SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE JUNE 25, 1996 MEETING

1) Approval by the Board of the May 28, 1996 Minutes, as amended.

2) Approval by the Board of the Operating Budget.

3) Approval by the Board that the Library earmark $30,000 from the Library's fund balance, to be used in fiscal year 1997 under the Professional Services line of the Operating Budget, to pay for a consultant for a long range plan.

4) Approval by the Board of the Library Materials Budget.

5) Approval by the Board of 5.8 - Branch Reference, in the Policies and Procedures Manual.

6) Approval by the Board of 33 - Parking Reimbursement for Central Library Staff, in the Policies and Procedures Manual.


9) Approval by the Board that the Library keep the current snow policy in effect for another year.

10) Approval by the Board that the Fines and Fees schedule be adopted as delineated.

(continued on reverse side)
11) Approval by the Board of formation of a committee/work group of staff and Board members, to consider all monetary compensation.

12) Approval by the Board to earmark $30,000 from the Library’s fund balance, to be used in fiscal year 1997 under the Professional Services line from the Operating Budget, to pay for consultants to develop and help implement a long range plan and training assessment and the Human Relations Management Study. As per the Regional Agreement, the Library will retain a year-end fund balance not to exceed 5% of the total operating budget. These proposed funds will come from that 5% and will not be in addition to it.

13) Approval by the Board that the Director’s evaluation meeting, scheduled for July 9, 1996, be postponed until September 3, 1996.

14) Approval by the Board that all CIP requests in the library system over $10,000 need to be brought to the Board for approval.

15) Approval by the Board that the Library accept the Agreement between Camp 1434 Sons of Confederate Veterans and the Library, to accept their materials on a permanent loan basis.

16) Approval by the Board to allow the Business Office to resell 750 empty boxes, previously used for the Central Library reorganization, to the Institute of Textile Technology, for $.85 each, for a total sale of $635.50. The proceeds of the sale will be credited to the Office Supply line of the Operating Budget.

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 Gleason at 9:30 a.m., in the Central Library’s Madison Room, on Tuesday, June 25, 1996. President Gleason said two members could not make the meeting scheduled for July 30, 1996 and the date needed to be changed. The meeting was originally scheduled as the evaluation session for the Library Director. At this point, the evaluation meeting will be rescheduled for 9:30 a.m. on Tuesday, July 9, 1996.

President Gleason changed the agenda to add the Personnel Committee’s Report, after the Policy and Procedure Review on the agenda, and then followed by an Executive Session.
President Gleason requested the May 28, 1996 Minutes be amended, to add on page twelve, before the last sentence in the second paragraph:

Mr. Lyons reported that he had investigated the purchase of machines and felt the one he chose was the best.

Mr. Jones made a motion to adopt the May 28, 1996 Minutes, as amended; Mrs. Clarke seconded the motion. The motion was approved by seven Board members (Clarke, Gaylord, Gleason, Jones, Schwartz, Tramontin, and Whiting). Mrs. Rice and Mr. Tucker abstained as they were not present at the May 28, 1996 Board meeting.

Mrs. Schwartz asked to read a letter she addressed to fellow Board members:

Attached is a copy of a letter I received from Karen Morris. I believe that the matters contained in her letter must be fully and thoroughly investigated by this Board. I am presenting her letter with mine to the Board to become part of the permanent record of this meeting.

ANNUAL BUDGET ADOPTION:

Mr. Lyons informed the Board that the budget presented in the Board packet was one dollar less than what was proposed back in December. The cover sheet addresses what was in the original - increases in postage, Northside's rent, and insurance costs. It also includes $30,000 for the automation consultant and $10,000 for vendor maintenance. The budget provided for a 4% increase in salaries, applied to the market/target and there have been changes made throughout the salary lines to reflect this. In addition to that, Mr. Lyons has made some increases to the operations side - repairs and maintenance for Scottsville, cleaning and maintenance in Crozet, repairs and maintenance for Gordon Avenue, additional money for fuel and maintenance for the Bookmobile, utilities and maintenance for Central, some service contracts in Greene, increase in travel for Louisa, and an increase in utilities for Nelson. The Library Director asked the Board to restore the substitute hours for Scottsville.

President Gleason asked about the $10,000 for contractual services for outside vendor maintenance of computer work stations throughout the system and why it wasn’t under the Equipment Fund. Discussion ensued regarding the Equipment Fund.

Mrs. Schwartz suggested some of the service contracts, such as the plumbing contracts, be put up for bid. She confirmed with Mr. Lyons that plumbers are a tremendous expense, costing at least $60 each time a plumber is contacted. When the Library puts it out to bid, they could ask them, based on an expectation of the last two year's number of calls, what price could they give the Library per call. Over a period of time, it would save the Library money. President Gleason said it was worth
ANNUAL BUDGET ADOPTION (Continued):

considering and would be advisable to give Charlottesville and Albemarle the information. Mr. Tramontin thought it would probably be less if the Library joined one of the jurisdictions, instead of having a contract of their own. President Gleason directed the Business Manager to keep this in mind and to talk with the jurisdictions about this and the possibility of changing.

Mrs. Clarke made the motion for approval of the Operating Budget; Mr. Jones seconded the motion. The motion was approved by the nine Board members present (Clarke, Gaylord, Gleason, Jones, Rice, Schwartz, Tramontin, Tucker and Whiting).

Mrs. Rice made the motion that the Library earmark $30,000 from the Library's fund balance, to be used in fiscal year 1997 under the Professional Services line of the Operating Budget, to pay for a consultant for a long range plan; Mrs. Gaylord seconded the motion. Mrs. Schwartz asked that it be noted that she believes that before the Board passes a motion to spend $30,000 to hire a consultant, that they first discuss Karen Morris's letter and issues which are pertinent to that consultant. Mrs. Gleason said the consultant was going to be hired to help develop a long range plan. Mrs. Whiting asked if the consultant knew what we wanted him to look at. Mrs. Schwartz thought the Board should talk about what they were going to do before approving the money. Mrs. Rice asked if the motion failed, could it be brought up again. Mrs. Gleason said most definitely. Mrs. Schwartz asked that the motion be postponed until after the Executive Session. The motion was not passed; four voted for the motion (Clarke, Gleason, Rice and Gaylord) and five voted against the motion (Jones, Schwartz, Tramontin, Tucker and Whiting).

LIBRARY MATERIALS BUDGET:

Mrs. Williams pointed out that the Library Materials Budget submission, found in the Board's packet, is proposed because the Library has not heard yet officially from the State Library regarding the exact amount of State Aid. The Library has heard that the $608,106 amount projected is close to what is expected. This is a little less than the Library received last year. Mrs. Williams reviewed in detail with the Board her budget submission.

Mr. Tramontin asked Mrs. Williams if the problem with magazine subscriptions was ever straightened out. Mrs. Williams confirmed that after a letter went out to the vendor, they have been working very hard with the Library to straighten everything out.

Mr. Jones referred to the comment in the Suggestion Box from Crozet regarding books that are so popular that patrons get dropped from the reserve list after a time. Mr. Jones asked Mrs. Williams to explain this. Mrs. Williams replied that sometimes
LIBRARY BOARD MINUTES

JUNE 25, 1996

LIBRARY MATERIALS BUDGET (Continued):

the Library has such a long list for a book that people may be dropped from the reserve list automatically by computer, where the hold on the book is still. Mrs. Clark, the Head of Central Circulation, recently addressed this and the Library has extended the period of time for the hold list.

Mr. Tucker made the motion for approval of the Library Materials Budget; Mrs. Schwartz seconded the motion. The motion was approved by the nine Board members present (Clarke, Gaylord, Gleason, Jones, Rice, Schwartz, Tramontin, Tucker and Whiting).

APPROVED CIP REQUESTS-CHARLOTTESVILLE/ALBEMARLE:

Mr. Lyons reviewed with the Board the 1996-1997 capital improvements list for Charlottesville and Albemarle, as outlined in the Board packet. The Central circulation desk is not really a replacement but is more a reworking of the desk. It is required by the American Disabilities Act to have at least a 3-foot section that is at least 32 inches or lower. The interior painting of Central’s lower level now includes fixing some of the walls and having to take the shelving away from the walls to get it done. The heating and air conditioning for Scottsville and Crozet are more major overhauls than outright replacements. Central and Gordon Avenue will have the outside wood trim painted. The Gordon Avenue interior refurbishment includes lighting, painting and carpeting. Gordon Avenue’s outside steps may have to be repaired because of the loose bricks.

FRIENDS’ BUDGET:

The Friends’ budget was distributed at the Board meeting for their review. The Director pointed out that after the special presentation to the Board on the CD Rom Lan and as the Reference staff investigated it, the Library found that it would cost more. The Library asked the Friends if $20,000 could be carried over and they made a new request as they ascertained the cost would be $40,000. The overall award from the Friends is $80,180, which is truly remarkable. Mr. Tramontin thought the parking subsidy by the Friends for Central was a wonderful and very necessary service and thanked the Friends. The Director and President Gleason will be sending a special note of appreciation to the Friends.

POLICIES/PROCEDURES REVIEW:

5.8 Branch Reference - New Procedure. Mr. Jones made the motion to adopt Branch Reference; Mrs. Clarke seconded the motion. The motion was unanimously approved.
POLICIES/PROCEDURES REVIEW (Continued):

The Director reminded the Board that after the Board approves the policies and procedures, she will be sending them to the County Deputy Attorney for review and approval.

33 Parking Reimbursement for Central Library Staff - It is not a new policy and has been in effect for several years but has not been inserted in the policy manual. It is a procedure and not a policy. Mr. Tramontin made the motion for approval of #33. Parking Reimbursement for Central Library Staff: Mrs. Whiting seconded the motion. Eight Board members approved the motion; Mr. Tucker opposed the motion. Mrs. Rice asked that this be added to the Addenda of the Personnel Contract the Library has with the City of Charlottesville. She asked that the Director check with the City to see if they do something different.

41 Employee Status Information - The Director informed the Board this is basically a housekeeping measure combining several issues to give as information to the staff (reminders to the staff of procedures, policies and administrative rules that the Library has).

Mr. Jones made the motion for approval of #41 and #42 (on Damaged Materials) procedures; Mrs. Clarke seconded the motion. The motion was unanimously approved.

30 & 30.1 Employee Responsibility to the Library for Problem Solving and Problem Solving (Policy and Procedure) - Regarding 30.1, Mrs. Rice asked that the last sentence in the 4th paragraph be amended to read: The supervisor will then contact the Board president, who will arrange the meeting. Mrs. Schwartz said the first sentence in 30.1 doesn’t make sense. Changed to read: Any employee, who has a work place concern, should first discuss the situation with his/her supervisor. Mr. Tramontin said it should be made very clear to the staff that they can talk to anybody about anything; but if they want action, they have to go through the steps outlined to get it. The Board requested a chart, with supervisors and the positions reporting to them, be added to this. The first sentence in the last paragraph, in 30.1, was changed to a one-sentence paragraph: Employees may also contact the City Department of Human Resources. The rest of the original paragraph remains the same. Mr. Tramontin made the motion for approval of #30 and #30.1, as amended; Mrs. Gaylord seconded the motion. The motion was unanimously approved.

Snow Policies - The Personnel Committee reviewed two policies, which were outlined in the Board packet. The Director could not recommend taking away the personal days for the next fiscal year; but if it occurs again this coming year, then the Board could look at doing that. The Library’s values are to protect the patrons and to protect the staff. President Gleason said another part of the discussion was that
POLICIES/PROCEDURES REVIEW (Continued):

the Director should make an effort to open the Library perhaps late on snow days. President Gleason pointed out that there may be differences in the situation of each library. The option is to leave the snow policy alone - the Director has the authority to use her discretion when the Library should be closed on snow days. Mr. Tucker asked that the last sentence in item #2 be changed to: If staff is unable to do so, vacation leave may be taken.

Mrs. Gaylord made the motion that the Library keep the current policy in effect for another year; Mr. Tramontin seconded the motion. Eight Board members approved the motion; Mr. Tucker opposed the motion.

Fines and Fees - The Fines and Fees schedule was presented in the Board packet. The video circulation was changed. Holds were introduced in January and have been very successful. The video collection has reached a size that can support longer circulation periods. Mr. Tucker stated the Library should do away with the out-of-area fees; and the Library’s policy should be that we don’t charge anybody who doesn’t charge us. Mr. Tucker made the motion that the schedule be adopted except the out-of-area fees be eliminated. The motion died for lack of a second to the motion. Mr. Tramontin made the motion that the schedule be adopted as delineated; Mrs. Whiting seconded the motion. Eight Board members approved the motion; Mr. Tucker opposed the motion.

31.2 J-MR Library staff representative and alternate to Board of Trustees - This was not presented at the meeting and needs to be put on the agenda for July.

PERSONNEL COMMITTEE REPORT:

Mr. Tramontin announced that the Library Clerk I at Gordon Avenue will be promoted to full-time, upon completion of their GED. The Personnel Committee talked about and recommended having a Senior Staff and Board Monetary Committee, to work on pay for performance and to also look into the merit/bonus issue. Mr. Tramontin wants to make sure that this doesn’t create any type of morale problem. He would like to go back again and rethink the whole merit/bonus issue and then talk about the monetary part of it. Bruce Keith will be asked to be included in that committee. Mrs. Clarke felt it needed to be carefully studied and moved into very slowly after much consideration. It is very hard to implement it and very hard not to cause morale problems. Mrs. Schwartz agreed with Mrs. Clarke and felt it has the potential for causing resentment and dissension.

Mr. Tramontin made the motion for formation of a committee/work group of staff and Board members, to consider all monetary compensation; Mrs. Rice seconded the motion. Mr. Jones questioned the legality - if it was permissible for a Board
PERSONNEL COMMITTEE REPORT (Continued):

committee to have staff on it, and the words "work group" were added to the motion. It was unanimously approved by the nine Board members present.

The Personnel Committee talked about an evaluation form for the Director and President Gleason came up with an evaluation for this year only. The Board members were asked to look the evaluation form over during lunch time and make their suggestions. Mrs. Rice said the Board will need to create a more permanent instrument after this year.

HONORING MR. TUCKER, OUTGOING BOARD MEMBER:

As an outgoing member of the Board of Trustees, a Certificate of Appreciation was presented to Mr. Walter Tucker, Jr., in recognition of his six years of dedicated service and in gratitude and appreciation for his devotion, energy, and unselfish dedication as a Trustee of the Jefferson-Madison Regional Library. The Nelson County Memorial Library will be receiving six books and his name will be placed on the nameplates inserted in the books.

EXECUTIVE SESSION:

Mrs. Schwartz made a motion that the Board go into Executive Session to discuss personnel matters; Mr. Tramontin seconded the motion. The Board went into Executive Session at 12:12 p.m. The Board reconvened from Executive Session at 2:10 p.m. Certification of the Executive Session was taken by President Gleason. (Certification is attached to the Minutes.)

Mr. Jones made a motion to earmark $30,000 from the Library’s fund balance, to be used in fiscal year 1997, under the Professional Services line from the Operating Budget, to pay for consultants to develop and help implement a long range plan and training assessment and the Human Relations Management Study. As per the Regional Agreement, the Library will retain a year-end fund balance, not to exceed 5% of the total operating budget. These proposed funds will come from that 5% and will not be in addition to it: Mr. Tramontin seconded the motion. The eight Board members present approved the motion. Mr. Tucker was absent from the meeting.

Mr. Tramontin made the motion that the Director’s evaluation meeting, scheduled for July 9, 1996, be postponed until September 3, 1996; Mrs. Clarke seconded the motion. The eight Board members present approved the motion. Mr. Tucker was absent from the meeting.
EXECUTIVE SESSION (Continued):

Mrs. Schwartz made the motion that all CIP requests in the library system over $10,000 need to be brought to the Board for approval; Mr. Jones seconded the motion. The eight Board members present approved the motion. Mr. Tucker was absent from the meeting.

LOUISA LONG-TERM LOAN:

Mrs. Williams referred to the Agreement, found in the Board’s packet, between Camp 1434 Sons of Confederate Veterans-Trevilian Station Camp, the Mineral Chapter of the United Daughters of the Confederacy and the Jefferson-Madison Regional Library. This is a request for the Board to approve an exception to the Library’s new policy of not accepting materials from outside organizations. The catalogued 16-volume set of Roster of Confederate Soldiers is a permanent loan from the joint owners and will be housed at the Louisa County Branch Library. Mr. Jones made the motion that the Library accept the Agreement between Camp 1434 Sons of Confederate Veterans and the Library, to accept their materials on a permanent loan basis; Mrs. Clarke seconded the motion. The motion was approved by the eight Board members present. Mr. Tucker was absent from the meeting. On behalf of the Louisa County Library, Mrs. Clarke thanked the Board for making this exception and for approving this long-term loan.

GREENE COUNTY UPDATE:

A letter from the Greene County Administrator was in the Board packet. The Board of Supervisors reviewed the draft lease and voted to take no action. Someone from the audience spoke against it. The County Administrator was more positive about it and Mrs. Gaylord will be attending another meeting to give the reasons supporting why Greene County Library needs to move to a larger facility.

RESELL EMPTY BOXES:

The Director asked for a motion from the Board to resell empty boxes. Mrs. Clarke made the motion to allow the Business Office to resell 750 empty boxes, previously used for the Central Library reorganization, to the Institute of Textile Technology, for $0.85 each, for a total sale of $635.50. The proceeds of the sale will be credited to the Office Supply line of the Operating Budget; Mr. Tramontin seconded the motion. The motion was approved by the eight Board members present. Mr. Tucker was absent from the meeting.
LONG RANGE PLAN:

The Board reviewed the May 21, 1996 Information Update on the Long Range Plan RFP. The Director asked the Board to review the scope of services - does it meet their demands and their needs. President Gleason said the outline was a very good outline to begin with and the Board would really like to begin doing something on the long range plan right away and not wait for the hiring of the consultant. The Senior Staff and the Board together could work out some of the preliminary things. The development of a Library vision/mission statement was used as one example. President Gleason thought Senior Staff’s Vision statement looked fine the way it is.

Mrs. Rice said they shouldn’t be talking about anything longer than a 5-year plan. Anything longer gets too outdated. The Library is growing so rapidly and changing so rapidly, partly due to technology, that projecting beyond five years is a waste of money. Mr. Tramontin agreed with Mrs. Rice. President Gleason felt you needed to add something beyond that.

Background - The population figure should be changed to 162,800. The beginning of the last sentence was changed to read: At the request of the Board of Trustees, the Library Senior Staff is currently developing a framework for the Library’s Long Range Plan, with an emphasis on providing enhanced library services and support to the J-MRL population base.

Under Scope of Services:

3.2 - Facilitator - In the first sentence, the words "Vision/Mission statement and" were omitted. The last sentence was changed to read: In conjunction with the Staff, the consultant will also develop and incorporate a mechanism for the Staff’s input into the Board’s yearly updating of the Long Range Plan.

3.3 - Information Gatherer/Assessor - The Board reviewed the three targeted areas for this assessment. President Gleason questioned how does the Library determine the needs of the unserved and underserved. President Gleason asked if some of the information the Library could gather through a survey. The Director said the Library would need a consultant to do that. The only action suggested was to keep an eye on the population growth.

4.1 - Schedule - President Gleason said the first report should be made to the Board; the consultants are hired by the Board and the consultants should report to them. Mr. Jones suggested a time frame instead of a date be given. The deadline is closer to the start of the study than was planned. It was the consensus to eliminate the deadline dates. The third sentence was eliminated. The length of time the study should take should be included in the schedule.
LONG RANGE PLAN (Continued):

5.1 - **Proposal Content** - Mr. Jones asked Mr. Lyons if the Library asked for a cost estimate. Mr. Jones suggested the Library say that we estimate the scope of the study would require an expenditure of so many man months or weeks of effort. They have to be given some parameters so they can come up with an essentially competitive bid.

6.1 - **Criteria for Evaluation of Proposals** - Man hours/weeks of effort required to complete the study should be part of the criteria. The number of days on site should also be included. The timing was discussed in further detail. The Library should state they want the study done as expeditiously as possible, so they will know the Library is anxious to have it done. The Director suggested they should be told the amount of money. President Gleason pointed out the Library has a cap for two consultants. Mr. Jones thought the fairest way was not to tell them the amount of money but to tell them the number of man weeks the study will require. Mr. Jones mentioned using eight man weeks - 40 days, with possibly up to 30 days on site, with preparation by the staff.

President Gleason said the consensus seems to be to use as a facilitator somebody versed as a library consultant. President Gleason thought it needed to be worked on some more. President Gleason thought two day-long retreats could be very productive and asked Mrs. Rice if the Library could have their two retreats at her school.

President Gleason thanked the Senior Staff and said the Board will continue to work together and will devise something as soon as possible. The Board will keep the Senior Staff informed as to where they are, since they don’t know that at this point, and it would be unwise for them to make any decision at this time.

President Gleason confirmed that the Board has several meetings scheduled in July and the Board is trying to avoid the usual August meeting but will no doubt have some meeting early in August. President Gleason informed the Board that they need to have a meeting to make a decision as to how they are going to do the consultant. The Board will be meeting on Tuesday, July 9, 1996 at 9:30 a.m., to write the RFP for the Human Resources Management Consultant and also the RFP for the Long-Range Planning Consultant.

The meeting was adjourned at 3:45 p.m.

DonnaLee Grossman
Recording Secretary
MOTION: MARIAN SCHWARTZ
SECOND: GEORGE TRAMONTIN
RESOLUTION NO.: #1 - JUNE 25, 1996
MEETING DATE: JUNE 25, 1996

(CERTIFICATION WAS TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS.)

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: CLARKE, GAYLORD, GLEASON, JONES, RICE, SCHWARTZ, TRAMONTIN AND WHITING

NAYS: NONE

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

ABSENT DURING VOTE: NONE

ABSENT DURING MEETING: TUCKER

DONNALEE GROSSMAN
Clerk/Secretary of Jefferson-Madison Regional Library

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
SUMMARY OF THE MOTIONS MADE BY THE JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES AT THE MAY 28, 1996 MEETING

1) Approval of the April 23, 1996 Minutes.

2) Approval of the Administrative Services Agreement with the City of Charlottesville.

3) Acceptance of the 1996-1997 Holiday schedule, as submitted.

4) Approval to incorporate, as official Board policy, page two as modified (Policy for Reimbursement for Travel Expenses).

5) Approval of the Goals and Planning policy, as amended.

6) Approval by the Board that the Board's copies of this Procedures manual be updated as well as the Policies be updated. (Any changes in procedures should be brought to the Board so that the Board is aware of what is in the procedures.)

7) Approval of the Equipment Fund Request for 1996-1997, as outlined by Mr. Lyons.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE MAY 28, 1996 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Mary Jane Clarke
Betty Gaylord
Elizabeth Gleason - President
Jerry Jones

Marian Schwartz
George Tramontin - Vice President
Priscilla Whiting

TRUSTEES ABSENT:

Jacqueline Rice
Walter Tucker, Jr.

ALSO PRESENT:

Roger Adams - Gordon Avenue Boosters
Timothy Carrier - Young Adult Services Coordinator
Carol Clark - Customer Services Supervisor-Central Circulation
Ellen Duffy - Head, Children’s Services
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference & Information Services
Philip Williams - Head, Technical Services

The monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Gleason at 9:30 a.m., in the Central Library’s Madison Room, on Tuesday, May 28, 1996.

President Gleason introduced the library employees and Mr. Roger Adams, a representative of the Gordon Avenue Boosters.

Mrs. Clarke made the motion for approval of the April 23, 1996 Minutes. The motion was approved by six Board members (Clarke, Gaylord, Gleason, Jones, Tramontin and Whiting). Mrs. Schwartz abstained.
Ms. Gaylord confirmed that the idea of moving Greene County Library to the shopping center had been approved. The Library Director is working on a lease agreement. The move will have to be done quickly as they hope to be moved in by the second week in July. They will have to move in using their old shelving and will look into getting new shelving later on.

Mr. Tramontin asked how long the library would be closed. Ms. Gaylord said the library would close the Monday after the 4th of July and they hoped to be open the following Monday after that (July 15th).

President Gleason announced a change in the Board’s agenda, so that Mr. Adams, representing the Gordon Avenue Boosters, could speak to the Board regarding the PVCC grant. Some of the Board members weren’t clear on what exactly Mr. Adams wanted to discuss and the Library Director read the information item about the grant:

J-MRL has been requested to serve as a lead agency for a grant request by PVCC, "Piedmont Works," to extend One Stop Career centers to branches. This is a U. S. Department of Labor grant and would provide computers, software and help develop internet access to branches.

The Library Director said the grant would be a one-stop planning and employment center/consortium.

Mr. Adams explained that the grant was written including the other library branches but for some reason Gordon Avenue was excluded. He asked if the grant could be rewritten to include Gordon Avenue. Gordon Avenue has the space for it and the Venable/Gordon Avenue neighborhood would really appreciate having it located there. He mentioned that Focus, a women’s resource center located in the same neighborhood, is participating and is part of the grant.

The Library Director explained that it was a $200,000 grant done in one week and the focus of the grant was for rural and existing job and career centers. She did not see all of the grant before it was submitted but thought there should be some room to maneuver/negotiate for another location.

Mr. Adams also mentioned the Gordon Avenue Boosters were having an ice cream social on June 12th at 7:00 p.m. and invited everyone to come.
ADMINISTRATIVE SERVICES AGREEMENT WITH CITY OF CHARLOTTESVILLE:

The Library Director informed the Board that the Personnel Committee had reviewed the Administrative Services Agreement with an Addenda included; Betty Gaylord and DonnaLee Grossman went through Board Minutes to check for any differences to the agreement that the Board had approved, so that they could be included as an addenda to the agreement; Bruce Keith, Director of City of Charlottesville’s Human Resources, reviewed and approved the agreement and addenda; the City attorney’s office and the Albemarle County Deputy Attorney reviewed and approved the agreement and addenda.

The new agreement and addenda were included in the Board packet. The current agreement is up for renewal July 1, 1996. This is a contract with a local governmental agency for personnel services, information services, fiscal and purchasing services. The Director confirmed that the insert on Accruals for Vacation and Sick Leave is part of the agreement.

Mr. Tramontin made the motion for approval of the Administrative Services Agreement with the City of Charlottesville, as presented; Mr. Jones seconded the motion. The motion was approved by the seven Board members present (Clarke, Gaylord, Gleason, Jones, Schwartz, Tramontin and Whiting).

RFP FOR AUTOMATION CONSULTANT:

Mr. Williams reviewed with the Board and answered their questions on the RFP for the automation consultant. The project description and what J-MRL expects the person to do for the library are included in the Board packet. Mr. Williams pointed out the RFP was developed by the J-MRL Technology Committee (Phil Williams, Dave Shumaker, Joyce MacDonald, Patrick Kilmer and Carol Clark).

Mr. Williams discussed in depth item IV (Project Description) starting on the third page of the RFP. The consultant will also be gathering information by conducting on-site interviews with some of the library staff. The consultant will be assisting the library management staff in compiling a detailed needs assessment. Hopefully, the consultant will assist in developing criteria for evaluating the proposals and will participate in the evaluation process. They will be participating in the contract negotiations. The consultant will be making recommendations on planning for the implementation of the new system in the library. This will also include wiring, staff training, public relations, etc.

Mr. Williams confirmed Mr. Tramontin’s question that this would be replacing
RFP FOR AUTOMATION CONSULTANT (Continued):

the computers the library now has for checking items in and out. Mr. Williams pointed out that there will be less load on the central computer as there will be more capabilities that are not now possible. Mr. Tramontin asked about the timeline and the Library Director replied that the library needs the figures for the budget for next fall. The library would like to sign a contract on July 1, 1997 and it will take most of the year to implement the system. The Library Director also said the library already had money in the Charlottesville/Albemarle CIP for this. Mr. Tramontin confirmed with the Library Director that it would be a two-year process. President Gleason asked if the system could be upgraded, if it is needed. Mr. Williams said the library should be able to upgrade the system as hardware develops.

Mr. Tramontin asked if there would be a lot of training. The Library Director said there would be an enormous amount of staff training needed and the library expects the consultant to help. Mr. Tramontin hoped the system would not be too sophisticated and patrons would not find it difficult to use. Mr. Williams didn’t think so and felt that people are more familiar with computers now, more so than when the library changed from their manual system ten years ago. President Gleason pointed out that library staff will be available to help the patrons.

ANNUAL HOLIDAY/CLOSING SCHEDULE:

The Library Director reviewed with the Board the 1996-1997 Library Schedule for holidays and closings. The schedule was in the Board packet submission. The Library Director said the library’s schedule was consistent with the City of Charlottesville’s schedule but with some additional days. Ms. Schwartz wanted to know about the additional days. The Library Director referred to the Addenda in the contract with the City of Charlottesville, where it was outlined that the library shares eight days, exactly the same, with the City of Charlottesville. The City of Charlottesville closes on Thomas Jefferson’s birthday, so the library has given staff a personal day. The library has nine holidays and two personal days. The library usually selects Christmas Eve as the ninth holiday.

Mr. Jones confirmed with the Library Director that the reason only Central closed for Easter was due to the fact that Central was the only one scheduled to be open on Sundays. He confirmed that staff doesn’t get a day off and it is not a paid holiday.

Ms. Schwartz referred to the extraordinary number of snow days this last year and mentioned that some of the schools were open on Memorial Day in order to try to make up for the time lost. She asked if it would be possible for the library to do
ANNUAL HOLIDAY/CLOSING SCHEDULE (Continued):

that - if one of the days could be taken as a snow day for the library. The Library Director said she checked other systems throughout the state and they just looked at the snow closings as an act of God. The Library Director asked if the Board would like the library to develop a policy - if the library is closed for five days, a holiday or personal day would be taken. The Board needs to agree and the Policy Committee should make it a snow policy. Ms. Schwartz felt it should be a policy; and the library should be prepared for it even though it might never happen again. President Gleason said the Board and Library Director received a lot of comments when they asked the staff to come back on a paid holiday. If the Board decides to consider this, she thought one of the personal days should be considered as one of the days the staff gives up; it shouldn’t be one of the paid holidays. Ms. Schwartz said to put it on as a policy - that in excess of five days, take a personal day. Mr. Jones thought it might be difficult to carry out as some of the staff might already have taken their personal days.

Ms. Schwartz made the motion for acceptance of the 1996-1997 Holiday schedule, as submitted; Mr. Tramontin seconded the motion. The motion was approved by seven Board members (Clarke, Gaylord, Gleason, Jones, Schwartz, Tramontin and Whiting).

POLICIES AND PROCEDURES MANUAL:

#9 - Extension Services

Ms. Schwartz mentioned that when the bookmobile stopped and left books at nursing homes and institutions, the books were signed out on an individual’s card and that person was responsible for the books. She did not see this mentioned in the policy for Extension Services. Ms. Schwartz asked that the policy include that books left at nursing homes and other institutions must be signed out on an individual’s card.

#12 - Displays of Original Art

At the end of the second paragraph add business cards will not be permitted.

#16 - Co-operation with Schools

Ms. Schwartz had a question about #16. #16 is a single sentence and she wasn’t sure if it should be explained more or not as it seemed vague. Ms. Schwartz thought that since it is the library’s policy and will be implemented on a specific case-by-case basis to cooperate when feasible, perhaps it will be alright.
POLICIES AND PROCEDURES MANUAL (Continued):

#24 - Emergency Closing

A separate paragraph under the policy should be inserted for snow days - in excess of five snow days, additional days will be taken from personal days. This should appear in the library calendar and in emergency closings.

Mr. Jones asked what would happen if employees had already taken their two personal days. Ms. Whiting suggested taking compensatory time. Ms. Schwartz suggested doing it at the start of the year. The Library Director and Ms. Clarke both thought the ramifications should be discussed in Personnel Committee.

#29/29.1 - Employee Responsibility to the Library

The Library Director said this will be revised and should be ready by the next Board meeting. Ms. Schwartz said something needs to be added and she will wait until the next meeting to do it.

Ms. Schwartz mentioned that Mr. Jones will be talking about the long-range plan.

Ms. Gaylord said fax use should be included in the policies. Ms. Schwartz said she thought it was in the policies.

Ms. Schwartz commented that the Policy Committee met, reviewed the policies and came up with a list of conflicts and they gave their list to the Library Director. The draft had about two-thirds of them incorporated into it. The ones not incorporated are in the Board packet (comparison of J-MRL Library Policy with Virginia State Library recommendations).

EXTERNAL POLICIES:

#1 - Include policy for complaints and chain of authority.

Mr. Jones said the chain of authority is somewhat vague. It doesn’t say who it exactly goes to. Details need to be added to the policy. Complaints are submitted to the Library Director and then submitted to appropriate person/department/branch and then the Board should be involved/informed.

#2 - Include policy on hours of service.

Mr. Jones said this should be made a goal - to better serve working people, we
should make it a goal to increase our evening hours. The Library Director asked if it could be put in the long range plan as a goal and Mr. Jones and Ms. Schwartz said it could be.

INTERNAL POLICIES:

#1 - Trustee Policies

Mr. Jones said the Policy Committee found one omission and that was for a policy to reimburse the Board of Trustees for travel expenses, membership in and attendance at professional library organizations and other functions, such as Trustee workshops. The Policy Committee recommended that the policy for reimbursement of travel expenses for Trustees using their privately owned vehicles to attend official Board functions be re-examined. They felt reimbursement was warranted, especially for Trustees traveling long distances to attend meetings. They also understood that library funds were adequate enough in the budget to do this.

President Gleason confirmed that it has been done for meetings out of the area. Mr. Jones pointed out that reimbursement would be for other functions in addition to the monthly meetings. The Board gives their time and they shouldn’t have to pay for expenses out of their independent income. Mr. Tramontin said he thought the library should have a policy. Mr. Jones read the draft of their policy, found on the second page of their submission in the Board packet. President Gleason suggested Trustees be reimbursed at a rate identical to employees - at a rate to that currently prescribed to employees. Mr. Jones made a motion to incorporate, as official Board policy, page two as modified: Mr. Tramontin seconded the motion. The motion was approved by seven Board members (Clarke, Gaylord, Gleason, Jones, Schwartz, Tramontin and Whiting). It will be effective July 1, 1996.

#2 - Materials Policies

Mr. Jones discussed the long range goals. The insert in the Board packet states that long-term goals are important and Mr. Jones said the policy on long-term goals needed to be drafted. The title on the policy was changed to Goals and Planning. Ms. Schwartz suggested the Board defer/postpone action on this until they see how the long range plan looks when it is completed, to see if an item some of the Board members requested has been included in it. The second line in the policy (#35 - Annual Goals) was deleted and the policy was changed to read:
POLICIES AND PROCEDURES MANUAL (Continued):

The Library Board will set goals for the library system annually and will develop a comprehensive five-year plan that is updated annually to meet requirements for State Aid to public libraries.

Ms. Clarke made a motion for Board approval of the Goals and Planning policy, as amended; Ms. Gaylord seconded the motion. The motion was approved by seven Board members (Clarke, Gaylord, Gleason, Jones, Schwartz, Tramontin and Whiting).

a) Responsibility for selection

The Library Director was asked what employee makes the decision for selections. It should be included in the policy. The Library Director said the Head of Collection Management (Collection Management Coordinator) makes the decision and the staff will come up with the language needed to include it in the policy.

b) Freedom to View statement and Free Access to Libraries for Minors statement

These statements should be included in their entirety so that the library employees and the Board are continually reminded/aware of their contents and a policy should be drafted.

c) Damaged materials

Mr. Jones pointed out that library employees need to be supported when they decide what to charge a customer when charging for damaged materials. He did not see where any written criteria existed establishing which employee decides that damaged materials warrant charging a customer a fine or fee. He felt the staff should have better guidelines. It should be included in the internal procedures. The Library Director said the library does not have procedures for that and it should be written down in the staff guidelines. The service manual is being updated and it can be included in that. The fine sheet does show the charges for damaged materials and includes videos and cassettes. The Library Director pointed out that the maximum charged stops at $25.00.

Mr. Tramontin said the library has to be careful not to charge someone who didn’t do the damage. How does the library know the last person who brought it back didn’t do the damage? The Library Director said the library has to accept what the person says. Mr. Tramontin said the library would have to go with someone’s honesty on this.
Ms. Schwartz asked where the funding came from for staff training. President Gleason said it was a line item in the operating budget.

Mr. Jones had some additional comments/editing:

5.2a - Requests for Photocopied Material - Mr. Jones read the last sentence in 3. He asked what happens, when mailing materials requested over the phone along with the invoice for payment to the patron, if the people never send the payment back and the invoice is for copies for out of the area? The Library Director asked Ms. MacDonald what happens if that occurs and Ms. MacDonald said that nothing happens. Mr. Jones felt the library should call and tell the patron they need to send the money. Ms. MacDonald said it didn’t happen much during the year.

5.3 Fax Machine - Mr. Jones referred to #7 and asked if a patron in the system calls requesting information be sent to them by fax machine and a fee is involved, what happens if the patron doesn’t mail in the money? The Library Director replied that the library could put a hold on their card, write them a letter, or just write it off. The Library Director asked Ms. MacDonald to respond and she said it doesn’t happen much during the year - maybe at most five times a year. President Gleason asked if the library kept tabs on it and the Library Director said their library card should be blocked if they haven’t paid their fees.

11.1a - Display Use Permission Form - Mr. Jones said some words were omitted. The second line of the text should include: from _______________ through _______________.

President Gleason said the library has first priority to use the displays. The displays are basically for library use and educational use. The staff makes the judgement when deciding what will be displayed. Mr. Jones said that good displays by the public can assist the library and used as examples local history and book groups.

36a - Filling Positions at the J-MRL - Mr. Jones referred to #9 and asked how the decision is made, who makes the decision/selection of the applicant - how is it done? How are interview teams selected? It should all be included.

Mr. Tramontin asked how the Policies and Procedures manual will be kept updated. President Gleason said the Board will get new sheets. The Library Director said the manual is loose-leafed and the pages are numbered and when a policy or procedure is changed, new sheets will be distributed to the Board. Ms. Schwartz pointed out and asked that the Minutes show that some important procedures were
POLICIES AND PROCEDURES MANUAL (Continued):

changed that were not triggered by a change in policy. She said for the future, she was making it a motion, any changes in procedures should be brought to the Board so that the Board is aware of what is in the procedures. Procedures should be open to the Board and the Board should be able to see the procedures and see what is happening and changing in the library. Ms. Clarke said it would be a point of information. Ms. Schwartz pointed out that some Board members did not have a copy of the procedures when they came on the Board. Ms. Schwartz said now that the Board members all have copies, they should be updated. Ms. Schwartz made the motion that the Board’s copies of this Procedures manual be updated as well as the Policies be updated; Ms. Tramontin seconded the motion. The motion was approved by seven Board members (Clarke, Gaylord, Gleason, Jones, Schwartz, Tramontin and Whiting).

The Library Director referred to the procedure in the Board packet on Requesting Donations or Assistance for Library Programs/Services Through Community Partnerships. The library is soliciting for donations in the community and looking for ideas for community partnerships, to co-sponsor and enhance library programs or services throughout the library system. The Library Director pointed out the people to be notified when requests are received:

- Head of Children’s Services (or) Young Adult Services Coordinator

- Library Director (The Library Director informs the Board of the donations.)

- The donor

The Library Director pointed out that the policy that goes with this procedure was also included in the Board packet. It was confirmed that requests will be on library letterhead.

Mr. Jones thought the policy should be changed because the way it reads looks as though the library could end up donating money to other organizations. Mr. Jones referred to #6 under item A (When writing a request for a donation or assistance) in the procedures. Staff should not be mailing the letter at all; they should send the letter to the Library Director. If the letter is approved, then the Library Director mails it out. It should be approved before it is mailed. The Library Director pointed out that sometimes the branches/branch heads have a closer rapport with the local organizations than the Library Director does and they should sign the letter. Mr. Jones said they could still sign the letter but it should be forwarded to the Library Director for approval and the Library Director would send the letter out. Mr. Jones pointed out that a letter could have ended up being sent out and the Library Director
POLICIES AND PROCEDURES MANUAL (Continued):

might have wanted to add to it or change it.

The Library Director mentioned that there are two more policies coming to the Board next month:

1) Employee Responsibility to the Library

2) Employee Parking (for employees at Central Library)

It was pointed out that certain policies should be in the Personnel manual, Policy manual and/or Procedures manual and when you have the same information repeated in several areas, it is hard to remember that all of them need to be changed/updated.

EQUIPMENT FUND:

Mr. Lyons reviewed with the Board his Equipment Fund submission for 1996-1997, as submitted in the Board packet. He also included the list of the requests he received from the departments and branches (in Board packet). Mr. Lyons explained his special notations (keys) on some of the items shown on the request list:

- (*l indicates requests the library would be getting from Infotrac 2000 (Infotrac will be providing something for computers.)

- (#l indicates a Capital Improvement Request (Scottsville requested a new circulation desk and Mr. Lyons plans to propose it to Albemarle County for their approval and for inclusion in their CIP.)

Ms. Schwartz asked what Mr. Lyons meant. Mr. Lyons said he was explaining his special notations (keys) shown on the list of requests. He has included some of the computer equipment handled by Infotrac 2000.

- (O/E) indicates Operating Expense

The estimated year-end balance June, 1996 takes into consideration buying approximately $3,000 in signs for Central (signs for internal areas and for the stacks), $13,000 for Monticello Avenue, and $14,168 for Service Contracts and Data Lines by the end of June. Mr. Lyons estimated next year’s anticipated income by using a conservative figure of $10,000 per month. Mr. Lyons listed $70,000 in Service
Contracts and the equipment covered.

Ms. Schwartz asked about the electric typewriters - who still used them and why they were still needed. Technical Services, Mr. Lyons, and Ms. Grossman have electric typewriters under service contracts and Mr. Lyons and Ms. Grossman said they use theirs basically for filling out and completing forms.

Mr. Lyons continued to review his Equipment Fund list, mentioning a snowblower for Mr. Smith at Central and a fax machine for the 3rd floor at Central. The fax machine would primarily be for Administration and is not intended for public use. The fax machine on the 1st floor would be used by the public. Mr. Jones and Ms. Schwartz both thought the fax machine was too expensive and could be purchased for a much lower price. Mr. Lyons continued outlining his Equipment Fund list, including the items for Technical Services, Crozet, Nelson, and Reference (as shown in the Board packet).

Mr. Lyons informed the Board that he tried to keep out $20,000 in order to have a balance at the end of 1997 to use towards the purchase of a van replacement. There will be over 100,000 miles on the van by the end of June 30, 1997 and it will need to be replaced. About 1,200 miles a week are put on the van. Mr. Lyons pointed out that the $20,000 would not completely pay for a new van but it would help with the payment and wouldn’t take as much out of the following year’s Equipment Fund. It will be a reserve to buy a van when it is needed.

Ms. Gaylord pointed out that furniture was included in the Equipment Fund. The Library Director commented that the furniture/workstations would be a full package of software, computer, printer, stand, and a chair. The reason the library has included furniture is because the personal computers (PC’s) will be bought out of another fund and the rest is what is needed to complete the package. It has to be a unit when you buy the software, computer, printer, etc.

The Library Director mentioned Mr. Tucker was concerned that Nelson’s additional book return was not on the Equipment Fund Request. The library will be purchasing bigger ones for the Northside Branch and that will mean that two of the ones that are now at Northside will have to be reallocated to other locations, such as to Nelson County Branch. Regarding the computers for Nelson County, the Library Director commented that Nelson County will be getting another/second computer this fiscal year.

The Library Director explained the requests are prioritized and when the requests are sent in, they are carefully evaluated. The Library Director pointed out the
EQUIPMENT FUND (Continued):

Infotrac 2000 computer equipment is not reflected in the Equipment Fund request. On some of the items requested, the library will be funding from other sources and the ones they are not funding could be funded later on. The Library Director gave as an example the Children's Services furniture in the Friends' request.

President Gleason requested all branches be clarified - where it says Children's, Young Adult, and Reference, it should be noted it is for Central.

Mr. Tramontin made the motion for approval of the Equipment Fund Request for 1996-1997, as outlined by Mr. Lyons; Ms. Clarke seconded the motion. The motion was approved by seven Board members (Clarke, Gaylord, Gleason, Jones, Schwartz, Tramontin and Whiting).

SENIOR STAFF UPDATE ON LONG RANGE PLANNING PROJECT:

President Gleason complimented the Senior Staff on their Long Range Plan/RFP submission and asked the Board to study and review it carefully because it will be discussed and developed with the Senior Staff at the June meeting. If the Board has any additions or comments, President Gleason asked the Trustees to bring them to the June Board meeting. The primary purpose of the day-long June meeting is to go over the Long Range Plan/RFP with the Senior Staff. The June meeting is scheduled for the fourth Tuesday in June (June 25th) from 9:30 a.m. - 3:00 p.m. Lunch will be brought in so that they can work straight through.

The Library Director referred to the Staff Survey in the Board packet and said Joyce MacDonald would have an analysis for the meeting in June.

Ms. Schwartz was concerned they were losing sight of the original purpose and that there was a definite purpose in getting the consultant. She suggested breaking it down now, at the current Board meeting, in order to get the ball rolling to get the RFP started, rather than postponing it for yet another month. Mr. Tramontin couldn't see anywhere in the RFP where the immediate problem was addressed. Ms. Schwartz said another problem needs to be addressed. Mr. Tramontin said that when they made the proposal to hire a consultant, this was not what he had in mind. President Gleason said the day-long meeting is to do the proposal because it was important to have the Senior Staff involved in the process. Ms. Schwartz emphasized that the original purpose for hiring a consultant was not for a long range plan. Mr. Tramontin said he thought they needed to go back to review this; they were very specific and gave a good deal of thought on what they thought the problem was and they felt it had to be resolved and it was considered as something important and the original problem they identified is not even reflected in here. He didn't think the Board could
do it today, at the current Board meeting, and he wanted to go back to what the original proposal was. Ms. Schwartz agreed that a long range plan was important and the library should do a long range plan; however, they had specified something else, they had another important thing to do, and they are not doing it.

OTHER ITEMS DISCUSSED:

1) **Personnel Committee** - President Gleason said the Personnel Committee recommended the evaluation of the Library Director be done at a separate meeting. They are in the process of developing an instrument to use for this year. It should be done by mid June and the Board will have an extra July meeting for the evaluation.

2) **Upcoming Board Meeting Dates** - President Gleason discussed upcoming meetings:

   - **June 25th** - Will be all-day session scheduled 9:30 a.m.-3:00 p.m. Lunch will be brought in so that the Board and Senior Staff can work straight through.
   - **July 23rd** - Regularly scheduled meeting, starting at 9:30 a.m.
   - **July 30th** - Meeting starts at 9:30 a.m. and will only be for the annual evaluation of the Library Director.

President Gleason said the Board might avoid having an August meeting. President Gleason suggested getting a memo out so that the Board can mark the dates on their calendars.

3) **Re-election of Officers** - President Gleason informed the Board that re-election of officers is done at the September, 1996 meeting. President Gleason assigned Ms. Gaylord to chair the Nominating Committee. Ms. Schwartz said that according to Robert’s Rules of Order, President Gleason should be asking the Board for volunteers. The Nominating Committee will be composed of Ms. Gaylord, Ms. Schwartz and Ms. Whiting.

4) **Executive Session Requested** - Ms. Schwartz requested an Executive Session at the June meeting. President Gleason said Ms. Schwartz could request it at that time.
DIRECTOR’S REPORT:

1) **Two deaths of well-known people in the community** - The Library Director informed the Board that Katharine F. Michie died recently and her obituary asks that in lieu of flowers, memorial donations be made to the Jefferson-Madison Regional Library. She was a long-time patron of the library. Sandy Peaslee, a local activist, involved in many community efforts, and an avid user of our library, died recently. They will be sorely missed.

2) **Annual VLA Conference** - The VLA Annual Conference is in Richmond, Virginia on November 14th-16th.

3) **Handout on Internet** - The Library Director pointed out in their handouts was an article written by David Shumaker.

4) **Budget Update** - The Greene County Board of Supervisors approved the library’s budget request. The library should be hearing from Louisa County after June 6th. The library hasn’t heard anything from Nelson County.

5) **Orientation** - The questionnaires received from the Board will be given to the Senior Staff and they will be contacting the Board members directly to arrange times to meet.

6) **Draft of Goals and Projects for 1996-1997** - The Library Director included in the Board handouts a draft of the Goals/Projects for the coming fiscal year:

   - Relocation-Greene County Branch
   - CD Rom Lan project-Central Reference (Friends’ funding)
   - Long Range Plan (RFP)
   - Explore feasibility and opportunities for extending public internet access to branches
   - Automation/Technology initiative (RFP for consultant)
   - Collection development emphasis on Central fiction
   - Special events - opening of Greene Branch, Virginia Festival of the Book, Black History Month, Children’s Book Week, Gordon Avenue Branch 30th anniversary

   Mr. Jones asked the Library Director to explain about the collection at Central. The Library Director explained that Central was the last one that needed major attention and during this coming year this will be addressed.

7) **Summary - Library Lobbyist Report on 1996 General Assembly** - The Library Director pointed out that the Virginia Library Association Liaison’s summary
DIRECTOR’S REPORT (Continued):

of the 1996 Virginia General Assembly regarding legislation of interest to libraries was included in the Board packet for their review.

ADJOURNMENT:

Ms. Clarke made the motion for adjournment; Mr. Tramontin seconded the motion. The meeting adjourned at 11:47 a.m. The next Board meeting is scheduled for Tuesday, June 25, 1996 at 9:30 a.m. - 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 APRIL 23, 1996 MEETING

1) Approval of the March 26, 1996 Minutes, as amended.

2) Approval that the Board take action as requested on page two of the Mid-Year Budget Revision (in the Board package) for approval of the line item changes in the operating budget; approval of incentive payout for fiscal 1995-1996 and incorporation into overall pay for performance plan.

3) Approval by the Board to fund $22,500, on the basis of 60% of the number of employees at the maximum of $500 each could participate at that amount.

4) That the Board accept the April 18th overview of the long range plan prepared by the Senior Staff and that with great anticipation, we are looking forward to the June Board meeting, in which we will be hopefully provided a preliminary vision statement, a proposed outline and overview of their approach, a copy of their branch head questionnaire and staff survey. Also, hopefully, they will be able to present a planning time line covering the next twelve months. Furthermore, as the Board, we would like to suggest an additional agenda item that would include their helping us create an RFP to hire a consultant to review various issues such as training needs, demands of new technology and team building, and to facilitate those ends. Furthermore, we will be considering funding to support these processes.

Donnalee Grossman
Recording Secretary
MINUTES OF THE APRIL 23, 1996 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

TRUSTEES PRESENT:

Mary Jane Clarke
Betty Gaylord
Elizabeth Gleason - President
Jerry Jones
Jacqueline Rice

Marian Schwartz
George Tramontin - Vice President
Walter Tucker, Jr.
Priscilla Whiting

ALSO PRESENT:

Timothy Garrier - Young Adult Services Coordinator
Carol Clark - Customer Services Supervisor-Central Circulation
Donna Lee Grossman - Recording Secretary
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference & Information Services
Donna Selle - Library Director
David Shumaker - Community Network Coordinator-Monticello Avenue
Andrea Williams - Collection Management Coordinator
Philip Williams - Head, Technical Services

The monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Gleason at 9:35 a.m., in the Central Library’s Madison Room, on Tuesday, April 23, 1996.

There were three additions to the March 26, 1996 Minutes:

1) President Gleason asked that the March 26, 1996 Minutes show that she came into the meeting at the time of Roxanne White’s discussion.

2) Ms. Schwartz wanted included in the Minutes that the Director ordered window treatments for the McIntire Room.
3) Regarding the CD-ROM LAN/WAN, Ms. Rice asked that the Minutes show they were assured that this was part of a larger technology plan or project.

Mr. Tucker made the motion for Board approval of the March 26, 1996 Minutes, as amended; Mr. Jones seconded the motion. The motion was approved by eight of the Board members (Clarke, Gaylord, Gleason, Jones, Rice, Schwartz, Tucker and Whiting). Mr. Tramontin abstained as he was not present for the March 26, 1996 Board meeting.

Ms. Rice asked the Library Director who was on the Monticello Avenue Executive Committee. The Library Director replied the committee was composed of:

- Richard Huff, Albemarle County
- Roxanne White, Albemarle County
- Chip German, University of Virginia
- Linda Peacock, City of Charlottesville

Ms. Rice also confirmed with Ms. Selle that the Library Director and David Shumaker were on the committee and represented the Library.

**GREENE COUNTY UPDATE (BETTY GAYLORD):**

Ms. Gaylord reported that the supervisors have a budget meeting tonight and another one on the following Tuesday and the Library should know two things at the end of April:

1) whether or not they will fund what the Library originally asked for in their budget and

2) if the library will have the opportunity to move the Greene County Library from their present location to a new facility.

The Library is asking for 5 more hours, which will take it to 40 hours and to upgrade the Branch Head position to a MLS degreed branch manager.

The Greene County Library has an opportunity to move from their present facility, which is owned by Greene County and is very overcrowded. Ms. Gaylord learned of a rental facility in a new shopping center on Route 33 in Stanardsville, across from the school complex. Ms. Gaylord and the Library are looking into that possibility.

If the Greene County Library moves out of the county-owned facility that they now have, Greene County’s transportation system (similar to Jaunt, federally funded,
GREENE COUNTY UPDATE (Continued):

currently using offices in the Administrative building, and needing some space of their own) could rent what is now the Greene County Library and it would help to offset the rent Greene County Library would pay for the new facility. The space in the new facility is approximately 3,000 sq.ft. (about twice the size of the current library), is handicapped accessible, has very good visibility, good parking, and would be in a good location. It does involve paying rent, which could be partially offset by the transportation business.

The Library Director has prepared three options/requests:

1) the owner needs to put in carpeting,

2) there is a small unfinished back area, which could be made into a conference and/or workroom,

3) what would the library pay in rent, what would the owner do for us, and what would the county do for the Library.

Ms. Gaylord said the differences in the options are not large and they will be presented to the Greene County Board of Supervisors. The last budget meeting is at the end of April and the Library will know by then.

Ms. Schwartz asked what would happen if Federal funding was cut; Ms. Gaylord thought the county would probably have to come up with the money for it. Mr. Tramontin asked if it would cost a lot more, because more money would have to be spent, such as on shelving, because the Library would be expanding. Ms. Gaylord replied that their current wooden shelving is not well built. The Greene Friends have a building fund and Ms. Gaylord will be asking them if they want to buy anything for the new location.

Ms. Gaylord stressed that there is a sense of urgency about the rental space. The owner wants to rent the space as soon as possible, as he is still on a building mortgage. The Greene County Administrator felt because of the sense of urgency, the Library had a good bargaining position with the owner.

Ms. Gaylord pointed out that if it does go through, it will be a burden on our administrative and technical staff to do it but to not do this would really be letting down our mission. To do this would mean the Library would have to ask that some other things be delayed. The Library Director replied if it does go through and when the Library knows the move-in date and/or when the lease is signed, the Library will have a better idea what it would do to the full operations of the Library and will come back to the Board with a plan for how work would be reorganized. The Board will
need to know when the Library will be closed, what projects have to be done by June 30th and what ones cannot be finished in time. President Gleason stated that it may be the only chance the Library gets to expand the branch. The Library Director pointed out to the Board the significant increase in support from Greene County and what is happening in Nelson County will result in more State Aid. Local support is one of the factors determined in State Aid.

**MID-YEAR BUDGET REVISIONS (DIRECTOR/BUSINESS MANAGER):**

Mr. Lyons, Jr., Business Manager, explained to the new Board members that around mid year he looks at the Library’s expenditures versus what was budgeted. If the Board members look at his monthly financial statement for the end of March, the statement indicated there was a surplus and the Library was approximately 4% to the good of the total budget.

A list was presented in the Board packet (April 18th memo from Donna Selle) showing suggested adjustments to transfer some of the money to certain line items:

- **Office Supplies ($7,500)** - Storage boxes were purchased for Central’s move and renovation. The boxes are available to use when Greene and Louisa move.

- **Postage ($3,000)** - Postage keeps going up. Ms. Schwartz asked how much of an increase there was in mailing out first class the patron requests for holds. Ms. Schwartz said the Library’s patrons were getting a free lunch as other library systems charge their patrons for postage. Ms. Schwartz mentioned Bethesda charged 50 cents and Mr. Jones said Fairfax charged patrons 25 cents for postage.

The Library Director said the Technology Committee will be looking at other ways to notify patrons. When the Library upgrades the computer system, those features are available in the newer systems - they do automatic calls instead of overdues. The Library Director said the Library has been able to afford the postage increases so far and the service is seen as very beneficial.

Ms. Schwartz mentioned that if the Library didn’t want to collect the 25 cents, the Library could do what some of the other libraries do - patrons had to go into the library, buy the postcard, fill out the card, give the card to the library, and the library filed the card.

Mr. Jones asked the Library Director if the Library was contemplating a telephone call system. He had seen a telephone call system and thought it worked very well and it greatly cut the labor time down. The Library Director said the Library
MID-YEAR BUDGET REVISIONS (Continued):

knew of phone systems having those features but the Library was not that far along. The cost of the software module versus savings and increasing customer relations would have to first be considered. The Library Director asked the Board if they wanted the Library to pursue this. The Library would have to charge the patron when they pick their book up. It becomes an access fee. The Library already has dial-in and patrons place their own holds.

The Library Director pointed out that some libraries mail their holds. When the hold/book becomes available, the library mails it to the patron. The Library Director felt postage increases were inevitable because of increases in population, library services, and borrowers. The Library Director watches the ratio of postage to the increase in the number of registered borrowers. It is just a cost of doing business.

Mr. Tramontin thought the Library should be very careful, if they start to charge along the line, because people might start saying that is why government gives money to libraries and that is what their taxes are paying for. Sometimes the little amount of money the Library gets, in terms of public relations, may not be worth it in the long run. Mr. Tramontin felt that if there is another system that is cheaper, simpler and easier, the Library should investigate it. Mr. Jones supported Mr. Tramontin. Mr. Jones said that if the Library gets everything they asked for from the city and counties and as far as the Library's budget requests go, then the Library should continue to fund it. However, if the time comes when the Library has budget requests that are not granted, that were turned down or were cut, then the Library has to look at ways to make savings.

Mr. Lyons continued with the list of adjustments:

**Advertising ($200)** - An increase in advertising is needed to meet upcoming needs.

**Insurance ($1,000)** - An increase of $1,000 is needed to cover insurance.

**Repairs & Maintenance ($2,200)** - To cover the new oak tree and the lamps out front at the Central Library.

**Infotrac Consultant ($10,000) and Hardware ($37,908)** - The two items are for the Infotrac 2000 project. The Library has this money and it is proposed to use the money out of the operating budget and leave the book budget as it was originally.

The Library Director confirmed for President Gleason that the tree and lamps came from savings out of the local operating budgets for Charlottesville and Albemarle
County. President Gleason asked Mr. Lyons what operating line it came out of and Mr. Lyons said it came from Repairs & Maintenance. Mr. Jones confirmed with Mr. Lyons that each branch has a separate line item for Repairs & Maintenance and the money is already segregated.

The Library Director explained that there was an overall savings of approximately $75,000 in the budget and the Library wanted to reallocate it for overexpenditures by taking savings from the areas that were underexpended.

President Gleason asked Mr. Lyons if the $75,660 shown was the total savings in the entire operating budget. Mr. Lyons confirmed that it was and the operating budget included maintenance, repairs and salaries. In breaking the savings down, Mr. Lyons said approximately $39,000 in savings came from salaries and the remainder came from the other operating lines. President Gleason asked Mr. Lyons where the savings were from - the regional budget or local budgets. Mr. Lyons indicated the $75,660 was savings overall. President Gleason thought it was confusing if the Library is talking of savings overall in the regional budget and will be using the savings to increase local line items. President Gleason said it is important the Library is certain where the savings are and where the Library is putting them.

Mr. Lyons reported enough savings had been found, between Central Library and Gordon Avenue, to shift approximately $2,200 into the repairs and maintenance line, in order to pay for Central's tree and lamp installations. All of the items listed are regional costs, except for repairs and maintenance. Mr. Tucker acknowledged the savings Mr. Lyons found from Gordon Avenue and the Central Library and wanted to know where the savings were for the other jurisdictions. Mr. Lyons said everything else in savings was expended in regional costs for office supplies, postage, advertising, insurance, the Inlex consultant and for hardware. Mr. Tucker said the $2,200 was put into local costs and it should not have been done. President Gleason said it was a local cost and that is the thing the Board needs to note. Ms. Whiting felt that when you have savings, it is different and it should be spent where it is needed and not divided into shares. Ms. Rice commented that Mr. Tucker was just letting the Library know that he has a constituency that he has to answer to and they might have wanted to use their portion/share of the savings for something they need. Ms. Rice said that Mr. Tucker wasn't stopping this but was just making his point, to make sure the Library stays straight and doesn't impose the Board's strength on the jurisdictions.

Ms. Gaylord commented that the smaller jurisdictions have a tendency to feel the bigger jurisdictions will walk all over them and they have much less money and they need to be able to get to it. Ms. Rice stated she liked Ms. Gaylord's point and wanted to support it too.
Ms. Whiting said she understood the budget as it is but felt savings was entirely different from the regular allowance for each jurisdiction and she didn’t think the Library should take money from each other’s budget, from things that are budgeted and the money they get. However, if the Library has savings, she thought the Library should use it where it is needed.

President Gleason said the tree and lamp installation were local expenditures and clearly in a local jurisdiction’s area of cost and that is what makes a difference. Mr. Jones pointed out it could be considered a local expenditure but it was mandated by a larger authority to make these improvements. President Gleason said it was important to know what the Regional Agreement says and it does say that the jurisdictions are responsible for the care and maintenance of their property. It is their expense, not the Library’s expense. President Gleason pointed out what the Library was dealing with now was using overall savings to pay a local cost. The tree and lamp installations were really paid from local savings.

Mr. Tramontin referred back to Ms. Whiting’s point and said the Library should continue with the local and regional costs; but when it comes to savings, that could be used wherever it needs to be at that moment. President Gleason and Ms. Rice both confirmed the Library doesn’t have it as a policy. Ms. Rice thought it had some merit. President Gleason said the Board might want to decide whether they wanted to make it a policy. Mr. Tramontin suggested it be put on the Board’s agenda for further discussion.

Mr. Tucker thought savings should be turned back to the locality. President Gleason confirmed the Library could do that but pointed out that when you have pressing Library needs, it seems a bit unwise.

Ms. Gaylord felt each Trustee on the Board needs to recognize and work from the viewpoint that they have to work for their jurisdiction and with the regional system also, so they can feel a sense of fairness.

President Gleason asked if the Board should vote on the change before they have made a policy decision. The Library Director pointed out that it has been the accepted practice, since the 1990 Regional Agreement, to have mid-year budget revisions from savings and overexpenditures from all categories. The Library has not paid attention to the origination of the funds when reallocating the funds. President Gleason and Mr. Tramontin thought the Library should have it as a stated policy.

Mr. Lyons reported an estimated savings of $39,000 in the personnel lines. The recommendation was to use some of the personnel savings for the incentive awards already approved by the Board.
Ms. Schwartz referred to the items being paid from this year’s library materials budget (Inlex Consultant and Hardware) and asked what is in the library materials budget. The Library Director replied that the library materials budget is the State Aid book budget. Ms. Schwartz asked if there was an assurance that the library materials book budget would be restored. The Library Director and President Gleason said it would be. In February, the Library Director asked the Board to reallocate funds from the library materials budget in order to pay for the Inlex Consultant and Hardware. Now the Library is requesting the funds be taken out of the savings found in the operating budget. This would result in the library materials book budget being completely restored.

Ms. Rice asked what was the distribution of the hardware. The Library Director said the distribution stays the same as previously presented to the Board and will be purchased before the end of the year. Ms. Rice said she would really like to see the distribution and who would be getting the terminals. The Library Director will get the distribution from the proposal and bring it back to the Board.

The magazine index will be expanded in all the branches and region so that patrons can go up to any station, not just one PC, and can get information on what magazines have articles on information the patrons are interested in.

Ms. Rice asked who was the Pay for Performance Committee. The Library Director informed the Board that the Pay for Performance Committee made a report to the Board July, 1995 and Andrea Williams chaired the committee. Their proposal was included in the Board packet. The committee was composed of Andrea Williams, Mary Plum, Dave Shumaker, Brenda Washington, and Mary Ann Belair.

President Gleason couldn’t recall any previous discussions about bonus awards for the people who are off the pay scale and asked the Library Director to explain it. The Library Director explained the Library has a few people at the top of their salary range and instead of changing their salary range, the Library gives them a bonus. President Gleason said the committee recommended placing a $500 ceiling on the bonuses. The Library Director explained that the proposal shown in the Board packet shows what the Library did for salaries for employees for this fiscal year, with the exception of incentive payouts because the Board suggested the Library wait and see as the Board did not feel comfortable with having a guaranteed source of revenue available. The Library Director listed the first three items on the committee’s proposal for salary increases and bonus awards, as outlined in the Board packet:

1) meets expectations,
2) long-term employees, and
3) bonus awards for employees off the pay scale.
MID-YEAR BUDGET REVISIONS (Continued):

All three have already been implemented in allocation of salary increases. What has not yet been determined is the incentive payout which the committee proposed be awarded at the end of the fiscal year. The funds are available for this year and it looks as though funds will be available there from salary savings in the foreseeable future.

Mr. Jones said that no amount was stated to fund the incentive payouts. The Library Director explained the evaluations have not been done yet and the Library doesn’t know how many people will qualify. Mr. Jones said it looked as though the Library would establish a pool and then all the people, who are eligible, will divide it up.

Mr. Tucker asked what the percentage was for employees who exceeded expectations last year. The Library Director explained the Library didn’t have the same pay plan in place and that this is the first year of the pay for performance plan. Mr. Tucker asked the Library Director when employees are evaluated. The Library Director explained evaluations take place in May. Employees have a mid-year review with no scores attached and are evaluated at the end of the fiscal year (in May) when the scores are attached.

Mr. Jones said he wasn’t sure he understood B2 (Bonus Awards-Incentive Payout). He understood it to mean that funds will be allocated and will be divided by a select group of people and there is a maximum any one person can receive. He wanted to know the size of the pool, how much money the Library is going to allocate for this. President Gleason said that during the Board’s discussion when they approved the proposal, they said it could possibly turn out to be not enough money or turn out there wasn’t anything. No one knows what it will be until the Board makes that decision. Ms. Schwartz said it was something the staff would like and the money is here right now along with the possibility of doing it. Ms. Schwartz asked if there was a commitment to this program. The Library Director said there was a commitment and funds are going to be available for an up to the ceiling $500 bonus incentive for people who exceed expectations. It will be coming from salary savings.

Ms. Gaylord felt if the Library is budgeting more salary than is needed, then the Library should change it. President Gleason said the Library has savings in salaries generally because the Library didn’t hire somebody and a position was open and the Library hired someone later in the year, so there would be salary that the Library didn’t spend. Philosophically, in all these cases, the current staff takes on a great deal more of responsibility so that is where this money should go when there is a savings - it should go back to the staff.
Mr. Tramontin voiced his concern - if we got money, you get it and if we don’t get money, then you don’t get it. He felt there should be a rationale that if they deserve it, then you would find the money and if you don’t deserve it, we don’t do it. Mr. Tramontin couldn’t understand why the Library would do this on the basis of some years we’ll have money and we’ll do it and some years we don’t. Ms. Schwartz thought that if the Library starts this and she said she felt it was a good idea, it has to be a permanent commitment by the Board to do this, so that the Board can’t say in some other year that the Library doesn’t have the money so we can’t do it. Mr. Tramontin agreed. Mr. Jones felt the analogy was correct. The Library has a bonus system and the Board will approve the bonus system and the amount of the bonus will vary from year to year.

President Gleason said the Board was voting on a philosophy that says the Board believes that salary savings should be in some way distributed to the staff. When the Board discussed it previously, they wanted to have a set figure that would be given to each person. There is over $30,000 from salary savings and there is ample money available to give anyone who exceeds expectations a $500 bonus this year. Ms. Schwartz confirmed that in future years it could be done proportionately and based on the money available at that time of year, so the Board could write it in as a policy. President Gleason pointed out the Board doesn’t know the number of employees this would include and the idea was how much money does the Board feel they could allocate for this but not from the standpoint of what each person is going to get. Mr. Jones said that $500 times the number of employees would be the absolute limit.

Ms. Rice asked what happens to any money that isn’t spent. The Library Director replied that any money that isn’t spent anywhere in the operating budget goes into the Library’s reserves. Ms. Rice asked if that included the personnel budget and the Library Director said it was included because it was part of the Library’s operating budget. President Gleason confirmed with the Library Director that it could be done after the Board has that information in May. The Library Director said the staff needs to know this when they are getting their evaluation and for bookkeeping purposes, administration needs to know now in order to get the bonus checks out to the staff. It cannot be done at the last minute.

Ms. Schwartz said that there are "X" number of dollars available. This amount of money has to be allocated in a proportionate kind of way and maybe the policy could be written this way. The Board doesn’t know how much money would be allocated next year or the year after but they do know they have $39,000 this year but do not know the number of people. Just because it says that the maximum will be $500, it doesn’t mean they are going to get $500. The Board needs to write this
in a proportionate kind of way, as a policy showing that the Board is committed to
doing this and it has to be based on conditions.

Mr. Jones asked when the Board voted on the quantity of money to be set
aside for this. He also felt the extra money should be an incentive for good
performance but the Board doesn’t have any statistics on how many people fall into
this category. The Library Director promised to come back to the Board with a full
report. Ms. Clarke said that this could be dealt with at the next meeting, then the
Board will know how many people have met the criteria for the incentive payout and
the Board can then decide how much they want to spend. The Library Director
emphasized that it needed to be done at today’s Board meeting.

Ms. Williams commented that two years ago was the last time the Library did
a formal evaluation and all the staff were graded. The grading scale was the one they
used basically for the current recommendation, 0-5 with 5 as exceptional. At that
time, Ms. Williams did an unofficial telephone survey of the supervisors, who had
rated their employees in that evaluation process, to find out how many people in their
departments might have fallen into this category and she recollected it was between
50%-60%. President Gleason confirmed only the people who get the top rating
would get the incentive payout and that would not be all the employees.

President Gleason asked for a motion that the Board pass the proposal for
fiscal year 1995-1996 the way it was written. Mr. Jones made a motion that the
Board approve the salary and bonus award program, as stated on the sheet in the
Board package; Mrs. Schwartz seconded the motion. Mr. Tucker asked if the Board
was approving this without knowing how much money it was. President Gleason said
they were and that the Board would be deciding each year on how much money will
be going into bonus awards. Mr. Jones said the Board was adopting this and they
would have to come back and allocate some funds for it. Ms. Rice pointed out the
action requested in the Board packet and read the last part of the sentence involving
the pay for performance plan. Mr. Jones withdrew his original motion and made a
substitute motion. Mr. Jones made a motion that the Board take action as requested
on page two of the Mid-Year Budget Revision (in the Board package) for approval of
the line item changes in the operating budget; approval of incentive payout for fiscal
1995-1996 and incorporation into overall pay for performance plan; Ms. Rice
seconded the motion. The motion was approved by eight of the Board members
present (Clarke, Gaylord, Gleason, Jones, Rice, Schwartz, Tramontin and Whiting).
Mr. Tucker was the only Board member voting against the motion. President Gleason
confirmed that each year the amount will be decided. For this year the Board will be
making that decision at their May meeting, when the Board has more information
available. Mr. Tucker pointed out that the evaluations are being done in May and the
Board won’t know until June. President Gleason changed it so that the Board will be making their decision at their June meeting, instead of the May meeting.

The Library Director asked the Board to approve the $500, as proposed, to implement the program so that the Library can get bonuses in the hands of the employees before June 30th. The Board needs to implement an amount of money for this today, in order for the Library to implement the program by the end of this fiscal year. Ms. Schwartz said that was why she had wanted something in the proposal so that the Board wouldn’t have to do this again. Something should be said stating that the Board is committed to this policy and that it would be proportionate, based on the funds available each year. For example, the Board could commit $35,000 today, even though it doesn’t mean all of it will be spent for this, to be used for this incentive payout program. In future years, the Board could work out some sort of a formula, just like the state does for allocating money to the Library, where there would be a proportionate amount of money from savings taken out to fund this program. The Board, in good faith, is committing this money to the program to see what happens; and once they have the figures in and once they see what happens, the Board can sit down and review what occurred and then write or add to the policy, beyond the commitment that already exists. Ms. Rice agreed and added that she would like to have formulas included.

Ms. Clarke stated since the Board is committed to this policy and is in favor of every or any employee exceeding these standards being eligible for $500, then the Board needs to allocate enough to fund it 100%. The Board knows it probably won’t all be used but the Board has to commit to that.

The Library Director replied that to go through to meet the criteria, for getting the money, giving the Library the ability to compile the evaluations, to get the bonus awards, to analyze the situation and to get the bonus requests would be a 3-4 week process in itself. Ms. Rice said the Library has to get the money out of the City before this fiscal year ends. Mr. Tramontin proposed the Board do something for this year, to see how it works out, because from next year on the Board will have a much better idea and the Board can then do something long range. Mr. Jones suggested proposing partial funding of the maximum possible. Mr. Tramontin suggested the Board make a motion for this year only and the Board will have the benefit of knowing next year what happened this year. Mr. Jones suggested just establishing a pool size by funding at a 60% level, with all personnel getting a $500 maximum which would work out to $32,500. If it turned out more people qualified for it, then it would just reduce the amount each individual would get. President Gleason stressed the philosophy of the incentive payout is based on the fact that there would be surplus money in the personnel budget through savings and this would be a good way to use this money. It was not based on giving bonuses to employees.
MID-YEAR BUDGET REVISIONS (Continued):

Mr. Tucker felt if the Board let this go by, the Board would just be advocating their responsibilities of keeping a close rein on pay. He said the Board was talking about bonuses for profit and the Library shouldn’t be operating at a profit. The Library should get the money they need. This is a great incentive to the Library Director and the staff to generate savings because the more savings they generate, the more bonus there will be - the pool would be bigger. The Library is giving the people who make the evaluations a power they are not necessarily supposed to have - that of being able to reward and punish employees. For example, they can reward an employee by giving them 3.5% and they can punish an employee by not giving them 3.5%. It comes right out of their paychecks; that’s a boil that could fester. Instead of this, he feels the Library should be paying employees as well as they can and he doesn’t want anything to do with what the Board has been discussing and doesn’t plan to vote for it. Ms. Schwartz confirmed that in the evaluation process certain people have the power to confer. She wanted to know how the system was set up and how the process takes place, to assure staff that it is a fair process. The Library Director said the branch heads have worked hard over the past two years trying to develop clear job behavior guides. There has been almost a two-year analysis and process to get to the point the Library was at last July and to ask for the Board’s approval. It is a new process for the Library and the Library is now working through it. The Library is moving from COLAs and across-the-board increases and is being as conscientious and as thorough as they can be. Ms. Schwartz was sure the Library was trying to do that but she still doesn’t know what the process is or how it is done. The Library Director replied that the supervisors evaluate.

The Library Director said it was clear that the Library needs to do some in-depth orientation sessions for Board members. The Trustees will be receiving a letter from the Library Director on how state aid is distributed, how the Library does the evaluation process, how the Library buys books, and how the operating budget works. The Board members will sign up for the ones they want to know more about and times will be arranged for the discussions with the senior staff and the Library Director to cover them in depth.

President Gleason asked to go back to the previous discussion and said she is opposed to bonuses too. A bonus in business is given simply because you have made more profit and you give the person a bonus. She felt in the Library’s situation if the Library feels a person deserves more money, then the Library should do everything they can to raise salaries; that is where it should be done and not on a bonus system. She felt it made sense if the Library has a surplus, this is where the surplus money should go. It doesn’t make sense, with this type of agency, to put a line item in the budget for bonuses. If the Library thinks they can get more money, the Library should be increasing salaries for everybody, which would be pay for performance and part
of the salary increase system. President Gleason said employees are evaluated for pay increases, aside from the bonus.

Mr. Tramontin asked what an employee would get doing just satisfactory work and Mr. Tucker said they are already in the budget for 2%. Mr. Tramontin asked what the next step up was and what the differentiation was for someone doing a really good job versus the employees receiving 2%. The Library Director said it was the bonus. If that is the case, Mr. Tramontin said he would much rather forget bonus and have it built in so that people get a salary increase instead; that is a much better plan. President Gleason agreed with Mr. Tramontin.

The Library Director informed the Board that if they were unhappy with this or uncomfortable or unsure about this, then the Library should drop it and the Library can come back to the Board with suggested distributions in the proposed salary increases for next year. Mr. Tramontin said he was uncomfortable with this and wants to look at it long range next year because he felt there was a far better way to do it; however, there already is a commitment and the Board needs to do something for this year.

President Gleason said the Board needs to decide and vote on the amount of money to go into the salary pool. The Board suggested using as the pool 60% of the total number of employees getting the maximum of $500, which is $22,500. Ms. Rice made the motion that the Board allow $32,500 to go into the bonus award fund; any surplus goes into the Library's reserves and it gives the Library approximately $5,000 surplus in operating fees, for any mistakes in personnel that the Library might have to cover. The motion died for lack of a second to the motion.

Mr. Jones made the motion the Board fund $22,500, on the basis of 60% of the number of employees at the maximum of $500 each could participate at that amount; Ms. Whiting seconded the motion. Ms. Rice asked if that meant if 85% exceeded expectations, they would get a proportionately lower percent or the Library just goes with the 60% at the maximum. The money would be divided equally with everyone getting the maximum of $500. The motion was approved by seven Board members (Clarke, Gaylord, Gleason, Jones, Schwartz, Tramontin and Whiting). Two Board members opposed the motion (Rice and Tucker).

The Library Director confirmed the salary bonus incentive pool was $22,500 and that she will give a report to the Board after the bonuses are distributed before the end of the fiscal year.
POLICIES AND PROCEDURES MANUAL:

Review of the Policies and Procedures manual was postponed. Ms. Schwartz said that the committee will try to include something in a mailing so that the Board can go through it more rapidly.

DIRECTOR'S REPORT:

1) $5,000 Gift to Northside - Northside received a $5,000 gift, in honor of their fifth anniversary occupation in Albemarle Square. It was given to them by Mr. Heischman of Dumbarton Properties, the owner of Albemarle Square. It will be used for computers.

2) Virginia Public Libraries with Public Use Internet Access - The Library Director included in the Board member's packet a chart on the Virginia Public Libraries having public use internet access.

3) Article on Mary Plum - The Library Director pointed out to the Board the article in the Crozet Whistle on Mary Plum, the Head of Crozet Branch Library.

4) Senior Staff Sessions - The Library Director informed the Board that the Senior Staff had three long work sessions and the Library Director included a copy of their overview on the long range plan. It shows where they are to date and what they plan to do before the end of the fiscal year.

5) State Trustee Workshop - The State is giving a Trustee workshop at the Northside Branch on May 10th at 9:30 a.m. All Trustees are encouraged to attend.

Ms. Rice asked the Library Director about the 3,797 out-of-area borrowers and if the Library received $20 for each one. The Library Director said it was a combination of patrons, who really pay a fee, and of University of Virginia students registered as out-of-area borrowers. The Library Director said the Library will have a report for the Board, at the end of the fiscal year, on how many paying out-of-area borrowers the Library has.

EXECUTIVE SESSION:

Mr. Tramontin made the motion for the Board to go into Executive Session to discuss personnel matters; pursuant to Virginia Code 2.1-344, sub paragraphs (1) and (4); Ms. Schwartz and Ms. Clarke seconded the motion. The Library Board went into
their Executive Session at 11:32 a.m. The Board reconvened from Executive Session at 12:37 p.m. Certification of the Executive Session was taken by President Gleason. (The Certification is attached to the Minutes.)

Ms. Rice made the motion that the Board accept the April 18th overview of the long range plan prepared by the Senior Staff and that with great anticipation, we are looking forward to the June Board meeting, in which we will be hopefully provided a preliminary vision statement, a proposed outline and overview of their approach, a copy of their branch head questionnaire and staff survey. Also, hopefully, they will be able to present a planning time line covering the next twelve months. Furthermore, as the Board, we would like to suggest an additional agenda item that would include their helping us create an RFP to hire a consultant to review various issues such as training needs, demands of new technology and team building, and to facilitate those ends. Furthermore, we will be considering funding to support these processes. Mr. Tramontin seconded the motion. Seven Board members voted to accept the motion (Clarke, Gaylord, Gleason, Jones, Rice, Schwartz and Tramontin). Mr. Tucker voted against the motion and Ms. Whiting left the meeting prior to the vote being taken.

ADJOURNMENT:

The meeting adjourned at 12:38 p.m. Unless otherwise notified, the next Board meeting will be scheduled for Tuesday, May 28, 1996 at 9:30 a.m. in the Central Library's Madison Room.

DonnaLee Grossman
Recording Secretary
CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the Jefferson-Madison Regional Library has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

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

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

VOTE:

AYES: MS. CLARKE, MS. GAYLORD, MS. GLEASON, MR. JONES, MS. RICE, MS. SCHWARTZ, MR. TRAMONTIN AND MR. TUCKER, JR.

NAYS: MS. WHITING (NOT PRESENT FOR VOTE)

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

ABSENT DURING VOTE:

MS. WHITING

ABSENT DURING MEETING:

NONE

DONNALEE GROSSMAN, RECORDING SECRETARY

Clerk/Secretary of Jefferson-Madison Regional Library
SUMMARY OF THE MOTIONS MADE BY THE JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES AT THE MARCH 26, 1996 MEETING

1) Approval of the February 27, 1996 Minutes.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE MARCH 26, 1996 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT:

Mary Jane Clarke
Betty Gaylord
Elizabeth Gleason - President
Jerry Jones
Jacqueline Rice
Marian Schwartz
Walter Tucker, Jr.
Priscilla Whiting

TRUSTEES ABSENT:

George Tramontin - Vice President

ALSO PRESENT:

Carol Clark - Customer Services Supervisor-Central Circulation
Melissa Dickens - Coordinating Policies/Procedures Manual
Amy Douglas - Northside Branch
DonnaLee Grossman - Recording Secretary
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference & Information Services
Margaret Merrill - Central Reference & Information Services
Donna Selle - Library Director
David Shumaker - Community Network Coordinator-Monticello Avenue
Dawn Sowers - Northside Branch
William Varin - Central Reference & Information Services
Roxanne White - Assistant County Executive-Albemarle County
Andrea Williams - Collection Management Coordinator
Philip Williams - Head, Technical Services

The monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by Mrs. Gaylord, President pro tempore, at 9:30 a.m., in the Central Library’s Madison Room on Tuesday, March 26, 1996.
Mr. Tucker made the motion for Board approval of the February 27, 1996 Board Minutes; Mrs. Clarke seconded the motion. The motion was approved by the seven Board members present when the motion was made (Clarke, Gaylord, Jones, Rice, Schwartz, Tucker and Whiting).

UPDATE ON CD-ROM WAN (MARGARET MERRILL):

Ms. Merrill reviewed her report on CD-ROM WAN. (Her report was included in the Board’s packet.) She discussed four definitions of terms:

1) **CD-ROM** (Compact Disk Read Only Memory) - you can’t do anything except read what is on the disk;
2) **LAN** (Local Area Network) - is generally within one building;
3) **WAN** (Wide Area Network) - can cover a large regional/geographic area;
4) **Network** - two or more computers are connected so that they can talk to each other and share files.

CD-ROMs are compact and have an incredible amount of storage capacity, which is why libraries find them extremely useful. Ms. Merrill pointed out that the search software for CD-ROMs is generally user friendly and is a quick source for finding information. Libraries can pay up front for CD-ROMs; and once they buy them, they can use them as much as they want and they don’t have to pay for each search. Some CD-ROMs are updated monthly or annually and usually an annual subscription fee would have to be paid for the updates.

Ms. Merrill listed in her report some of the examples of information available on CD-ROMs and distributed, to the Board members, samples of some of the information found on CD-ROMs.

In her report, Ms. Merrill reviews CD-ROM LAN/WAN for J-MRL. CD-ROM LAN/WAN is a mechanism by which two or more databases can be made accessible to several users simultaneously, making a lot of information available to more people. Ms. Merrill said it had been recommended that a consultant, specializing in library CD-ROM LANs, be hired to design, install, and train the library staff in its maintenance and operation.

Ms. Merrill discussed with the Board her outlined report on building, components required, other issues to be dealt with, and some of the estimated costs for a CD-ROM LAN/WAN for J-MRL. It was pointed out that communication linkage costs are not yet known and data communications lines between Central and the branches do not exist yet. Louisa is long distance and could be an issue, if dial-in access is used. Mr. Jones felt it was essential to get all the necessary estimated costs before any decisions are made.
The Board members received the December, 1995 Albemarle County Human Services Plan. Roxanne White, Assistant County Executive for Albemarle County, was present at the meeting to review the plan with the Library Board. Albemarle County’s Comprehensive Plan will be expanding and this plan will allow the county to set directions. There was a strong need to identify Albemarle County’s major needs. The plan will encompass land use components, educational elements, human services elements, and art and cultural elements.

Albemarle County saw the need for a human services plan because they are continually receiving requests for funding from organizations, human services problems are increasing in the county, and the county has decreased state and federal revenues coming into the county. Albemarle County wanted to identify the basic needs, look at their resources, and decide what they want to target and focus their resources on. This included the City of Charlottesville as well as Albemarle County.

They found a diversity of services being offered in the community. However, there is also a lot of fragmentation. They did not find duplication of services; however, they found that several agencies were working in tandem but are not coordinating their services. Albemarle County wants to try to coordinate their system better.

They found there is a role for government and that it is more a community role. A jurisdiction is not responsible for being the provider of all services. Their role would be more of a leadership/catalyst role and as a facilitator, to bring the services/groups together and try to direct them, but not as a provider of services.

Albemarle County found several underlying principles when they looked at the services being provided:

1) **Prevention** - All the groups felt very strongly that more resources should be directed towards prevention. They need to get to families and children earlier and start education at an earlier age. They began to see, as a community, one of the goals should be on how to focus their resources in a better, preventative way and to prevent families and children from needing the more expensive services.

2) **Self-Sufficiency** - A major goal would be to provide families with the resources to become self-sufficient. There will always be some people who will always be dependent; not everyone can be self-sufficient. The county wants to encourage people getting assistance to become as self-sufficient as they are able to be. A bigger emphasis would be placed on job training and training people to take responsibility and to become self-
sufficient. This would have a lot to do with improving opportunities in training, education, working with neighborhoods in the county, and helping to provide areas of support in child care and transportation, which would enable people to gain employment and maintain their employment.

3) **Access to Services** - This is a technology component and is an area where the library could provide a big part - access to services. People could come in and have access to data and access to resources that are out there - jobs, training, human services, learning opportunities, etc. There is a real need to have information and there is a real lack of technology in the human services field. It has focused a lot on resources and working with people but it has not focused on how to use the new technology in order to provide more efficient work and/or services.

Ms. White said they found that the major focus should be on children and that is where they need to direct their services. Ms. White referred the Board to page 22 in the Human Services Plan, which is a summary of human service goals and objectives. The first goal is basically to develop and maintain a human services system. The second goal is to encourage self-sufficiency in children and help provide them with basic educational, social, and technical skills. The third goal is to enable county residents to become and remain self-sufficient members of the community. The fourth goal is to provide a safe and secure environment for residents.

Resources are available in the community and they need to coordinate them and bring the agencies together so that people know where to go for jobs, training opportunities, education, and opportunities available in technology. They are thinking of publishing a book/guide on information and referral services for the community. The library would be one of the major players/resources, as an information and referral service to the community. They want to distribute the information about services out into the community neighborhoods, by setting up the necessary information/resources and moving it electronically, or physically, into the neighborhoods within the city and county.

**REVIEW OF BOARD POLICIES:**

Ms. Schwartz commented that the recommendations from the Policy Committee had not been incorporated yet into the policy revisions distributed to the Board.

Mr. Jones asked that the front/introductory page be dated, so that the Board can tell when the policies were last done.
LIBRARY BOARD MINUTES

REVIEW OF BOARD POLICIES (Continued):

- **Page 1** (Emergencies) - In the last sentence, the word "continues" should be changed to "continued."

- **Page 3** (Library Vehicle Use) - The last sentence should read:

Any summons for illegal operation received while driving a Library vehicle will be the sole responsibility of the operator.

- **Page 8** (Staff Memorials) - Ms. Schwartz thought it had already been agreed that a statement was to be inserted saying that the only portraits in the Library would be of Jefferson, Madison, and Claudius Crozet and all others would be memorialized by appropriate plaques. Mr. Jones thought it was agreed to add that any existing portraits would be retained.

The only portraits in the Library will be of Jefferson and Madison and any other existing portraits will be retained. All others will be memorialized by appropriate plaques.

- **Page 9** (Staff Training and Development) - Item #4 should not be an item number and should be unindented.

- **Page 10** (Availability of Library Services) - Mr. Jones questioned the quote in the beginning paragraph:

The service of books in library systems and libraries receiving state aid shall be free and made available to all persons living in the County, Region, or Municipality.

Mr. Jones thought the library might be in violation of the state code. The Library Director explained that the Library’s interpretation was that they cannot use state aid for books or library materials that are rented or the library charges a fee for. Mr. Jones asked the Library Director to have them write a letter to the Library Director confirming if that is made as an interpretation and so that the Library has something in writing confirming they are not in violation.

- **Page 12** (Teacher Loans) - The Library Director said it was a mistake to include the Teacher Loans policy and it should be deleted. The loan period was changed a few years ago.

- **Page 14a** (Monticello Avenue - Information Provider Eligibility) - Mr. Jones asked that some words be added at the end of the sentence, in the fifth paragraph, so that it reads:
REVIEW OF BOARD POLICIES (Continued):

Information providers acknowledge that the Monticello Avenue Executive Committee and the Board of Trustees of the Jefferson-Madison Regional Library reserve the right to set policy for the operation and use of Monticello Avenue.

- **Page 19** (Extension Services) - Mr. Jones referred to the beginning paragraph and asked that a comma be placed after Bookmobile service.

- **Page 20** - (J-MRL Circulation Policies) - Mr. Jones asked that the page number be typed.

- **Page 22** (Displays of Original Art) - The issue the committee was concerned about was the last sentence in the second paragraph:

Artists will be allowed to display business cards or resumes so that patrons may contact them directly.

It was the committee’s opinion that no displays should be in the Library with business cards. It looks more like a gallery or commercial showing and a subtle solicitation for business; therefore, they felt the sentence should be eliminated from the policy. The Library shouldn’t be shown as endorsing the sale of the work displayed. The artist’s name and perhaps their phone number and/or address could be shown. The Library Director pointed out that some displays include the artist’s picture and biography. President Gleason suggested identifying and inserting the differences in the policy.

- **Page 32b** (Materials Selection - Patron Request for Reconsideration) - Mr. Jones referred to the last words at the end of the paragraph - (See Appendix). Nothing was marked “Appendix” on the papers he received. He suggested either the documents have “Appendix” typed at the top or just state: (See the Attachments).

- **Page 32c** (Request for Reconsideration of Library Materials form) - Mr. Jones pointed out that the top page number doesn’t match the number on the bottom of the page and the bottom number should be deleted. The Library Director commented that the form is a procedure and will not be showing up in the policies.

Ms. Schwartz and Mr. Jones thought Board members should be given a full copy of the staff’s procedures and any of their revisions. Mr. Jones felt the Board members should be aware of what is happening in the Library. The Library Director confirmed that both the policies and procedures will be in the Board’s manual.
REVIEW OF BOARD POLICIES (Continued):

- Last/Back Page (INDEX) - Mr. Jones asked that an apostrophe be inserted at the end of the word "Employees" under Public Employees Code of Ethics.

The Library Director asked for the Board’s comments on the Displays and Handouts policy on page 21. Mr. Jones wondered if the Board was giving the local staff librarians enough guidance on problems that could arise. The Library Director asked Ms. Williams to respond. Ms. Williams pointed out that the policy was a complete revision from what was adopted before in 1990. This policy is what the senior staff and branch managers are presenting as a draft revision. Branch managers have been given more responsibility to make more decisions and have been given more backing to make tough decisions on the spot, if they have to. Branch managers will be responding to patron concerns. Beyond that, a procedure hasn’t been worked out yet. Mr. Jones thought the Library could go with this policy; it gives significant guidelines, assists in the local decision making, and at the same time allows an avenue for complaints and processing.

The Board wants the policies, with the changes recommended by the Board’s Policy Committee and approved by the Board, brought back to the next Board meeting. In the meantime, Mr. Jones and the Policy Committee will be reviewing the Virginia Trustee’s Manual, to see what their recommendations are, what responsibilities library trustees have, and to see what they say about public relations, etc. President Gleason thought there should be sufficient time to review the Virginia Trustee’s Manual, so that the Library Board could vote on the policies at the June 25, 1996 meeting.

The Policy Committee set a meeting date for Tuesday, April 9th at 1:00 p.m., to review the Policies Manual and the Virginia Trustee’s Manual and to see where they differ. At the same time, Ms. Schwartz asked that the committee review whatever procedures are completed, particularly the ones that have been affected by the Board’s changes.

BUDGET UPDATE:

1) Nelson County - The Library Director and Mr. Tucker will be going to the Nelson County Supervisors meeting tonight. The local Nelson County Advisory Committee will be recommending approval of the Library’s budget request, as submitted.

2) Louisa County - The Library Director and Ms. Clarke attended the budget hearing for Louisa County. The Library’s budget request for Louisa County was small and very little was said at the meeting.
BUDGET UPDATE (Continued):

3) **Greene County** - The Library Director and Ms. Gaylord attended the budget hearing for Greene County. They had a very lengthy work session with the Board of Supervisors. They favorably received the Library's request and the Library is just waiting to see if they approve it. Ms. Gaylord requested looking into a new facility. There is a possibility of library rental space in a mall located in Stanardsville. This would be a good location, across from the school system and on the other side of Route 33. The request was followed up by a letter and Ms. Gaylord is waiting to hear from them. Ms. Gaylord will be meeting with the owner today and will learn more about the mall. While Ms. Gaylord was at the meeting, she was presented with gift books from the J-MRL Board of Trustees, in honor of her several years as Board President.

4) **Albemarle County and Charlottesville** - The Library Director reported that the Library’s budgets, for Charlottesville and Albemarle County, seem to be going smoothly.

DIRECTOR’S REPORT:

1) **Virginia Festival of the Book/Gordon Avenue Book Sale** - The Virginia Festival of the Book is occurring now and the Library is selling book bags, T-shirts, and hats for ten dollars each. If any of the Board members would like some of the items, they should see the Library Director. The Library Director also reminded the Board that Gordon Avenue’s Book Sale is during the festival. The book sale is under what it usually brings in at this time and everyone is being encouraged to go.

2) **State Trustees’ Meeting** - The Library Director confirmed that the Virginia Trustee’s meeting is on May 10th at 10:00 a.m. at the Northside Branch Library. President Gleason asked for two Board volunteers, to be at the Northside Branch to let people in and to help out before the meeting starts. The Northside Branch staff will be there and can let the volunteer Board members in; but the branch doesn’t officially open until 10:00 a.m. Ms. Gaylord and Mr. Jones volunteered to be at the branch at 9:30 a.m.

EXECUTIVE SESSION:

Mr. Jones made the motion for the Board to go into Executive Session to discuss personnel matters, pursuant to Virginia Code 2.1-344, sub paragraphs (1) and (4); Ms. Schwartz seconded the motion. The Library Board went into their Executive
Session at 11:15 a.m. The Board reconvened at 12:11 p.m. Certification of the Executive Session was taken by President Gleason. (The Certification is attached to the Minutes).

ADJOURNMENT:

Mr. Tucker made the motion for adjournment; Ms. Clarke seconded the motion. The meeting adjourned at 12:17 p.m. Unless otherwise notified, the next Board meeting will be scheduled for Tuesday, April 23, 1996 at 9:30 a.m. in the Central Library's Madison Room.

Donnalee Grossman
Recording Secretary
**MOTION:** MR. JONES  
**SECOND:** MS. SCHWARTZ  
**MOTION WAS FOR THE BOARD TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS.**

**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:** CLARKE, GAYLORD, GLEASON, JONES, RICE, SCHWARTZ, TUCKER AND WHITING

**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:**

TRAMONTIN

DONNALEE GROSSMAN, RECORDING SECRETARY

Clerk/Secretary of Jefferson-Madison Regional Library

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
SUMMARY OF THE MOTIONS MADE BY THE 
JEFFERSON-MADISON REGIONAL LIBRARY'S 
BOARD OF TRUSTEES 
AT THE FEBRUARY 27, 1996 MEETING

1) Approval of the January 23, 1996 Minutes, as amended.

2) Approval by the Board of the Monticello Avenue Disclaimer, as presented.

3) Approval by the Board to reallocate $33,120 of the FY 1996 Library Materials Budget to fund the INFOTRAC 2000 project.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE FEBRUARY 27, 1996 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mary Jane Clarke
Betty Gaylord
Elizabeth Gleason-President
Jerry Jones
Jacqueline Rice
Marian Schwartz
George Tramontin-Vice President
Walter Tucker, Jr.
Priscilla Whiting

ALSO PRESENT:
Ellen Duffy - Head, Children’s Services
DonnaLee Grossman - Recording Secretary
Lindsay Ideson - Head, Northside Branch
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference & Information Services
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 Gleason at approximately 3:00 p.m., in the Central Library’s Madison Room, on Tuesday, February 27, 1996. President Gleason welcomed the library staff and introduced the new Trustee, Priscilla Whiting, representing the City of Charlottesville.

Mr. Tramontin made the motion for Board approval of the January 23, 1996 Minutes, as amended. The motion was approved by the seven Board members present when the motion was made (Clarke, Gaylord, Gleason, Jones, Schwartz, Tramontin and Tucker). Mr. Tucker referred to page six in the Minutes, in the middle of the first paragraph under the Report from the Personnel Committee, where he stated:

...the Library should have their own and not use another organization’s policies and procedures.

Mr. Tucker explained he was trying to suggest that the Library look into the business of having their own Personnel Department.
Mr. Tucker also referred to page four in the Minutes, the last sentence in the second paragraph under Regional Agreement/Equipment Fund:

Mr. Tucker did not think the library could have something the whole region pays for and then put it in one place in the region.

Mr. Tucker explained he wanted to clarify that he had no objection to that, as long as it has regional use.

Mr. Jones asked if it was the practice to put on the record the voting position of each member for a motion. President Gleason said it was not the practice to do so; but it could be put in the Minutes if it was requested. Because Mr. Jones did not realize votes for the Library Board were recorded, he didn’t voice his abstention when the Board voted for granting a personal day to the library staff. The Minutes should reflect his abstention.

PERSONNEL COMMITTEE REPORT (MR. TRAMONTIN):

The Board reviewed the meeting notes from the Personnel Committee, as presented in the Board packet. The committee reviewed the recommendation of splitting a Library Assistant II position into two positions. The person currently working in that position would like to work 20 hours per week instead.

Betty Gaylord will be going back and reviewing policies adopted by the Library Board with DonnaLee Grossman, to identify policies adopted by the Board, over the past few years, that vary from the City Personnel rules.

Mr. Tramontin also mentioned that the Board needs to discuss how they plan to handle snow days. President Gleason said this would be discussed with the Senior Staff. It also needs to be discussed and decided whether the Library should be closed less frequently than it has been, what personnel/employees should come to work when it snows or when the Director closes the library, and whether the Library should keep the policies they now have. The Board should also determine when the Library should be closed and what their decision would be based on - how deep the snow should be, whether public transportation is available, whether parking lots are available for employees to park, and whether the Board should close when the schools close, etc.

Ms. Schwartz thought there should be a staff representative on the committee. The Board could get the perspective of the staff member and the staff’s viewpoint. They could be an ex officio member and a liaison from the committee to the staff.

The Personnel Committee will be meeting with Bruce Keith, the Director of the City of Charlottesville’s Human Resources Department, at their next meeting.
PERSONNEL COMMITTEE REPORT (Continued):

The committee asked the Board’s opinion about the Board meeting in the mornings at 9:30 a.m., instead of at 3:00 p.m., on the same Tuesday of every month (the fourth Tuesday of every month, unless notified otherwise). The consensus was that the Board will meet at 9:30 a.m. on the fourth Tuesday of every month. They will try to finish, if possible, by 11:30 a.m.

POLICY COMMITTEE REPORT (MS. SCHWARTZ):

The Library needs a new policy manual set up and organized and the committee needs to decide on the format. The Library doesn’t have personnel available to do the work on this project. Mr. Jones suggested the committee start off by marking up the old manual, do a table of contents, and then get someone to type it on a word processor.

The committee discussed the staff’s recommendation for a new policy on handouts and the distribution of free materials in the library. The Director said that Andrea Williams does this for the Library and it will be addressed at the Senior Staff meeting.

The committee discussed displays and original pieces of art accepted for display in the Library. Ms. Schwartz read, in full, the Displays of Original Art policy to the Board, as she felt this was something the Board needs to think about.

Ms. Schwartz also thought it would help if the Board reviewed the policies, giving the committee their input. The committee could meet, review the Board’s input, and then come up with a draft proposal/recommendation for the Board.

The Library Director and President Gleason thought one of the active Library volunteers might be able to do this project. Mr. Jones and Mr. Tucker want it done on a word processor, so it can be stored on disk and any changes could easily be made to it.

STAFF TRAINING AND DEVELOPMENT (LIBRARY DIRECTOR):

The Library Director plans to take staff training and development issues out of the long-range plan and include them in policies and procedures. This is generated by the administrative offices.

The Library Director mentioned there are two major conferences coming up:
STAFF TRAINING AND DEVELOPMENT (Continued):

1) Public Library Association in Portland, Oregon at the end of March and
2) American Library Association in New York City around the first week in July.

A staff committee worked on the Staff Training and Development policy (included in the Board packet for the Board to review).

Mr. Jones said the only policy for Staff Training and Development, that he could see, was the last sentence:

J-MRL supports VLA dues and membership with 70% reimbursement.

The Library Director explained that the policy was conceptual and was the basis on how the Library addresses staff training. The Board might prefer to have it in annual goals and objectives or in another document. Mr. Jones suggested the beginning statement for the policy be:

J-MRL’s policy on Staff Training and Development is to support staff training in the following areas...

The Library Director explained that a policy is a short statement. If the Board wanted to review the Library’s procedures, that would be a different issue. The procedures have forms, tell what the guidelines are, and the steps to be followed.

The Board was concerned about watching the costs and felt there should be some limitations included in the policy. Ms. Gaylord suggested adding the words, “within the budget.” The consensus of the Board was that the policy should be rewritten, more specific, concerned about costs and include limitations. The Library Director will bring the revised policy to the March 1996 meeting.

BUDGET UPDATE (LIBRARY DIRECTOR):

The state budget proposed a decrease of 5% for state aid. It now sounds as though the 5% will be restored.

The Library Director reported that it was still too early yet to hear from the outlying Counties of Greene, Louisa, and Nelson regarding the budget. The City of Charlottesville and Albemarle County jointly reviewed the Library’s budget and their staff are recommending the Library’s budget without any changes. President Gleason asked Board members to contact their jurisdictions, because staff recommendations
BUDGET UPDATE (Continued):

are not always accepted.

Albemarle County’s budget work session, for community agencies, is scheduled for 2:15 p.m. on Wednesday, March 13th. The Library Director encouraged the Albemarle County Board members to attend the meeting.

The first public hearing, on Albemarle County’s budget, is scheduled for Wednesday, March 6th at 7:00 p.m. The last public hearing for Albemarle County is on Wednesday, April 3rd at 7:00 p.m.

The City of Charlottesville’s first budget hearing is scheduled for Monday, March 4th.

LOUISA COUNTY UPDATE (MS. CLARKE):

Since the Library’s last Board meeting, Ms. Clarke met with the Louisa Foundation and attended a meeting representing people from the Louisa Foundation, the Friends, and the Advisory Board. The Louisa Foundation wanted to support the present Louisa Branch and their move from the present facility into the proposed facility. They also wanted to explore the possibility of relocating a new branch of the library, on either side of the high school property, which would comply with the terms of the will (the Library is supposed to receive 10% from a piece of property located in Henrico County).

At the second meeting, the main intent was to have a meeting of the minds so they could speak with the same voice when going to the Louisa County Board of Supervisors. They also wanted to continue to explore the possibility of a new facility.

President Gleason emphasized that Jefferson-Madison Regional Library has nothing to do with the decision of where Louisa wants to put their library but does realize Louisa needs a new library as soon as possible.

MONTICELLO AVENUE DISCLAIMER:

The Library Director referred the Board to the Monticello Avenue Disclaimer (policy), included in the Board packet, which deals with public access to the Internet. Parents and children are encouraged to read a special brochure, Child Safety on the Information Highway and a section in the brochure entitled My Rules for Online Safety. The Library Director said copies were available to the public at the Children’s Department, Monticello Avenue, and at the Reference Department. It can also be brought up on the Monticello Avenue screen full text.
MONTICELLO AVENUE DISCLAIMER (Continued):

Mr. Tramontin made a motion for Board approval of the Monticello Avenue Disclaimer, as presented; Ms. Clarke seconded the motion. The motion was unanimously approved by the nine Board members present.

MANAGEMENT LETTER 1994-1995 AUDIT (WILLIAM LYONS, JR.):

The auditing firm of Deloitte & Touche sent the Library a management letter. Mr. Lyons’ response and a copy of the audit letter were included in the Board packet. Mr. Lyons reviewed his response with the Board.

INFOTRAC INITIATIVE (ANDREA WILLIAMS):

Ms. Williams’ report was in the Board packet. This is a request to reallocate $33,120, of the FY 1996 Library Materials Budget, to fund the Information Access 2000 Project outlined for the Board in the Board packet. Ms. Williams included costs in her report. The Monticello Avenue Internet server would be used to connect the Library to the Information Access Company’s (IAC) databases and networked out to the branches through the Library’s INLEX system. There would be one-time expenses for hardware, software, and contractual fees and an annual subscription fee to IAC.

Ms. Rice made a motion for Board approval to reallocate $33,120 of the FY 1996 Library Materials Budget to fund the INFOTRAC 2000 project; Mr. Tramontin seconded the motion. The motion was unanimously approved by the nine Board members present.

MONTICELLO HIGH SCHOOL (LIBRARY DIRECTOR):

The Library Director referred the Board to her short write-up, in the Board’s packet, on Monticello High School. The high school is located between Route 20 and Avon Street Extended and is a short distance from Mill Creek. There will be a short connector road between Route 20 and Avon Street Extended.

The school’s Media Center will have technology and computer labs for the students and the labs could be made easily available to the community after school hours. The Media Center will be approximately 6,000-7,000 sq. ft., located on the lower level, and will be 1-1/2 stories high. There is a full flight of stairs. The school is adjacent to PVCC and will be sharing playing fields and an auditorium with them. Public parking will be approximately 300 feet from the Media Center. The Media Center will probably not be suitable for a joint public/high school library.
PROBLEMS WITH EBSCO LIBRARY VENDOR (ANDREA WILLIAMS):

In the Board’s packet, there was a copy of a February 22, 1996 letter addressed to the Vice President and General Manager of EBSCO Subscription Services. The Library has been having serious problems with EBSCO and the letter outlines the more serious problems.

There are additional problems with EBSCO, such as omitted titles, title renewals that have been canceled, duplicate orders placed by EBSCO, EBSCO’s One-Third-Plan option being mishandled, and EBSCO’s missing copy bank being reluctantly offered where they provide missing issues to customers.

Because of EBSCO’s poor service, staff time has increased for claims and requests to restart subscriptions, poorer service has been rendered to patrons, and there have been many patron complaints. EBSCO seems to be handling the Library’s serious complaints as routine claims and there doesn’t seem to be anything in place to take the Library’s claims to a higher level. The Library will probably stay with them a while longer, at least through one more renewal cycle.

EQUIPMENT FUND:

Mr. Tucker made the motion that the Equipment Fund shall be used for regional purposes only; Ms. Gaylord seconded the motion. The motion was defeated (Tucker and Jones voted for the motion; Clarke abstained; Gaylord, Gleason, Rice, Schwartz, Tramontin and Whiting voted against the motion). Mr. Tucker pointed out there are regional costs and local costs. Regional costs are the ones everybody benefits from and everybody pays for and the local costs are restricted to one particular subdivision/jurisdiction and for their benefit only. Mr. Tucker wants the Library to use the Equipment Fund for regional purposes only. Some items Mr. Tucker felt should be considered local costs included shelving, furniture, telephones, heating and air conditioning for the buildings.

President Gleason explained to the newer Board members that the Equipment Fund comes from the fines and fees collected by the Library. Instead of turning that money back in to the local jurisdictions, the Library asked that it be used for equipment; and the local jurisdictions agreed. Several years ago, the Library voted to include furniture in the Equipment Fund. President Gleason explained that the fund is not distributed equally or according to any formulas; it was voted to be at the Library Director’s discretion and is based according to need. The Library Director presents to the Board her recommendations for the Equipment Fund budget and the Board reviews and adopts it.
DIRECTOR'S REPORT:

1) The Council on Library Resources has announced a $25,000 grant program to stimulate research and encourage the collection of data and to promote the analysis of library operations electronically. The Library will apply and the Library Director will be discussing this at the staff meeting.

2) The Piedmont Mainstream Citizens’ brochure was distributed at the Board meeting. The Library Director pointed out that one of the purposes of the Piedmont Mainstream Citizens was to:

   maintain access in public libraries to a broad range of materials, free from censorship.

3) The Festival of the Book schedule is out and was distributed to the Board members. The Board will be contacted to get their reservations. The Library Director thought it was important for the Board members to attend the festival and the luncheon. The luncheon is at 12:00 p.m. on Friday, March 29th in the Omni Hotel Ballroom.

ADJOURNMENT:

Mr. Tramontin made the motion for adjournment. The meeting adjourned at 5:51 p.m. The next Board meeting is scheduled for 9:30 a.m. on Tuesday, March 26, 1996 in the Central Library’s Madison Room, unless notified otherwise.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE JANUARY 23, 1996 MEETING

1) Approval of the November 28, 1995 Minutes.

2) Approval by the Board to award the library staff a personal day, in lieu of the Lee-Jackson-King holiday, to be taken by June 30, 1996.

DonnaLee Grossman
Recording Secretary
MINUTES OF THE JANUARY 23, 1996 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT:

Mary Jane Clarke
Betty Gaylord
Elizabeth Gleason-President
Jerry Jones

Jacqueline Rice
Marian Schwartz
George Tramontin-Vice President
Walter Tucker, Jr.

ALSO PRESENT:

Anna Bainbridge - Crozet
Vicki Ballowe - Scottsville
Jolyn Bullock - Louisa County
Timothy Carrier - Central Children's and Young Adult Services
Anne Chiles - Technical Services
Joyce Hall - Technical Services
Betina Jackson - Central Circulation
Avis Key - Northside Branch
Carmen Lyles - Technical Services
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference & Information Services
Karen Morris - Head, Gordon Avenue Branch
Mary Plum - Head, Crozet Branch
Geraldine Powell - Central Circulation
Donna Selle - Library Director
James Smith - Central Administration and Maintenance
Karen Tolbut - Louisa County
William Varin - Central Reference & Information Services
Sally Watson - Central Circulation
Andrea Williams - Central Administration & Technical Services
Philip Williams - Central Administration/Automation/Technical Services

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County.
The monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Gleason at approximately 3:00 p.m., in the Central Library's McIntire Room, on Tuesday, January 23, 1996.

Ms. Schwartz made the motion for Board approval of the November 28, 1995 Minutes; Ms. Gaylord seconded the motion. The motion was approved by four Board members (Clarke, Gaylord, Gleason and Schwartz). Ms. Rice and Mr. Tramontin were not present when the vote was taken. Mr. Jones and Mr. Tucker abstained from voting as they were not present at the November 28, 1995 Board meeting.

After the Minutes were approved, President Gleason and the Library Director presented staff service awards. A reception followed the presentation. Staff who received awards were:

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The regular Board meeting reconvened at approximately 3:30 p.m.
YOUNG ADULT SERVICES UPDATE (TIMOTHY CARRIER):

Mr. Carrier’s report on Young Adult Services was included in the Board packet. Mr. Carrier mentioned one item had not been included in his May, 1995 long-range plan - an analysis of his time spent at the public service desks in the Children’s Department, Reference Department and Young Adult Fiction area. The report outlined in detail how Mr. Carrier’s Young Adult Services time has been spent and also listed his conclusions and proposals.

Mr. Carrier found that the largest amount of contact he has had with young adults has been while he worked in the Reference Department. Mr. Carrier will soon begin increasing his time at the public service desk in the Reference Department, so that he can come in contact with more young adults when they come into the library. This will maximize his time with young adults.

Mr. Carrier will continue serving as a bridge between both departments. He plans to continue monitoring the Young Adult area, not necessarily by physically staffing it but in maintaining the collection, creating displays, updating it, etc. Computer and/or electronic information requests for young adults will be coordinated and included as part of the services in the Reference Department.

REGIONAL AGREEMENT/EQUIPMENT FUND (MR. TUCKER):

Mr. Tucker stated that the only protection the smaller user has is the regional agreement. The region provides funds for regional and local purposes only. State law requires that the funds be spent in keeping with the regional agreement and for no other purposes.

In Mr. Tucker’s opinion, the way the Equipment Fund is being administered violates the spirit, if not the letter of the law, of the regional agreement. The funds for the agreement are collected regionally and should be spent in the same way only. Mr. Tucker said the voting power of the larger units will always serve them well when the Equipment Fund is divided. The smaller unit gets what, if any, is left over and this is what has happened to Nelson County. Mr. Tucker stated this is what has happened since Monticello Avenue started and was funded in part by the Equipment Fund.

Mr. Tucker suggested the Board members read the whole Regional Agreement and referred the Board to item #10, on page 6, in the Regional Agreement:

The Regional Library will retain all fines and fees in a separate equipment fund to be used for maintenance, replacement, and purchase of equipment.
REGIONAL AGREEMENT/EQUIPMENT FUND (CONTINUED):

Mr. Tucker said that if it just said, "for regional purposes," there wouldn't be a problem. The funds should not be used for local purposes. Mr. Tucker proposed making a motion, at the next Board meeting, that the funds for the Equipment Fund shall be used to be regionally targeted, starting July 1st.

Ms. Clarke asked if fre Data Lines had been paid out of the Equipment Fund in the past and if Mr. Tucker considered them a regional or local cost. Mr. Tucker said the Data Lines are regional costs. Mr. Tucker was asked where he thought the library had gone wrong in the use of the Equipment Fund. Mr. Tucker replied that almost all of the dollars in the Equipment Fund have been used for local purposes, such as $50,000 to Monticello Avenue and the redoing of the Central Library, which should have been local costs paid for by Charlottesville and Albemarle. Mr. Tucker did not think the library could have something the whole region pays for and then put it in one place in the region.

Mr. Tucker felt such items as copiers and service contracts on the computers should come out of the Equipment Fund but fixtures, furniture, and shelving should be local costs. Mr. Tramontin and President Gleason thought the use of the fund was determined by which library in the system needed it the most.

REPORT AND RECOMMENDATIONS - LIBRARY EQUIPMENT FUND (WILLIAM LYONS):

Mr. Lyons reviewed his reports (included in the Board packet) on:

1) Equipment Fund Recommended Changes
3) Totals sheet for Equipment, 1990-1995

Approximately 70% of the Equipment Fund is expended in buying equipment - copiers, microfiche, typewriters, computers, etc. and 24% is spent on service contracts.

In his report, Mr. Lyons recommended to the Library Director that the Data Lines be transferred back into the Operating Budget under Administrative costs. Administrative costs are considered regional costs.

The Board was in agreement that the Data Lines should be considered a regional cost; that was what the Equipment Fund was earmarked for.
AWARD PERSONAL DAY FOR MISSED HOLIDAY:

The Director referred the Board to the Director’s Report in the Board packet, where the Director listed the days the Library closed or opened late due to the weather. Because the Library had been closed so much, the Director administratively asked the staff to work on Monday, January 15th (Lee-Jackson-King Day). January 15th was a regularly scheduled and previously approved holiday. The Director asked the Board to award the staff a personal day, in lieu of the holiday, to be taken before June 30, 1996. This would restore a day that the Board had previously approved.

The Director informed the Board that normally the two busiest days for the Library are Saturdays and Mondays. On Saturday, January 6th, when the storm was announced to begin, the Library had a big rush of 6,252; and all the libraries were very busy. The Library was closed until the following Thursday, January 11th, and was then only open six hours (10 AM - 4 PM). The Library checked out 7,885 books that day (an incredible amount of activity in six hours). The Library was closed on Friday, January 12th but opened for six hours on Saturday, January 13th and had approximately 5,000 checkouts. Central was open on Sunday, January 14th and had a 953 checkout day. On Monday, January 15th (the day that would have been a holiday), the library did almost 5,300 that day, which exceeded a regular Monday. Our patrons really appreciated having the Library open; and the Director voiced her appreciation to the library staff for working Monday, January 15th.

Mr. Tramontin made the motion for Board approval to award the library staff a personal day, in lieu of the Lee-Jackson-King holiday, to be taken by June 30, 1996; Ms. Schwartz seconded the motion. The motion was approved by seven Board members (Clarke, Gaylord, Gleason, Jones, Rice, Schwartz and Tramontin). Mr. Tucker opposed the motion and wanted to explain why. He personally did a survey of people/businesses, asking them how long they were closed due to the snow. One answer he received was that they were closed Monday and Tuesday - they couldn’t get in the parking lot; another one answered that they didn’t close at all but they didn’t have many customers; another one said they were closed all week but nothing was wrong with the store - they just couldn’t get out of their road. Whenever the library is closed, everybody at the library gets paid to stay home. Mr. Tucker had trouble approving a motion for another personal day; the staff ends up getting paid double time. All the staff stayed out almost all week long and when a little something extra was asked of them, this is what happened.

Ms. Clarke said she was concerned too; there were 4-5 days the staff was paid for and they did not work. Then, when they were asked to work one day, pay was requested. President Gleason asked if the request came from the staff. The Director said the request did not; it was her idea to give staff a personal day. The Director administratively asked the staff to come in on Monday, January 15th.
AWARD PERSONAL DAY FOR MISSED HOLIDAY (Continued):

Mr. Tramontin didn’t think it was that unusual; the state paid teachers and they didn’t come in when the schools were closed. Ms. Clarke didn’t have a problem with that but was concerned that when they were asked to work on the 15th, the staff gets double pay - they get the 15th and also get a personal day. Ms. Clarke asked if it was the recommendation of the Personnel Committee that the Board support the Director’s recommendation. President Gleason said it was the recommendation of the Personnel Committee, if the library could afford it. Mr. Tucker pointed out that in the City manual (Employee’s Handbook) something is said about rewarding the people who make a special effort to get in during adverse weather.

REPORT FROM PERSONNEL COMMITTEE (Mr. Tramontin):

The report on the January 16th Personnel Committee meeting was included in the Board packet. The second Wednesday of every month the Personnel Committee will be reviewing a list of policies/procedures adopted/modified by the Library Board over the last 6-7 years. They will be comparing them with what the City does, to see where the Library differs. They will also be discussing what they think should be changed. The committee will then report their findings and recommendations to the Board. Mr. Tucker thought the Library should have their own and not use another organization’s policies and procedures. Mr. Tucker pointed out that the Library pays the City 2% of the total Library’s operating budget to do this; and he thought the Library could use that money to add a personnel position and have a Personnel Department and they could handle this. The Director pointed out that the 2% covers more than personnel as the City is the Library’s fiscal agent and the Library uses them to do the payroll checks/deductions/taxes, retirement, health insurance, life insurance, purchasing, bids, contracts, and supplies from their supply house. Mr. Tucker referred the Board to the last sentence in item #5 on page 4 of the Regional Agreement:

The fiscal agent shall be paid an annual sum equal to 2% of the annual operating budget of the Regional Library Board system for the services rendered.

Mr. Lyons pointed out it would cost more than 2% to duplicate these services. When Mr. Lyons was first hired, he asked the Director if it would be possible for him to become the fiscal agent for the Library. Mr. Lyons explained software was available so that a system could be set up; and it would be easier for him to keep track, at any one time, of the fiscal position of the library at any instant or moment. Right now there is some lag until the City is able to implement their system. The danger of the Library doing it that way is that all fiscal things of the Library would rest with only one or two persons. The Director said it was more necessary having checks and balances, instead of having only one or two persons doing it at the Library.
DIRECTOR'S REPORT:

1) Reference Statistics - The Director pointed out that the Reference statistics increased 24% in November and 28% in December. Reference completed their weeding by Christmas. The Director said she was proud of what The Reference Department accomplished. They are also doing more floor work by going out on the floor to make sure everybody is being helped. Ms. Gaylord commended the staff and said she found it interesting that by moving the Reference desks, Reference had a significant increase in reference questions.

2) Central Library Renovations - The Director mentioned the Library just finished paying the bills for the Central Library renovations and the Library has some money remaining in both the City and Albemarle County CIPs. There is about $35,000 to complete the carpeting of the Central Library's third floor but the Library is short approximately $9,000 from the City. It will be more expensive to carpet the third floor because of the uneven flooring underneath and padding will be necessary.

3) Input for Trustee Section of VLA - At the Board meeting, the Director distributed a copy of a request from Donald Kiscaden, new Chairman of the Trustee Section of VLA. He asked for some input on what topics the Directors and Boards of Trustees, throughout Virginia, would like included in their trustee workshops. (Copy of request attached to the Minutes.)

4) Four House Bills Introduced in the 1996 Session - The Director distributed to the Board copies of four bills that were introduced at the 1996 session (copies attached to Minutes). The Board reviewed and discussed in detail the following bills:

   a) **House Bill No. 7** - A Bill to amend the Code of Virginia by adding in Title 2.1 a chapter numbered 52, consisting of sections numbered 2.1-804 through 2.1-808, relating to government-owned computers; restrictions on access to materials with sexually explicit content; on-line gambling prohibited. (Restrictions for state and agency employees.)

   b) **House Bill No. 8** - A Bill to amend the Code of Virginia by adding in Article 1 of Chapter 13 of Title 22.1 a section numbered 22.1-212.5, relating to education; school-based access to information infrastructure (including placement of software).

   c) **House Bill No. 44** - A Bill to amend the Code of Virginia by adding a section numbered 58.1-3650.650, designating certain organizations to be exempt from property taxation. (Refers to Louisa County Library Foundation.)
LIBRARY BOARD MINUTES

-8- JANUARY 23, 1996

DIRECTOR’S REPORT (Continued):

d) House Bill No. 210 - A Bill to require agreement on the operation hours and budget for certain regional libraries.

Discussion on the legislative bills concluded the meeting.

ADJOURNMENT:

The meeting adjourned at 5:24 p.m. The next regular Board meeting will be scheduled for Tuesday, February 27, 1996 at 3:30 p.m. in the Central Library’s Madison Room, unless notified otherwise.

DonnaLee Grossman
Recording Secretary

(Rev.1-2/12/96)
To: Directors of All Virginia Libraries

As the new Chairman of the Trustee Section of VLA, I am asking for your help to find out what you and your Boards of Trustees or Directors would like to know to make your library system function better.

The first training-informational workshop will be held in Charlottesville on 10 May 1996 starting at 10:00 am. This is a joint venture with the State Library and we would like to have your input on the following.

1- What topics would you like to have your board members learn more about?

2- What topics do your board members want to know about?

3- How many of your board members and/or staff would attend such a workshop?

Would you and/or your board members respond as soon as possible by Fax, E-mail or letter to the above address.

Sincerely,

Donald C. Kiscaden - Chairman
VLA Trustee Section
HOUSE BILL NO. 7
Offered January 10, 1996
Prefiled December 14, 1995

A BILL to amend the Code of Virginia by adding in Title 2.1 a chapter numbered 52, consisting of sections numbered 2.1-804 through 2.1-808, relating to government-owned computers; restrictions on access to materials with sexually explicit content; on-line gambling prohibited.

Patrons—Marshall, Nixon and O'Brien

Referred to Committee on General Laws

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding in Title 2.1 a chapter numbered 52, consisting of sections numbered 2.1-804 through 2.1-808 as follows:

CHAPTER 52.
RESTRICtIONS ON STATE EMPLOYEE ACCESS TO INFORMATION INFRASTRUCTURE.

A. For the purpose of this chapter:
"Agency" means any agency, authority, board, department, division, commission, institution, institution of higher education, bureau, or like governmental entity of the Commonwealth.
"On-line Gambling" means the making, placing or receipt via computer, of any bet or wager of money or other thing of value, made in exchange for a chance to win a prize, stake or other consideration or thing of value, dependent upon the result of any game, contest or any other event the outcome of which is uncertain or a matter of chance, whether such game, contest or event, occurs or is to occur inside or outside the limits of this Commonwealth.
"Information Infrastructure" means telecommunications, cable, and computer networks and includes the Internet, the World Wide Web, Usenet, bulletin board systems, on-line systems, and telephone networks.
"Sexually explicit content" means (i) any description of or (ii) any picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting, sexual bestiality, a lewd exhibition of nudity, as nudity is defined in § 18.2-390, sexual excitement, sexual conduct or sadomasochistic abuse, as also defined in § 18.2-390, coprophilia, urophilia, or fetishism.

§ 2.1-805. Restriction on agency employee access via computers to materials with sexually explicit content.
Except to the extent required in conjunction with a bona fide, agency-approved research project or other agency-approved undertaking, no agency employee shall utilize agency-owned or -leased computer equipment to access, download, print or store any information infrastructure files or services having sexually explicit content. Such agency approvals shall be given in writing by agency heads, and any such approvals shall be available to the public under the provisions of the Virginia Freedom of Information Act, (§ 2.1-340 et seq.) of Title 2.1.

§ 2.1-806. Agencies to employ filtering technology.
A. To the fullest extent feasible, agencies shall obtain filtering software to inhibit employee access to information infrastructure files and services having sexually explicit content.
B. The Department of Information Technology shall assist all agencies in implementing the provisions of this section.

§ 2.1-807. On-line gambling with state-owned computers prohibited.
No agency employee shall utilize agency-owned or -leased computer equipment to access, download, print or store any information infrastructure files or services accessing or enabling on-line gambling.

§ 2.1-808. Agencies to inform employees of chapter's provisions.
All Agencies shall immediately furnish their current employees copies of this chapter's provisions, and shall furnish all new employees copies of this chapter concurrent with authorizing them to use agency computers.
A BILL to amend the Code of Virginia by adding in Article 1 of Chapter 13 of Title 22.1 a section numbered 22.1-212.5, relating to education; school-based access to information infrastructure.


Referred to Committee on Education

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding in Article 1 of Chapter 13 of Title 22.1 a section numbered 22.1-212.5 as follows:

§ 22.1-212.5. School-based computer access to information infrastructure.

A. For the purpose of this section:

"Information Infrastructure" means telecommunications, cable, and computer networks and includes the Internet, the World Wide Web, Usenet, bulletin board systems, on-line systems, and telephone networks.

"Sexually explicit content" means any (i) description of or (ii) picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting, sexual bestiality, a lewd exhibition of nudity, as nudity is defined in § 18.2-390, sexual excitement, sexual conduct or sadomasochistic abuse, as also defined in § 18.2-390, coprophilia, urophilia, or fetishism.

B. Public and private elementary and secondary schools enabling students to access the Internet, Usenet, the World Wide Web or other components of the information infrastructure via computers or computer connections furnished by such schools shall ensure that:

1. The word "juvenile" precedes students’ names in all electronic mail addresses furnished of authorized students.

2. All World Wide Web pages, Gopher pages or similar pages containing student names and other identifying information about students contain the following warning:

"Warning: Information contained on this page concerns juveniles. All persons accessing this information are subject to the provisions of the Virginia Criminal Code (Title 18.2 of the Virginia Code)."

3. To the fullest extent possible, filtering software is obtained and utilized to inhibit student access to computer services or files having sexually explicit content.
HOUSE BILL NO. 44
Offered January 10, 1996
A BILL to amend the Code of Virginia by adding a section numbered 58.1-3650.650, designating certain organizations to be exempt from property taxation.

Patron—Dickinson

Referred to Committee on Finance

Be it enacted by the General Assembly of Virginia:
1. That the Code of Virginia is amended by adding a section numbered 58.1-3650.650 as follows:

   § 58.1-3650.650. Property of Louisa County Library Foundation.

   A. The Louisa County Library Foundation, a nonprofit organization, is hereby designated as a cultural and benevolent organization within the context of Section 6(a)(6) of Article X of the Constitution of Virginia.

   B. Property located in Louisa County, owned by the Louisa County Library Foundation and used by it exclusively for cultural and benevolent purposes on a nonprofit basis as set forth in subsection A of this section, is hereby determined to be exempt from local taxation.

Passed By
The House of Delegates
without amendment □
with amendment □
substitute □
substitute w/amdt □

Passed By The Senate
without amendment □
with amendment □
substitute □
substitute w/amdt □

Date: ____________________________ Date: ____________________________

Clerk of the House of Delegates Clerk of the Senate
HOUSE BILL NO. 210
Offered January 10, 1996
A BILL to require agreement on the operation hours and budget for certain regional libraries.

Patron—Abbott

Referred to Committee on Counties, Cities and Towns

Be it enacted by the General Assembly of Virginia:

1. § 1. That the board of supervisors of any county having a population larger than 12,550 but no greater than 12,830 and the governing board of the regional library serving such county shall agree to the use of moneys appropriated to the library by such board of supervisors and the hours of operation for such library. If such board of supervisors and regional library board cannot reach an agreement, either board may request that a three-member panel be selected to resolve the dispute. The board of supervisors and the regional library board shall select one panel member each from among its members within five days of any request for such panel hearing. The chief judge of the court of the jurisdiction in which such regional library is located shall select the third member from a list of qualified and impartial fact finders. The persons comprising the list may reside within or without the jurisdiction of the circuit court, be residents of the Commonwealth of Virginia and, in all cases, shall be deemed by the judge capable of presiding over an administrative hearing. The third impartial panel member shall chair the panel. With the agreement of the other panel members, the impartial panel member shall have the authority to conduct the hearing.

The panel shall set the time for a hearing, which shall be held within thirty days, and shall so notify the board of supervisors and the regional library board. The panel may ask, at the beginning of the hearing, for statements from the board of supervisors and the regional library board clarifying the issues involved. The parties shall then present their claims and evidence. Witnesses may be presented and questioned by the panel members. The panel may, at its discretion, vary this procedure but shall afford full and equal opportunity to all parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination. The parties shall produce such additional evidence as the panel may deem necessary to an understanding and determination of the dispute. The panel shall be the judge of relevancy and materiality of the evidence offered. All evidence shall be taken in the presence of the panel and of the parties. The recommendations and findings of fact of the panel shall be based exclusively upon the evidence presented to the panel at the hearing and shall be arrived at by a majority vote of the panel members. The decision of the panel shall be final and binding upon the board of supervisors and the regional library board; however, the hearing may be reopened by the panel on its own motion or upon application of the board of supervisors or the regional library board for good cause shown to hear after-discovered evidence at any time before the panel's report is made.

The panel shall make a written report which shall include its decision, findings of fact, and any recommendations and shall file it with the members of the board of supervisors and the regional library board, not later than thirty days after the completion of the hearing.

Members of the panel shall serve without compensation. The board of supervisors and the regional library shall each bear its own expenses and shall share equally the expenses, if any, of the panel.
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

AT THE NOVEMBER 28, 1995 MEETING

1) Approval of the October 31, 1995 Minutes.

2) Approval by the Board to accept the year end June 30, 1995 audit as presented.

Donna Lee Grossman
Recording Secretary
MINUTES OF THE NOVEMBER 28, 1995 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Mary Jane Clarke
Betty Gaylord
Elizabeth Gleason-President
Jacqueline Rice
Marian Schwartz
George Tramontin-Vice President

TRUSTEES ABSENT:

Jerry Jones
Walter Tucker, Jr.

ALSO PRESENT:

Ellen Duffy - Head of Children's Services
DonnaLee Grossman - Recording Secretary
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head of Reference and Information Services
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 Gleason at 3:30 p.m., in the Central Library's Madison Room on Tuesday, November 28, 1995.

Mrs. Clarke made the motion for Board approval of the October 31, 1995 Minutes; Mr. Tramontin seconded the motion. The motion was approved by five Board members (Clarke, Gaylord, Gleason, Schwartz and Tramontin). Ms. Rice abstained from voting as she was not present at the October 31, 1995 Board meeting.
ANNUAL REPORT:

The Director referred the Board to the distributed 1994-1995 Annual Report. Melinda Frierson wrote the report and it came out concurrently with the audit. The Director plans to send the annual report, along with the audit, to the jurisdictions when the proposed budget is mailed out.

ANNUAL AUDIT:

Mr. Lyons reviewed the audit report for year ended June 30, 1995. As of June 30, 1995, the Fund Balance was $204,609. In comparing the previous year, the General Fund was up a little but the Equipment Fund went down, primarily due to the Central Library’s reorganization and Monticello Avenue. The Library generated revenue (from fines and fees) actually went up 14%, a $16,000 increase. Revenues and expenditures both increased. Expenditures increased primarily due to Monticello Avenue, Central’s reorganization costs and the increase in the salaries and benefits line.

Mr. Lyons referred the Board to page 8 in the audit report, where the auditors mentioned the Library does not have complete fixed asset accounting records. Mr. Lyons informed the Board that, basically, if there is anything with a serial number, it would be in the system; but if it is furniture, it isn’t in the system. Mr. Lyons already has a ledger/computer system for the library, with stickers assigned to each piece of equipment. Each sticker has the location of the equipment and a serial number assigned to it.

In order to comply with the audit, the Library would have to not only include all furniture but would also have to take the City of Charlottesville’s printouts and reconcile everything on the printouts. Unfortunately, it would be very difficult to reconcile with the City’s printouts because of the age of some of the items. Some of the items listed go back into the 1980’s.

President Gleason suggested a decision be made, on the part of the Board and the City, saying they will do this as of a certain date because otherwise it is impossible to do as no records were kept prior to that time. President Gleason voiced the Board’s concern, for insurance purposes, that the library receive credit for everything of value the library has or owns. Ms. Schwartz suggested the library do a video tape of each area.

Mr. Tramontin made the motion for the Board to accept the year end June 30, 1995 audit as presented; Ms. Schwartz seconded the motion. The motion was unanimously approved by the six Board members present (Clarke, Gaylord, Gleason, Rice, Schwartz and Tramontin).
APPOINTMENT OF BOARD COMMITTEES:

1) **PERSONNEL COMMITTEE** - Their responsibility will be to go over the Personnel Manual and the Personnel Contract with the City of Charlottesville, to determine what the Board agrees the Library will do as far as concurring with their personnel policies. This will involve a great deal of study and needs to be started as soon as possible. The committee consists of:

   George Tramontin - Chairman  
   Betty Gaylord  
   Jacqueline Rice  
   President Gleason (ex officio member)

A copy of the City of Charlottesville's City Personnel Regulations was distributed to each Board member.

The Library Director informed the Board that the differences are spelled out in the contract. One significant change in the last contract should be that wherever the words "City Manager" are in the personnel policy, it should say "Library Director." Wherever the committee reads "City Manager" in the personnel regulations and contract, the committee should think of the "Library Director" and they should decide if they want the Library Director to act in that position in that particular instance.

President Gleason said the Library Director is considered equal to a Department Head in the City structure. Senior Staff is considered as another level.

The Library Director informed the Board the Library has several leave policies, that have been adopted over the years, that have been grandfathered in.

President Gleason said it was important for the Library to have written documents stating the exceptions to the City’s policies and contract. The Library agrees to abide by the City’s personnel policies/contract, with any exceptions noted in the contract. The Board needs to be sure the personnel contract spells out all the specific differences.

2) **POLICIES COMMITTEE** - President Gleason asked the committee to review all of the policies - some of them will be outdated and others will be alright the way they already are. The committee is to make recommendations to the Board as to any changes - either elimination or changes of the policies - and then the Board will vote on all the policies. The committee consists of:
APPPOINTMENT OF BOARD COMMITTEES (Continued):

POLICIES COMMITTEE (Continued)

Marian Schwartz - Chairman
Jerry Jones
Walter Tucker, Jr.
President Gleason (ex officio member)

3) LONG RANGE PLAN AND BUDGET COMMITTEES - Both committees will be composed of the entire Board.

NOTE - Mary Jane Clarke will not be assigned to a committee because she will be very busy working with Louisa County on their new library.

BUDGET OVERVIEW:

President Gleason informed the Board that the budget for FY 1996-1997 should be ready by December 15th. Two budget work sessions were scheduled for the Board:

- Monday, December 4th - 3:00 p.m.
- Tuesday, December 12th - 3:00 p.m.

To prepare for the new budget (FY 1996-1997), the Library Director suggested the Board review the adopted budget the Library is currently operating under. The Board should review the format, to see if they have any questions or if they would like to make any suggestions for the new budget.

Bill Lyons and DonnaLee Grossman will have the existing staff salaries and the operating budget, projected for this current year, next to the projections for next year.

To allocate Central reference costs for budgeting purposes, Joyce MacDonald and the Reference Department have done two reference surveys (two weeks around April/May and two weeks around October). The figures in the survey represent direct calls or walk-ins by individuals. The survey does not include figures for branch backup by branch heads. The 1995 Central Reference Survey was included on the back of the Regional Cost Allocation sheet, which was distributed at the Board meeting. The Regional Cost Allocation sheet shows Reference Services for 1993-1994 and 1994-1995. The figures for the two years are averaged out. The percentages, based on circulation, are at the top of the Regional Cost Allocation sheet and are averaged out for 1993-1994 and 1994-1995. Nelson and Louisa have been going down while Greene and Albemarle have been going up. The City
BUDGET OVERVIEW (Continued):

of Charlottesville has been staying close to the same, between 25-26%. The percentage of circulation is how the Library allocates regional costs in the budget. In the center of the Regional Cost Allocation sheet is the breakdown of how the Library allocates the costs between the City of Charlottesville and Albemarle County, for the operation of Central, Gordon Avenue and Northside.

Under the operating costs for next year, Bill Lyons plans to recommend a $1,000 increase in postage. This increase is mainly due to the Library’s increase in circulation. Insurance will be increased by approximately $6,000. There may be additional line charges for a T-1 line needed to operate Monticello Avenue. Negotiations are being done with Sprint-Centel. Depending on the outcome of the negotiations, this could cost up to an additional $9,000 and would be in addition to all the regular operating costs. The Library will be asking for $10,000 for contractual services for maintenance of all the Library’s computer workstations. The Library will be asking, in the Administrative budget, for an additional $30,000 for consultant services for an automation upgrade; and this will include the high schools in the region.

The City of Charlottesville does an annual salary survey to check the pay ranges against the market. The salaries are compared and they look at the median for salaries. Bruce Keith, Director of Human Resources for the City of Charlottesville, said the salary ranges have not been changed for three years and he thinks the salaries are getting too far out of line. He preliminarily thinks he will be recommending about a 2% increase in the salary ranges. For the last two years, the Library has been trying to get employees to market/target. The 2% salary increase changes the pay ranges and throws out what the Library has been doing for the last two years - trying to get employees to market/target.

The salary report being done by the city will not be completed until around March, 1996. The Library must have their budget in by December 15, 1995; therefore, the Director recommended to the Board a 5% increase, which would take into account Bruce Keith’s city recommendation of 2% and 1% for pay for performance for people who have worked for the Library four years or more and who are below market/target. It would take care of the increase in salary ranges (2%) and give Library employees up to a 3% salary increase.

President Gleason did not think the jurisdictions would like seeing a 5% increase in the salary line. The Library should state part of the increase is due to the elevation of the salary ranges and part of it is for pay for performance.

After much discussion, in order to get a Library budget prepared by the deadline, the Director suggested to the Board that the Library do a flat 4% off of everyone’s salary and not use market/target. It should be made clear to the staff that this will be just a
BUDGET OVERVIEW (Continued):

Proposed budget, which includes overall pay range adjustments, and the salary line item is not a guarantee that they will be actually getting that; it is only a placeholder amount of money.

DIRECTOR UPDATES:

1) PUBLIC HEARING BASED ON GOVERNOR’S BUDGET - The Governor’s budget is due out December 18th. There will be a public hearing in Charlottesville on Thursday, December 28th at 10:00 a.m., in the Charlottesville Performing Arts Center at Charlottesville High School. The Director encouraged everyone to attend, including staff. People need to show up early if they are signing up for testimony. A special letter will be sent to the representatives asking for their support for full funding of State Aid to public libraries.

2) REQUESTS FOR RECONSIDERATION OF BOOKS - The Director informed the Board that the Library received three requests for reconsideration of books. The Director also mentioned receiving a complaint regarding an item in one of the Cville Weekly issues; the Cville Weekly uses the Central Library’s lobby as one of their distribution/display points.

ADJOURNMENT:

The meeting adjourned at 5:31 p.m. The next regular Board meeting will be scheduled for Tuesday, January 23, 1996 at 3:30 p.m. in the Central Library’s McIntire Room, unless notified otherwise.

There will be two budget work sessions scheduled for Monday, December 4th at 3:00 p.m. and for Tuesday, December 12th at 3:00 p.m.

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

AT THE OCTOBER 31, 1995 MEETING

1) Approval of the September 26, 1995 Minutes.

2) Approval by the Board of the Annual Projects, as amended.
MINUTES OF THE OCTOBER 31, 1995 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Mary Jane Clarke  
Betty Gaylord  
Elizabeth Gleason - President  
Gary O'Connell  
Marian Schwartz  
George Tramontin - Vice President  
Walter Tucker, Jr.

TRUSTEES ABSENT:

Jacqueline Rice

ALSO PRESENT:

Donna Lee Grossman - Recording Secretary  
William Lyons, Jr. - Business Manager  
Joyce MacDonald - Head, Reference and Information Services  
Donna Selle - Library Director  
David Shumaker - Community Network Coordinator-Monticello Avenue

At approximately 3:00 p.m. and prior to the Board of Trustees’ meeting on Tuesday, October 31, 1995, Board members went to the Central Library's Mezzanine to receive their Monticello Avenue orientation. Following the orientation, the regularly scheduled monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Gleason at 4:14 p.m., in the Central Library's Madison Room.

The Board members congratulated Mr. O'Connell on being selected as the new City Manager for the City of Charlottesville. The Library Director presented Mr. O'Connell with a floral arrangement and a book from the University Press of Virginia.

Mrs. Gaylord made the motion for Board approval of the September 26, 1995 Minutes; Mr. O'Connell seconded the motion. The motion was approved by six Board
members (Clarke, Gaylord, Gleason, O'Connell, Tramontin and Tucker). Mrs. Schwartz abstained from voting as she was not present at the September 26, 1995 Board meeting.

**MONTICELLO AVENUE UPDATE:**

The Director referred the Board to the Monticello Avenue Update distributed in the Board packet. Special press packets are being prepared for the Monticello Avenue opening and for the news media. Special brochures are also being prepared for Monticello Avenue. A copy of the press release was distributed to the Board members (attached to Minutes with the Monticello Avenue agenda for the opening). The Library will have a press conference at 1:30 p.m. on Friday, November 3, 1995, before the opening of Monticello Avenue to the public at 2:00 p.m.

Mr. Shumaker and Mr. German have been meeting with the press to do orientation sessions and to explain the differences between our Library and other community networks, such as the one at Blacksburg. The Library has received $725 in donations, from the information providers, to cover expenses for the opening. After the opening ceremonies, the public can see the information providers in the McIntire Room. Library Board President Gleason, Mayor Toscano and Mr. Perkins, Chairman for the Albemarle County Board of Supervisors, will be speaking at the opening. Mayor Toscano and Mr. Perkins have proclamations for the opening and President Gleason will do the ribbon cutting.

President Gleason referred to the draft of Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights, found in the Monticello Avenue Update packet. In all the Library Board’s worries primarily about pornographic information on the Internet, President Gleason said she felt it could be a potential problem for the Library. The Board and Director discussed the issues surrounding pornography on the Internet and plans for family information workshops. Staff will monitor the situation in the lab as few problems have arisen in the Reference Department. President Gleason looked back at some of the earlier Minutes and found the Library planned to closely monitor this.

Ms. Schwartz felt that the responsibility should ultimately be with the children’s parents; if a parent is concerned and a parent is willing to censor their child/children, it should be a parental responsibility and not the responsibility of the public library. President Gleason disagreed to some extent as she felt it was very hard to monitor and watch teenagers. Mr. Tramontin asked what could be done and President Gleason thought the library would have to monitor the situation.

The Director informed the Board that the staff did not have any policies to propose to the Board at this time. The Director felt comfortable advising concerned parents and citizens that the Library understood their concerns and that the Library has not developed a policy yet because the Library is waiting to see what the issues are in the community. The Library Board will, if necessary, develop a policy in the future.
MONTICELLO AVENUE UPDATE (Continued):

President Gleason asked if the Library was going to adopt/abide by The Rights of Users, outlined in the draft in the Board packet; and she read part of one of the paragraphs:

Users have the right of confidentiality in all of their activities with electronic resources and services provided by the library, and the library shall ensure that this confidentiality is maintained. The library also should support, by policy, procedure, and practice, the user’s right to privacy...

The Library Director said the Board wasn’t being asked to adopt the policy at this time, as it was still in draft form.

REQUESTS FOR RECONSIDERATION:

Ms. Schwartz asked the Director to review and comment on the three requests for reconsideration shown in the Director’s Report under Information Items on page 5. In the Library’s Policies and Procedures Manual, there is a procedure for reconsideration of library materials. There is a one-page form for staff/patrons to complete, if there are any concerns about a book, etc. Once the request is received, the Library reviews the request/material and sends a letter to the patron acknowledging receipt of their request and informing them of the action the Library has decided to take.

The requests for reconsideration go to Andrea Williams, Collection Management Coordinator. If the item is a young adult book, it goes to Tim Carrier to review and notify the patron; if it is a children’s book, Ellen Duffy handles it; if it is an adult book, Andrea Williams handles it. Andrea Williams and the Library Director review the letters/responses before they go to the patrons. The Library Director informed the Board that this system has been very successful; several patrons have called to thank the Library for their response. Mr. Tramontin felt having a policy on this was important, as long as people go back to re-evaluate it regularly to keep it current.

ANNUAL PROJECTS:

President Gleason referred to the Annual Projects in the Board packet and asked that the next to last entry be changed to read:

Develop timeline and costs, RFP for consultant services for circulation and on-line catalog upgrade, for all high schools in our region.

Ms. Gaylord asked if the long-range plan could be put into a tighter structure with goals, objectives and strategies in chronological order as to year or priority, so that when
ANNUAL PROJECTS (Continued):

projects were referred to, the Board members would know where they fit in. The Library Director informed the Board someone has been hired to put the long-range plan on-line and she pointed out that the completion of the long-range plan was included in the Annual Projects given to the Board.

The Library Director informed the Board the Library needs to get into the long-range planning process for the rural counties, to give them some idea of the dollars needed for a computer upgrade, what it would cost if they want to include their high schools, and to discuss some Internet access issues that may come into play in the budget. The Library needs to discuss what Virginia Library is doing regarding Internet and the public libraries. Another big issue will be Louisa County’s operating budget.

Mr. Tramontin suggested having a big five-year plan and separating out by year what the Library is planning to do for each year. President Gleason said having a five-year plan was a good idea, and the Board agrees, and the more important issues/items would be done earlier and what could be held back would be done later. The Library/Board might decide to change their minds completely regarding their priorities/plans but they would still need a guideline.

Mr. O’Connell asked the Library Director to explain the last item on the Annual Projects list:

Enhance J-MRL’s role in Virginia Festival of the Book (VFOB) with Board and branch programming.

The Virginia Festival of the Book is scheduled for the end of March, 1996. The Library Director informed the Board that each school library and all the regional library branches are planning some joint programs with the University of Virginia and Alderman Library. They plan to celebrate the works of all the local children’s and young adult authors, illustrators and storytellers. The schools are having Thursday night as family night. Virginia Festival of the Book will be Thursday, March 28th through Sunday, March 31st. At the next Board meeting, the Library Director will have more information on the programming.

Mr. O’Connell asked about the opening of the African-American Collection at Gordon Avenue and if it included shelving for the collection. The Library Director confirmed the money for the shelving is in the budget. The Library Director informed the Board that Gordon Avenue is planning the opening in conjunction with Gordon Avenue’s 30th anniversary, scheduled for January, 1996.
ANNUAL PROJECTS (Continued):

Mr. Tramontin made a motion for Board approval of the Annual Projects, as amended; Ms. Schwartz seconded the motion. The motion was approved by the seven Board members present (Clarke, Gaylord, Gleason, O'Connell, Schwartz, Tramontin and Tucker). (Copy of revised Annual Projects included with Minutes.)

DIRECTOR’S REPORT:

1) Central Library’s Oak Tree - The Library doesn’t have a date yet for the tree removal. The Library was informed, the date of the Board meeting, that the tree will now be replaced with a red oak tree. Mr. O’Connell asked who was controlling the decision on the tree. Mr. Lyons informed the Board Mr. Churchill, from the City Manager’s Office, was coordinating it. Mr. O’Connell pointed out that the tree removal could be a public relations issue. Mr. O’Connell said the City has a special board to make this decision.

2) Letter to Mr. Harvey, Chairman of Nelson County Board of Supervisors - The Library Director referred to President Gleason’s October 16, 1995 letter, which was distributed as a handout at the Board meeting (copy attached to Minutes). On behalf of the Board, President Gleason wrote Mr. Harvey, Chairman of the Nelson County Board of Supervisors, thanking Nelson County for signing the Regional Library Agreement.

The Library Director mentioned that while all the discussions and negotiations with Nelson County were going on, she promised Nelson County the Library would offer them an array of choices and levels of funding during the regular/core process of the budget. This was to include if they stayed at level funding, what their basic request would be (based on a regular budget request), and their budget at different levels. The budgets are to include a basic open week of 40 hours and adequate staffing. They are currently open 30 hours a week.

3) Louisa County’s New Building - The Board reviewed the Louisa County articles discussing the acquisition of a building on Louisa’s Main Street, to be used as the new location for the Louisa County Library. Ms. Clarke, the Louisa County Library Trustee, gave Board members a brief overview leading up to the purchase of the building. The Library Director showed the Louisa County Board of Supervisors the criteria used when the Library went out to bid for a site for Northside. The Louisa Board of Supervisors used the same criteria when they were looking for a new location for Louisa - access, visibility, adequate parking and sufficient open space. The Board of Supervisors moved quickly to purchase the site; and most of the public did not know the building was up for sale and was being considered as a site. The owner of the building wanted to sell/liquidate it and wasn’t interested in considering renting it out to anyone.
Mr. Tucker informed the Board that there was only one employee to operate the
Nelson County Library 30 hours a week. He did not know what would occur if this person
got sick or needed time off. The budget for this fiscal year was set up to fund one 40-hour
per week position and one 20-hour per week position, as Nelson County would only fund
the two positions and the third position from last year was laid off June, 1995. There was
a disagreement about money and the Library changed the 40-hour per week position to
31.75 hours per week and the 20-hour per week position was also reduced. Nelson County
restored the 40-hour per week position and the 20-hour per week position; however, the 20-
hour per week employee quit in October. Now Nelson County is down to only the 40-hours
per week person covering the 30 hours open.

It was decided not to hire back the person laid off to fill the vacant 20-hours per
week position until after the vacation closeout was used up from the person who quit. This
meant Nelson County had to keep operating with one person, until the other person’s
vacation hours were used up. Mr. Tucker felt the Library should hire back the laid off
person immediately. They could start working immediately at only eight hours per week
and he felt the money was there to do that. Mr. Tucker asked the Board to make a
resolution for the Library Director to thoroughly look into the Nelson County situation and
take appropriate action. The Library Director said the Library planned to bring the
person back from layoff, to work at least 20 hours per week, as soon as the payoff for the
vacation leave ended for the former employee.

Ms. Gaylord thought the budget should cover when a person leaves. The Library
Director pointed out that would mean padding everybody’s budget to cover vacation payoffs
in case people leave. Ms. Schwartz asked what would happen if the one person covering
the branch gets sick and the Library Director said Central Library would send someone out
and the branch heads are instructed to contact the Library Director if they have a problem.
It has been a standard administrative policy, that every single staff person in the library
can comprehend, that somebody’s vacation payoff is over before the library hires a new
person. Ms. Schwartz felt the situation was taken care of if Central Library sends someone
out to the branch. Ms. Schwartz agreed with the Library Director in that you cannot
change the rules to suit everybody and you have to be consistent.

President Gleason said the Board had talked about reviewing the accumulation of
vacation time, so this would not happen and the library staff would not have such a great
accumulation of vacation time. The Library Director pointed out that the City policy lets
employees accumulate vacation time beyond a year. President Gleason said the Personnel
Committee would be looking into this. The Library Director said the Board could direct
her to budget more money in personnel and more sub hours in everybody’s budget.
President Gleason felt accumulating vacation was not good and it was important for people
to take vacation. She felt that vacation is there for an important reason and it is a mistake
for people not to take it.
STAFFING SITUATION AT NELSON (Continued):

President Gleason said this will be reviewed and the Personnel Committee and Board are waiting for the City to give them a revised personnel policy.

Mr. Tucker asked for the Minutes to show that he thinks that the handling of this is wrong and is stupid and there is no flexibility in the library's policies to take care of extenuating circumstances, such as the ones at Nelson County.

ADJOURNMENT:

The meeting adjourned at 5:37 p.m. Unless otherwise notified, the next Board meeting will be scheduled for Tuesday, November 26, 1995 at 3:30 p.m. in the Central Library's Madison Room.

DonnaLee Grossman
Recording Secretary

DSM:dlg
(Rv.11/17/95)
FOR IMMEDIATE RELEASE

October 31, 1995

Official Opening of Monticello Avenue to be Held in Central Library

Charlottesville, VA, October 31, 1995 -- Monticello Avenue -- the area's information system for governmental, public service, and community-oriented non-profit organizations on the Internet -- will open to the public on Friday, November 3. The opening festivities will include brief remarks by Albemarle County Board of Supervisors Chairman Walter Perkins, Charlottesville Mayor David Toscano, Jefferson-Madison Regional Library Board President Elizabeth Gleason, and University of Virginia Director of Policy and Planning for the Information Technology and Communication Division Robert (Chip) German. The public is cordially invited.

Official remarks are scheduled for 2:00 on the main floor of the Central Library. The remainder of the afternoon will focus on the public computer lab located on the mezzanine level. Volunteers will give virtual "tours" of Monticello Avenue, allowing the public to see the community resources that are currently available. Local commercial Internet service providers will also offer demonstrations in the McIntire Room.

The public lab and information server are housed on the mezzanine of the Jefferson-Madison Regional Library's Central branch. The public lab will be open to area residents as volunteer support develops. Various workshops and orientations will be offered.

(more)
Monticello Avenue is a public-private partnership. An Executive Committee including representatives from the City, County, J-MRL, and UVA oversees the operations of Monticello Avenue. Adelphia Cable and Sprint/Centel are participating in the planning process as ex-officio members. In addition, an Information Providers Advisory Council made up of information providers offers advisory support. David Shumaker is the project’s full-time Project Coordinator. Volunteers provide support and technical expertise.

Eligible local organizations can post information about their services or upcoming community events. Visitors to the Central Library can view this information from the new public computer lab. In addition anyone with a sufficiently powerful computer and an Internet connection can tap into this electronic information service from home.

Note to Reporters: The event will begin with a press briefing at 1:30 in the Madison Room.

Contact information: Monticello Avenue Executive members include: Donna Selle, director of the Jefferson-Madison Regional Library (979-7151 x206); Chip German, director of Policy and Planning in the Information Technology and Communication Division of the University of Virginia (982-2638); Rick Huff, deputy Albemarle county executive (296-5841); and Linda Peacock, Charlottesville city budget administrator (971-3118). Ex-officio members include A.T. Anderson, Sprint/Centel (971-2161); and Del Hanley, Adelphia Cable Communications (296-7205).

Key participants include Glen Bull (924-4617), Kellytown Neighborhood Association; Harley Miles (984-7024), Charlottesville City Schools; Elaine Pack (296-5822), Albemarle County; Martha Tarrant (924-1528), Office of Medical Education, University of Virginia.

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MONTICELLO AVENUE
http://avenue.gen.va.us

WELCOME
Donna Selle, Director
Jefferson-Madison Regional Library

OPENING REMARKS
Chip German, Director of Policy and Planning
Department of Information Technology & Communication
University of Virginia

Elizabeth Gleason, President
Jefferson-Madison Regional Library
Board of Trustees

PROCLAMATIONS
The Honorable Walter F. Perkins, Chairman
Albemarle County Board of Supervisors

The Honorable David Toscano, Mayor
City of Charlottesville

RIBBON CUTTING
Elizabeth Gleason
JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

Mary Jane Clarke  Jacqueline Rice
Betty Gaylord  Marian Schwartz
Elizabeth Gleason  George Tramontin
Gary O’Connell  Walter Tucker, Jr.

MONTICELLO AVENUE EXECUTIVE COMMITTEE

Chip German, Chairperson
Donna Selle, Library Director
Linda Peacock, City Budget Administrator
Richard Huff, Deputy County Executive
David Shumaker, Project Coordinator

Our thanks to Sprint/Centel-Virginia, Adelphia Cable, ESINet, Novus Papyrus, Cornerstone Networks, Metronetics (Comet), IBM, and the Charlottesville-Albemarle Tribune.
ANNUAL PROJECTS
(Goals/Objectives)

1995-1996

- Open Monticello Avenue Community Network (November 3, 1995)
- Open Young Adult area - Central Library (November 3, 1995)
- Open African-American Collection at Gordon Avenue (January, 1996)
- Introduce CD Lan information databases and resources at Central Library (March, 1996)
- Support Board and staff training in new technologies
- Continue aggressive collection deselection at Central Library, Gordon Avenue, Crozet, Louisa, Nelson and continue maintenance levels at Greene, Scottsville and Bookmobile
- Support design and development and fund raising for new Louisa Branch Library
- Expand collection and services into meeting area at Crozet
- Complete long-range plan (March, 1996)
  (emphasis on Childrens’ Services and system-wide access to information technologies, including Internet access)
- Develop timeline and costs, RFP for consultant services for circulation, on-line catalog upgrade, for all high schools in our region.
- Enhance J-MRL’s role in Virginia Festival of the Book (VFOB) with Board and branch programming

DMS:dlg
(Brd Rev. 10/31/95)
October 16, 1995

Mr. Thomas D. Harvey, Chairman
Nelson County Board of Supervisors
Rt. 3, Box 148
Afton, VA 22920

Dear Mr. Harvey:

Thank you for your leadership in guiding Nelson County through the successful signing of the Regional Library Agreement. We appreciate your efforts a great deal as none of us involved in delivering public library services, our regional partners, the Library of Virginia, our Board and our staff has ever wanted to lose Nelson County’s membership. We are especially impressed that it was unanimous and that the Nelson County Board of Supervisors restored funding for staff.

Our sincere gratitude and appreciation for all of your effort. We look forward to another 20 plus years of working with Nelson County.

Thank you,

Elizabeth Gleason, President
Library Board of Trustees

EG:dlg
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE SEPTEMBER 26, 1995 MEETING

1) Board approval of the August 22, 1995 Minutes.

2) Board approval of the Monticello Avenue Information Provider Guidelines and Policy, as presented.

3) Board approval of the contract between the City of Charlottesville, the Jefferson-Madison Regional Library, and the University of Virginia for providing Internet access.

Donna Lee Grossman
Recording Secretary
MINUTES OF THE SEPTEMBER 26, 1995 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Mary Jane Clarke
Betty Gaylord
Elizabeth Gleason - President
Gary O'Connell
Jacqueline Rice
George Tramontin - Vice President
Walter Tucker, Jr.

TRUSTEES ABSENT:

Marian Schwartz

ALSO PRESENT:

Roger Adams - Gordon Avenue Boosters
R. Timothy Carrier - Central Young Adult Librarian
Ellen Duffy - Head, Children's Services
Chip German - University of Virginia-Monticello Avenue
DonnaLee Grossman - Recording Secretary
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Reference and Information Services
Donna Selle - Library Director
David Shumaker - Community Network Coordinator-Monticello Avenue

The monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Gleason at 3:30 p.m., in the Central Library's Madison Room on Tuesday, September 26, 1995. President Gleason welcomed the staff members and visitors.

Mr. Tucker made the motion for Board approval of the August 22, 1995 Minutes; Mr. Tramontin seconded the motion. The motion was approved by five Board members.
(Gaylord, Gleason, Rice, Tramontin and Tucker). Mrs. Clarke and Mr. O'Connell abstained from voting, as they were not present at the August 22, 1995 Board meeting.

**MONTICELLO AVENUE:**

Mr. Shumaker thanked the Board for giving him the opportunity to discuss Monticello Avenue. He encouraged Board members to take him up on his invitation for a one-on-one personal training session.

The public opening for Monticello Avenue has been scheduled for Friday, November 3, 1995 at the Central Library. The public opening is being planned as a community event. The opening remarks are scheduled from 2:00-3:00 p.m. and will be taking place on the main floor of the Central Library. The opening also includes opening of the public computer lab on the mezzanine. Refreshments will be available and workshops will be set up by some of the local service providers.

Monticello Avenue is a partnership between the public and private sector, incorporating a clear definition of roles. The private sector is better able to provide some of the services. They provide the connection to the Internet, they provide the server and the storing of information and they provide either free or at some minimal cost a connection between the server (where information is stored) and the community. Monticello Avenue is a community information server. They provide a connection to the Internet and the server (where information is stored) but not the connection providing access to the community through the Monticello Avenue server. That is where the private sector comes in. The private sector can provide this kind of service reliably and they can scale it; as demand increases for this service, they can meet that demand.

The second aspect of the project is the idea of the development of a civic and on-line infrastructure. It would involve a physical network. It basically involves cabling and that would be in participation with Sprint-Centel and Adelphia Cable. Monticello Avenue is participating in the development of a physical network that will allow them to make use of these technologies in the future. Another component of the infrastructure is informational; organizations begin to behave in ways that are conducive to a network environment. This changes the way organizations provide their information, so that it is conducive to placing it on Monticello Avenue. They can have network information available to the community. People in the community will understand the concepts and develop familiarity with this concept and think differently because they know what capabilities are there.

Public funding is important and Monticello Avenue is a useful place for public funding to go, if there are questions about how money is being spent or how and why money is being spent. The resources offered from the public have been remarkable, when they know that Jefferson-Madison Regional Library has taken the lead. The results already are very favorable; the community is responding with their time and their resources.
After the opening remarks on November 3rd, from 3:00-5:00 p.m. the computer lab will be open to invited guests and the public, to see what is available in the computer lab and what is available on Monticello Avenue. Mr. Shumaker will have a fact sheet available to the public. Local providers to the Internet services have been invited to distribute information and discuss what they are providing. The Director pointed out that this would be treated as a special exemption for the local commercial Internet providers being in the library selling their wares, although people will basically be signing up for the service rather than actual money changing hands in the library. Monticello Avenue is in partnership with them and this would be treated as a one-time event in opening Monticello Avenue. The local providers will be asked to donate money to support the festivities scheduled on opening day. Adelphia Cable has already given $250. Mr. Shumaker is also planning a volunteer appreciation night to say a genuine "thank you" to all those persons who have helped to make this possible.

Mr. Shumaker reviewed with the Board the Guidelines and Policy for Monticello Avenue Information Providers, which was included in the September 1995 Board packet. Monticello Avenue needs to provide policies for those organizations putting information on Monticello Avenue’s server. The document reviewed by the Board spells out how information providers are suppose to behave. Because this is a new project and Monticello Avenue expects it to evolve, they have tried to make the guidelines and policies flexible partly in order to help encourage people to apply.

Mr. Tucker asked what regions would be covered. Mr. Shumaker replied that in the beginning they will be concentrating predominantly on organizations located in the City of Charlottesville and Albemarle County. A lot of these organizations do serve constituencies all throughout the region. Currently, Charlottesville and Albemarle County are paying for this service and whether other groups will be included will be addressed later. The communications network is not available yet outside Charlottesville and Albemarle County. It will be considered a priority for J-MRL to eventually include all their libraries within the region. As hardware, money, etc. become available, Monticello Avenue will be extending to the outer regions.

Mr. Shumaker pointed out under the section titled "Please note" on the second page:

Commercial (for-profit) entities and activities requiring a business license may be listed on Monticello Avenue. Monticello Avenue may include links to for-profit locations. All advertising and commercial activity must take place on other servers.

Individuals (except those who are the officially designated representatives of an organization) are not eligible to post information on Monticello Avenue.
Regarding the information guidelines, Monticello Avenue’s approach was in favor of allowing information providers to present their information in the way they see best. Monticello Avenue wants the eligible organizations to feel ownership for the content they provide, pride of ownership, to feel in charge of it and to feel that they own it. The guidelines are fairly loose because Monticello Avenue does not want to dictate how organizations are to do things. Every organization chooses one representative. The representative is responsible and is given some fairly significant access; and they will be signing a contract acknowledging they are responsible for this. Mr. Shumaker pointed out under the Information Providers Policy:

**Item #1** - Information Providers must designate a representative to be responsible for developing, submitting, and updating information. This individual and the Information Provider are jointly responsible for ensuring the password and e-mail privileges are used only by the official representative for the development of materials for Monticello Avenue.

**Item #2** - Information Providers may not post illegal materials or materials that advocate unlawful activities.

**Item #3** - Information Providers must comply with current copyright laws.

**Item #6** - Information Providers agree to hold harmless Monticello Avenue, its staff and volunteers, the City of Charlottesville, the County of Albemarle, Executive Committee and J-MRL Board of Trustees from any activity resulting from the use of the Monticello Area Virtual Village resource.

Mr. Shumaker read the Disclaimer:

Monticello Avenue cannot control links on other pages. Users use these links at their own risk. Posting of information on Monticello Avenue does not constitute an endorsement by Monticello Avenue.

The issue of pornographic materials was brought up. Curators will be monitoring the system. This is a very serious issue and needs to be closely monitored. Mr. Shumaker pointed out some people will be sending messages that are objectionable and they are on somebody else’s server and Monticello Avenue will not have control over them.

Monticello Avenue is also looking at offering educational workshops for families, to have them come in and learn about safety on the internets. This type of information will be made available for people in the community.
MONTICELLO AVENUE (Continued):

Mr. German thought that the ultimate answer will probably be location of this kind of material in identifiable places and use of software filters, you select to make active, to block your machines and to keep people from getting to those places. There will be a transition period, where it will be necessary to have people looking at the material in order to help people stay within the constraints. Mr. German said that a lot of the people working in this environment are advocates of free speech and want to find a way to preserve it as free as it can be and the answer to that is to find a way to build controls into it. Another method would be to control what sites the information goes to. Mr. German said mechanisms controlling this are developing fast.

Mr. Tramontin made a motion for Board approval of the Monticello Avenue Information Provider Guidelines and Policy as presented; Mrs. Clarke seconded the motion. The motion was approved by five of the Board members present (Clarke, Gaylord, Gleason, Rice and Tramontin). Mr. Tucker abstained, as he felt Nelson County had nothing to do with it; Mr. O’Connell was not present to vote on the motion.

President Gleason asked that the October meeting be changed to the last Tuesday in the month, October 31, 1995 at 2:30 p.m. The meeting is scheduled an hour earlier than normal so that Board members can have time to view Monticello Avenue before the regular Board meeting.

The Board reviewed the contract, as presented in the Board packet, between the City of Charlottesville, Jefferson-Madison Regional Library, and the University of Virginia for providing Internet access. Albemarle County has their own separate contract. The annual cost is $10,000, the City of Charlottesville pays $5,000 and J-MRL pays $5,000; the money will be coming from the Monticello Avenue budget.

Mr. Tramontin made a motion for Board approval of the contract, as presented, between the City of Charlottesville, the Jefferson-Madison Regional Library, and the University of Virginia for Providing Internet Access; Ms. Rice seconded the motion. The motion was approved by five of the Board members present (Clarke, Gaylord, Gleason, Rice and Tramontin). Mr. Tucker abstained, as he felt Nelson County had nothing to do with it; Mr. O’Connell was not present to vote on the motion.

Mr. German explained that this contract is buying connection to the Internet. Albemarle County is buying connection to the Internet for their own purposes, separate from their community information service. In this contract, the City of Charlottesville and the library are going together. The City is buying a portion for its own purposes and the library is buying a portion for library general purposes, as well as the community information service.
MONTICELLO AVENUE (Continued):

The Director informed Board members that the Executive Committee finished a proposal to the Chamber of Commerce for heading up the Market Square section. The Chamber of Commerce has applied for a grant, on behalf of the Regional Tourism Council, with the State Department of Tourism to help them establish a Central Virginia presence for tourism.

SUMMER READING REPORT:

Ms. Duffy highlighted, for the Board, her evaluation of the Summer Reading report, which was included in the Board packet. Jefferson-Madison Regional Library reached 17.7% of the elementary school population through the 1995 Children’s and Young Adult Summer Reading Program. Also included in the Board packet were special tables Ms. Duffy did for the individual areas in the library system. State guidelines encourage libraries meeting less than 10% of their population to increase their outreach by way of school visits. Our library system is reaching more than 10% but still plans to target school visits.

The goal for 1996 is to encourage staff, throughout the region, to visit schools in their areas to promote the summer reading programs because statistics show not all the children are becoming aware of the library’s programs.

In reviewing her tables, Ms. Duffy pointed out that overall the children’s program was up 6% from last year. Ms. Duffy has started a new way of reporting statistics by using ages for children and young adults. Statistics are broken down in this way to correspond with the statistics to the state.

Some registration statistics Ms. Duffy pointed out were:

1) Central Library increased registration by 76.5% over last year,
2) Scottsville increased registration by 63.5% over last year,
3) Gordon Avenue increased registration by 55.3% over last year.

Ms. Duffy included statistical tables this year in order to give the branches an idea on how they were doing in reaching their youth population. It also establishes base statistics to compare with their future statistics. These statistics also reveal to the staff the age groups that appear to be under served.

Ms. Duffy hopes the library will find funding to put publicity in the hands of every child, to promote the Summer Reading Program to children and young adults and to do quality things in the library so that every child in the community becomes aware of what is available. By reaching them at their schools, the library can find and contact all of them.
SUMMER READING REPORT (Continued):

The library was unable to gather statistics on the children going to the parks during the summer, who participated in the Summer Reading Program. The Children’s Services staff at Central and the Young Adult Librarian will be visiting the park sites in Charlottesville next year and will find a way to bring back the statistics, as well as help them to do their programming.

Ms. Duffy invited Board members to visit and see the newly rearranged Children’s Services area at Central. The area has been arranged to make it easier and more convenient for children and teachers to use.

In conclusion, Ms. Duffy discussed wanting to increase communications to the schools, making annual school visits something the students can look forward to, and encouraging field trips to the library. Ms. Duffy offered herself as a resource to the branches to actually go to the branch to work so that the branch would be able to do school visits and so that branch heads could do Summer Reading programs. Ms. Duffy thought doing a video of the summer programming, that takes place in all the branches within the region, would be a great marketing tool. The video could be used in many ways and could be shown at the schools. Ms. Duffy would also like to develop a small piece of publication that would be enticing to children, teachers and to the parents. During the Virginia Festival of the Book (VFOB), Ms. Duffy would like to highlight family programming.

Mr. Carrier informed the Board that 450 young people participated throughout the region in the Cheap Thrills summer program. Considering the fact that until last year the library did not have programming before for the age group from 12-18, the new program was an impressive beginning.

During the spring, Charlotte Bradshaw from Northside, Steven Hartung from Louisa, and Tim Carrier visited 7th grade classes at eight schools. They did reach their goal of covering at least one school in every jurisdiction. They estimated they reached about 1,200 students during their visits. Approximately 40% of the students, reached during their visits to the schools, signed up for the program. Their goal is to reach even more students in 1996.

Mr. Carrier plans to expand his visits to include more schools so that he can offer young adult services to the schools throughout the region. He plans to include public schools, private schools, and parochial schools and to make them aware of the fact that the library now has a young adult program in our library system. By spring, the library should be visible in the community and by the time the library makes their push for the Summer Reading Program, they will already be well aware this is going on. Mr. Carrier said the library’s goal is to get to every student in the community.
SUMMER READING REPORT (Continued):

The student book reviews were a big success. The students wrote the reviews and they were published in the Cheap Chat Review. There were weekly drawings for prizes, which were donated by businesses throughout the community. There were enough student reviews to publish four volumes of the newsletter and they were so popular in the branches that they ran out of copies. The newsletter was published by teen volunteers, at the Northside Branch, under the guidance of Charlotte Bradshaw.

During the Summer Reading in the Parks, it was discovered that many people participating in the program were young adults, people above the age of eleven. This will be an area to contact next year and starting next year, young adult services will be included as well. One of Mr. Carrier’s goals is to contact even more organizations so that they know what the library is doing and what services and programs are offered.

MONTICELLO HIGH SCHOOL UPDATE:

The Director reported on the new high school. A sub committee was appointed to look at the feasibility of a public and school library cooperation. The committee’s recommendation was that the school library media and information center should be designed in line with the needs of a comprehensive high school. In addition, its design, location, and the proposed new high school structure should facilitate access to technology, i.e. have all of the technology that they put into the new high school available to the public in the evenings after school hours.

Albemarle County bought the land for the high school and originally was looking long term at a branch library being eventually located at that site but interest in a joint facility came up. If the demand grows and the population grows in that area of Albemarle County and if a decision is made at a future point that a new library is needed, the design for the new high school allows for the expansion. The population growth in that area is already skyrocketing and is expected to accelerate after the high school is built.

Mr. Tucker encouraged the Director to get all the information possible from the Raleigh high school already successfully combining a school and public library, so that the library and Board members are more knowledgeable and better prepared in case Albemarle County decides to go ahead with this.

DIRECTOR’S REPORT:

1) Selling Boxes Used in Central Library’s Move - The Director informed the Board Mr. Lyons is trying to sell the boxes Central Library used for their moving last month. So far, the library has two customers. 800 will be set aside for Louisa County.
DIRECTOR'S REPORT (Continued):

2) Central Library Oak Tree(s) To Be Cut Down - Central Library's large oak tree, located near the corner of Market and Second Streets, has to be cut down. For many years the tree has been trimmed back to sustain its size but now it is rapidly rotting at the base of the trunk and is in danger of toppling. There is another dying oak tree, located on the Third Street side of the library, but it isn't rotting from the bottom. This will also eventually have to be removed and replaced. The Director would like to replace both trees with white oaks. This could be a public relations issue. Arrangements are underway with the City of Charlottesville and Van Yahrue will be doing the tree removal.

3) Virginia Library Association Conference (November 8-11th) - The Director encouraged Board members to attend. The library will pay for the registration of Board members, for their room (the meals/charges are covered in the room rates) and the special anniversary buffet. The Hotel Roanoke is offering special room rates for the conference. The Board members should be interested in several items on the agenda.

4) Nelson County - The Director referred to President Gleason's September 22, 1995 letter to Mr. Thomas D. Harvey, Chairman of the Nelson County Board of Supervisors (copy attached to Minutes). The letter was in response to the cancellation of the September 22, 1995 meeting. The Director referred the Board to the latest articles on the library found in the Nelson County Times and read to the Board the yellow postcard sent out by the Nelson County Friends to approximately 3,000 patrons:

Please use my local tax dollars to keep Nelson Memorial Library in the Jefferson-Madison Regional Library system and to open our library 40 hours per week.

To me, our library is:

Name: ______________________

Address: ____________________

Phone: ______________________

5) Trustee's Retreat - The Board of Trustee's retreat is scheduled for Saturday, October 7th from 9:00 a.m.-2:00 p.m. The senior staff will be there from 9:00-11:00 a.m. It will be held at President Gleason's house, located at 1831 Yorktown Drive. Coffee and lunch will be included. The Board will be reviewing the Policy Manual, Goals & Objectives (to include long-range goals), and this session will serve for orientation for all the Board
DIRECTOR'S REPORT (Continued):

members. Senior staff members will be present to discuss what they do, what changes they would like, and to answer any specific questions from the Board members.

EXECUTIVE SESSION:

Mrs. Gaylord made the motion for the Board to go into Executive Session, to discuss matters of personnel, pursuant to Virginia Code 2.1-344, sub paragraphs (1) and (4); Mr. Tramontin seconded the motion. The Library Board went into Executive Session at 5:48 p.m. The Library Board reconvened at 6:26 p.m., to certify the Executive Meeting (copy of certification attached to Minutes).

ADJOURNMENT:

The meeting adjourned at 6:28 p.m. The next Board meeting will be one week later and one hour earlier at 2:30 p.m. on October 31, 1995. The Board is meeting an hour earlier in order for Board members to have time to view Monticello Avenue before the regular Board meeting begins.

DonnaLee Grossman
Recording Secretary
CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the Jefferson-Madison Regional Library has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

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

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

VOTE:

AYES: CLARKE, GAYLORD, GLEASON, RICE, 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:

O'CONNELL AND SCHWARTZ

ABSENT DURING MEETING:

O'CONNELL AND SCHWARTZ

Clerk/Secretary of Jefferson-Madison Regional Library
September 22, 1995

Mr. Thomas D. Harvey, Chairman
Board of Supervisors
Nelson County Office Building
P. O. Box 336
Lovingston, VA 22949

Dear Mr. Harvey:

The four other Jefferson-Madison Regional Library partners, City of Charlottesville and Counties of Albemarle, Greene and Louisa, do not want to review and renegotiate the Regional Library Agreement at this time, so Donna Selle, Library Director, has cancelled the September 22, 1995 meeting as she informed Mr. Cutlip yesterday by phone.

The Jefferson-Madison Regional Library Board of Trustees wants the Nelson County Board of Supervisors to know that it does not want Nelson County to withdraw from our library system. The establishment of a regional library has benefitted us all. The Library of Virginia has long recommended such a system and uses our success as an example of the benefits accruing to regional partners.

Your county is blessed with a handsome building to house its library collection. Jefferson-Madison Regional Library has enhanced your book collection and added videos. Jefferson-Madison Regional Library has automated its entire system and thereby multiplied each library cardholder’s access to countless book titles. Nelson citizens use Central Branch in Charlottesville more than people from Greene or Louisa.

Jefferson-Madison Regional Library needs all of its five partners to enable it to remain the truly outstanding library it is. The library is a vital educational facility that helps enable this area to keep the quality of life it now enjoys.

Nelson County’s appointment of a Library Advisory Committee has proved to be very helpful. Your library Friends are an active group. Your citizens are enthusiastic users of Jefferson-Madison Regional Library.

Stay with us, please.

Sincerely yours,

Elizabeth B. Gleason, President
Library Board of Trustees

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

AT THE AUGUST 22, 1995 MEETING

1) Approval of the July 25, 1995 Minutes.

2) Approval by the Board for Donna Selle to be retained as the Library Director, at an increase in her salary of 4%.

3) Approval by the Board, based on the Nominating Committee's recommendations:

   Elizabeth Gleason as President
   George Tramontin as Vice President

   DonnaLee Grossman
   Recording Secretary

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE AUGUST 22, 1995 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Betty Gaylord - President
Elizabeth Gleason
Jacqueline Rice
Marian Schwartz
George Tramontin
Walter Tucker, Jr.

TRUSTEES ABSENT:

Mary Jane Clarke
Gary O'Connell

ALSO PRESENT:

Donna Lee Grossman - Recording Secretary
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 3:34 p.m., in the Basement Conference Room at Gordon Avenue Branch Library on Tuesday, August 22, 1995.

The Board members decided to move the Executive Session to the first item on the agenda. Mrs. Gleason made the motion for the Board to go into Executive Session to discuss matters of personnel, pursuant to Virginia Code 2.1-344, sub paragraphs (1) and (4); Mr. Tucker seconded the motion. The Library Board went into Executive Session at 3:37 p.m. The Board reconvened at 5:22 p.m. The Board commended the Director for her work during this past year. Mrs. Gleason made the motion for Board approval for Donna Selle to be retained as the Library Director, at an increase in her salary of 4%; Ms. Schwartz seconded the motion. The motion was unanimously approved by the six Board members present (Gaylord, Gleason, Rice, Schwartz, Tramontin and Tucker).

Mrs. Schwartz made the motion for approval of the July 25, 1995 Minutes; Mr. Tramontin seconded the motion. Mrs. Gleason asked that Mr. O'Connell be reinstated and added to the persons listed as absent.
NOMINATING COMMITTEE REPORT:

Mrs. Rice gave the Nominating Committee’s report. On behalf of the Nominating Committee, Ms. Rice made the motion for entering the names of Elizabeth Gleason as President and George Tramontin as Vice President for the upcoming year; Ms. Schwartz seconded the motion. The vote was unanimously approved by the six Board members present (Gaylord, Gleason, Rice, Schwartz, Tramontin and Tucker).

UPDATE ON LOUISA:

The Library Director informed the Board that Louisa County bought the old Safeway building on Main Street. The first meeting with the architect has already been scheduled. Louisa County hired an architect to develop the Louisa County office building and they have added the Louisa County Library onto his contract. Engineering studies have already been completed.

The Library Director thought it might be a two fiscal year process as the $250,000 already set aside for this year won't be enough for the entire building.

Ms. Clarke has been appointed to the Louisa Town Council.

UPDATE ON NELSON:

The Board reviewed the Library Director’s proposed draft letter to the jurisdictions, outlining what Nelson County is proposing. The Board felt the letter should convey how the Library Board thinks, that the 1991 Amended Regional Agreement has been working out well as it is in providing financial stability. The cost allocation method, based on usage, seems to be the fairest and most equitable way to divide costs. The Library Board wanted to strongly recommend that each of the jurisdictions recommend that no changes be made in the Regional Agreement.

Mr. Tucker commented that the Library Board operates under the Regional Agreement and does not have the authority to change the Regional Agreement. Mrs. Gleason agreed and stated it wasn’t up to the Library Board, it should be up to the jurisdictions because this is a regional library system.

The Library Director will take the Board’s comments into consideration and will send the Board members a draft of the letter so they can review it before it goes out to the jurisdictions.

The Library Director reviewed with the Board Mr. Lyon’s August 21, 1995 letter to Nelson County (attached to Minutes). Nelson County notified the Jefferson-Madison
UPDATE ON NELSON (Continued):

Regional Library that a total of $101,000 had been appropriated by Nelson County for regional library services. However, the adopted Library budget for FY 1995-1996 was for a cost allocation of $104,200 for Nelson County, a difference of $3,200. The Library Director informed the Board that the only place the $3,200 could be cut from would be the Branch Supervisor’s hours. The Library Director will contact her about this as soon as possible.

DIRECTOR’S REPORT:

1) **L. A. Lacy, Inc.** - The Library Director asked the Board’s permission to place pressure on L. A. Lacy, Inc., a local heating and air conditioning contractor, and notify the City of Charlottesville’s Purchasing Department and Finance Department, so they will not release payment to L. A. Lacy, Inc. until the Library approves a release. L. A. Lacy, Inc. has not finished the contract and their work performance has been unsatisfactory.

2) **Reversion** - The Library Director informed the Board that Mr. O’Connell has been to South Boston, in Halifax County, doing local research for the City of Charlottesville on the reversion process.

Donna Cote, Director of the Central Rappahannock Regional Library, contacted the Library Director to ask what the two libraries could do because they are both facing the reversion issue. The Library Director mentioned having the legislation amended to allow towns to be signers of regional agreements. South Boston and Halifax County were a city and county regional library. Because no one wanted to change the nature of their relationship, the State is continuing to fund them just like they did when they were a regional library system.

MONTICELLO AVENUE-NEW HIGH SCHOOL UPDATES:

Mr. Tucker commended the Library Director on her August 10, 1995 letter on the potential joint high school community (public) library. He thought the letter was excellent and he plans to give it to the Nelson County School Superintendent.

Mrs. Gleason asked for some clarification on item #4 on page 3. She asked if Gordon Avenue was going to be closed as the Library Director refers to saving money by not operating two facilities. The Library Director said that Gordon Avenue was not the issue. She meant to save money by not operating a branch library and a school library in the same area.
MONTICELLO AVENUE-NEW HIGH SCHOOL UPDATES (Continued):

Mrs. Gleason referred to the last sentence in item #6 on page 3. The Library Director suggested that during the Virginia Festival of the Book the Library Trustees sponsor a workshop on First Amendment Rights. The Board agreed.

OTHER ITEMS DISCUSSED:

1) Albemarle County Historical Society - Mrs. Gleason asked the Library Director about Albemarle County Historical Society’s request to use the basement in the McIntire Building. The Library Director said they were asking for space in the basement area. The Library paid to have the basement renovated and it now houses the Bookmobile collection. Any additional space has been used by the Library for storage space for equipment and books and as a staging area. The Library Director recommended, and the Board concurred, that the Historical Society should find another location to store their gifts of archival materials and where they would also have room to process them.

2) Commending of Central Staff - Mrs. Gaylord wanted to commend the Central Library staff who have been involved in moving the books, the shelving, etc. during the renovation of the Central Library. It involved a lot of organization, as well as tremendous physical involvement, and showed that the staff were willing to get in there and do what needed to be done.

3) Board Retreat - Mrs. Gleason mentioned that in the past the Board has had a special retreat to develop goals, objectives, etc. She found it of great value and would like to have another retreat scheduled on a Saturday morning and include the senior staff. Mrs. Gleason asked the Board to start thinking of a date.

4) Open Position for Albemarle County Library Trustee - The Library Director informed the Board that the deadline for Albemarle County Trustee applications is August 30, 1995. The Library Director said Albemarle County had three applications to date. The Library Director will be writing Albemarle County a letter requesting they appoint someone as soon as possible after September 1st, so that they can be at the retreat.

5) Commending Outgoing President Gaylord - Mr. Tucker commended outgoing President Gaylord for the excellent job she has done as Board President during the last two years.
ADJOURNMENT:

The meeting adjourned at 6:27 p.m. Unless otherwise notified, the next Board meeting will be scheduled for Tuesday, September 26, 1995 at 3:30 p.m. in the Central Library's Madison Room.

DonnaLee Grossman
Recording Secretary
CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the Jefferson-Madison Regional Library has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

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

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

VOTE:

AYES: GAYLORD, GLEASON, RICE, SCHWARTZ, 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:

CLARKE AND O'CONNELL

ABSENT DURING MEETING:

CLARKE AND O'CONNELL

Clerk/Secretary of Jefferson-Madison Regional Library
August 21, 1995

Mr. R. H. Moore
Interim County Administrator
Nelson County
P.O. Box 336
Lovingston, VA. 22949

Dear Mr. Moore:

The Jefferson-Madison Regional Library is in receipt of your letters of June 7, 1995 and August 17, 1995 in which you notified the Library that a total of $101,000 had been appropriated by Nelson County for the Regional Library services.

The adopted Library budget for FY 1995/96 had a cost allocation of $104,200 for Nelson County. In my conversation with you this morning, you stated that the difference ($3,200) was for cleaning services (normally listed under Service Contracts). As you can see on p. 36 of the adopted FY 95/96 budget, however, no allocation for cleaning was included. The $104,200 is needed for operating expenses other than cleaning.

It is requested that the remaining $3,200 be appropriated to fully meet the budget requirements.

Sincerely,

W.M. Lyons, Jr.
Business Manager
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S

BOARD OF TRUSTEES

AT THE JULY 25, 1995 MEETING

1) Approval of the June 27, 1995 Minutes.

2) Approval by the Board of the policy revisions recommended in the Video Committee report - that all library patrons are eligible to check out videos.

3) Approval by the Board to change overdue fines for compact disks from $1.00 per day to $.10 per day.

4) The Library Board concurs with the recommendations of the proposed performance-based pay plan.

5) Acceptance by the Board of the recommendations from the Personnel Committee - to elect a Staff Representative and alternate and that one of them should attend all the regularly scheduled Board meetings.

6) Approval by the Board to adopt the budget presented, with the changes just made.

Donna Lee Grossman
Recording Secretary

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE JULY 25, 1995 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Mary Jane Clarke
Betty Gaylord - President
Elizabeth Gleason
Jacqueline Rice
Marian Schwartz
George Tramontin

TRUSTEES ABSENT:

Walter Tucker, Jr.

ALSO PRESENT:

R. Timothy Carrier - Central Young Adult Librarian
Ellen Duffy - Head, Youth Services
Joyce Hall - Library Assistant II-Technical Services
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Reference and Information Services
Stella Pool - Staff Representative
Donna Selle - Library Director
David Shumaker - Community Network Coordinator-Mont.-AVV
Brenda Washington - Library Assistant II-Central Reference
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 3:32 p.m., in the Central Library’s Madison Room on Tuesday, July 25, 1995.

Mrs. Gleason made the motion for approval of the June 27, 1995 Minutes; Mr. Tramontin seconded the motion. The motion was approved by the six Board members present (Clarke, Gaylord, Gleason, Rice, Schwartz and Tramontin).

VIDEO COMMITTEE REPORT (Andrea Williams):

Mrs. Williams reviewed with the Board the report of the Video Committee Survey Results and Recommendations (included in the Board packet). The video collection began around the mid 1980’s and the first collection came to the library as a grant from the...
VIDEO COMMITTEE REPORT (Continued):

McArthur Foundation. After that, the library supplemented the collection with gifts and funding from the Friends. The Friends initially supported the collection generously. No state aid had been spent on videos for the past several years. The collection is very popular and the library now has just under 3,000 videos in the collection system-wide.

Mrs. Williams felt it was time for the library to look at the collection and decide whether the library wanted to continue it, wanted to maintain it and whether the library wanted to change the direction in any way. Mrs. Williams called for a committee of volunteers from the staff; and the committee decided one of the first things they wanted to do was to survey the rest of the staff. The results of the survey and the committee’s recommendations have been combined in the report in the Board packet. A telephone survey was also done with four Virginia libraries: Fairfax, Central Rappahannock, Pamunkey and Henrico. The telephone survey was included with the Video Committee’s report in the Board packet.

The Library earmarked funds from the state aid budget for this year for videos and anticipates expending it within the next six months. Beginning January 1996, the library will begin a system of allowing holds to be placed on the library’s newly enlarged video collection. The library will try this for six months, when the new policy will be evaluated to see how it works.

The library will be continuing their current policy of no renewals for any videos. Mrs. Williams also pointed out that starting January 1996, the library’s videos will move among the branches on a deposit collection basis. Every month there will be two branches that will come to Central to choose from what is on the shelves at Central the videos they want to bring out as their deposit collection to their branch. It was decided to do this on the same day the Branch Head/Senior Staff meetings are held at Central.

Mr. Tramontin made the motion for approval of the policy revisions recommended in the Video Committee report - that all library patrons are eligible to check out videos; Mrs. Gleason seconded the motion. The motion was approved by the six Board members present (Clarke, Gaylord, Gleason, Rice, Schwartz and Tramontin).

RECOMMENDED CHANGES IN CIRCULATION POLICIES:

The Director briefly discussed the recommendation of reducing overdue fines for compact disks, from $1.00 per day to $.10 per day. The compact disk collection was started by using the Rebhun Fund. The collection is only at the Central Library and has been added to with small amounts of money and gifts. Nimbus has given substantial gifts to this collection. The library is in the process of cataloging the collection and is adding
RECOMMENDED CHANGES IN CIRCULATION POLICIES (Continued):

over 500 new CDs to the collection. With more CDs available and in order to simplify use throughout the library, the library recommends reducing overdue fines for compact disks from $1.00 per day to $.10 per day. Mrs. Gleason made the motion for approval to change overdue fines for compact disks from $1.00 per day to $.10 per day; Mrs. Schwartz seconded the motion. The motion was approved by the six Board members present (Clarke, Gaylord, Gleason, Rice, Schwartz and Tramontin). President Gaylord thanked Mrs. Williams and the Video Committee.

NOMINATING COMMITTEE:

The Nominating Committee had nothing to report yet.

PAY FOR PERFORMANCE (Andrea Williams):

The Pay for Performance Committee was composed of staff volunteers to formulate a proposal for a mechanism for a pay for performance plan for the library. For each of their meetings, the committee published minutes and attached feedback forms to get input from the staff. The committee tried to concentrate on any concerns the staff might have. The committee also reviewed the City of Charlottesville's Pay for Performance plan. During the past two years, the City of Charlottesville has been revising their evaluation forms and has been developing a fairly complicated pay for performance compensation plan. The committee developed a proposal for the evaluation year just concluded and also developed a proposal to be used for future years. Their proposal is in the Board packet.

There were key elements the committee felt were most important. One was to develop a plan that would move people up to their market/target on the pay scale as quickly as possible. That was considered a priority in the pay for compensation plan. Once the employee passes through a probationary period, they should be moved then, if they have "Satisfactory" performance, up to that market value as quickly as possible.

Another key element was for salary increases to be geared toward "Satisfactory" performance on the tasks, as outlined in their job descriptions, rather than for some exceptional or outstanding behavior.

The committee’s proposal was that at the beginning of a fiscal year, after the budget is finalized and at the beginning of the performance year, some amount of money be earmarked to be distributed to awards at the end of the performance year, for those people who actually are demonstrated to have done something outstanding. This would be in the form of a bonus. The committee felt that whatever this pool of money was, it would be divided equally among those people who were rated in that category. A ceiling of $500 was
PAY FOR PERFORMANCE (Continued):

placed on the bonuses, with the bonuses to be awarded no later than June 30th.

Mrs. Gleason liked the idea of incentive pay being an equal amount of money. However, she was concerned about it coming from that particular part of the budget, as it is very uncertain and the library never knows how much it is going to be until the end of the budget process. She didn't think it was fair or good policy to tie the library down to an unknown amount of money; and the library may have other library needs for that money. She felt it seemed wrong for the library to just say automatically that that money will go for this purpose. She would much rather have it as a line item in some way.

Mrs. Gleason said she had hoped B. 2. (Bonus Awards/Incentive Payout) could be put under A. 1. (Salary Increases/Meets Expectations) and have it say "Meets Expectations" from 2.50 - 3.50 and say for something else from 3.50 - 5.00; you can't do it for a percentage and have everybody get equal amounts.

Mrs. Williams commented that in the initial outline of budget requests to the jurisdictions, the library had included 1% for people who were not yet at market/target, a 2% for people who were "Satisfactory" and a 1% for people who had reached the top of their pay scale or were off the pay scale. President Gaylord commented the library had asked for a total of 4% because the library added an extra 1% to the budget for incentive pay.

Mrs. Williams said the committee thought there already was a line item for this amount of money and the committee were recommending it be distributed as bonuses. Mrs. Gleason thought the library could say that a certain percentage of funds be allocated; but then again, the library still wouldn't know how much money they are talking about because it would vary every year. Mrs. Gleason felt incentive pay was important but wasn't sure how the library could do it; she felt something less open ended would be much better. Mrs. Gleason asked if this was a plan or was to be voted on and considered as part of the budget. She felt it was wrong to vote on this until the Board knows what the library is talking about with the budget. The Director said the library could make it a goal to try to do that this year with possible operational budget savings and salary savings.

Mrs. Gleason said, as far as she was concerned, if on item B. 2. the library put before "Funds" the word "some," that would be satisfactory. It would take the library off the hook, as far as giving all the money for incentives, if the library decides they can't do that. It is very hard to define which part of the funds the library can pinpoint for an amount and say it is for personnel. President Gaylord asked if it would be acceptable, if funds are available at the end of this year, to use part of the funds for incentives. Mrs. Gleason said it was acceptable, as long as the library didn't say they were going to allocate all of the funds for that. She does think the library should have incentives for employees.
PAY FOR PERFORMANCE (Continued):

Mrs. Gleason asked that the title for B be changed to read, "Annual Bonus Awards." Mrs. Gleason then made the motion that the Board concurs with the recommendations of the proposed performance-based pay plan; Mr. Tramontin seconded the motion. The motion was approved by the six Board members present (Clarke, Gaylord, Gleason, Rice, Schwartz and Tramontin).

STAFF REPRESENTATIVE TO BOARD:

At a prior Board meeting (May 1995), Mrs. Pool, outgoing Staff Representative to the Board meetings, gave her personal input and comments on her role as the Staff Representative. She was directed to send various comments to the Personnel Committee for their review. Mrs. Gleason, representing the Personnel Committee, gave the committee's report to the Board.

Mrs. Gleason said the Personnel Committee was asked by Mrs. Pool to more clearly define the responsibilities of the Staff Representative and also to show the reasons for the Board doing what they did, in writing the job description and quoting the Board Member Manual.

Mrs. Pool had two comments:

1) Provisions should be made for an alternate to substitute for the Staff Representative, if for any reason they cannot attend the meeting, or for an alternate elected by the staff for this purpose.

2) Should attendance, by the Staff Representative, only be at the regularly scheduled monthly Board meetings or should the representative also attend called meetings?

The committee felt an alternate should be elected, in addition to the Staff Representative; and the Staff Representative/alternate will only be attending the regularly scheduled monthly Board meetings.

President Gaylord referred to the quotes from the Board Member Manual; the committee tried to clarify the role of the Board.

Mrs. Clarke seconded that the Board accept the recommendations from the Personnel Committee - to elect a Staff Representative and alternate and that one of them should attend all the regularly scheduled Board meetings. (Mrs. Gleason reminded the Board that when a committee presents a report, it acts like a motion and it only needs to be seconded.) The motion was approved by the six Board members present (Clarke,
STAFF REPRESENTATIVE TO BOARD (Continued):

Gaylord, Gleason, Rice, Schwartz and Tramontin). The new job description has been attached to the Minutes.

The Board took a short break at 4:55 p.m. and reconvened at 5:02 p.m.

ANNUAL BUDGET:

Mr. Lyons highlighted some of the changes to the budget for the next fiscal year. Summer Reading was reduced - it changed from $3,500 to $2,500. Some of the service contract lines for Gordon Avenue, Scottsville and Crozet were increased, based on what they had expended at the end of the last fiscal year. Because of the new fax lines in Crozet, Scottsville, Greene and Louisa, Mr. Lyons increased their telephone costs. Due to increased travel expenses, the travel line for Louisa was increased. The Bookmobile had an increase in fuel. The Equipment Fund did not change from what the Board had already received from before. The projected fund balance, at the end of the fiscal year, increased from approximately $20 to around $31,000. Mr. Lyons pointed out that there are three separate groups of percentages to work with on cost allocations:

1) regional cost percentages,
2) Albemarle/Charlottesville cost allocations,
3) reference services allocations.

Mr. Lyons and the Director reviewed/discussed with the Board the projected cost allocations breakdown sheet, which was included in the Board packet. The Director pointed out that of the 1%, that the Pay for Performance Committee was talking about that was there at the beginning of the proposed budget year, the $11,000 is what is left and shown as the Contingency Fund. Two jurisdictions underfunded the library in the proposed budget for this fiscal year.

Mrs. Gleason requested the last paragraph on page 3, in the Introduction for the budget, be taken out. Mrs. Gleason also asked that the last sentence in the third paragraph on page 3 be changed to read: Funding for the proposed 1% enhanced pay for performance was not available across the board for each jurisdiction. Mrs. Gleason said the Board needs to decide what they want to do with the entire $11,063 (Contingency Fund). The Director said it was her understanding, with the Board’s motion, that the library adopted a goal to try to do the $500 bonuses.

Mrs. Schwartz made the motion to adopt the budget presented, with the changes just made; Mrs. Clarke seconded the motion. The motion was approved by the six Board members present (Clarke, Gaylord, Gleason, Rice, Schwartz and Tramontin). The
ANNUAL BUDGET (Continued):

Director pointed out that in this year’s budget, all the budgets and funding sources have been included in the budget (State Aid book budget, Friends’ budget and the Equipment Fund). The Board reviewed the book budget. Mrs. Gleason asked that footnotes be put on the bottom of the book budget explaining what the abbreviations and some of the listed items are - such as for OCLC, Ebsco, Infotrac, etc.

NELSON COUNTY:

Board members discussed the articles on the Nelson County Memorial Library, that had been recently printed in Nelson County’s local newspaper. The Director and some of the Board members brought the incoming Board members up-to-date on all the issues involved.

The Board also reviewed the July 24, 1995 letter from Mr. Moore, the Interim County Administrator for Nelson County. The letter outlined specific issues of interest, indicated where they wanted to effect changes and listed additional issues, on page 2, that they also wanted to address (a copy of the letter is attached to the Minutes). Before the library meets with them, President Gaylord would like to have Nelson County more fully explain in writing the additional issues they have listed on page 2.

In conclusion, President Gaylord will reply to the July 24, 1995 letter and will try to get a date for a meeting.

ANNUAL REPORTS:

The annual reports were included in the Board packet. The Director pointed out, under Technical Services’ Statistical Highlights, that having 127,186 holds processed, when the library has approximately 400,000 volumes, means the library’s collection is used intensely and heavily. It means that what the library is buying is what the people want. Several Board members felt that the library/staff is very good and very responsive to patrons. All the library statistics are up and all of it has been through steady increases and growth.

Mrs. Gleason said library growth is determined by its use; that is why the library needs more money to continue to operate at the same level the library is now operating, because the library has more users.

The Director pointed out Nelson County’s statistics - their branch circulation went up by 2% and overall use went up over 6%. Their statistics went up and they were closed three weeks last year. Their patrons used other libraries when Nelson was closed.
ANNUAL REPORTS (Continued):

The Director pointed out Collection Development’s Statistical Comparisons for Fiscal 1993-1995. Under jurisdictions per capita, Albemarle County is showing almost 11 books per capita circulation; and that is in the outstanding range for any public library in this entire country. Usually libraries spend between $40.00-$50.00 per capita to get this kind of rate. Expense per capita and use per capita are going right off the map.

President Gaylord found the Reference report the most difficult to understand and she asked for a listing of the Reference staff and what their jobs are.

ADJOURNMENT:

The meeting adjourned at 6:36 p.m. Unless otherwise notified, the next Board meeting will be scheduled for Tuesday, August 22, 1995 at 3:30 p.m. in the Central Library’s Madison Room.

DonnaLee Grossman
Recording Secretary

Attachments
In response to a request from the 1994-1995 staff representative, the Board hereby more clearly defines the job description for that position and an alternate.

The staff representative and an alternate must be:

- members of J-MRL staff,
- elected by the staff,
- able to serve annual term, July 1 - June 30,
- able to attend monthly Board meetings on Library time,
- able to provide resource and technical support when requested by Board members,
- able to comment on any motion on the table prior to vote,
- able to report summary of Board action(s) to staff as soon as possible.

The Board of Trustees wishes to call attention to its unique responsibilities as stated in the Board Member Manual: Remember that your primary function is to fashion the policies that ensure your organization is run effectively, legally and ethically. These policies act as the foundation for your administrator—who implements the policies and manages the organization in accordance with them...You should always keep in mind that once you have given direction, you must let your administrator be the manager...You need to step back and let your administrator supervise staff as he or she sees fit...He or she should...give them direction and communicate with them. Although board members are leaders of the entire organization, You're not leaders of the staff...Your administrator directs and leads staff. As a board member, you direct and lead only through your administrator. All communication between the board and staff should be channeled through the administrator. Boards do not manage staff—they hire a professional administrator and delegate staff management to that person.

It is in light of these directives that the Board welcomes one elected staff representative/alternate to regular Board meetings, to be available as a resource and to communicate Board action to other members of staff in a timely fashion.
July 24, 1995

Mrs. Gaylord, Chairperson
Board of Trustees
Jefferson-Madison Regional Library
201 East Market Street
Charlottesville, VA 22901-5287

Dear Mrs. Gaylord:

The County of Nelson, in accordance with the agreement reached with the State Librarian, representatives of the Jefferson-Madison Regional Library and representatives of the County on May 31, 1995, proposes that negotiations to settle our differences be conducted within the context of a general review of the 1991 Amended Agreement presently in effect.

We suggest this after review of the agreements of all the regional library systems in the state, which revealed the great variety of approaches that are being taken to provide library services to participating jurisdictions. We believe that after five years, it would be prudent to review the agreement to assume that it is currently meeting the needs of all participants.

Further, as pertains to our specific issues of interest, Nelson County reiterates its desire to effect changes in the following areas:

First, we want a system-wide method of controlling budget increases that will relate to economic conditions within jurisdictions and the region.

Second, we want to establish a minimum level of service that will apply throughout the system, and to develop prescribed Manning levels that will support that level of service.
Also, as a result of our review of other agreements, we intend to address the following additional issues:

Composition of the Board of Governors
Method of cost allocation
Withdrawal procedures
Definition of services to be provided
Administrative matters concerning capital reserves and other subjects

To facilitate your review, we suggest a meeting at the Central Library on Thursday, August 3, at 10:00 a.m., between yourself and Mrs. Selle, Ray Dunn and myself. After our Board of Supervisors meeting, on August 8, 1995, we will provide you with our initial positions on all the issues listed above. Please advise me if the meeting date is acceptable, or suggest an alternative. We are looking forward to your reply.

Sincerely,

R. H. Moore
Interim County Administrator
RHM/db
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
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. Caughron 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 Caugron), 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. Mrs. Ramden 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. Mrs. 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, Caughrson, 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
PROPOSED INCREASE IN OUT-OF-AREA FEE (Continued):

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.
REVISED AGREEMENT WITH ALBEMARLE COUNTY HISTORICAL SOCIETY (Continued):

by the nine Board members (Baker, Caugron, Clarke, Dorrier, Gaylord, Gleason, O’Connell, Tramontin and Tucker).

HOLIDAY/CLOSED SCHEDULE FOR FY 1995/1996:

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, Caugron, 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.
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.
DIRECTOR'S REPORT (Continued):

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 on 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.
RETIRING BOARD MEMBERS (PRESIDENT GAYLORD):

President Gaylord acknowledged Mrs. Caughron 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
### Local Jurisdictions Only

**Projected Cost Allocations - Fiscal Year 1996.**

<table>
<thead>
<tr>
<th></th>
<th>Albemarle</th>
<th>C'ville</th>
<th>Greene</th>
<th>Louisa</th>
<th>Nelson</th>
<th>Total</th>
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<tr>
<td><strong>Administration</strong></td>
<td>215,314</td>
<td>102,240</td>
<td>23,893</td>
<td>31,474</td>
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<td><strong>Reference Services</strong></td>
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<td><strong>Louisa</strong></td>
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<td><strong>Bookmobile</strong></td>
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<td><strong>McIntire</strong></td>
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<td><strong>Grand Total</strong></td>
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<td>1995 Allocation</td>
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<td>8,812</td>
<td>6,847</td>
<td>(2,021)</td>
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<td><strong>Percent Change</strong></td>
<td>1.86%</td>
<td>11.72%</td>
<td>11.68%</td>
<td>4.29%</td>
<td>-2.00%</td>
<td>4.86%</td>
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The adopted budget for 1995-1996 includes the following initiatives for the coming year:

- Establishes an operating budget for community information network, Mont-AVV, with a home base on the Central Library’s mezzanine. Opening of Mont-AVV and the public lab is scheduled for October.

- Provides additional staffing for Northside Branch to address growing use of this suburban library.

- Includes Nelson County in the regional system for this fiscal year, under a waiver from the Library of Virginia. Nelson County is anticipated to appropriate an additional $3,200 in enhanced cleaning services for their branch in the near future.

- Provides greatly enhanced library materials budget of $612,822 from State Aid to public libraries - the largest amount of funding in our history. Initiatives in this enhanced allocation will address planning electronic information services networked to all branches and special emphasis on Central Library’s aging collection. Matching funds, up to $5,000, are included for development of an African-American collection at Gordon Avenue.

- Central Library renovations - recarpeting, new furniture for the Children’s area, new magazine shelving and realignment of shelving to meet ADA requirements - are anticipated to be completed this fall.

- Summer Reading in the Parks, a City of Charlottesville initiative over the past five years, has been successfully incorporated and phased into City Parks and Recreation staffing and programming.

- Increases in operating budget address increased postage, increased rent at Northside, enhanced staff training and development budget for electronic information resources.
PERSONNEL

- An increase of 2% for salaries based on market/target rates, for employees with satisfactory performance.

- An increase of an additional 1% based on market/target rates, for employees who have worked for four years or more in their present position.

- A bonus of 1%, for employees with satisfactory performance who have reached the top of their pay scale.

- Reclassification of Library Assistant II position, Central Circulation Supervisor position, to Customer Services Manager.

- Promotes two employees, who will complete their Masters in Library Science degree this fall, from Library Assistant II to Librarian I.

- Promotes Librarian I, Branch Supervisor at Gordon Avenue, to Librarian II and concurrent with above.

- Eliminates Library Clerk II, part-time third position in Nelson County, due to lack of funding.

- Adds a Substitute Pool of $3,280 at Northside.

- Adds Library Assistant II at Northside for twelve months.

- Adds Mont-AVV Project Coordinator for twelve months.

- Allocates (one time only) 10% of Director's salary to Mont-AVV.
EXECUTIVE SUMMARY

Jefferson-Madison Regional Library FY 1995-96 Budget Request

Staff report on impact of not funding the

Tucker, White

BACKGROUND:
During the Board's FY 1995-96 budget work sessions, the Jefferson-Madison Regional Library requested four additional positions, two for Monticello AV and two for Northside Library, a Library Clerk and a Library Assistant II. The County Executive's Recommended budget included funding for 1.5 FTE new positions, one full-time project coordinator for Monticello AV and a part-time library clerk (half of the requested position) for the Northside Library. In addition to funding limitations, the limit to the recommended new positions was partial based on preliminary discussions with the City Manager's Office on what could be jointly recommended for the library for FY 1995-96.

During Budget work sessions, the Board approved additional funding for the remainder of the part-time clerk's salary ($7,500) and the full-time Library Assistant II ($24,289) at Northside. Although in retrospect it was unclear whether funding for these positions was conditional upon the City's share of the funding, when the final budget was adopted on April 12 the additional funding for the Library Assistant II was deleted since the position had not been funded by the City. These funds were put back in the Board's reserve account which increased with other items from approximately $27,000 to $62,000. At that time, the Board requested that staff report back in May on the impact on Northside Library of not funding this position. The following reflects staff's analysis of that impact.

DISCUSSION:
The library reported in their budget request that the circulation of the Northside Branch increased 81.5% from 1991-1994. From 1992-1993, the Northside circulation increased from 144,119 to 307,211 (173%) and from 1993-1994 it increased to 375,161 (22%). At the opening of the Northside branch, staffing levels were planned to serve 250,000 circulation, but by the end of 1994-95 circulation is expected to exceed 400,000. The library board's request stated that the circulation per FTE at Northside is 46.895 compared to the Central Library's 72.136 and Gordon Avenue's 55.957.

Other indicators cited for the increased need for staff since 1991-92 included: an increase in the number of books of 54.5% since 1991/92; 68.6% increase in the number of interlibrary loans; a 59% increase in the number of attendees at storytimes; and an increase of 64% in the summer reading program.

It is obvious from the numbers that Northside Library has exceeded the expectations for circulation and staffing since its opening in FY 1991-92 with current staffing taking on more of the load of the total library's circulation. Without the additional staff person, the circulation load will be reduced to 21,362 per FTE with the one new position, rather than 72,255 per FTE with two additional positions. Although the impact on the Northside Branch is that current staff will be overloaded, what is difficult to assess is the impact on the regional library system, since overall circulation rose only 2.6% from FY 92-93 to FY93-94. With such a slight increase in circulation system wide compared to such a significant increase at the Northside Branch, the Library Board may need to consider reallocating staff resources among its library branches, rather than adding additional staff.

The negative impact for the County in funding the second additional position at the Northside Library without the City's contribution is that the County will move ahead of the City in funding a joint operation, whose jurisdictional contributions by agreement are supposed to be based on an equitable share of the costs of circulation between city and county residents.

RECOMMENDATION:
This information is presented for the Board's review and consideration.

LIBBUD.SAM
06/105
TO: J-MRL Board of Trustees  
FROM: DonnaLee Grossman, Administration  
DATE: June 19, 1995  
RE: Holidays or Closed Days for 1995/1996

APPROVED BY THE BOARD OF TRUSTEES, JUNE 27, 1995

HOLIDAYS/CLOSED DAYS - 7/1/95-6/30/96

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<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tr>
<td>July</td>
<td>4, 1995</td>
<td>Tuesday</td>
<td>Independence Day</td>
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<tr>
<td>Sept.</td>
<td>4, 1995</td>
<td>Monday</td>
<td>Labor Day</td>
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<tr>
<td>Nov.</td>
<td>23, 1995</td>
<td>Thurs.</td>
<td>Thanksgiving</td>
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<tr>
<td>Dec.</td>
<td>24, 1995</td>
<td>Sunday</td>
<td>Library Closed-Central Only</td>
</tr>
<tr>
<td>Dec.</td>
<td>25, 1995</td>
<td>Monday</td>
<td>Christmas</td>
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<tr>
<td>Jan.</td>
<td>1, 1996</td>
<td>Monday</td>
<td>New Year's Day</td>
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<tr>
<td>Jan.</td>
<td>15, 1996</td>
<td>Monday</td>
<td>Lee-Jackson-King Day</td>
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<tr>
<td>Feb.</td>
<td>19, 1996</td>
<td>Monday</td>
<td>President's Day</td>
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<tr>
<td>April</td>
<td>7, 1996</td>
<td>Sunday</td>
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<tr>
<td>May</td>
<td>27, 1996</td>
<td>Monday</td>
<td>Memorial Day</td>
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</table>

Employees are allowed two Personal Days in addition to the above holiday/closed schedule for this coming fiscal year.

Central Library's Sunday Openings
September 10, 1995 thru May 19, 1996
(Sunday after Labor Day weekend thru Sunday before Memorial Day weekend.)

dlg

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
RESOLUTION OF ACCLAMATION

IN HONOR OF CYNDY CAUGHRON

(FEBRUARY 14, 1989 - JUNE 30, 1995)

During her seven years on the Jefferson-Madison Regional Library (J-MRL) Board, Cyndy Caughron has been a concerned, informed advocate for public library users, and a responsible trustee for public funds. She has brought intelligence and conscientiousness to her work on the annual budget, and has performed ably as vice-chair for several years.

Her activities with the Northside Boosters before and since the opening of that branch has been a significant contribution to its success.

Cyndy’s calm and insightful manner during board meetings has contributed to the efficiency and effectiveness of our body, and has been a real asset to J-MRL. Your businesslike approach to public relations and marketing has raised all of our consciousnesses.

Cyndy’s participation on the work for the Charlottesville-Albemarle Foundation brochure is a fitting finish for service well-done.

These books selected by the staff reflect, we hope, some of the interests we have heard you express.

June 27, 1995
RESOLUTION OF ACCLAMATION

IN HONOR OF ANNE SHIRLEY B. DORRIER

(OCTOBER 27, 1987 - JUNE 30, 1995)

During her eight years on the Jefferson-Madison Regional Library (J-MRL) Board, (Anne) Shirley Dorrier has given most generously of her time and talents to further improve library service to our residents. During two years as chair of our Board, her careful preparation, graciousness, and good humor greatly facilitated Board effectiveness. Her thoughtful concern for the welfare of others enabled her to make important contributions during service on the personnel committee.

Shirley’s active and responsible efforts for adequate library funding and her concern for good library service throughout our regional area have contributed greatly to the growth of J-MRL in recent years.

Shirley’s special talents of wisdom, experience, thoughtfulness, and integrity of character have been given unstintingly during her eight years of service to J-MRL. She will be remembered and missed.

Shirley, you epitomize all of our concepts and all of the traditions of a true Virginia gentlewoman.

June 27, 1995