branch Referrals 108
  Branch Reference 4,045
  Central Children’s 891

  Total 7,545

Interlibrary Loans

  Requests to Borrow 137
  Materials Lent 19
  Branch ILLs 140

  Total 296

- Circulation for May was 109,365 checkouts, with the system as a whole up 10% over last May. Circulation has shown a steady increase over the last four months.

- Total circulation to date is 1,226,220, up by 2.2% over last year.

- 331 sessions on the dial-up catalog.

- Patrons placed 1,364 holds, with nearly 25% of them from Northside.

- Patron requests totalled 115 for April, 41 for May.

INFORMATION ITEMS:

- Response to new teacher loan guidelines has been favorable and the new 6-week loan period goes into effect on August 1st.
INFORMATION ITEMS (Continued):

- **Crozet** flower beds are lovely - patrons asked for a map of the beds with names of plants.

- Senior staff opted not to have an In-Service Day this year - financial, time constraints for planning, library closures, etc.

- Library staff was offered a choice through ballot of alternatives for closing on Jefferson's birthday. The results of the ballot are in your packet.

- **Crozet** is conducting a Pin Map study as part of the planning process for a new library and establishing the service population boundaries.

- **Louisa** - Steve Hartung, Louisa Branch Head, is working with the Louisa County Historical Society to develop the collection, working out procedures for cataloging and insurance. He prepared an annotated bibliography for them.

- **Scottsville** participated in the Young Author’s workshop and celebration and is celebrating the Batteaux festival.

- **Scottsville** - Marianne Ramsden, Scottsville Branch Head, proposed several changes in the Planning Commission’s document to reflect local library services.

- We have two volunteers for Staff Representative! Stella Pool, Northside and Anne Chiles, Technical Services. Ballots are out for this election and the results should be available at the Board meeting.

- The business office designed new overdue mailers - they are much more attractive than our old ones and less expensive.

- Green Thumb program is starting to push for workers to look for paid employment. This has been a great help in our rural branches for many years; and we will miss their help a great deal.

- J-MRL sent a bag of duplicate literacy materials to Louisa Literacy office, which recently burned and lost their collection.

- Senior staff elected to temporarily place "Hopper" system for the development of the Community Information Network (Monticello AVV) in the Jefferson room at Central, as the room has a cable feed, phone jacks and an isolated ground circuit. We anticipate a fiber connection installation in late July. Recruitment of volunteers is underway. We have had over 20 applications from community volunteers.

- We have received estimates for the repairs for Northside entryway tiles and may have to close for five days. This is unacceptable during Summer Reading programs.
INFORMATION ITEMS (Continued):

This project is under review for another way to do the repairs.

- Gordon Avenue Task Force had their first meeting June 1st. Discussion was lively!

- Martha Jefferson House had their annual disaster planning and drill, with residents using Gordon Avenue for evacuation purposes.

- Andrea Williams completed a year-long project with department heads and branch heads, to revise job behavior guides for all staff for employee performance evaluations. This has been a major effort and we all appreciate Andrea's leadership on behalf of our library system and our progress towards implementing pay for performance. A big thank you!

- In your packet is the information for the "Cheap Thrills" Young Adult Summer Reading program developed by Charlotte Bradshaw, Young Adult/Reference at Northside system-wide.

- In your packet is a copy of an article from Virginia Librarian featuring UVA's Health Sciences resources grant with J-MRL and featuring Margaret Merrill.

- In your packet is a "Community Visioning" statement developed by the City of Charlottesville, Albemarle County and the University of Virginia.

- In your packet is a spreadsheet of the C/A Library Foundation Assets - 12/31/93.

- In your packet are reports/evaluations from pilot projects for job sharing between two staff members in the Reference Department and one staff member working in two departments.

- Reading is a Magic Trip is already successful!

GIFTS:

- Scottsville received $50 from Mrs. Paul DeVault for juvenile books in honor of her grandchildren.

- Louisa County received over $345 in May for Buy A Book program. Women of the Moose donated $50 for Board Books for Children and memorial gifts in memory of Mr. Samuel Wright Lindberg, a long-time resident.

- Torn Land Fund purchased a paperback rack for Nelson County Branch.

DMS
6/21/94
## JEFFERSON-MADISON REGIONAL LIBRARY

**BOOKSTOCK AND COLLECTIONS REPORT**

**END OF:** MAY, 1994

### BOOKSTOCK

<table>
<thead>
<tr>
<th></th>
<th>Central</th>
<th>Gordon</th>
<th>Northside</th>
<th>Scottsville</th>
<th>Crozet</th>
<th>Bookmobile</th>
<th>Louisa</th>
<th>Nelson</th>
<th>Greene</th>
<th>Total</th>
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<tbody>
<tr>
<td>Adult Books</td>
<td>91,214</td>
<td>31,417</td>
<td>26,465</td>
<td>12,052</td>
<td>11,350</td>
<td>9,086</td>
<td>13,172</td>
<td>12,311</td>
<td>9,940</td>
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<tr>
<td>Juvenile Books</td>
<td>37,265</td>
<td>24,277</td>
<td>25,603</td>
<td>7,459</td>
<td>10,787</td>
<td>9,768</td>
<td>9,235</td>
<td>9,789</td>
<td>8,732</td>
<td>143,115</td>
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<td>Records</td>
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<td>271</td>
<td></td>
<td>33</td>
<td>43</td>
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<td>44</td>
<td>32</td>
<td>35</td>
<td>3,543</td>
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<td>Compact Discs</td>
<td>829</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>829</td>
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<td>Audio Cassettes</td>
<td>8,479</td>
<td>917</td>
<td>1,298</td>
<td>729</td>
<td>636</td>
<td></td>
<td>677</td>
<td>618</td>
<td>668</td>
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<td>Video Cassettes</td>
<td>2,045</td>
<td>104</td>
<td>167</td>
<td>71</td>
<td>60</td>
<td></td>
<td>79</td>
<td>127</td>
<td>108</td>
<td>2,761</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td>142,917</td>
<td>56,986</td>
<td>53,733</td>
<td>20,344</td>
<td>22,876</td>
<td>18,854</td>
<td>23,207</td>
<td>22,877</td>
<td>19,483</td>
<td>381,277</td>
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### ADDITIONS - YTD

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<tr>
<th></th>
<th>Central</th>
<th>Gordon</th>
<th>Northside</th>
<th>Scottsville</th>
<th>Crozet</th>
<th>Bookmobile</th>
<th>Louisa</th>
<th>Nelson</th>
<th>Greene</th>
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<tr>
<td>Adult Fiction</td>
<td>12,114</td>
<td>3,761</td>
<td>8,418</td>
<td>2,310</td>
<td>2,194</td>
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<td>2,445</td>
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<td>Juvenile Fiction*</td>
<td>900</td>
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<td>418</td>
<td>64</td>
<td>65</td>
<td>2</td>
<td>102</td>
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<td>Withdrawals - YTD</td>
<td>14,756</td>
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<td>960</td>
<td>634</td>
<td>5,660</td>
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### TITLES IN COLLECTION

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<tr>
<th></th>
<th>Prior FY Total</th>
<th>Additions Year-to-Date</th>
<th>Withdrawals Year-to-Date</th>
<th>Current Total</th>
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<td>Adult Fiction</td>
<td>34,293</td>
<td>1,632</td>
<td>107</td>
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<tr>
<td>Adult Non-Fiction*</td>
<td>66,728</td>
<td>3,766</td>
<td>26</td>
<td>70,468</td>
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<tr>
<td>Juvenile Fiction</td>
<td>19,515</td>
<td>1,020</td>
<td>17</td>
<td>20,518</td>
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<tr>
<td>Juvenile Non-Fiction*</td>
<td>21,232</td>
<td>1,251</td>
<td>5</td>
<td>22,478</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td>141,768</td>
<td>7,669</td>
<td>155</td>
<td>149,282</td>
</tr>
</tbody>
</table>

* Includes non-print (audiovisual) titles.
# Monthly Circulation Report

**Date:** May, 1994

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<tr>
<th>Branch</th>
<th>Adult</th>
<th>Juvenile</th>
<th>AV &amp; Videos</th>
<th>Total</th>
<th>Change Compared with May, 1993</th>
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<tbody>
<tr>
<td>Central</td>
<td>15,115</td>
<td>11,149</td>
<td>12,450</td>
<td>39,014</td>
<td>+ 3,027 (+8.4%)</td>
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<tr>
<td>Gordon Avenue</td>
<td>4,700</td>
<td>5,744</td>
<td>1,498</td>
<td>11,942</td>
<td>+ 2,324 (+24.2%)</td>
</tr>
<tr>
<td>Northside</td>
<td>12,432</td>
<td>14,286</td>
<td>2,766</td>
<td>29,484</td>
<td>+ 4,625 (+18.6%)</td>
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<tr>
<td>Scottsville</td>
<td>1,975</td>
<td>1,964</td>
<td>581</td>
<td>4,520</td>
<td>+ 169 (+3.9%)</td>
</tr>
<tr>
<td>Crozet</td>
<td>2,686</td>
<td>3,166</td>
<td>931</td>
<td>6,783</td>
<td>+ 888 (+15.1%)</td>
</tr>
<tr>
<td>Bookmobile</td>
<td>891</td>
<td>802</td>
<td>26</td>
<td>1,719</td>
<td>- 1,910 (-52.6%)</td>
</tr>
<tr>
<td>Louisa</td>
<td>3,442</td>
<td>2,230</td>
<td>816</td>
<td>6,488</td>
<td>- 438 (-6.3%)</td>
</tr>
<tr>
<td>Nelson</td>
<td>2,258</td>
<td>2,666</td>
<td>693</td>
<td>5,617</td>
<td>+ 964 (+20.7%)</td>
</tr>
<tr>
<td>Greene</td>
<td>1,652</td>
<td>1,588</td>
<td>558</td>
<td>3,798</td>
<td>+ 260 (+7.3%)</td>
</tr>
</tbody>
</table>

**Total**

45,151 43,285 20,319 109,365 + 9,909 (+10.0%)
<table>
<thead>
<tr>
<th>BRANCH</th>
<th>CHARLOTTESVILLE</th>
<th>ALBEMARLE</th>
<th>LOUISA</th>
<th>NELSON</th>
<th>GREENE</th>
<th>OUT-OF-AREA</th>
<th>NON-RES STUDENT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>15,737</td>
<td>19,221</td>
<td>745</td>
<td>650</td>
<td>922</td>
<td>1,126</td>
<td>613</td>
<td>39,014</td>
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<tr>
<td>Gordon Avenue</td>
<td>4,836</td>
<td>6,329</td>
<td>41</td>
<td>177</td>
<td>111</td>
<td>63</td>
<td>385</td>
<td>11,942</td>
</tr>
<tr>
<td>Northside</td>
<td>5,068</td>
<td>21,104</td>
<td>512</td>
<td>208</td>
<td>1,599</td>
<td>721</td>
<td>272</td>
<td>29,484</td>
</tr>
<tr>
<td>Scottsville</td>
<td>95</td>
<td>3,552</td>
<td>---</td>
<td>49</td>
<td>---</td>
<td>762</td>
<td>62</td>
<td>4,520</td>
</tr>
<tr>
<td>Crozet</td>
<td>428</td>
<td>6,192</td>
<td>2</td>
<td>111</td>
<td>35</td>
<td>7</td>
<td>8</td>
<td>6,788</td>
</tr>
<tr>
<td>Bookmobile</td>
<td>220</td>
<td>1,499</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>1,719</td>
</tr>
<tr>
<td>Louisa</td>
<td>10</td>
<td>81</td>
<td>6,372</td>
<td>---</td>
<td>2</td>
<td>23</td>
<td>---</td>
<td>6,488</td>
</tr>
<tr>
<td>Nelson</td>
<td>51</td>
<td>237</td>
<td>---</td>
<td>5,295</td>
<td>8</td>
<td>26</td>
<td>---</td>
<td>5,617</td>
</tr>
<tr>
<td>Greene</td>
<td>95</td>
<td>124</td>
<td>30</td>
<td>---</td>
<td>3,466</td>
<td>45</td>
<td>38</td>
<td>3,798</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>26,540</strong></td>
<td><strong>58,339</strong></td>
<td><strong>7,702</strong></td>
<td><strong>6,490</strong></td>
<td><strong>6,143</strong></td>
<td><strong>2,773</strong></td>
<td><strong>1,378</strong></td>
<td><strong>109,365</strong></td>
</tr>
</tbody>
</table>
JEFFERSON-MADISON REGIONAL LIBRARY

SYSTEM REGISTRATION BY JURISDICTION

THROUGH: MAY 31, 1994

<table>
<thead>
<tr>
<th>JURISDICTION</th>
<th>ADULT</th>
<th>JUVENILE</th>
<th>TOTAL</th>
<th>% CHANGE COMPARED WITH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlottesville</td>
<td>15,944</td>
<td>3,504</td>
<td>19,448</td>
<td>+ 4.4%</td>
</tr>
<tr>
<td>Albemarle</td>
<td>25,586</td>
<td>5,905</td>
<td>31,491</td>
<td>+ 7.0%</td>
</tr>
<tr>
<td>Louisa</td>
<td>4,666</td>
<td>1,283</td>
<td>5,949</td>
<td>+ 5.8%</td>
</tr>
<tr>
<td>Nelson</td>
<td>2,668</td>
<td>1,031</td>
<td>3,699</td>
<td>+ 4.0%</td>
</tr>
<tr>
<td>Greene</td>
<td>2,932</td>
<td>811</td>
<td>3,743</td>
<td>+13.0%</td>
</tr>
<tr>
<td>Non-resident</td>
<td>3,190</td>
<td>----</td>
<td>3,190</td>
<td>+ 8.4%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>54,986</td>
<td>12,534</td>
<td>67,520</td>
<td>+ 6.3%</td>
</tr>
</tbody>
</table>
Jefferson-Madison Regional Library
201 East Market Street • Charlottesville, Virginia 22902-5287
(804) 979-7151 • FAX (804) 971-7035 • TDD (804) 293-6848

Office of the Director

SUGGESTION BOX

JUNE 1994

CENTRAL

- More copiers, please. Even when all three are working, the backup can be devastating.

- Expanded (adequate) hours, please. Closed on Sundays is inexcusable, evening hours are much too short. This is a vital community resource. (Same patron as above.)

- Need additional help at front desk. On 6-10-94 at 3:30 PM, 4-5 people waiting to check out books. The one library clerk checked out a customer with 20-25 books - no one else at front desk.

- Have found librarians at Nelson Memorial Library to be most uncooperative and very difficult to deal with. In future, I will only patronize Central.

- Suspend the video rule for only 2.

- Please consider offering support for new high speed modems (14.4 K) for dial-up access. Modem access is terrific even at 2400 baud but would be even better at higher speeds. With high speed modems, users would be able to complete their tasks more quickly and get off sooner so other users can get on. Net result is more service to more users, with same number of lines and modems. (Phil is responding. Our 3 dial-up access lines rarely are in use at the same time.)

- It smells bad in this library - like mold or mildew. (This patron is correct - and we are hiring the engineers for renovation of Central HVAC on July 1st! We have no humidity controls.)

- We own an IBM compatible PC with a CD Rom player and would like to start a collection of disks. We are particularly interested in educational software. (We do not have in our plan circulation CD software.)

- Please increase talking books collection.

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
I think that when a person wants a book sent from another library, you should get it the same day.

Please arrange books-on-tape by some system other than similar size. By author maybe?

Please get copiers that work consistently and perform well. I can’t believe the amount of $ I’ve wasted and the awful results. I will be going to the University from now on.

I have had audio tapes get stuck in my car’s tape deck because your tape labels get hung up. It seems the labels should be attached elsewhere—or better.

Being semi-night blind, it seems very dark outside at night (especially the steps) and additional lighting would be very nice. On the positive side, we feel very fortunate to have such a nice library which offers so many opportunities and services.

Super librarian service and help. (2)

Books like Pirate and Midnight Rose, explicitly designed to appeal to prurient interests, have no business in the public library. Furthermore, the offense is compounded by displaying them prominently at the checkout desk. Public funds are immorally expended on such offensive works. Let pornography lovers buy their own poison. (Staff discussed this with patron. The books are paperback "bodice rippers.")

Would appreciate many more recorded books—especially fiction.

Please provide more books on boxers. (A Reference question!)

Allow holds and transfers for audio and video material. (We do for audio.)

Get another computer (PAC). Listen to kids’ ideas. People have to wait in line.
FISCAL YEAR 1994
EXPENDITURE SUMMARY
(LOCAL & STATE FUNDS)

<table>
<thead>
<tr>
<th>Category</th>
<th>Revised Budget</th>
<th>Actuals 7/93-5/94</th>
<th>Percent Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARIES &amp; BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>1,289,114</td>
<td>1,180,835</td>
<td>92%</td>
</tr>
<tr>
<td>Social Security</td>
<td>98,618</td>
<td>87,749</td>
<td>89%</td>
</tr>
<tr>
<td>Retirement</td>
<td>122,793</td>
<td>112,501</td>
<td>92%</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>16,751</td>
<td>15,365</td>
<td>92%</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>151,587</td>
<td>138,758</td>
<td>92%</td>
</tr>
<tr>
<td>Workmens Compensation</td>
<td>6,250</td>
<td>6,291</td>
<td>101%</td>
</tr>
<tr>
<td>Unemployment Compensation</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td>1,685,113</td>
<td>1,541,499</td>
<td>91%</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>13,250</td>
<td>10,413</td>
<td>79%</td>
</tr>
<tr>
<td>Postage</td>
<td>20,000</td>
<td>20,000</td>
<td>100%</td>
</tr>
<tr>
<td>Books</td>
<td>426,778</td>
<td>349,117</td>
<td>82%</td>
</tr>
<tr>
<td>Cleaning Supplies</td>
<td>3,700</td>
<td>2,954</td>
<td>80%</td>
</tr>
<tr>
<td>Maintenance Supplies</td>
<td>3,500</td>
<td>2,757</td>
<td>79%</td>
</tr>
<tr>
<td>Library Supplies</td>
<td>43,400</td>
<td>31,539</td>
<td>73%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>90,900</td>
<td>85,690</td>
<td>94%</td>
</tr>
<tr>
<td>Dues &amp; Subscriptions</td>
<td>2,775</td>
<td>1,271</td>
<td>46%</td>
</tr>
<tr>
<td>Telephone</td>
<td>25,200</td>
<td>21,367</td>
<td>85%</td>
</tr>
<tr>
<td>Utilities</td>
<td>115,000</td>
<td>105,889</td>
<td>92%</td>
</tr>
<tr>
<td>Printing &amp; Duplicating</td>
<td>5,000</td>
<td>4,860</td>
<td>97%</td>
</tr>
<tr>
<td>Service Contracts</td>
<td>111,100</td>
<td>97,948</td>
<td>88%</td>
</tr>
<tr>
<td>Conference Travel</td>
<td>4,150</td>
<td>3,759</td>
<td>91%</td>
</tr>
<tr>
<td>Local Travel</td>
<td>4,000</td>
<td>2,444</td>
<td>61%</td>
</tr>
<tr>
<td>Local Meals</td>
<td>600</td>
<td>628</td>
<td>105%</td>
</tr>
<tr>
<td>Advertising</td>
<td>3,500</td>
<td>3,431</td>
<td>98%</td>
</tr>
<tr>
<td>Insurance</td>
<td>15,000</td>
<td>13,000</td>
<td>87%</td>
</tr>
<tr>
<td>Rent</td>
<td>201,723</td>
<td>157,762</td>
<td>78%</td>
</tr>
<tr>
<td>Equipment Rental</td>
<td>500</td>
<td>407</td>
<td>81%</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>78,375</td>
<td>72,037</td>
<td>92%</td>
</tr>
<tr>
<td>Education &amp; Training</td>
<td>16,000</td>
<td>13,575</td>
<td>85%</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>4,000</td>
<td>3,411</td>
<td>85%</td>
</tr>
<tr>
<td>Vehicle Fuel</td>
<td>3,400</td>
<td>3,300</td>
<td>97%</td>
</tr>
<tr>
<td>Data Processing Charges</td>
<td>11,000</td>
<td>10,083</td>
<td>92%</td>
</tr>
<tr>
<td>Freight</td>
<td>400</td>
<td>220</td>
<td>55%</td>
</tr>
<tr>
<td>HVAC Charges</td>
<td>4,000</td>
<td>3,194</td>
<td>80%</td>
</tr>
<tr>
<td>Office Equip/Furniture</td>
<td>222</td>
<td>222</td>
<td>--</td>
</tr>
<tr>
<td>Other Contract Services</td>
<td>6,600</td>
<td>4,329</td>
<td>66%</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td>1,214,073</td>
<td>1,025,607</td>
<td>84%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>2,899,186</td>
<td>2,567,106</td>
<td>89%</td>
</tr>
<tr>
<td>ITEM DESCRIPTION</td>
<td>CURRENT MONTH</td>
<td>YEAR TO-DATE</td>
<td>ESTIMATED</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------------</td>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>INTERGOVERNMENTAL REVENUE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43105 STATE ASSISTANCE</td>
<td>0.00</td>
<td>423,333.00</td>
<td>420,939.30</td>
</tr>
<tr>
<td>43304 REVENUE - GREENE COUNTY</td>
<td>0.00</td>
<td>77,201.05</td>
<td>70,616.00</td>
</tr>
<tr>
<td>43305 REVENUE - NELSON COUNTY</td>
<td>0.00</td>
<td>133,625.75</td>
<td>104,274.00</td>
</tr>
<tr>
<td>43306 REVENUE - LOUISA COUNTY</td>
<td>0.00</td>
<td>131,015.00</td>
<td>143,782.00</td>
</tr>
<tr>
<td>43307 REVENUE - CHARLOTTESVILLE</td>
<td>0.00</td>
<td>526,817.00</td>
<td>642,683.00</td>
</tr>
<tr>
<td>43308 REVENUE - OTHER LOCAL GOV'T</td>
<td>0.00</td>
<td>10,099.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL INTERGOVERNMENTAL REV</td>
<td>0.00</td>
<td>2,803,371.00</td>
<td>2,908,460.00</td>
</tr>
<tr>
<td>CHARGES FOR SERVICES - EQUIPMENT FUND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44244 LIBRARY RETURNED CHECK FEES</td>
<td>0.00</td>
<td>(26.90)</td>
<td>0.00</td>
</tr>
<tr>
<td>44426 LIBRARY FINES - CH'VILLE</td>
<td>1,971.50</td>
<td>19,329.65</td>
<td>0.00</td>
</tr>
<tr>
<td>44427 LIBRARY FINES - ALBEMARLE</td>
<td>4,324.64</td>
<td>47,855.37</td>
<td>0.00</td>
</tr>
<tr>
<td>44428 LIBRARY FINES - LOUISA</td>
<td>354.10</td>
<td>4,720.52</td>
<td>0.00</td>
</tr>
<tr>
<td>44429 LIBRARY FINES - NELSON</td>
<td>416.95</td>
<td>4,919.59</td>
<td>0.00</td>
</tr>
<tr>
<td>44421 LIBRARY FINES - GREENE</td>
<td>146.90</td>
<td>2,307.83</td>
<td>0.00</td>
</tr>
<tr>
<td>44423 DUNPLICATION FEES</td>
<td>1,396.30</td>
<td>16,266.40</td>
<td>0.00</td>
</tr>
<tr>
<td>44313 POSTAGE REVENUE</td>
<td>0.00</td>
<td>57.00</td>
<td>0.00</td>
</tr>
<tr>
<td>44314 OTHER FEES</td>
<td>(36.00)</td>
<td>2,716.65</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL CHARGES FOR SERVICES</td>
<td>6,750.39</td>
<td>97,139.81</td>
<td>0.00</td>
</tr>
<tr>
<td>MISCELLANEOUS REVENUES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45101 INTEREST INCOME</td>
<td>0.00</td>
<td>1,911.98</td>
<td>2,000.00</td>
</tr>
<tr>
<td>46202 CONTRIBUTIONS</td>
<td>(200.91)</td>
<td>140.00</td>
<td>43,800.00</td>
</tr>
<tr>
<td>46209 OTHER HISC REVENUE</td>
<td>(200.91)</td>
<td>(21,339.13)</td>
<td>1,570.00</td>
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<tr>
<td>TOTAL MISCELLANEOUS REVENUE</td>
<td>(200.91)</td>
<td>(19,278.15)</td>
<td>61,509.00</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>8,549.48</td>
<td>2,881,412.66</td>
<td>2,969,960.00</td>
</tr>
</tbody>
</table>
Jefferson-Madison Regional Library
Equipment Fund.  As of 5/31/94

<table>
<thead>
<tr>
<th>Date</th>
<th>May 1994 Revenue</th>
<th>Expenses May 1994:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$10,530.48</td>
<td></td>
</tr>
</tbody>
</table>

**Expenses May 1994:**

- Service Contracts: $2,763.25
- Data Lines: $1,697.10
- Equipment: $2,047.54

**Total Ending Balance**: $205,896.12
CHARLOTTESVILLE-ALBEMARLE HISTORICAL COLLECTION

Operational Report for May 1994

<table>
<thead>
<tr>
<th>Visitors</th>
<th>May 1994</th>
<th>May 1993</th>
<th>Total since July 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>162</td>
<td>125</td>
<td>1757</td>
</tr>
<tr>
<td>Local</td>
<td>96</td>
<td>79</td>
<td>1196</td>
</tr>
<tr>
<td>Other Virginia</td>
<td>21</td>
<td>19</td>
<td>199</td>
</tr>
<tr>
<td>Other States</td>
<td>45</td>
<td>27</td>
<td>362</td>
</tr>
</tbody>
</table>

Requests for information (mail and telephone)

- Total received since July 1: 581
- Total received this month: 44
- Number answered this month: 50

VOLUNTEERS

- Number active: 23 vs. 21
- Hours worked: 255 vs. 237

MATERIALS ADDED TO THE COLLECTION

(Books, serials, maps, manuscripts, pamphlets, vertical file items)

- Total catalogued: 11772

During May, the Collection Librarian (Margaret O'Bryant):
- Attended informational meeting for J-MRL branch heads.
- Conducted library orientations for 3 new library volunteers, May 9 and May 23.
- Met with members of ACHS Search Committee for new director, in regard to library-related concerns in this process, May 23.
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE JUNE 28, 1994 MEETING

1) Approval by the Board of Trustees of the May 24, 1994 Minutes as presented.

2) Approval by the Board of Trustees to adopt the holidays/closed days calendar for fiscal year 1994-1995.

3) Approval by the Board of Trustees of the concept and for the library to go forward for the CIP program and include it in the operating budget as well as an additional cost - to cover all the bases.

4) Approval by the Board of Trustees of a suggestion that they delay a formal vote for one to two months, until the first of September, to allow the Director, President Gaylord and the Nelson County representative, Mr. Tucker, to meet with the Nelson County Administrator and preferably a member or two of their Board to warn them and to see if there are any other options or alternatives they could suggest to the library.

5) Approval by the Board of Trustees of the budget.

6) Approval by the Board of Trustees to accept the Equipment Fund as presented. (Noted with the motion that the Board decided it will not micromanage the Director in managing the Equipment Fund.)

7) Approval by the Board of Trustees to join as a body for $20 the Friends of Virginia Libraries.

DonnaLee Grossman
Recording Secretary
The monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Gaylord at 3:30 p.m. in the Central Library’s Madison Room on Tuesday, June 28, 1994.

Mr. Tucker made the motion for Board approval of the May 24, 1994 Minutes. Mrs. Baker seconded the motion. The motion was approved by four Board members (Baker, Clarke, Dorrier and Tucker). Mrs. Caughron abstained as she was not present at the May 24, 1994 meeting. Mrs. Gleason, Mr. McIntosh and Mr. O’Connell were not present when the vote was taken.

ANNUAL CALENDAR:

After a brief review by the Board of the library’s schedule for holidays/closed days for fiscal year 1994-1995, Mrs. Baker made the motion that the Board adopt the calendar for fiscal year 1994-1995 as submitted; Mrs. Caughron seconded the motion. The motion was unanimously approved by eight Board members (Baker, Caughron, Clarke, Dorrier, Gleason, McIntosh, O’Connell and Tucker).
FRIENDS’ BUDGET REQUEST:

The Board reviewed the Friends’ 1994/1995 Budget Request for Children’s and Young Adult Programs, as submitted in the Trustee’s Board packet. The Board briefly discussed how the branch discretionary funds are allocated.

CIP REQUEST-ALBEMARLE COUNTY-REVIEW:

The Board reviewed the CIP information submitted in their Board packet. It was pointed out that the feasibility study for the Mill Creek/PVCC area is scheduled for 1999. Mrs. Gleason supported the feasibility study in 1999 but questioned having in fiscal year 2000 the Mill Creek-Land Acquisition and the Mill Creek-Architect/Engineer. Mr. McIntosh suggested changing the title of the feasibility study to make it more general, so that an actual site is not named. Mr. O’Connell suggested rephrasing it to ask for a feasibility study for Albemarle County for another branch.

The Director confirmed the CIP entry for fiscal year 2000 would be changed to Land Acquisition and Architect and that Mill Creek would be eliminated from the description. The Board was in agreement with the changes.

The Director confirmed one item that was left out was the need to repair the front steps at Central Library.

Mrs. Gleason asked what exactly the Parking Lot Reconstruction of Gordon Avenue meant. Mr. Nunziato commented that would include expansion of the Gordon Avenue parking lot, replacement of parking lot lights, drainage, and the replacement of the steps.

The Director said it was her understanding that, informally, the City and Albemarle County have okayed the reallocation from carpeting to wiring of the CIP funds for next fiscal year 1994/1995.

The Board had an in-depth discussion on the library automation letter in the CIP section of the Board packet. Several Board members were concerned about the fact that it was likely within the next few years that INLEX will cease to be a viable product or will evolve into a very different form from the current one. Mr. Williams’ letter outlined the price estimates for replacing the automation system, to equal/exceed the capabilities of the current J-MRL installation, for an estimated total of $535,000. Ways of funding this were discussed. Mrs. Dorrier was not in favor of raising fines to fund replacing the automation system. The Director stressed that the CIP is an alternative source of funds for the library and the library needs to look at this as a major source of funding and as a need the library has long range. The Director reminded the Board that the Equipment Fund already has allocated $100,000
CIP REQUEST-ALBEMARLE COUNTY-REVIEW (Continued):

for the Monticello AVV information highway; $50,000 each year for the next two years.

Mr. O'Connell read from the August 17, 1993 Long-Range Plan under Automation:

Because the future of the library's current automation system, INLEX, is uncertain, it is necessary that the library be fully prepared to migrate to a new system at any time within the next few years. Changes, probably major ones, are going to occur regardless of the outcome of the negotiations between Data Research Associates and INLEX to acquire INLEX. Fortunately, J-MRL has a greater number of options in both software and hardware than it had as recently as the last system upgrade to accomplish a system change.

Mr. O'Connell confirmed that Mr. Williams presented this in his long-range submission together with a schedule. Mr. O'Connell thought the main issue might be more a matter of strategy on how to best ask for the money to finance this - does the library pay for it over a couple of years or does the library do it through a CIP or does the library do it in the operating budget and ask for extra money. The Director thought that by putting this request in the CIP, it would make it very visible and it would sit there in the CIP as a need so that both Albemarle and Charlottesville would be aware of it.

Mr. O'Connell made a motion that the Board approve the concept and the library go forward for the CIP program and include it in the operating budget as well as an additional cost - to cover all the bases; Mrs. Baker seconded the motion. Mr. O'Connell said it would put the localities on notice that within the next few years the library will have to replace the computer system and the library would work with them as to how to best pay for it. The motion was approved by six Board members (Baker, Caughron, Clarke, Dorrier, Gleason and O'Connell). Mr. Tucker abstained and Mr. McIntosh was not present when the vote was taken.

GIFT BOOK TO TRUSTEES FROM MR. TUCKER:

Mr. Tucker handed a copy of the following book, How to Get Your Point Across in 30 Seconds or Less, by Milo O. Frank, to each Board member.
ANNUAL BUDGET-ADOPTION:

The Board reviewed the Director's budget information in the Board's packet.

The Board had an in-depth discussion regarding decreasing Nelson's open hours, from 40 to 34 per week, due to Nelson giving $3,274 less than the library asked for in the 1994/1995 fiscal year. Several Board members felt Nelson County should be asked what they would do in order to keep Nelson County's open hours at 40 hours per week. Mr. O'Connell felt decreasing Nelson County's hours was too drastic a measure; and he agreed that something should be taken out but would not go along with taking hours away. Mr. O'Connell suggested keeping Nelson County's 40 hours open by reducing a Central service to them. Mr. Tucker suggested the library go on and fund Nelson County in the budget and take the $3,274 out of the Equipment Fund - to use it to buy some hours for Nelson County.

Mr. O'Connell suggested to the Board that they delay a formal vote for one to two months, until the first of September, to allow the Director, President Gaylord and the Nelson County representative, Mr. Tucker, to meet with the Nelson County Administrator and preferably a member or two of their Board to warn them and to see if there are any other options or alternatives they could suggest to the library; Mrs. Dorrier seconded the suggestion. The suggestion was unanimously approved by seven of the Board members (Baker, Caughron, Clarke, Dorrier, Gleason, O'Connell and Tucker). Mr. McIntosh was not present at the time the vote was taken. Mr. O'Connell mentioned that it would still give the library ten months to make up the savings if the library cuts Nelson's hours.

Mrs. Dorrier asked the status of the Head of Children's and Young Adult Services. Mrs. Gleason replied that the candidate withdrew. It would have been a cut in salary and her husband did not like the area. The second candidate also withdrew. The library staff was very much in favor of filling this position and the position will be advertised later this year after Labor Day.

Mrs. Baker made the motion for Board approval of the budget; Mrs. Caughron seconded the motion. The motion was unanimously approved by seven of the Board members (Baker, Caughron, Clarke, Dorrier, Gleason, O'Connell and Tucker). Mr. McIntosh was not present at the time the vote was taken.

EQUIPMENT FUND:

Mr. O'Connell made the motion for Board approval of the Equipment Fund as presented. Mrs. Gleason asked how the money is allocated for the Equipment Fund. The Director replied it is based on real needs. What breaks down would be fixed first. Mrs. Dorrier commented that she felt it should be an equitable distribution. President
EQUIPMENT FUND (Continued):

Gaylord felt a framework should be put in place for the Equipment Fund. Mrs. Clarke mentioned doing the Equipment Fund like the library does the operating budget - prorated based on circulation. Mr. Tucker felt that Nelson County was getting little if anything out of the Equipment Fund and would still like to see $3,274 taken out of the Equipment Fund to pay for Nelson's hours.

Mrs. Gleason made the motion that the Board accept the Equipment Fund as presented; Mrs. Clarke and Mr. O'Connell seconded the motion. The motion was approved by five Board members (Baker, Caughron, Clarke, Gleason and O'Connell). Mr. Tucker opposed the motion. President Gaylord and Shirley Dorrier abstained. Mr. McIntosh was not present at the time the vote was taken. Mr. O'Connell asked that it be noted with the motion that the Board decided it will not micromanage the Director in managing the Equipment Fund.

GOALS/OBJECTIVES REVIEW:

Mrs. Gleason asked where the library was in developing pay for performance policies. The Director said that they should be done during July. The Director will bring it back to the Board so they can see what the library is going to do. Andrea Williams has finished the Job Behavior Guides. On behalf of the Board, President Gaylord commended Andrea Williams for doing a wonderful job.

Mr. O'Connell asked, under Nelson County, that "Support reinstatement of 40 hours open, if appropriate" be deleted. Mr. O'Connell also asked if the staff would consider looking at adding informational CD roms to the collection. The Director said it was already in as a stretch goal.

DIRECTOR'S REPORT:

The Director asked if the Board would like to buy individual memberships for the Friends of Virginia Libraries or if they would prefer to join as a Board for $20 or not at all. Mrs. Gleason made the motion that the Board of Trustees join as a Board for $20; Mrs. Clarke seconded the motion. The motion was unanimously approved by seven Board members (Baker, Caughron, Clarke, Dorrier, Gleason, O'Connell and Tucker). Mr. McIntosh was not present at the time the vote was taken.

EXECUTIVE SESSION:

Mrs. Gleason made the motion for the Board to go into Executive Session to discuss personnel issues, pursuant to Virginia Code 2.1-344, sub paragraphs (1) and
EXECUTIVE SESSION (Continued):

(4): Mr. Tucker seconded the motion. The Library Board went into Executive Session at 5:31 p.m.

ADJOURNMENT:

The meeting adjourned at approximately 6:25 p.m. Unless notified otherwise, the next meeting is scheduled for July 26, 1994 at 3:30 p.m. in the Madison Room at the Central Library.

DonnaLee Grossman
Recording Secretary
CERTIFICATION OF EXECUTIVE MEETING

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, O’CONNELL AND TUCKER

NAYS: None

(For each nay vote, the substance of the departure from the requirements of the Act should be described.)

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

[Signature]
Clerk/Secretary of Jefferson-Madison Regional Library