SUMMARY OF THE MOTIONS MADE BY THE JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES AT THE JUNE 27, 1995 MEETING

1) Approval of the June 27, 1995 Minutes.

2) Approval by the Board of the one-month temporary budget as presented.

3) Approval by the Board to ask Albemarle County for the same allocation that the library had asked for before.

4) Approval by the Board of what the Director recommended - regarding out-of-area fees and tracing registration numbers. (The Director recommended the library raise the out-of-area fees to $20.00, with a one-card per fee limit, effective July 1, 1995 and that the library track out-of-area registration numbers).

5) Approval by the Board of the revised Memorandum of Agreement (between Jefferson-Madison Regional Library and the Albemarle County Historical Society, relating to the Charlottesville-Albemarle Historical Collection).

6) Approval by the Board of the schedule presented for the library's holidays/closed days for fiscal year 7/1/95-6/30/96.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE JUNE 27, 1995 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Christine Baker
Cyndy Caughrun - Vice President
Mary Jane Clarke
Shirley Dorrier
Betty Gaylord - President
Elizabeth Gleason
Gary O’Connell
Jacqueline Rice (Incoming Trustee)
Marian Schwartz (Incoming Trustee)
George Tramontin
Walter Tucker, Jr.

ALSO PRESENT:
R. Timothy Carrier - Central Young Adult Librarian
Nancy Cook - Central Librarian/Outgoing Acting Head of Childrens’ Services
Donnal-lee Grossman - Recording Secretary
Williams Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference and Information Services
Stella Pool - Staff Representative
Marianne Ramsden - Branch Head, Scottsville Branch Library
Donna Selle - Library Director
David Shumaker - Outgoing Head of Central Circulation
Andrea Williams - Collection Development Coordinator

The monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Gaylord at 3:00 p.m., in the Central Library’s Madison Room on Tuesday, June 27, 1995. President Gaylord welcomed staff and guests.

President Gaylord added to the agenda the appointment of a nominating committee, to select someone to fill the vacant position of Vice President and to also include, for next fiscal year, the selection of a President. Also added to the agenda was Mary Jane Clarke’s report on Louisa.

Mrs. Gleason made the motion for approval of the June 27, 1995 Minutes; Mrs. Clarke seconded the motion. The motion was approved by five Board members (Baker, Clarke, Gaylord, Gleason and Tramontin). Mrs. Caughrun and Mrs. Dorrier abstained as they were not present at the May Board meeting. Mr. Tucker decided to abstain from voting as he was present for only part of the May Board meeting. Mr. O’Connell was not
present at the time the vote was taken.

**FY 1995-1996 BUDGET:**

The Director reviewed with the Board the separate budget submission distributed at the Board meeting. The budget submission included a cost allocation spreadsheet, a brief background, some personnel highlights and an Executive Summary sheet from Albemarle County. (The budget submission for Board approval is attached to the Minutes.)

The budget is still in a state of flux; Albemarle County is currently $24,000 short from what the library expected. The budget submission just distributed to the Board reflects the allocations as the funding stands right now. Albemarle County will be changing; and then because of the percentages that they share with Charlottesville, Charlottesville might also be changing. For the time being, the cost allocation sheet shows a separate entry of $24,187 for Charlottesville; this is pending until the library knows what Albemarle County decides to do about the shortfall.

The Director informed the Board that it is on the Albemarle County Board of Supervisor’s agenda, for Wednesday, June 28th, to fund the second position for Northside. The Director also informed the Board that Nelson County was given five options/funding levels to choose from and this is on the Nelson County Board of Supervisor’s agenda for discussion at their Thursday, June 29th meeting.

Mr. Tramontin asked how the library figured the cost allocations. Mr. Lyons explained that in the originally submitted proposed budget for 1995-1996, there is a regional cost allocation page which explains how costs are allocated - percentages based on circulation, percentages derived for Albemarle/Charlottesville’s shared costs, and percentages for reference services. Regional costs are Administrative costs, Reference costs and Technical Services costs.

President Gaylord informed the Board that they needed to take action on what would be the personnel costs, so they can be in effect by July 1, 1995. The Director asked the Board to adopt what has been presented; at next month’s Board meeting, the Board will have a full budget to amend.

Mr. Tramontin made the motion for approval of the one-month temporary budget as presented; Mrs. Baker seconded the motion. The motion was approved by eight of the Board members (Baker, Caughron, Clarke, Dorrier, Gaylord, Gleason, Tramontin and Tucker). Mr. O’Connell was not present at the time the vote was taken. Mrs. Baker made a motion that the Board approve asking Albemarle County for the same allocation that the library had asked for before; Mr. Tramontin seconded the motion. The motion was approved by eight Board members (Baker, Caughron, Clarke, Dorrier, Gaylord, Gleason, Tramontin and Tucker). Mr. O’Connell was not present at the time the vote was taken.
"TURN OFF THE TV" REPORT (NANCY COOK):

Ms. Cook's report on "Turn Off the TV" was included in the Board's packet. Ms. Cook mentioned it was very rewarding to see the support out in the community, as well as the interest and response.

President Gaylord thanked Ms. Cook for her report. On behalf of the Board, President Gaylord also thanked Ms. Cook for filling in for almost two years as the Acting Head of Children's Services. President Gaylord presented Ms. Cook with a bonus check, that started out as $1,000 but ended up substantially less when taxes were taken out. Ms. Cook thanked the Board and commented that, "it was an easy job to do because we have a great staff."

APPOINTMENT OF NOMINATING COMMITTEE:

President Gaylord appointed a nominating committee, with the directive for them to select a Vice President (to replace Cyndy Caughrin), to stay in operation for next term, and also suggested they select a President for next term, at the same time.

The nominating committee will consist of three Board members:

Mary Jane Clarke    Jacqueline Rice    George Tramontin

REPORT ON LOUISA COUNTY (MARY JANE CLARKE):

Mrs. Clarke reported to the Board that Louisa County will probably get a larger facility for a library in Louisa. They are looking at a building Mrs. Clarke referred to as the "old Safeway." This is a different building from the Safeway building located in the shopping center mall. The building they are looking at is located on the main street in Louisa and had most recently been used as a cutting room for a factory. The factory is closing and the building is now available. It looks as though the Louisa County Board of Supervisors will be purchasing this facility and doing some renovations to it. It is in very good shape and is larger than expected (close to 12,000 square feet of space) and shouldn't require a lot of structural and repair work done to it.

PROPOSED INCREASE IN OUT-OF-AREA FEE (DIRECTOR):

The Director reviewed the proposed out-of-area fees, as outlined in the Board's packet. Out-of-area fees are currently $12.00 and the Director recommended the library raise the out-of-area fee to $20.00, with a one card per fee limit, to go into effect July 1, 1995. The Director also recommended that the library track out-of-area registration numbers. Expenditures per capita were averaging around $12.00 approximately six years ago and are now averaging around $19.00.
PROPOSED INCREASE IN OUT-OF-AREA FEE (Continued):

This was discussed at the last Senior Staff and Branch Heads’ meeting. This would impact most seriously the Scottsville Branch, as more than 50% of their circulation comes from the counties of Buckingham and Fluvanna. The staff recommended the library retain the two cards per registration for out-of-area and the Director recommended keeping it to one card per fee paid.

Mrs. Dorrier voiced her concerns - the library has not raised the out-of-area fee for several years, it would impact one particular branch tremendously (Scottsville) and the increase would be too big a jump at one time. Mrs. Dorrier felt it would be much wiser, in order to keep Scottsville’s circulation from dropping tremendously and to keep the people happy with the library’s services, to do it progressively rather than to jump from $12.00 to $20.00 in one year. The groups affected are tremendous supporters, promoters and participants of that particular library; they do much more than just select books and walk out of the library.

Ms. Ramsden, Head of the Scottsville Branch, recognized the library’s need for more revenue and understood how the figure was arrived at; however, she felt the $20.00 fee was a big jump and it would impact the Scottsville Branch. She felt it would be very hard to tell patrons they could only get one card for the $20.00 and that they would have to pay another $20.00 for another family member to have a card. Ms. Ramsden didn’t think it would happen. Ms. Ramsden said that if the $20.00 out-of-area fee is inevitable, she would like to see at least two cards assigned to a family. Mr. Tramontin felt that a charge of $20.00 for full use of the library system was a tremendous bargain.

Mr. Tucker made a motion for approval of the library charging an out-of-area fee of $16.00 a person, starting July 1, 1995 and moving it to $20.00 a person, subject to change, starting July 1, 1996 and giving them one card; Mrs. Dorrier seconded the motion. Mrs. Baker wanted added to Mr. Tucker’s motion that anyone over the age of eighteen and out of high school has to buy their own card. Mr. Tucker’s motion was not approved (three voted for the motion and six voted against the motion).

Mr. Tramontin felt the Board should go ahead with the Director’s recommendation for one year. In the meantime, the library should find out what it actually is costing the library and next year the Board would vote on a fee a lot closer to what it actually costs. Mr. Tucker made a motion for Board approval of what the Director recommended; Mrs. Gleason seconded the motion. Eight Board members approved the motion (Baker, Caughrorn, Clarke, Gaylord, Gleason, O’Connell, Tramontin and Tucker). Mrs. Dorrier voted against the motion. Mrs. Dorrier asked to go on record that she is not proposing the jurisdictions not pay their fair share; her objection is that suddenly the library has become very conscious of the fact that the library is giving the participants a good deal and so the library goes overboard and raises the fee too rapidly. This will make a difference in one
particular library.

President Gaylord asked Mrs. Dorrier if she thought the Board should have a letter drafted to explain why the library is raising the out-of-area fee. Mrs. Dorrier asked Ms. Ramsden to reply. Ms. Ramsden felt it would be a good courtesy. Mr. Tramontin felt there should be a letter to take the pressure off the people in the library and any questions should be directed to the Director or anyone on the Board.

Mrs. Clarke was concerned that the action on this was happening on June 27th and goes into effect July 1, 1995. She felt the patrons should be given a grace period or some kind of notification because this will be a drastic change. Ms. Ramsden said she would put a sign on the circulation desk.

Mr. O’Connell asked if this affected state aid. The Director didn’t think it was an issue any more. Mr. O’Connell then asked if the Board should write to the Board of Supervisors for Buckingham and Fluvanna counties, telling them the Library Board would be glad to sit down and discuss library services and expenses with them and tell them that their residents are using our library and they are not part of the regional system. Mr. Tramontin thought the Board should write a letter inviting them to join the regional system; and at the same time, the Board could explain to them why the out-of-area fee had to go up that high. The Director thought only the jurisdictions in the library’s planning district could be included in the regional system; and that would make only Fluvanna County eligible.

Ms. Caughron thought it would be a good idea that before the Board invited anyone to discuss this issue, the library should look and see how it might work, in general, and if the library would be spending more to have them in the regional system. Mrs. Dorrier pointed out that Fluvanna County has their own library, they are very proud of it and they like it, such as it is. Many of their patrons also use the Scottsville Branch Library. Many years ago Fluvanna County was invited to join the regional system.

Ms. Ramsden commented that Scottsville’s reference services would not decrease, even though their circulation would definitely decrease because they won’t pay the $20.00 fee. President Gaylord suggested Ms. Ramsden keep in touch with the Board, if she sees any problems. Mrs. Gleason confirmed the Board would be writing a letter to the patrons. Ms. Ramsden suggested having the letter available to hand out to the patrons, as they explained the changes to them, instead of mailing it to them. Ms. Pool thought a direct mailing would be more formal and official and would take the heat off the people at the desk. Comments were made about the postal costs. Ms. Pool thought copies of the letter could be at the desk to hand out to new patrons; and the letter should have an explanation on how the library arrived at this figure. This is going to affect the front line staff tremendously. Ms. Pool said that anything the Board can do to lessen the stress to staff
PROPOSED INCREASE IN OUT-OF-AREA FEE (Continued):

would be greatly appreciated. The Director said the library would look into it; the staff will look into it and see what the costs are. The Director will report back to the Board on this.

REVISED AGREEMENT WITH ALBEMARLE COUNTY HISTORICAL SOCIETY (DIRECTOR):

The Director referred to the Board packet, which included a cover letter from the Director on the revised Memorandum of Agreement with the Albemarle County Historical Society (ACHS) and copies of the 1987 Memorandum Agreement and the newly revised 1995 Memorandum of Agreement. The Director recommended the Board approve the revised Memorandum of Agreement.

The revised agreement basically reflects changes in the operations since ACHS left Central Library and moved into the McIntire building. The integration of their database is finished. They now show up on the library’s on-line catalog.

Some of the major items discussed included the supervision of staff and how that chain of command works. The library’s staff person, Margaret O’Bryant, directly reports to the Library Director, as a branch head; but her daily supervision is shared with Lynn Ely, the Executive Director of the Charlottesville-Albemarle Historical Society. The staff person’s goals and objectives are basically done in a sit down session with everyone. They also discussed and worked out what books would be cataloged and the procedures they will use.

A Library Committee has just been formed and Philip Williams serves on the committee as a representative from the library staff.

President Gaylord asked what the library’s costs were for ACHS. Some of their costs are not separated out. The Director said basically the library supplies their cataloging of materials, their on-line catalog and a staff person. The computer lines were already at the McIntire building for the Bookmobile office, so it was not a significant cost to the library to extend the lines. The library only puts into the database what the library or ACHS has clear title to. The library has also agreed to insure their collection that is in the library’s database. ACHS has an agreement with the City of Charlottesville, as the City of Charlottesville owns the building. The library owns the books the library took out of the Central Library’s collection and moved upstairs to the mezzanine, while ACHS was located there; and the books are permanently housed in ACHS’s collection.

Mrs. Gleason made a motion for Board approval of the revised Memorandum of Agreement; Mrs. Caughron seconded the motion. The motion was unanimously approved.
The Holiday/Closed schedule is included in the Minutes. Mr. Tucker made the motion for Board approval of the schedule for the library’s holidays/closed days for fiscal year 7/1/95-6/30/96; Mrs. Baker seconded the motion. Mr. Tucker withdrew his motion.

Mr. O’Connell made the motion for Board approval of the schedule for the library’s holidays/closed days for fiscal year 7/1/95-6/30/96; Mr. Tramontin seconded the motion. The motion was unanimously approved by the nine Board members (Baker, Caughron, Clarke, Dorrier, Gaylord, Gleason, O’Connell, Tramontin and Tucker).

Mrs. Caughron asked about snow holidays (snow day/weather closings). Mr. O’Connell asked what is the snow day policy and how is it decided. The Director replied that the snow day policy starts with the Director and the Director decides whether the system is closed or not. If the system is closed system wide, the staff is not expected to come to work. Individual branches can close because of the geographic area; and if the system is not closed, then they have to make up the time or it is counted as leave time.

Mrs. Clarke asked what guidelines the Director uses. The Director uses at least three sources: the City’s Public Works Department special weather service, the weather channels and predictions and PVCC. The Director strongly relies on PVCC as they have the same issues as the library; and what the library does most closely mirrors what PVCC does (their market area is the library’s region). The Director doesn’t close the library system when just one jurisdiction closes their schools; the Director usually won’t close the library until several jurisdictions close their schools.

Mrs. Dorrier thought the library system should close when there is a blizzard. Mr. Tucker felt the best thing to do is to never close the library; and the ones who don’t want to go to work, they can take one of their personal days and use it. It is a big expense to close the system; everybody gets paid in full for the whole day when it snows. It is a bad thing to lay on the Director because everybody wants the Director to close the library.

Mr. O’Connell was asked what Charlottesville does. Mr. O’Connell said they never shut City Hall; but the library is different because it is regional. Mr. O’Connell felt if some of the school systems are shutting down and people are having trouble getting around and with the region the library has and with the difficulty of some of the roads, it becomes a judgement call.
Mr. Tramontin felt the library should discourage, as much as possible, everybody being on the roads. He did not want the library to be responsible for anyone risking injury because they had to get to work or lose pay.

Mr. O’Connell suggested late openings be done, so that people can safely get around when the weather and/or roads clear. If the bulk of other businesses are closing or opening late, it could be used to determine if the Director closes the library, opens later or decides to stay open.

Ms. Schwartz said she was used to snow as she was from Buffalo, New York; however, she said that when the local area has snow, it is a lot more treacherous to drive here. She felt that if the roads are bad and the schools are closed because of the roads, the Director should close the library. However, she also felt that if the weather and roads improve and the sun comes out later in the day, there might not be any reason for the library not to be open.

Mrs. Caughron felt that if people are not coming to work, whether it is due to snow or not, they shouldn’t be paid if they are not there. If the library closes and no one is at the library, why do people get paid. If the staff person chooses not to come to work because it is unsafe for them to come to work, that’s fine but they shouldn’t be paid for it.

Mr. Tramontin thought it was true for most of the state agencies that if they closed, the full-time staff got paid and the part-time staff could not get paid. Mr. Tucker said that with most businesses if you don’t show up for work, you don’t get paid.

Mrs. Dorrier asked if staff are being paid for the entire day, why couldn’t they be on call for late openings. Mr. O’Connell said it wasn’t unusual to have late openings. The Director said staff preferred to know very early in the morning if the library would be closing and the Director prefers to wait until later to see what the weather is like, when it gets lighter out, because it could be a whole different issue. The library has set up a phone tree.

The discussion on closings, due to weather/snow days, ended with the Director confirming the Board prefers late openings.

The Director informed the Board that she had not recommended a staff In-Service Day. Because the Central Library is closing for carpeting and renovations this year, the Director didn’t think the library needed to be closed another day. President Gaylord asked if this would affect staff training. The Director said most of the staff training would be mostly centered around Internet and that would involve individual training.
BEST SELLER RENTAL PROJECT (ANDREA WILLIAMS):

The Best Seller Rental Project report was distributed at the Board meeting. This was a pilot project only at the Gordon Avenue Branch. It was first conceived at a Senior Staff/Board retreat in 1992. They came up with the idea of doing a rental program because the patrons were unhappy about waiting so long on Hold lists for current best sellers. It gave patrons an option for renting books for a fee. This made it possible to market the collection along the lines of the way retail book stores do. The pilot project started this past fiscal year in November 1994. Gordon Avenue was selected for the project because of their strong role as a popular materials reading center in the community.

The library used Brodart/McNaughton as the leased/rental company. The library leases 60 books a month from them. The idea was to lease/rent the books from Brodart and make them available to the patrons, who could then borrow them, if they chose to, on a first come first served basis rather than put their name on a free waiting list. At first, the patrons were paying a fee of $3.00 a week but the library reduced it to $2.00, which helped increase participation in the project.

State aid funds for library materials could not be used to purchase materials for which a fee is charged. Therefore, the Friends of J-MRL were asked to provide the initial money to buy into the contract with the lease/rental company. The Friends provided a little over $5,000. It was anticipated that the rental fees collected from the patrons would support the rest of the contract for this project.

It was decided that the library would not select for the rental collection any books that were not also owned by the rest of the library system, or somewhere in the system. The patrons always had a choice of either renting it from the rental/leased collection or getting on a Holds waiting list. The rental collection is first come first served.

The Gordon Avenue Branch Manager, Karen Morris, makes the selections, from the lists she receives from the company, 2-3 months prior to publication. She also receives automatically certain numbers, which are preset ahead of time and any books that appear on the New York Times Best Seller List.

This does not change the way the library is currently doing the Holds list. For every five holds per title, the library tries to purchase one copy per five holds; it doesn’t change the library’s policies for buying copies of highly demanded titles. More people are calling the branch to find out what is on rental and what is on the shelf. The rental project is helping to keep the library’s waiting list down.

They found that 60 books a month might have been too many and they now think they probably should have started out with a smaller number, with the option to increase it later, if necessary. They think the library could easily support, with revenues, between
BEST SELLER RENTAL PROJECT (Continued):

15-20 books a month, rather than contract for 60 books a month. Because state aid cannot be used, in order to start up a rental project in another area, with 15 books per month, initial start up costs would have to be obtained from some other avenue, possibly from local Friends' groups. A 15-book a month plan would cost approximately $600 quarterly and the library would have to decide if it is worth it.

Mr. Tramontin asked if the books belonged to the library or if the library had to send them back. Mrs. Williams replied the library can keep them, and pay an additional fee to keep them, or the library can decide to return them.

The rental books can only be checked out at Gordon Avenue. Other branches have expressed interest in this project.

The project has shown a modest success financially; but it is a real plus for a library to have this type of service for their patrons. It needs to pay for itself. Mrs. Williams said the project has been a good learning experience and the other branches have been waiting to see the results. The Board thanked Mrs. Williams for her report.

DIRECTOR'S REPORT:

1) Carpeting for Central - The Director showed the Board a carpet sample (red with a black diamond pattern in it) to be used to carpet the Central Library. The Director said the color was accepted but they did not like the black diamond pattern. This carpeting is on state contract, which means the library can meet their time lines and the library does not have to go out to bid and can work directly with the manufacturer. This is printed carpet and the diamond pattern is not woven in. It was changed to a more random pattern. The carpeting is all nylon and should wear well; the specs included a wear warranty. The alternative would have been plain red without a pattern in it.

2) Nelson County Update - Nelson County wrote to the Library of Virginia accepting a year's extension. Included in the Board packet is a copy of the library's proposal before the Nelson County Board of Supervisors. The hours for the Head of Nelson County Memorial Library, Tanith Knight, might go down below 40 hours a week. The part-time Library Clerk II, Phoebe Tucker, has been laid off. The hours of operation might go down to between 30-32 hours per week. They have several options. They have not picked a funding level or chosen an option yet.

At a recent meeting of the Nelson County Advisory Committee, Mr. Dunn kindly reminded the Advisory Committee that he felt many times the Advisory Committee represented J-MRL's interests, as opposed to Nelson County's interests.
Mr. Dunn gently criticized the Director for working with the Advisory Committee, as opposed to working with the Nelson County Board of Supervisors and their County Administrator. They are re-establishing a new charge for their Advisory Committee.

The Director had a recommendation to the Board. The Director and President Gaylord agreed that the Board of Supervisors for Nelson County would convey, write down and review the Regional Agreement and all the concerns and issues that they had and submit it to the Library Board and the Library Board would respond to them. After thinking through this and checking it out with President Gaylord, the Director thought it might be better if the staff and Library Board stepped out of it and let the jurisdictions deal directly with the Nelson County Supervisors. The Director was concerned about the time element, the library only has until December 1, 1995; it doesn’t give much time to schedule the meetings.

Nelson County wants to rewrite the Regional Agreement. Mr. O’Connell couldn’t understand why the library would want to open up the Regional Agreement with every other jurisdiction, since the library already worked hard to get it and he felt it was the strongest agreement he had ever seen. He was opposed to opening it back up.

Mr. Tucker said he had read the state statute establishing a public library and it clearly gives the business of establishing a regional agreement to the counties and cities involved. The jurisdictions can get together and establish a regional agreement and when they have that agreement made and all the counties and cities sign that they agree to it, then they have established a regional library system and each one of them makes their appointments to the Library Board. That regional agreement, that they have made and signed, is a constitution by which the Library Board operates. The Library Board has no right to change that and the Board shouldn’t because it isn’t their prerogative. If Nelson County doesn’t like the Regional Agreement that was presented to them, they should take that issue up with their peers and not with the Library Board.

After much discussion by the Board, Mr. O’Connell suggested the Director contact Nancy O’Brien, at the Thomas Jefferson Planning District, and ask her to invite the Director to attend one of their meetings to discuss this with the representatives present from our jurisdictions. After they are updated on the situation with Nelson County, they would then go back and talk with their boards. Mr. Tucker felt a letter should come from the Chairman of the Nelson County Board of Supervisors and be sent to all the jurisdictions in the Regional Agreement, to discuss their concerns at their monthly meeting; it shouldn’t come from the Library Board or the Library Director. The Board consensus was to wait until after August 1st, when according to Nelson County’s June 1, 1995 letter, they will present their proposals to the Board by August 1, 1995. The Library Board is to reply by September 1, 1995. The Library Board will let Nelson County take the initiative.
President Gaylord acknowledged Mrs. Caughrone and Mrs. Dorrier, the two Library Board members who are retiring from the Library Board. An appreciation dinner, in honor of the retiring Board members, will be held at the Omni following adjournment of the Board meeting. Mrs. Caughron decided to say her goodbyes at the Board meeting.

President Gaylord read the Board’s Resolution of Acclamation to honor Mrs. Caughron and her six years of serving on the Board (copy attached to the Minutes). Mrs. Caughron was also given a Certificate of Appreciation from the Board. In the spirit of regional cooperation, Mr. O’Connell presented Mrs. Caughron and Mrs. Dorrier with a Certificate of Appreciation from the City of Charlottesville in appreciation of their diligent service to the citizens of the Charlottesville and Albemarle communities and their tireless efforts on behalf of the patrons of the Jefferson-Madison Regional Library. Mr. O’Connell also presented to each retiring Board member a City of Charlottesville T-shirt.

Mrs. Dorrier received the Board’s Resolution of Acclamation (copy attached to the Minutes) and the Board’s Certificate of Appreciation at the dinner.

Several books were selected in honor of the retiring trustees; and special nameplates, including their years of service, have been inserted in the books selected.

The meeting adjourned at 5:51 p.m. Unless otherwise notified, the next Board meeting will be scheduled for Tuesday, July 25, 1995 at 3:30 p.m. in the Central Library’s Madison Room.

DonnaLee Grossman
Recording Secretary

Rv-1-7/14/95
Attachments
1) Approval of the April 25, 1995 Minutes.

2) Approval by the Board that they wait until after Nelson County makes a decision on May 25th (whether they plan to stay in or leave the regional system).

DonnaLee Grossman
Recording Secretary
MINUTES OF THE MAY 23, 1995 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Christine Baker
Mary Jane Clarke
Betty Gaylord - President
Elizabeth Gleason
Gary O'Connell
Jacqueline Rice (Incoming Trustee)
Marian Schwartz (Incoming Trustee)
George Tramontin
Walter Tucker, Jr.

TRUSTEES ABSENT:
Cyndy Caughron - Vice President
Shirley Dorrier

ALSO PRESENT:
R. Timothy Carrier - Central Young Adult Librarian
DonnaLee Grossman - Recording Secretary
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference and Information Services
Stella Pool - Staff Representative
Donna Selle - Library Director
David Shumaker - Head, Central Circulation

The monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Gaylord at approximately 3:33 p.m., in the Central Library's Madison Room on Tuesday, May 23, 1995. President Gaylord welcomed staff and guests.

Mrs. Baker made the motion for approval of the April 25, 1995 Minutes; Mrs. Clarke seconded the motion. The motion was approved by five Board members (Baker, Clarke, Gaylord, Tramontin and Tucker). Mrs. Gleason abstained as she was not present at the April Board meeting. Mr. O'Connell was not present at the time the vote was taken.
Mr. Carrier did a Young Adult Services long range plan for J-MRL and a Teen Library Survey preliminary summary, included in the Board packet.

Mr. Carrier is the new Young Adult Services coordinator for J-MRL. One of his main responsibilities was to familiarize himself with what teenagers like to read. One of the first items Mr. Carrier had to do as coordinator was develop plans to update the young adult summer reading program, which was done last year by Charlotte Bradshaw. The same theme, "Cheap Thrills," will be used again this year. It will begin at the same time as the children's summer reading program - on June 19th. Mr. Carrier distributed to Board members the "Cheap Thrills" flyer promoting young adult summer reading. He also distributed one of the incentives for the program - a brightly colored large clip. This year's donations for the program were from the Friends of J-MRL and the Pepsi Cola Bottling Company of Central Virginia.

Mr. Carrier developed a needs assessment of the teen population in the area. This was the Teen Library Survey. It was distributed at the schools in March and out in the community in April. The results of the survey were basically the results of the in-house survey in the library; there were 102 surveys filled out in the library. Approximately 500-700 surveys were from the schools, teen clubs and organizations and the outside community. Surveys are still being gathered and compiled. Mr. Carrier reviewed with the Board some of the preliminary summary statistics/input from the in-house survey results, outlined in the Board packet.

Mr. Carrier addressed some of the survey results in his long range plan, outlined in the Board packet. Mr. Carrier developed a mission statement for young adults; the statement was basically taken from the library's mission statement, with the words "young adults" added in. Mr. Carrier added the second part of the mission statement. He felt, in order for the library to be successful in services to young adults, the library should create/have an environment young adults feel comfortable in voicing their opinions in and seeing that their opinions do count.

Mr. Carrier discussed three major components in the area of collection development - programming, promotions and outreach services, and training. This was also outlined in his long range plan in the Board packet.

In the area of collection development, Mr. Carrier wants to concentrate on weeding, creating a standing order for popular series books and working on enhancement of certain areas of the collection. Mr. Carrier is working with Mrs. Williams, Collection Development Coordinator, to develop a standing order plan to go into effect in July. This will be updated each year, as series begin to become less popular and new series come out that are even more popular. The branches will also be involved in the collection
LONG RANGE PLAN FOR YA SERVICES (Continued)

development plans. Mr. Carrier will be available to all the branches to assist them in their collections.

For the promotional aspect of the long range plan, Mr. Carrier wants to develop a young adult teen council. This will allow young teens to be involved in what the library does and to have a voice in how the library provides services to them. Mr. Carrier will also be analyzing training needs of the staff for services to young adults and plans to develop a training/orientation program for new staff. He also hopes to arrange in-house and outside workshops for the staff. Mr. Carrier also plans to visit the schools on an ongoing basis.

REPORT FROM STAFF REPRESENTATIVE - STELLA POOL

Mrs. Pool thanked the Board for allowing her to be the staff representative for the past year. In the spring of 1994, Mrs. Pool was elected to represent the staff to the Board. She began attending the regular Board meetings in July 1994. After each monthly Board meeting, Mrs. Pool summarizes her notes and sends a written report to all the staff.

In preparing for her report to the Board, Mrs. Pool asked the staff for their opinions and suggestions regarding the staff representative. Their comments were very positive. Mrs. Pool commented that consistent attendance at the Board meetings offers the staff representative the chance to understand the reason that goes on behind each decision the Board makes. It also gives a better perspective on things that are done.

The staff appreciates Mrs. Pool’s summary of her notes because it generally is quicker and less formal than the official minutes and she is able to offer a staff perspective to the goings on at the Board meeting. Mr. Tucker asked if the Board could get a copy of her notes as well as the minutes. Mrs. Pool commented she had not been sending the Board a copy. If they would like them, she would be happy to do that. She understood that her obligation was to the staff, so that is who she addresses her notes to.

One staff person said her summary was good for staff morale because they feel that the Board recognizes them. The public work staff especially sometimes feel that their voice is lost in the management hierarchy and they like knowing they have one more chance to speak to the Board through a representative. One staff member said this was good internal customer service and that the Board was providing support to the internal staff.

Mrs. Pool voiced her concerns. She would like it if the job description for this position would be more explicit. She felt she had to make things up as she went along. For instance, who to do a report to - she felt her main obligation was to the staff. She said it had never occurred to her that the Board would want to know what her notes said. She would like to see some sort of guidelines for what the staff representative is expected to do;
it would be very helpful. Another example was that she was not sure if the staff representative was supposed to attend special meetings - called meetings and work sessions, etc. She wanted to attend and speak for the staff, whenever it was appropriate, but she never wanted to intrude when it wasn’t. It wasn’t always clear to her where she was supposed to be and when. President Gaylord said this was new and they were working on it.

Another thing Mrs. Pool said she has learned through experience - it is difficult to speak for the entire staff. Most of the time when the Board asked for an opinion, the Board got Mrs. Pool’s personal opinion and she couldn’t speak for the entire staff. Staff members have very varied work experiences and perspectives on issues and there is no one voice for the staff. Even though Mrs. Pool had the Board’s agenda and knew what the Board planned to talk about each month, there was no way to predict how the discussions would evolve and there was no practical way to get feedback from the staff before Mrs. Pool spoke on their behalf.

In some cases, the staff just plain doesn’t know how they feel about an issue. For instance, the Monticello AVV project. The Central staff maybe have a beginning of an understanding of how it is going to impact their work. The people in the branches don’t have a clue yet how it is going to impact what they do - so they don’t know whether they feel good or bad about it. They will just have to wait and see.

There were three suggestions from the staff:

1) Mrs. Pool’s report could be done on E-mail, so that individuals could respond more easily. Mrs. Pool felt it was an excellent idea, once the branches get their computers with modems. At the moment if Mrs. Pool did it by E-mail, there would only be a few people who would receive it. Mrs. Pool said that in the class she is taking they use E-mail and it is a very effective way to communicate.

2) Another staff member suggested that staff concerns be a regular item on the agenda, so that the staff representative could bring up things from the staff and not have to wait until asked how they felt about things.

3) It was suggested that the staff representative be made an ex officio non-voting member of the Board, so they could be more proactive in the discussion of various issues.
Mrs. Pool said she has been very happy to serve as a staff representative. She had enjoyed seeing how things work and how things evolve and how plans that start out as brain-storming sessions on pieces of paper turn into real services and long-range plans for the library. She has personally enjoyed it and hopes it has been a little helpful for the Board. She thought that she was going to become the voice of the staff and she found out that what she was was the ears and eyes of the staff. She reported back to the staff more than she was able to report to the Board. She didn’t know if the Board felt it has been as valuable as the staff thought it has been.

Mr. Tramontin suggested Mrs. Pool draw up the job description that she discussed, so the Board can decide and get rid of the gray areas and get rid of the uncomfortableness. Mrs. Pool said she would be happy to do that; however, the main reason she felt ill equipped to do that assignment was because she didn’t know what more the Board wanted. She felt she could give the Board a fair outline form of what she has done this past year and then the Board could decide if they wanted to add to that or not. Mr. Tramontin suggested she draw up a rough draft of what she has done and also what she thinks it should be, since she is the best one to do it. Mr. Tramontin thought it important to report back to the staff, which both the Board and staff representative are doing. Mrs. Pool did not know how much time and energy the Board would want to devote on staff issues during Board meetings. Some months there might be really hot issues the Board might be or might not be willing to discuss and some months there might not be anything to report.

President Gaylord pointed out the Personnel Committee should not be bypassed entirely to come directly to the Board - because it isn’t efficient. Mrs. Pool said that was her concern and that those were the kind of issues that the Board, as a group, could decide. She will write the guidelines up and indicate the things she has done in the past and incorporate any suggestions from the staff. She will poll the staff, ask them for anything further and tell them that this is their opportunity to speak up. The Board can decide what they want to put in or what they want to leave out.

Mrs. Gleason explained to new Board members that this was the Board’s decision, after hearing from the staff, to establish this position. President Gaylord explained that previous to this, any staff member was free or invited to come to the Board meetings. Sometimes this could be a fairly good-sized group; so most of the Board thought it was more efficient to have one person. Mrs. Pool said she did feel that having the one person coming to the Board meetings month after month gives them the background that you wouldn’t have if someone just attended one meeting; she did think it was more efficient.

President Gaylord thought Mrs. Pool’s suggestions for the job description should go to the Personnel Committee and to work through that; that would be using the Personnel Committee and not using the entire Board. Mrs. Pool wanted it to be clear so that the staff
representative would know what their duty is, as well as for them to know when they should not. The Board thanked Mrs. Pool for her report. Mrs. Pool mentioned her term ends and next month’s meeting would be her last Board meeting officially; she didn’t know about the election process for next year. Mrs. Pool said the position was elected by the staff, unless the Board wants to change the rules.

NELSON COUNTY UPDATE

The Director included in the Board packet the May 15th letter from the Nelson County Chairman of the Board of Supervisors, Mr. Thomas Harvey, and the May 16th letter from Mr. R. H. Moore, Interim Nelson County Administrator.

President Gaylord informed the Board that after the Board’s meeting with the Nelson County Supervisors, she felt not that the library had done anything wrong but that there was something lacking in that meeting - there was a lack of strong voices to state the library’s position and to state some educational points they and the Board needed. It is important the library keep several things in mind. If Nelson decides to leave, it will have a definite impact on the rural counties. It means going back to the jurisdictions for more money; it could also contribute to undermining their trust. President Gaylord felt it was worth the struggle trying to keep Nelson in the system as the library has been struggling to keep them in and already has a lot invested. She felt, as an average citizen, that if the regional library lost one of its jurisdictions, it may have repercussions throughout the area to other regional agencies - in their general feelings of cooperation and trust.

The Director updated the Board on Nelson County. The Board requested the Director draft a letter to Nelson County. In the meantime, Nelson County sent the library a fax signed by R. H. Moore, Interim (Acting) County Administrator for Nelson County (fax included in the Board packet). The Board reviewed the draft letter to Mr. Thomas Harvey, Chairman of the Nelson County Board of Supervisors and the letter was sent out May 15th (letter included in the Board packet).

Both Mr. Tucker and the Library Director attended a Nelson County Library Advisory Committee meeting May 22nd. The Director was informed the Nelson County Board of Supervisors were doing a great deal of work preparing their application to set up a separate library system - their own library system. At the May 22nd meeting, the Director distributed cost and service comparisons for Nelson County to review (this was distributed at the Library Board meeting). The Library of Virginia did two state aid calculations, one with and one without Nelson County, and the figures were included in the distributed cost and service comparisons (copy included with Minutes).

The Director informed the Board that even without Nelson County in the regional system, the library still will be receiving more state aid than in any other time in the
NELSON COUNTY UPDATE (Continued)

library’s history. The Director reviewed the comparisons with the Board. On the back side of the comparison sheet, the Director inserted comparisons in services for the regional system and for local Nelson County services.

If Nelson gives the library system $98,980, instead of what was originally requested, the Director said Nelson would be open 30 hours a week. The head of the branch would be working 35 hours per week; that person would have a decrease of 5 hours per week, a decrease in salary and would lose some of her benefits. The second position would stay at 20 hours per week. Funding would not be available for the third position. There still would be a cost differential between local support and J-MRL support of $28,846.

The Director pointed out the Nelson County Times article, that was distributed at the Board meeting. The Director informed the Board the Nelson County Advisory Committee has requested the Nelson County Times publish, in their Thursday edition, the library’s letter of May 15th.

At the May 22nd meeting, the Director offered a compromise to them - if Nelson County stayed in the system and if the library received the $62,000 during this one-year interim period, they might look at spending half their state aid on books and the other half for a stand-alone computer system, so that there would be an orderly transfer of their database to their own stand-alone system. The Library of Virginia is aware of this offer and has tentatively approved that it would be a good way, if this transition takes place, in order to be sure no time was lost.

Mr. Tramontin asked if the Nelson County Board of Supervisors had decided legally that they were withdrawing from the regional system. The Director said they hadn’t yet. Mr. Tramontin asked the Director what action the Board of Supervisors did take. The Director and Mr. Tucker responded that the Nelson County staff and the Nelson County Board of Supervisors, under Mr. Dunn’s guidance, were working with the Library of Virginia to get the establishment of a public library packet, so they can complete their application by July 1, 1995 to become an independent library.

Nelson County has their last public hearing on the budget on Thursday, May 25th; that is when the $98,980 will be allocated for the library. Mr. Tucker pointed out to the Library Board that Nelson County has allocated $98,980 for the library but they haven’t indicated which library. The local Advisory Committee Chairperson, Beth Askew, informed the Library Director that as the local Advisory Committee, they are again requesting full funding at the $115,975 level, to stay in the system and to sign the Regional Agreement.

Mr. Tramontin was concerned as this has been ongoing and he felt there should be a closure. He also thought a legal opinion was needed to find out if Mr. Tucker can keep
NELSON COUNTY UPDATE (Continued)

on voting on issues, since Nelson County hasn’t signed the current Regional Agreement and they are not legally a part of the agreement. Mrs. Gleason pointed out the library did get a legal opinion saying that the fact they had been operating, coming to meetings and doing everything else as part of the system is like being in possession being nine-tenths of the law. Acting as if they belonged is nine-tenths of the law. Mr. Tucker did not agree.

Mr. O’Connell asked for an impact statement, to show what the impact would be on all of the jurisdictions financially, if Nelson County pulled out. The Director replied that basically the library would have to address the budget and all the direct costs - take away the local Nelson County operations, postage, mileage, training and some direct costs above and beyond the local budget. The rest supports salaries from Administration, Technical Services and the Reference Department; and the library would have to look at some cost shifts from those areas. The Director explained it was fortunate that Northside has 1-1/2 new positions opening and Northside might also be expecting someone not to come back from their maternity leave. The library could do some cost transfers from regional costs and some personnel transfers to Northside. Mrs. Gleason mentioned that they had also talked before about reducing reference services.

President Gaylord commented the percentage for each jurisdiction will go up. The Director explained the impact of next year’s budget will be felt because the library will be dividing the costs against four jurisdictions instead of five. Mrs. Gleason didn’t think it would impact the budget that much as they had been talking about reducing services and shifting personnel costs; and it would be reduced proportionately. The Director felt that the most direct workload would be felt by the Reference Department. Statistics show they are heavy users of the Reference Department. The library could be facing layoffs of the Nelson County staff; there would be vacation leave payoffs to do for them and they aren’t budgeted. On the plus side, the Director said the library’s courier service would be reduced by 1-2 hours per day, which would be a direct cost.

Mr. Tucker confirmed what the Director said to the Board of Supervisors; that the library was willing to let Nelson stay in and pay the $98,980. He said Nelson would probably have to reduce library hours in order that the money Nelson paid would hold. The library would like, around the 1st of December 1995, for Nelson to let the library know what they want to do for the following year. As far as Mr. Tucker was concerned, he felt the Library Board had already gone the last mile and the Board of Supervisors could resolve and do whatever they want to do. Mr. Tucker said he was proud of what this Board has done; and they have done everything they could.

Mrs. Gleason read the May 11th letter (attached to the Minutes) from Mr. Thomas D. Harvey, Chairman of the Nelson County Board of Supervisors. Mr. O’Connell made a motion that the Board wait until after Nelson County makes a decision on May 25th; Mr.
NELSON COUNTY UPDATE (Continued)

Mr. Tramontin seconded the motion. The motion was unanimously approved by the seven Board members present (Baker, Clarke, Gaylord, Gleason, O’Connell, Tramontin and Tucker).

Mr. Tucker asked the Director to respond to Mr. Moore’s last letter of May 16th. Mr. O’Connell suggested the Director write Mr. Moore to thank him for his letter of the 16th and to inform him that the library is awaiting their decision.

Regarding the Regional Agreement, the Director informed the Board that according to the state, the protocol is for notification to be sent to the other partners in the Regional Agreement. This can be accomplished by sending a letter to the other four jurisdictions. The Director said that basically all the furnishings, equipment, the building and everything that is in-house would remain there. It will take several months to get all of the books back. J-MRL would retain title to the computer system and equipment.

ANNUAL GOALS/OBJECTIVES

The Board reviewed with the Director the draft of the Annual Goals/Objectives for 1995-1996, that was included in the Board packet (also attached to the Minutes).

The first item was to open the Mont-AVV Community Network. Mr. O’Connell asked the Director to put a date on it; the Director said October 1995.

President Gaylord asked the Director about the library’s long range plan. The Director confirmed she has a rough draft long range plan, which will be sent to the Library of Virginia as part of the state aid requirement.

Mr. Tramontin asked about the aggressive collection deselection. The Director referred to the bookstock/collections report where it indicates some of the branches have added more books to their static collection than they have weeded/deselected and their shelves are now too crowded. A static collection means once a library has reached a certain number of books, they do not have the capacity to hold any more books. This is very serious for the collection development and vitality of the collections. The library does deselection based on space, use and the condition of the collections. Mr. O’Connell asked if the African-American collection at Gordon Avenue would be subject to deselection. The Director said Gordon Avenue would decrease the size of the rest of their collection in order to make room for the African-American collection.

Mr. O’Connell asked that the fourth item in the draft be changed (underlined was added):

Support staff and Board training in new information technologies.
The Director informed the Board that the library had scheduled two sessions, being held at the Alderman Library on Wednesday, May 24th, for library staff to attend an introduction to Internet and training on the preparation of home pages; and the Director invited Board members to attend. The library is paying for this class to train 32 employees; and two spaces are still available and Board members can use the spaces.

The Director added another item to the draft:

Pay for Performance Committee (The Director said they will be working all year on pay for performance and this will be a continuing goal.)

Mr. O’Connell asked the Director if there were any goals for the Library Foundation. The Director asked what the goals for the Foundation should be. Mr. O’Connell thought one goal would be to continue to increase the funds in the Foundation. The Director announced to the Board that the library just received a $10,000 donation from Katharine F. Michie to the Library Foundation. Mr. O’Connell asked about the status of the brochure; the Director said it should be finished by June 15th, for the Friends’ meeting.

OTHER ITEMS DISCUSSED

1) **Praise for Dena Martin, Branch Head for Greene County Library** - During the uproar regarding large sign boards in Greene County, a woman wanted to file a citizen’s injunction and was unsuccessful when she went to the Court House. She also called Legal Aid and didn’t get any help there. She then went over to the Greene County Library and Dena Martin made several phone calls for her, until she got through to the law library at the University of Virginia. The University of Virginia faxed out a form and the woman was able to file the injunction with Dena Martin’s help. The woman called one of the members on the Greene County Board of Supervisors to commend Dena; Joanne Burkholder then called President Gaylord and asked her to pass this on to our Library Board.

2) **Out-of-area fee** - The Director informed the Board that Mr. Lyons did a preliminary study of the out-of-area fees. By counting money from all sources and dividing it by the population, the Library is spending approximately $20 per person for library services for the four jurisdictions. A proposal will be presented to the Board in June, to raise the out-of-area fee. Mr. O’Connell voiced his concern about raising the fee as he thought the state had a restriction on out-of-area fees because of state aid.

3) **Albemarle County planning a new branch** - Mr. O’Connell asked the Director for input on a new library branch Albemarle County is planning near their new high school. The Director said she thought Albemarle County was planning it for next year.
OTHER ITEMS DISCUSSED (Continued)

PVCC needs a new library, the new high school and J-MRL need a library in the same area. A single facility is under discussion and it would be an all electronic library. Mr. O'Connell voiced his concern that if it happens, it would have a big impact on the libraries in the City of Charlottesville. The site picked for the new high school and library are off Avon Street Ext. and near PVCC.

4) Rent-a-book program at Gordon Avenue - Mr. Tramontin asked about the funding, the use of the rent-a-book program and the space taken up for rent-a-books versus the regular books at Gordon Avenue. Mr. O'Connell asked the Director to do a report, showing how much use it is getting.

BOARD ORIENTATION

President Gaylord referred to the chart she prepared for Board member orientations.

Finances-Funding Sources

- Local Governments
- State Aid - Formula for State Aid is based on local support, maintenance of effort, how many jurisdictions are served, how many square miles in the region and population.
  a) Regional library incentives
  b) Requirements/restrictions - found in state handbook - XVII-9
- Federal
- Friends - J-MRL
- Gifts, donations, buy-a-book
- Endowment Fund - Originally set up by the Library Board and the Friends. A joint committee, composed of the Library Board and the Friends, oversees the Endowment Fund and makes recommendations for expenditures. The committee isn't really active yet as distributions from the fund have not been started yet. The fund has approximately $150,000 in assets. Melinda Frierson has been hired to do a brochure for the fund.
- Fines, Fees - Equipment Fund
- Grants (LVA grants are Federal)

Finances-Budgeting

- Staff responsibilities - From the Board and Director's input, the staff prepares the budget.
- Board responsibilities - Library Board members act as liaisons
with their local jurisdictions in giving them input on the budget.

a) Under the Board's Bylaws, the Board set up a budget committee but the Board has stopped using that.

- Timetable - Work on the budget begins around October/November. The Director presents the first draft to the Board and the Board gives the Director their input. The Board's proposed budget then goes to the jurisdictions. The budget is modified, according to the input from the jurisdictions, and the final budget is usually adopted by the Board in June.

- Guidelines for budgeting
  a) Long-range plan - short-term objectives
  b) Specific local needs - possibilities

- Presenting budget
  a) Responsibilities of the Trustees/Director
     1) Budget hearings
     2) Lobbying
     3) Annual reports

President Gaylord suggested leaving discussion of the policies until the next meeting, when Mrs. Schwartz will be able to be present.

The Director asked the Personnel Committee to stay for a meeting after the Board meeting adjourned.

Before adjourning, the Director commented on David Shumaker's book, Gorbachev and the German Question: Soviet-West German Relations, 1985-1990. This was David Shumaker's Ph.D. thesis in Russian government. It is about the falling of the wall and is very well written. The Director is very proud of it and recommended it to the Board.

The Director commented on the conference she and Chip German attended in early May. Both felt it was excellent and well worthwhile; he was interested in the wiring and the wireless technology and the Director was interested in the people and community-building issues. The Director came back from the conference with a renewed appreciation for our community, our community's forward thinking and how our community deals with issues and how they make things happen. Our community network is one of the few, of approximately 200, that has stable funding before it even
opens. They discussed software censorship - people can software censor themselves; and they also discussed how to handle registering children as borrowers (by putting after their addresses JUV).

**ADJOURNMENT**

Mrs. Clarke made the motion for adjournment; Mrs. Baker seconded the motion. The meeting adjourned at 5:56 p.m. Unless otherwise notified, the next Board meeting is scheduled for Tuesday, June 27, 1995 at 3:30 p.m. in the Central Library’s Madison Room.

DonnaLee Grossman
Recording Secretary
For your information, I have compiled a comparison of the costs/services proposed for fiscal year 1995-1996.

<table>
<thead>
<tr>
<th></th>
<th>J-MRL OPERATIONS</th>
<th>NELSON COUNTY OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Aid</td>
<td>$ 61,959</td>
<td>$ 39,613</td>
</tr>
<tr>
<td>Local Support</td>
<td>115,975</td>
<td>98,980</td>
</tr>
<tr>
<td>Fines and Fees</td>
<td>5,000</td>
<td>2,000</td>
</tr>
<tr>
<td>J-MRL Friends</td>
<td>3,500</td>
<td>Torn Land Fund</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$ 186,434</strong></td>
<td><strong>$ 140,593 = ($ 45,841)</strong></td>
</tr>
</tbody>
</table>

1. Emerging libraries have one year to obtain the services of a professional librarian; otherwise, state aid drops 25% (to $27,527). State aid can subsidize up to 25% of a professional’s salary annually.

2. Nelson County collects approximately $4,000 annually in photocopier fees and fines. As circulation is anticipated to drop, so will income.
If Nelson continued their partnership with J-MRL at funding level of $98,980, Nelson Library would be open 30 hours per week, with one staff person (Tanith Knight) working 35 hours per week - a decrease of 5 hours per week in salary plus benefits. Sue Johnson would remain at 20 hours per week. There would be no funding available for the third staff member, Phoebe Tucker. Cost differential in operations would be $28,846.

Nelson’s eligibility for state aid is subject to Library of Virginia’s analysis of maintenance of effort:

\[
\begin{align*}
1994 &= \$104,274 \\
1995 &= \$101,001 \\
1996 &= \$98,980
\end{align*}
\]

DMS:dlg
May 11, 1995

Donna M. Selle, Director
Jefferson-Madison Regional Library
201 East Market Street
Charlottesville, VA 22902

Dear Ms. Selle:

Thank you very much for the frank discussion of your Board's attitudes and positions at our meeting Wednesday, May 10th. We regret that you were unable to advance any invitation that would form a basis for negotiation that could lead to a resolution of our differences.

This letter is to inform you that, under the existing circumstances, the Nelson County Board of Supervisors believes that it would be fiscally irresponsible to sign the Agreement of 1991 referring to the previous Agreement, August 11, 1972. While we appreciate and value the quality of the services available throughout the Jefferson-Madison Regional Library system, the decline in the delivery of these services as a result of our refusal to meet full funding demands, coupled with the expressed opinion by the Jefferson-Madison Regional Library Board that the other members felt unfairly burdened by having to carry a portion of Nelson County's costs, leads us to the conclusion that service delivery will decline further as the differential between annual budget requests and what we can appropriate continues to grow. An indexed cap on annual budget increases seems to us a reasonable way to approach the system's needs and permit the individual members the opportunity to fully participate in funding those needs. Rejection of that approach virtually assures continued friction and dissatisfaction on both sides.
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May 11, 1995

We again thank you for your courtesy and the opportunity to express our views.

Sincerely,

Thomas D. Harvey
Chairman, Nelson County
Board of Supervisors

cc: Nolan T. Yelich
Walter Tucker
Beth Askew
DRAFT

ANNUAL GOALS/OBJECTIVES

1995-1996

- Open Mont-AVV Community Network

- Open African-American collection at Gordon Avenue

- Introduce Internet, CD Lan information resources at Central

- Support staff training in new information technologies

- Continue aggressive collection deselection at Central, Gordon Avenue, Crozet, Scottsville, Greene, Louisa and Nelson

- Continue long-range planning
  - Childrens’ Services, system-wide access to information technologies and resources, including circulation system upgrade

DMS:dlg
5/16/95
SUMMARY OF THE MOTIONS MADE BY THE JEFFERSON-MADISON REGIONAL LIBRARY’S BOARD OF TRUSTEES

AT THE APRIL 25, 1995 MEETING

1) Approval of the March 28, 1995 Minutes.

2) Approval by the Board of the recommended purchases that were proposed on the list provided and the changes in the fiscal budget 1995.

3) Approval by the Board to adopt the Equipment Fund Proposal for 1995/1996.

4) Approval by the Board to call a special/separate Library Board meeting, conditional on the Nelson County Board of Supervisors not signing the Regional Agreement by their May 9th meeting.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE APRIL 25, 1995 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Christine Baker
Mary Jane Clarke
Shirley Dorrier
Betty Gaylord - President
Gary O’Connell
Jacqueline Rice (Incoming Trustee)
Marian Schwartz (Incoming Trustee)
George Tramontin
Walter Tucker, Jr.

TRUSTEES ABSENT:
Cyndy Caughron - Vice President
Elizabeth Gleason

ALSO PRESENT:
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference and Information Services
Stella Pool - Staff Representative
Donna Selle - Library Director
David Shumaker - Head, Central Circulation

The monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Gaylord at approximately 3:30 p.m., in the Central Library’s Madison Room on Tuesday, April 25, 1995. President Gaylord welcomed staff and guests. The guests were Ms. Jacqueline Rice and Ms. Marian Schwartz, newly appointed by Albemarle County as Library Trustees, with their terms beginning July 1, 1995.

President Gaylord asked Stella Pool, the staff representative to Board meetings, to give a report, at next month’s Board meeting, on her role.

President Gaylord added to the agenda discussing a date for a special meeting in May, to review policies and to give an orientation to the new Board members.
Mrs. Baker made the motion for approval of the March 28, 1995 Minutes: Mr. Tramontin seconded the motion. The motion was approved by five Board members (Baker, Gaylord, O’Connell, Tramontin and Tucker). Mrs. Clarke and Mrs. Dorrier abstained, as they were not present at the March Board meeting.

MID YEAR 1994/1995 BUDGET REVISIONS

Mr. Lyons reviewed with the Board what was submitted in the Board packet on the mid year budget revisions. Salaries and benefits currently indicate a surplus of approximately $67,761. Mr. Lyons adjusted several operating expenses, as outlined in the Board packet. Taking everything into account, along with making an additional adjustment in the revisions for printing, Mr. Lyons revised his estimated overall balance in the operating budget for June 30, 1995 to approximately $15,000. The Board packet included a recommended proposal for expending the estimated operating budget balance for some equipment purchases this fiscal year.

Mr. Tucker asked what happened if the balance wasn’t transferred into the equipment fund. The Director said the balance would go into the contingency fund carryover.

Mrs. Baker made the motion for Board approval of the recommended purchases that were proposed on the list provided and the changes in the fiscal budget 1995: Mr. Tramontin seconded the motion. The motion was approved by six Board members (Baker, Clarke, Dorrier, Gaylord, O’Connell and Tramontin). Mr. Tucker opposed the motion.

EQUIPMENT FUND BUDGET 1995/1996

Mr. Lyons referred the Board to the Equipment Fund list in the Board packet. The list includes everything that was asked for by the branches and departments, for a grand total of approximately $233,000. A separate Equipment Fund proposal sheet was distributed at the Board meeting. The Equipment Fund proposal includes the estimated year-end balance of $41,500, which takes into account paying for everything that was approved for the Equipment Fund this fiscal year, that hasn’t been procured yet. It also includes service contracts, data lines and the Mont AVV expenditures, to be incurred before the end of this fiscal year. For the anticipated income, Mr. Lyons averaged out for twelve months what the library has taken in, to come up with a yearly figure. The grand total is $148,300 for revenue.

There is a disparity when comparing the total staff requests to the total anticipated revenue. Mr. Lyons listed as expenses the service contracts, data lines and Mont AVV expenditures for next year. He added the estimated expenses for signs, large print shelving, video shelving and tables for the Central reorganization. The balance would be used for work stations for the different branches, as the new equipment comes in. Mr. Lyons also
EQUIPMENT FUND BUDGET 1995/1996 (Continued)

Included $3,000, to begin standardizing all the stack signs throughout all the branches. Estimated expenses total approximately $148,280 for next year; comparing that with the estimated revenues of $148,300, it leaves a projected Equipment Fund balance of approximately $20.00 June 30, 1996.

Mrs. Baker made the motion that the Board adopt the Equipment Fund Proposal for 1995/1996; Mrs. Clarke seconded the motion. The motion was approved by six Board members (Baker, Clarke, Dorrier, Gaylord, O’Connell and Tramontin). Mr. Tucker opposed the motion.

FRIENDS’ BUDGET REQUEST 1995/1996

The Board took a few moments to review the Friends’ budget request for 1995/1996, that was distributed at the Board meeting. The Friends’ budget request has been moved up one month, due to the Friends changing their annual meeting date to June. The Friends’ May Board meeting will be used to review and consider the library’s budget requests.

In addition to the regular requests, this year the library is also requesting $30,000 from the Friends for development of CD-ROM’s, to enable the library to access an electronic reference service.

NELSON COUNTY UPDATE

The Board reviewed the April 21, 1995 letter from Mark Trank, Deputy County Attorney for Albemarle County, discussing the Regional Agreement; the Board also reviewed the April 24, 1995 letter from Nolan Yelich, Virginia’s State Librarian, discussing Nelson County, the Regional Agreement and the uncertain relationship between the library and Nelson County.

The Nelson County Board of Supervisors will be discussing the Regional Agreement at their meeting in early May. Hopefully, they will agree to sign the Regional Agreement at that time. Their lack of signature on the Regional Agreement concerns the entire library system and could also affect state aid.

Mr. Tramontin made a motion to call a special/separate Library Board meeting, conditional on the Nelson County Board of Supervisors not signing the Regional Agreement by their May 9th meeting; Mr. O’Connell seconded the motion. The motion was unanimously approved by the seven Board members present (Baker, Clarke, Dorrier, Gaylord, O’Connell, Tramontin and Tucker).
SPECIAL MEETING IN MAY

The Board discussed having an extra meeting in May, to review library policies and to do an orientation of new Board members. President Gaylord recommended having a committee to help structure/set up the meeting. Mrs. Clarke suggested setting a meeting up soon after the Nelson County Board of Supervisor’s May 9th meeting, then the Library Board could handle both meetings the same day/time.

The Board selected Wednesday, May 10th at 3:30 p.m. for their meeting date. Food will be brought in for the meeting. The committee includes Mr. Tramontin and Mrs. Clarke; President Gaylord will contact Mrs. Caughran, to ask if she would be willing to serve on the committee. Committee members will set up a date, by phone, for a committee meeting.

ADJOURNMENT

Mr. Tramontin made the motion for adjournment; Mrs. Clarke seconded the motion. The meeting was adjourned at 5:15 p.m. A special Wednesday, May 10th meeting will be held in the Central Library’s Madison Room at 3:30 p.m. and the next regular Board meeting is scheduled for Tuesday, May 23, 1995 at 3:30 p.m. in the Central Library’s Madison Room.

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

AT THE MARCH 28, 1995 MEETING

1) Approval of the February 28, 1995 Minutes as sent.

2) Approval by the Board requesting the Library’s attorney to give their interpretation, formal legal opinion, of the language in the Regional Agreement.

3) Approval by the Board granting a one-time waiver (for the Library to have book sales at the Virginia Festival of the Book events in the Library).

DonnaLee Grossman
Recording Secretary

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE MARCH 28, 1995 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Christine Baker
Cyndy Caughron - Vice President
Betty Gaylord - President
Elizabeth Gleason
Gary O’Connell
George Tramontin
Walter Tucker, Jr.

TRUSTEES ABSENT:
Mary Jane Clarke
Shirley Dorrier

ALSO PRESENT:
R. Timothy Carrier - Central Young Adult Librarian
Donna Lee Grossman - Recording Secretary
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference and Information Services
Stella Pool - Staff Representative
Jacqueline Rice - Newly Appointed Albemarle County Library Trustee
Donna Selle - Library Director
David Shumaker - Head, Central Circulation
Andrea Williams - Collection Management Coordinator

The monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Gaylord at approximately 3:27 p.m., in the Central Library’s Madison Room on Tuesday, March 28, 1995. President Gaylord welcomed staff and guests and introduced newcomer, Ms. Jacqueline Rice, one of the newly appointed Albemarle County Library Trustees. Her first four-year term begins July 1, 1995.

Mrs. Caughron asked for more information regarding the library and snow days. She asked if it would be a paid day when there is a snow day and staff doesn’t come in at all. The Library Director confirmed if the library or system is closed, the staff is paid.
Mrs. Gleason made the motion for approval of the February 28, 1995 Minutes as sent; Mrs. Caughron seconded the motion. The motion was approved by four Board members (Caughron, Gaylord, Gleason and Tramontin). Mrs. Baker and Mr. Tucker abstained, as they were not present at the February Board meeting. Mr. O’Connell was not present at the time the vote was taken.

CENTRAL RECARPETING/REORGANIZATION (WILLIAM LYONS)

Mr. Lyons confirmed that in December 1994, the Library Director appointed a special committee, consisting of William Lyons, David Shumaker, Timothy Carrier, Andrea Williams and Joyce MacDonald; and the committee was assigned to come up with a composite game plan for Central reorganization. They incorporated the already approved carpeting CIP, the Equipment Fund for the Children’s Department furniture and the magazine shelves. It also included ADA requirements, new signs and any or all ideas the committee might come up with beyond that.

Mr. Lyons reviewed with the Board what was submitted in the Board packet. The Board packet included a description and picture representation and summarized the changes for the Central Library reorganization. The committee had three guidelines:

1) conforming/complying with ADA requirements;
2) keeping, as much as possible, the current seating capacity or, if possible, expanding/enhancing it;
3) minimizing the costs, reusing materials.

The Board asked about the mezzanine area. Mr. Lyons informed the Board that the back room will basically consist of office space for Jon Gefaell and equipment for the running of Mont-AVV. The front area, or lobby, will be the public access area. Right now, the city people doing the electrical work are waiting for the HVAC work to start, so that they can run the rest of the electrical work.

As far as the scheduling is concerned, several things will be going on at the same time. The time frame for the HVAC is April-July. Around the end of July and during the first two weeks in August, Mr. Lyons proposed doing the replastering and repainting of the third floor. Mrs. Caughron asked how many days Central Library would actually be closed during the reorganization. Mr. Lyons said the schedule for the Central reorganization is optimistic. Basically, the second floor will be torn down, as it now stands, and they will be concentrating on the adult section, with reopening only half of the second floor in two weeks. It will be reopened; but at the same time, they will also be finishing up the Children’s area.

Reference won’t be open at all and will remain closed for approximately five weeks. President Gaylord asked why Reference would be closed that long. Mr. Lyons replied that
the library will still have Gordon Avenue and Northside available; and some people will be available, from Central Circulation and Reference, to work at the branches and to help cover the period Central will be closed. Some of the staff will remain at Central to help do the shelving and books. Central’s books will not be accessible; all the books at Central will be taken down off the shelves, stored in labeled boxes and placed in the McIntire Room on the third floor. The committee picked mid August to start doing this as summer programming will be ended and it will be before the start of the school year.

Mrs. Caughron thought, while the reorganization is going on, some of the senior staff/trained librarians would be better placed at Gordon Avenue and Northside, to help the two branches out while Central is closed.

Mr. Lyons said the September schedule shows Central Library’s first and second floors as totally reopened by September 21st. The third floor will be the only one affected later on.

Mr. O’Connell asked how the library planned to communicate to the public the Central Library closing and where they should go while Central is closed. The Library Director said the Library would have to do weekly updates with the media. The Library might also do some flyers for the public.

The Library Director informed the Board that the next target, after the September 21st reopening, would be the opening of Mont-AVV in the Fall.

Mr. Tramontin asked how tight the two-week schedule was - if the Library was sure they would open in two weeks. He would rather the Library inform the public that Central would open in three weeks and then open earlier, than to give the public the wrong information on an opening date. Mr. O’Connell suggested the Library give out incentives to the work people; he thought people would move a lot faster if they have an incentive to finish on time or to finish earlier.

Mr. Lyons reviewed the costs of the reorganization, as outlined in the Board packet. While reviewing the costs, signage was discussed. Mrs. Caughron said signage is important; she felt the signage at Northside was too small. She felt signage should be big and easy to read. The Library Director said a sample of the signage would be shown to the Board.

The Library Director informed the Board the HVAC for the Central Library involves replacing the radiators and steam boilers with hot water heat, includes heating and air conditioning the mezzanine for Mont-AVV, and redoing the return ducts and all of the controls for the heating and air conditioning throughout the building. The ventilation and air flow should be significantly improved.
Mr. O’Connell asked what remained to be done at Central. The Library Director replied the windows needed to be done. When looking at the windows from outside, you can see that the areas around the windows are peeling. The big front windows need major attention and screens and storm windows need to be done. The glass rattles and the windows need to be reglazed. Regrouting and refurbishing of the front steps needs to be done and the marble on the steps needs to be fixed.

Mr. O’Connell inquired about landscaping Central Library. The Library Director said landscaping was further down on the Library’s list of items needing to be done. However, the Library Director informed the Board that the large trees around Central Library are dying. The trees are checked each year and major branches have already been removed; one tree has a hollow core. The Library needs to figure out what they plan to do, as one of the big trees shades the Children’s Room from a lot of sun. Mr. O’Connell suggested putting landscaping for Central Library in the CIP.

Mrs. Caughron thought the reorganization scheduling was incredible and very well done; the committee should be commended.

The Library Director pointed out that the reorganization costs, showing CIP as the funding source, have already been approved. The money, for the furniture for the Children’s area and the magazines, was approved for this year. Next month, the Board will be given the Equipment Fund budget for their review and approval.

Mr. Tucker referred to the Central Library’s reorganization costs and asked if the Equipment Fund costs were regional costs. Mr. Tucker didn’t think the Equipment Fund could be allocated by individual/jurisdictional needs/interests. Mr. Tucker didn’t think the Library could take regional money and spend it for local costs; and he didn’t think the Library Board had that authority. He explained the Equipment Fund is derived from money the Library collects for fines and fees from all the jurisdictions on a regional basis; therefore, he felt the money should only be used for regional costs.

A long discussion ensued involving the Regional Agreements, which one was in effect if one jurisdiction didn’t sign the most recent Regional Agreement, the changes made in the Regional Agreement, the interpretation of and use of the Equipment Fund as outlined in the current Regional Agreement. Mr. O’Connell said he didn’t have a problem with the Board asking the Library’s attorney to give their interpretation, formal legal opinion, of the language in the Regional Agreement. Mr. O’Connell asked if the Board would formalize a request for a legal opinion, so that it gets in the Minutes. Mr. Tramontin so moved; Mr. O’Connell seconded it. The motion was unanimously approved by seven Board members (Baker, Caughron, Gaylord, Gleason, O’Connell, Tramontin and Tucker).

Mr. Tucker asked the name of the lawyer representing the Library; the Library Director gave him the name of Mark Trank, Deputy County Attorney for Albemarle
County. Mr. Tucker asked the Library Director to have Mr. Trank call Nelson County’s attorney; Mr. Tucker will get the name and phone number of the attorney Nelson County uses.

**VIRGINIA FESTIVAL OF THE BOOK**

The Library Director referred to her memo, in the Board packet, on the Virginia Festival of the Book and the flyer that was distributed to the Board members at the meeting.

David Shumaker, Head of Central Circulation, has been doing most of the legwork for the Virginia Festival of the Book. The project has grown beyond all comprehension.

Many of the authors plan to sell their books at the Virginia Festival of the Book. The Library Director requested the Board approve a one-time waiver of book sales at the Virginia Festival of the Book events in the library. The Board policy states the rooms are not available for fund-raising programs, except for projects sponsored by the Friends of the Jefferson-Madison Regional Library. The Library Director said books could be sold in the Library because the Friends are sponsoring the festival. Mrs. Gleason made the motion that the Board grant a one-time waiver; Mr. Tramontin seconded the motion. Mrs. Gleason said she was in favor of the one-time waiver this time; however, if the Board is included in the planning for the next festival, the Board should discuss it further. The motion was approved by six Board members (Baker, Caughrong, Gaylord, Gleason, O’Connell and Tramontin). Mr. Tucker explained he didn’t know enough about it; and he voted against the motion.

President Gaylord asked for Mrs. Pool’s comments. Mrs. Pool said staff informs patrons and enforces library policy and they should be told about this, so that they understand this is an exception. She felt it shouldn’t make a lot of difference to the staff, as long as the staff doesn’t have to take in money or account for things at the desk.

**BUDGET UPDATE**

The Library Director reported that the Library’s budget is doing very well. At this time, it looks as though the Library will be fully funded by both Charlottesville and Albemarle County, with the exception of the Business Librarian.

The Library Director and Mrs. Clarke, the Library Trustee for Louisa County, will be attending a work session with the Louisa Board of Supervisors, Monday evening, April 3rd. The Library’s operating budget is not an issue with Louisa County; the Library Director and Mrs. Clarke will basically be working on getting the Board of Supervisors to agree to putting away funds each year, for each of the next few years, for a new library in Louisa.
The Library Director informed the Board that the County Administrators for Louisa County and Greene County are recommending fully funding the Library. Greene County could see that their budget increase was directly related to the growth of the population and the use of the library in their county. Greene County is willing to fully fund the Library but they have a budget shortfall.

Nelson County has been slower this year in getting to budget requests. Mr. Tucker and Mrs. Askew met with Mr. Moore, the Acting Nelson County Administrator. A date has not been set yet for the budget hearing. Mr. Tucker didn’t think Mr. Moore would be supporting the Library’s budget request; he thought Mr. Moore would only be presenting it.

**MONTICELLO-AVV UPDATE**

The Director referred to the Mont-AVV information shown in the Board packet. The Library Director invited the Board to visit her office to see what her computer has on Mont-AVV.

Mrs. Caughron asked how the negotiations were going for the Monticello Trademark. The Library Director confirmed the paperwork was in the lawyer’s office and the paragraphs the Library Board asked be omitted will be taken out.

Mr. O’Connell asked if there would be development of a Home Page for each category. The Library Director said there would be. Mrs. Caughron asked what "Market Square" meant. The Library Director said it was for services and businesses. The Curry School of Education is working on the Home Pages for Mont-AVV.

The Library Director has been asked to put together a status report on Mont-AVV and where they are at the end of this budget cycle. Charlottesville, Albemarle County and the schools are working on a technology initiative from the state and have extra funds; after that, they should have a good idea what they are expending for the technology initiative - developing the information infrastructure for the community. The bigger, major opening, is planned for late this Fall - they will have a significant number of Home Pages by then. At the same time they open Mont-AVV, they are also hoping to be able to point people to local providers, who can provide personal E-Mail accounts, at a very low cost; by doing that, the Library and the local governments would not have to provide that service to the public. They are hoping the cost/charge will be within the $3-$5 a month range. Part of the reason the charge is so reasonable is due to the local governments and the Library providing a lot of the impetus for the infrastructure.

The next key item to happen is that when the heating and air conditioning contractors put in the box (this is for the conduit that holds the wiring - the electrical conduit, the fiberoptic conduit and the heating and air conditioning conduit) on the
mezzanine and then glass in the mezzanine, then the RS2000, the old Hopper equipment, goes to the mezzanine and the Library is hooked up and Mont-AVV is up. As soon as that happens, Charlottesville and Albemarle County can hook up to the Library and the E-Mail accounts will be given to the local government officials, to the Board and to the people who need it to develop Charlottesville and Albemarle County services on Mont-AVV. That gives the Library a lead time (from May 1995) to when the system is up (around October 1995/late Fall) and open to the public and to get the local government up, to get the Home Pages up, to have time to get the services organized and to decide how they want to present their information.

Mr. O’Connell asked who was participating. Some of those participating include the United Way, the schools, Piedmont Council of the Arts, Charlottesville and Albemarle County and the Visitor’s Center.

The Library Director pointed out to the Board that public access to Mont-AVV is one service; another service would be personal E-Mail accounts - how people will be talking to each other by using their computers. They have been discussing not offering the public E-Mail service in the public library; the public will have access to everything else at the Library.

**DIRECTOR’S REPORT**

1) **Notan Yelich Named State Librarian** - The Library Director informed the Board that Mr. Yelich had been Acting State Librarian for nine months. There was a nation-wide search; and it ended up with him being appointed as the State Librarian. Everyone is relieved he has been appointed as there are many prevalent issues to be dealt with; and one of the issues is free access to the Internet for public libraries around the state.

2) **Special “thank you” to the Reorganization Committee** - The Director wanted to personally thank the Reorganization Committee; they did a wonderful job. David Shumaker found a special software package so they could do the space planning/allocations. The committee had to build their own set of plans. They looked for a consultant to help them with the space planning and ended up saving the Library over $15,000 by doing it themselves. They saved at least another $3,500 by reusing the Library’s existing shelving.

The Library Director was pleased with what the committee came up with - they addressed the young adult visibility, more staffing on the first floor and they came up with a special place by the light for large print materials.

President Gaylord conveyed to the committee members that the Board was very grateful. Mr. O’Connell asked if the Board could send a letter from the
Board President to all the staff, thanking them for all their good work. The Library Director confirmed the Library will keep copies of the letters in their files.

3) Opening in Central Circulation - The Library Director informed the Board Yi Kong, a Library Clerk II in the Central Circulation Department, has left the Library’s employ. The list used for the Library Clerk II position at Northside will be used again to help fill the position at Central.

4) Name Tags for Library Staff - The Library Director talked with the Library staff about name tags; Branch Heads and Department Heads went back to their staff to discuss having name tags. The Library Director assured staff that having their given names on name tags was not a priority with the Board. The Library Director supports the staff’s position. No one objected to using the designation of "J-MRL Staff" but the staff would rather not have name tags. Several Board members expressed their disappointment; they thought some form of name tag or nameplate was a very user friendly attitude. Mr. Tramontin still felt the Library could have nameplates on the desks.

5) Staff Committee for Pay for Performance - A staff committee is being developed for Pay for Performance. Judy Mueller, the Head of the City of Charlottesville’s Public Works Department, reviewed for the Library’s Department Heads and Branch Heads the status of the City’s progress and experiences to date. The Library Director said the committee being developed for the Library will be composed of a broad range of staff. The Library is not ready to begin gain sharing at this time; the Library Director felt the Library committee would just want to decide what role to take.

6) Gordon Avenue Book Sale - The Gordon Avenue Book Sale made over $15,000 last week and the sale is just beginning.

7) Albemarle County Historical Society - The Albemarle County Historical Society has developed a first draft of the revised agreement, which reflects operations and the new relationship since their move to the McIntire Building. The Library Director will be working closely with them.

8) Subpoena Requesting the Library Search Records For An Address - The Library Director received a subpoena from Chandler, Franklin & O’Bryan. The Library Director called Chandler, Franklin & O’Bryan asking them why they were on a fishing expedition and why they had sent a subpoena to the Library since the individual had never worked for the Library. Mr. Trank, Deputy County Attorney for Albemarle County, was contacted and sent a
copy of the subpoena. Chandler, Franklin & O'Bryan resubpoenaed the Library and included a more explicit request; they wanted the Library to look in the circulation records to find an address for a specific person. Mr. Trank took care of it. They cannot request this from the Library without a court order from a judge.

9) **Turn Off the TV - National Library Week Special (April 10-29th) -** The Library Director had a sample notebook available, for the Board members to review, on the special "Turn Off the TV! Bring On the Books!" program organized by the Children's Department. This was a family notebook and included several activities, a pledge sheet, result sheet, a journal to write in, and a list of read-aloud books. The program coincides with National Library Week. The program was initiated by Nancy Cook, Acting Head of the Central Children's Services Department. The Board said Nancy Cook was to be commended and they requested a letter of commendation be sent to her. Stella Pool commented that Karen Gillaspie did most of the Desktop Publishing for the program. The Children's Department recycled the old Summer Reading program folders and used them for the "Turn off the TV" folders. The Children's Department should also be commended.

10) **Special Community Networks Conference - Cupertino, California** - The Library Director informed the Board that Chip German and the Library Director have been invited to attend a community network conference being done by the Marino Institute and Apple Computer. The Library Director and Chip German will only be responsible for covering their air fare and their conference registration fee. The conference runs from May 3-5, 1995 and the Library Director asked the Board's permission to attend. Mrs. Caughron asked if the money would come out of the Library's conference and travel budget; the Library Director said it would. The Board approved the Library Director's attendance to the conference.

11) **Letter from Senator Ed Robb** - Senator Ed Robb sent a letter to the Board of Trustees, responding to the Board's request for state aid. The letter was available for the Board to review.

12) **Among Friends Newsletter** - The March 1995 Among Friends newsletter was distributed to each of the Board members. Melinda Frierson, the new Editor, did an excellent job on her first newsletter.

13) **Friends of Virginia Libraries** - The Library Director received the Friends of Virginia Libraries newsletter and distributed to the Board members the Friends of Virginia Libraries registration form for their second annual meeting April 21, 1995, to be held at the Staunton Public Library in
Staunton, Virginia. Board members wishing to attend need to contact Mrs. Grossman so that the registration forms can be completed and returned by April 7th. The Library will pay the fees for the Board members to attend.

14) **July 2, 1826 Rare Fines List from the Albemarle Library Society** - The Library Director had a visit from Jane Lewis Sale Henley, who donated as a gift to the Library a July 2, 1826 fines list from the Albemarle Library Society. The list came from the Anderson family papers. The Anderson family is part of the Meriwether Lewis family. The list showed the members of the Albemarle Library Society, who were subject to fines and included the amount of the fines they owed. The Library Director would like to preserve the lists; they could be laser enhanced, framed and placed in the Library, with the Albemarle County Historical Society writing the text. The Library Director pointed out that the Albemarle Library Society was founded by Thomas Jefferson.

Mr. O’Connell asked if there was a written history of the Library. The Library Director said she had been given one and she will have copies made to distribute to the Board.

**OTHER ISSUES**

Mr. Tramontin asked what happens to the books left over from the Book Sale. The Library Director said the Friends invite several organizations in to take some of the books. The Friends do an excellent job of recycling the books. Mr. Tramontin thought if the prison library was short on books, it would be a great way to help them out.

**ADJOURNMENT**

Mr. Tramontin made the motion for adjournment. The meeting was adjourned at 5:22 p.m. The next meeting is scheduled for Tuesday, April 25, 1995 at 3:30 p.m. in the Central Library’s Madison Room.

DonnaLee Grossman  
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES AT THE FEBRUARY 28, 1995 MEETING

1) Approval of the January 24, 1995 Minutes.

2) Approval that the bequest for a cash legacy of $25,000, from the estate of Gertrude E. Lea, be given to the Torn Land Memorial Trust Fund.

3) Approval for the Library to support Virginia L. Murray Elementary School's application for "The Road Ahead" program.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE FEBRUARY 28, 1995 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Cyndy Caughrorn - Vice President
Mary Jane Clarke
Shirley Dorrier

Betty Gaylord - President
Elizabeth Gleason
George Tramontin

TRUSTEES ABSENT:

Christine Baker
Gary O'Connell

Walter Tucker, Jr.

ALSO PRESENT:

DonnaLee Grossman - Recording Secretary
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference & Information Services
Stella Pool - Staff Representative
Donna Selle - Library Director
David Shumaker - Head, Central Circulation
Andrea Williams - Collection Management Coordinator

The monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Gaylord at approximately 3:35 p.m., in the Central Library's Madison Room on Tuesday, February 28, 1995.

Mrs. Caughrorn made the motion for Board approval of the January 24, 1995 Minutes; Mr. Tramontin seconded the motion. The motion was approved by five Board members (Caughrorn, Dorrier, Gaylord, Gleason and Tramontin). Mrs. Clarke abstained from voting as she was not present at the January meeting.
BUSINESS REFERENCE SURVEY (JOYCE MACDONALD)

Mrs. MacDonald commented there were three project partners - J-MRL, SCORE and the Thomas Jefferson Planning District. For Phase I, they mailed out a survey to determine local business needs and the summary was included in the Board packet. Phase II included a meeting, on January 17, 1995, of the three project partners to assess the results of the development plan and to implement the findings. The notes from the meeting were included in the Board packet. A tour was scheduled for the Reference Department and the branches to visit the Thomas Jefferson Planning District, so they can become more familiar with their resources.

Mrs. MacDonald has contacted SCORE’s Mr. John MacDonald; and he has given Mrs. MacDonald more details about the types of businesses that start up in this area, from the standpoint of his conducting business seminars. Mr. MacDonald asked for several copies of the library’s book list, so SCORE could include it in their packet as a handout.

President Gaylord asked what was meant by:

If the library were to provide an access point to such agencies as SCORE, TJPD, that would be a valuable starting point.

Mrs. MacDonald explained it was a point made by Ms. Nancy O’Brien, from the Thomas Jefferson Planning District; if the library could have the information at the library - what was available at the Thomas Jefferson Planning District and at SCORE - then people could start with the library and the library could refer people to them.

When asked her personal opinion, Mrs. MacDonald felt this was a great opportunity for the library to be able to be more involved in helping people start out in small businesses; a lot of it would be for the library to raise their profile, for people to recognize what the library already has available.

REVISED POSITION DESCRIPTION - HEAD, YOUTH SERVICES

The Board reviewed the cover letter and revised position description/advertisement for the Head of Youth Services. Mrs. Williams met with the Children’s Services Committee to review the job description. Due to the addition of a Young Adults Librarian to the staff and to changing needs over the last two years, this position has changed. The position encompasses local (Central Library) and regional responsibilities. Mrs. Williams reported that the local responsibility for the Children’s Services staff (in the Central Library) was more along the lines of a supervisory position and not what was traditionally thought of as a high-powered management position. Regionally, it was more a question of coordinating with the staff who are out in the branches doing Children’s Services activities. The committee felt it was important for Young Adult Services to be aligned with Children’s
Services, so that there would be an immediate person to help coordinate all the scheduled activities and that would be the Head of Children’s Services/Head of Youth Services.

**BUDGET UPDATE**

**Albemarle County** - Mrs. Caughron, Mrs. Dorrier and the Library Director have already met with four of the Albemarle County Supervisors. Mr. Chip German was also present and did an excellent job of describing Monticello AVV to them. The supervisors were very helpful but none of them promised that Monticello AVV was a definite goal; they would not commit to anything. They also reviewed the statistics for Northside.

**Charlottesville** - Mrs. Gleason reported that every council member they had met with had been very supportive. They did ask the trustees what Albemarle County planned to do regarding Monticello AVV. Basically, the City staff’s recommendation was for full funding, except for that one position; and if Albemarle County doesn’t fully fund it, then the City of Charlottesville won’t either. Other than for that, Mrs. Gleason felt everything was very favorable. Mrs. Gleason informed the Board that Mr. O’Connell had done an excellent job of highlighting/summarizing, on one sheet, statistics and information on the budget and it was extremely helpful to them. Copies of the highlights were distributed at the Board meeting.

**Louisa** - Mrs. Clarke did not have an update other than she plans to ask them for a $250,000 annual contribution for five years to use towards a new facility.

**Greene** - President Gaylord has not met with the Supervisors. She will be preparing information for them.

**Nelson** - The Library Director informed the Board that Nelson County has had another changeover in County Administrators. The Nelson County Advisory Committee met with Mr. Dunn on February 27, 1995 and they are working on the budget.

**State Aid** - Mrs. Dorrier asked if the library was "out of the woods" regarding state aid and also asked about the veto. The Library Director mentioned that the papers reported the Governor as saying he wasn’t going to veto. Right now, it looks good; the veto session is on April 5th. The general consensus is that he doesn’t plan to touch the library funding.

**BEQUEST TO NELSON COUNTY MEMORIAL LIBRARY**

Mrs. Dorrier made the motion for Board approval that the bequest for a cash legacy of $25,000, from the estate of Gertrude E. Lea, be given to the Torn Land Memorial Trust Fund; Mrs. Caughron seconded the motion. The motion was unanimously approved by the
six Board members present (Caughron, Clarke, Dorrier, Gaylord, Gleason and Tramontin).

**VIRGINIA FESTIVAL OF THE BOOK**

The Library Director showed the posters and distributed to the Board the special flyers for the Virginia Festival of the Book, scheduled for March 30, 1995 - April 1, 1995.

The Library Director discussed with the Board the sale of books during the Virginia Festival of the Book. The Library Director asked the Board to consider waiving the regular policy about selling in the Library, so that books can be sold in the Library during the festival. The policy was briefly reviewed and the Board decided not to change the Library's policy. Several Board members felt it should be open to any of the local/regional book stores wanting to sell the books of the authors speaking at the festival.

**RECORD COLLECTION - CENTRAL (DAVID SHUMAKER)**

Mr. Shumaker referred Board members to his memo of February 22, 1995. The circulation staff is weeding Central Library's record collection. Records having a low circulation will be withdrawn. Mr. Shumaker estimated that approximately 70% of the collection will be withdrawn, between 1,000-2,000 will be discarded. The Friends aren't interested in selling the discards; as it is, the Friends already have too many records left over after the end of their sales. It was suggested the Library allow patrons, for some designated period of time, to come in and take whatever they want of the discards. Several of the Board members felt more than a 2-3 week period would be needed. Mrs. Caughron suggested putting a sign on the circulation desk and Mrs. Gleason suggested a notice be done along with the sign. Mrs. Caughron suggested asking local nursing homes if they would be interested in the discards. Mr. Tramontin suggested giving the nursing homes first choice.

Mr. Shumaker estimated that the Library will end up with approximately 400 records that have circulated sufficiently to warrant keeping them temporarily on an interim basis until the CD collection picks up the titles. Due to the collection decreasing by such a number, the remaining records could be moved downstairs or to another location other than on the third floor, where they are now housed. The Library Director informed the Board that Mrs. Williams will keep the records, until the Library has money available next year to replace whatever titles they can with CD's.

**OTHER ITEMS DISCUSSED:**

1) *To Whom It May Concern Letter - Dated February 28, 1995* - A To Whom It May Concern letter, from the Library Director, was reviewed by the Board. The letter indicates support by the Library of the Virginia L. Murray Elementary School's application
for their "The Road Ahead" program. The Library Director stated this was an initiative for all the schools, to try to encourage and develop technology in children. The Library would also be able to take advantage of this new technology at the Virginia L. Murray Elementary School; it would be used as a resource to go to and would improve two-way communications between the Library and the schools. This is a preliminary proposal and the details will be worked/ironed out in January 1996. This is for a $30,000 grant for equipment and software. The letter explains in more detail what the grant will encompass. Mrs. Gleason made the motion for Board approval for the Library to support Virginia L. Murray Elementary School's application for "The Road Ahead" program; Mrs. Clarke seconded the motion. The motion was unanimously approved by the six Board members present (Caughron, Clarke, Dorrier, Gaylord, Gleason and Tramontin).

2) **Staff Name Tags** - Mr. Tramontin asked about the status of the staff name tags. The Library Director plans to discuss staff name tags at the senior staff/branch head’s meeting. The Library Director plans to allow each branch to decide what type of name tag they want - necklace, pin, clip, etc. Mr. Tramontin suggested, as an alternative, using nameplates for the desks and staff wouldn’t have to wear name tags. The Library Director conveyed to the Board the staff’s reluctance to have their names shown. They feel it is an invasion of their privacy and are concerned because they deal with problem patrons. The Library Director thought if the name tags/nameplates only indicated "J-MRL Staff," it might be a different issue. Mrs. Caughron thought the idea of name tags was a wonderful idea and very appropriate to the Library’s public services; Mrs. Gleason agreed. Mrs. Caughron felt that if staff truly has a problem with this and the Library has gotten along this long without it, she couldn’t see the Board pushing for it. Mrs. Dorrier commented she thought patrons would like to know the names of the people they talk to; however, with times they are now, she could understand and respect their reasons for privacy. Perhaps just having badges labeled "staff" might be appropriate. President Gaylord asked if a motion was needed to approve labeling the badges "staff" and the Library Director didn’t think a motion would be needed as she will be talking shortly about it to the staff.

3) **Library Closed on Snow Days** - Mrs. Dorrier said she was sorry that the Library closed on snow days as much as they do. Mrs. Dorrier asked if the Library Director tied the Library closings to the City schools. The Library Director said she didn’t use the schools as a major factor in deciding to close. The Library Director explained that the Library is different from everyone else - the Library is geographically huge and conditions are uneven all over the region. The Library Director makes her decisions to close the library primarily based on:

   a) City Public Works Department comments about forecasts;
   b) checking the weather channel;
   c) watching/listening to the local news;
d) checking to see what else is closed;

e) checking to see what PVCC is doing.

The Library Director does not like closing the Library but she has to consider the other areas/staff at all the locations. Mrs. Caughron thought if people in private business stay open, the Library should be open. Mr. Tramontin admitted, when he was Superintendent of Schools, it was very difficult to make a decision. There were a few times he closed the schools and later, about mid day the same day, the sun came out and the weather cleared. He felt you simply have to go with your best thought. Mr. Tramontin pointed out that the library doesn’t charge patrons for not getting their books back on a day the Library is closed. Mr. Tramontin said that a lot of the staff don’t live in the City and it would be more difficult for them. He felt people should stay off the roads, unless it’s an emergency, which is what television announces - not to go on the roads, if you don’t have to. Mrs. Caughron said that if staff cannot get in, they should call in and take a day. The Library Director asked the Board if they would feel better when the Library closes, due to snow, to have the Library use one of the holidays to make the time up. Mrs. Dorrier and Mrs. Gleason did not agree with the suggestion as staff have already made plans for the holidays. Mrs. Clarke mentioned that the most dangerous time to travel is later, particularly for the people who would have to work late. She suggested some consideration should be given to staff working later. President Gaylord suggested opening later; and the Library Director confirmed she had opened later the last few times and it worked out much better. President Gaylord concluded that the best idea would be for the Library to have a late opening; then, if it gets worse, close the Library.

4) Documentary Video "West Main Street" - The Library Director was invited to view a local history film, "West Main Street" and the Library has ordered nine copies of the video. The Library Director asked Board members to make a special effort to see it. Two former UVA students decided they wanted to do a documentary on the West Main Street area. It is a PBS quality film and the first film they have ever done. Gordon Avenue and the Senior Center plan to use it for some of their programs. The video is 1-1/2 hours long. It was a wonderful film; it has included pictures from the Historical Society, all the Vinegar Hill issues, long-term merchants and the Barrett Day Care Center, etc.

5) Thank You Note From James Smith’s Family - The Library Director mentioned the Board, Library staff and the Friends received a thank you note from James Smith’s family. The Library Director read the note to the Board.

6) Two Albemarle County Library Trustee Appointments - Effective July 1, 1995, Albemarle County appointed two new Library trustees:

Jacqueline Rice
Marian Schwartz
They will be replacing Mrs. Caughrorn and Mrs. Dorrier. The Library Director mentioned that Albemarle County just changed their method of doing appointments; they have gone to a twice a year appointment schedule, to help eliminate lag times between appointments. Mrs. Dorrier felt having people on the Board, who are familiar with the branches, is very important. Country people/branches are different from the City people/branches and their needs are also different. Several Board members thought it was an important point and that Albemarle County should be made aware of this, so it can be considered when they make appointments.

7) **Orientation Session for Old/New Board Members** - President Gaylord mentioned that several Board members had discussed that it might be advantageous to have both an old and new Board members' orientation session. It would be done at a special meeting in May 1995, separate from the regular Board meeting. Board members agreed they would prefer having a meeting in the evening, from 7:00-9:00 p.m., rather than meet on a Saturday morning.

Mrs. Caughrorn suggested that, as the last Board appointee, Mr. Tramontin might have some good suggestions for the orientation. Mrs. Caughrorn also suggested the Board start inviting new appointees to come to the Board meetings. President Gaylord and the Library Director thought the new members should start receiving the Board packets. Nameplates were requested for the Board members. The Library Director suggested having all the Senior Staff come to the orientation and summarize what they do. President Gaylord mentioned the Board needed to go over the policies.

8) **Gordon Avenue** - Mrs. Pool reported Gordon Avenue has had two very successful evening programs for the whole family. The African-American History Month was very well received in the community and was well attended. Gordon Avenue sent out a mailing requesting donations for the African-American collection and they have received $975. Mrs. Pool brought forms to the Board meeting, if anyone wanted to make a donation to make it over $1,000.

The Library Director commented Gordon Avenue’s Best Sellers have been going well since they dropped the cost to $2.00 a week. Mrs. Pool commented it has almost doubled the circulation.

9) **Letters to State Legislative Representatives** - Letters sent to the State legislative representatives were in the Board packet. President Gaylord asked the Board members if a letter should be sent to the Governor. Board members felt a letter wasn’t needed.
ADJOURNMENT

Mrs. Clarke made the motion for adjournment; Mrs. Gleason seconded the motion. The meeting was adjourned at 5:14 p.m. The next meeting is scheduled for Tuesday, March 28, 1995 at 3:30 p.m. in the Central Library's Madison Room.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S

BOARD OF TRUSTEES

AT THE JANUARY 24, 1995 MEETING

1) Approval of the December 13, 1994 and December 20, 1994 Minutes.
MINUTES OF THE JANUARY 24, 1995 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Cyndy Caughrorn - Vice President
Shirley Dorrier
Betty Gaylord - President
Elizabeth Gleason
Gary O'Connell
George Tramontin
Walter Tucker, Jr.

TRUSTEES ABSENT:

Christine Baker
Mary Jane Clarke

ALSO PRESENT:

DonnaLee Grossman - Recording Secretary
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Reference & Information Services
Stella Pool - Staff Representative
Donna Selle - Library Director
Carla Sykes - League of Women Voters

The monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Gaylord at approximately 3:05 p.m., in the Central Library's Madison Room on Tuesday, January 24, 1995.

Board members informally discussed whether they liked the 3:00 p.m. meeting time or would prefer to begin their meetings later. Board members concluded that 3:30 p.m. would work out better. Board members will make a concerted effort to have meetings last
no longer than two hours, so that meetings would end by 5:30 p.m. The February meeting will begin at 3:30 p.m. The Board may want to review this issue again.

President Gaylord welcomed the guests. Among the guests was newcomer, Carla Sykes, representing the League of Women Voters.

Mrs. Dorrier made the motion for Board approval of the December 13, 1994 and December 20, 1994 Minutes; Mr. Tramontin seconded the motion. The motion for the December 13, 1994 Minutes was approved by five Board members (Caughron, Dorrier, Gaylord, Gleason and Tramontin). Mr. O’Connell was not present when the vote was taken. Mr. Tucker was not present at the December 13, 1994 meeting. The motion for the December 20, 1994 Minutes was approved by six Board members (Caughron, Dorrier, Gaylord, Gleason, Tramontin and Tucker). Mr. O’Connell was not present at the December 20, 1994 meeting.

CERTIFICATE OF APPRECIATION - IDA PATTON

On behalf of the Library and Library Board, the Director would like to send a Certificate of Appreciation to Ida Patton, a Public Library Consultant for the Library of Virginia. She is retiring from the Library of Virginia and will be working part-time for Washington County Public Library in Abingdon, Virginia. For a brief time, her office was located at the Central Library. The Board voiced how much they will miss her and commented that she had a delightful manner and could always be depended on to help the library in a very knowledgeable way. At the end of the meeting, President Gaylord signed the Certificate of Appreciation.

STATE AID

The Director went to Legislative Day on January 19th with Karin Wittenborg, University Librarian for the University of Virginia. The Director thought it was not well attended - approximately 60 people attended and usually 300-400 attend. At the morning session, they still had no knowledge regarding the amendment for full funding and if it had been introduced or what the bill number was.

Mrs. Dorrier asked why there were so few people there. The Director thought it was mainly due to word getting out that the decrease would not be as significant as it had been in past years and because of the magnitude of the cuts Governor Allen had done in the overall budget.

The Director received informal word today that Delegate Ball had introduced an amendment to add $3,105,004 to state aid and to fund the new formula. That was what was supposed to occur next year for the budget. The legislators were totally in support of
this. The years of working with the library's legislators paid off. Library support is across all party lines.

The Director commented that an additional total of $7,500,000 would fully fund per capita state aid in the new formula. The $3,105,004 also funds the new formula but at a lower level. The Governor requested level funding with the old formula. Full funding of the state aid formula would require a total appropriation of $18,000,000.

The Director asked the Board what level of involvement they would like to see the library system put toward this issue. Mrs. Dorrier mentioned she would like to see the library showing appreciation of their support and indicating their expectation for them to continue their support. By writing delegates, they can tally how many people support the continuance of library funding. Mrs. Gleason agreed and felt a letter from the Board would be in order.

On January 4th, Mrs. Gleason and Mrs. Dorrier went to Verona, Virginia to attend a state-wide public hearing on the budget; and they spoke at the end of the session. The people there were repeatedly asked if Governor Allen had been notified of their concerns. Mrs. Dorrier asked the Friends' group in Scottsville to write. Mrs. Dorrier also suggested to the Board encouraging local groups, the Friends' groups and others, to write in. The Director informed the Board the Friends of J-MRL don't think the library's position is as serious as it was in the past. Mr. Tucker questioned the lobbying of elected officials. Mrs. Gleason suggested, when writing to the delegates, reminding them about how valuable library service is and how many people the library needs to serve. The library needs to make sure it is included when the whole picture is considered. Mrs. Caughron and Mrs. Gleason felt a letter should come from the Board of Trustees.

Mrs. Caughron asked about using a lobbyist again and referred to a year or so ago when the library chipped in to buy a lobbyist. The Director confirmed a lobbyist was not hired this year and that Virginia library directors voted to support the hiring of a lobbyist/legislative liaison in the future. The Director suggested, for this legislative session and when the library knows the number of the amendment, contacting the lobbyist for Region Ten (Planning District Ten) and asking her, on behalf of the Library Board, to support the amendment.

Mr. O'Connell would at least like the Board to write to the representatives and the chairs of the committees involved, so that the concerns of the library are on record.

Board members, wishing to be included in the list of signers on the letters being sent to legislators, signed their names on letterhead stationery circulated at the Board meeting. Mrs. Dorrier did not want the letters to go into discussions on full funding, the amendment, or level funding. She suggested the letter include the library's appreciation of all of the
legislators' support in the past and asking for their continued support for this year. Mrs. Gleason suggested including a list of the jurisdictions and the number of people the library serves.

**PROPOSED FY 1995/1996 BUDGET UPDATE**

The Director asked the Board members to review the jurisdictions' budget fact sheets distributed at the Board meeting. A fact sheet for Albemarle County was not included. Anne Gulati, Management Analyst for Albemarle County, requested the library reply to seven budget-related questions by Thursday, January 26th. A handout of the seven questions was distributed at the Board meeting for their review.

Albemarle County asked the library to resubmit their operating budget, putting in only a 2% increase. Mr. O'Connell voiced the Board's concern and said that the library could not resubmit the budget without the Board going through the whole budget again, in order to comply with Albemarle County's request.

The Director asked for the Board's input regarding Albemarle County's questions and confirmed she could address some of the items - the prospects for attracting business support for Monticello Avenue Virtual Village, the Charlottesville Business Journal, the expanded Librarian positions in Personnel Administration (they were for a part year in this year's budget and were budgeted for a full year in next year's budget), and item #6 asking the library to investigate reassigning staff to handle increases in circulation, instead of hiring additional employees and planning staff levels serving 250,000 in circulation and the formula used for staffing (the Director felt she could go over why the library planned staff to serve 250,000 circulation at Northside - the library is far exceeding that), and item #7 asking the library to provide circulation data for the Bookmobile. (The Director informed the Board that the library has a two-year process of comparing data for the Bookmobile - the library did it all of March last year stop-by-stop, including the number of people and the number of items checked out at each stop. The Director will inform Albemarle County that the data will be forthcoming as soon as this year's survey is completed and the data can be compared.) The Director commented that she had done a detailed report on the Bookmobile for the staff last year - about how it has changed, demographics of change since Northside opened, that it goes to more rural populations, and that it has turned into an outreach program to institutions.

The Director was most concerned about item #2 and asked for the Board's input. In item #2, Albemarle County asked for a summarization of the library's new/expanded program requests for FY 1996, asking that the requests be prioritized in order of importance to the library. Mrs. Caughron said that the only new program would be Monticello-AVV. Mrs. Dorrier thought there were more programs and asked about the Reference area. The Director said that the library has two new staff positions at Northside and that impacts Albemarle County's funding. The two staff positions are the only ones
the library has added to the base budget for next year. Mrs. Caughron did not see where
that indicated an expanded program, that it only indicated circulation increased. Mrs.
Gleason referred to item #6, where Albemarle County asked about reassigning staff and
how to handle circulation increases instead of adding employees.

When the Director was at the Albemarle County CIP hearing on the roof and the
HVAC system at Central, Mr. Forrest Marshall asked her what Monticello-AVV was and
when he was going to get his information on it. The Director made a commitment, in the
name of the Board, that the Albemarle County Trustees would meet with the Albemarle
County Supervisors in February to talk to them about the budget. Mrs. Baker will not be
able to attend the meetings as she broke both her wrists while she was in New Mexico and
has not yet returned to Virginia. Mrs. Caughron, Mrs. Dorrier and the Library Director
need to select some dates they are available so Mrs. Grossman can start coordinating their
orientation sessions with the Albemarle County Board of Supervisors. The Library
Director will do the Monticello-AVV part and Mrs. Caughron and Mrs. Dorrier will do the
library budget part.

MIDYEAR REVIEW - 1994/1995 BUDGET (WILLIAM LYONS, JR.)

Mr. Lyons reviewed his January 17, 1995 midyear December Expenditure Report
and the supporting financial data submitted in the Board packet. Overall, with 50% of the
fiscal year over with, the library has already expended 48% of the budget. Mr. Lyons’
memorandum addressed particular line items that have already been expended by over 50%.

Mrs. Gleason asked Mr. Lyons to change the Professional Services line item name
to Contract Services, as several Board members had felt that Contract Services more
clearly defined what was expended under that line item.

Mr. Lyons informed the Board that so far there were two known costs under
Contract Services (Professional Services in the memo) and they were for the City of
Charlottesville’s fiscal agent fee and for doctors’ fees (pre-employment physicals) for new
hires. Mr. Lyons asked the Board to ignore his comment regarding Architect Peter
Sheeran’s fees, for design work for Central’s reorganization, as he wanted too much
money; instead, Mr. Lyons will be working with the Virginia State Library’s Buildings
Consultant (Robert Walsh).

Mr. Tucker asked Mr. Lyons what he was talking about under Equipment Fund
Expenses. Mr. Lyons said the $17,428 was mostly computer equipment for Monticello-AVV
but some of the money was for Technical Services. Mr. Tucker asked if the costs were
regional or local costs. Mr. Lyons explained Monticello-AVV equipment is part of the
$50,000 allocated by the Board for Monticello-AVV. Mr. Tucker asked how much of the
$50,000 was left; and Mr. Lyons said that $21,251 was left.
Mr. Tucker called Board President Gaylord prior to the Board meeting because of the Rockingham Public Library statistics; he thought their library system was about the same size as J-MRL and they have 4 certified librarians while J-MRL shows they have 16-18. He didn’t think it made much sense and he would like the Board to look into it and see how they are doing it with just 4 librarians. President Gaylord pointed out that Rockingham Public Library put a lot less money, than any of the others in their category, into libraries. Mr. Tucker indicated his chief concern, as a Board member, was that he had completely lost control of the costs. The library has been talking about bringing people up to market and he has no idea what market is or what the library is talking about.

President Gaylord referred to page 28 in the statistical report for the ratio of staff to population and the statistics show Rockingham is lower than any of the others in that group. Rockingham is 1 to approximately 4,600 and J-MRL is 1 to approximately 2,600. Rockingham is the one out of sync with the others in that group, not J-MRL.

Mrs. Caughron asked if professional librarians leave, could J-MRL get the same kind of service from people who are not professional librarians, at a lower cost, to fill the same slot. Mr. Tucker suggested that you probably could. The supervisory ratio, with all the certified librarians, is extremely high; and he thought that was where the problem was. He felt a clerk, who is well trained, could do a large part of what the certified librarians are doing, particularly in the Reference Department.

President Gaylord mentioned that in comparing J-MRL to Central Rappahannock, they have 21.75 certified librarians and J-MRL has 16. Mr. Tucker said that originally he thought J-MRL was within the ball park, but that was before he received the statistics. He suggested perhaps J-MRL was equally efficient as everybody else but possibly the library could learn something from Rockingham. Several Board members felt they would have to go and see Rockingham and their level of service before they could comment. Mrs. Gleason felt libraries have to know what level of service they want presented in their libraries. You have to know what respect a library has for library degrees and what level of service a library wants to have presented and it isn’t always what a library can just get by on. Mrs. Gleason felt, regarding bringing people up to market, the Board made it clear that library staff, based on surveys and figures, are paid below what they should be paid; and the Board wanted to make every effort to bring the salaries up to market. Mr. Tucker asked how the Board knows that. Mrs. Gleason replied that it was based on the City of Charlottesville’s studies that they do of comparable areas.

Mr. Tramontin asked what they meant by population. Mrs. Gleason and President Gaylord confirmed it meant the population of the area served. Mr. Tramontin thought that could make a difference and asked if the people of Rockingham were using their library as much as the people in the Charlottesville area used theirs. The Director thought
they weren’t and referred to page 15, quoting population of the service areas and the number of registered borrowers for each area. Mr. O’Connell pointed out that the figures were for total number of borrowers and it should be compared to circulation.

**CIRCULATION - MIDYEAR REVIEW**

The Director discussed the circulation statistics in the Board packet. Circulation and the number of registered borrowers are going up. The library grew by 7% last year. Circulation is up 12% for the first six months of this fiscal year and that figure just keeps going up. The population is not keeping pace with the 12% circulation increase. Some shifts in circulation are still going on. Circulation at Northside has been leveling off; and the Director thought it might be due to traffic and the construction being done on North 29. There has been a slight shift over to Gordon Avenue; people are moving back and forth between Northside, Gordon Avenue and Central.

December 1994 was the three-year anniversary of Northside. They have attracted over 10,000 new registered borrowers and their circulation is still growing.

The Bookmobile varies more in their circulation because they were closed more days last winter; so they are still uneven. Their population is basically dropping. The long-term loyal Bookmobile users in the rural areas are aging or leaving the area. Mrs. Dorrier asked if the Bookmobile going to the homes for adults increased the circulation. The Director felt it varied. The Bookmobile basically serves people who are home during the day in the rural parts of Albemarle County. The Bookmobile will be doing their second survey in March.

Louisa County is having a decline in their circulation; it is basically in the children’s circulation. Louisa County thinks circulation has dropped because they have lost a day care center and have lost two of their big borrowers.

Charlottesville’s percentage of registered borrowers has been steadily going up. In the last six months, Charlottesville went up faster than Albemarle County. Even though the population for Charlottesville is very stable, the registered borrowers are increasing.

Mrs. Caughrong, Budget Chairwoman, asked the Director if the library had started to change the registration of patrons to the jurisdictions they reside in. The Director said the library would be doing that when "911" is further along; and then the library will be checking the location of people registering, to make sure they are listed in the right jurisdiction. The Director informed the Board that the library is keying their reregistration to when "911" is implemented. The Director said the library has been doing training sessions to make sure the jurisdictions for patrons are correct. (Having patrons registered in the library system for their proper jurisdiction directly affects the circulation figures used when calculating the library’s budget each year; regional cost allocations are based
in direct proportion to each jurisdiction's respective share of circulation. Therefore, having patrons correctly posted to their jurisdiction gives a more accurate distribution of jurisdictional costs.)

President Gaylord asked the Director if the group working on the Circulation policy had come to a conclusion. The Director explained the group went into hiatus for approximately a year, due to some vacancies and reorganization of staff. They have reinstated the committee, have reidentified the issues and are now in the process of republishing and updating the circulation manual. They have identified what some of the basic issues are that they have to deal with. President Gaylord confirmed with the Director that the new Head of Central Circulation, David Shumaker, was in charge of the committee. Mr. Shumaker will be reviewing all the changes that are made, will be talking about the training the library plans to do, will be reviewing some of the inconsistencies in policies and how they are administered, and will bring any policy changes to the Board for their approval.

OTHER ITEMS DISCUSSED

1) Name Tags - Mrs. Gleason referred to the Gordon Avenue suggestion box item regarding staff wearing name tags. She thought it was a nice idea and would be a very pleasant way of conducting service and patrons would know the names of the people they were dealing with. Mrs. Caughron and Mr. Tramontin were in agreement.

2) Circulation Staff - Mr. Tramontin asked the Director if the employees working at the checkout areas at the circulation desks have a differentiation in their jobs - if some that are better with the public work the desk more than in the back/work areas or if everybody does exactly the same thing. The Director replied that they don't do the same things. The Director acknowledged the library has had staff who are "burned out" with public service; the library tries to move them to different locations, jobs or tasks, if at all possible. Sometimes, instead of working three hours straight, for instance, staff schedules will be broken down further. The branch managers work really hard at doing this; however, the Director pointed out that there is no slack to do this at Gordon Avenue or at Northside. It is hard just to cover the staff's time off at Gordon Avenue and Northside; those people are often on the desk eight hours a day. At this time, there is not much the library can do about it. The Central Library can do this as peak and slack times are more predictable and more employees are available to deal with it. Mr. Tramontin commented that he thought it was wise not to have people doing the same thing all the time; on the other hand, he thought it made a lot of sense that those who do something better than others should be there.
3) **Central Roofing** - The roofing project at Central Library will start Wednesday, January 25, 1995. The roof will take about one month, depending on the weather. The Aerostar and the van will be moved to Gordon Avenue, the Bookmobile will still be at the loading dock, the extra space will be used for the roofer's dumpster, the Director will be moving her car to a parking lot, and the staff will still be able to use the loading dock entrance or side door to get into the library.

4) **$1,000 Grant** - The library received a $1,000 Economic Development Grant from the State Library and it was used for the Reference Department's business survey. Mrs. MacDonald will have the results available at the next Board meeting.

5) **Meetings/Discussions with Karin Wittenborg, University Librarian at UVA** - The Director met with Karin Wittenborg, UVA's University Librarian. The university is in the same position as the library in that they are interested in replacing their circulation system. The Director and Karin Wittenborg thought this would be a wonderful opportunity to do one together. They would be using the same database and have access to the Internet. Mrs. Caughron asked if there were differences between an academic system and a public system. The Director said that the differences are changing and the biggest difference today is that J-MRL has a need for more circulation data - to use information about the status of our library materials, i.e. who has the library materials, how long the materials have been out, and when a notice has been sent. The university has more need for in-depth cataloging information - more information about an item, as the university does more research.

The Director, in summary, thought this should be another area the library should pursue and be looking at and staff should be talking about. Mr. O'Connell asked about the timing and the Director thought it would be within a couple years, about the time the library would plan to submit it for CIP. Mrs. Caughron thought it was a good idea to go along with it, as long as what the library will be getting from it is something the library can use. Mr. O'Connell asked for more information - if the library moved in that direction, what would it be if the library did it themselves. The system could end up being more expensive - technology, terminals, training, etc., if the university needs a lot more information and it is more complicated to use. Mrs. Dorrier voiced her concern about the library spending more money on it.

6) **Louisa** - The Director referred the Board to the handout on Louisa. This was a report to the Louisa Branch Interim Library Committee, dated January 6,
1995. It discussed the investigating and analyzing of sites, the developing of a building program for the Louisa Library, establishing the costs for what a new branch would cost, and a summary. Hopefully, they are going to start putting away money systematically over the next few years.

One of the sites looked at is in a beautiful park-like setting and there may be money from Parks & Recreation and perhaps money from the Senior Center population - that would be combined to build this community center in the park-like setting. It goes on the agenda around March 1st, when the library has a budget hearing. The Director voiced how pleased she was with the Board of Supervisors’ response. The Director estimated it would take 3-4 years for the new building. Louisa knows their circulation and services will probably drop during the interim. A bond issue was discussed and it was concluded that with Louisa County having so many far sprung pockets of population, Louisa could not carry a county-wide bond issue.

7) Central HVAC - The HVAC for Central Library is ready to go out to bid. Mrs. Caughron asked what type of system the library was trying to get. The Director said it would be a combination. The third floor at Central will be changing from steam heat to hot water heat and the steam boilers downstairs will be replaced. There will be a separate heating and air conditioning system on the mezzanine and the mezzanine will be glassed in. There will be new radiators on the third floor. It will take around 3-4 months to complete the entire project and they will be starting on the mezzanine first.

MIDYEAR GOALS AND OBJECTIVES

Joyce MacDonald has a two-part presentation for the Board; Timothy Carrier will have a Young Adult Services report, hopefully in May, for the Board; Summer Reading is already being planned; Timothy Carrier is making systematic visits to all the libraries, to talk about their future and to focus on their young adult collections; Timothy Carrier will have a plan for development of Young Adult Services system wide before the end of the year. The Children’s component is the last item left to be done because the library doesn’t have a Head of Children’s Services.

The Director asked if the Board needed a long-range document. Mrs. Caughron asked how long the long-range plan was; the Director said it was for 5 years, with some items over a longer period, such as the circulation system and some of the renovations for Central. Mrs. Caughron wanted to have the long-range plan done by one year, two years, three years, etc. The Board concluded they would like a long-range document.

The staff committee will start in February to work on developing pay for performance policies. The library has already done six-day courier service, faxes, is
planning to do the reregistration, is planning to do the roof, HVAC and rewiring at Central, and is bringing up Monticello-AVV. One of the biggest projects is getting computers/work stations for the Central staff and into the branches, so that every staff person has access to a computer. Their computers can be used for a wide variety of things, such as dialing up VLIN, the state library information network, and the beginning steps for E-Mail and on-line communications with each other.

Mrs. Caughron asked the Director if there were any other items or issues/problems that might be coming up or are just not going to happen this year. The Director mentioned one problem coming up is that the phone system is acting up again. The Director referred to Mrs. O’Connell’s numerous comments in the past regarding having problems with Central Library’s phone system because Central’s phone system is acting up again - it never does the same thing twice, is really inconsistent and it is very annoying. The phone system is not right, the library doesn’t know exactly what is wrong with it, and the phone company claims there is nothing wrong with it. Otherwise, the Director thought things were going well, Charlottesville and Albemarle have been great regarding Central’s HVAC.

Mrs. Gleason felt everything else was fine, except Monticello-AVV and suggested doing some prioritizing in February. Mrs. Gleason asked if money was not appropriated, would it end the program and would it mean it would take several more years. The Director confirmed the library could get just a base level of service up. Mrs. Gleason asked for more information and some idea of what she will be talking about when discussing Monticello-AVV with the City of Charlottesville’s council members. The Director replied the base line is someone is needed to operate what was called the Hopper, to keep the communications after the wiring is done and the connections are made to the city, county and the schools, to connect all the system into it and to get it out to the branches. Other things needed are the line charges for the modems, Internet access and maintenance and repairs. There is a base level - it can be brought up, the library can do the wiring of their own libraries, they can have one person running it and they can have line charges and Internet access. Any additional outreach and content would take more people.

Mr. O’Connell asked when the University of Virginia ends their sponsorship. The Director replied they have a two-year commitment.

Mr. Tucker made the motion for adjournment; Mrs. Gleason seconded the motion. The meeting adjourned at 4:58 p.m. The next meeting is scheduled for Tuesday, February 28, 1995 at 3:30 p.m. in the Central Library’s Madison Room.

DonnaLee Grossman
Recording Secretary

(Rev.13-2)
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

AT THE DECEMBER 20, 1994 MEETING

1) Adoption of the proposed budget for 1995-1996 and to also include in the budget the revisions regarding Greene's open and staffing hours, the Internet access change, the funding and sources for Monticello-AVV, the spreadsheet change with the sub total after Administration, Technical Services and Reference Services, and the other suggested changes the Board made in the narrative.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE DECEMBER 20, 1994 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Cyndy Caughrton - Vice President
Mary Jane Clarke
Shirley Dorrier
Betty Gaylord - President
Elizabeth Gleason
George Tramontin
Walter Tucker, Jr.

TRUSTEES ABSENT:

Christine Baker
Gary O'Connell

ALSO PRESENT:

Donna Lee Grossman - Recording Secretary
William Lyons, Jr. - Business Manager
Stella Pool - Staff Representative
Donna Selle - Library Director
David Shumaker - Head, Central Circulation

The budget work session of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Gaylord at approximately 3:00 p.m., in the Central Library's Madison Room, on Tuesday, December 20, 1994.
The Director informed the Board that the Governor’s budget was published on December 19th. The two-year budget that was passed for the year the library is in right now, shows the State Aid allocation for next year as $592,000, which was based on a new formula. They have now decided to level fund the library and to not do the new formula. The current year’s State Aid allocation is $447,246; however, the Director thinks, because they have decided to level fund State Aid and because two of the library's jurisdictions are capped, the library can expect up to as much as a $20,000 reduction, if their decision remains as it is now. Actual State Aid figures will be announced within the next few days.

The Director informed the Board that the Internet access fee has been negotiated and the Monticello-AVV Internet Access line in the budget proposal can be reduced from $10,000 to $5,500. This reduction brings the Monticello-AVV budget to just below $100,000. This line was reduced as the library is hoping to piggyback onto the dedicated data lines, as the wiring for Monticello-AVV progresses at the Central Library. Mrs. Caughron pointed out that one of the changes that occurred at last week’s Board meeting (December 13, 1994) reflected those changes - with the VLIN Access line charges eliminated.

Mrs. Gaylord noted that in reading the Governor’s budget in the paper, he was giving state employees 2-1/4% for raises and 4-1/2% for bonuses. She asked if the narrative in the library’s budget under Personnel could be reworded, instead of saying a 4% overall increase. Mr. Tucker asked what the cost of living was and the Director informed him it was 3%. Mrs. Gaylord confirmed that social security was going up 2.8%. The Director will change the personnel narrative to better explain the 4%. There will be a 2% increase across the board or 3% for older employees to help them move towards market/target and 1% for pay for outstanding performance.

Mrs. Gleason asked how the 1% would be determined. The Director discussed this with Senior Staff; they will be coming back to the Board with a proposal and will be outlining the criteria they plan to use. The Director discussed briefly some of the ways the City of Charlottesville’s departments are implementing it - some are based on team work, specific projects, or other combinations for pay for performance. The Director estimated less than 20 employees and probably closer to 10 employees will receive the 1%.

Mrs. Gaylord asked about the Young Adult position in the budget for this year and next year. The Director confirmed this position was budgeted for 10 months in the current budget year and for a full year in next year’s budget.

A brief discussion ensued on salaries/raises. The Director confirmed that when discussing raises, everything is now keyed off market/target. Mrs. Gleason said that is different from saying a person gets a 2% or 3% raise; and Mrs. Dorrier thought it should be explained somewhere in the Personnel narrative. Mrs. Caughron asked what the difference was. Using 2% off the market/target rate:
1) employees with salaries below their market/target rate end up actually receiving more than 2% because the base used (market/target) for calculating the 2% is higher than their actual salary;

2) employees with salaries above/beyond their market/target rate end up actually receiving less than 2% because the base used (market/target) for calculating the 2% is lower than their actual salary.

Other changes to the budget:

1) Page ii - The first entry at the top of the page, add the word "regional" in front of collection so that it reads: 39,000 items were added to the regional collection. The rest of the first entry should be reworded and made a separate sentence.

2) Page iii - Under State Aid to Public Libraries, library materials should be specified/defined. Also, the discussion on library materials should come before the discussion on library supplies.

3) Move the section on Northside to the end of the narrative, just before the narrative on Monticello-AVV.

4) Combine the two sections on Nelson and put Louisa and Nelson in the Operating Budget section with Greene.

5) On page 2 for Local Jurisdictions Only - Projected Cost Allocations, combine Reference Services with Administration and Technical Services and then put a sub total, which would then give the total regional costs. After regional costs would come the local costs and then the totals.

Mr. Tramontin asked who gets the budget. The Director explained that the budget packet goes directly to the jurisdictions, the administrators and the Board members. The Director prepares crib sheets outlining the highlights of each jurisdiction for each Board member to use when they go to their jurisdiction for the public hearings on the budget.

Nelson County has a strong Advisory Committee and the Library Director voiced her confidence in the Advisory Committee being prepared to carry the library budget to their Board of Supervisors. Mr. Tucker asked the Library Director if Nelson County had asked the library for a level funded budget; the Library Director replied that they hadn’t. Mr. Tucker felt Nelson County will have a problem with the Reference Services percentage breakdown.
Louisa County’s budget has no significant changes for next fiscal year. Basically, Mrs. Clarke and the Library Director will be working on the new building costs with Louisa County.

Mrs. Gaylord asked that the 5 additional hours open for Greene be taken out, which would also bring the Branch Head’s total hours down by 5 hours and back to 35 hours per week; and the Library Clerk III hours would be reduced 6 hours, down to 19 hours per week.

Mrs. Caughron referred to page vii, under the funding for Monticello-AVV. Other organizations are contributing to Monticello-AVV. Mrs. Caughron asked if the $40,000 shown was actually paid by Sprint-Centel or by someone else. Monticello-AVV is paying for the electrical wiring and some fiber optic wiring; Sprint-Centel will be picking up the fees for some line charges and are contributing a substantial "in-kind" contribution to the wiring of the Central Library. Mrs. Caughron, Mrs. Dorrier and Mrs. Gleason asked that the narrative show the contributions so that everyone will be aware that other people/organizations are putting big money into Monticello-AVV. Mrs. Caughron also asked if the RS6000 was the old Hopper; if it is, Mrs. Caughron asked that it be identified in the narrative as the former or old Hopper.

Mr. Tucker asked when the revisions to the budget would be done and when it would be mailed out to the jurisdictions. The Library Director hopes that the budget can be mailed out by Friday (December 23, 1994). Mr. Tucker asked if there was a cutoff date for the budget. The Library Director replied that the library was already late for the City of Charlottesville and Albemarle County, on time for Louisa County, and early for Greene and Nelson. Mrs. Caughron asked if the proposed budget would go to the staff and the Library Director confirmed it would.

Mrs. Caughron made the motion that the Board adopt this proposed budget for 1995-1996 and also include in the budget the revisions regarding Greene’s open and staffing hours, the Internet access change, the funding and sources for Monticello-AVV, the spreadsheet with the subtotal after Administration, Technical Services and Reference Services, and the other suggested changes the Board made in the narrative; Mrs. Clarke seconded the motion. The motion was approved by six Board members (Caughron, Clarke, Dorrier, Gaylord, Gleason and Tramontin). Mr. Tucker abstained as he felt that the 6.37% increase overall is a little out of line with what he thinks everybody else will be coming up with; he also thought the 14.83% figure for Nelson was a lot for Nelson to come up with, even though the library’s figures support it. He said he was reluctant to say he supported the budget until all the fat has been taken out of it.

Mrs. Gleason wanted to confirm with the Library Director that the Monticello-AVV budget will be presented as a separate budget, so they can change the Monticello-AVV budget without having to also change the library’s budget/allocations. The Library
Director replied Monticello-AVV would be treated as a separate issue, although it will be included in the budget packet. The Library Director explained that Monticello-AVV is a library program and by putting it in with the library’s regular budget packet, it will at least stand a chance for serious consideration when they are looking at the library’s budget. When talking with some of the members on the Monticello-AVV Executive Committee, they did not think Monticello-AVV should be separated out. The City Manager and the Albemarle County Executive have both been informed Monticello-AVV will need operating money; they are already prepared for this.

President Gaylord asked Mrs. Pool if she had any input regarding the budget. Mrs. Pool replied that it sounded great to her - it seemed clear, it seemed on target. She was gratified to hear the commitment to getting salaries for long-range employees to market/target.

The Director pointed out that with the new carpeting planned for Central, along with emergency appropriations for roofing and HVAC, Central Library is proving to be very expensive.

The meeting adjourned at 4:12 p.m. The next meeting is scheduled for Tuesday, January 24, 1995 at 3:00 p.m. in the Central Library’s Madison Room.

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

AT THE DECEMBER 13, 1994 MEETING

1) Approval by the Board of Trustees of the November 15, 1994 Minutes as amended.

2) Acceptance of the Nominating Committee’s recommendations: for Betty Gaylord to continue on as President and Cyndy Caughron to continue on as Vice President.

DonnaLee Grossman
Recording Secretary

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE DECEMBER 13, 1994 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

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

TRUSTEES ABSENT:
Christine Baker
Walter Tucker, Jr.

ALSO PRESENT:
Timothy Carrier - Young Adult Services Librarian
Donna Lee Grossman - Recording Secretary
Lindsay Ideson - Head, Northside Branch
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Reference & Information Services
Calvin Otto - Vice President, Friends of the Jefferson-Madison Regional Library
Stella Pool - Staff Representative
Donna Selle - Library Director
David Shumaker - Head, Central Circulation
Andrea Williams - Collection Management Coordinator

The monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Gaylord at approximately 3:01 p.m., in the Central Library's Madison Room, on Tuesday, December 13, 1994.
President Gaylord added the Nominating Committee’s report to the Board’s agenda.

President Gaylord welcomed the guests. The Library Director introduced Timothy Carrier to the Board; he is the new Young Adult Services Librarian at Central and began his duties on December 1, 1994.

Before a motion for approval of the November 15, 1994 Minutes was taken, President Gaylord referred to the fourth paragraph on page twelve in the Minutes. President Gaylord wanted to amend the last sentence as she thought that she was not limiting attendance to two people but was referring to the receiving of the publication VLA puts out. Mrs. Gleason made the motion for Board approval of the November 15, 1994 Minutes, as amended; Mr. O’Connell seconded the motion. The motion was approved by six Board members (Clarke, Dorrier, Gaylord, Gleason, O’Connell and Tramontin). Mrs. Caughron was not present when the vote was taken.

VIRGINIA FESTIVAL OF THE BOOK (CALVIN OTTO-VICE PRESIDENT, FRIENDS)

Mr. Otto reported to the Board on two issues:

1) the Virginia Festival of the Book (Thursday, March 30, 1995 through Saturday, April 1, 1995)

and

2) the book called The Northern Lakes Tour of James Madison and Thomas Jefferson, May-June 1791.

Mr. Otto distributed handouts to the Board members. The Virginia Festival of the Book will be held throughout the City of Charlottesville. This is the first festival; and the theme for the festival is "Charlottesville is a Book Town." The opening address will be done by poet laureate Rita Dove. The festival will begin at noon and extend into the evenings. Some of the on-going programs will include a book fair, exhibitions at the Central Library, a children’s program on printing at the Discovery Museum, and book exhibitions at the Rotunda, Alderman Library, Albemarle County Historical Society and other various places throughout the city.

Mr. Otto is Chair of a steering committee made up of the local community and university members, in conjunction with the Virginia Foundation for the Humanities, and they will be coordinating the festival. They are hoping the festival will become an annual event and eventually become a state-wide event as well. The Friends contributed in funding and in helping to set up the steering committee; the Friends are also publishing the book, The Northern Lakes Tour of James Madison and Thomas Jefferson, May-June 1791. The book is the first published facsimile edition of their travel journals. Robert McGuire owns the journals and is doing the introduction, with Calvin Otto doing the editing.
2,000 copies will be printed, with a selling price of $9.95. 1,000 of the copies will be printed under the imprint of the Friends of the Jefferson-Madison Regional Library and the other 1,000 will be printed under the imprint of Fort Ticonderoga. There will be 100 copies, specially signed and numbered hardcover editions, that will be used for fund raising purposes only at J-MRL, to raise money for the Library Foundation; the 100 copies will just be used for contributors, who will be given a signed, hardcover edition. Profits from the sale of the paperbacks will be used just to promote and develop more books by the Friends.

REPORT ON RECONSIDERED BOOKS (ANDREA WILLIAMS)

Mrs. Williams and the Board reviewed her report, page 27 in the Board’s packet, which included a chart covering five years (1990-1994) of "Requests for Reconsideration of Library Materials."

Mr. Tramontin asked the reasons given for library materials to be reconsidered. Mrs. Williams replied that for the juvenile titles the reasons were mainly parents felt the contents were too adult. However, she recalled that one title in adult and one in juvenile were historical in nature and the complaints were in the way groups of people had been portrayed. Some of the titles might have been old titles, which might not have been up to the multi-cultural way the library looks at titles now. The adult material complaints seemed to be more about sexual content or pornography. Two titles included in her report were magazines, *Esquire* and *Teen*. Board members asked Mrs. Williams to explain titles reclassified and titles not added/reconsidered.

There is a library procedure for reconsideration of library materials, as well as a form for patrons to complete to request reconsideration. Mrs. Williams briefly discussed the procedure. The materials in question are reviewed according to criteria outlined in the Materials Selection policy. Mrs. Williams constantly reviews the policy and procedure for library materials and just recently reviewed/discussed it at the Branch Heads’ meeting.

The Library Director felt it important that patron needs and concerns be addressed immediately and that the library reinforce and support patron requests. Mr. Tramontin agreed and felt the library should encourage interaction with patrons every time the library has an opportunity.

President Gaylord asked for Mrs. Pool’s input. Mrs. Pool said she agreed with what was discussed and felt that the first obligation is to listen to the complaint and the second obligation is to inform the patron that there is a procedure they can follow and to provide them with the form. She did not think a form letter would be effective and thought it might even be harmful towards the relationship the library is trying to develop with their patrons.
Mrs. Williams agreed with Mrs. Pool adding that staff should take someone across the desk and listen and acknowledge that they hear what the patron is saying, but without engaging in a discussion about the merits of the book, and to then let the patron know that there is a procedure and encourage them to use it.

NOMINATING COMMITTEE'S REPORT

Mr. O'Connell presented before the Board the Nominating Committee's recommendation for two nominations - for Betty Gaylord to continue her term as President and for Cyndy Caughron to continue her term as Vice President. Mrs. Dorrier made the motion that the Board accept the nominations; Mr. Tramontin seconded the motion. The motion was unanimously approved by the seven Board members present (Caughron, Clarke, Dorrier, Gaylord, Gleason, O'Connell and Tramontin).

DIRECTOR'S REPORT

The Director had several announcements to make to the Board:

1) Senator Ed Robb will be holding his own public hearing on the Governor's budget December 28th at 5:30 p.m. in the McIntire Room at the Central Library. The Director plans to attend and encouraged Board members to be present to discuss State Aid to public libraries. The Governor's budget is due on December 19th. Rumors have been circulating for libraries to anticipate a 20% cut in State Aid. By next week, the library should know what the status of State Aid is in the Governor's budget and the Director felt it would be helpful to have Board members present. Mrs. Gaylord and Mr. Tramontin will try to attend.

2) State-wide public hearings on the budget are being done around the state and the joint House and Senate Finance Committees are splitting up and each different group is holding a public hearing. The closest public hearing to our library is the one scheduled for January 4th in Verona, Virginia at 1:30 p.m. The Director would like some of the Board members to attend with her and testify at the hearing. Mrs. Gleason and Mrs. Dorrier will try to attend.

3) Virginia Legislative Day is in Richmond on January 19th.

4) President Gaylord expressed gratitude to the library staff for the help and support that the Greene County Branch and Branch Head have been getting. Greene County Branch has a new Branch Head and the library is understaffed. One person retired and two people resigned and Greene has only replaced three positions with one. Greene should have another person hired after Christmas.
Mrs. Caughron, Budget Committee Chairwoman, led the Board in their discussion/review of the proposed draft budget for fiscal year 1995-1996.

Mrs. Gleason asked the Director to explain about the raises shown on the separate salary sheets in the back of the budget. The Director explained she had to give Mrs. Grossman figures in order for her to develop the new format to show how different raises would impact the budget and how it would affect different employees. The increases were started at 6% keyed off the market/target point.

The Director has been informed by the City of Charlottesville that there are no medical insurance increases projected for next fiscal year. The cost of living is about 3% for the period covering September 1993-September 1994. The Director of Human Resources for the City of Charlottesville informed the Director that there were no anticipated changes in the salary ranges. Salaries are keyed off the market/target rate and will be done utilizing the same criteria used in the current year’s budget but with 2% or 3%, with 1% used as a bonus for some of the employees. The Director refined the proposed 6% for salaries:

1) 2% will be given for satisfactory performance for employees already at or beyond their market/target rate and for new hires reaching their six-month probationary period with satisfactory performance.

(or)

2) 3% will be given long-term employees, with satisfactory performance, to help them catch up to their market/target;

3) 1% will be used as a one-time bonus for outstanding job performance or as a one-time bonus for employees who are at the top or beyond their pay scale.

Several Board members felt an overall increase of 6% was too much. The Director pointed out the highest an individual employee could get would be 4%. The Board asked the Director how many employees would be receiving the 1% and the Director estimated it would be approximately 10% of the staff. The new evaluation system allows for monetary rewards/bonuses.

The library’s draft budget also includes:

1) One full-time Business Librarian in Central Reference.

2) Two new positions have been added for Northside:
   a) one full-time Library Clerk II and
   b) one full-time Library Assistant II.
3) 10% of the Director’s salary is charged against Monticello AVV.

Mr. O’Connell suggested the Board do what has been done in the past - set aside a pool of money that would enable the library to do the salaries; and after funding is approved, determine what the actual breakdown would be. The Director recommended 4% be given across the board. Budget Chairwoman, Mrs. Caughron, was satisfied with the library going ahead and using 4% instead of 6% for salaries.

In the budget narrative, the Director changed the amount of the grant application on page two, under Monticello Avenue, from $50,000 to $500,000. The State Legislature revised its funding for this proposed fiscal year for State Aid. On page 3, the library’s proposed State Aid funding was $592,000. This figure may be revised.

Mr. O’Connell confirmed with the Director that there were two full-time Business Librarians shown in the budget, one in Reference and one in Monticello AVV. The Director had this position inserted in both areas so that the Board could see the effect on the two separate budgets and asked the Library Board to decide how they wanted this position handled in the final budget. Budget Chairwoman, Mrs. Caughron, mentioned that at a previous meeting it was decided to make the Business Librarian position half Reference and half Monticello AVV. Mr. O’Connell suggested the Regional Reference Business Librarian be taken out of the basic budget and the full position be made part of Monticello AVV’s budget. The Board was in agreement that the Monticello AVV budget should be separated out from the library’s final budget.

The Board reviewed the local funding breakdown. Payroll is increasing and Workman’s Compensation is based on payroll; therefore, Workman’s Compensation will be adjusted from $6,500 to $7,000. Under the Operating Expenses, the line for Books will be changed from $17,060 to zero. The software for PC’s for library staff should be removed from the Books budget line and should be charged against the Equipment Fund, which is more appropriate. The VLIN Access line changed from $22,524 to zero - the Director mentioned that the library may be able to use existing dedicated data lines, that the library has for the Inlex system, for access for the rural branches to Monticello AVV. The Board asked why Professional Services decreased. Mr. Lyons said he took a two-year running average, compared it to what was actually expended last year and then adjusted the figure for the next fiscal year. Professional Services covers consultant fees, contractual services, etc. Some Board members felt the name Professional Services should be changed to Contractual Services. Due to an increase in rates, the Postage line was increased; further discussion ensued regarding the costs of interlibrary loans and overdue notices.

At the request of Mrs. Baker, Mrs. Caughron asked about some of the different staffing levels at some of the branches. She also asked about reference and dividing up Albemarle County’s share. Mrs. Baker suggested the library only use the reference survey figures and not average the last year as a percentage at Northside. Mr. O’Connell said the
library uses the percentage of circulation and it has been done that way for years. Going to the new formula actually works to Albemarle County's advantage next year.

The Board requested the Director write up separate narrative sheets for all the jurisdictions.

Mr. O'Connell asked if there were any changes in open hours. Mrs. Gaylord confirmed that Greene is asking for five additional open hours each week. Greene County is budgeted for the Branch Head to go to 40 hours per week and for an increase in the hours of the part-time Library Clerk III position from 19 to 25 hours per week.

Nelson County's open hours will be 40 hours per week 52 weeks a year. The hours for the third position have increased from 7 to 20 hours per week. Nelson County has doubled their costs for cleaning and maintenance services. The Nelson County Advisory Committee just completed their own community interest survey which showed their patrons placed a very high value on the reference services. The Advisory Committee seems comfortable in supporting the library budget to the Nelson County Board of Supervisors.

Mrs. Baker asked about the Head of Children's Services and inquired as to why the budget for that position was increased. The Director anticipates filling the Head of Children's Services position; and the salary was increased to the second quartile in order to help attract experienced librarians in that field. The Business Librarian position is also budgeted to the second quartile for the same reason.

Mrs. Clarke reported that several meetings have taken place regarding a new library for Louisa County. A strategy has been suggested that when the library goes before the Louisa County Board of Supervisors for their budget request to also ask the Supervisors to put aside a certain amount of money each year towards a new facility. It has now evolved to looking at a permanent facility; and they have looked at a piece of land, Louisa County owns it, located in the Town of Louisa. This may end up being a multi-purpose site with the library, Parks & Recreation and PVCC. The Director thought Louisa would be doing a bond issue for a joint facility composed of the library and PVCC. Louisa is very committed to a new facility for the library.

Mr. Tramontin asked why people are complaining about the intense heat at Central Library. The Director replied that the heating at Central is very uneven. Central does not have a thermostat control and the heat fluctuates. The Director confirmed there are emergency appropriations before City Council and the Albemarle County Board of Supervisors for the roof and upgrading of the HVAC at Central.
The meeting was adjourned at 5:03 p.m. The next meeting is a budget session scheduled for Tuesday, December 20, 1994 at 3:00 p.m. in the Central Library's Madison Room.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE NOVEMBER 15, 1994 MEETING

1) Acceptance of Nancy Cook’s correction to her September report.

2) Approval by the Board of Trustees of the October 25, 1994 Minutes.

3) Approval by the Board of Trustees to approve the licensing agreement if paragraph 3.4 can be deleted. (This refers to the Licensing Agreement between Thomas Jefferson Memorial Foundation, Inc. and the library regarding the library’s request for formal permission to use the name and image/mark/logo of Monticello for the Monticello Area Virtual Village, a.k.a. Monticello AVV; paragraph 3.4 refers to the Indemnification by Licensee.)
MINUTES OF THE NOVEMBER 15, 1994 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Christine Baker
Cyndy Caughrone - Vice President
Mary Jane Clarke
Shirley Dorrier
Betty Gaylord - President
Elizabeth Gleason
Gary O'Connell
George Tramontin
Walter Tucker, Jr.

ALSO PRESENT:

DonnaLee Grossman - Recording Secretary
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Reference & Information Services
Stella Pool - Staff Representative
Donna Selle - Library Director
Mark Trank - Albemarle County’s Deputy County Attorney
Andrea Williams - Collection Management Coordinator
WINA Representative

The monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Gaylord at approximately 3:32 p.m., in the Central Library’s Madison Room, on Tuesday, November 15, 1994.

Before the Board approved the October 25, 1994 Minutes, President Gaylord discussed with the Board the issue of the President of the Board making a motion. President Gaylord looked it up and found out small boards can do this, if it is their custom. Mrs. Gleason agreed and added that voting on a motion would be treated the same way. Mrs. Dorrier asked what qualified as a small board and President Gaylord replied that a small board would consist of around twelve or less.

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
President Gaylord received a note from Nancy Cook, who gave a report on the Children’s program at the September meeting; she would like the Board and Staff Minutes to record and change the ages of the participants in the "Cheap Thrills" program as ranging from 8-17. She had indicated at the September meeting that ages ranged from 9-12.

President Gaylord asked the Board to accept this as a correction in Nancy’s report. Mrs. Caughron made the motion for the Board’s acceptance of this correction; Mrs. Gleason seconded the motion. The motion was unanimously approved by the eight Board members present (Baker, Caughron, Clarke, Dorrier, Gaylord, Gleason, O’Connell and Tramontin). Mr. Tucker was not present when the vote was taken.

Mrs. Caughron made the motion for Board approval of the October 25, 1994 Board Minutes as submitted; Mrs. Gleason seconded the motion. The motion was unanimously approved by seven Board members (Baker, Caughron, Clarke, Gaylord, Gleason, O’Connell and Tramontin). Mrs. Dorrier abstained as she was not present at the October meeting; Mr. Tucker was not present when the vote was taken.

**REVIEW OF THE USE OF THE MONTICELLO TRADEMARK (MARK TRANK, DEPUTY COUNTY ATTORNEY FOR ALBEMARLE COUNTY)**

Mr. Trank reviewed with the Library Board the September 28, 1994 letter from Ann Taylor, Executive Vice President of the Thomas Jefferson Memorial Foundation, Inc., and the Licensing Agreement to be approved and signed by the foundation and the library regarding the library’s request for formal permission to use the name and image of Monticello for the Monticello Area Virtual Village (Monticello-AVV) project.

Mr. Trank felt that basically the licensing agreement was fine and personally felt it was very nice of Monticello to grant the library an exclusive license; and it was the best way, to do this legally. Mr. Trank had a few comments:

1) **The Term of the Agreement** - Article I under the Term of Agreement states:

   The initial term of this Agreement shall begin on the date first set forth above (the "Effective Date") and, unless sooner, terminated as provided herein, shall expire on December 31, 1994.

   Mr. Trank assumed that date would be subject to revision. The current date would not give much time for the term and the date should be pushed back.
2) **Monticello - Federally Registered Trademark** - Mr. Trank asked if Monticello had a federally registered trademark, as it was not mentioned in the licensing agreement. The Director confirmed it was in process.

Mr. Trank did confirm that the foundation’s letter indicates they possess registered trademarks and service marks covering a number of products and services; but it does not state that they have actually registered this Mark and that it has been accepted by the U.S. Trade Office, which is a prerequisite to claiming protection under the U.S. or Federal Copyright Trade Laws. It gives them a great deal more protection - it gives them nation-wide protection; and also in terms of infringement, it provides for damages.

If you are dealing with a federally registered trademark, then the damages that may be recoverable in the event of an infringement action are much greater than if you are dealing with a common law or state registered trademark. You can register your trademark with the State of Virginia; but only if you register it with the U.S. Patent and Trademark office are you able to seek or recover damages and that could end up being very significant.

Mr. Trank referred to paragraph 3.4 on page 3 entitled, Indemnification by Licensee. This licensing agreement appears to be the standard agreement that Monticello (the Thomas Jefferson Memorial Foundation, Inc.) provides to corporations and other business entities; and there is some language in the agreement that clearly does not apply to this body (the library). The indemnification is somewhat problematic. In Virginia, it is consistently held that counties, for example, may not legally indemnify another party to a contract for any acts or claims for third parties. An indemnity clause like that is simply unenforceable - it’s a matter of law when you are dealing with a county. A county cannot waive its sovereign immunity and can’t legally agree to indemnify.

Basically, this provision provides that the Board agrees to indemnify and hold harmless Monticello for any and all claims, actions, suits, liabilities, etc. that may be asserted against or incurred by Monticello, as the Licensor, or arising out of or in connection with the use of the Mark by the Licensee (the library) or the provision of services by the Licensee under the Mark, or any breach of the Licensee’s obligations hereunder.

If the user decides to go ahead totally on their own and starts to use the Mark in some sort of commercial venture in connection or arising out of this and to the extent that that person makes any money off of it, then those are damages which are recoverable in a trademark infringement action; and the library would be required to indemnify - basically pay over to Monticello - any and all damages that could be recovered.
When dealing with a federally registered trademark, the Federal Trademark Act provides for treble damages. For instance, for $5,000 in damages - for actual compensatory damages that is automatically trebled under federal law. This also provides for attorney's fees, which can be very extensive. So there is some potentially significant liability here if this is enforceable. Mr. Trank was not sure that the Board, as a regional library board, can legally agree to indemnify Monticello for claims that may be asserted against third parties who are users or are in some way connected. This would be something that Monticello would have to pursue; but the library would have to pay for damages and the attorney’s fees.

What the library would be agreeing to is to be solely responsible for and to defend, indemnify, and hold harmless Monticello against any and all claims, actions, suits, liabilities, demands, expenses (including reasonable attorneys’ fees), losses, costs or damages. This is a fairly broad and lengthy list of items; and there is nothing in the agreement that prevents Monticello from asserting its lawful rights as an owner of a trademark to go after somebody. If they decide to stand on this provision, the library might be looking at a fairly significant liability.

Mr. O’Connell confirmed the library/board would be using the name Monticello and their symbol and asked specifically how it would be used. The Director said it would be used for Web pages, a combination of graphics and photographs, for some of their graphical representations of Monticello and some actual photographs would be made. They are planning long term to do a guided tour of Monticello on the network, to attract tourists and to give school children information. They will be responsible for all of that themselves, not the library.

The Board was concerned that anybody on the network could copy it and use it or sell it for money. Mr. Trank said that the only exposure would be in the event a third party, some user, downloads it and goes out and uses it for some sort of commercial purpose and earns a profit. The library would ultimately be liable under this agreement, even though the infringement action would go against whoever was out there infringing on the design and on the Mark. Mr. O’Connell asked if there was a cure/remedy for this. Mr. Trank replied that the cure would be to ask Monticello to take this out of the agreement. The argument would be that this really applies to businesses who may agree, who obtain a license, who pay a royalty and who are involved in some sort of commercial venture. It doesn’t really apply to a regional library board that is not a for profit entity.

Mr. Trank, representing Albemarle County, would insist this paragraph be removed from any contracts to which the county is a party. The Attorney General’s office has over the years consistently upheld that an indemnity clause like this is unenforceable as a matter of law. So if, for example, the county entered into an agreement that had this language in it, it would probably be unenforceable. It would get trickier when dealing with a regional entity, the regional library board, as Mr. Trank was not sure the same result would entail.
The best bet would be to ask that the paragraph be taken out. However, Mr. Trank said that if he was representing Monticello, he would be extremely hesitant to take it out. If the library was successful in taking this language out of the agreement, the library wouldn’t be responsible under an infringement action, which is the most serious issue the library would face. However, the library would still have a liability in the event there was some sort of breach of the contract by the Board. Any damages that might result would probably be minimal.

There are nation-wide services, that big corporations use, that actually monitor the use of trademarks. Mr. Trank would assume Monticello would use such a service. This is a subscriber-based service and a certain fee is charged for the service to have them constantly monitor to see if anybody out there is infringing on your trademark. If they find that someone is using their trademark, Monticello would probably stand on their contract and the library would be forced to indemnify them for any damages as well as pay for their attorney’s fees.

Mrs. Caughron made a motion to approve the License Agreement between Thomas Jefferson Memorial Foundation, Inc. and the Jefferson-Madison Regional Library for the library to use the Monticello name and design for the proposed Monticello Area Virtual Village but to take out paragraph 3.4 entitled Indemnification by Licensee. No one seconded this motion.

Mr. Trank voiced his concern that Monticello might consider that by granting the library a royalty-free non-exclusive license they may want something in return and what that might be could be the indemnification provision.

Mr. Tramontin inquired how strong the feelings were of retaining the name and logo - if the library was so far bound they couldn’t change the name and logo if they wanted to. It was confirmed the library could use the name "Monticello" with no permission or any formal permission from anyone; however, the library cannot use the logo without permission. Mr. Trank thought Monticello might have concerns about that; however, he pointed out that Monticello is a word of common enough usage that it is almost to the point of being generic. President Gaylord asked the Director what the Monticello AVV Executive Committee’s feelings were regarding using Monticello and their logo. The Director felt the committee thought it would be nice to use them and it would be a nice thing to have access to. It gives and promotes a distinctive identity.

Mr. Trank said some of the language in the agreement doesn’t apply to the library and would need to be cleaned up; paragraph 3.4 is the only real problem in the agreement as far as the Board’s concern goes. Under the 3.2 paragraph on Infringement, the library/Board does have a duty to notify them if the library finds out or learns of any such infringement. This contract does impose on the library/Board the duty to so notify them.
Mrs. Caughron restated her previous motion to: The Board approves the licensing agreement if paragraph 3.4 (Indemnification by Licensee as shown on page 3 in the original agreement) can be deleted: Mr. O’Connell seconded the motion. The motion was approved by eight Board members (Baker, Caughron, Clarke, Dorrier, Gaylord, Gleason, O’Connell and Tramontin). Mr. Tucker voted as opposing the motion.

**DISCUSSION ON CENSORSHIP IN THE ALBEMARLE COUNTY SCHOOLS (MARK TRANK, DEPUTY COUNTY ATTORNEY FOR ALBEMARLE COUNTY)**

Mr. Trank discussed briefly the recent debate for the Albemarle County School Board concerning removal of two books (The Great Gilly Hopkins and Living Dogs and Dead Lions) from school libraries as well as classrooms. The first book mentioned is a much honored book of children’s literature and has been in this library system for some time, is used in classrooms, and is virtually in every elementary school library in the county and elsewhere. The second book was in the Henley Middle School’s library. There is a total of one copy of the second book in the entire Albemarle County school system.

Two individuals/parents of children in the Albemarle schools complained through the procedural mechanism, which is available under Board policy, about the use of these two books and their presence in the school libraries and in the case of The Great Gilly Hopkins, in the classrooms as well. In each case, a school level committee was convened to review the complaints, to review the educational suitability of the material, and to render an opinion. The school level committee did so and concluded that both books should remain where they are and basically preserve the status quo. Those decisions were appealed to the division level, at the County office building, and the division level committees essentially adopted the recommendations of the professionals at the school level, which included a media specialist, a librarian, teachers and principals.

Then, parents in each case, as the policy allows them to do, appeal to the Superintendent. In both cases Dr. Pascal was Superintendent and he overruled the recommendations of the division and school level committees; and in the case of The Great Gilly Hopkins, he decided the book should be removed from the libraries as well as the classroom. He also decided the book, Living Dogs and Dead Lions, should be removed from the Henley Middle School library and left it up to the high schools to decide whether or not they wanted to use it. After Dr. Pascal left, Dr. Carole Hastings was named the Acting Superintendent; and because of the many complaints received by parents who were opposed to Dr. Pascal’s decision regarding removal, it was again reviewed.

Mr. Trank was concerned that Dr. Pascal’s decision was not consistent with the Supreme Court and the other Federal Court’s decision which governs removal of materials from library shelves and the classrooms. Mr. Trank advised the Superintendent’s office
and the Board to take another look at this. They did so and came down to a decision that overruled the removal decision and the Board adopted Dr. Hastings’ recommendations at their regular October meeting. Basically, what the Board adopted was that The Great Gilly Hopkins book would continue to be used in the 4th and 5th grade classrooms without restriction and it would remain on the shelves at all school libraries. The only change is that parents may request that their child not be given the book, from either the library or the classroom, if they notify the teacher or immediate specialist that they don’t want their child to have the book. If a teacher decides to use it in the classroom and a parent objects, then the child has to be given an alternative book.

Basically, the prevailing law is that local school officials have a much greater discretion in the classroom than they do in the library. A decision to remove a book from a library implicates the First Amendment to a far greater extent than if you decide to make some curriculum related choices and take the book out of the classroom.

Mr. Tucker asked what this censorship issue had to do with the Jefferson-Madison Regional Library; and President Gaylord replied that some of the Board members attended a censorship workshop; and they felt since this was already an issue locally, it could come up in the library at any time and it was better for the Board to be prepared for it. Mr. O’Connell asked if there were any inconsistencies in the way the library handled it now and in the way Albemarle County decided recently on how it is to be handled within this community. The Director said there wasn’t and that the library always reviews their policy. The Director would make sure any decision was cleared with the Board first.

Mrs. Williams commented that about two years ago a question came up in the Albemarle County Schools and at that time the library reviewed their policy. Within the last two years, approximately twelve consideration requests have been received by the library; and they were all handled at the Collection Management level and stopped there. Mrs. Williams offered to report on this at the next Board meeting.

NOMINATING COMMITTEE (MR. O’CONNELL)

Mr. O’Connell reported to the Board there has been a change of plans and the Nominating Committee will have to meet again. Therefore, the Nominating Committee’s report will have to be delayed until next month’s meeting.

CENTRAL REFERENCE DEPARTMENT’S TWO-YEAR PLAN (JOYCE MacDONALD)

Mrs. MacDonald, Head of Central Library’s Reference and Information Services Department, reviewed her report with the Board. The main emphasis of the Central Reference Department’s two-year plan is on technology and training. Reference is now in
the process of seeing and learning how to do the technology so that they can teach it and share it with the public. Staff are in the process of being trained on VLIN, the Virginia Library Information Network. This will give the library access to a wide variety of state information. Firstsearch will be the next step and gives the library access to on-line databases.

Mrs. MacDonald commented that within the next two years Reference will be able to pull things together as more equipment becomes available to them. This is an exciting transition period for the Reference Department. They are gaining access to a whole new world, there will be a lot more information and they are learning new ways to access it.

The Board asked about the multi-tiered approach of adding reference appointments. Mrs. MacDonald replied that some of the patron’s searches involve a lot of steps; and it would be nice to offer patrons an option of coming back and setting up a time, then someone could devote single-minded time to patron searches. It is something the Reference Department would like to offer.

Mrs. Caughron asked about staffing schedules at Reference and how the library can make the existing staff stretch across more hours and if what the Reference Department just presented will work with the same amount of people. Mrs. MacDonald replied that Reference has a new staff person (a Library Clerk) starting work December 1st and Reference is hoping to shift some of the non-professional jobs into that position, such as magazines - the checking in of magazines and photocopying of materials for the branches. That would free up time on the desk.

Mrs. Caughron inquired about the scheduling of the staff in the Reference Department particularly for evenings, weekends and Sundays. Mrs. MacDonald did not think it was an issue as the schedule is rotated and everyone does it.

President Gaylord asked if there was a way to work into the Reference plan something that will help Mrs. MacDonald to monitor or assess the productivity of her department. The Reference Department has more professionals than any part of the library which means it is also more expensive.

Mrs. Caughron asked about the Business Librarian position and how it would work with the community, in addition to Monticello AVV. Mrs. MacDonald mentioned that the Business Librarian would build up the collection, market it and encourage the business community to contribute to the resources. The Director commented the library won’t be going to the business community for resources until the library does a needs assessment. Reference is just beginning the process. Mrs. Caughron confirmed that the other staff will be trained, as well as the Business Librarian, so that it won’t be just one person doing this. Mrs. MacDonald replied that everyone will be trained; they already do cross training now.
Mr. O’Connell asked if the Business Librarian was tied to the budget proposal for Monticello AVV. The Director confirmed the position is in the Monticello AVV budget.

Mrs. Caughron asked about the possibility of having a clerical position doing the inter-library loans and teaching them how to use the machines/equipment. Mrs. MacDonald said this had been discussed; and she mentioned an Arlington, Virginia public library she had once worked with had done it with high school students stationed at the microfilm machines.

The Board thanked Mrs. MacDonald and conveyed how pleased they were with her report.

REQUEST FOR EARLIER BOARD MEETINGS

Mr. Tucker asked the Board to consider meeting up to 1-1/2 hours earlier, particularly December through March. Mr. O’Connell wasn’t in favor of meeting earlier but said he was willing to go along with the Board’s decision. He mentioned that the flip side of that would be to start thinking about limitations on how long the sessions should last.

MONTICELLO AVV UPDATE AND BUDGET (DIRECTOR)

The Director reported that the City’s Department of Public Works has finished their evaluation of the Central Library’s electrical wiring. They went through the building, marked all the boxes, checked all the circuits - whether they were loaded, overloaded, needed balancing and whether receptacles needed to be repaired - in order to ascertain whether or not the library had the electrical capacity to put 20-25 additional computers in the building. They found the library’s wiring to be adequate. They changed the wiring in the floor of the lower level. Some plugs in Reference are not operable because they were flooded; but the library can’t do away with the ones located under the Reference desk. There are power poles Reference can use if they ever decide to move their desks.

The library has to address and completely separate out the adding of a self-contained new heating and air conditioning system for the mezzanine. That would require a power sub panel to support the heating and air conditioning system that will go in the back room of the mezzanine and power strips need to be placed along the walls of the mezzanine.

The Monticello AVV RS2000 will be coming from UVA and will go on the mezzanine. The computer equipment will go on the mezzanine in the back area and the fiber optics line, that Sprint Centel is running from outside, will have the fiber optics box located on the mezzanine. The fiber optics will be the core for the network. The open area on the mezzanine will be the lab area where training will be done. Work stations will be located in that area. The mezzanine will be glassed in; it shouldn’t cost more than a couple
thousand to cover approximately 3,000 sq.ft. The wiring will be added in increments; and
the City’s Public Works staff is doing this on overtime. The heating and air conditioning
for the mezzanine should be done within the next three months. After the electricity and
fiber drop are put in, Philip Williams, Jon Gefaell, the Public Works staff and Tom Hatch
will all be working on the library’s fiber network and local area network. The library will
also be doing an analysis of each person’s work station at the Central Library and what
they need access to.

By the end of June 1995, the Central Library should have about 20 computers, a
new heating and air conditioning system, upgraded wiring, and Monticello AVV will be up
for the library staff and probably the City of Charlottesville and Albemarle County staff
as well. The Monticello AVV Executive Committee decided, when they are in the stages
of negotiating, to come to the Library Board for approval - that the Board will be de facto
a network provider. Everything the library mounts, the library will have to carefully
examine and analyze what the ramifications are and what it would take to support it. The
way the library is headed is that, hopefully, the library can sell the network and the
network would be self-supporting; it would support the free public access to the network
and to the Community Information Network. It would be supported by selling Internet
services to businesses. The infrastructure for Monticello AVV should be done by the end
of the year.

Mr. Huff and Ms. Peacock sit on the Executive Committee and represent Albemarle
County and the City of Charlottesville. They are fully aware that the library will be asking
for some financial support for Monticello AVV in next year’s budget. Sprint Centel is
giving the library the fiber optics and lines, but an actual figure as to cost has never been
mentioned. UVA is giving their equipment as a gift. Monticello AVV is currently
operating off of the grant budget and within the parameters of the matching commitments
made under the terms of the grant, even though the library did not receive the grant.

The library’s insurance will be increased to cover the equipment for Monticello AVV
and the 20-25 computers will be included on the list for insurance. The library is insured
for replacement value and it is increased automatically.

Mr. O’Connell asked the Director what the Monticello AVV network buys for the
community - that the Library Board will ultimately have to sell to the jurisdictions. The
Director replied that this is significantly different in how it would be handled as it would
be selling/enabling people to have access.

The Monticello Executive Committee has been discussing two issues:

1) Is this something that a commercial provider should handle? Sell the E-Mail
services and if you have problems with it, you go to them.
2) Should the library sell it or should they wait and see?

Mrs. Caughron mentioned making the access free and charging a fee to the people/businesses who load onto the system.

The Director pointed out that Charlottesville and Albemarle would be investing for themselves, their staff and their departments as well. The proposal for personnel and the personnel being added will help Charlottesville and Albemarle departments, because they are paying for it. Their staff will have to be trained. Mr. O'Connell didn't understand how this would defend adding a Business Librarian. The Director said the Business Librarian would help support the development of business-like and self-supporting businesses using Monticello AVV. It would be a component of the Business Librarian.

In the budget, the library has a new Reference formula, a full-year's salary of the full-time clerk that was added this year in Reference, and the costs are going up and it will not be feasible to add a Reference Librarian to the staff. The Business Librarian would help to support the Reference Department, do the analysis for the business community needs, the surveys, and would help the staff be more comfortable with the Internet. The only personnel position in the Monticello AVV budget that is already filled is the Systems Engineer, Jon Gefaell. The Director is comfortable with the Monticello AVV budget as it will be in the best interests of the community to do it, the library can sell the pipeline and it will eventually be self-supporting. It will be a self-serving expenditure of money and it will be an investment in long-term gain. The part the library cares about is the public access to the Internet. The library may just end up with only being able to buy a small sub section of the Internet for public access for library staff in the Central Library and only have a few computers up for the public.

Mrs. Dorrier asked if the Director was using 10% of her time on Monticello AVV as 10% of the Director's salary is shown on the Monticello AVV budget. Mrs. Dorrier said it bothered her as the Director's time would not be the library's (our) time. She voiced concern over the Director's basic job. The Director felt she was supported by the library staff and the staff knows this is what the library needs to do.

Mr. O'Connell asked who would be selling the Monticello AVV budget/proposal to Charlottesville and Albemarle County governments. President Gaylord assumed it would be the Executive Committee. Mr. Tramontin asked who was on the Executive Committee. The committee consists of Donna Selle, Library Director; Chip German, Director of Policy and Planning for the Department of Information Technology & Communication at UVA; Linda Peacock, Budget Administrator for the City of Charlottesville; Richard Huff, Deputy County Executive for Albemarle County; Jon Gefaell, Systems Engineer, is staff.

The regular library budget will include more staffing for Northside, more lines for access to VLIN, more equipment costs and some increased operating costs.
President Gaylord asked what needed to be done in December for the budget. Mrs. Caughron did not think the budget could be done in one session as in the past it usually took several sessions. The Director thought that in four weeks Administration should have a budget ready for the Board to review. The Board will be meeting twice in the month of December:

1) Regular Meeting - Tuesday, December 13th at 3:00 p.m.

2) Budget Meeting - Tuesday, December 20th at 3:00 p.m.

Mr. O’Connell suggested having a simple base budget that the Board can add to. Mrs. Caughron asked if the Business Librarian doesn’t get approved in the Monticello AVV budget, could a half-time Business Librarian be added in the Reference Department’s budget.

The Board took an informal vote and decided to meet a half hour earlier at both December meetings. President Gaylord said the Board can decide after the December meetings whether or not they want to continue meeting earlier.

The Director informed the Board that the library will be paying the membership fee for Gary O’Connell for VLA, as he is the Trustee/Chairman Elect for VLA and asked if any other Board members would like to be included. Next year, the VLA convention will be held at Roanoke’s new convention center. President Gaylord felt having two people attending would be sufficient; they can report to the Board or hand out any information to the Board members.

President Gaylord asked for Mrs. Pool’s input. Mrs. Pool said that the only input she had received from the staff was on the salaries listed for Monticello AVV; and she heard that numerous people wanted to apply. The Director explained the salaries included benefits. Mrs. Pool said she assumed it did. The Director explained the salaries were in line with the library’s current pay scale.

Mrs. Caughron thanked the Director for getting the Charlottesville-Albemarle Foundation to feature the library more predominantly in their literature. Mrs. Caughron also asked the status of the Board’s promotional brochure. The Director informed the Board that they will be doing it for the library.

The Director informed the Board that the staff has estimated that it will cost approximately $3,500 for the Summer Reading in the Parks; $3,000 will be used to update the collections and $500 will be used for incentives for the Summer Reading in the Parks. This past year it was $7,000; the library is proposing a cut of $3,500. It is shown as a separate line item in the budget each year.
The Board asked how the book rentals at Gordon Avenue were doing. Mrs. Pool commented Gordon Avenue displayed the books differently on Saturday and the number of rentals went up tremendously. They put the books on top and put them facing out more.

Mr. Tucker made the motion for adjournment; Mr. Tramontin seconded the motion. The meeting was adjourned at 5:49 p.m. There will be two Board meetings in December: (1) Tuesday, December 13th and (2) Tuesday, December 20th - both are to be held at the earlier time of 3:00 p.m. in the Central Library’s Madison Room.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE OCTOBER 25, 1994 MEETING

1) Approval by the Board of Trustees of the August 30, 1994 and September 27, 1994 Minutes.

2) Approval by the Board of Trustees for the Director to put the $1,000 bequest, from the Lucretia Ramsey Bishko estate, into the library's Charlottesville-Albemarle Community Foundation fund.

3) Adoption by the Board of Trustees of the new Reference formula and to continue to use that; but in implementing it in the budget, it will be on a two-year average, based on the two most recent years.

4) Approval by the Board of Trustees to accept the Peat, Marwick audit dated June 30, 1994.

5) Approval by the Board of Trustees to accept the Director's recommendation to make a special award of two weeks' vacation to Nancy Cook, who has served as Acting Head of Children's and Young Adult Services for the past year in a commendable manner.

DonnaLee Grossman
Recording Secretary

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE OCTOBER 25, 1994 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

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

TRUSTEES ABSENT:
Shirley Dorrier

ALSO PRESENT:
Donna Lee Grossman - Recording Secretary
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Reference & Information Services
Stella Pool - Staff Representative
Donna Selle - Library Director
David Shumaker - Head, Central Circulation

The monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Gaylord at approximately 3:30 p.m., in the Central Library's Madison Room, on Tuesday, October 25, 1994.
President Gaylord welcomed and introduced the guests. Included among those introduced were three newcomers:

1) George Tramontin, incoming Board member from the City of Charlottesville,
2) William Lyons, the new Business Manager,
3) David Shumaker, the new Head of the Central Circulation Department.

Approval of the August 30th Minutes was deferred to the September Board meeting. A brief discussion ensued regarding what constituted a quorum; and a review of Page 2, Section 3, under Article III for Meetings in the Bylaws indicates that: A quorum for the transaction of business at any meeting shall consist of a majority of the Trustees present in person. President Gaylord then asked for a motion by the Board members that were present for approval of the August 30, 1994 and September 27, 1994 Minutes. Mrs. Caughron made the motion for approval of the August 30, 1994 and September 27, 1994 Minutes; Mrs. Baker seconded the motion. Mrs. Clarke abstained as she was not present at the meetings; Mrs. Gleason was not present when the vote was taken.

President Gaylord appointed a Nominating Committee for election of officers. Mrs. Gleason and Mr. O’Connell will co-chair the Nominating Committee and will select committee members. They will report back to the Board at the November meeting.

LOUISA COUNTY UPDATE:

Mrs. Clarke confirmed the Library Director’s update on Louisa County done at the September Board meeting. At the October 17th meeting, a committee was appointed consisting of seven members - representatives from the Friends, the Advisory Committee, the Foundation, two members from the Board of Supervisors, and the Library Director and Mrs. Clarke. The committee will be reporting back by December 17th. They are to find an interim facility and are exploring the possibilities and feasibilities of another facility.

Mrs. Clarke just learned that one of the buildings they inspected had major problems with it - a sewer problem as well as a structural problem. The building was the former catalog store for Sears. They looked at the old Safeway building as well as the building adjacent to it, which was previously a drug store. The next step will be to meet with the committee. The Foundation has scheduled a meeting for November 3rd.

President Gaylord asked what the minimum square footage requirements were. The Director said 13,000 square feet. The square footage of the present library is 2,700 square feet. Part of the square footage for the new space will be used to meet ADA requirements.

Mrs. Clarke confirmed they are looking to replace the current library. Mr. O’Connell asked if the idea was to rent a location during the interim period of time until
Louisa can build. Mrs. Clarke said that was a possibility; but right now there isn’t an existing structure available unless they can get the owner of the shopping center to renovate the space available and come up to specifications. Mrs. Clarke mentioned there was someone in town, who has built to specifications; but Mrs. Clarke is waiting for the committee to act first. Mrs. Clarke said Louisa needs to expand what they currently have. The space is limited for expansion as well as for parking, plus there are mechanical and structural problems that need to be addressed. Mrs. Clarke said that since the concentration of the population is mainly in the Louisa/Mineral corridor, the library would probably need to be located in that area. There are many options that have to be explored.

BEQUEST:

A special notice was sent to the library regarding the death of Lucretia Ramsey Bishko. The normal procedure for the library is to check the records to see if the person had a library card so that their name can be removed from the system. The records indicated she was not registered; however, about a month later, the library was sent a $1,000 bequest from her estate. This was an unrestricted gift from an Albemarle County resident; and the Director recommended the bequest be put in the Charlottesville-Albemarle Community Foundation. Mr. Tucker made the motion for Board approval to put the $1,000 bequest, from the Lucretia Ramsey Bishko estate, into the library’s Charlottesville-Albemarle Community Foundation fund; Mrs. Baker seconded the motion. The motion was unanimously approved by seven Board members (Baker, Caughrorn, Clarke, Gleason, O’Connell, Tramontin and Tucker). President Gaylord asked for Mrs. Pool’s comments. Mrs. Pool said she had not had any opportunity to talk with anyone else to find out what they think regarding this. She thought the Foundation would be one sure place to put it; because if you open it up to anything else, there would be so many other holes to plug it into that it would be hard to decide.

SUMMER READING IN THE PARKS:

The Director asked if there were any questions regarding the report on Summer Reading in the Parks program for 1994. The Director reported that the library is assessing the collections for updating and is already beginning to develop a budget for the books for next year.

Mrs. Caughrorn asked about the people at the parks doing the monitoring and reading for the program, as it seemed they didn’t know that was part of their jobs. The Director explained that this was a transition year; and Reading Partners, Inc. was contracted with to train the summer park and recreation staff. The mixup occurred because the park and recreation staff did not realize that reading activities were part of their jobs. Prior to this year, the Reading Partners, Inc. staff did the reading at the parks. The problem was ironed out before the summer program ended.
The Director said there were some strong recommendations for next year. If Summer Reading in the Parks is going to be successfully integrated into the park programs, the type of skills and abilities of the people hired to work in the parks should include some interest in reading. They will do a better job in recruiting and in making it clear that reading is part of the summer activities in the parks.

President Gaylord asked the Director to explain/define the relationship between the library and the parks. The Director explained that every year has been a little different - the relationship with how the library operated services, how the program was implemented and the number of sites served. It started out in Tonsler Park and the library staff did it. Eventually more parks were included and the library contracted with Reading Partners, Inc. The library defined the level of service, built the collections, and implemented it over a period of approximately five years so that all recreation centers and parks now have collections. The Director confirmed this was the library’s outreach program to the City of Charlottesville’s Parks and Recreation Department, as well as the housing developments. It is funded by the City of Charlottesville; and the library Board members for Charlottesville were successful in getting $7,000 to fund this program last year.

The library oversees the purchase of materials and the library staff checks on the appropriateness of the library books to be used. The library rotates materials and monitors the interests of the children and gets feedback from them.

Mr. O’Connell asked how the Director sees the relationship for next year. The Director felt that there should be at least one employee hired at each site, for the Summer Parks programs, who has the interest and ability to encourage children to read so that it is incorporated, available, encouraged and supported all day long. It needs to be integrated into the total day; and Gwen Jackson, from the Parks and Recreation Department, will be working with Bruce Keith on rewriting the job descriptions to include this as a requirement of the job. Nancy Cook and other library staff will be doing the training, instead of Reading Partners, Inc.

Mrs. Caughron asked if the summer incentives were done at all the locations. The Director replied that it was done at some of the parks; it was uneven because each park did it a little differently - some didn’t use the incentives at all and some came to the movies every week. It was not system wide. The library and Gwen Jackson are thinking that rather than contracting with Reading Partners, Inc. for this program, there should be a book budget instead. Putting computers in the budget was also discussed.

REFERENCE SURVEY REPORT (Distributed at Board Meeting):

The report on the Reference Survey was distributed at the Board meeting. The Reference Department just finished their second survey on the use of the Central Reference Department. Their report combined all four weeks of the survey. Expenses are allocated
for the Central Reference Department to all the jurisdictions; and this survey will provide
the statistics as a base for allocating expenses to the jurisdictions.

The Board reviewed the report with the Director. The out-of-area usage was
eliminated when the percentages were computed. The Central Children's reference activity
reflected primarily a more typically local branch usage and their statistics were not added
to the Reference allocation formulas.

Mr. Tucker estimated that the Reference costs were approximately $11.00 each. Mr.
O'Connell felt the statistics gave a truer allocation to justify costs to the jurisdictions.
However, the shift in the allocations will probably be an issue in the budget. There will be
automatic increases for some of the jurisdictions because the formulas have been changed.
President Gaylord commented that the impetus to do this survey came from the budget
discussions last year.

Circulation costs are currently based on a two-year average and it helps in evening
it out. President Gaylord asked if that was a feasible way to also do the Regional Reference
costs. The Director felt a two-year averaging could be done all the way across. Mrs.
Caughorn and Mrs. Baker both agreed that the survey should be done every year, using
the two-year averaging, just like the allocations for the rest of the budget.

Mr. O'Connell made a motion that the Board adopt the new Reference formula and
continue to use that; but in implementing it in the budget, it will be on a two-year average,
based on the two most recent years; Mrs. Gleason seconded the motion. The motion was
unanimously approved by seven Board members (Baker, Caughorn, Clarke, Gleason,
O'Connell, Tramontin and Tucker).

President Gaylord asked for Mrs. Pool's comments. Mrs. Pool thought it was
politically wise to average out two years. Mrs. Pool had questions regarding how the
survey was done. Some branches, such as Northside for instance, do not differentiate
between adult and children's reference. Northside does not differentiate because they have
a single service desk. She had questions about how children and adults are defined. At
Central it is easier to define as you have two separate departments. So at Central,
regardless of the age of the person and depending on which desk they go to, they are
counted, she assumed, as adult or children. In the branches, it is harder to differentiate
that. Mr. O'Connell said that this focus is just on Central; and the cost of reference in the
branches would be included in the branch budgets. Mrs. Pool pointed out that sometimes
the better trained your personnel, the more they know of existing sources that aren't in the
collection. More referrals also might be coming into Reference because they would know
there are other sources to find answers.

Mrs. Caughorn asked about the average length of time for each Reference call. Mr.
Tucker said he worked it out to be about two hours. (Note: In a phone call to the Director
on October 26th, Mr. Tucker asked to amend his statement - the average reference question
was 35 minutes at a cost of approximately $9.70 per question.) Their time is not always
spent on one question for two hours; the Director explained to the Board that Reference
staff do interlibrary loans, training of staff, they work on the collection, they do backup
reference to the branches, and they deliver reference to the people coming or calling in.
President Gaylord wanted the Reference staff to know that the Board really does value
them and their department; but she needed to point out that the Board has to also be aware
of costs.

ANNUAL REPORT:

The Director referred to page two in the Peat, Marwick Audit report. Two lines the
Director watched in particular were the Fund Balances for July 1, 1993 and the Fund

The Board asked about the comment on the Library not maintaining account records
or financial statements for its general fixed assets. The Director said the library doesn’t
have a full-fledged inventory of everything the library owns. The library doesn’t have an
inventory on the tables, chairs and shelving purchased before June of 1988. However,
approximately 90% has been inventoried - all of the library’s automation equipment has
been inventoried, all of the collection has been inventoried and everything the library
bought since 1988 has been inventoried.

The only unusual activity in the budget was the transfer from one year to another
(encumbered) of the Nerancy bequest because it was kept until a decision was made on the
disposition of the bequest and it crossed fiscal years. The bequest was received in the
amount of $100,000 and was eventually transferred to the Foundation at $101,027.

The library continues to be financially stable; and this makes the second year in a
row the library did not get a management letter. Mr. O’Connell made the motion for the
Board to accept the audit; Mr. Tucker seconded the motion. The motion was unanimously
approved by seven Board members (Baker, Caughron, Clarke, Gleason, O’Connell,
Tramontin and Tucker).

ANNUAL BUDGET DISCUSSION:

President Gaylord asked Mrs. Caughron to be the Budget Chairperson for the
coming budget deliberations for next fiscal year. Mrs. Caughron expressed her hope that
the budget process would be done the same way as last year’s, with everyone participating
in the budget together. Time lines also were discussed. President Gaylord pointed out that
the Bylaws state October as the time to get the budget calendar.
Mrs. Caugbron checked on the budget process for discussion. The Director and the Board will be discussing what the library would like next fiscal year, in addition to the regular budget. The Board needs to review the list of additional requests so they can prioritize them. Mr. Tucker mentioned that the first budget usually includes all the wishes and wants in it and the requests of the staff and the Board takes it from there.

The Director commented, with the exception of more shelving hours, Northside has operated with the same budget and the same staffing levels since it opened. The professional staff have to spend too much time at the circulation desk at Northside. Justification for the addition of two circulation clerks at Northside can easily be supported based on their phenomenal growth.

The Director reported that at this time, the library does not know about the salary increases. The Director met with the Charlottesville and Albemarle County budget administrators, the City Manager and County Administrator and the Monticello AVV Executive Committee. Monticello AVV will be developing their own budget. Charlottesville and Albemarle County are expecting the library to present a new program of service for Monticello AVV. They are both involved on the Executive Committee in dealing with this. They were fully aware that if the library and UVA didn’t get the grant, they would still proceed with it. The budget will be going up by approximately $200,000 because of Monticello AVV; but their operating budget will be separate from the library’s regular operating budget. The library received enormous credit for putting up $50,000 for each of the next two years for Monticello AVV. The Director suggested charging part of her salary to Monticello AVV as administrative overhead.

The Director informed the Board that she has been appointed to a Chamber of Commerce Infrastructure Committee. While attending her first meeting, the Director was asked to make a report on Monticello AVV. One of the positions requested in the budget is a Business Librarian; and the Chamber’s committee decided to make this part of their platform and included it in their missions and goals. The Chamber’s Executive Committee was also present and they will lobby and support Monticello AVV’s budget and for a Business Librarian. Bringing up Monticello AVV cannot all be done with volunteers; the Director pointed out the library and UVA cannot proceed without additional staffing to bring it to the community.

Mr. Tucker said the Monticello AVV costs are not regional costs; they are Albemarle and Charlottesville costs. He felt when the budget is presented, the regional costs and local costs should be separated. Mr. Tucker also asked to stand on record as voicing his concern about the using of the Library Director for something else.

The Director discussed the $45,000 shifted last year from the operating costs to the Equipment Fund for computer maintenance costs. The Director felt this would put undue pressure on the Equipment Fund. Between now and the commitment the library has made...
to Monticello AVV, the library won’t have much left in the Equipment Fund. The Director asked the Board to allow the library to compile a budget that puts the $45,000 back into the operating budget. It would free up more money in the Equipment Fund to buy more equipment. The Board suggested the Equipment Fund be done the same time as the budget. In that way, it gives the Board the necessary information for them to make decisions. The Board concluded that the $45,000 should stay where it is for the time being.

Mr. O’Connell felt the library would have a hard time selling next year’s budget because of suggested program improvements, Monticello AVV, the change in costing out regional reference and the shifting of the $45,000.

The Director commented that Central will be trying to find some way to generate more revenues. It needs further study to find out how much it will cost the library in order to raise more money/revenues by sending out more notices, sending out one-time special notices and determining the costs in staff time to make sure the rewards and revenue/returns will be sufficient to justify it. Mr. Lyons and Mr. Shumaker will be analyzing this and the library may decide that it needs to increase revenues on overdue fines.

The Director reviewed the schedule for the next three weeks. The Director needs to have the budget for Monticello AVV done by November 4th. Library staff will be hard pressed to get a budget to the Board a week ahead of time, before the next Board meeting; however, staff will try to have something available for the Board to work on at the Board meeting. The budget should be done by January 1, 1995.

The Director mentioned that the Nelson County Advisory Committee wanted to have the third person go to 20 hours per week and include benefits. Louisa County staffing levels will stay the same at this time. Two circulation clerks will be added to the Northside budget and a Business Librarian to Central Reference. Base salary information is not available yet; but there will be a pool of money added into the budget.

Mr. Tucker asked the library to get the cost of living increase and compare it with what it was a year ago and bring the information back to the Board. The Director asked Mrs. MacDonald to follow up on this.

The City of Charlottesville should finish their salary survey next month. Through the library’s request, Charlottesville did not assess library positions to the marketplace last year; but they will be doing it this coming year.

Mrs. Caughron asked where the money in the salary line went since the library had several vacancies. The Director explained that some of the money went to pay off vacation accruals for people who left the library - some of them had a month or more of vacation payoffs, some went for substitutes and some went to the people picking up the workload until vacancies were filled. In addition, some of the money also goes into the book budget.
(last year approximately $25,000 went into the book budget) and some went into other line
items in the operating budget.

The Director, on Nancy Cook's behalf, asked the Board to approve giving Nancy two
additional weeks of vacation this fiscal year, since she has been the Acting Head of
Children's and Young Adult Services for over a year. This would be a one-time two-week
grant. This position normally comes with four weeks of vacation as it is considered a
Senior Staff position. She has been receiving a differential in pay as the Acting Head of
Children's and Young Adult Services. The Board decided any further discussion should
be done in Executive Session. Mr. Tucker 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. Caughron seconded the motion. The Library Board went into
Executive Session at 5:07 p.m. At 5:38 p.m., the Library Board reconvened into open
meeting to take a vote of the membership and to certify the resolution to go into an
Executive/Closed meeting (Certification of the Executive Meeting is attached to the
Minutes). Mrs. Caughron made the motion that the Board accept the Director's
recommendation to make a special award of two weeks' vacation to Nancy Cook, who has
served as Acting Head of Children's and Young Adult Services for the past year in a
commendable manner; Mrs. Gleason seconded the motion. The motion was approved by
six Board members (Baker, Caughrn, Clarke, Gleason, O'Connell and Tramontin). Mr.
Tucker opposed the motion.

DIRECTOR'S REPORT:

1) **Bookmobile** - The Bookmobile is back on track. The automation of the
Bookmobile is finished. The new Activities Director at the Piedmont Health Care Center
has asked the library to establish a new Bookmobile stop for their area. Fifteen people
have already signed up to use it and they eventually expect around thirty people to sign up.

2) **Reregister Campaign** - The library will be starting a reregister campaign after
Charlottesville and Albemarle have finished assigning names, for the 911 project, to all the
streets on the map and the people have been given their new addresses. It won't happen
before early next year.

The meeting adjourned at 5:48 p.m. The November meeting has been scheduled for
earlier in the month on Tuesday, November 15, 1994 at 3:30 p.m. in the Madison Room
at the Central Library.

Recording Secretary
DonnaLee Grossman

(R-11/9/94)
RESOLUTION NO.: #1 - 10/25/94

MEETING DATE: OCTOBER 25, 1994

MOTION: MR. TUCKER, JR.
SECOND: MRS. CAUGHRON

*(MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS REGARDING NANCY COOK RECEIVING REMUNERATION IN THE FORM OF TWO ADDITIONAL WEEKS OF VACATION AS PART OF THE CONSIDERATION GIVEN HER FOR BEING ACTING HEAD OF CHILDREN’S AND YOUTH SERVICES FOR OVER A YEAR.)

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, GAYLORD, GLEASON, O’CONNELL, TRAMONTIN 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: DORRIER

Donna Lee Grossman
Clerk/Secretary of Jefferson-Madison Regional Library
MINUTES OF THE SEPTEMBER 27, 1994 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT:

Christine Baker
Cyndy Caughron - Vice President
Betty Gaylord - President
Elizabeth Gleason

TRUSTEES ABSENT:

Mary Jane Clarke
Shirley Dorrier
Gary O’Connell
Walter Tucker, Jr.

ALSO PRESENT:

Nancy Cook - Acting Head, Children’s & Young Adult Services
DonnaLee Grossman - Recording Secretary
Joyce MacDonald - Head, Reference & Information Services
Donna Selle - Library Director

A special reception was held at 3:30 p.m. in the Greene County Branch Library, to honor Dorothy Maehler, their retiring Branch Head. The monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Gaylord at 4:12 p.m. in the Greene County Board of Supervisor’s meeting room on Tuesday, September 27, 1994.

Approval of the August 30, 1994 Minutes was deferred.
Ms. Cook referred to the report on Summer Reading Programs for 1994, that was outlined in the Board’s packet. The report showed the number of people registered for each branch from 1992-1994 and gave a brief summary of the past summer's reading programs.

The Magic Trip Summer Reading Program was based on a popular series of books about the Magic School Bus; and the materials were provided by Virginia State Library. A special Children’s Committee began planning for the summer reading program in November 1993. The process was very successful and they will be continuing it. Weekly programs were scheduled region-wide; and each branch planned their own programs. The committee is meeting in October to begin their planning for next year’s summer programming.

The Cheap Thrills Reading Program was the first young adult summer reading program for the library. Charlotte Bradshaw, Young Adult Librarian at Northside, did a great deal of work organizing this program. Local businesses were solicited by the staff to donate coupons for the program. Coupons were given to people for signing up; and it helped to generate momentum for others to sign up. The ages of the participants ranged from 9-12. The library had debated setting an age limit but decided to let the participants choose what they wanted to sign up for. They did make a stipulation the reviews that were submitted had to be young adult or adult books.

Ms. Caughron asked about comparable statistics for Northside and Central. Ms. Cook replied that for Cheap Thrills, Northside had 152 sign up and Central had 60; the percentage increase for Northside just for the Magic Trip was 39% and adding on Cheap Thrills made it a 56% increase. Mrs. Caughron asked about the ages for the Reading in the Parks program and if they were given an opportunity to sign up for Cheap Thrills. Ms. Cook said the Cheap Thrills materials weren’t distributed to the parks. Ms. Baker asked for statistics on the genders; and Ms. Cook said that data wasn’t tallied but her general impression was that it seemed to be about equal. Ms. Baker asked if the library could do more to reach out more to the children that need it. Ms. Cook felt that you can always reach out more but the library is limited because of staff time. Several staff did make visits to the schools and that has been the library’s main outreach focus - getting to the schools.

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The Director commented that the Young Adult Librarian position at Central should make a big difference and should draw more young adults to downtown. The success of the Young Adult program at Northside is attributed to Charlotte Bradshaw, who developed this program. Ms. Baker asked if the children’s programs would continue at Central during the school time. Ms. Cook said the main emphasis, in terms of programs, is more on getting into the schools rather than having programs
SUMMER READING REPORT (Continued)

at the library, because you can reach more. Young adult services and programs are important because children are introduced to the library; the programs offered by the library spark an interest in children; and hopefully, they will be users of the library for the rest of their lives.

President Gaylord thanked Ms. Cook for her report and for helping with the summer programs. President Gaylord also thanked Ms. Cook for stepping in during this long period as Acting Head of Children’s and Young Adult Services. Ms. Cook said that special thanks should also go to the Friends for all of their support - their funds were used to purchase incentives that were handed out and to pay the fees for performers to do the programs. The Director commented that she felt this was one of the most outstanding Children’s summers the library has ever had and the staff worked very hard to make it successful. Ms. Cook thanked the Board and Director for their comments adding that the success was due to a really good staff.

The Director mentioned the library’s concern regarding the issues of censorship in the Albemarle County schools and commended Ms. Cook and her staff for quietly arranging to have banned book exhibits/displays in the branches. Ms. Cook said that the American Library Association’s Office of Intellectual Freedom offers this; and they have done work compiling a list of banned items. This is made available to the libraries.

LOUISA COUNTY LIBRARY

The Director updated the Board on the Louisa County meeting. Approximately 25 people attended. Special interest groups were invited and included the Louisa Advisory Committee, the Louisa Friends, the Louisa Foundation, the Louisa Historical Society, the Literacy Volunteers, the Cooperative Extension, and some local school representatives.

A handout was distributed to those present outlining the library’s proposal to the Louisa Board of Supervisors. They want a new building; however, the proposal is to rent during the interim period. There was a discussion involving the properties owned by the Louisa Foundation and their request that the new library be located in Mineral, Virginia. There isn’t rental space or a build to suit option in Mineral and the population density is in Louisa. The Director emphasized that before going to the Board of Supervisors, or any governing body, it is very important to utilize and review all existing resources that are available. The timing is also right to up the staffing levels to four full-time employees. The library is also proposing using the same process that was so successful for Northside.
The Director informed the Board that Linda Peacock replaced Gary O’Connell on the Executive Committee for Monticello AVV. Ms. Peacock will be in charge of all the electronic information systems at the City of Charlottesville. She is the budget officer for the City of Charlottesville.

The Director has been working with Chip German on the governance and how Monticello AVV will work. Chip German will be working on the community network with Adelphia Cable and Sprint-Centel; he will be working on the technological aspects and support with Jon Gefaell. The library’s role will be to do the intake part for volunteers.

At the last meeting of the Executive Committee, they made a big decision to bring down the present Hopper system. It will be shut down between October-November 1st. There will be limited Internet access while it is down so that library staff can continue their training and become more familiarized with the programs and services. Macintosh computers will be used. Jon Gefaell and library staff will have limited access until the computer is moved from the University of Virginia and the wiring is done at Central.

Hopper was the name of the community network system Jon Gefaell ran for the University of Virginia. When the system is brought back up, they will be bringing up Monticello AVV on the library’s own machine and in their own name.

President Gaylord asked about the role of the volunteers. The Director said that many of the volunteers are current users, they need to be managed more and more organization and structure needs to be put in place for them. Every person, who signed up on the Monticello AVV form, will be interviewed to find out if they are purchasing commercial Internet services, if they are volunteering and will be helping develop services on Monticello AVV, or if they are just candidates for training. There are approximately 200 people to be interviewed to determine their role in the new system. They will receive a copy of the Acceptable Use Policy that the Board approved, they need to be registered as library borrowers/patrons in good standing, and they may be asked for a more complete resume of their automation experience. Training manuals also need to be done for the new system.

Mrs. Gleason thought it was misleading to use the term volunteers when most of them are users. President Gaylord and Mrs. Gleason thought the volunteers would be used to train other people. The Director confirmed that some of the volunteers will be helping with the training of other people and will be helping to develop the services.
MONTICELLO AVV REPORT (Continued)

Jon Gefaell will be doing a demonstration in his office for the Board at their next month’s meeting. President Gaylord asked about Jon Gefaell’s role. The Director said that Jon Gefaell is a community information design specialist and operations manager. Jon will have a similar role to the one Philip Williams had when he brought up the automation system for the library. Jon will help choose the system, help install it, and will see that it is operating. Much of the system and report generation he will do himself. The biggest difference is that Jon builds the system himself. He puts together a series of software packages and mounts them on the system. He is the technician, he is building the system, and he will be overseeing the day-to-day technical operations.

The Director informed Board members that she was not optimistic about the library receiving the grant for Monticello AVV. The enormity of the project and the physical changes that have to be done at Central Library will take time and cannot be done any faster. Even if the money had been made available, the library is not ready to do it because the building needs to be rewired, we need the fiber optics from Centel, and the bids need to be done for the heating and air conditioning system. Fortunately the library has many entrepreneurial opportunities available to help this system become self-supporting. The first service will be for walk-ins to use the service. People can have access by dialing up to get Internet and a modem will be needed at each end. With fiber optics installed, people can go directly from computer to computer and modems are not needed.

The Board reviewed the Director’s handout of the Community Network Tasks chart, their major tasks list for Fall 1994, and their statement of primary goals.

CENTRAL LIBRARY

For the prior two years, portions of Central Library’s roof have been repaired. This year, another portion was scheduled for repairs. Central has asbestos and it is contained; however, the library was sealing the roof with rubber to keep it contained. The Charlottesville Board of Architectural Review became aware that the library was covering the tin roof with the black rubber and called the project to a halt. They decided that the roof should remain tin. The Director asked them to permit the library to finish the current project and allow the library to put the money for the whole new all-tin roof in the capital improvement projects for five years from now. It will cost approximately $100,000. A compromise was reached; and they decided they would put tin on the whole roof now. This will take at least two weeks for the engineering studies.
The Director informed the Board that this could potentially have some impact on the rest of the library's capital improvement projects.

The Department of Public Works has just started assessing Central Library's wiring needs. They are testing electrical conduits at Central. They will be taking out/deactivating the electrical conduits/the floor plugs in the basement area where it has flooded. They will wire the existing columns or use power poles to replace the floor plugs. They are relocating and testing all of the library's circuits and are testing all the loads that are on them at different times of the day. They will be conditioning the power that comes to the building, which should help rid the building of some of the electrical brownouts and problems with lightning strikes. Having often worked on the library building, they are very familiar with it and are working overtime to get the project done. They will be coming back to the Director to make recommendations. Hopefully all of the $40,000, taken from capital improvements for carpeting to do the wiring for Central, will not be used.

The next project getting underway is the heating and air conditioning system at Central.

The library would like to designate the Mezzanine for the Monticello AVV project. The people working on the building's heating and air conditioning will need to know what is planned because they will have to enclose or put glass up in the Mezzanine and have a separate heating and air conditioning system for that area. The Director estimated the cost to be around $5,000-$6,000. The library has not gone out to bid yet.

Air quality standards were discussed. It may take more extensive heating and air conditioning/air filtering to meet minimum air quality standards. It is very difficult to meet air quality standards in libraries.

They also want to do something about Central's old boilers. They want to remove and replace both of them. They also found out that Central has a one-pipe radiator system and the library needs a two-pipe radiator system.

**UPDATE ON JOB OPENINGS**

The deadline for most of the positions is Friday, September 30th. The positions with the highest priority are the Central circulation clerk, the business manager, and the branch head at Greene. The response has been excellent; however, only a few applications have come in for the Head of Children's Services and the Young Adult Librarian positions. Special flyers were done and given to the circulation desk and the
branches for distribution. A special ad was placed in The Daily Progress on Sunday.

OTHER ITEMS DISCUSSED

1) **$1,000 Gift** - The library received a bequest of $1,000 from the estate of Lucretia Ramsey Bishko. It is an unrestricted gift and the Director recommended to the Board that it be put in the Foundation.

2) **New Board Member** - George C. Tramontin has been appointed as the new Trustee for Charlottesville. Ms. Gleason mentioned that he was a former Superintendent of Schools in Charlottesville in the 1960's.

3) **Mr. Garrity’s Report on Summer Reading in the Parks** - The Director attended a meeting with Nancy Cook and the City Parks representative, Gwen Jackson, to analyze and evaluate the Summer Reading in the Parks program. Mr. Garrity has not turned in his report yet and the Director will send him a reminder. The last payment is not released until the report is turned in.

4) **October Board Meeting Agenda** - The October Board meeting agenda will include the beginning of budget discussions; Mark Trank, the new Albemarle County Attorney, would like to attend the Board meeting; a draft of the long-range plan for the Reference Department will be ready.

5) **Ownership of the Books in the Branches** - At the August Board meeting the discussion came up regarding ownership of the books in the branches. Ms. Gleason mentioned she would like this researched. Ms. Baker said that she had researched it and read from the Regional Agreement (Page 6, #13):

   In the event any participating jurisdiction determines to dissolve this agreement as provided by the Code of Virginia, Section 42.1-42, as amended, the distribution or allocation of buildings, books, furnishings, and equipment shall be negotiated by a joint committee appointed by all the participating jurisdictions. However, any library books or other media, permanently assigned to any particular local collection at the time that negotiation for dissolution begins, shall remain in the jurisdiction responsible for that local collection for its use or disposal.
OTHER ITEMS DISCUSSED (Continued)

The Director felt that the only item the regional library would want back, if a library seceded from the regional library system, would be the computers, not the books. Most of the branches feed off the Central collection. Special collections are being cataloged, identified and accounted for at each of the locations. The collections would be considered theirs. This would also include the special African-American collection at Gordon Avenue. The ramifications to the library’s book budget are great. The boosters will have to raise their $5,000 first and the library will then have to find the money to match it.

6) Nelson County - Board members referred briefly to Mr. Tucker’s concerns about Nelson County getting their fair share from the equipment fund. The Director said that the library has to look at the resources that are available every year and what the priority needs are. Two book drops are on the top of the list for Nelson next year and that will cost over $4,000. The Torn Land Fund is another source for the Nelson County Library to use to request additional funds.

The Nelson County Advisory Committee is working out extremely well. They have been very active, they have been writing letters to the public, and they have been disbursing very accurate information. They are unified and speak as one voice, they have written press releases and have supplied handouts of information that have been distributed over the counter to the public.

7) Change in Dates for November and December Board Meetings - New dates for the November and December Board meetings:

Tuesday, November 15, 1994 - 3:30 p.m. at Central Library
Tuesday, December 13, 1994 - 3:30 p.m. at Central Library.

The October Board meeting will be held at the regularly scheduled time at 3:30 p.m. on Tuesday, October 25, 1994 at the Central Library.

8) VLA Annual Conference in Williamsburg - Board members asked for the necessary information to sign up for the VLA Annual Conference in Williamsburg. Mr. O’Connell has already signed up to go and President Gaylord and Ms. Baker would like to attend. The Director will have the Recording Secretary process the paperwork so they can attend the special, "For Trustees, Friends" conference being held on Friday, October 28th. The library will pay for their lunch reservations and registrations. Ms. Baker offered to drive the Board members to the conference. The Director asked Board members attending the conference to keep track of their bills.
The meeting adjourned at 5:38 p.m. The next meeting is scheduled for Tuesday, October 25, 1994 at 3:30 p.m. in the Madison Room at the Central Library.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S

BOARD OF TRUSTEES

AT THE AUGUST 30, 1994 MEETING

1) Approval by the Board of Trustees of the July 26, 1994
   Minutes as amended.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE AUGUST 30, 1994 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY

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:
DonnaLee Grossman - Recording Secretary
Joyce MacDonald - Head, Reference & Information Services
Daniel Nunziato - Business Manager
Stella Pool - Staff Representative
Donna Selle - Library Director

The monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Gaylord at approximately 5:02 p.m. in the Central Library’s Madison Room on Tuesday, August 30, 1994.

The Board members made two amendments to the July 26, 1994 Minutes before they were approved. Mrs. Gaylord asked that the third paragraph on page three be deleted from the Minutes. (Deleted: Mr. German thought Mrs. Gaylord’s suggestion of having a user’s card for this system was a valid suggestion.) Mr. Tucker and the Board changed the last sentence in the last full paragraph on page eleven. (Amended to read as follows: Mr. Tucker said that the Equipment Fund is from regional money, the jurisdictions should be able to use it.)
The motion was approved by five Board members (Baker, Caughron, Dorrier, O'Connell and Tucker). Mrs. Gleason and Mr. McIntosh abstained from voting as they were not present at the July meeting.

Mr. Tucker voiced his concerns regarding regional costs, local costs, and the Equipment Fund. Mrs. Gleason explained her understanding regarding the Equipment Fund and its use. It is a regional fund designed to be used to replace worn out, defective equipment - maintenance and replacement of any kind of equipment. The Library Director has been given the discretion to decide what is the most needy at any given time in any given year and it won't be distributed evenly. For example, if a branch has a lot of equipment breakdowns in one year while another branch has only one and another branch has none that year, it looks as if one branch is getting a hefty sum of money - and it is. That's the reason it seems as if the distribution is unequitable.

Mr. Tucker said what Mrs. Gleason described were regional costs, not local costs. He said shelving, chairs, etc. are in there and are obviously not regional costs. Mrs. Gaylord said the library had just started using the Equipment Fund for furniture. The Director said some of the funds were taken out of the local operating budget. The Director explained that after this year, the library won't have the money available in the Equipment Fund to do this as the library has committed $100,000 from the Equipment Fund reserves for Monticello AVV. Furniture will have to come out of the local operating budget.

Mrs. Gaylord referred to Mr. Tucker's earlier comment about the motion the Board passed regarding the $5,000 expended for special books at Gordon Avenue, clarifying that the funds will be coming out of Gordon Avenue's portion of the book budget. The Director commented that the library does not have allocations per branch; however, the library has a distribution list for certain levels of books - if it is a best seller, then everybody gets it. Central gets several copies and everybody feeds off it. The library has a matrix for how many copies to buy, depending on the item. The library does not have the ability to track the costs for each branch on the computer system as it wasn't set up that way.

Discussion ensued regarding what a jurisdiction owns and what was in the Regional Agreement. President Gaylord asked that further discussion be postponed.

**DIRECTOR'S REPORT:**

1) **Publishing & Communications Program** - Beverly Jane Loo, originally Marketing Director of Thomasson-Grant, developed a Publishing & Communications program as part of the University of Virginia's Division of Continuing Education.
The Director is on the Advisory Board and supports it as an outstanding program. The Director was involved with the curriculum and recommended very highly the Introduction to Book Publishing class.

2) **Job Openings** - All the positions that are open within the library system will be advertised within the next two weeks, beginning the Sunday after Labor Day. The Head of Children’s and Youth Services position will be advertised until it is filled. All the positions have been budgeted.

The Director confirmed how pleased she is with the new Supervisor of Central Circulation, David Shumaker. He has taken hold extremely well and already has a notebook of ideas, concerns and issues to address in the Circulation Department. He will be a tremendous asset to our library system.

3) **Third Edition of "Cheap Chats"** - The Director distributed the third edition of "Cheap Chats" to the Board members. This was part of the Young Adult Summer Reading Program called Cheap Thrills.

4) **Interview by The Daily Progress** - The Director had an emergency meeting/interview with The Daily Progress concerning a story that Gordon Avenue was closing. The Director assured them this was not true and shared with The Daily Progress the Board Minutes, the Task Force Report, and up-to-date statistics regarding Gordon Avenue. The Director confirmed with the press that the formation of the Boosters was to enhance Gordon Avenue's role.

5) **Albemarle County Planning** - The Director mentioned Albemarle County is reviewing their capital improvement plan and will be deciding to enhance, enlarge or replace the Crozet Library and will be looking long-term at having another branch somewhere in the county. Because of this, Albemarle County will be looking at turning the title of their half (50%) interest in Gordon Avenue back to Charlottesville. This would make Gordon Avenue a City branch; however, Albemarle County would still be responsible for their share of the operating costs. It won’t happen this year; but it is an expectation Albemarle County has before they build another branch. The Director pointed out that if a Crozet Branch is built closer to Ivy, the people in Ivy use Gordon Avenue more than any other branch and it might decrease their circulation.

6) **1993 Annual Report of the Charlottesville-Albemarle Foundation** - The Board reviewed the Charlottesville-Albemarle Foundation’s 1993 Annual Report. Mr. O’Connell did not see any mention of the library in the report; besides the
administrative part, that was one of the main purposes of the library not being a separate entity.

The Director pointed out they did not charge the library their 1-1/2% fee. Mrs. Dorrier asked why they didn’t charge their fee and the Director reported that the library’s endowment in the Foundation lost money.

With the consensus of the Board, Mr. O’Connell asked the Director to write to the Foundation expressing the library’s concern, asking for some recognition of the library in their brochures, in their flyers that go out, and in their donations.

7) Visit by Al Gore September 30th - The Director informed the Board that Al Gore will be visiting Charlottesville on September 30th, to attend a fund raiser for L. F. Payne. He is scheduled for a stop at the University of Virginia during the afternoon and time has been set aside by Al Gore’s office for him to make a presentation to the library and the University of Virginia, if they are awarded the grant for Monticello AVV.

8) Monticello AVV Training/Internet Training Site - Harley Miles is setting up his new lab at the Virginia L. Murray Elementary School and after school is open, his lab will be open for Monticello AVV training every night, for introduction to Internet training.

9) Volunteers for Monticello AVV - Chip German, from the University of Virginia, has asked the Director to take over the management of the 185 volunteers who signed up as Hopper participants. While Chip German is working with Sprint/Centel in getting the community wiring done, the volunteer component of the Monticello AVV program will be moved to the library. Jon Gefaell will be keeping regular office hours at the library and will be assisting the Director.

10) Monticello AVV Press Release - A press release has already been sent out regarding the motions the Board made at their July meeting on the Executive Committee of Monticello AVV and the Acceptable Use Policy for Monticello AVV.

11) August 2, 1994 Incident at Central Library - President Gaylord commended the staff who were involved in the August 2nd incident that occurred in the Central Library.

12) Resolution of Acclamation and Certificate of Appreciation Honoring Outgoing Board Member Peter McIntosh - In honoring Mr. McIntosh at his last Board
meeting, Board members voiced Mr. McIntosh’s importance in the library budget process and how much his presence will be missed. The Board invited Mr. McIntosh back for one encore budget session and he stated that he would be happy to attend.

President Gaylord presented Mr. McIntosh with a Certificate of Appreciation, honoring him for his eleven years of service (from October 25, 1983-August 31, 1994) and in recognition of his dedicated service and in gratitude and appreciation for his devotion, energy, and unselfish dedication as a Trustee of the Jefferson-Madison Regional Library.

President Gaylord read and presented to Mr. McIntosh the Board’s Resolution of Acclamation in his honor (copy attached to Minutes).

Mr. McIntosh personally thanked everyone that had influenced and assisted him and reflected with the Board on his eleven years as a Trustee. Mr. McIntosh complimented the current Board as exemplifying much more of a community-oriented spirit, in the regional and local sense, than any of the other boards that he is aware of. He commended the Board on their cooperative dealing with issues and thanked the Board for the opportunity of experiencing and working with a wonderful group of people.

**ADJOURNMENT:**

Mr. Tucker made the motion for adjournment; Mrs. Baker seconded the motion. The meeting adjourned at 5:55 p.m. so that members and guests could attend the 6:00 p.m. special dinner, held in Mr. McIntosh’s honor, at the South Street Restaurant. The next meeting has been scheduled at the Greene County Branch Library on Tuesday, September 27, 1994, with a reception honoring retiring Branch Head Dorothy Maehler beginning at 3:30 p.m. and the Board meeting scheduled to begin at 4:00 p.m.

DonnaLee Grossman
Recording Secretary
RESOLUTION OF ACCLAMATION

IN HONOR OF PETER McINTOSH

During the eleven years as a City of Charlottesville Trustee on the Jefferson-Madison Regional Library Board (J-MRL), October 25, 1983 - August 31, 1994, Peter McIntosh has made an outstanding contribution to the growth, development, and success of our Library. J-MRL has grown considerably due to his vision and support for a new Crozet Library in the train station, a new Nelson County Memorial Library, and opening of the Northside Library. Throughout this period of Trusteeship, Peter has freely given creative and informed leadership, working vigorously as an advocate for the public library users while maintaining a concern for the welfare and development of the library staff. During the period of 1986-1988, Peter used his considerable administrative skills as Board President of the J-MRL Board of Trustees; and during this period, he often worked as co-director of the Library until this position was filled. Peter has given exceptional leadership to the J-MRL Board through his work with the annual Library budget, striving in a motivated, resolving, equitable, ethical and foresighted manner, using his logical insight and astute financial sense as invaluable assets. Peter's role as Chairman of the Budget Committee and his service as a J-MRL Trustee have been examples of public service done with devotion, energy, a sense of humor, and with unselfish dedication. Be it hereby resolved that the Jefferson-Madison Regional Library hereby expresses its gratitude and appreciation to Peter McIntosh for his years of dedicated service on the J-MRL Board of Trustees; we will greatly miss his presence on the Board.

August 30, 1994
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE JULY 26, 1994 MEETING

1) Approval by the Board of Trustees of the June 28, 1994 Minutes as presented.

2) Approval by the Board of Trustees to accept the Executive Committee of Monticello AVV as proposed in the draft and as the governing body.

3) Approval by the Board of Trustees of the Acceptable Use Policy: Monticello AVV.

4) Approval by the Board of Trustees of a $5,000 appropriation from the book budget for the purpose Mr. O'Connell outlined. (A 50% match taken out of the library's book budget to put towards an African/American collection to be housed at Gordon Avenue.)

5) Approval by the Board of Trustees confirming their decision, reached in Executive Session at their June 28, 1994 meeting, that retroactive to July 1, 1994, the Director be given a 6% increase in salary.

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 approximately 3:37 p.m. in the Central Library’s Madison Room on Tuesday, July 26, 1994.

Mrs. Baker made the motion for Board approval of the June 28, 1994 Minutes; Mrs. Clarke seconded the motion. The motion was approved by four Board members (Baker, Clarke, O’Connell and Tucker). Mrs. Caughron and Mrs. Dorrier were absent for the vote.
The Director reviewed with the Board the drafts of the cover memo and the Monticello AVV Acceptable Use Policy. The Director informed the Board that this policy is similar/parallel to the development of the library's circulation policy - how people use and access public libraries, collections, and facilities. It was suggested the Board review the draft the same way they would review other regular library policies.

Mr. O'Connell asked what the Director expected people to want to challenge and how patrons would be monitored. The Director asked Mr. German to reply; and he said there were two ways that the system would be monitored. The system administrator would directly monitor and observe the system and encounter problems and/or the system administrator would receive complaints from other users.

Mr. German confirmed the Monticello AVV staff will depend on basic library policies, guidelines, and regulations when monitoring the system. Mr. German informed the Board that Hopper went through an excellent experimental time with UVA and now it is more strict than when it was first considered as a university system. When the system was at UVA, they had conditions of use set up and there was the assumption of certain responsibilities the users would take on along with certain kinds of behavior expected of users. When users sign on as part of the community information service, certain responsibilities are expected of them and they affirm they have certain responsibilities.

Mrs. Gaylord asked about the problems UVA encountered. Mr. German replied that Jon Gefaell had to give warnings and he also had to deny access - because there were threats to the system. Mr. O'Connell confirmed with Mr. German that the penalty would be to deny users access. Mr. German said that by temporarily suspending their access, users would immediately discover they were denied access as a follow-up to a failure to obey requests.

Mr. German and the Director mentioned that users will be given an educational package on Monticello AVV. As a part of their registration, in order to receive their password to get into the system, users will be asked to sign to confirm that they understand and accept the limits of what they can do in the system. There will be a follow-up with internal library procedures for implementation.

If the Board approves, Mr. O'Connell wanted to know when people would begin to have access to the system. The system would be used by volunteers right now - active volunteers getting accounts. Mr. German said that, technically, the system is still being managed by people at UVA and users are signing on with the university version of this. Volunteers and current users will be given the new information and procedures. Mr. German anticipates the public to have access to the new system in
the spring or summer of next year.

Jon Gefaell was asked the number of volunteers - there are 185 volunteers; and he mentioned the system is averaging approximately 300-350 log-ins a day.

Mrs. Baker made the motion that the Board accept the Executive Committee of Monticello AVV as proposed in the draft and as the governing body; Mr. O'Connell seconded the motion. Five Board members approved the motion (Baker, Caughron, Clarke, Dorrier and O'Connell). Mr. Tucker abstained. Mr. O'Connell made the motion for Board approval of the Acceptable Use Policy: Monticello AVV; Mrs. Baker seconded the motion. Five Board members approved the second motion (Baker, Caughron, Clarke, Dorrier and O'Connell). Mr. Tucker abstained.

Mr. German thought Mrs. Gaylord's suggestion of having a user's card for this system was a valid suggestion.

Mrs. Gaylord asked the Staff Representative, Stella Pool, for her input. Mrs. Pool said she personally was very excited about it and was looking forward to its implementation. She felt that once the staff learns more about it, they will enjoy it once the system is up and running.

GORDON AVENUE TASK FORCE & REPORT:

Mr. O'Connell was spokesperson for the Gordon Avenue Task Force, now calling themselves the Gordon Avenue Branch Boosters.

1) MISSION STATEMENT

The Board reviewed the proposed Mission Statement:

To serve as advocates for Gordon Avenue Library patrons. To support the efforts of library staff to provide traditional as well as innovative library services and community-based outreach that will assure Gordon Avenue Library's continued vitality and growth and commitment to service. To maintain and enhance Gordon Avenue Library's role in the community.
Mr. O'Connell discussed briefly the two meetings already held by the Boosters. The first meeting basically was for exploring all the different possibilities for Gordon Avenue and for them to get some focus of what the committee was all about. At the second meeting, they elected to change their name to the Gordon Avenue Branch "Boosters" and created a Mission Statement. If the Board approves this concept, the Boosters will then move ahead. There was some concern that they needed to be an advocate - to look for new services and new programs and during the budget process, work with the neighborhood for new ideas and perhaps some private funding - look at fund raising opportunities.

Mr. O'Connell stated that he thought what the group was thinking was that the Boosters would be the core group and would act in an advisory capacity and as advocates, particularly on Gordon Avenue issues and during the budget process. Mr. O'Connell asked the Board to accept the Mission Statement and endorse the task force to become the core group of Boosters, with periodical feedback to the Board.

Mrs. Dorrier felt the library will become an even stronger library with this group in place; and they will always be reaching out to find things the library can do. President Gaylord stated that having this group in place would be a definite asset.

Mr. O'Connell said he felt the group would try to look at the positive standpoint; and for the future, they will think of things that will strengthen Gordon Avenue. The relationship with the Friends will not change. They will address the concerns regarding the community meeting room use and use of it permanently by some other groups. They are looking at small changes and will be working with the staff on this.

No official motion or vote was taken; however, the Mission Statement was generally accepted and endorsed by the Board.

2) **AFRICAN/AMERICAN COLLECTION AT GORDON AVENUE BRANCH**

One of the creative ideas suggested by the task force was special collections, much like best seller collections. Mr. O'Connell suggested to the Board the possibility of designating a small part, approximately $5,000, out of this year's library book budget to put towards an African/American collection to be housed at Gordon Avenue. It would primarily be for new books; and the staff and community group would work on what the collection would look like. The money from the library would be used as a 50% match, creating a $10,000 match. The community group is excited about this possibility; and the only way the group could do this would be to go out into the community and raise the rest of the money.
Mr. O'Connell said the library would designate the $5,000, authorize the staff to work with the community group through Karen Morris, and work with Andrea Williams to come up with the collection, so that the end result would be $10,000 worth of books for Gordon Avenue and identified as the African/American collection. This would be considered an attempt to be an outreach to the community. Mrs. Dorrier felt that the collection could serve very strongly as a black focus for the African/American group in the Gordon Avenue neighborhood.

Mr. Tucker voiced his concern about having one ethnic group collection and asked about the other ethnic groups. Mr. O'Connell thought that the library would be establishing special collections and this would be another special collection; as to where it would be kept, it would be up to the Board. Mrs. Clarke felt that all the other branches could choose to develop their own special collections.

Mrs. Williams was asked for her input. Mrs. Williams confirmed she is part of the task force and she viewed it very favorably. They hope to get the Boosters and the community heavily involved in building up the collection and in deciding what books would go into it. The library needs to bring people into the building and make them feel it is part of their own. Mrs. Williams commented one of her concerns was that the library not create a collection situated exclusively in one building that otherwise should be available throughout the system.

Mrs. Williams felt Gordon Avenue was a nice place to have a special collection and she would like to see it funded. However, she would like to see a majority of the funding come from other sources other than from the state aid book budget, particularly for this year, as this is a tight budget year.

Mrs. Williams pointed out that this would be the first year the book budget would be operating with one additional branch, Northside, now getting fully all their book budget from state aid for the first time. Since Northside opened and until this year, Albemarle County contributed heavily for books and services to the Northside Branch.

Also, this year is a status quo budget year; and Mrs. Williams informed the Board there was an additional priority established during the long-range planning to begin the movement into the CD-ROM Electronic Resource in the area. At least three of the branches have listed this as their top priority.

Mr. O'Connell felt there are people ready to run with this and they need some commitment from the Board, which would give them a strong basis of support to start with. Some discussion ensued regarding changing the funding to $4,000.
Mr. Tucker felt that the library is a regional library system with different branches; and he thought the idea was to put in the branches what the people in a branch wanted. He had no objection at all and hoped the Board would give Gordon Avenue their proportionate amount of this type of African/American books and he felt Nelson County should have it too. He felt that to buy one book and say it belonged to one specific branch was wrong because it belongs to the whole regional system. He had no objection for buying the books and putting them at Gordon Avenue. However, he did object to the library making a space appropriation and buying something for Gordon Avenue, unless the library made a space appropriation for all the branches and bought something for each of them. Mrs. Williams pointed out that she didn’t think the books would be thought of as Gordon Avenue books and that anyone could have access to the collection in the system.

Mr. O’Connell said the group would have two roles:

a) working to raise money and

b) working with the staff.

The Director felt that if the Boosters manage to raise some of the money, perhaps by the end of the fiscal year the library might be able to identify some sources of money, as the library has done the last few years, and put the money into the book budget. If the Director could do that, Mrs. Dorrier felt it would give the Boosters a tremendous start and would give them the wherewithal to go out and say that the Board has approved this to the extent that they are willing to make a commitment in their book budget of this amount.

President Gaylord commented that this is something that could be used by the whole system, it would be serving a segment of the population that the library feels needs to be served, it would give impetus to the Boosters, it would be good public relations, and $5,000 isn’t that much. Mrs. Dorrier made a motion that the Board ask for an appropriation from the book budget in this amount ($5,000) for the purpose. Mr. O’Connell outlined; Mr. O’Connell seconded the motion. The motion was approved by four Board members (Baker, Clarke, Dorrier, and O’Connell). Mr. Tucker voted against the motion. Due to her arriving after the discussion had started, Mrs. Caughron abstained from voting.

President Gaylord asked for questions or input from Mrs. Pool. Mrs. Pool said she wondered how the library would define an African/American collection - would it be according to the race of the author or to the subject as a book. Mrs. Dorrier said she assumed it would be both. Mrs. Pool said she was troubled by the mention
several times of a special location because she knew space was tight at Gordon Avenue. Mr. O'Connell said he had already talked with Karen Morris; he acknowledged it was an issue but he did not think it was totally relevant - it clearly would need the movement of some things but he didn’t sense it was a problem. Mrs. Pool asked if $5,000 would buy a respectable amount of books. Mrs. Clarke mentioned that it would, hopefully, eventually be matched and go to $10,000. Mrs. Williams felt it would buy a respectable amount of books. She also felt it would buy a more respectable collection if the library sets limits ahead of time and the library understands what the collection goals are and that the library will have to limit it in certain ways. Mr. O'Connell felt if the library has a core collection, the library can just add to it.

ANNUAL BOOK BUDGET:

Mrs. Williams reviewed with the Board her book and materials budget for FY 1994-1995. On the first page of her submission, state aid and the Friends’ funding were outlined. On Monday, July 25th, the Friends voted and approved their budget, with the exception of the $14,100 request for adult and juvenile videos. The Friends did approve the Books-on-tape and the standing order plans for all branches. Mrs. Williams pointed out that lack of the video funding would affect the state aid.

The Friends approved the start-up funding, in the amount of $5,400, for the Best-Seller Pilot Project, which will pay for half of a contract with a book rental company (six months of a contract). The library is hoping to be able to pay the second half of the contract with the monies generated by renting these books to the patrons. This project will be at Gordon Avenue; and if the one at Gordon Avenue is successful, many other branches in the system want to try it as well. The library first wants to see that it can pay for itself.

Mrs. Williams referred the Board to her earlier comments regarding setting priorities in the long-range plans for getting into the area of CD-ROM based electronic resources. The first one the library wants to put in other branches is similar to the product at Northside and Central Library, which is the index with a full text of magazine articles that patrons can use. The library is currently entering into negotiations with vendors to get the best deal.

Prior to Mrs. Williams setting up the book budget, she canvassed the branch heads to see which ones felt this would be most needed in their branches and to find what priority they would place it in their overall share of the book budget. At least 3-4 branches gave it a number one priority, even above books. Mr. O’Connell asked about the branches that did not see this as a priority. Mrs. Williams said that one
branch wanted it but not higher than increased books for this year. Two other branches would like it but had actual space problems; and they also felt they wanted to keep putting money into their book collections. There are three branches, outside of Northside who already has one, who feel it is their number one priority. The branch head of Louisa felt it was a number one priority for them. Some communities have these products already in the high schools, so it would be a definite benefit and complement to the high schools and school libraries.

As a result of the Internet grant, the library is trying to find some way to get the CD-ROM products to dovetail into the networking the library wants to do and to make it less expensive. The library needs to develop CD-ROM resources as part of their collection. There are levels of coverage - levels of frequency - levels of what you can get. There are also possible ways of using the library’s Inlex system to network a system called Infotrac. The Infotrac system at Central is a catalog system and covers an enormous number of magazines, it is very easy to use, and the index is updated monthly. The basic system Northside has is a magazine collection of about 400 titles, it is updated monthly, it goes back to 1980, and it costs about $15,000 a year. Using last year’s book budget figures of approximately $23,000-$28,000 for the Louisa Library, Infotrac would cut Louisa’s budget almost in half.

When the information is received from all the vendors about costs and the least expensive way to do it, that might make the difference between three branches getting it or one or two branches getting it. It will probably have to go out to bid.

The Director emphasized pressures on the book budget are enormous this year. Significant tradeoffs are going on. The Board will probably hear from patrons. No new videos will be significant. There will be a significant decrease in the number of titles purchased and a significant decrease in the number of volumes purchased this year. The Director estimated the volumes would decrease by half - 38,000 volumes last year and this year we anticipate about 20,000. Emphasis will be placed on gifts and Buy-A-Book this year.

Mrs. Williams referred to the Service Program Costs page under Patron Requests. She budgeted $10,000 last year for books and ended up spending close to $14,000. It had to be taken out of other line items to cover it. This year she will try to stay within the $5,000 budgeted because she moved money out of that line to go into a new CD-ROM software line item. She said it clearly won’t be enough but she needed to begin establishing a base there.
CARRYOVER FROM JUNE 28, 1994 EXECUTIVE SESSION:

President Gaylord requested an item be added to the agenda of the Board’s public meeting regarding the decision derived at in the June 28, 1994 Executive Session:

Mr. Tucker made the motion confirming a decision made in the June 28, 1994 Executive Session that retroactive to July 1, 1994, the Director be given a 6% increase in salary; Mrs. Clarke seconded the motion. The motion was unanimously approved by the six Board members present (Baker, Caughron, Clarke, Dorrier, O’Connell and Tucker).

DIRECTOR’S REPORT:

1) President Betty Gaylord - Greene County reappointed President Gaylord for her second term on the Library Board.

2) Peter McIntosh - The Director checked to see if Mr. McIntosh could be reappointed and found that he couldn’t. Mr. McIntosh goes off the Board August 31st. He has served on the Board since 1983 for eleven years. The Director suggested to the Board that the Board date be moved to Tuesday, August 30th; and in his honor, there will be a dinner after the Board meeting.

3) September Board Meeting - President Gaylord informed the Board that Dorothy Maehler, the Greene County Branch Head, will be retiring October 1st. The September Board meeting will be held at the Greene County Branch Library. To acknowledge Dorothy and her year’s of dedicated service, there will be a reception at the Greene County Library before the Board meeting.

4) Flooding/Drainage Problem at Central - The Director discussed briefly that Central Library has major flooding and drainage problems. It began with the window well area located on the Second Street side of the building and has caused part of the basement to flood. So far it has involved the efforts of the Public Works Department, the Gas Department and the Water Department in trying to solve the problem.

5) LVA Grant - LVA received a grant for $34,444, with the library as fiscal agent. This is for an extension of all of their services region-wide; and funding for the grant starts October 1st. The Director informed the Board that LVA has received more Department of Education grants than any other LVA association in the country.
6) **Vacation for Director** - The Director informed the Board that she will be on vacation the 1st of August through August 15th.

7) **The Daily Progress Information Line** - The Senior Staff has been meeting with The Daily Progress and the library will be doing some pilot projects with their new information line. It’s a dial-up service, it’s a library line, and it will be advertised in the paper. People will be able to call the numbers listed and they will get library information, such as library hours and programs. It is updated weekly. It is similar to a voice mail service. They will be selling their lines to advertisers but are giving Monticello AVV and the library free lines. The library will be starting on the pilot project August 15th.

8) **Library Employees & Positions**

   a) **Two Library Assistant II positions - Circulation/Northside** - The library is in the process of filling the two Library Assistant II positions, due to Stella Pool’s transfer from Northside and the opening of the Central Circulation Supervisory position. The library received 35 applications for the Northside position and 26 for the Central Circulation Supervisor. Interviews will be underway in the next two weeks.

   b) **Head of Children’s and Youth Services** - The library will be readvertising for the Head of Children’s and Youth Services. The Director informed the Board that the library had just received a good inquiry and application from someone who heard the library still had the position open.

   c) **Central Circulation Clerk** - The Director informed the Board that the library will probably be transferring a Central Circulation Clerk to Northside, to fill a vacancy there, as Carmen Lyles is transferring from Northside to Technical Services.

**UPDATE ON NELSON COUNTY:**

Mr. O’Connell asked for an update on Nelson County. The Director replied that it is ongoing. Mr. O’Connell asked how Nelson planned to deal with the money issue. The Director said that the third position will be cut from almost 1,000 hours to almost 500 hours. The other two positions qualify for between 5-6 weeks of vacation in total; without substitute hours available, they won’t be able to take their vacations.
UPDATE ON NELSON COUNTY (Continued):

Because there were fewer substitute hours available to them and because no one wanted to cut the weekly hours open, Mr. Harvey, from the Nelson Board of Supervisors, asked that the library look at closing Nelson at the least busiest times, as opposed to cutting the number of hours open weekly. The Advisory Committee met for over three hours to discuss all the options and this was the option they unanimously chose. Their hope and strategy was that by the third week scheduled in April, they will come up with other options to deal with it. The three weeks chosen for the Nelson County Branch to close are (as outlined in the Director’s Report):

- August 22 - 27, 1994
- December 27 - 31, 1994
- April 17 - 22, 1995

Supervisor Dunn asked the Advisory Committee to analyze the services that are offered in the Nelson County Branch and to prioritize them. Mrs. Dorrier asked why and President Gaylord, who attended the meeting with the Library Director, said that she got the feeling that some of the regional services were too sophisticated for their population.

Mr. Tucker informed the Board that the library should be very careful to isolate regional costs from local costs. Mr. Tucker wanted $3,274 for Nelson County because Nelson won’t be getting anything from the approximately $100,000 Equipment Fund, with Nelson County kicking in about $6,000-$7,000. President Gaylord pointed out that one of the Director’s alternatives was that Nelson would be carried until Nelson could come up with the money; but none of the Supervisors asked for that. Mr. O’Connell pointed out that his main concern at the last meeting was that Nelson be made aware of the shortfall and that they be involved in making the decision; and that’s the choice they made.

President Gaylord said that one of the Supervisors asked who was using their library; and the Library Director said she would do a pin map study for them.

Mr. Tucker felt the issue of the Equipment Fund wasn’t settled. He also stated his concern that the library was using regional money for local costs. Mrs. Dorrier said she thought the Library Board had already told the Director that the Equipment Fund should be used in an equitable way. President Gaylord read from the previous month’s Board Minutes regarding the Equipment Fund. Mr. Tucker felt since the Equipment Fund is from regional money, the regions should be able to use it.

Mrs. Caughron recalled, when the Board was developing the Equipment Fund, there was never anything about distribution by region. Mr. Tucker replied that he had
no idea that the Equipment Fund was going to be used for anything except for regional costs; otherwise, he would have said something at that time. He didn't become aware of it until he saw this year's breakdown of the Equipment Fund budget.

The Director said the Advisory Committee felt strongly that if they are to be effective to build a groundswell of support, they need to deal with the public and educate the public so they can, in turn, lobby the Board of Supervisors.

The Director informed the Board the Nelson County Administrator called for a copy of the Regional Agreement. Mr. Tucker acknowledged the Equipment Fund was covered in the new Regional Agreement but that Nelson didn't sign it.

ANNUAL REPORTS:

The Director asked the Board if they had any questions about the annual reports. President Gaylord commented that they were very interesting. Mrs. Caughron liked the way each area used the same format; and she liked the on-going education section. President Gaylord was pleased to see branch reports included in the annual reports.

ADJOURNMENT:

Mrs. Dorrier made the motion for adjournment; Mr. Tucker seconded the motion. The meeting adjourned at 5:50 p.m. The next meeting has been rescheduled to Tuesday, August 30th, with adjournment in time for the 6:00 p.m. dinner at the South Street Restaurant in honor of Peter McIntosh.

DonnaLee Grossman
Recording Secretary
Approval by the Board of Trustees of the May 24, 1994 Minutes as presented.

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

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.

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.

Approval by the Board of Trustees of the budget.

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.)

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
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
The Library Board went into Executive Session

(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

VOTES

AYES: Tucker, Cranston, Clark, Corrigan, Gallopo, Glenspan, Tinkham

NOES: O'Connell, Van Jester

ABSENT DURING VOTES: None

ABSENT DURING MEETING: None

Chairperson of Jefferson-Madison Regional Library
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

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County