MINUTES OF THE JUNE 26, 1997 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew
Betty Gaylord
Jacqueline Lichtman
Jacqueline Rice - Vice President
George Tramontin - President
Priscilla Whiting

TRUSTEES ABSENT:

Mary Jane Clarke
Chip German, Jr.

ALSO PRESENT:

DonnaLee Grossman - Administrative Assistant
E. Spencer Watts - Interview Candidate

A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board
of Trustees was called to order by President Tramontin at 2:10 p.m. on Thursday,
June 26, 1997 in the Central Library’s Madison Room.

EXECUTIVE SESSION:

Ms. Lichtman made a motion that the Library Board go into Executive Session
pursuant to Section 2.1-344(A) of the Code of Virginia under Subsection 1 for
purposes of discussion, consideration or interviews of prospective candidates for
employment. The motion was approved by six Board members (Askew, Gaylord,
Lichtman, Rice, Tramontin, and Whiting). The Board went into Executive Session at
2:11 p.m. The Board reconvened from Executive Session at 4:05 p.m. and the
Certification of the Executive Meeting was taken by President Tramontin.

ADJOURNMENT:

Ms. Lichtman made the motion for adjournment. The meeting adjourned at
4:07 p.m.

George C. Tramontin
President

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MOTION: MS. LICHMAN  RESOLUTION NO.: #1 - 6/26/97
SECOND: (NOT REQUIRED)  MEETING DATE: JUNE 26, 1997

(MOTION WAS TO GO INTO EXECUTIVE SESSION PURSUANT TO SECTION 2.1-344(A) OF THE CODE OF VIRGINIA UNDER SUBSECTION 1 FOR PURPOSES OF DISCUSSION, CONSIDERATION OR INTERVIEWS OF PROSPECTIVE CANDIDATES FOR EMPLOYMENT.)

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: Askew, Gaylord, Lichtman, Rice, 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:

Clarke and German, Jr.

DONNALEE GROSSMAN, ADMINISTRATIVE ASSISTANT
Clerk/Secretary of Jefferson-Madison Regional Library
SUMMARY OF THE MOTIONS APPROVED BY THE

JEFFERSON-MADISON REGIONAL LIBRARY’S

BOARD OF TRUSTEES

AT THE JUNE 23, 1997 MEETING

1) Approval by the Board of the May 27, 1997 Minutes.

2) Approval by the Board for adoption of the budget as presented (for FY 1997-1998).

3) Approval by the Board to adopt the Friends’ budget for the Library (for FY 1997-1998).

4) Approval by the Board to adopt the Materials Budget as presented (for FY 1997-1998).

5) Approval by the Board to adopt the Circulation Policies (Fines and Fees Schedule to go into effect July 1, 1997).

6) Approval by the Board to adopt the Library policy on Excessive Absenteeism, Library policy on Disciplinary Actions, and Library procedure on Disciplinary Actions with the change made on written warnings suggested by Ms. Askew. The first paragraph under the Disciplinary actions Policy should be changed so it reads: The supervisor is also responsible for monitoring the employee’s personal conduct on the job and for carrying out all disciplinary action.

George C. Tramontin
President

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE JUNE 23, 1997 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew
Mary Jane Clarke
Betty Gaylord
Chip German, Jr.
Jacqueline Lichtman
George Tramontin - President
Priscilla Whiting

TRUSTEES ABSENT:

Jacqueline Rice - Vice President

ALSO PRESENT:

Carol Clark - Customer Services Supervisor-Central Circulation
DonnaLee Grossman - Administrative Assistant
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference & Information Services
David Shumaker - Project Coordinator for Monticello Avenue
Mary Wagner - Representative for League of Women Voters
Andrea Williams - Library Director

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Tramontin at 1:05 p.m. on Monday, June 23, 1997 in the Central Library’s Madison Room.

DIRECTOR’S REPORT:

1) Greene County - The Director informed the Board that the Library was not successful in their pursuit of a grant from the Library of Virginia for the Greene County Branch Library building.

2) Real Estate Weekly Article - There was a special article about our Library written by Virginia Roy in the June 18th-June 24th issue of The Real Estate Weekly.
DIRECTOR'S REPORT (Continued):

3) Recognition of Library's Role in Summer Reading Program at the Parks - The Director showed the Board a plaque given to the Library from the City of Charlottesville in recognition of the Library's exceptional contributions to the Summer Playground Program.

4) Summer Reading in the Parks - The Board received a special handout outlining Summer Reading in the Parks. It included a brief history about Summer Reading in the Parks and described what the 1997 program will be - a quilt project, a tie-dye event, and a musical program by musician Barb Martin are some of the events.

MINUTES:

Ms. Gaylord made a motion that the Board approve the May 27, 1997 Minutes. The motion was approved by five of the Board members (Askew, Gaylord, Lichtman, Tramontin, and Whiting). Mr. German, Jr. was not present at the time the vote was taken. Ms. Clarke abstained as she was not present for the May 27, 1997 meeting.

FY 1997-1998 BUDGET:

Mr. Lyons, Jr. briefly discussed the adjustments made to the 1997-1998 budget. The budget submission was in the Board’s packet for their review along with a replacement summary sheet and the funding approved by the Friends of the Library. Ms. Askew made a motion for adoption of the budget as presented. The motion was approved by six of the Board members (Askew, Clarke, Gaylord, Lichtman, Tramontin, and Whiting). Mr. German, Jr. was not present at the time the vote was taken.

FRIENDS BUDGET:

The Friends had a business meeting of their board on June 22, 1997 and they passed the request of the funding from the Library. A breakdown of the funding was distributed to the Board and the Director briefly reviewed it with them. The total funding amounted to $83,079. Ms. Askew made a motion that the Library Board adopt the Friends’ budget for the Library. The motion was approved by six of the Board members (Askew, Clarke, Gaylord, Lichtman, Tramontin, and Whiting). Mr. German, Jr. was not present at the time the vote was taken.

LIBRARY ENDOWMENT FUND:

Mr. McIntosh, Vice President of the Friends of J-MRL, prepared a special packet for distribution to the Board of Directors of the Friends on the Charlottesville-
LIBRARY BOARD MINUTES

JUNE 23, 1997

LIBRARY ENDOWMENT FUND (Continued):

Albemarle Community Foundation and the Friends of the Library Endowment Fund. The Library Director briefly reviewed this packet with the Library Board members. The packet included a brief history of the fund, the July 2, 1992 press release, the Agency Endowment Fund Agreement, and a historical record of contributions to the Library Endowment Fund. The Friends Board, Library Board, and the new Director will be working together on this.

MATERIALS BUDGET:

The Library Director discussed the State Aid Library Materials Budget for 1997-1998. The $604,140 in State Aid for the coming year is about $3,400 less than what the Library received in State Aid last year. Ms. Askew made a motion that the Board adopt the Materials Budget as presented. The motion was approved by seven Board members (Askew, Clarke, Gaylord, German, Jr., Lichtman, Tramontin, and Whiting).

FINES AND FEES SCHEDULE:

The Circulation Policy (Fines and Fees Schedule) for the coming year was in the Board packet. The major change is that the Library is officially stating that videos can circulate for five days with one five-day renewal. Ms. Gaylord made a motion that the Board adopt the Circulation Policies. The motion was approved by seven Board members (Askew, Clarke, Gaylord, German, Jr., Lichtman, Tramontin, and Whiting).

EXCESSIVE ABSENTEEISM AND DISCIPLINARY ACTIONS:

A draft Excessive Absenteeism Policy was in the Board packet for review. Since this policy could result in disciplinary action, a draft Disciplinary Actions Policy and Procedure has also been done and was reviewed by Bruce Keith, the Director of the City of Charlottesville’s Human Resources Department, before being submitted to the Board for their review and approval. The Excessive Absenteeism Policy should be uniformly enforced. Every employee should receive a copy as it is very important they know what the procedure is going to be and all the supervisors, branch managers and department heads should review this with their staff. The supervisors should have to review the written warning with the employee and the employee should sign that it has been reviewed with them before it goes in their file. Ms. Gaylord made a motion that the Board approve the Library policy on Excessive Absenteeism, Library policy on Disciplinary Actions, and Library procedure on Disciplinary Actions with the change made on written warnings suggested by Ms. Askew. Mr. German, Jr. asked that the motion be amended to include a change in the last sentence of the first paragraph under the Disciplinary Actions Policy so it reads: The supervisor is also
EXCESSIVE ABSENTEEISM AND DISCIPLINARY ACTIONS (Continued):

The motion was approved by seven Board members (Askew, Clarke, Gaylord, German, Jr., Lichtman, Tramontin, and Whiting).

EXECUTIVE SESSION:

Ms. Askew made the motion that the Library Board go into Executive Session pursuant to Section 2.1-344(A) of the Code of Virginia under Subsection 1 - to discuss personnel issues. The motion was approved by seven Board members (Askew, Clarke, Gaylord, German, Jr., Lichtman, Tramontin, and Whiting). The Board went into Executive Session at 2:10 p.m. The Board reconvened from Executive Session at 4:15 p.m. and the Certification of the Executive Session was taken by President Tramontin.

ADJOURNMENT:

The Board meeting adjourned at 4:18 p.m.
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: ASKEW, GAYLORD, LICHTMAN, TRANONTIN, 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:

CLARKE AND GERMAN, JR.

ABSENT DURING MEETING:

RICE

DONNALEE GROSSMAN, ADMINISTRATIVE ASSISTANT
Clerk/Secretary of Jefferson-Madison Regional Library
SUMMARY OF THE MOTIONS APPROVED BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

AT THE MAY 27, 1997 MEETING

1) Approval by the Board of the April 16, 1997 and April 28, 1997 Minutes.

2) Approval by the Board to adopt those (policy manual changes for Section 36) as amended by the comments from the discussion.

3) Approval by the Board to close the Library on Friday, June 13th for the upgrade (INLEX software system upgrade).

4) Approval by the Board to accept the Business Manager's proposed 1997-1998 Equipment Fund budget as presented in the memorandum dated May 13, 1997.

George C. Tramontin
President
Jefferson-Madison Regional Library
201 East Market Street • Charlottesville, Virginia 22902-5287 • (804) 979-7151 • FAX (804) 971-7035

MINUTES OF THE MAY 27, 1997 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew
Betty Gaylord
Chip German, Jr.
Jacqueline Lichtman
Jacqueline Rice - Vice President
George Tramontin - President
Priscilla Whiting

TRUSTEES ABSENT:

Mary Jane Clarke

ALSO PRESENT:

Molly Cassell - Representative for League of Women Voters
Carol Clark - Customer Services Supervisor-Central Circulation
DonnaLee Grossman - Administrative Assistant
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference & Information Services
Andrea Williams - Library Director

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 1:00 p.m. on Tuesday, May 27, 1997 in the Central Library’s Madison Room.

MINUTES:

Ms. Askew made a motion for approval of the April 16, 1997 Minutes; Ms. Lichtman seconded the motion. The motion was approved by six Board members (Askew, Gaylord, Lichtman, Rice, Tramontin, and Whiting). Mr. German, Jr. was not present April 16th. Ms. Gaylord made a motion for approval of the Minutes as drafted for April 28, 1997; Mr. German, Jr. seconded the motion. The motion was approved by six Board members (Askew, Gaylord, German, Jr., Rice, Tramontin, and Whiting). Ms. Lichtman was not present April 28th.
The Board reviewed policy manual changes. The Table of Contents for Section 36, Section 36D (Procedure at J-MRL Board of Trustees Meetings), and Section 36E (Minutes of the J-MRL Board of Trustees Meetings) were amended and the revisions will be distributed at the next Board meeting. Mr. German, Jr. made a motion for the Board to adopt those (policy manual changes for Section 36) as amended by the comments from the discussion; Ms. Whiting seconded the motion. The motion was unanimously approved by the seven Board members present (Askew, Gaylord, German, Jr., Lichtman, Rice, Tramontin, and Whiting).

The people on the Board committees need to draft charges for their committees and present them to the Board.

The Board discussed the Library's Endowment Fund, finances, and the Agency Endowment Fund Agreement between the Library, the Friends, and the Charlottesville-Albemarle Community Foundation. The Board and the Friends need to set up a meeting to discuss the fund. Guidelines and procedures need to be set up for how and what part of the monies might be spent and how often. The Library needs more specific/clearer guidelines about what kinds of things can be requested and what procedures staff would go through for applying for it.

In order to install an upgraded version of the Library's INLEX software system, the terminals will be shut down throughout the system on Friday, June 13, 1997. Ms. Askew made a motion that the Board close the Library on Friday, June 13th for the upgrade. The motion was unanimously approved by six of the Board members (Askew, Gaylord, German, Jr., Lichtman, Rice, and Tramontin). Ms. Whiting was not present at the time the vote was taken.

The Board reviewed the proposed 1997-1998 Equipment Fund Budget. Ms. Askew made a motion that the Board accept the Business Manager's proposed 1997-1998 Equipment Fund budget as presented in the memorandum dated May 13, 1997. The motion was unanimously approved by the seven Board members present (Askew, Gaylord, German, Jr., Lichtman, Rice, Tramontin, and Whiting).
FY 1997-1998 BUDGET UPDATE:

Louisa County approved our FY 1997-1998 budget request; Charlottesville and Albemarle County didn’t approve everything requested; Greene County approved everything but the new technical position; Nelson County is still pending but they are proposing $126,123, a small decrease from the original request.

CONTRACT FOR THE DIRECTOR:

The Board reviewed a draft of the contract for the Library Director.

EXECUTIVE SESSION:

Ms. Rice made the motion that the Library Board go into Executive Session pursuant to Section 2.1-344(A) of the Code of Virginia under Subsection 1. to discuss personnel issues. The motion was unanimously approved by the seven Board members present (Askew, Gaylord, German, Jr., Lichtman, Rice, Tramontin, and Whiting). The Board went into Executive Session at 3:05 p.m. Ms. Lichtman left the meeting at 3:32 p.m. The Board reconvened from Executive Session at 3:40 p.m. and the Certification of the Executive Session was taken by President Tramontin.

OLD/NEW BUSINESS:

1) Handouts - An article from The Internet Advocate, questions for candidates from the Loudoun County Director of Library Services, the Personnel Committee’s Minutes for their April 28th and May 13th meetings, and the 1997 Summer Reading Programs were distributed to the Board.

2) Screening Committee - Screening Committee met last Thursday. Applications will be in the administrative offices and committee members can call ahead to arrange a time to review them. The committee will meet at 11:00 a.m. on Monday, June 9th.

3) Book Buddies - The Book Buddies are meeting this Thursday at 6:30 p.m. at Gordon Avenue Branch.

4) June 4th Issue of Real Estate Weekly - Virginia Roy is writing an article about the Library system in the June 4th issue of Real Estate Weekly.

ADJOURNMENT:

The meeting adjourned at 3:52 p.m.

George C. Tramontin
President
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: ASKEW, GAYLORD, GERMAN, JR., RICE, 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:

LICHTMAN

ABSENT DURING MEETING:

CLARKE

DONNALEE GROSSMAN, ADMINISTRATIVE ASSISTANT
Clerk/Secretary of Jefferson-Madison Regional Library

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
Jefferson-Madison Regional Library
201 East Market Street • Charlottesville, Virginia 22902-5287 • (804) 979-7151 • FAX (804) 971-7035

SUMMARY OF THE MOTIONS APPROVED BY THE

JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES

AT THE APRIL 28, 1997 MEETING

1) Approval by the Board of the amended January 27, 1997 meeting Minutes to only include the first page of who was present, keep in the headings including subheadings for the Director’s Report, and keep in the paragraph that stands on page five on the landscaping project.

2) Approval by the Board of the Minutes as they stand for:
   - February 24, 1997
   - March 7, 1997
   - March 24, 1997
   - April 9, 1997

3) Approval by the Board to adopt the list of Library closings for next fiscal year.

4) Approval by the Board to approve the budget revisions as submitted.

5) Approval by the Board to follow the Business Manager’s recommendation to purchase a diesel van.

6) Approval by the Board for the Library to be a sponsoring agent in applying with LVA for a VISTA worker.

7) Approval by the Board for adoption of the staff’s proposal - system wide the Library would charge ten cents per page for printing from the Internet.

George C. Tramontin
President

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
Jefferson-Madison Regional Library

MINUTES OF THE APRIL 28, 1997 MEETING

OF THE JEFFERSON-MADISON REGIONAL LIBRARY’S

BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew
Mary Jane Clarke
Betty Gaylord
Chip German, Jr.

Jacqueline Rice - Vice President
George Tramontin - President
Priscilla Whiting

TRUSTEES ABSENT:

Jacqueline Lichtman

ALSO PRESENT:

Roger Adams - Gordon Avenue Boosters
Timothy Carrier - Young Adult Services Coordinator
Molly Cassell - Representative for League of Women Voters
Carol Clark - Customer Services Supervisor-Central Circulation
Ellen Duffy - Head, Childrens’ Services
DonnaLee Grossman - Administrative Assistant
Michael Lucas - Librarian-Central Reference & Information Services
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference & Information Services
Susan McShane - Executive Director of Literacy Volunteers of America (LVA)
Andrea Williams - Library Director

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 1:05 p.m. on Monday, April 28, 1997 in the Central Library’s Madison Room.

President Tramontin announced that Ellen Duffy, the Head of the Childrens’ Services Department, has found a new job and will be leaving at the end of this month. President Tramontin welcomed Michael Lucas, the newly hired Reference Librarian for the Central Reference Department.

DIRECTOR’S REPORT:

The Director informed the Board the Library just signed on with a book vendor for the Oprah Program and briefly discussed the program.
MINUTES AND DISCUSSION OF CONTENTS OF MINUTES:

1) January 27, 1997 Minutes - Ms. Rice made the motion that the Board amend the January 27, 1997 meeting Minutes to only include the first page of who was present, keep in all headings including subheadings for the Director's Report, and keep in the paragraph that stands on page five on the landscaping project. Ms. Whiting seconded the motion. The motion was approved by four Board members (Clarke, Rice, Tramontin, and Whiting). Ms. Gaylord opposed the motion. Ms. Askew and Mr. German, Jr. were not present when the voting took place.

2) February 24, 1997, March 7, 1997, March 24, 1997 and April 9, 1997 Minutes - For the February 24, 1997 Minutes, Ms. Rice made the motion that the Board keep the motions approved page as written, keep page one - who was present, keep all the headings, keep the subheadings that go with the Director's Report, and keep the Certification of Executive Meeting. The motion was not seconded. Ms. Gaylord made a motion that the Board approve the Minutes for February 24th, March 7th, March 24th, and April 9th as they stand; Ms. Clarke seconded the motion. Five Board members approved February 24th Minutes (Clarke, Gaylord, Rice, Tramontin, and Whiting). Four Board members approved March 7th Minutes (Gaylord, Rice, Tramontin, and Whiting). Five Board members approved March 24th Minutes (Clarke, Gaylord, Rice, Tramontin, and Whiting). Three Board members approved the April 9th Minutes (Clarke, Gaylord, and Tramontin). Ms. Askew and Mr. German, Jr. were not present when the voting took place. Ms. Clarke was not present March 7th. Ms. Rice and Ms. Whiting were not present April 9th.

3) Contents of Minutes - Mrs. Gaylord read from the Local Government Official's Guide to the Virginia Freedom of Information Act by Roger C. Wiley concerning Minutes:

The form, content, and amount of detail in Minutes, however, are left to the public body's discretion. At a minimum, Minutes should reflect who was present, the subjects discussed, and any motions made and actions taken concerning each subject.

In addition, the Minutes should include either a brief sentence, bullet or brief paragraph about what the subjects were; the names of the people voting for or against a motion should be listed; the Certification of Executive Meetings should be included. The Board decided to hold over any further discussion about the Minutes until the May meeting.
1997-1998 SCHEDULE OF LIBRARY CLOSINGS:

After the Board reviewed the schedule of Library closings for next fiscal year, Ms. Gaylord made a motion that the Board adopt the list of closings for next year; Ms. Clarke and Mr. German, Jr. seconded the motion. The motion was unanimously approved by the seven Board members present (Askew, Clarke, Gaylord, German, Jr., Rice, Tramontin, and Whiting).

INFOTRAC UPDATE:

The Director informed the Board the Library just contracted with Ray Kelly to look at the reasons why the Library hasn’t been able to get Infotrac up and running.

OUT-OF-AREA FEES:

The Board discussed out-of-area fees and reviewed letters from the Waynesboro Public Library’s Director and the Chair of the Nelson County Library Advisory Board. The Policy Committee is going to do further research on this and the Board will be notifying Waynesboro Public Library and the Nelson County Library Advisory Board about their decision.

TREES AT GORDON AVENUE:

Mr. Lyons, Jr. reported to the Board that the Gordon Avenue trees mentioned in Mr. Van Yahres’ letter were being taken down today and they were also spraying for the hemlock adelgid.

MEMORIAL PLAQUE FOR JAMES QUARLES:

The Board and Mr. Lyons, Jr. discussed a memorial for the tree given in memory of James Quarles. The Director will make a request to the Friends for some type of memorial plaque to be placed inside the Library and at later dates, names would be added to the plaque to honor people.

BUDGET REVISION/VAN PURCHASE:

Mr. Lyons, Jr. reviewed budget revisions with the Board and Mr. German, Jr. made a motion to approve the budget revisions as submitted; Ms. Askew seconded the motion. Mr. Lyons, Jr. discussed replacing the Library van with a diesel van at the end of this fiscal year and Ms. Gaylord made a motion that the Board follow the Business Manager’s recommendation to purchase a diesel van; Ms. Whiting seconded the motion. Both motions were unanimously approved by the seven Board members present (Askew, Clarke, Gaylord, German, Jr., Rice, Tramontin, and Whiting).
OLD/NEW BUSINESS:

1) **Library as Sponsor for LVA** - The Director asked the Board for permission for the Library to be a sponsoring agent in applying with LVA for a VISTA worker who would work in the LVA office. Ms. Clarke made a motion for Board approval for the Library to be a sponsoring agent in applying with LVA for a VISTA worker; Mr. German, Jr. seconded the motion. The motion was unanimously approved by the seven Board members (Askew, Clarke, Gaylord, German, Jr., Rice, Tramontin, and Whiting).

2) **Printing Fee Charge** - The Director presented a request to the Board asking that the Library have a policy set to charge fees for printing off the Internet computers that are located in Monticello Avenue and the Reference Department. Ms. Askew made a motion that the Board approve adoption of the staff’s proposal - system wide the Library would charge ten cents per page for printing from the Internet; Mr. German, Jr. seconded the motion. The motion was unanimously approved by the seven Board members present (Askew, Clarke, Gaylord, German, Jr., Rice, Tramontin, and Whiting).

3) **Letter From Virginia Roy** - Ms. Virginia Roy thanked Mr. Frye for her ride on the bookmobile April 23rd.

4) **Director’s Search Committee** - The advertisement for the Library Director is out. The first Screening Committee meeting will be at 10 a.m. on May 22nd at Northside. A statement and list of goals and priorities for the Library are being prepared and shall be given to the incoming Director. The contract will be dealt with at the May meeting. The Library needs to pay for traveling expenses for one of the people on the Screening Committee. It was the consensus of the Board that the Library should pay the total expenses for the finalists. The Board needs to start working on an interview process for the finalists.

5) **Skateboarders** - Skateboarders still cause problems around Central and the Director and Board President will be talking with the Chief of Police about it.

6) **Personnel Committee** - Personnel Committee Minutes were distributed. They have been working out the communications processes between the Board and the staff and have been discussing absenteeism, a separate staff manual, and exit interviews.

ADJOURNMENT:

The meeting adjourned at 3:25 p.m. George C. Tramontin
President
MINUTES OF THE APRIL 16, 1997 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew
Mary Jane Clarke
Betty Gaylord
Jacqueline Lichtman

Jacqueline Rice - Vice President
George Tramontin - President
Priscilla Whiting

TRUSTEES ABSENT:

Chip German, Jr.

ALSO PRESENT:

Donna Lee Grossman - Administrative Assistant
Andrea Williams - Library Director

A special meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Tramontin at 6:02 p.m. on Wednesday, April 16, 1997, in the Central Library's McIntire Room, to complete their goal setting workshop.

Ms. Askew chaired the Board's second goal setting workshop and distributed her draft lists of goals for the Board members to review. The subjects for review included:

1) Funding
2) Technology
3) Friends Groups and Volunteers
4) State Aid and Legal Requirements
5) Users and Communities Served
6) Collections
Ms. Askew distributed the revised lists from the previous week’s goal setting workshop. Ms. Askew plans to do the same thing with the Board’s suggestions and priorities discussed at tonight’s meeting.

**ADJOURNMENT:**

The meeting adjourned at 8:20 p.m.

George C. Tramontin  
President
MINUTES OF THE APRIL 9, 1997 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew
Mary Jane Clarke
Betty Gaylord
Chip German, Jr.
Jacqueline Lichtman
George Tramontin - President

TRUSTEES ABSENT:

Jacqueline Rice - Vice President
Priscilla Whiting

ALSO PRESENT:

DonnaLee Grossman - Administrative Assistant
William Lyons, Jr. - Business Manager
Mark Trank - Library’s Attorney-Deputy County Attorney for Albemarle County
Andrea Williams - Library Director

A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 6:07 p.m. on Wednesday, April 9, 1997, in the Central Library’s McIntire Room.

EXECUTIVE SESSION:

Ms. Askew made the motion that the Library Board go into Executive Session pursuant to Section 2.1-344(A) of the Code of Virginia under subsection 1. to discuss personnel issues; Ms. Clarke seconded the motion. The Board unanimously approved the motion and went into Executive Session at 6:09 p.m. Mr. German, Jr. was not present for the Executive Session. The Board reconvened from their Executive Session at 7:17 p.m. and the Certification of Executive Meeting was taken by President Tramontin.
It was the consensus of the Board that from this point on the regular Board meetings will begin at 1:00 p.m. on the fourth Monday of each month. However, the Board members confirmed with President Tramontin that the May meeting will be changed to Tuesday, May 27th at 1:00 p.m., because the fourth Monday in May is Memorial Day.

GOAL SETTING WORKSHOP:

Ms. Askew chaired the Board’s goal setting workshop. Ms. Askew distributed her rough draft lists of goals for the Board to review and prioritize. She included a brief explanation:

The idea is to develop rough lists of goals in each area for use by the Screening Committee and the Board in Director selection and for use by the new Director as a starting point for the initial focus of activity (over and above getting to know the staff and the area and the library links in each jurisdiction). This will also help in developing questions for candidates.

Ms. Askew intends to take the Board’s suggestions and priorities from tonight’s meeting to revise the lists of goals for distribution (her lists of revised goals are attached).

There will be another workshop next week Wednesday, April 16th at 6:00-8:00 p.m. so that the Board can finish their review of the remaining lists.

ADJOURNMENT:

The meeting was adjourned at 8:43 p.m.
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: ASKEW, CLARKE, GAYLORD, LICHTMAN, AND TRAMONTIN

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:

GERMAN, JR., RICE, AND WHITING

DONNALEE GROSSMAN-ADMINISTRATIVE ASSISTANT
Clerk/Secretary of Jefferson-Madison Regional Library
FACILITIES

Assess and modify all locations for data and telecommunications infrastructure

Expand or relocate in Greene and Louisa (existing locations were not built as libraries)

Maintain Central, Gordon, Northside, Scottsville and Nelson

Explore plans for a new, larger facility in Crozet

Explore development of library service for the Rockfish Valley in Nelson, the Lake Anna area in Louisa, eastern Albemarle and other unserved or inadequately served population centers or communities

Do a cost study of the Bookmobile operation

Check space access, etc. against the Virginia standards (Planning for Library Excellance)

Study possibilities for facilities that do not meet the ADA standards
STAFFING

Study the organizational structure.

Study Planning for Library Excellance standards being developed at the state level.

Review use of professional staff looking at all professionally staffed positions.

Explore development of organized volunteer programs and consider the recruitment of a volunteer coordinator.

Review use of non-professional staff looking at all non-professional positions.

Review staffing levels in all branch locations (2 staff in all locations for security purposes).

Look at staffing levels and work loads in cataloging and technical services.

Review time spent by regional staff in non-Central locations and on non-Central efforts.

Look at the need for public relations staff and staff artist positions (volunteer staff artist?).

Review staff time used for Board of Trustees meetings and services.

Explore expanded opening hours including Sunday hours in more locations.
TRAINING

Assess existing training programs and funding

Develop a training framework and infrastructure

Develop staff and Board orientation programs

Connect training to performance and advancement

Assess user training and education programs

Develop volunteer training and education programs
SUMMARY OF THE MOTIONS APPROVED BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE MARCH 24, 1997 MEETING


George C. Tramontin
President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 1:30 p.m. on Monday, March 24, 1997, in the Central Library’s Madison Room.

President Tramontin introduced Chip German, the new Library Trustee from Albemarle County.

Ms. Gaylord informed the Board that the grant application for Greene County went out.

Ms. Clarke reviewed Louisa County’s efforts at trying to get a new library facility. Ms. Clarke also mentioned Louisa County now has a new County Administrator.
EXECUTIVE SESSION:

Ms. Clarke made a motion that the Library Board go into Executive Session pursuant to Section 2.1-344(A) of the Code of Virginia under subsection 1, to discuss personnel issues; Ms. Askew seconded the motion. The Board unanimously approved the motion and went into Executive Session at 1:37 p.m. Ms. Schwartz arrived at 1:39 p.m. The Board reconvened from their Executive Session at 2:59 p.m. and the Certification of Executive Meeting was taken by President Tramontin.

MEETING TIMES:

Ms. Schwartz asked if the Board could go back to the original meeting day - the fourth Tuesday of each month - and meet at 1:00 p.m. or at 1:30 p.m., instead of meeting on the fourth Monday. The Board decided to leave the meeting date the fourth Monday of each month at 1:30 p.m.

AUTOMATION UPDATE:

Because the Board might be considering a postponement of the automation project, the Director asked the Technology Committee Chairman, Mr. Williams, to poll the committee to see what their feelings were. The Director distributed to the Board the Technology Committee’s written response. Mr. German, Jr. volunteered to be on the Board’s Technology Committee with Ms. Rice. President Tramontin asked them to start meeting and to meet with the Director and Mr. Williams so that they can come up with some ideas, thoughts, etc. and make recommendations. A general discussion followed.

POLICY COMMITTEE-POLICY CHANGES:

Ms. Lichtman said discussion on the Policy Committee’s policy changes could be left until the May Board meeting.

MAY MEETING DATE:

Because the Library is closed Monday, May 26, 1997 for Memorial Day, the date for the May, 1997 Board meeting has been changed to Tuesday, May 27, 1997 at 1:00 p.m. in the Madison Room.

SEARCH COMMITTEE:

The Search Committee met Saturday. They developed the advertisement for the Library Director. They want the ad to go out as soon as possible so they can have a deadline of June 2nd. The Board reviewed the handouts that were distributed. The
Ms. Askew announced the staff members selected by the staff to be on the Screening Committee: Ellen Gadberry, Library Assistant II at Northside and Jim Barns, Reference Librarian at Central. Ms. Askew said Cal Otto will be representing the Friends and Chuck Koutnik, from the Appomattox Regional Library, has agreed to be on the committee. Ms. Askew thought the Screening Committee would start up in May.

Ms. Clarke discussed with the Board the handouts she distributed summarizing the suggestions made by the staff and the committee for the job requirements, characteristics, skills, etc. This will be used as guidance for the screening.

The Board reviewed Ms. Lichtman’s rough draft of the contract and she confirmed a copy had also been sent to Mark Trank for his review and input. The deadline for comments, additions, etc. for the contract is April 15, 1997, so that Ms. Lichtman can make a new draft in time for the Board meeting on April 28th.

Ms. Askew read a letter from Elizabeth Lewis, who works in the Library Development and Networking Division at the Library of Virginia. One of Library Development and Networking Division’s duties is assisting public libraries with questions in administration and management and they offered to do a workshop for our Library Board on the selecting and hiring of a director.

Ms. Askew felt the Board needed two 2-hour workshops on goal setting. The Board needs to have some goals in mind before they pick somebody as the new Director. Subjects to be discussed would include funding, staffing/personnel, facilities, technology, users and communities served, state aid legal requirements, volunteers, Friends’ groups, etc. Ms. Askew felt that, basically, the Board needed to have goals for guidance and for talking purposes with the candidates and she offered to organize the workshops. The workshops will be held from 6:00-8:00 p.m. on Wednesday, April 9th and Wednesday, April 16th and the Director will also be attending the workshops.

Ms. Rice notified the Board that she has a new office number - 985-2811, Ext.
SEARCH COMMITTEE (Continued):

Ms. Whiting has agreed to serve on the Screening Committee. There will be three Board members serving on the committee - one from Charlottesville, one from Albemarle, and one from the rural counties. The committee plans to have their first meeting in May.

DIRECTOR’S REPORT:

Reference Librarian I Position - We have filled the Reference Librarian I position at Central Library, which was vacated by Margaret Merrill in January. Michael Lucas comes to Charlottesville from Palm Beach County, Florida, where he was an adult services reference librarian for a few years there. He had the combination of public library reference experience and also experience with Internet and electronic information sources and Web sites. His community there has a community information network. One of his jobs for the library is to teach both beginning and advanced Internet and Web page training sessions for staff and public alike. He also goes out to community groups to talk up the community information network. His starting date is April 7th.

Child Care Center Outreach Project - In February, two members of the Children’s staff at Central Library, Nancy Cook and Beth Gentry, applied to the Charlottesville-Albemarle Community Foundation for a grant to do a project with Child Care Centers. They have been awarded this grant for $2,600. The grant will provide materials and services directly to the Salvation Army Shelter Day Care Center, Trinity Episcopal Child Care Center in Charlottesville, and also YMCA Child Care Center in Albemarle County.

Young Adult Services - Tim Carrier has been working on a unique Young Adult program for April. James Furqueron will be giving dramatic readings of Edgar Allan Poe stories.

Problems with skateboarding/roller blading outside Central Library - Central Library has been having trouble with youths skateboarding/roller blading around the entrance ramp and steps. This has resulted in public complaints. The Library decided to post a sign, which was stolen within a matter of hours after putting it up. The Library has put another sign inside the window facing over the ramp area where it can be seen. The police thought they would have more of a leg to stand on when they come in answer to the Library’s calls, if the Library had something posted. The Director may contact City Council or the police to at least get on record as letting them know that the Library is not happy with this while the Library is open. It is becoming dangerous.

Evaluation Committee - The Evaluation Committee has been working on revising
some of the evaluation procedures for the year that we are in and also working on some changes for next year. They are working on having some training sessions for supervisors who do evaluations and also for staff who are about to be evaluated. They have contacted Jan Seale who does staff development and training coordination for Albemarle County. She has scheduled a session for supervisors on "How to Avoid Evaluation Errors" on Tuesday, April 8th. Cal Morris will be doing some workshops for staff and supervisors. Three sessions on "Getting the Most out of Your Evaluation" have been scheduled for different times of the day in order to make it available for all the Library staff to attend. It will be scheduled for April 22nd and twice on April 30th.

Memorial Tree from Van Yahres Tree Company - Last year, Central Library had a very old tree removed from the front of the property and had a second tree planted by Van Yahres Tree Company. The Library just received a refund check from Van Yahres Tree Company in the amount of $480. Someone on their staff realized that it was the last tree planted by one of their much loved employees, James Quarles, who had died this past summer. They felt it would be a fitting memorial for him so Mr. Van Yahres returned to the Library the cost of the tree, so that it would be a donation. The Library now has that as a memorial tree planted in memory of James Quarles of Van Yahres Tree Company. Mr. Lyons, Jr. is looking into getting some type of a marker for the tree.

Greene County LSCA Title II Grant - The grant application has been submitted requesting a new facility be built for Greene County Branch Library. The presentation is scheduled for April 18th in Richmond. The Director thanked Ms. Gaylord and Mr. Lyons, Jr. for all their help and support on the project.

OLD/NEW BUSINESS:

Venable School and Gordon Avenue - Ms. Whiting is a book buddy at Venable School and she found out that some of the children didn’t have anybody at home reading to them. In May, the parents and children will be invited to Gordon Avenue Library and will be given a tour of the library. Gordon Avenue staff are using leftover materials, etc. from other programs and are making packets for the children to take with them when they leave. They will have people coming in to talk to the parents to try to create an interest in them to read to their children. They will show them how to use the library. All the Summer Reading Programs should be ready by then and they will be given handouts on that as well. They are trying to get them interested in using the library and in reading to their children. If it works out, next year they will try to start this at the beginning of the school year.

Personnel Committee - Ms. Gaylord reported that the Personnel Committee is
OLD/NEW BUSINESS (Continued):

mainly trying to set up avenues for Board and staff communications. The Director has been getting continuous feedback from the staff and it looks good.

Responses From Charlottesville/Albemarle Regarding Library’s Budget - The Director informed the Board about her concerns regarding the responses received from Charlottesville and Albemarle on the Library’s budget for next year. Mr. Lyons, Jr. worked up handouts for the Board showing separately Albemarle’s portion and Charlottesville’s portion to the FY 1998 Library Budget. Neither Albemarle County or Charlottesville funded the Monticello Avenue trainer position even in full. They are both short. The staff was disappointed to hear their priority choice for funding (a regional cost) the technology specialist was not approved - that position would benefit everyone. A further discussion ensued. It was agreed that more statistics were needed. The Board also asked for statistics regarding Monticello Avenue. The Director will check with Mr. Shumaker to see if there are any statistics, etc. available on Monticello Avenue. Ms. Askew suggested the Director talk to Albemarle and Charlottesville about the budget and their responses.

Mr. German, Jr. Serving As University’s Representative to the Library - Mr. German, Jr. informed the Board he didn’t feel it was appropriate for him to serve in both capacities (as a Library Trustee and as the University of Virginia’s representative on the Executive Committee for Monticello Avenue) and he told the University of Virginia that he expected not to be serving as their representative on the Executive Committee.

MINUTES:

Ms. Askew made a motion for Board approval of the December 9, 1996; December 10, 1996, and the December 16, 1996 Minutes; Ms. Whiting seconded the motion. The motion was approved by seven of the Board members (Askew, Clarke, Gaylord, Lichtman, Schwartz, Tramontin, and Whiting). Ms. Rice left the meeting and was not present when the vote was taken. Mr. German, Jr. was just appointed as a Library Trustee and was not present for any of the December, 1996 Board meetings.

ADJOURNMENT:

Ms. Clarke made the motion for adjournment; Mr. German, Jr. seconded the motion. The meeting adjourned at 4:57 p.m.

George C. Tramontin
President
MOTION: MS. CLARKE
SECOND: MS. ASKEW

RESOLUTION NO.: #1 - 3/24/97
MEETING DATE: MARCH 24, 1997

(MOTION WAS TO GO INTO EXECUTIVE SESSION PURSUANT TO SECTION 2.1-344(A) OF THE CODE OF VIRGINIA UNDER SUBSECTION 1, TO DISCUSS PERSONNEL ISSUES.)

CERTIFICATION OF EXECUTIVE MEETING

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

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

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

VOTE:

AYES: ASKEW, CLARKE, GAYLORD, GERMAN, JR., LICHTMAN, 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: NONE

DONNALEE GROSSMAN, ADMINISTRATIVE ASSISTANT
Clerk/Secretary of Jefferson-Madison Regional Library

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE MARCH 7, 1997 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew
Betty Gaylord
Jacqueline Lichtman
Jacqueline Rice-Vice President
Marian Schwartz
George Tramontin-President
Priscilla Whiting

TRUSTEES ABSENT:

Mary Jane Clarke

ALSO PRESENT:

DonnaLee Grossman - Administrative Assistant
William Lyons, Jr. - Business Manager
Mark Trank - Library’s Attorney-Deputy County Attorney for Albemarle County
Andrea Williams - Library Director

A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 1:35 p.m. on Friday, March 7, 1997, in the Central Library’s Jefferson Room.

EXECUTIVE SESSION:

Ms. Gaylord made a motion that the Library Board go into Executive Session, in accordance with the Virginia Freedom of Information Act, under Section 2.1-344, subsection A, of the Code of Virginia, under subdivision 1, to discuss personnel matters; Ms. Lichtman seconded the motion. The Board unanimously approved the motion and went into Executive Session at 1:37 p.m. Ms. Schwartz arrived at 1:42 p.m. The Board reconvened from their Executive Session at 2:37 p.m. and the Certification of Executive Meeting was taken by President Tramontin.
President Tramontin announced to the Board that Chip German has been appointed by the Albemarle County Board of Supervisors as our new Library Trustee.

President Tramontin distributed to the Board members a copy of the February 23, 1997 letter from Mary Alice Gunter regarding Gordon Avenue. Mr. Lyons, Jr. will review her letter.

At the next Board meeting, the agenda should include picking a date for the May, 1997 Board meeting.

The Director’s Search Committee plans to meet the Saturday before the regular Board meeting - March 22nd.

**ADJOURNMENT:**

Ms. Askew made the motion for adjournment; Ms. Whiting seconded the motion. The meeting adjourned at 2:45 p.m.

George C. Tramontin
President
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: ASKEW, GAYLORD, LICHTMAN, 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:

MARY JANE CLARKE

DONNALEE GROSSMAN, ADMINISTRATIVE ASSISTANT
Clerk/Secretary of Jefferson-Madison Regional Library
1) Approval by the Board of the November 25, 1996 Minutes.

2) Approval by the Board of the December 2, 1996 and December 3, 1996 Minutes.

3) Approval by the Board to amend the Library policy on Meeting Rooms so that it reads:

   The rooms are not available for fund-raising programs, except for projects sponsored by the Friends of the Jefferson-Madison Regional Library and the Virginia Festival of the Book, or by the Library Board of Trustees action and on the condition that the only books to be sold at the Virginia Festival of the Book are those by the participating author and that it does not involve the Library staff in any fashion.

4) Approval by the Board that for the present, the partial reimbursement for parking for Central Library employees will be continued with it being distributed on a sliding scale, the larger percentages going to employees at lower salary scale positions; the distribution of the funds will be decided by the Director and business agent and is to begin the next fiscal year 1997-1998.

5) Approval by the Board to accept the proposal on the creation of the Screening Committee to include: 3 members from the J-MRL Board, 2 from staff (selected by the staff), 1 from the Friends (selected by the Friends), a Regional Library Director and the Acting J-MRL Library Director.

George C. Tramontin
President
Prior to the start of the regularly scheduled monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees, a special automation demonstration was held for the Board members at 1:30 p.m. in the University of Virginia’s Electronic Classroom on the 4th floor of the Alderman Library on Monday, February 24, 1997. Following the special demonstration, the regular Board meeting was called to order by President Tramontin at 2:41 p.m. in the Taylor Room on the 3rd floor of the University of Virginia’s Alderman Library.

Mrs. Askew made the motion for approval of the November 25, 1996 Minutes; Ms. Whiting seconded the motion. Five of the Board members approved the motion (Askew, Gaylord, Rice, Tramontin and Whiting). Ms. Clarke abstained as she was not present for the November 25, 1996 meeting.

Mrs. Askew made the motion for approval of the December 2, 1996 and
the December 3, 1996 Minutes; Mrs. Whiting seconded the motion. Six of the Board members approved the motion (Askew, Clarke, Gaylord, Rice, Tramontin and Whiting).

**VIRGINIA FESTIVAL OF THE BOOK:**

The Director discussed with the Board whether the Library will allow participants of the Virginia Festival of the Book (VFOB), who will be conducting programs on Library property, to sell their books or festival-related materials. For the first festival in 1995, the Library Board discussed it and voted to approve a one-time waiver of the current Library policy to allow for that. The current policy basically states that no group or individual, other than the Friends of the Library, can sell any kind of materials on Library property. So far this year, the Library has already been approached by an individual doing a program in one of our libraries and they asked if they could sell copies of their book. One suggestion might be to make some sort of permanent waiver or an amendment/revision to the current policy to include the Festival of the Book along with the Friends, so that the Board wouldn’t have to do it every year. The staff would not be involved - with collecting money, setting up, etc. Ms. Clarke made the motion that the Board amend the Library policy so that it reads: The rooms are not available for fund-raising programs, except for projects sponsored by the Friends of the Jefferson-Madison Regional Library and the Virginia Festival of the Book, or by the Library Board of Trustees action and on the condition that the only books to be sold at the Virginia Festival of the Book are those by the participating author and that it does not involve the Library staff in any fashion; Ms. Askew seconded the motion. The motion was approved by the six Board members present (Askew, Clarke, Gaylord, Rice, Tramontin and Whiting).

**AUTOMATION UPDATE:**

President Tramontin asked Mr. Williams if the consultant was coming in March to discuss the automation update. Mr. Williams said the consultant isn’t due to come back to the Library until the RFP has been sent out and has been responded to and that had been planned for March, 1997. However, the Library has to have a commitment by the Board to the project before the Library can actually proceed any further. Ms. Rice commented that by the next Board meeting they should be able to bring to the Board something that will allow the Library Board to make a commitment one way or the other. The Director would like the Library staff involved with this project to bring some wording or proposal to the table so that it would be something the Board can vote on. Ms. Askew didn’t think they were at that point yet and stressed they have to explore funding before they can decide on anything. President Tramontin asked if Ms. Askew, Ms. Rice, and the Director along with President Tramontin could meet on Tuesday, March 4, 1997 at 9:00 a.m. to discuss this further before the next Board meeting.
INFOTRAC UPDATE:

The Director said the Infotrac system was not linking/networking and the Library had made several calls to the phone company. Most of it has already been installed but it still isn’t working and they thought it might be a phone line problem. Sprint/Centel has tested it and it seems the data lines are functioning. Mr. Williams said the problem in this case is not the Inlex system - it is a Hewlett Packard computer hardware problem. In the meantime, the Library had been talking with the University of Virginia’s Technology Department and one of their networking specialists offered to help the Library out by taking a look at our system. Mr. Williams has been working on the new PC’s that are going out to the branches to augment the terminals that they have now. Each computer that a patron walks up to in the Library will now do two separate functions - they will be able to look at the Library’s databases and also the information access databases.

DISCUSSION OF MEETING TIMES:

Ms. Schwartz wanted to discuss meeting times. Since she was not present, this will be put on the agenda for next month’s meeting.

PERSONNEL COMMITTEE:

Ms. Gaylord informed the Board of the Personnel Committee’s recommendation on parking for employees at the Central Library. The Personnel Committee recommended that partial reimbursement be continued for the present within the funding limits set by the budget. The funds should be distributed on a sliding scale with larger percentages going to employees at lower salary scale positions. The distribution of the funds will be decided by the Director and business agent. Ms. Rice wanted this benefit listed in the back of the personnel manual as a way the Library differs from the City of Charlottesville. Ms. Gaylord made a motion that for the present, the partial reimbursement for parking for Central Library employees will be continued with it being distributed on a sliding scale, the larger percentages going to employees at lower salary scale positions; the distribution of the funds will be decided by the Director and business agent and is to begin the next fiscal year 1997-1998; Ms. Whiting seconded the motion. The motion was unanimously approved by the six Board members (Askew, Clarke, Gaylord, Rice, Tramontin and Whiting). Ms. Whiting mentioned she thought the Board had agreed that parking was to eventually be phased out. Ms. Gaylord said this would be for the present.

Regarding Board/staff communications, Ms. Gaylord reported that the Personnel Committee recommended that there be a staff representative on Board committees and that should employees wish to form an employees’ association, the Board would support it and should the staff desire a representative at Board meetings, the Board
would support this within the guidelines set in the policy manual.

Ms. Gaylord said that these were recommendations for improving Board/staff communications and some of this is still in process - the Director is getting input from the staff and the committee is discussing it. The Board hasn’t yet approved the policy manual’s suggestion on a staff representative, that is in the material that the Board got from the Policy Committee last month. The committee is still in the process of working with the staff on this and a motion from the Board is not needed at this time.

The Director informed the Board that she sent a memo to the staff requesting volunteers to be on a committee to develop guidelines for how a staff representative to the Library Board would work within the guidelines that the Personnel Committee had discussed. There were three volunteers from the staff (a person from a city branch, a person from Central Library and a person from one of the county branches) and they have not met yet. They should be able to develop something and bring it to the Personnel Committee.

Ms. Gaylord said the committee is also reviewing the role of the Personnel Committee.

Ms. Askew discussed the J-MRL long range planning handout she distributed to the Board. Ms. Askew included with the long range planning handout the proposed strategic objectives in the area of funding. Ms. Askew thought the Board should look at quantifiable information. She gave the Board some rough figures for funding per capita - Albemarle County is paying $21.47, Charlottesville is $20.51, Greene is $7.91, Louisa is $7.46, and Nelson is $8.96. Ms. Askew thought the Board should look at some hard numbers such as circulation per staff - obviously at Greene this figure is phenomenal. Books per capita - Nelson has 2.01, Louisa has 1.11, Greene has 1.58. Ms. Askew broke Albemarle and Charlottesville down by where the branches are and Albemarle is 1.72, Charlottesville is 5.1, and system wide it is 2.49. The registration per capita - Nelson has 30.8% of their residents as registered borrowers, Greene has 38.1%, Albemarle has 48.6%, and Charlottesville has 54.9%. Some of these are statistics the state provides. There are other numbers/statistics the Library could look at.

Ms. Rice asked how they proposed using these figures in conjunction to what the Library currently is using, which is circulation. Ms. Askew said that, hopefully, some of the figures will help the Library justify budgetary requests in particular areas. The Library needs to be able to show that they are operating cost effectively. Ms. Rice asked if state funding was based on circulation. Ms. Askew said state funding
PLANNING COMMITTEE (Continued):

is based on area and population and has nothing to do with circulation. The Library needs to look at how they compare to overall library standards, to make sure the Library is efficient, to make sure they know what they are doing and that the figures bear us out when the Library needs to show supporting information.

Ms. Gaylord said the Board needs to know what the Library’s priorities are and the committee will be meeting again and should have something for next month’s meeting.

POLICY COMMITTEE:

Ms. Lichtman asked that this item be put on the agenda. Some materials were distributed at the last meeting and she asked President Tramontin if she didn’t make it to today’s meeting, if this could be scheduled for next month. This will be put on the agenda for the March meeting.

SEARCH COMMITTEE:

Ms. Askew distributed to the Board the Director Selection Committee’s meeting notes for February 15, 1997. The committee divided up the work. Ms. Clarke’s assignment was to work on the job description. She received from the Director a copy of the feedback forms/input from the staff. She thought it was very important to utilize their input and she tried to incorporate it and categorize everything they had suggested. Some of the input was not appropriate for the job description but she hoped that some of their ideas could be used as questions at the interview level or at some other level during the process. She read to the Board the closing remarks of one of the responses:

We should all take more responsibility for our circumstances than we have in the past. The Board must realize that the Director they select has the authority to run the Library as he or she sees fit. That means they must resist the urge to micromanage. Senior staff and branch heads should state their position on issues but acknowledge that the Director has the last word and accept those decisions as valid. Supervisors should assume more responsibility for addressing and resolving personnel issues and staff must accept that decisions are made that they might not like, that there are legitimate lines of communications for them to use and that their supervisors have the right to evaluate their performance.

Ms. Lichtman reported to the committee on the need for a Director’s contract
and got some sample contracts and the advice seems to be that the Library should work with a contract. She is in the process of drafting a proposed contract.

Ms. Rice contacted Loudoun County. Loudoun County just went through the process of hiring a new director. Loudoun County advertised widely and it was a national search. They included many people in their process and they found that, therefore, it was a very positive experience. Their selection of a new director really helped unite a lot of the various groups that had interests in the library. We have created a Screening Committee and that reflects a lot of what Loudoun County had done in terms of seeking a wide variety of people. Loudoun County spent approximately $5,000 on advertising and overall it cost them around $10,000 for the process. Ms. Rice said she will create a sample advertisement and a list of resources to advertise it.

Ms. Askew said the Search Committee is planning to meet again on Saturday, March 1, 1997. Ms. Askew said she hoped they would have a selection process that would involve a interview committee that would then recommend a smaller number of candidates for the Board to interview for a final selection. Ms. Askew wanted to get the Board’s approval to authorize the creation of a Director’s Screening Committee. This committee would review all applications, interview a group of candidates, and recommend a small number of finalists from which the Library Board would select the incumbent Director. Ms. Askew read from her distributed February 15, 1997 Minutes of the Selection Committee:

The committee proposes that the Screening Committee include 3 J-MRL Board members (selected by the Board), 2 J-MRL staff members/employees (selected by the staff), 1 member of the J-MRL Friends (selected by the J-MRL Friends’ Board), 1 Regional Library Director (selected by the J-MRL Board), and the Acting J-MRL Library Director.

Ms. Askew hopes that the Library will be able to advertise after the Board’s March, 1997 meeting and this would give everyone time to select their representatives to this committee. She is hoping to advertise in April. Mr. Keith, from the City of Charlottesville’s Human Resources Department, said advertising and getting the applications back would take a minimum of 60 days. Loudoun County wrote letters to some representative organizations and Ms. Rice got the information from them. Ms. Askew thought it would be a good idea for our Library to do that as well, in addition to advertising in the normal channels - American Libraries, Library Journal and Hotline, etc. Hopefully, they will start doing some screening in June. Mr. Keith will help rank the applications. The final interviews will be in July and August. Mr. Keith said the Library will have to pay for people to bring them in for interviews.
SEARCH COMMITTEE (Continued):

Ms. Rice made the motion that the Board accept the proposal on the creation of the Screening Committee to include: 3 members from the J-MRL Board, 2 from staff (selected by the staff), 1 from the Friends (selected by the Friends), a Regional Library Director and the Acting J-MRL Library Director; Ms. Clarke seconded the motion. The motion was approved by the six Board members (Askew, Clarke, Gaylord, Rice, Tramontin and Whiting). The Director will contact the staff so they can select their representatives.

DIRECTOR’S HIGHLIGHTS:

1) Librarian I Replacement for Reference - The Director reported that the interviewing has started for the replacement of the Reference Librarian. Joyce MacDonald, Brenda Washington, and the Director constitute the interview team although all of the Reference staff are involved with interviewing the candidates. There were four candidates, two were internal candidates and two were external candidates. The final interview will be next Friday.

2) Greene County Library Building Grant - The Library Board approved going ahead jointly with the Greene County Board of Supervisors to apply to the Library of Virginia for an LSCA Title II grant. This money would be used to build an addition onto the existing Greene County office building, where the Greene County administration building is and additional parking. This addition would be for use by the Library and the Library facility would move from their current location to this spot. It would be on the ground floor and the space above it would be used as offices for the county. Ms. Gaylord, the Director, Mr. Lyons, Jr. and Mr. Morris (Greene County Administrator) are working on it. The deadline for the grant is March 14th. An RFP for architects has been done. We are asking for approximately $360,000. Ms. Gaylord said it would be almost five times the space they have now.

3) Friends’ Book Sale - The Director informed the Board that the Friends’ Book Sale is about to take place and the Library is encouraging Library staff to participate in helping out at the sale. With approval from their supervisors, staff can help out if they are available, even during Library time. It starts March 15th-17th for children/young adults and then the main sale is March 22nd-28th

4) Equipment Fund Review - The Director referred to a handout given the Board on Equipment Fund Summary as of January 31st and Mr. Lyons, Jr. reviewed it. A list of items purchased was included along with the
revenue summary sheet. This gives the Board a better breakdown of equipment expenditures and balances throughout the fiscal year.

OLD/NEW BUSINESS:

1) **Virginia Festival of the Book** - Ms. Whiting asked about the deadline for the Board to sign up/make reservations for the luncheon and reception for the Virginia Festival of the Book and asked if the Board members or the Library will be paying for it. The two ticketed functions are scheduled for the March 20th reception from 6-7:30 at the Bayly Art Museum ($35) and for the March 21st luncheon at 12:00 noon at the Omni ($30). There is no deadline but there will be a limited number of places available, particularly at the luncheon, and people are being urged to get their reservations in sooner than later. The Friends have funded the closing reception, which will be at the Central Library on Sunday, March 23rd at 6:30 p.m. The closing reception is free. The Director said that the Friends have been giving the Director a discretionary fund each year and there should be some money left over in that to pay for the Board to attend the ticketed functions.

**ADJOURNMENT:**

Ms. Askew made a motion to adjourn; Ms. Rice seconded the motion. The meeting adjourned at 4:15 p.m.

George C. Tramontin
President
AMENDED MINUTES OF THE JANUARY 27, 1997 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Beth Askew
Mary Jane Clarke
Betty Gaylord
Jacqueline Lichtman
Jacqueline Rice - Vice President
Marian Schwartz
George Tramontin - President
Priscilla Whiting

ALSO PRESENT:
Joe Bousquin - Writer for The Observer
Carol Clark - Customer Services Supervisor-Central Circulation
Ellen Duffy - Head, Childrens’ Services
Donna Lee Grossman - Administrative Assistant
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference & Information Services
Margaret Merrill - Central Reference Librarian
Dietlinde Raisig - Visitor
Mildred Rebhun - Visitor from League of Women Voters
David Shumaker - Project Coordinator for Monticello Avenue
Mary Wagner - Representative for League of Women Voters
Andrea Williams - Library Director
Philip Williams - Head, Technical Services

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 1:34 p.m. on Monday, January 27, 1997 in the Central Library’s Madison Room.

The Director reported on:

1) Circulation
2) Registrations
3) Donations
4) Mid-Year Performance Evaluations
The Board prioritized the agenda items for discussion.

The Search Committee reported to the Board.

**Landscape Project at Central Library** - Since the Library Board approved the original plan, Mr. Lyons, Jr. and Ms. Pool felt the Library Board should approve the revisions before they were taken back to the sub committee of the Board of Architectural Review for their approval. President Tramontin asked where the money was for this and Mr. Lyons, Jr. said he planned to use repairs and maintenance for the Central Library to do it. The second sheet of Ms. Pool’s revised landscaping plan outlined the costs. She estimated it would cost approximately $5,000 and it would include the plants and labor. Mrs. Gaylord made a motion that the Board approve the revised plan; Mrs. Clarke seconded the motion. The motion was unanimously approved by the eight Board members (Askew, Clarke, Gaylord, Lichtman, Rice, Schwartz, Tramontin and Whiting).

The Board discussed automation.

The Personnel Committee reported to the Board.

The Planning Committee reported to the Board.

The Board discussed a Board retreat.

Old/New Business discussed included:

1) Policy Committee Suggestions
2) Director’s Highlights
3) Board Agenda for Next Meeting
4) Board Meetings

The meeting adjourned at 4:23 p.m.

George C. Tramontin
President
SUMMARY OF THE MOTIONS APPROVED BY THE
JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES
AT THE DECEMBER 16, 1996 MEETING

1) Approval by the Board of the proposed FY 1997-1998 budget.

George C. Tramontin
President
A meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 2:03 p.m., in the Central Library’s Madison Room, on Monday, December 16, 1996. Prior to beginning the review of the proposed budget for next fiscal year, President Tramontin introduced a discussion about meeting times for the Board meetings and the Board decided to try meeting at 1:30 p.m.

Mrs. Askew, as the Chairman of the Budget/Finance Committee, reviewed with the Board the new copy of the proposed budget for FY 1997-1998. Mrs. Askew pointed out what the changes were. The only increases in regional funding are for the Technical Support Specialist in the amount of $31,451 and the 4% salary increase. For Charlottesville and Albemarle, the new requests are the Information Technology Trainer for Monticello Avenue for $30,045, the Central Circulation position for $6,601, and Northside’s Library Assistant I position for $12,481. For Albemarle only, there is an increase for both Scottsville and Crozet and each of those is an amount of
$4,689. In Greene there is an increase for a Library Clerk III of $4,689. In Nelson there is an increase for a new position and sub hours of $7,264 and no increase in new positions for Louisa. In actual terms if the Board looks at the first sheet (the Projected Cost Allocations sheet) and if this budget is approved, the Library will be asking Albemarle for an increase of $126,880, which is a percentage increase of 7.82%. For Charlottesville, the Library will be asking for $37,466 in additional dollars, which is an increase of 4.57%. Greene would be asked for $11,358, which is a 11.22% increase. Louisa is $6,063 and a 3.5% increase. Nelson’s increase would be $8,393, which is a 6.99% increase.

Operating expenses decreased overall by about $25,000. The office supplies were increased to accommodate the increase in paper use which is expected to be consumed when the Infotrac is up and running. Postage has been increased. The professional services line was decreased by about $30,000. Insurance has increased by almost $4,000 and that is based on what insurance is costing. The rent increase from $215,400 to $221,400 is the increase in rent on the Northside Branch and apparently the insurance has gone up as well. We pay the county for the liability insurance, in case somebody falls, etc. Other contract services were decreased by $2,000. Mrs. Askew made the motion for adoption of the FY 1997-1998 budget; Mrs. Schwartz seconded the motion. The motion was unanimously approved by the eight Board members present (Askew, Clarke, Gaylord, Lichtman, Rice, Schwartz, Tramontin, and Whiting). A brief discussion ensued about the additional hours and staffing to help alleviate and achieve the goal that no one is on by themselves in the Library system, particularly at the outlying branches. Mrs. Gaylord pointed out that the budget for Greene called for putting the 19-hour clerk up to 20 hours. She also pointed out that the clerk did not require health insurance and she mentioned to Mrs. Askew that it was listed; she was concerned because by taking it out, it would have reduced Greene’s budget enough that their percentage of increase would have gone down. Mrs. Gaylord learned it is part of our insurance policy that for every staff member/position eligible for health insurance, we have to pay irregardless.

STATE AID:

Mrs. Askew reviewed with the Board the letter from the Library of Virginia regarding state aid for the Library if the City of Charlottesville reverted to the status of a town. The Library will lose approximately $200,000 in state aid. State aid pays for the Library’s book collection and materials - so this is a critical issue for the Library. Library Legislative Day is the third Thursday in January (January 16, 1997) and Mrs. Askew thought it would be good if as many Board members as possible went to Legislative Day. Mrs. Askew asked Mrs. Clarke, if she couldn’t attend, if she would talk to Mr. Dickinson, the Chair of the Appropriations Committee. Mrs. Clarke said she had already spoken to him and he assured her that the Library would probably basically get about what they got last year - this is the second year in this biennium. He had put in for a 4% or 5% increase and he said he would do that again
this year. Mrs. Clarke asked him what would happen if the City of Charlottesville reverts to a town and he said the Library should worry about it when it happens. Mrs. Clarke told the Board that she felt the Library could be assured that Mr. Dickinson would support the Library to the best of his ability.

President Tramontin was not sure the public was aware of all of these facts. He hasn’t seen in the media anywhere that the Library would be losing $200,000 and he felt it should be called to the attention of the public. He wasn’t sure either the reversion or anti-reversion people were making all of these things absolutely clear and he was concerned that a lot of people may wake up after it is too late and find out there are a lot of facts that they didn’t know about. The state aid letter was attached to the December 16th agenda, which was sent out to the news media.

President Tramontin confirmed with Mrs. Askew the January 16th date; and Mrs. Askew said the Board needed to make appointments to meet with the different legislators.

AUTOMATION:

Mrs. Gaylord asked for an update on the automation upgrade costs. The figure the Library mentioned previously would come out to about $50,000 for the outlying counties and would have a significant impact on their budgets. The Director will get back to Mrs. Gaylord on this. The Director hadn’t seen the information from the consultant yet. It is hard to tell how much it will cost until the Library receives the bids back. President Tramontin asked if it could be done in steps instead of doing all of it at one time. The Director will find out something more definite. Mrs. Rice said the consultant is here now and he will speak to the Board in March, which ties in fairly well to the Boards’ questions and they should have the answers by then.

MRS. WHITING’S VISIT TO GORDON AVENUE:

Mrs. Whiting wanted to report on her visit to Gordon Avenue last week Thursday. She talked with them and at first they were a little upset because the report was done just straight out with no questions. She explained to them that they had been advised not to ask any questions of the consultant. After they talked about it, they understood why they didn’t do it and they accepted that. They were a little upset because of the mass of letters being written in the paper about the Library and that the Board wasn’t responding to them. She explained to them that the Board couldn’t do that the way things are. The article(s) in the Cville Weekly were the most upsetting to them. Mrs. Whiting plans to visit the people at Northside this coming Thursday.
MRS. WHITING’S VISIT TO GORDON AVENUE (Continued):

Another suggestion brought up to Mrs. Whiting was that the Board contact the City of Charlottesville’s internal customer service and have a meeting with the Library staff to talk things over - have some sensitivity training, something of that sort. Some of the people feel that there are a lot of undertones with things that are still going on in the Library; and it is needed for the system to get back where it should be, they should have a real flushing out. This is something she felt the Board needed to think about. The Human Resources Department has counselors and facilitators that would come out and do this type of in-service training - to get the problems out and to get the people to discuss how they feel. They want to do this because they think that what has happened is not going to clear up everything. There are still people that are troublemakers in certain areas, there are still people that are talking, and there are still people that are having lunch with the past Director and talking to her and telling her things. They feel that something needs to be done - everyone needs to get together so they can flush it out so that they can start working together better. President Tramontin asked the Personnel Committee to discuss this and report back.

There was another thing the staff wanted the Board to know - the staff really supports this Board and they feel better about this Board than they did. They said that anything that the Board would like them to do to help, they would be glad to do it. They appreciated the Board coming to talk to them and they told Mrs. Whiting that she was their Board rep. Mrs. Whiting also told them that if she was their Board rep. and if she did anything they didn’t like or if she didn’t represent them as well as they thought she should, that they should go to City Council and ask them to take her off the Board and find someone else that would do a good job. Mrs. Whiting thought it was a very nice meeting.

OLD/NEW BUSINESS:

1) **Long-Range Plan** - Mrs. Askew said she was anxious for the Board to start working on the long-range plan. Mrs. Askew has already asked Mrs. Gaylord if she would like to work on it and she said she would. Mrs. Gaylord would like to support it because she thought it was time for the Board to move ahead with something positive. Board members were encouraged to participate. Mrs. Schwartz thought it would be nice to have a staff member included and suggested the Director ask the staff about it at one of their staff meetings. The Board discussed obtaining sample long-range plans to use as guidelines. The Director has a Branch Heads/Senior Staff meeting on January 7th and she will discuss the staff representative at that time.

2) **Personnel Committee Recommendations** - Mrs. Gaylord mentioned that there are still some recommendations from the Personnel Committee that the Board has not acted on. President Tramontin suggested putting it on the regular January
BOARD MEETING: 1997 meeting agenda.

EXECUTIVE SESSION:

Mrs. Clarke made the motion for the Board to go into Executive Session, in accordance with the Virginia Freedom of Information Act, under Section 2.1-344, subsection A, of the Code of Virginia, under subdivision 1, to discuss personnel matters; Mrs. Askew seconded the motion. The Board went into Executive Session at 2:40 p.m. and they reconvened from Executive Session at 3:24 p.m. The Certification of Executive Session was taken by President Tramontin.

President Tramontin reminded everyone that the next meeting would be the regularly scheduled Board meeting on January 27, 1997 at 1:30 p.m.

ADJOURNMENT:

The meeting adjourned at 3:25 p.m.

George C. Tramontin
President
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: ASKEW, CLARKE, GAYLORD, 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:

LICHTMAN

ABSENT DURING MEETING:

NONE

DONNALEE GROSSMAN, ADMINISTRATIVE ASSISTANT

Clerk/Secretary of Jefferson-Madison Regional Library
A special public meeting, of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees, was called to order by President Tramontin at 7:33 p.m. in the Central Library’s McIntire Room on Tuesday, December 10, 1996 to hear the report from the Peat Marwick consulting firm (KPMG) on the Employee Satisfaction Study. President Tramontin introduced Elizabeth Foster, a partner of that firm and one of the three consultants conducting the study.

Elizabeth Foster introduced herself stating she worked for an international public accounting and consulting firm called KPMG, Peat Marwick. She is a partner in that firm and has been with that firm over fourteen years. Her primary focus of expertise is in non-profit and governmental organizations. She spends a great deal of her time doing consulting studies, some of the nature that she has done for the Library. The study she is reporting on tonight is the study she was engaged to do by the Board members back in approximately the early September time frame. The report heard tonight from her is exactly the report and presentation that she made to this Board on November 18th, almost a month ago and with the exception of 3-5 words in this entire presentation, the report is identical.
The Request for Proposal (RFP) that she received and responded to asked her firm to do three things:

1) to assess employee morale issues here at the Jefferson-Madison Regional Library,

2) to identify primary causes of low morale, and

3) to make recommendations.

How they did this was a classic study in consulting. They usually have three consulting techniques that they do in this type of study and they conducted all three of them here. The first one, they did one-on-one interviews. They conducted twenty-seven one-hour interviews. She personally conducted about a third of those interviews. She had two other individuals working with her on this project and they also conducted about a third each. In all, they conducted twenty-seven interviews that included 100% of all Board members, of senior staff and branch heads, and other assorted people selected generally at random. They also sent out a survey to 100% of the Library employees, again including Board members, including the Director, including everyone associated with the Library system. There was a great deal of concern on the Board's part that the study be very confidential, that the results of those surveys be very confidential. She stated she was not here tonight to report any specific details whatsoever of anything that she heard either in interviews or read in surveys. She assured us that what she read and the notes they accumulated are probably about a foot of materials. Some of the people in this room brought to them and to the interviews pages and pages of notes for them. Some brought other documents. They read everything that they got. It was hundreds and hundreds of pages of information.

The third thing that they did was conduct focus groups. They conducted two focus groups and approximately fourteen employees were involved in these. She thought one focus group had six people in it and one focus group had eight people. The purpose of a focus group is to have people get together and generate discussion from one person talking about an issue and another person agreeing or disagreeing or debating what that particular topic is. That is the reason they do focus groups. It also generates conversation that you don’t get clearly in a one-on-one interview or sometimes things that you don’t hear about in an actual survey.

One other thing she wanted to make very clear from the start is that she was not engaged to evaluate any individual or any group of individuals. She was called to evaluate whether there were any employee morale issues at the Library and if there were, what were the causes of those and were there any recommendations she would make. She said she would be reminding everyone of this throughout her presentation. Everything she reported during her presentation is directly related to the three
procedures she just discussed. They interviewed twenty-seven people. They got close to a 90% response rate on individual surveys. For any of those present that are in the consulting business - when you get 90% of anything - it is unbelievable. You are really happy if you get a third back and she has been sending lots of surveys for a long time. The other thing she wanted to tell people, with maybe about five exceptions, every single one of these surveys had names on them. If you are sitting in this room and you sent one in without a name, you are in the minority. Everything she is reporting tonight is from these results. She is not reporting anything of first hand knowledge that she has because she is not an employee at the Library, she has not been associated with the Library in any way, nor has she any sense of agenda for the Library.

They learned some very interesting things about the strengths of this Library system that came out with every single person they talked to. They learned that this Library system has a very strong sense of public service, that the attitudes in the community towards service in this Library system are excellent. They learned that the people that work at this Library are incredibly qualified, especially incredibly qualified for the geographic area in Central Virginia where the Library system is located. The staff are very qualified, very talented, and very dedicated. They also learned that the Board is very committed to the continued and future success of this Library system.

The answer to the first question - is there a morale issue at Jefferson-Madison Regional Library - the answer that they found was yes. The Library system does have pervasive low morale issues. One thing that they learned and it was very clear in interviews of people that they spoke to who had been in the Library system for more than five or ten years and there are a lot of people with that number of years of service in this Library system and they were told that these low morale issues are not new to the Library. They were told that they have been around for a number of years. That again was not coming from the people that are new to this Library system but from those that have been in the Library system for awhile.

One of the single biggest reasons that they feel like there are low morale issues within this Library system is that there is a lack of trust. They found a lack of trust reported to them at every single level within the Library system. They found that there was a lack of trust within the Board and among Board members. They found a lack of trust with Board members and the Director. They found a lack of trust of the Director and certain staff. They found distrust that was breeding throughout the levels within the Library. Distrust, they have found, is a very significant factor in low morale - that when you come to work every day and you don’t trust the people that you are walking up and down the halls with, that is a significant factor of low morale.

An outgrowth of a lack of trust, that they found in this system, is an absence of informative communications. They found that the communications within the
Library system are informal because there are no formal routes of communication. In many Library systems and many other organizations there are very formal ways to communicate what is going on in the Library. They found that lacking here. When that is lacking in any system or any organization, that breeds an atmosphere of gossip and an atmosphere of rumors. What they heard and what they read was that there is a big atmosphere of gossip and rumors. When your people that are gossiping are people that you are not sure if you can trust or you can trust today and maybe you don’t know if you can trust them tomorrow, that can contribute clearly to low morale.

The third bullet under Absence of Informative Communications is that there was not really a constructive opportunity to express ideas. They found that a lot of people in the Library at the staff levels were not feeling that there was a way that they could communicate the way that they were feeling - even the way that they could communicate some of the ideas that they thought would be appropriate to improve some of the things within the Library system.

Another thing that contributes to low morale is a lack of direction. They found that there really is no long-term strategic plan for the Library system and that there really are no broad strategic goals for the system. Well, when there are no goals and you come to work every day, you’re not exactly sure what your priorities are. You’re not exactly sure what you are suppose to do today or tomorrow or next week or next month or next year because you don’t really have that guiding light of what you are suppose to do. That causes confusion and confusion can breed this low morale. Everyone that they spoke to that had any kind of contact direct or indirect with the Board members had a number of perceptions which were almost unanimous in their observations of the Board. Those observations were that the Board was not acting together, that there were factions on the Board, and that that was causing people to feel uncertain in their jobs. When our bosses or people that we are reporting to, when you have any kind of corporate organization and there is fighting within a management level group, that is going to cause confusion - which team am I on, which side am I on - and there was a lot of that that they observed at the Board level. That was causing a perceived lack of direction and again, this is clearly relating to the previous point on lack of direction. You will start to see that all of this seems to be making a round circle. They found that in some instances the Board of Trustees were micromanaging - getting involved in some decisions. This was not on a consistent basis but it was more when a Board member might hear about something that maybe didn’t seem right and they would take either a personal action or bring it to the Board’s attention and the Board would take a particular action, which maybe was not as appropriate for a Board level to take. They did find some micromanagement and the next point - that even though they saw some micromanagement - they also generally felt from the staff that were talking to them that the Board was somewhat out of touch with what was going on in the Library system. There was the appearance as they were talking to either Board members or people that had knowledge of Board members that there was a disorganization at the Board level.
particularly in the meeting process. You can always tell a lot about an organization by the tone at the top. The tone at the top is always going to tell you generally how people within the organization are feeling and this is a management principle she found to be true everywhere that she goes.

The Director was hired in 1988 and was hired for a very specific skill set, which almost everyone that particularly has known the Director since the Director has been with this system has agreed that clear strengths of financial management has absolutely helped this Library system. That was what was needed to be filled when this Director came in 1988 and in fact that is a strength of the Director. Other strengths that were very clear in the people that they spoke to were that the Director has an ability to expand programs and to explore new revenue sources. As we all know, new revenue sources are very difficult to find. Almost everyone that they spoke to who had been with the Library system more than a year had quite a bit to say about the people skills of the Director. There was a lot of discussion that they heard about a lack of respect for employees. They heard a lot about management by intimidation as the primary management style of the Director. They heard things like - we don’t know where we stand today, we don’t know what it means if we screw up because we’re not exactly sure what a screw up today means as opposed to a screw up tomorrow means. There was definitely a sense that the people skills from the Director were lacking. One other phrase they heard a lot from the staff was that they felt like they were walking on eggshells - they weren’t exactly sure what was going to happen on what given day.

Another issue contributing to low morale they found to be technology. They heard a lot of reports about the Library system has come a long way in technology and yet there is still some ways to go. They found that there really, again, as there was no real long-term strategic plan, there also was really no long-term technology plan. And in this day and age of spending a lot of money on technology, there really does need to be a road map on that. They found that there were some inequitable technologies in the branches and branches that were affected directly or indirectly certainly clearly contributed to some low morale issues.

Another finding they had was that it seemed like there were some inconsistent policies and procedures - both in inconsistencies of what those policies and procedures are as well as how they were executed. It seemed that some policies were in place for one year and maybe were not in place for the next year. The area they saw the most of that was in the human resource area and there seemed to be a lot of inconsistencies on how we execute in the human resource area. Getting a little bit more specific about human resource in the performance evaluation area, the senior staff were not formally evaluated on an annual basis. They were actually given memos which really lacked content and lacked insight and really lacked direction for senior staff. There was uncertainty as to the systems of upward feedback and pay-for-performance. It seemed that maybe they tried to do that one year then they
abandoned it the next year and then they kind of try it again. Again, some inconsistencies in really what our focus is on human resources and some inconsistencies on how performance evaluations are being carried out.

Up until this point, almost all of the findings have been nearly unanimous. There were a few other things which they did not consider to be unanimous. They felt like they wanted to report those to the Board but they are not in any way considered to be as significant as the previous findings. Those were space constraints of some employees, understaffing - some at particular branches where it is difficult to cover positions, and the orientation/training issue which several people said that they felt contributed to low morale.

That was point two and Ms. Foster asked if everyone remembered point one and point two - point one was is there a low morale issue and they found the answer to be yes. What are the primary findings of the low morale and they just went through those. The third step, what would they do next - what are the recommendations that her firm is suggesting to the Board. The first recommendation is the Board needs to pull itself together. The Board needed to present a unified front and to develop short-term communication plans. How is the Board going to communicate to employees and to the public the decisions that it has made. Again, this was the exact chart that was presented on November the 18th, probably as relevant today as it was on November the 18th - focusing on the future and leaving the past behind.

The second recommendation is to develop a long-range plan. The important point in this recommendation is that the Board needs to be active in this. There had been, from their observation of hearing others and having this written to them, that there had been a number of attempts of trying to put together a strategic plan but it was always kind of delegated from the Board to the Director to the staff - to senior staff, to regular staff and it kept getting delegated down. While that is great - you can have people write what the plan is but you really need to have the Board behind what the plan should be. She really feels like that is a significant issue and that that plan needs to include a section on technology.

On November the 18th, they suggested that the Board needed to evaluate the Director for the fiscal June 30, 1996 year. That evaluation had not been done and they also suggested that there would be performance criteria that would be set for the upcoming fiscal year and that part of that criteria should include upward feedback - meaning feedback from within the Library system to be included as part of an evaluation.

Other recommendations - reassess the role of the Board of Trustees. This is getting to the point of the Board has got a lot on their plate - they really need to determine what their priorities are and move together in unity towards those
priorities. They felt like the Board members were going to need to make a lot of time commitments over the next six months to the Library system and that the Library really needed individual member commitment at that point. Again, this is exactly what was communicated on November the 18th.

To provide and open up channels of communication and there were some facets to this, particularly of having formal channels of communications and that would be down and up. Down, to let people know what is going on and up, to get feedback on what is going on and what are the ideas that need to come back up through the system - the formalizing of those lines of communications and kind of unclogging the system and getting away from this relying on the rumors and gossip.

Implementing an evaluation process and sticking to it and this is getting to the idea that we tried to do this evaluation process but we really haven’t had a lot of luck in the past and that we really need to have a plan and we need to continue on with that plan.

The last recommendation was to consider hiring a human resources manager with the primary goal of having someone in-house who would be responsible for all human resource activities and would be able to formalize and execute the policies and procedures of the Library system. Again, getting at some of the inconsistencies in the policies and the inconsistencies in the execution of those policies.

This concluded her report that she gave to the Board on November the 18th. Again, she re-emphasized to us that she was reporting back to us not her own ideas but the ideas that came directly from the surveys and from the individual interviews and focus groups that they conducted. She then turned the meeting back over to President Tramontin.

President Tramontin thanked Elizabeth Foster and then asked if any of the Board members had questions. There were none.

Mrs. Whiting made a motion that the meeting be adjourned and Mrs. Schwartz seconded the motion. The meeting adjourned at 7:58 p.m.
SUMMARY OF THE MOTIONS APPROVED BY THE
JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES

AT THE DECEMBER 9, 1996 MEETING

1) Due to the Administrative Assistant’s loss of vacation last year, the Board approved giving her a lump sum in the amount of $1,387.67.

George C. Tramontin
President

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE DECEMBER 9, 1996 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

TRUSTEES PRESENT:
Beth Askew
Mary Jane Clarke
Betty Gaylord
Jerry Jones
Jacqueline Lichtman
Jacqueline Rice - Vice President
Marian Schwartz
George Tramontin - President
Priscilla Whiting

ALSO PRESENT:
Joe Bousquin - Writer for The Observer
Carol Clark - Customer Services Supervisor-Central Circulation
Ellen Duffy - Head, Childrens' Services
Melinda Frierson - Friends Newsletter Editor for Among Friends
DonnaLee Grossman - Administrative Assistant
Patrick Hickerson - Writer for The Daily Progress
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference & Information Services
David Shumaker - Project Coordinator for Monticello Avenue
Tina Tinret - Representative from WINA Station
Mark Trank - Library's Attorney-Deputy County Attorney for Albemarle County
Andrea Williams - Library Director
Philip Williams - Head, Technical Services

A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 2:00 p.m., in the Central Library’s Madison Room, on Monday, December 9, 1996.

Mrs. Askew referred the Board to a special handout, a faxed letter received from the Library of Virginia, showing the calculations for state aid for the Library if the City of Charlottesville reverted to town status.
PROPOSED BUDGET FOR FY 1997-1998:

Mrs. Askew, Chairman of the Budget/Finance Committee, informed the Board that the Library Director met with the staff and they have done basically a new budget for the Board to review. Mr. Lyons, Jr. reviewed with the Board his summary of the changes (increases and decreases) from this last year's operating budget, as outlined in his December 9, 1996 memorandum to the Library Director. Mr. Lyons, Jr. also reviewed with the Board the proposed draft budget for FY 1997-1998. He was able to weed out a little over $25,000 in the operating budget, as compared to the prior year’s operating budget.

The Library Director informed the Board she reviewed the original draft budget with the senior staff and branch managers. They had a good discussion about how they might prioritize items and what emphasis they felt should be placed in specific areas. They came up with two areas of critical need: technology and things related to technology and delivering services to the public. In the new revision, the budget still shows the technical support specialist. During the staff’s discussion, this position clearly was of paramount concern for everyone in the system. This position is a regional cost. The other position is for an information technology trainer. This person would be a Charlottesville/Albemarle expense and they would do a great deal of work with Monticello Avenue.

Mrs. Askew reviewed the budget message and pointed out that the individual positions for the branches are still in this revised draft budget. It was pointed out that the Library has two areas of critical needs. The feeling is that the Library needs additional help in delivering services to the public and it has been a concern, particularly for the outlying branches, that there are times when only one person is in the building. Technology is increasing and the Library will be having more technical equipment and with Infotrac, everybody will have a personal computer in the branches and people will be using printers attached to them.

The overall dollars have not been fully revised yet in the draft budget (the personnel figures have not been adjusted yet). The regional costs will be reduced when the final proposed budget is presented. The new proposal submitted to the Board today, without including the adjustments to personnel, would be $64,600 less than what the Board was originally shown in the first draft.

Mrs. Schwartz referred to the Personnel Committee’s memo to the Board asking for a lump sum to be paid to the Administrative Assistant, for the loss of her vacation last year, in the amount of $1,387.67. The funding would come from the personnel savings from not funding the Director’s raise. Mr. Lyons, Jr. informed the Board that the Director’s raise was not in the budget for this current year.

Mrs. Askew felt the Library Board should be very careful about adding costs
that don't have an incremental increase in public service. Mrs. Schwartz mentioned that as far as bumping people up in terms of giving them benefits, cost estimates for the first year would be $3,074 and accumulative in five years it would be as much as $16,048. She felt it would be an expensive thing to do. Mrs. Askew felt that as far as the percentage spent on personnel versus materials, the Board needed to keep an eye on that. Mrs. Askew felt comfortable with the need for a technical assistant and supported the technology requests. There was some concern regarding the two technology positions and whether the Library could get people to apply at the salaries and requirements the Library was requesting.

Mr. Tramontin mentioned supporting parking for the downtown Charlottesville employees. The people working at the Central Library have to pay for parking and there is no differential of pay for them and it makes a bigger difference in what these employees are earning. Mrs. Askew suggested having the Personnel Committee look at it and figure out a way to pay for it.

The Board briefly discussed automation, the automation consultant, and the time frame. There will be a meeting with the consultant next week (the week of December 16th). A meeting will be scheduled for the consultant to talk with the Board within the next few months.

The next Board meeting is scheduled for Monday, December 16, 1996 at 2:00 p.m. in order to present the final budget proposal for the Board’s review and approval before it is sent out to the jurisdictions.

The Library Director pointed out the new personnel positions are budgeted right now for a full twelve-months but if the Library staggered the hiring process, that would reduce the impact for the overall budget figure for next year. It reflects more realistically the hiring process and takes into consideration when they can first be put on our payroll system. They would become full twelve-month positions beginning with the following year’s budget in 1998-1999.

President Tramontin informed the Board the proposed FY 1997-1998 budget will be on the agenda for adoption at next week’s meeting.

GORDON AVENUE GUTTERS:

Mr. Lyons, Jr. referred to the fax from Jack Masloff of W. A. Lynch Roofing Company, Inc. and the letter from A. Todd Chambers of DBF Associates, Architects. Copper gutters were recommended for Gordon Avenue primarily because of the seams and the maintenance that would have to be done on the seams. For every corner, you have basically three places where some type of seal will be needed. It was their
GORDON AVENUE GUTTERS (Continued):

(W. A. Lynch Roofing Company, Inc.) suggestion to go with the copper gutters because of the seam factor. If the Library goes with DBF Associates, Architects, they basically reinforce going with the copper gutters because of the seams. Also, the roof was designed and everything up there is to accommodate a copper gutter. If you change it, it becomes cost prohibitive because, unfortunately, to go with aluminum, everything else has to be changed on the roof to accommodate it. In summary, both recommend staying with copper gutters. Both emphasized that no matter what the Library puts up there and until the Library fixes the other problems up there, the gutters will keep coming off. $50,000-$51,000 will have to be spent to get the problem corrected. Mr. Lyons, Jr. has sent a letter to the City of Charlottesville and Albemarle County asking for the extra money for the roof. If they don’t fund it, Mr. Lyons, Jr. plans to suggest spending the existing earmarked CIP funding to do the roof and the outside instead of doing the inside/interior.

OLD/NEW BUSINESS:

Auditor’s Report - Mrs. Lichtman referred to Deloitte & Touche’s management letter regarding maintenance of fixed asset records. Mr. Lyons, Jr. explained that because the City of Charlottesville is the Library’s fiscal agent, they have a list of everything the Library has ever bought under the equipment fund. He has to sit down and reconcile two databases and places where no dollar value is assigned, he has to assign a dollar value. That is what is left to be done with the fixed asset accounting. They basically want the two to be compatible and reconciled. Mr. Lyons, Jr. has already done an inventory of the Library’s fixed assets and part of it is that he has to go back and keep the City’s records the same as the Library’s.

EXECUTIVE SESSION:

Mrs. Clarke made a motion that the Library Board go into Executive Session, pursuant to section 2.1-344(A) of the Code of Virginia under subsection 1 and subsection 7, to discuss specific personnel and legal matters relating to the on-going study of employee issues at the Library; Mrs. Schwartz seconded the motion. The Board unanimously approved the motion and went into Executive Session at 2:54 p.m. The Board reconvened from their Executive Session at 4:43 p.m. and the Certification of the Executive Session was taken by President Tramontin.

Mrs. Gaylord made a motion that due to the Administrative Assistant’s loss of vacation last year, the Board approve giving her a lump sum in the amount of $1,387.67; Mrs. Whiting seconded the motion. The motion was approved by the seven Board members present (Clarke, Gaylord, Jones, Lichtman, Schwartz, Tramontin and Whiting). Mrs. Askew and Mrs. Rice were not present.
Mr. Jones informed the Board that this meeting will be his last meeting. He stated he was resigning for personal reasons.

**ADJOURNMENT:**

Mrs. Schwartz made the motion for adjournment; Mrs. Lichtman seconded the motion. The meeting adjourned at 4:45 p.m.

George C. Tramontin
President
MOTION: MARY JANE CLARKE
SECOND: MARIAN SCHWARTZ
RESOLUTION NO.: 1 - 12/9/96
MEETING DATE: December 9, 1996

(MOTION WAS TO GO INTO EXECUTIVE SESSION UNDER SUBSECTION 1 AND SUBSECTION 7, TO DISCUSS SPECIFIC PERSONNEL AND LEGAL MATTERS RELATING TO THE ON-GOING STUDY OF EMPLOYEE ISSUES AT THE LIBRARY.)

CERTIFICATION OF EXECUTIVE MEETING

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

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

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

VOTE:

AYES: CLARKE, GAYLORD, JONES, LICHTMAN, 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:

ASKEW AND RICE

ABSENT DURING MEETING:

NONE

DONNALEE GROSSMAN, ADMINISTRATIVE ASSISTANT
Clerk/Secretary of Jefferson-Madison Regional Library
SUMMARY OF THE MOTIONS APPROVED BY THE
JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES
AT THE DECEMBER 3, 1996 MEETING

1) Approval by the Board to accept the resignation of Donna Selle as Library Director on this date, December 3, 1996, and to be immediately effective.

2) Approval by the Board that Andrea Williams be made interim Director, effective immediately.

George C. Tramontin
President
MINUTES OF THE DECEMBER 3, 1996 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Beth Askew
Mary Jane Clarke
Betty Gaylord
Jerry Jones
Jacqueline Lichtman
Jacqueline Rice - Vice President
Marian Schwartz
George Tramontin - President
Priscilla Whiting

ALSO PRESENT:
Mark Bini - Representative from WINA Radio Station
Joe Bousquin - Writer for The Observer
Jonathan Fox - Writer for Cville Weekly
Donna Lee Grossman - Recording Secretary
Patrick Hickerson - Writer for The Daily Progress
Donald Morin - Library Director’s Attorney
Mark Trank - Library’s Attorney-Deputy County Attorney for Albemarle County

A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 4:26 p.m. on Tuesday, December 3, 1996, in the Central Library’s Madison Room.

EXECUTIVE SESSION:

Mrs. Askew made a motion that the Library Board go into Executive Session pursuant to Section 2.1-344(A) of the Code of Virginia under subsection 1 and subsection 7, to discuss specific personnel and legal matters relating to the ongoing study of employee issues at the Library; Mrs. Schwartz seconded the motion. The Board unanimously approved the motion and went into Executive Session at 4:28 p.m. The Board reconvened from their Executive Session at 5:16 p.m. and the Certification of Executive Meeting was taken by President Tramontin.
The motion was approved by the eight Board members present (Askew, Clarke, Gaylord, Jones, Lichtman, Schwartz, Tramontin and Whiting). Mrs. Rice left the meeting before the vote was taken. Mrs. Schwartz made the motion that Andrea Williams be made interim Director, effective immediately; Mrs. Askew seconded the motion. The motion was approved by the eight Board members present (Askew, Clarke, Gaylord, Jones, Lichtman, Schwartz, Tramontin and Whiting). Mrs. Rice was not present.

ADJOURNMENT:

Mrs. Clarke made the motion for adjournment; Mrs. Schwartz seconded the motion. The meeting adjourned at 5:18 p.m.
MOTION: BETH ASKEW
SECOND: MARIAN SCHWARTZ
RESOLUTION NO.: #1 - 12/3/96
MEETING DATE: DECEMBER 3, 1996

(MOTION WAS TO GO INTO EXECUTIVE SESSION UNDER SUBSECTION 1 AND SUBSECTION 7, TO DISCUSS SPECIFIC PERSONNEL AND LEGAL MATTERS RELATING TO THE ONGOING STUDY OF EMPLOYEE ISSUES AT THE LIBRARY.)

CERTIFICATION OF EXECUTIVE MEETING

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

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

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

VOTE:

AYES: ASKEW, CLARKE, GAYLORD, JONES, LICHTMAN, 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:

RICE

ABSENT DURING MEETING:

DONNALEE GROSSMAN, RECORDING SECRETARY
Clerk/Secretary of Jefferson-Madison Regional Library

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE DECEMBER 3, 1996 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Beth Askew
Mary Jane Clarke
Betty Gaylord
Jerry Jones
Jacqueline Lichtman
Jacqueline Rice - Vice President
Marian Schwartz
George Tramontin - President
Priscilla Whiting

ALSO PRESENT:
Mark Bini - Representative from WINA Radio Station
Joe Bousquin - Writer for The Observer
Jonathan Fox - Writer for Cville Weekly
DonnaLee Grossman - Recording Secretary
Patrick Hickerson - Writer for The Daily Progress
Donald Morin - Library Director’s Attorney
Mark Trank - Library’s Attorney-Deputy County Attorney for Albemarle County

A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 4:26 p.m. on Tuesday, December 3, 1996, in the Central Library’s Madison Room.

EXECUTIVE SESSION:

Mrs. Askew made a motion that the Library Board go into Executive Session pursuant to Section 2.1-344(A) of the Code of Virginia under subsection 1 and subsection 7, to discuss specific personnel and legal matters relating to the ongoing study of employee issues at the Library; Mrs. Schwartz seconded the motion. The Board unanimously approved the motion and went into Executive Session at 4:28 p.m. The Board reconvened from their Executive Session at 5:16 p.m. and the Certification of Executive Meeting was taken by President Tramontin.
Mrs. Whiting made the motion that the Board accept the resignation of Donna Selle as Library Director on this date, December 3, 1996, and to be immediately effective; Mrs. Askew seconded the motion. The motion was approved by the eight Board members present (Askew, Clarke, Gaylord, Jones, Lichtman, Schwartz, Tramontin and Whiting). Mrs. Rice left the meeting before the vote was taken. Mrs. Schwartz made the motion that Andrea Williams be made interim Director, effective immediately; Mrs. Askew seconded the motion. The motion was approved by the eight Board members present (Askew, Clarke, Gaylord, Jones, Lichtman, Schwartz, Tramontin and Whiting). Mrs. Rice was not present.

ADJOURNMENT:

Mrs. Clarke made the motion for adjournment; Mrs. Schwartz seconded the motion. The meeting adjourned at 5:18 p.m.

George C. Tramontin
President
MOTION: BETH ASKEW
SECOND: MARIAN SCHWARTZ
MEETING DATE: DECEMBER 3, 1996

(MOTION WAS TO GO INTO EXECUTIVE SESSION UNDER SUBSECTION 1 AND SUBSECTION 7, TO DISCUSS SPECIFIC PERSONNEL AND LEGAL MATTERS RELATING TO THE ONGOING STUDY OF EMPLOYEE ISSUES AT THE LIBRARY.)

CERTIFICATION OF EXECUTIVE MEETING

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

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

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

VOTE:

AYES: ASKEW, CLARKE, GAYLORD, JONES, LICHTMAN, 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:

RICE

ABSENT DURING MEETING:

DONNALEE GROSSMAN, RECORDING SECRETARY
Clerk/Secretary of Jefferson-Madison Regional Library

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
A meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 2:00 p.m. on Monday, December 2, 1996, in the Central Library’s Madison Room. Mr. Lyons, Jr. temporarily filled in for the recording secretary.

UPDATE ON GORDON AVENUE GUTTERS:

President Tramontin asked Mr. Lyons, Jr. to report on the status of the Gordon Avenue gutters. Mr. Lyons, Jr. stated he didn’t have much more to report since last week’s meeting. He had expected to receive, in time for this Board meeting, a report from Rick Funk and Todd Chambers from DBF Associates, architects, for the Gordon Avenue Library’s roof and gutter systems and they were waiting on a report from Jack Masloff, who works for W. A. Lynch Roofing Company, Inc. Mr. Lyons, Jr. has asked them to look at all the options including the costs. The Board will wait until the report is received before making any decisions.
The Board reconvened from their Executive Session at 3:45 p.m., with the regular recording secretary in attendance and the Certification of Executive Meeting was taken by President Tramontin.

BUDGET FOR FY 1997-1998:

President Tramontin asked Mrs. Askew for a status report on the budget for FY 1997-1998. Mrs. Askew reported the Budget/Finance Committee had two meetings with the Director. Mrs. Askew reviewed and worked through the draft budget. She came up with several budget issues. She would like to have two Board meetings about the budget. Since the Director is on leave, Mrs. Askew said that Mr. Lyons, Jr. and the Budget/Finance Committee would try, to the best of their ability, to present the budget to the Board and then go through the thinking about it (because there are a number of proposals in the budget). The Board would then have to vote on it because it needs to be presented at Albemarle County December 23rd. Mr. Lyons, Jr. mentioned the City of Charlottesville was looking at having it December 13th and Mrs. Askew agreed and mentioned the Director had said if the Library Board voted on December 16th, it would be okay. The budget would have to be done within the next two weeks and the Board will have to decide on whatever times they select to do the budget. The Board decided to have a budget meeting on Monday, December 9, 1996 at 2:00 p.m.

SPECIAL BOARD MEETING:

A special Board meeting has been called for Tuesday, December 3, 1996 at 4:15 p.m.

ADJOURNMENT:

The meeting was adjourned at 3:51 p.m.

George C. Tramontin
President
MOTION: PRISCILLA WHITING

SECOND: MARY JANE CLARKE

RESOLUTION NO.: #1 - 12/2/96

MEETING DATE: DECEMBER 2, 1996

(MOTION WAS TO GO INTO EXECUTIVE SESSION UNDER SUBSECTION 1 AND SUBSECTION 7, TO DISCUSS SPECIFIC PERSONNEL AND LEGAL MATTERS RELATING TO THE ONGOING STUDY OF EMPLOYEE ISSUES AT THE LIBRARY.)

CERTIFICATION OF EXECUTIVE MEETING

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

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

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

VOTE:

AYES: ASKEW, CLARKE, GAYLORD, JONES, LICHTMAN, 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:

NONE

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 APPROVED BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S

BOARD OF TRUSTEES

AT THE NOVEMBER 25, 1996 MEETING

1) Approval by the Board of the October 28, 1996 Minutes.

2) Approval by the Board of the November 18, 1996 Minutes.

3) Approval by the Board that the Library proceed just the way
Mr. Lyons, Jr. suggested based on the recommendations
done in DBF Associates report for the Gordon Avenue
Branch Library’s roof and gutter systems. (Mr. Lyons, Jr.
proposed going to Albemarle County and Charlottesville to
ask if they would be willing to fund the repairs to the
Gordon Avenue Branch Library’s roof and gutter systems
this fiscal year. The Library has a CIP for the interior of
Gordon Avenue Library this fiscal year - to do the carpeting,
the lighting, and painting for approximately $50,000. If the
money is not available for them to fund them both this
fiscal year, Mr. Lyons, Jr. proposed taking the $50,000
earmarked for the interior to fix the roof first and asking
that the interior be postponed until next fiscal year.)

George C. Tramontin
President
MINUTES OF THE NOVEMBER 25, 1996 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Beth Askew
Betty Gaylord
Jerry Jones
Jacqueline Lichtman

Jacqueline Rice - Vice President
Marian Schwartz
George Tramontin - President
Priscilla Whiting

TRUSTEES ABSENT:
Mary Jane Clarke

ALSO PRESENT:
Roger Adams - Representative from the Gordon Avenue Boosters
Mark Bini - Representative from WINA Radio Station
Anne Cresap - Volunteer from the Historical Society
Larry Davis - County Attorney for Albemarle County
DonnaLee Grossman - Recording Secretary
Patrick Hickerson - Writer for The Daily Progress
Mabel Holt - Volunteer from the Historical Society
Bill Lyons - Business Manager
Josephine Roberts - Representative from the League of Women Voters
Mark Trank - Library's Attorney-Deputy County Attorney for Albemarle County

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was called to order by President Tramontin at 2:00 p.m. on Monday, November 25, 1996, in the Central Library's Madison Room.

The Board reviewed the October 28, 1996 Minutes. President Tramontin referred to the section on the September 13, 1996 Minutes, discussed on page four...
in the October 28, 1996 Minutes, where the photographer (Melinda Frierson) said she waited for over two hours and finally left. President Tramontin asked if anyone on the Board had told anyone that they might not have time to be interrupted at the September 13th meeting. The Director wasn’t present to ask about it and President Tramontin said it bothered him that somebody thought the Board was insensitive enough to ignore someone for two hours. He explained that it was not a case that the Board didn’t get to a point where they could be interrupted but it was more the case that the Board had no idea the person had been waiting.

President Tramontin referred to the first paragraph under Old/New Business (Continued) on page 9 of the October 28, 1996 Minutes and explained that the reason that nobody but the present staff was interviewed was because this was limited to only what the morale problem is for the present staff. Even the past staff was not included and there was no way they could have somebody from the outside come in and give testimony on how people on the staff feel.

President Tramontin referred to the second paragraph under Old/New Business (Continued) on page 9 of the October 28, 1996 Minutes. He discussed the In-Service Day awards that were scheduled for November 11th. He said that Mrs. Gaylord explained that this year, instead of adhering to the past practice of having the Board President attend and hand out service awards, the Director had asked the Personnel Committee to attend and give out the service awards and they had agreed to do that. President Tramontin said he planned to be there at the meeting because he wanted to be certain that the employees knew it wasn’t that he was too busy or didn’t want to be there - when actually it was the choice of the Personnel Committee and the Director.

Mrs. Askew made the motion for approval of the October 28, 1996 Minutes; Mrs. Schwartz seconded the motion. The motion was approved by the eight Board members present (Askew, Gaylord, Jones, Lichtman, Rice, Schwartz, Tramontin and Whiting).

Review/approval of the November 18, 1996 Minutes - Mrs. Whiting made the motion for approval of the November 18, 1996 Minutes; Mrs. Schwartz seconded the motion. The motion was unanimously approved by six of the Board members (Jones, Lichtman, Rice, Schwartz, Tramontin and Whiting). Mrs. Gaylord abstained as she was not present for the full meeting. Mrs. Askew and Mrs. Clarke were not present for the November 18, 1996 meeting.

GORDON AVENUE ROOF:

Mr. Lyons, Jr. reviewed the Evaluation & Recommendation Report, done by A. Todd Chambers of DBF Associates, Architects, for the Gordon Avenue Branch Library’s roof and gutter systems. The cost estimate for the identified repairs is
$50,975 and includes new copper gutters. Right now the gutters are down and the library is looking at putting up temporary gutters until they can get copper gutters. Mr. Lyons, Jr. proposed going to Albemarle County and Charlottesville to ask if they would be willing to fund the repairs to the Gordon Avenue Branch Library’s roof and gutter systems this fiscal year. The library has a CIP for the interior of Gordon Avenue Library this fiscal year - to do the carpeting, the lighting, and painting for approximately $50,000. If the money is not available for them to fund them both this fiscal year, Mr. Lyons, Jr. proposed taking the $50,000 earmarked for the interior to fix the roof first and asking that the interior be postponed until next fiscal year. Mrs. Lichtman made a motion that the Library proceed just the way Mr. Lyons, Jr. suggested based on the recommendations done in DBF Associates report for the Gordon Avenue Branch Library’s roof and gutter systems; Mrs. Whiting seconded the motion. The motion was approved by the eight Board members present (Askew, Gaylord, Jones, Lichtman, Rice, Schwartz, Tramontin and Whiting).

EXECUTIVE SESSION:

Mrs. Askew made a motion that the Library Board go into Executive Session pursuant to Section 2.1-344(A) of the Code of Virginia under subsection 1 and subsection 7, to discuss specific personnel and legal matters relating to the ongoing study of employee issues at the Library; Mrs. Lichtman seconded the motion. The Board unanimously approved the motion and went into Executive Session at 2:14 p.m. The Board reconvened from their Executive Session at 4:12 p.m. and the Certification of Executive Meeting was taken by President Tramontin.

ADJOURNMENT:

The meeting adjourned at 4:13 p.m.
MOTION: BETH ASKEW  RESOLUTION NO.: #1 - 11/25/96
SECOND: JACQUELINE LICHTMAN  MEETING DATE: NOVEMBER 25, 1996
(MOTION WAS TO GO INTO EXECUTIVE SESSION UNDER SUBSECTION 1 AND SUBSECTION 7, TO DISCUSS SPECIFIC PERSONNEL AND LEGAL MATTERS RELATING TO THE ONGOING STUDY OF EMPLOYEE ISSUES AT THE LIBRARY.)

CERTIFICATION OF EXECUTIVE MEETING

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

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

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

VOTE:

AYES: ASKEW, GAYLORD, JONES, LICHTMAN, 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:

RICE

ABSENT DURING MEETING:

CLARKE

DONNALEE GROSSMAN, RECORDING SECRETARY
Clerk/Secretary of Jefferson-Madison Regional Library
A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 1:58 p.m. on Monday, November 18, 1996, in the Central Library’s Madison Room, so that they could receive Peat Marwick’s oral Human Relations report.
Mrs. Lichtman made a motion that the Library Board go into Executive Session, pursuant to Section 2.1-344(A) of the Code of Virginia under Subsection 1 and Subsection 7, to discuss specific personnel and legal matters relating to the on-going study of employee issues at the Library; Mrs. Whiting seconded the motion. The Board unanimously approved the motion and went into Executive Session at 1:59 p.m. The Board reconvened from their Executive Session at 5:21 p.m. and the Certification of the Executive Session was taken by President Tramontin.

ADJOURNMENT:

Mrs. Whiting made a motion for adjournment; Mrs. Schwartz seconded the motion. The meeting adjourned at 5:22 p.m.
MOTION: MRS. LICHTMAN
SECOND: MRS. WHITING

RESOLUTION NO.: #1 - 11/18/96
MEETING DATE: 11/18/96

(MOTION WAS TO GO INTO EXECUTIVE SESSION UNDER SUBSECTION 1 AND SUBSECTION 7, TO DISCUSS SPECIFIC PERSONNEL AND LEGAL MATTERS RELATING TO THE ON-GOING STUDY OF EMPLOYEE ISSUES AT THE LIBRARY.)

CERTIFICATION OF EXECUTIVE MEETING

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

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

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

VOTE:

AYES: JONES, LICHTMAN, 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:
GAYLORD AND RICE

ABSENT DURING MEETING:
ASKEW AND CLARKE

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 APPROVED BY THE

JEFFERSON-MADISON REGIONAL LIBRARY’S

BOARD OF TRUSTEES

AT THE OCTOBER 28, 1996 MEETING

1) Approval by the Board that the people’s names/names of Board members be given in vote counts for the Minutes discussed and reviewed at this meeting.

2) Approval by the Board of the August 13, 1996 Minutes, as amended.

3) Approval by the Board of the August 27, 1996 Minutes, as amended.

4) Approval by the Board of the September 10, 1996 Minutes.

5) Approval by the Board of the September 13, 1996 Minutes.

6) Approval by the Board of the September 19, 1996 Minutes.

7) Approval by the Board of the September 24, 1996 Minutes.

8) Approval by the Board of the September 30, 1996 Minutes.

9) Approval by the Board of the October 16, 1996 Minutes.

10) Approval by the Board to defer having a retreat until they can get a schedule of what all the other Board meetings are.

11) Approval by the Board to ask the President, Vice Chair, and such other people needed to work on it, and the Director to work on the proposed Board calendar of activities through the end of this fiscal year.

DonnaLee Grossman
Recording Secretary

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
MINUTES OF THE OCTOBER 28, 1996 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew
Mary Jane Clarke
Betty Gaylord
Jerry Jones
Jacqueline Lichtman

Jacqueline Rice - Vice President
Marian Schwartz
George Tramontin - President
Priscilla Whiting

ALSO PRESENT:

Mark Bini - Representative from WINA Radio Station
Joe Bousquin - Writer for The Observer
Timothy Carrier - Young Adult Services Coordinator/Librarian
Carol Clark - Customer Services Supervisor-Central Circulation
Ellen Duffy - Head, Childrens' Services
Melinda Frierson - Newsletter Editor of Among Friends for the Friends of the Jefferson-Madison Regional Library

DonnaLee Grossman - Recording Secretary
Arthur Hess - Representative from the Friends of the Jefferson-Madison Regional Library

Bruce Keith - Director, Human Resources, City of Charlottesville
Bill Lyons - Business Manager
Jan Peischel - Project Coordinator for KPMG-Human Relations Consultants
Chris Petrovits - Staff Member for KPMG-Human Relations Consultants
David Shumaker - Project Coordinator for Monticello Avenue
Mary Wagner - Representative from League of Women Voters
Andrea Williams - Collection Development/Management Coordinator
Phil Williams - Acting Director and Head, Technical Services

Several Other Assorted Guests

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Tramontin at 2:00 p.m., in the Central Library’s McIntire Room, on Monday, October 28, 1996. President Tramontin opened the meeting by introducing Phil Williams, who was filling in for Donna Selle as she was unable to be there. President Tramontin confirmed that the...
Board would be following their regular agenda/schedule, except that at 3:00 p.m. the people/consultants from KPMG would be having their kick-off meeting. President Tramontin had received requests from some of the Board members to see if it would be possible for the Board to meet at 1:00 p.m., on the fourth Monday of every month, instead of at 2:00 p.m. Ms. Schwartz could not do it earlier than 2:00 p.m.

Review/approval of the August 13, 1996 Minutes - Ms. Schwartz referred to the Director’s Report and suggested the first sentence be:

The Director distributed a copy of a press release and discussed the ongoing projects for the year.

Ms. Schwartz wanted to add after the first sentence:

The Director announced that Charlottesville Police Detective Higgins was investigating missing Board tapes of the May meeting. The Director also discussed with the Board several Freedom of Information requests from The Observer. It was stated that staff time would not be used for the creation of new documents.

Under Old and New Business, Ms. Schwartz asked that item #2 read:

Ms. Schwartz asked the Director why a shredder was purchased and what material was being shredded and the Director explained that staff had been going through the trash. There was concern about confidential personnel and patron records.

Ms. Schwartz referred to #1, under Old and New Business, stating that Robert’s Rules of Order states they are supposed to list the names of people who are in the votes - who voted. An entry must be made in the Minutes of the names of all voting in the affirmative and also of those in the negative. Mr. Jones replied that the Board would be discussing Robert’s Rules of Order and pointed out that it depended on which book you are reading. Ms. Schwartz pointed out that in the past the Board had in the Minutes how people voted and she thought it was important to have this; each Board member represents different districts and different locations and she felt it was necessary to have it in the Minutes. Ms. Schwartz said it is a public vote and a public meeting and suggested the Board vote on this issue. Further discussion ensued.

Ms. Schwartz made a motion that people’s names/names of Board members be given in vote counts for the Minutes discussed and reviewed at this meeting; Mrs. Whiting seconded the motion. Mr. Jones pointed out that it is not in accordance with Robert’s Rules of Order and he didn’t see a need for it, except for those circumstances requiring a recorded vote. President Tramontin confirmed that Ms. Schwartz proposed they have the names in the Minutes, through the October 16, 1996 Minutes and they will take care of future Minutes, when they revise the policy.
The motion was approved by five Board members (Askew, Lichtman, Schwartz, Tramontin and Whiting). Ms. Clarke and Mr. Jones voted against the motion; Ms. Gaylord and Ms. Rice abstained. Ms. Schwartz made a motion for approval of the August 13, 1996 Minutes; Ms. Lichtman seconded the motion. The motion was approved by seven Board members (Askew, Clarke, Lichtman, Rice, Schwartz, Tramontin and Whiting). Ms. Gaylord and Mr. Jones abstained.

The motion was approved by seven Board members (Askew, Clarke, Lichtman, Rice, Schwartz, Tramontin and Whiting). Ms. Gaylord and Mr. Jones abstained.

Review/approval of the August 27, 1996 Minutes - Ms. Schwartz made changes under the Adoption of the Policies/Procedures Manual. The beginning should read:

The latest edition of the Policies and Procedures manual was reviewed and edited by the Board. Ms. Schwartz asked where the quote, that appeared on page 32.2 below the job description for the J-MRL Staff Representative, came from. It was not in the J-MRL Board manual or in the Virginia Public Library handbook. The Director replied that the quote was from some other book. It was noted that there was no Staff Representative to the Board.

Under Old and New Business, Ms. Schwartz asked that it begin:

Ms. Schwartz asked the Director for input on how the $12,000 CIP figure for the evaluation of Gordon Avenue's roof and gutter system was arrived at. Ms. Schwartz said that she had obtained bids, from three architects, that ranged from $1,000 to $4,000, to evaluate the roof as described in the CIP; she requested that Albemarle County be notified to put this matter on hold.

In the second paragraph, Ms. Schwartz asked that the words "so that there is staff input in the Director's evaluation" be added to the motion, so that the motion would read:

Ms. Schwartz made a motion that the Board direct the employees Donna supervises - the Senior Staff, branch heads and Donna Grossman - to complete anonymous Supervisor Feedback forms, that are in the Employee's Performance Evaluation manual, so that there is staff input in the Director's evaluation, before September 5th. Bruce Keith has agreed to receive these forms by mail and hold them unopened, to be delivered to the Board on September 10th. The envelopes will be addressed to him and have the word, "Library," written in the upper left hand corner to identify them; Mr. Tramontin seconded the motion.

Ms. Schwartz made a motion for approval of the August 27, 1996 Minutes; Ms. Lichtman seconded the motion. The motion was approved by seven Board members.
was un

(Askew, Clarke, Lichtman, Rice, Schwartz, Tramontin and Whiting). Ms. Gaylord and
Mr. Jones abstained. Ms. Gaylord explained that she relies on their Minutes and she
would have to take complete notes in order to remember what Ms. Schwartz said.

Review/approval of the September 10, 1996 Minutes - Ms. Lichtman made the
motion for approval of the September 10, 1996 Minutes; Ms. Clarke seconded the
motion. The motion was unanimously approved by the nine Board members present
(Askew, Clarke, Gaylord, Jones, Lichtman, Rice, Schwartz, Tramontin and Whiting).

Review/approval of the September 13, 1996 Minutes - A question was raised
by Ms. Lichtman regarding having a photograph taken of the Board members and if
it was ever done. The photographer (Melinda Frierson) was told to be available during
the date of the September 13th Board meeting and that the Board would adjourn
briefly to have their picture taken at a certain time. She waited over two hours and
finally left; the Board had a day-long session and didn’t get to a point where they
could adjourn to have their picture taken. Ms. Lichtman made a motion for approval
of the September 13, 1996 Minutes; Ms. Askew seconded the motion. The motion
was unanimously approved by the nine Board members present (Askew, Clarke,
Gaylord, Jones, Lichtman, Rice, Schwartz, Tramontin and Whiting).

Review/approval of the September 19, 1996 Minutes - Mr. Jones made a
motion for approval of the September 19, 1996 Minutes; Ms. Clarke seconded the
motion. The motion was unanimously approved by the nine Board members present
(Askew, Clarke, Gaylord, Jones, Lichtman, Rice, Schwartz, Tramontin and Whiting).

Review/approval of the September 24, 1996 Minutes - Ms. Lichtman made a
motion for approval of the September 24, 1996 Minutes; Ms. Gaylord seconded the
motion. The motion was unanimously approved by the nine Board members present
(Askew, Clarke, Gaylord, Jones, Lichtman, Rice, Schwartz, Tramontin and Whiting).
Ms. Schwartz reinforced that the names be included when the Board votes.

Review/approval of the September 30, 1996 Minutes - Ms. Lichtman asked
about saving time, postage and paper by having the Board mark their draft Minutes
as approved, once they have reviewed them. Mr. Jones mentioned that Robert’s
Rules of Order states that draft Minutes are amended, changed, and marked up and
the official copy is kept on file and signed by the Secretary, President, or Chairperson
and the member’s copies are not official copies. Mr. Jones said the Board had already
set seven days as the goal/target for the Minutes to be completed for the Board. Ms.
Lichtman suggested that the Minutes that are not amended not be sent out again to
the Board. Mr. Jones said they would not be the official Minutes. President
Tramontin confirmed with Ms. Grossman that the approved copy she sends out is the
one sent out to everyone, including the news media. Mr. Jones made a motion for
approval of the September 30, 1996 Minutes; Ms. Gaylord seconded the motion. The
motion was unanimously approved by the nine Board members present (Askew,
Review/approval of the October 16, 1996 Minutes - Ms. Lichtman made a motion for approval of the October 16, 1996 Minutes; Ms. Whiting seconded the motion. The motion was unanimously approved by the nine Board members present (Askew, Clarke, Gaylord, Jones, Lichtman, Rice, Schwartz, Tramontin and Whiting).

DISCUSSION OF BOARD MINUTES:

Mr. Jones reported that the Policy Committee met and have been working 2-3 months on certain projects - to comply with the Board’s request to simplify the procedures for keeping the Minutes, to simplify procedures for conducting meetings, to review the Bylaws, and to make sure all of those procedures agree. The committee submitted their report to the Board President today. They enclosed six policy papers, with a cover letter, recommending changes in various areas. Mr. Jones read the titles and said they were based on Robert’s Rules of Order Newly Revised, 9th Edition, with a few exceptions, such as based on our Board practice or on the Freedom of Information Act:

- Procedure in Small Boards
- Change to Bylaws
- Content of Minutes
- Procedure for Preparation of Board Meeting Minutes
- Reading and Approval of Minutes

The committee’s report will be duplicated and sent out with the Board packets, so that they can all read them in time to discuss them at the next Board meeting.

Mr. Jones recommended the Board members each have a copy of The Scott, Foresman Robert’s Rules of Order Newly Revised-1990 Edition-9th Edition, edited by Henry M. Robert III and William J. Evans. The book is on order and eight of the Board members will be given a copy of it (Ms. Gaylord already had a copy). Mr. Jones suggested the Board return the other Robert’s Rules of Order book to Ms. Grossman and they could be donated to some organization or be put on the library’s shelves.

President Tramontin said that a part of what the Board will be talking about is the recording of Minutes and who is going to do it. Mr. Jones said it would be regarding what should be in the Minutes and how they are recorded, etc. but they left open the question as to who would do the Minutes - either a Board elected Secretary or a appointed clerk-secretary. That question is for the Board and future Boards to decide as they choose.
HIRING OF PART-TIME SECRETARY FOR BOARD MINUTES:

Ms. Schwartz said that Ms. Grossman has been doing Board Minutes and at the August Board meeting, the Board became aware of the fact that she missed three weeks of vacation last year and works late at night and on Saturdays. Ms. Schwartz thought the Board Minutes were too much for her and thought the Board should have their own secretary. Ms. Schwartz and President Tramontin, on behalf of the Board, commended Ms. Grossman on the excellent job she has been doing and made clear that this suggestion did not in any way reflect on her. Ms. Schwartz wanted to take some workload off Ms. Grossman but hoped she would still be willing to be the Board’s corresponding secretary. Ms. Schwartz suggested the possibility of hiring someone to do just the Minutes and contacted Manpower and Judith Fox. Manpower quoted $12.00 an hour and Judith Fox quoted an hourly rate of $13.60 - which would include social security, federal and state withholding taxes, workmen’s comp., unemployment comp., bonding and all payroll related costs. Ms. Schwartz asked for the same person to do it all the time and confirmed the individual could use Manpower’s and Judith Fox’s computers. A detailed discussion ensued. This will be deferred for another month, when the committee will be discussing the role of the Board Secretary and when the Director can participate in the discussion. Ms. Grossman was asked to write an outline of what she thought this person could do and to write out what she usually does as secretary just for the Board.

SETTING A SCHEDULE TO DISCUSS ROBERT’S RULES OF ORDER:

President Tramontin confirmed with Mr. Jones that the six-page report from the Policy Committee would be mailed to each Board member for the next Board meeting. At the next Board meeting, they will discuss it, make changes to it, debate it, and eventually it will be approved for procedures. If they are approved as procedures, then it is just a matter of submitting them to the staff to put them in the format of policy pages for the manual and bylaws.

OLD/NEW BUSINESS:

Personnel Committee’s Report - Ms. Gaylord reported that the Personnel Committee met on October 3rd and again on October 11th. She also distributed a written charge for Board members to review and it included what it says in the Bylaws about the Personnel Committee. They discussed procedures to fill open positions, received copies of the Employee Performance Evaluation manual to review, they were asked by the Director to participate as a committee at the November 11th In-Service Day, they did some initial work on the Director’s evaluation form, and at the Director’s request they discussed the Problem Solving policy - which was dropped earlier. They spent a lot of time discussing the new evaluation form and decided to propose using the form that the former Personnel Committee had and they incorporated the Board’s
OLD/NEW BUSINESS (Continued):

suggestions into that and will be proposing that it be the new form. There were several points of information that would require an Executive Session.

Board Retreat - Mr. Jones discussed having a Board retreat and referred to the Director's October 17th memo listing three options they might consider. Mr. Jones preferred the State Library Development staff for Board training. Ms. Askew would like to delay it since they are having a Human Relations Study and are starting the budget process. The Board needed to make a decision on which option they favored and they can do the scheduling later. Ms. Schwartz questioned the need for even having an outside facilitator as they have a Trustee's Handbook and they have all read it. She thought they just needed the time and felt that the retreat could be in the future. Ms. Askew suggested the chair and vice chair work with the Director to put out a Board calendar to take them through the end of the fiscal year - through June 30, 1997. President Tramontin asked how many Board members were in favor of having this type of retreat with a facilitator; by a show of hands, only four Board members indicated they thought the Board should (Clarke, Gaylord, Jones and Rice). President Tramontin asked how many Board members were in favor of deferring having a retreat until they can get a schedule of what all the other Board meetings are recognizing there are going to be several meetings in this coming month working with the consultants; a show of hands indicated the vote was unanimous (Askew, Clarke, Gaylord, Jones, Lichtman, Rice, Schwartz, Tramontin and Whiting). President Tramontin voiced his concern regarding schedules and scheduling of Board meetings, commenting that the only time the Board seems able to have their meetings, other than on the fourth Monday, is either in the evenings or on Saturdays. Ms. Askew made a motion that the Board ask the President, Vice Chair, and such other people needed to work on it, and the Director to work on the proposed Board calendar of activities through the end of this fiscal year; Ms. Lichtman seconded the motion. The motion was unanimously approved by the nine Board members present (Askew, Clarke, Gaylord, Jones, Lichtman, Rice, Schwartz, Tramontin and Whiting).

KPMG PEAT MARWICK - KICK-OFF MEETING:

Jan Peischel, Project Coordinator for KPMG-Human Relations Consultants, was introduced by President Tramontin and gave the presentation for their kick-off meeting to the Library. Peat Marwick distributed to the Board members, for their review and discussion, the Job Activity Questionnaire being used in their Employee Satisfaction Study, along with an introduction packet, which included the names of the KPMG team working on the Library's study, their methodology and work plan, initial interviews, job activity questionnaires, focus groups, findings and recommendations, their final report, their project work plan, their project time line, their logistics (a request for a liaison for KPMG, a coordination process, setting up the interviews, questionnaire distribution and collection, obtaining requested documentation), and this
KPMG PEAT MARWICK - KICK-OFF MEETING (Continued):

was followed by an open question and answer session. The questionnaires will be sent out the week of October 28th, the following week they will be conducting all their interviews, the third week (week of November 11th) they plan to summarize their findings and draft a report and have an informal tollgate meeting with the Board, and then they will issue a final report based on their discussions with the Board at the tollgate meeting. President Tramontin and Ms. Whiting will be the liaisons for Peat Marwick. President Tramontin stressed that all of the questionnaires will be strictly confidential and will only be seen by Peat Marwick. Mr. Jones thought the confidentiality needed to be stressed more and suggested Peat Marwick add another paragraph stating that the questionnaires will be mailed directly to Peat Marwick and no member of the Library Board or staff will ever have access to these documents. The report from Peat Marwick will not have any information that will identify anybody’s reply. It was decided that before Peat Marwick sends their questionnaires out to the staff, it will be the responsibility of the Library Board to communicate with the staff about the questionnaires, that their confidentiality will be protected and to stress that it is important that everybody participate and send them in.

OLD/NEW BUSINESS (Continued):

President Tramontin momentarily vacated the chair and Vice President Rice took over the chair. Mr. Jones asked if the Board wanted to decide on the type of consultant for the retreat. It was decided the Board would wait until they get the calendar and then they can decide.

The Board members will be talking to the staff about Peat Marwick’s study and questionnaire:

- Central Library - Ms. Lichtman/President Tramontin
- Crozet - Ms. Schwartz
- Scottsville - Ms. Rice
- Gordon Ave./Northside - Ms. Whiting
- Greene - Ms. Gaylord
- Louisa - Ms. Clarke
- Nelson - Ms. Askew

Some of the staff will be contacted by telephone, due to their schedules and because it will be difficult to see them in person.

EXECUTIVE SESSION: Ms. Gaylord made the motion for the Board to go into Executive Session, in
EXECUTIVE SESSION (Continued):

accordance with the Virginia Freedom of Information Act, under Section 2.1-344, subsection A., of the Code of Virginia, under subdivision 1, to discuss personnel matters; Ms. Clarke seconded the motion. The Board went into Executive Session at 3:42 p.m. and they reconvened at 4:10 p.m. Ms. Rice left the Executive Session at approximately 4:08 p.m. The Certification of the Executive Session was taken by President Tramontin.

OLD/NEW BUSINESS (Continued):

President Tramontin read a letter he just received from Calvin Otto, President of the Friends of the Jefferson-Madison Regional Library, requesting the opportunity for certain individuals to meet with the appropriate Peat Marwick personnel at some point in the Human Relations study. President Tramontin explained the study is narrowly defined and concerns the inside morale of the staff; and if they were included in the study, it would raise the cost. He further explained that the reason that nobody but the present staff was interviewed was because this was limited to only what the morale problem is for the present staff. Even the past staff was not included and there was no way they could have somebody from the outside come in and give testimony on how people on the staff feel. President Tramontin will write a reply to the Friends.

Ms. Askew referred to the November 11th In-Service Day and asked if Board members were to attend. Ms. Gaylord said they hadn’t in the past and that in the past, the Board President did. President Tramontin asked if he was to attend. This year, instead of adhering to the past practice of having the Board President attend and hand out service awards, the Director had asked the Personnel Committee to attend and give out the service awards and they agreed to do that. President Tramontin said he planned to be there at the meeting because he wanted to be certain that the employees knew it wasn’t that he was too busy or didn’t want to be there - when actually it was the choice of the Personnel Committee and the Director. The staff will send the Board members the In-Service Day agenda and they should make a luncheon selection, if they wish to sign up for the lunch.

Mr. Jones brought to the attention of the Board that Peat Marwick’s Tollgate meeting is scheduled during the time when at least three Board members will be out of town attending a convention. The dates originally scheduled by Peat Marwick were November 14th or 15th and the Board needs to decide on an alternate date.

Ms. Askew asked Mr. Williams to give the Board an update on where the Library stands on Infotrac.
OLD/NEW BUSINESS (Continued):

Mr. Jones mentioned he attended the Library’s kickoff meeting with the automation consultant and participants from the staff. The consultant went through his work plan and they are going to develop a system that will accomplish the tasks that the staff committee feels are necessary. It is a matter of finding that mix of technology that will do the job and that is affordable. Ms. Askew thinks it is important for the entire Board to be educated and informed on an on-going basis on automation projects, in order to be comfortable with any expenditures or implementations. She feels the Board needs to be part of the process. Mr. Jones and Ms. Rice are on the Board’s Technology Committee and will be reporting to the Board. They have asked for an initial meeting to go over the technology with Mr. Williams.

Ms. Lichtman asked for an update on the Gordon Avenue gutters. Ms. Schwartz wondered if there might be problems at Gordon Avenue, with the gutters removed, if they got a heavy rain and asked if they were getting any leaks. Ms. Lichtman suggested the status on the gutters and roof be put in the next Director’s report.

EXECUTIVE SESSION:

Ms. Whiting made the motion for the Board to go into Executive Session, in accordance with the Virginia Freedom of Information Act, under Section 2.2-344, subsection A., of the Code of Virginia, under subdivision 1, to discuss personnel matters; Mr. Jones seconded the motion. The Board went into Executive Session at 4:34 p.m. and they reconvened at 4:43 p.m. The Certification of the Executive Session was taken by President Tramontin.

ADJOURNMENT:

Ms. Schwartz made the motion for adjournment; Ms. Askew seconded the motion. The meeting adjourned at 4:44 p.m.
MOTION: MS. WHITING        RESOLUTION NO.: #2 - 10/28/96
SECOND: MR. JONES       MEETING DATE: OCTOBER 28, 1996

(THE MOTION FOR EXECUTIVE SESSION WAS 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: ASKEW, CLARKE, GAYLORD, JONES, LICHTMAN, SCHWARTZ AND TRAMONTIN

NAYS: NONE

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

ABSENT DURING VOTE:

WHITING

ABSENT DURING MEETING:

RICE

DONNALEE GROSSMAN, RECORDING SECRETARY
Clerk/Secretary of Jefferson-Madison Regional Library
SUMMARY OF THE MOTIONS APPROVED BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S

BOARD OF TRUSTEES

AT THE OCTOBER 16, 1996 MEETING

1) Approval by the Board to hire Peat Marwick to be the consultant.

2) Approval by the Board to accept the full proposal including the letter dated October 4, 1996 that Peat Marwick was sent.

DonnaLee Grossman
Recording Secretary
A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 7:07 p.m. on Wednesday, October 16, 1996, in Administration’s Meeting Room at the Central Library, to discuss the choosing of a Human Relations Consultant.

Prior to discussing the Human Relations Consultant, President Tramontin asked Board members to get back to him by Friday, October 18, 1996 with agenda items for their regular meeting on October 28, 1996.

The Board had previously voted and made their decision on the selection of a Human Relations Consultant but something occurred since then and President Tramontin briefly discussed what had happened and the reason why he called this special meeting. When the Library Board and Mr. Keith, City of Charlottesville’s Director of Human Resources, were working up the RFP for the Human Relations Consultant, in the technical part of it Mr. Keith had said they were going to have to interview two finalists. When the Board voted on it and went to give the results to Mr. Elias, City of Charlottesville’s Director of Purchasing, he looked at the RFP and it said the Library was to rate the applicants #1 and #2 and negotiate with the top person and then if they didn’t approve of that, they would then go to the second one.
The Board had voted for Peat Marwick. Gimbel & Associates, the second choice, were upset because they had been told that the Board was going to interview two applicants. They went to the City and said they deserved to be considered also. Then the City’s Attorney, Albemarle County’s Deputy Attorney, Mr. Elias and Mr. Keith got involved. The final result was that the City Code overrides the RFP. Mark Trank, Albemarle County’s Deputy Attorney, did not catch that because if the Library used the County’s Code it wouldn’t have been a problem and they wouldn’t have had to do any of this. Someone should have also told the Board that if the RFP was not going to be over $15,000, they didn’t have to do any of this - all they would have had to do was to put it out for bid and they could have interviewed who they wanted. The Board went back and talked with Gimbel & Associates.

The Board had asked President Tramontin and Mr. Jones to get a price from Peat Marwick on interviewing Board members, senior staff, branch heads, etc. Peat Marwick had planned on sending questionnaires out to some of the staff but the Board asked them to send it out to everybody. Peat Marwick said it wouldn’t be a problem. The most expensive area will be the interviews with the staff. The cost comes up to $14,795, which is under the $15,000. Peat Marwick told President Tramontin they wanted a staff person to help coordinate things - to arrange to have the group people they have picked to be at a certain place at a certain time.

Gimbel & Associates would add the Board members to their $14,000 bid and they planned on interviewing and giving everyone a questionnaire.

After a detailed discussion on the applicants and their proposals, Mrs. Schwartz made a motion that the Board hire Peat Marwick to be the consultant; Mrs. Lichtman seconded the motion. The motion was approved. Seven Board members voted for Peat Marwick (Askew, Clarke, Lichtman, Rice, Schwartz, Tramontin and Whiting) and two Board members opposed the motion (Gaylord and Jones). Mrs. Askew made the motion that the Board accept the full proposal including the letter dated October 4, 1996 that Peat Marwick was sent; Mrs. Lichtman seconded the motion. The motion was unanimously approved by the nine Board members present.

President Tramontin said the next step would be to go to Mr. Elias and to have the City’s Attorney check to make sure everything is alright. The Board needs to get a schedule from Peat Marwick and as soon as they do, the Board may need to have another meeting before their regular meeting. Peat Marwick wants an initial kickoff meeting and the Board plans to have it as an open meeting.

Mrs. Clarke made a motion for adjournment; Mrs. Schwartz seconded the motion. The meeting was adjourned at 7:42 p.m.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS APPROVED BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S

BOARD OF TRUSTEES

AT THE SEPTEMBER 30, 1996 MEETING

1) Approval by the Board that they choose Peat Marwick as their first choice for consultant.

2) Approval by the Board that they be able to submit their hotel and meal bills to be reimbursed, if they go to the Virginia Library Association (VLA) and also the conference expenses.

DonnaLee Grossman
Recording Secretary
A meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 2:03 p.m. on Monday, September 30, 1996.

President Tramontin informed the Board they had to wait on the consultant negotiations and he would discuss it later in the meeting.

Committee assignments and selection of a chairperson for each committee were discussed. The committees are:

**BUDGET/FINANCE COMMITTEE:**

Beth Askew - Chairwoman
Marian Schwartz

**PERSONNEL COMMITTEE:**

Betty Gaylord - Chairwoman
Mary Jane Clarke
Priscilla Whiting
POLICY COMMITTEE: Jerry Jones - Chairman
Beth Askew
Jacqueline Lichtman

TECHNOLOGY COMMITTEE: Jacqueline Rice - Chairwoman
Jerry Jones

UPDATE ON CONSULTANT NEGOTIATIONS:

President Tramontin informed the Board that he and Mr. Jones met with Al Elias, the City’s Purchasing Agent, this morning; and Mr. Elias said the Board had to negotiate with the two finalists and then come up with a recommendation, to be brought back to the Board to vote on. President Tramontin decided he wanted all nine of the Board members to make the decision at the same time. Mr. Elias looked at it again and said it wasn’t what the Board was supposed to do; the Board needed to assign a #1 and #2 priority to the two choices. President Tramontin said the Board needed to do that now and then the Board would negotiate with the #1 choice and would bring it back to the Board. If the Board rejects it and doesn’t like the conditions of it, then they would negotiate with the #2 choice. The Board had to make a decision on their #1 choice. Mrs. Askew reported on the reference checks for one of the consultants.

Five voted for the motion (Askew, Clarke, Lichtman, Rice and Schwartz). Ms. Gaylord and Mr. Jones voted against the motion and Mr. Tramontin and Ms. Whiting did not vote.

President Tramontin asked the Board members for negotiators. Mr. Jones said there were two ways the Board could negotiate. One way was to take a lot of notes and come back to the Board with what was said, discuss it all, have another meeting, and have another vote. The other way would be to empower Mr. Jones and President Tramontin with the authority at the end of the negotiations to say "yes" or "no" in the Board’s name, with the Board’s advance approval. If it is "yes," then that would be it and the Board wouldn’t have another meeting. Mrs. Schwartz said that they already have a price in there and the only question she would ask of a negotiator is: if they found that they had to give more individual interviews, the price would probably naturally go up, but could they negotiate that, when they are negotiating this, so they wouldn’t have to have another meeting? They are well within the Library’s budget. President Tramontin said that any changes in their proposal - additions, subtractions, or clarifications are what they are supposed to bring to the negotiations. The price is already in there. Mrs. Schwartz asked that they leave it open ended in case they wanted more done, in terms of individual conferences. Mr. Jones brought up having more individuals interviewed, or at least two people from a department instead of one. Mrs. Schwartz thought it was important they include interviewing the entire Senior Staff and possibly Board members, if they want to be
HELPFUL ASSISTANT: UPDATE ON CONSULTANT NEGOTIATIONS (Continued):

interviewed. President Tramontin also felt they may need to interview more people and asked the Board if they were willing to allow them to negotiate up to $15,000 before they come back to the Board. Mrs. Clarke mentioned they should interview different levels. Peat Marwick had indicated there would be a big meeting at the start, to decide on how they would do this. They will be interviewing members of the staff and if anyone wishes to be interviewed, they can let Peat Marwick know.

Mr. Jones referred to Peat Marwick's methodology and work plan, where they mentioned a kickoff meeting with the J-MRL Board or a contact liaison. He felt the contact liaison should be the Board. President Tramontin confirmed it was the consensus of the Board that the negotiators can deal with them up to $15,000, to possibly include their interviewing more staff members than the Board had originally planned. The kickoff meeting will be their first meeting with the whole Board and will be an open meeting. At that time, the Board can have them explain what the liaison has to do, how much time will be needed, and what their role will be. The Board discussed meeting times and decided on a tentative meeting date for the kickoff on Wednesday, October 9, 1996 at 7:00 p.m.

NEW/OLD BUSINESS:

Mrs. Rice made a motion that the Board be able to submit their hotel and meal bills to be reimbursed, if they go to the Virginia Library Association (VLA) and also the conference expenses; Mr. Jones seconded the motion. Eight voted for the motion (Askew, Clarke, Jones, Lichtman, Rice, Schwartz, Tramontin and Whiting); Ms. Gaylord abstained. The Library will pay for the Board's membership to VLA; it was recommended they all join. Mr. Jones agreed with Ms. Rice and endorsed the American Library Association - they put out an extremely interesting professional monthly magazine. The Board will fund those, if they so desire.

EXECUTIVE SESSION:

Mrs. Clarke made the motion that the Board go into Executive Session, in accordance with the Virginia Freedom of Information Act, under Section 2.1-344, subsection A., of the Code of Virginia, under subdivision 1, to discuss personnel matters; Mrs. Gaylord seconded the motion. The Board went into Executive Session at 2:47 p.m. The Board reconvened from Executive Session at 3:38 p.m. and the Certification of the Executive Session was taken by President Tramontin.

ADJOURNMENT:

Mrs. Schwartz made a motion for adjournment; Mrs. Clarke seconded the
ADJOURNMENT (Continued):


motion. The meeting adjourned at 3:38 p.m.

Donna Lee Grossman
Recording Secretary

LIBRARY BOARD MINUTES
- 4 -
SEPTEMBER 30, 1996
SUMMARY OF THE MOTIONS APPROVED BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S

BOARD OF TRUSTEES

AT THE SEPTEMBER 24, 1996 MEETING

1) Approval by the Board of the July 30, 1996 Minutes, as amended.

2) Approval by the Board of the Nominating Committee’s recommendations for new officers - George Tramontin as President and Jacqueline Rice as Vice President.

3) Approval by the Board to accept the Rehabilitative Services Incentive Fund Grant.

4) Approval by the Board to accept the CIP Requests, with the modifications discussed.

5) Approval by the Board to establish their own standing Policy Committee, as part of this Board.

6) Approval by the Board to append the memo on references (dated September 17, 1996) to the Minutes, with the understanding that the reason it is being appended to the Minutes is that the Director clarified that it was supposed to have been a draft and not some kind of final policy.

7) Approval by the Board that the September 24, 1996 letter from Mark Trank, clarifying things he has told the Board, along with his attached memo, sent to the Director on August 16, 1996, be appended to the Minutes.

DonnaLee Grossman
Recording Secretary

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by the Acting President, George Tramontin, at 2:04 p.m., in the Central Library’s Madison Room, on Tuesday, September 24, 1996.

In acknowledgement and recognition of Mrs. Gleason, outgoing Library Trustee and Board President, Acting President Tramontin presented a Certificate of Appreciation to Mrs. Gleason, in recognition of her eight years of dedicated service. Mrs. Gaylord gave a special tribute to Mrs. Gleason. The Director presented Mrs. Gleason with roses and had eight library books selected, with a special bookplate inserted in each one.
Mrs. Schwartz had amendments to the July 30, 1996 draft Board Minutes. On page 7, Mrs. Schwartz requested the following be added back in to the second paragraph and after the third sentence:

Mrs. Rice understood Mrs. Schwartz's concern - it flies in the face of what she was hoping would happen - the carpet was in the CIP. Mrs. Schwartz agreed; but in the end, the Board had no say concerning the carpeting.

On page 9 of the draft Minutes, Mrs. Schwartz referred to the second to last paragraph at the end of the first sentence and asked that "long-range planning projects" be changed to "long-range plan." In the third sentence of the same paragraph, Mrs. Schwartz asked that "to be completed by March, 1996" be added back in at the end of the sentence.

Mrs. Askew made the motion for approval of the July 30, 1996 Minutes, as amended; Mrs. Clarke seconded the motion. Six Board members approved the motion (Askew, Clarke, Lichtman, Rice, Schwartz and Tramontin). Two Board members abstained (Gaylord and Jones) and Ms. Whiting was not present in time to vote.

ELECTION OF OFFICERS:

Mrs. Schwartz, Chairman of the Nominating Committee, gave the committee's recommendations for new officers - George Tramontin as President and Jacqueline Rice as Vice President; Mrs. Lichtman seconded the recommendation. Before the Board voted, Mr. Tramontin asked to discuss with the Board how he sees his way of operating as President of the Board. After Mr. Tramontin's discussion, Mrs. Askew made the motion that they accept the recommendations of the Nominating Committee. Mrs. Clarke seconded the motion. The Nominating Committee's recommendations were unanimously approved.

TURNOVER REPORT:

The Director reviewed her Turnover report with the Board and asked for questions. Mrs. Lichtman asked the Director how many were senior staff and what percentage they were of those who had left. The Director will get back to her with the information.

NEW BOARD MEETING TIMES:

Mr. Tramontin confirmed new meeting times. The regular Board meetings will now be scheduled for the fourth Monday of every month at 2:00 p.m. Because of the holiday season, December's meeting will be on December 16, 1996 at 2:00 p.m.
RECEIPT OF GRANT:

In the Board packet was a Rehabilitative Services Incentive Fund Grant and the Board was asked to officially accept the grant before it could start. Mrs. Gaylord made the motion that the Board accept the Rehabilitative Services Incentive Fund Grant; Mrs. Clarke seconded the motion. The motion was unanimously approved by the Board.

CIP REQUESTS- CITY OF CHARLOTTESVILLE:

Mr. Lyons, Jr. discussed with the Board the CIP requests sent to the City of Charlottesville. Mr. Lyons, Jr. just received estimates from two architects (one for $1,800 and one for $600), for inspection of Gordon Avenue’s roof and evaluation of what is already up there; and he proposed dropping the CIP request for the Gordon Avenue roof and paying for it out of operating money. Mr. Tramontin confirmed with Mr. Lyons, Jr. that he will use this operating money, to have somebody detail what the problem is and then he will have an idea of what the cost is going to be, so that he can put it in next year’s budget/CIP requests to repair it. If they find there are structural problems, it could cost more. Mr. Jones made a motion that the Board accept the CIP Requests, with the modifications discussed; Mrs. Schwartz seconded the motion. The motion was unanimously approved by the Board.

OLD/NEW BUSINESS:

Mrs. Lichtman discussed with the Board the references for library staff and the memos regarding it - a memo the Director sent out to staff, a memo from Mark Trank to Mr. Tramontin, and a memo from Mark Trank to the Director. The Director said the memo going around was a draft document discussed at the Branch Heads’/Senior Staff meeting and is a working document; and when they are finished with their work on it, they will bring the revised policies and procedures to the Board.

Mrs. Schwartz referred to the Board’s motions - to get the Minutes within one week and to get their agenda/Board packets within seven days before a meeting and they haven’t been getting them. Mrs. Schwartz said both times there was an offer to hire somebody to help get this out in time and asked what they can do about it. Mr. Jones referred to the meeting the Board had at Gordon Avenue Branch, where Mr. Jones and Mrs. Askew volunteered to be a working group appointed to review the procedures of Robert’s Rules of Order for keeping Minutes, conducting the meetings, and reviewing the Bylaws and they have now done that and have come up with their recommendations. Due to the end of the terms of office, they intend to offer their recommendations to the new Policy Committee; and if the Board approves them, the Minutes will be more condensed, will be more just a record of actions taken, and the Minutes could then be more easily done by Mrs. Grossman. Mrs. Schwartz also
suggested the possibility of hiring their own temp so the Minutes wouldn’t go through the Director’s office at all and they would just be a Board function.

President Tramontin asked the Board members how they wanted to handle the committee assignments. Committees had consisted of a Personnel Committee and a Policy Committee. President Tramontin wants to set up another committee, so that someone from the Board would work with the Business Manager on all the financial issues, so that when he comes to the Board he has some support from somebody on the Board, who has looked at it and can back up everything that happens. Mr. Jones and Mrs. Askew volunteered to be on the Policy Committee. The Board members will contact President Tramontin to tell him which committee they will be on, he will tell them who is on the committee, they will tell him who they would like as their chairman, and he will appoint them at the next open Board meeting. The Board decided the Policy Committee needed to be made a standing committee of the Board. The Bylaws were referred to and indicate that: Other standing committees may be created, abolished, or modified by the Board. Mrs. Schwartz made a motion that the Board establish their own standing Policy Committee, as part of this Board; Mrs. Clarke seconded the motion. The motion was unanimously approved by the Board.

The media has asked to see a letter sent to Board members from a Mr. McGrew. President Tramontin checked with Mr. Trank and he felt they were obligated to release the letter to the media, as long as they constitute a Board and it is considered Board business and it was from a citizen. Mr. Jones asked if the letter from Mr. McGrew should be responded to by the Board. President Tramontin said Mr. Trank would be drafting a letter to send to Mr. McGrew from the Board; however, if any Board members wish to reply on their own, they can.

The Director reminded the Board she still needed some of their biographies by October 1, 1996, for the Friends’ newsletter. She also needed, by Friday, October 4th, their VLA membership applications and their conference registration information. They need to fill out the forms and mail them to the Business Manager or send them through the courier service. President Tramontin confirmed with the Director that the past practice has been that the expenses, including the registration and the membership, are paid for Board members who choose to go. Two Board members felt the rooms and expenses for the Trustees should be paid for by the Library.

EXECUTIVE SESSION:

Mrs. Askew made a motion that the Board go into Executive Session, for the annual evaluation of the Director, in accordance with the Virginia Freedom of Information Act, under Section 2.1-344, subsection A, of the Code of Virginia, under subdivision 1; Mrs. Whiting seconded the motion. The Board went into Executive
Session at 3:05 p.m. The Board reconvened from Executive Session at 4:42 p.m. and Certification of the Executive Session was taken by President Tramontin.

Mrs. Lichtman made a motion to append the memo on references to the Minutes, with the understanding that the reason it is being appended to the Minutes is that the Director clarified that it was supposed to have been a draft and not some kind of final policy; Mrs. Whiting seconded the motion. The motion was unanimously approved by the Board.

Mrs. Gaylord mentioned that the Library is filing an Intent to Apply for a grant for a Greene County Library and President Tramontin will be signing it for the Library.

Mrs. Lichtman made a motion that the September 24, 1996 letter from Mark Trank, clarifying things he has told the Board, along with his attached memo, sent to the Director on August 16, 1996, be appended to the Minutes; Mr. Jones seconded the motion. The motion was unanimously approved by the Board.

**ADJOURNMENT:**

Mrs. Clarke made a motion for adjournment; Mrs. Askew seconded the motion. The meeting adjourned at 4:48 p.m.

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: ASKEW, CLARKE, GAYLORD, LICHTMAN, JONES, 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:

RICE

ABSENT DURING MEETING:

NONE

DONNALEE GROSSMAN, RECORDING SECRETARY
Clerk/Secretary of Jefferson-Madison Regional Library
TO: Branch Heads/Senior Staff  
FROM: Donna Selle, Director  
DATE: September 17, 1996  
RE: References

Our library attorney, in reviewing our policy and procedure manual, recommends the following:

References:
No references for current or former employees are to be given without a written request from the new employer (or other requester) and written consent of the employee or former employee for the release of such information. The Library Director has the responsibility for all references given outside the system.
By Hand
Mr. George Tramontin
Acting President
Jefferson-Madison Regional Library Board of Trustees
Charlottesville, Virginia 22902

Dear George:

Per your request, I am providing a written clarification of certain matters that I have discussed with the Board and Library Director Donna Selle in recent weeks.

First, with respect to the Director’s evaluation, I advised the Board in executive session that, while the Director’s contract requires that an annual evaluation be performed in June during the contract period, the fact that the Director and the Board agreed to postpone the evaluation has, in my opinion, cured any breach of contract that might have occurred. I also stated that, in my opinion, the Board would likely face little or no liability as a result of a “technical” breach of the contract by not evaluating the Director in June, since no damages could be shown to have occurred as a result of the postponement of the evaluation.

It is the Board’s decision, in its sole discretion, as to how it wishes to complete the Director’s evaluation. There is no legal requirement that the Board finish the evaluation at any particular time. When I met with the Board recently, I offered the suggestion that the Board consider waiting until it had the consultant’s report before completing the evaluation; however, this is merely one option to consider. The final decision rests with the Board.

Second, you have stated that the Board is concerned about advice that I have given to Donna Selle concerning the procedures to be followed regarding employee recommendations. By way of background, I was asked by Donna to review the Board’s draft policies and procedures. In a memorandum to Donna dated August 16, 1996, I advised her on the second page that the responsibility for giving employment references should not be delegated to the Administrative Assistant as set forth on page 41 of the policies, but should be instead assumed by the Director. I did not advise that department/branch heads should play no role in this area, but only that a more formal process should be considered in light of the growing liability employers face in the job reference area. I have attached a copy of this memorandum for the Board’s review.
In the future, I would ask that, in order to ensure legal advice is clearly understood by Board members and staff, all requests for legal opinions from the Board and Director’s Office be submitted in writing to my office. I will in turn provide written guidance to the Board on legal matters so that future misunderstandings can be avoided.

Please share this letter with the Board, and let me know if you have any questions concerning these matters. As always, I am available to discuss these or other legal issues with the Board.

Sincerely,

Mark A. Trank
Deputy County Attorney
Per your request, I have reviewed the draft Policies and Procedures and offer the following comments in this memorandum. In the future, I would recommend that all new language be highlighted in bold, underlined or placed in italics; deleted language should be struck through. This makes review of policies much easier, since it is difficult to determine what changes are being proposed without such indications.

***

1. **Availability of Library Services** (p. 1): Insert the words “shall be” in between “and” and “made” in the third sentence of the first paragraph to accurately reflect wording of the relevant state code provision. Also, the words “county, region or municipality” should not be capitalized (they are not in the statute).

2. **Confidentiality of Patron Activity Records** (p. 3): The correct citation to the Freedom of Information Act is Section 2.1-342(B); delete reference to “in part, of July 1, 1979”; quoted provision is subsection (8), not (7).

3. **Public Employees’ Code of Ethics** (p. 28): Delete reference to Virginia Code in paragraph 3; reference in paragraph 4 should be Virginia Code Section 2.1-639.8; reference in paragraph 5 and 6 should be Virginia Code Section 2.1-639.4. References in current policy have been repealed.

4. **Problem Solving** (p. 30.1): This provision is problematic for several reasons. First, I would point out that the grievance policies and procedures available to library employees
adequately address serious workplace concerns. Problems that do not rise to the level of a grievance should be dealt with by supervisors, and perhaps reviewed by the Library Director, but I would strongly advise against the creation of a formal right of appeal to the Director and/or the Library Board (or committee) involving such (minor) complaints. In essence, this policy would create an additional layer of rights for employees to bring every possible problem they may be experiencing to the Board; the grievance procedure is available to employees in order to provide orderly redress of complaints that are deemed serious enough to warrant review. If you wish to create a system whereby less serious complaints may be reviewed, I would advise that you consider encouraging employees to bring such matters to their supervisors and/or the Director. Unless the Board wishes to involve itself in every personnel matter, no matter how trivial, then this policy should be rejected as drafted and alternatives considered. I would add that I have not seen a similar policy in place anywhere in Virginia, for good reason.

5. **Administrative Assistant’s Library Indoctrination** (p. 32.3): this is a minor point, but I would advise calling this something other than “indoctrination.” How about “pre-employment procedures”?

6. **Board of Trustees Travel** (pp. 34/36): this policy appears twice, on page 34 and again on page 36.

7. **Employee Status Information** (p. 41): why does the “Administrative Assistant” have responsibility for giving employment references? You should be aware that this area is one in which liability (for negative job references) is growing; my advice is that the Library Director should have this responsibility, not a subordinate employee; that the policy should be that no references are to be given without a written request from the new employer (or other requesting party); that, in the event you receive such a written request but are unable to give a positive reference, that only dates of employment are provided; and that absolutely no anecdotal or other information be shared with a requesting party. I would also strongly advise that you obtain the written consent of the employee/ex-employee to the release of such information prior to providing it to a requesting party.

Finally, I would recommend that you circulate the employment-related policies to Bruce Keith for his review, if you have not done so already. Please feel free to contact me if you have any questions concerning my comments.
A special meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by Acting President Tramontin at 9:16 a.m. on Thursday, September 19, 1996, in the Central Library's Madison Room, in order to have the final interview for the RFP for the Human Resources Consultant and to continue the evaluation of the Director.

Acting President Tramontin informed Board members that Mr. Keith would be late; but if Mr. Keith ended up not being able to make the meeting, then Acting President Tramontin would collect the score sheets at the end of the last interview and will give them to Mr. Keith. Mr. Keith already told Acting President Tramontin that the Board needs to thoroughly discuss the consultants, after the final interview today and before they hand in their score sheets.

Acting President Tramontin confirmed that the regular Board meeting for next week Tuesday, September 24, 1996 will be at 2:00 p.m. They will decide, at that meeting, a more convenient time for the date and time for future meetings.
The final interview with Peat Marwick, for the Human Resources Consultant, began at 9:18 a.m. At the end of the interview, Acting President Tramontin confirmed what the process would be. The Board will be narrowing it down to two consultants, the two selected will be notified, and the Board will then do the negotiating with the finalist(s). Acting President Tramontin confirmed the time frame would be at least within one week; but the Board is hoping to be able to do it by this afternoon. The Board decided to discuss and make their selections from the candidates interviewed after their Executive Session.

**EXECUTIVE SESSION:**

Mrs. Clarke made the motion for the Board to go into Executive Session, for the annual evaluation of the Director, in accordance with the Virginia Freedom of Information Act, under Section 2.1-344, subsection A., of the Code of Virginia, under subdivision 1; Mrs. Rice seconded the motion. The Board went into Executive Session at 10:18 a.m. The Board reconvened from their Executive Session at 12:31 p.m. and the Certification of the Executive Session was taken by Acting President Tramontin.

The Board returned to their discussion on the consultants. Mrs. Whiting and Mrs. Askew reported their findings and comments to the Board, regarding the reference checks on some of the consultants. Mrs. Askew will finish her reference checks after today’s meeting. After a lengthy discussion, the Board decided the two finalists would be: Gimbel & Associates and Peat Marwick.

Mr. Keith suggested the Board contact Al Elias, the City of Charlottesville’s Purchasing Agent, to help them in their negotiations with the two finalists. The Board needed to decide whether the whole Board would do the negotiations or if 1, 2, or 3 Board members would do it. Mrs. Whiting suggested the Board members write down the things they would like to see the consultants look into and have it ready by next Tuesday’s Board meeting. Acting President Tramontin agreed with Mrs. Whiting and asked that Board members also bring to Tuesday’s Board meeting their schedules for the next two weeks, so they can set up some dates. Acting President Tramontin asked the Board if they wanted the whole Board or a committee to do the negotiations. The consensus was that a committee be appointed to do the negotiating and they will report back to the Board with their recommendations. The committee will consist of Mr. Jones and Acting President Tramontin. If the committee can’t schedule the negotiations for Monday morning, September 23, 1996 and/or before the Board’s regular meeting on Tuesday, they will bring it up at Tuesday’s meeting so they can appoint a whole new committee to do it.

The meeting adjourned at 1:00 p.m.

DonnaLee Grossman
Recording Secretary
MOTION: MRS. CLARKE  
SECOND: MRS. RICE  
RESOLUTION NO.: #1 - SEPTEMBER 19, 1996  
MEETING DATE: SEPTEMBER 19, 1996

(MOTION WAS TO GO INTO EXECUTIVE SESSION FOR THE EVALUATION OF THE DIRECTOR.)

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: ASKEW, CLARKE, GAYLORD, JONES, LICHTMAN, 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:

NONE

DONNALEE GROSSMAN, RECORDING SECRETARY
Clerk/Secretary of Jefferson-Madison Regional Library

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
A meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by Acting President, George Tramontin at 9:36 a.m. on Tuesday, September 10, 1996, in the Central Library’s Madison Room. Acting President, Mr. Tramontin, began the Board meeting explaining that President Gleason’s Board term expired August 31, 1996 and since he was the Vice President, he now becomes the Acting President, until the Board elects their new officers for the year at their September 24, 1996 Board meeting. Acting President Tramontin introduced Jacqueline Lichtman, the new Board member representing the City of Charlottesville, who replaced Mrs. Gleason. Acting President Tramontin informed the Board that Mark Trank planned to be at the meeting, before the Board goes into their Executive Session for the evaluation of the Director.

The Board discussed a new Board meeting date. The Board agreed on having their regular meetings rescheduled to the fourth Monday of each month, beginning at 2:00 p.m. This will start with the Monday, October 28th meeting for 2:00 p.m.
Mrs. Whiting asked about the consultant interviews. She thought Board members were to go to the City to score the applications and the two highest scores would be the ones the Board interviewed; however, when President Gleason contacted her, she was told that two had scored very high and three were so close that they lumped them together. Mrs. Whiting wanted to know why the Board couldn’t go with the two highest scores. Mrs. Rice said that according to the RFP, the Library Board, acting as a committee as a whole, reviewed and evaluated the proposals in order to rank the best of two or three offers. The summary of all the scores/applicants, indicated that there were two top runners and three others came in third, very close to each other. Therefore, she felt the Board would either have two or five interviews and there really was no option for three, because of the way the numbers broke down.

EXECUTIVE SESSION:

Mrs. Gaylord made a motion to go into Executive Session, for the annual evaluation of the Director, in accordance with the Virginia Freedom of Information Act, under Section 2.1-344, subsection A., of the Code of Virginia, under subdivision 1. Mrs. Clarke seconded the motion. The Board went into Executive Session at 9:45 a.m. (Acting President Tramontin informed the Board that Mrs. Gleason would be meeting with the Board on the evaluation of the Director, because of her service and because of her knowledge; however, she doesn’t have a vote, she cannot act legally, and she cannot be part of the official decision.) The Board reconvened from Executive Session at 1:55 p.m. and Certification of the Executive Session was taken by Acting President Tramontin. Acting President Tramontin read a statement: The Board met in Executive Session, to begin its annual evaluation of the Director and the process is not complete at this time.

The Board discussed the scheduling/rescheduling of the consultant interviews and selection of a date to continue the Director’s evaluation. The Friday, September 13, 1996 meeting will start at 8:30 a.m., with Bruce Keith’s orientation to the Board. Since all five had already been scheduled, the Board will try to do as many of the five as they can on Friday, September 13, 1996 and Bruce Keith will reschedule three of the applicants, originally scheduled for Friday, September 6th, to come on Friday, September 13, 1996, if at all possible.

It was the consensus of the Board that they would complete the Director’s evaluation next week. Acting President Tramontin will poll Board members for the largest number who can come and will contact them to confirm the time.

The meeting adjourned at 2:13 p.m.

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, JONES, LICHTMAN, RICE, AND TRAMONTIN

NAYS: NONE

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

ABSENT DURING VOTE:

ASKEW, SCHWARTZ, AND WHITING

ABSENT DURING MEETING:

DONNALEE GROSSMAN, RECORDING SECRETARY

Clerk/Secretary of Jefferson-Madison Regional Library
SUMMARY OF THE MOTIONS APPROVED BY THE
JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES

AT THE AUGUST 27, 1996 MEETING

1) Approval by the Board of the July 23, 1996 Minutes.

2) Approval by the Board of the July 24, 1996 Minutes.

3) Recommendation by the Board that the July 30, 1996 Minutes be sent back to the Director for condensation and include the memo from the attorney and they can vote on them at the next meeting.

4) Approval by the Board to accept Ms. Pool’s plan for the landscaping (of the Central Library).

5) Approval by the Board to amend the long-range plan section of the 1996-1997 Goals, Projects to say: with/without consultant support, so that it gives them some flexibility.

6) Approval by the Board to revise the section on Monticello Avenue, to include exploring the possibility of expanding Monticello Avenue to include Greene, Louisa, and Nelson counties.

7) Approval by the Board for approval of the 1996-1997 Goals, Projects, as amended.

8) Approval by the Board that they issue the manual (Policies and Procedures manual) with this page (32.2), the title and everything and reserve it (as a blank page) and go ahead and publish the manual and at the same time come up with the suggestion from the Policy Committee for what should be on this page.

(See reverse side for additional motions)
9) Approval by the Board that they change the word "good" (in the last sentence of paragraph one under Monticello Avenue Disclaimer on page 4) to "discerning" so that it reads: Users need to be discerning information consumers, questioning the validity of the information (for the Policies and Procedures manual).

10) Approval by the Board for the adoption of those changes made by the attorney (for the Policies and Procedures manual).

11) Approval by the Board to adopt the Policies and Procedures manual as corrected at this meeting.

12) Approval by the Board that the Board packets be sent out a minimum of seven days in advance so that Trustees have sufficient time to do their homework on materials to be considered for votes.

DonnaLee Grossman
Recording Secretary
The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was called to order by President Gleason at 9:32 a.m., in the Central Library's Madison Room, on Tuesday, August 27, 1996.

Mr. Jones made the motion that the Minutes of the July 23, 1996 meeting be accepted as written; Mrs. Schwartz seconded the motion. The motion was approved by seven of the Board members (Askew, Clarke, Gleason, Jones, Rice, Schwartz and Tramontin). Mrs. Whiting was not present in time to vote and Mrs. Gaylord abstained as she was not present at the July 23, 1996 meeting.

Mrs. Clarke made the motion for approval of the July 24, 1996 Minutes; Mr.
Eight Board members approved the motion (Askew, Clarke, Gleason, Jones, Rice, Schwartz, Tramontin and Whiting). Mrs. Gaylord abstained as she was not present at the July 24, 1996 meeting.

The July 30, 1996 Minutes were lengthy and Mr. Jones recommended that they be sent back to the Director for condensation and include the memo from the attorney and they can vote on them at the next meeting. Mrs. Whiting seconded the motion. The recommendation was unanimous. Mr. Jones, a member of a committee appointed at the last meeting to look at Minutes and other issues, said the committee will be giving a report later on.

**LANDSCAPING PLAN FOR THE CENTRAL LIBRARY:**

Ms. Alice Pool, landscaping architect, discussed her suggestions for landscaping of the Central Library and distributed a packet to the Board, listing the names of the plants, their seasonal interest, their eventual size at maturity, and an estimate. The eventual landscaping plan/goal was for low maintenance, to have interest all year round, to take care of some issues, and to respect landscaping already at Central. It was the consensus of the Board to adopt Mrs. Rice’s suggestion that the Board officially write to Ms. Pool thanking her for her great present to the Library. Mrs. Rice made a motion that the Board accept Ms. Pool’s plan for the landscaping; Mr. Tramontin seconded the motion. The motion was unanimously approved by the Board.

**ADOPTION OF THE GOALS/OBJECTIVES FOR 1996-1997:**

The Director’s 1996-1997 Goals, Projects report was reviewed and edited by the Board. Under facilities, the 1996-1997 date should be put in the CIP projects. It was asked that all the items be prioritized. Mrs. Askew made a motion that they amend the long-range plan section of the 1996-1997 Goals, Projects to say: with/without consultant support, so that it gives them some flexibility; Mr. Tramontin seconded the motion. The motion was approved by eight Board members (Askew, Clarke, Gleason, Jones, Rice, Schwartz, Tramontin and Whiting); Ms. Gaylord opposed the motion. Mrs. Rice made a motion that they revise the section on Monticello Avenue, to include exploring the possibility of expanding Monticello Avenue to include Greene, Louisa, and Nelson counties; Mrs. Clarke seconded the motion. The motion was unanimously approved by the Board. Mrs. Askew made the motion for approval of the 1996-1997 Goals and Projects, as amended; Mrs. Clarke seconded the motion. The motion was unanimously approved by the Board.

**ADOPTION OF THE POLICIES/PROCEDURES MANUAL:**

The latest edition of the Policies and Procedures manual was reviewed and
ADDITION OF THE POLICIES/PROCEDURES MANUAL (Continued):
edited by the Board. Ms. Schwartz asked where the quote, that appeared on page 32.2 below the job description for the J-MRL Staff Representative, came from. It was not in the J-MRL Board manual or in the Virginia Public Library handbook. The Director replied that the quote was from some other book. It was noted that there was no Staff Representative to the Board. Mr. Jones made a motion that they issue the manual with this page (32.2), the title, and everything and reserve it (a blank page) and go ahead and publish the manual and at the same time come up with the suggestion from the Policy Committee for what should be on this page; Mrs. Askew seconded the motion. The motion was unanimously approved by the Board. Mrs. Askew made a motion that they change the word "good" (in the last sentence of paragraph one under Monticello Avenue Disclaimer on page 4) to "discerning" so that it reads: Users need to be discerning information consumers, questioning the validity of the information; Mrs. Rice seconded the motion. The motion was unanimously approved by the Board. Mrs. Clark made a motion for the adoption of those changes made by the attorney; Mrs. Gaylord seconded the motion. The motion was approved by eight Board members (Askew, Clarke, Gaylord, Gleason, Jones, Rice, Schwartz and Whiting); Mr. Tramontin opposed the motion. Mrs. Schwartz made the motion that the Board adopt the Policies and Procedures Manual as corrected at this meeting; Mrs. Gaylord seconded the motion. The motion was unanimously approved by the Board.

DIRECTOR'S REPORT:

President Gleason asked the Director to make it a public notice, at Central's book drop and front desk, that the Library recommends wheelchair patrons use Gordon Avenue's book drop, as Central's is not wheelchair accessible.

OLD/NEW BUSINESS:

Ms. Schwartz asked the Director for input on how the $12,000 CIP figure for the evaluation of Gordon Avenue's roof and gutter system was arrived at. Ms. Schwartz said that she had obtained bids, from three architects, that ranged from $1,000 to $4,000, to evaluate the roof as described in the CIP; she requested that Albemarle County be notified to put this matter on hold. Mrs. Schwartz made a motion that three bids must be taken on all CIPs over $5,000, including those involving state approved vendors, before they are brought to this Board for approval. The motion was not seconded. Mrs. Schwartz made a motion that Board packets be sent out a minimum of seven days in advance so that Trustees have sufficient time to do their homework on materials to be considered for votes; Mr. Tramontin seconded the motion. The motion was unanimously approved by the Board.

Mrs. Schwartz made a motion that the Board direct the employees Donna
OLD/NEW BUSINESS (Continued):

supervises - the Senior Staff, branch heads and Donna Grossman - to complete
anonymous Supervisor Feedback forms, that are in the Employee's Performance
Evaluation manual, so that there is staff input in the Director’s evaluation, before
September 5th. Bruce Keith has agreed to receive these forms by mail and hold them
unopened, to be delivered to the Board on September 10th. The envelopes will be
addressed to him and have the word, “Library,” written in the upper left hand corner
to identify them; Mr. Tramontin seconded the motion. The motion was defeated.
Two Board members voted for the motion (Schwartz and Tramontin); six members
voted against the motion (Askew, Clarke, Gaylord, Gleason, Jones and Rice). Mrs.
Whiting abstained.

President Gleason asked the Director to report on the election of a staff
representative to the Board and the representatives to the work group, that is going
to discuss pay for performance. The Director said both items are on the agenda for
discussion at the Branch Heads’/Senior Staff meeting on September 17th. Mrs.
Whiting asked the Director that people be selected from all areas of employees and
from each branch library, so that there is a clear mixture of staff to serve on the work
group.

President Gleason asked for a progress report from Mrs. Askew and Mr. Jones
from their review of Minutes and preparation guidelines. Mr. Jones reported they are
using Robert’s Rules of Order and the Board’s Bylaws to look at procedures for
preparation of the Minutes, the agenda, and conducting of the meetings and when
they have finished with their study, it will go to the Board’s Policy Committee.

Mrs. Whiting asked that after the new officers are installed, they arrange to
have someone come in and give a workshop on parliamentary procedures to the
Board.

Mr. Tramontin discussed changing the meeting time for the regular September
24th meeting. The regular meeting has been rescheduled to 2:00 p.m. on Tuesday,
September 24, 1996.

ADJOURNMENT:

Mrs. Whiting made the motion for adjournment; Mr. Jones seconded the
motion. The meeting adjourned at 11:38 a.m.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS APPROVED BY THE

JEFFERSON-MADISON REGIONAL LIBRARY'S

BOARD OF TRUSTEES

AT THE AUGUST 13, 1996 MEETING

1) Approval by the Board that they receive the draft Minutes of the previous meeting within one week of the meeting date.

DonnaLee Grossman
Recording Secretary
A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Gleason at 9:32 a.m., in the Gordon Avenue Branch’s small basement meeting room, on Tuesday, August 13, 1996.

President Gleason discussed in depth the process and procedures the Board will be following regarding the RFP proposals for the Human Resources Consultant. The scheduled times for interviewing will be from September 4th through Friday, September 13th. President Gleason asked for volunteers to check the references of the people the Board will be interviewing and Mr. Tramontin and Mrs. Whiting volunteered. Mr. Keith will open the applications for the RFP in his office at City Hall on Monday, August 26, 1996.

PRESIDENT’S REPORT:

At the Library attorney’s recommendation, the Library will now only send out, outside the Board, approved Board Minutes, not the draft. The approved Board Minutes will be distributed to Board members at the same time they are distributed.
The motion was unanimously approved.

**DIRECTOR’S REPORT:**

The Director distributed a copy of a press release and discussed the on-going projects for the year. The Director announced that Charlottesville Police Detective Higgins was investigating missing Board tapes of the May meeting. The Director also discussed with the Board several Freedom of Information requests from The Observer. It was stated that staff time would not be used for the creation of new documents.

Within the next six months, the Director will begin communicating to the staff, by the Library’s email system, information about Board actions. The Director gave a brief statement regarding the Minutes and Board packet and the Board went into further discussion about draft/approved Minutes and assistance for the Recording Secretary. President Gleason appointed Mr. Jones and Mrs. Askew as a study group to review what the Minutes should contain, review the By-Laws and how the Board does their agenda and report back to the Board.

**OLD/NEW BUSINESS:**

1) After much discussion, Mr. Tramontin made the motion that they request their attorney be present at any scheduled Executive Session, to be sure that they are complying; Mrs. Schwartz seconded the motion. The motion was defeated. Three Board members voted for the motion (Clarke, Schwartz and Tramontin) and six Board members opposed the motion (Askew, Gaylord, Gleason, Jones, Rice and Whiting).

2) Mrs. Schwartz asked the Director why a shredder was purchased and what material was being shredded and the Director explained that staff had been going through the trash. There was concern about confidential personnel and patron records.

**ADJOURNMENT:**

Mrs. Whiting made the motion for adjournment; Mrs. Clarke seconded the motion. The meeting adjourned at 10:25 a.m.

Donna Lee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE JULY 30, 1996 MEETING

1) Approval by the Board to preserve that information and to
also include it in the records, it was proposed the
attorney’s written opinion be attached to the Minutes of
the meeting. (Refers to a written opinion/communication
received from the Library’s attorney on the proper
procedure to attach documents to the Minutes.)

2) Approval of the June 25, 1996 Minutes, with the
suggested additions.

3) Approval of the July 9, 1996 Minutes.

4) Approval by the Board of the report from the Business
Manager on the CIP, as written.

DonnaLee Grossman
Recording Secretary
A special 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, July 30, 1996, in order to finish the agenda items that were left over from the Tuesday, July 23, 1996 Board meeting.

President Gleason added items to the agenda:

1) Meeting date for evaluation of the Director,
2) Committee appointments, and
3) Freedom of Information request.
Mrs. Schwartz referred to page six in the draft of the June 25, 1996 Minutes, where item 31.2 is located, and she read the full entry:

J-MRL 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.

Mrs. Schwartz suggested this be put on the agenda for August.

President Gleason called for approval of the June 25, 1996 Minutes and asked for any additions or corrections. Mrs. Schwartz said she had an addition to the motion on page 3 of the Minutes.

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. Mrs. Schwartz said she thought the following should be included: for a long range plan. Mrs. Gaylord seconded the motion.

Mrs. Schwartz thought the sentence, Mrs. Schwartz asked that the motion be postponed until after the Executive Session, should be removed from that place and instead go directly to:

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. Ms. Rice asked that if the motion failed, could it be brought up again. Mrs. Gleason said most definitely.

Mr. Jones said the Board received a written opinion/communication from their attorney on the proper procedure to attach documents to the Minutes. To preserve that information and to also include it in the records, Mr. Jones proposed the attorney’s written opinion be attached to the Minutes of the meeting; Mr. Tramontin seconded the motion. The motion was approved by the eight Board members present (Askew, Clarke, Gleason, Jones, Rice, Schwartz, Tramontin and Whiting). (The written opinion is attached to the Minutes.)

President Gleason asked for a motion for approval of the June 25, 1996 Minutes, with the suggested additions; Mrs. Whiting so moved and Mrs. Clarke
The motion was approved by the eight Board members present (Askew, Clarke, Gleason, Jones, Rice, Schwartz, Tramontin and Whiting).

President Gleason asked if there were any additions or corrections to the July 9, 1996 Minutes. President Gleason asked for a motion for approval of the July 9, 1996 Minutes: Mr. Jones so moved and Mrs. Whiting seconded the motion. The motion was approved by seven of the Board members (Askew, Gleason, Jones, Rice, Schwartz, Tramontin and Whiting). Mrs. Clarke abstained as she was not present at that meeting.

**DATE OF DIRECTOR’S EVALUATION MEETING:**

The Board and Library Director discussed in detail the Director’s evaluation. President Gleason confirmed that at the June 25, 1996 meeting, the Board changed the Director’s evaluation date from July 9th to September 3rd and at the July 24th meeting, the Board voted to delay setting the date indefinitely. The Director did not agree with the Board’s suggestion and requested the date be definitely set at September 17, 1996.

President Gleason said she had requested a legal opinion. The question had previously been raised by Mrs. Rice about the contractual agreement; and any change from that, they had to agree upon by mutual agreement. Mrs. Schwartz made the motion that they postpone it until after they have the consultant’s report. President Gleason said in light of an opinion, the Board doesn’t have the option to make that motion. Mr. Jones pointed out there is a contractual obligation to do it in June, unless there is a mutual agreement to do it for some other date. It was scheduled for July 9th and now the Board isn’t going to have that meeting; now, the Board no longer has a mutual agreement. President Gleason said the Director requested the 17th of September and wanted to know if the Board members could be there for that date. Mrs. Schwartz can’t attend on that date. A discussion ensued regarding the setting of a date for the Director’s evaluation. It was agreed that there would be a Special Meeting, for the evaluation of the Director, scheduled for Tuesday, September 10, 1996 at 9:30 a.m.

In a note left by Mrs. Schwartz, at the end of the Board meeting, she asked to be put on the record that she acknowledges the Director’s right to request her evaluation in September, but she feels that it is inappropriate at that time and should be delayed until the Board receives the consultant’s report.

**COMMITTEE APPOINTMENTS:**

President Gleason informed the Board that the Chair would like to appoint the Board’s newest member, Beth Askew, to the Policy Committee.
COMMITTEE APPOINTMENTS (Continued):

President Gleason discussed a request for volunteers. At the last meeting, a motion was made to form a committee/work group, that would include staff members, to discuss all matters of money compensation for pay for performance. President Gleason asked for volunteers from the Board to be on the committee and to establish a procedure.

President Gleason said she needed Board volunteers to serve on this committee and wanted suggestions from the Board as to how staff members should be selected for this committee. President Gleason referred to page six in the June 25, 1996 draft Minutes and read the following:

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.

Tramontin said he made the motion, so he volunteered to be on it. President Gleason said the times of meeting, etc. will be established by the committee in consultation with the Board.

Mrs. Whiting asked what the committee was supposed to do. Mr. Tramontin said they had some questions about whether merit/merit pay was going to create any morale problems and whether the staff really supported it and thought it was working equitably and fairly. He thought a committee should meet to see if the whole staff is supportive of this and if it is working out well. If it isn’t, they need to determine what they should do to make sure the staff are more comfortable with it. In order for the Board to feel comfortable in making this a permanent part of the Library’s procedures, he would like to meet with the staff to see what their feelings are, if they have any suggestions, or if they feel comfortable or uncomfortable in continuing with what they have. President Gleason referred to a Personnel Committee report that asked for Bruce Keith to also be included in this group. Mr. Tramontin and Mrs. Whiting will be on the committee/work group.

President Gleason asked about the selection process of the staff for this group. She suggested putting out a directive to the staff that they let them know if they are interested in being on the committee/work group. President Gleason asked if that met with Board approval and so directed the Director.

FREEDOM OF INFORMATION REQUEST:

The Library Director informed the Board that the Department of Human Resources transmitted to the Library, and has been the subject of, a Freedom of Information request, from The Observer, calling for information. It has been reviewed
by the Library’s attorney. It calls for the Library to furnish information about the names of people and the reasons they have resigned, since June 1, 1988. They also asked for a list of all current Library employees and their salaries.

**CIP REQUESTS:**

Mr. Lyons, Jr., Business Manager, said his CIP report started with his letter to Anne Gulati of Albemarle County (in the Board packet submission). Mr. Lyons, Jr. referred to the last page of his report. The last page represents what the Library is asking for from Fiscal Year 1998 to Fiscal Year 2002.

**FY 1998** - The first item is a computer upgrade for the circulation system. That is the one for the automation consultant and the RFP is already in and over to the City. The automation consultant is to figure out exactly what we need for a computer upgrade and how much it will cost. The next item is a heating and air conditioning upgrade for Northside. There hasn’t been an upgrade since Northside opened up so this is more a maintenance requirement. The roof needs it. Mrs. Schwartz thought the landlord would be responsible for this. Mr. Lyons, Jr. said they are for the roof but not for heating and air conditioning. Mr. Tramontin asked how long the contract is for Northside. Mr. Lyons, Jr. said he believed around 2001 or 2002. Mr. Tramontin asked if there were automatic rent increases every year in the contract. Mr. Lyons, Jr. said the first five years were an automatic 4% and after that it’s based on an index and that has kicked in this year and from now on. The replacement of the Gordon Avenue walkway is the next item. The mortar is not holding the bricks in place. The last one for FY 1998 is looking at the Gordon Avenue roof; there have been a lot of problems with it. There are bows on the roof, the gutters keep falling off, and some of the rubber valleys are starting to deteriorate. President Gleason pointed out that the Gordon Avenue walkways are a hazard.

**FY 1999** - The first item is repavement of the Gordon Avenue parking lot. Next is the resurfacing of Scottsville parking lot and the entranceway and repair brick work by the steps. This is on the Birch Street side, where the sign is located and the face of the bricks are pulling away from the steps. The last entry is to repair a slab of concrete that is behind Gordon Avenue; there is erosion underneath where the HVAC sits. Mr. Lyons, Jr. said, if at all possible, that $5,000 will be asked for at the end of this fiscal year, if there is any money left so that he can do it with operating money.

**FY 2000** - The first item is to paint the interior to Northside. Mr. Lyons, Jr. added repair to the entranceway. There is a problem with the tile pulling up at the entranceway. The epoxy underneath is moving and cracking it. He temporarily fixed it by buying and putting mats on top of it, in order to stop the tripping hazard. He
CIP REQUESTS (Continued):

recommended they both be done at the same time, so that the Library doesn’t have to close them twice. Mr. Tramontin asked how long Northside would be closed. Mr. Lyons, Jr. guessed they would be closed for approximately a week.

**FY 2001** - The first item is painting of the walls on the second floor of Central; it hasn’t been done in quite a while. The other item is replacing the ceiling and lights in the McIntire Room. Mr. Lyons, Jr. presently has an arrangement worked out with the City to buy replacement lights for the 3rd floor.

**FY 2002** - All the requests are new except for the last one for Scottsville. A lot of the bathroom doors are not wide enough to meet ADA requirements and don’t swing the right way. It will take a little ingenuity and an engineer to figure out exactly how to work this in the space allowed. We will be painting the Crozet Library and the Scottsville Library at the same time. The Scottsville circulation desk is projected. Cutting the door right from behind the circulation desk has been in for a while. What they wanted was a door cut, so that they could easily go back and forth from the back office to the circulation desk. It was originally scheduled for around 1998-1999 but Mr. Lyons, Jr. moved it back to 2002, because he would prefer to do them all at the same time and close the library for one time only and then reopen. Mr. Jones asked Mr. Lyons, Jr. why he didn’t choose to do that when he was going to work on their parking lot and entranceway. Mr. Lyons, Jr. replied that in some of the guidelines the County gave him (he said the painting of the interior and replacement of the circulation desk are new), that unless it is an absolute emergency, new items come on for their planning purposes; no items come on at the five year point and work in. His option would be to take the resurfacing and entranceway project and move it out to FY 2002; but he would prefer to leave it there (where it is). None of them are real emergencies and he can’t bring them in less than five years.

Mr. Tramontin asked where the money for these comes from. Mr. Lyons, Jr. said this is Charlottesville/Albemarle CIP/Replacements. They make the distinction - of having what they call CIPs and our only official CIPs are the computer upgrades and the rest is put, basically, in a pot of money for repairs, maintenance and replacement and it’s divided between the City and the County. He pointed out that the computer upgrade is a little different - the County is going to kick in approximately $293,000, the City $139,000, and the other jurisdictions $102,000. Mr. Lyons, Jr. handed out a copy of the Mainframe Computer Upgrade from Albemarle County’s approved Capital Improvements Program.

Mr. Jones confirmed with Mr. Lyons, Jr. that the computer upgrade would serve and benefit all the libraries and would be a Library system cost. He also confirmed the Library would be asking Charlottesville and Albemarle County to pay their share and the other counties would be asked to pay a portion.
CIP REQUESTS (Continued):

President Gleason asked for a motion for approval of the CIP requests and Mr. Tramontin so moved. No one seconded the motion. Mrs. Schwartz thought that the Board had to do it on the basis of there was a $10,000 approval passed that all requests over $10,000 have to be approved by the Board at that time. Mrs. Schwartz asked if the Board was approving the plan but not the individual CIPs. Mr. Jones said it was a plan the Board was approving - it is for everything, it is a blanket approval, and it is a long-range plan.

President Gleason suggested the Board could vote on each one of the items. Mr. Jones said this was a list the Library will be submitting to all the localities, to ask for their funding support. Mrs. Schwartz felt that somehow there should be a safeguard; and she thought, by making that proposal/motion and approving it, they did have a safeguard. Mrs. Rice understood Mrs. Schwartz’s concern - it flies in the face of what she was hoping would happen - the carpet was in the CIP. Mrs. Schwartz agreed; but in the end, the Board had no say concerning the carpeting. If they give a blanket approval, they are right back where they were before. She felt there was no control here and was concerned over the spending of the money. She said it wasn’t a question of whether it was right and if it needs to be done; but she questioned the way the Library does it and doesn’t know if there is a better way. In the past, this way hasn’t worked and she doesn’t know what the Library should do in the future.

President Gleason entertained a motion as to the Board’s action on this report from the Business Manager on the CIP. Mr. Jones made a motion that it be approved as written; Mrs. Clarke seconded the motion. Seven Board members approved the motion (Askew, Clarke, Gleason, Jones, Rice, Tramontin and Whiting). Mrs. Schwartz voted against the motion.

OUT-OF-AREA BORROWERS’ REPORT:

The Director said this past fiscal year, for the first time, the Library collected information about who was paying the Library’s $20 out-of-area fee and where they were coming from. There are 16 counties surrounding J-MRL. The statistics, in the Board’s packet, show who uses each branch from out-of-area. The Library just started issuing out-of-area cards on an annual basis. The figures will smooth out over the next few years and will give the Library a more accurate representation of how much out-of-area use the Library really has.

The Library has two categories of out-of-area borrowers:

1) People who really come and pay the out-of-area fee and
2) UVA students, who are non-residents and who are temporary.
OUT-OF-AREA BORROWERS' REPORT (Continued):

The Library will be continuing this report annually.

Mr. Tramontin asked if the Library had any complaints about what the Library is charging and the Director said they hadn't. Mrs. Askew said it concerns her greatly that the Library is charging an out-of-area fee. She felt that to ask for State Aid at the state level to buy materials and then charge people to use it, raises a lot of questions in her mind when they go to the legislators to ask for that money. She felt the Library needs to have this under continual review and see what other library systems are doing.

GOALS/OBJECTIVES FOR 1996-1997:

The Director referred to her draft of 1996-1997 Goals and Projects, that was submitted to the Board for their review and comments. These special projects, goals, and objectives are incorporated into everybody's existing workloads and they call for special emphasis for the year. This is the Board's plan and this is what the staff thinks are the priorities.

Mrs. Rice would like to see a category that deals with personnel and increased staff morale - something like making Library workers know they are the most important asset/essential resource the Library has. Mr. Jones suggested it could be tied to a goal or project; and the Director suggested they could do it in staff training.

Mr. Tramontin suggested holding over the whole project until they get the consultant's report. Mr. Jones confirmed that the Board could pass this now and make an addenda to it later on. Mr. Tramontin advised not doing anything until they get the feelings of the staff. President Gleason pointed out it could be at least two months before they will have a report and the Board needs to think about that. Mrs. Schwartz thought the ones from October, 1995 should carry them all the way through, at least until October.

Mrs. Askew didn't see the periodical Index operation and said it was really important and should be in the goals and objectives. The Director said it can be added; it had already been approved - the funding and financing had already been approved in the regular budget and it should be up in a month.

The Director asked the Board if these were acceptable projects and goals, until the Board amends them further.

Mrs. Askew asked what "maintain static state collection" meant. The Director explained that it meant that for every book the Library adds, the Library takes one out. They can no longer hold any more. The collection sizes can't grow except for little
GOALS/OBJECTIVES FOR 1996-1997 (Continued):

increments due to increases in circulation and they have it existing in almost all of the branches, except at Northside and the Central Library. The annual report shows, almost book for book, the Library has been adding one and taking one out; and that's what static state means.

Mrs. Askew referred to page 2, where it says:

Expand young adult books-on-tape collections to branches...

She felt it needed to be reworded; she thought the wording was awkward. She thought the Library always needed to look at how they are developing their space, in view of changes in technology and the way they present it, etc.

Mrs. Rice asked if the Director needed a verb for hers and suggested:

Promote the fact that our staff are our most essential resource.

Mrs. Askew asked about creating parent/teacher circulating resource collections and if the Library already had them. The Director replied they are not gathered in the same place and are in different places in different branches. They are handled a little differently and the content is a little different and it means organizing and publicizing them in a different way.

Mrs. Rice asked about the possibility of getting Monticello Avenue out of the back rooms of some of the libraries and into their front rooms. She asked if it could be a goal for this year. The Director said Reference has been experimenting, in the pilot year, with whether one-on-one classes are better than group classes. The Library is doing this before they extend public Internet access in the front rooms at each of the branches. Aside from the expense of Internet access, one of Monticello Avenue's projects this year will be studying, implementing, and extending public access to the Internet in all of the branches. The Reference Department and Monticello Avenue are doing the staff training.

Mrs. Schwartz said they needed something about the long range plan. The only thing in the draft was on page 2; but there was nothing specific about the long-range plan and there should be a long-range plan. It has been in the goals and objectives for two years, to be completed by March, 1996. Mrs. Clarke asked what long-range planning projects meant; and the Director said the phrase should probably be: Staff Support for Board Projects in the Following Areas.

Mr. Tramontin said it was his understanding they would be concentrating on the Human Relations report. Once that is here, they can work that into this coming...
GOALS/OBJECTIVES FOR 1996-1997 (Continued):

year; and they would then be in a position to talk five years or longer. He felt they should be putting all their resources and energies on this first because that is going to dictate down the line. Mr. Jones thought they could put something in as a goal - the Library system or the Board, whichever they prefer, should develop a long-range plan as a goal for this fiscal year.

President Gleason informed the Director that the draft of this should be reworked and presented to the Board for a decision at the next meeting.

ANNUAL REPORTS:

Mrs. Clarke observed that the annual reports were quite detailed and well done and looked like a lot of work and effort had been put into them. She wanted to commend the staff for this document.

Mrs. Rice noted that Northside wanted a dedicated line. She assumed they discussed that type of request from the branch heads and wanted to know if it got translated into an expenditure for this coming year. The Director replied that it got translated into goals for the year. The Director suggested that when the Library gets ready for the budget preparations, the Board see what they recommend, as staff, putting into the budget. They also will supply the Board with a list of unfunded requests from the branches, so the Board can see what wasn’t funded. The Library can refine the process they use for the Equipment Fund with the Operating Budget.

RFP FOR HUMAN RESOURCES CONSULTANT:

President Gleason discussed in detail with the Board the RFP for the Human Resources Consultant and the directives as to how they will proceed after the applications are opened. The Human Resources Director of the City and the Library’s attorney have both seen and approved the Board’s Request for Proposal (RFP) for a Human Resources Management Consultant. Mr. Tramontin gave credit to Mrs. Rice, on behalf of the rest of the Personnel Committee; she did an excellent job of editing the RFP.

The applications can be opened any time after the afternoon on Monday, August 26th. On August 27th, they will open the applications. Mr. Keith suggested he meet with the Board before August 27th. He will be instructing the Board as to how to conduct an interview and will present the Board with a matrix of questions and explain to them and ask them if they would like to add or delete anything.

Mr. Jones asked if the Library had, in the revised Policy Manual draft, the
description and duties of the staff representative. The Library doesn’t have a staff representative and Mr. Jones asked if they were to address how to get one. They did advertise to find anyone who wanted to do it and the Director said they needed to readvertise it again. President Gleason asked the Director to do it in conjunction with the appointment to the Work Group Committee.

A special meeting is being prepared and the next regularly scheduled meeting would be the September Board meeting, on the fourth Tuesday in September, which would be September 24th. In the meantime, the Board will be scheduling special meetings and they will also be having meetings to interview the candidates. Mr. Jones asked about the September 10th meeting for the evaluation and if that was also a general or a special meeting. President Gleason said it would be a special meeting. Mr. Tramontin suggested they hold true to their regular meeting date, unless it falls on a holiday, for several reasons:

1) We are a legal body, like the City Council and the School Board. We don’t get many people to come but at least it should be assured.

2) If we skip meetings, it just bunches up so they have meetings that are lasting too long.

3) They are putting tremendous demands on this Board and everybody has been very good about it; but trying to find a date that everybody can come, is just impossible. If everybody knew that it was the fourth Tuesday regardless, they could plan around it. They will still miss some, you can’t avoid it. But if the President couldn’t come, he thought the Vice President should be there. If both couldn’t be there, they could elect from the quorum of whoever could be there. If the Director couldn’t come, he thinks she should send a representative.

President Gleason mentioned that sometimes the meeting dates fall on a holiday and sometimes they decide the week of Thanksgiving or the week of Christmas is not appropriate. Perhaps they should inform the public or list every time.

Mr. Tramontin reviewed the dates for upcoming Board meetings:

- August 13th at 9:30 a.m.
- August 27th at 9:30 a.m.
- September 10th at 9:30 a.m.
- September 24th at 9:30 a.m.

President Gleason said at the regularly scheduled September 24th meeting, the
RFP FOR HUMAN RESOURCES CONSULTANT (Continued):

Nominating Committee will be presenting their report. The Nominating Committee consists of Marian Schwartz as Chairman, Betty Gaylord, and Priscilla Whiting.

DIRECTOR'S REPORT:

The Director had one addition. LSCA Title II money is available for the very last time. It is about $350,000 and Mary Jane Clarke and Betty Gaylord have both contacted their County Administrators and the Library has sent away for packets for preapplications for Title II money. This is the very last Federal library building dollars money. The Library is expecting the packets and will be working with the local jurisdictions. They need to come from them, not the Library, and the Library will support them.

OLD/NEW BUSINESS:

President Gleason asked if any of the Board members had any old business they wished to bring to the Board. Mr. Tramontin said they talked last time about having this on their agenda and asked if this would be listed next month and each month thereafter. President Gleason said they had been making a statement asking if anybody had any business to bring forward and now they are asking the Director to add old and new business on the agenda.

President Gleason said she had an announcement to make under new business. The Chair received a report from the Board Secretary on Friday, July 26th that two of her tapes, that she keeps for reference in writing the Minutes, were missing and they were tapes of the May 28th Board meeting and this matter is currently under investigation.

ADJOURNMENT:

President Gleason asked for a motion for adjournment. Priscilla Whiting made the motion for adjournment; Mr. Tramontin seconded the motion. The meeting was adjourned at 11:29 a.m.

DonnaLee Grossman
Recording Secretary
SUMMARY OF THE MOTIONS MADE BY THE

JEFFERSON-MADISON REGIONAL LIBRARY’S

BOARD OF TRUSTEES

AT THE JULY 24, 1996 MEETING

1) Approval by the Board to delay indefinitely the evaluation of the Director for this year.

DonnaLee Grossman
Recording Secretary
A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Gleason at 9:34 a.m., in Room #214 in Albemarle County’s Office Building, on Wednesday, July 24, 1996.

President Gleason asked for a motion for the Board to go into Executive Session. In accordance with the Virginia Freedom of Information Act, in accordance with Section 2.1-344, subsection A., of the Code of Virginia, under subdivision 1., to discuss matters of personnel; Mrs. Clarke so moved and Mr. Tramontin seconded the motion. The Board went into Executive Session at 9:35 a.m. Mrs. Rice requested the Board return to public meeting; Mr. Tramontin seconded the motion. The Board reconvened from Executive Session at 10:56 a.m. Certification of the Executive Session was taken by President Gleason. (The Certification is attached to the Minutes.)

President Gleason confirmed that the Board would be meeting on Tuesday, July 30th. She also informed Board members that because they hoped to be interviewing candidates for the Human Resources Management Consultant, they would need to set some dates. President Gleason said the Board may want to change the date of the Director’s evaluation. Mrs. Schwartz suggested the Board postpone the evaluation
and Mr. Tramontin agreed with Mrs. Schwartz. President Gleason asked why it should be postponed. Mrs. Schwartz thought it wouldn’t be the proper time to do the Director’s evaluation. She felt the Board should continue to do what they are doing and then, when it is done, do the evaluation of the Director. Mr. Tramontin thought it would be to the Director’s advantage if the Board doesn’t do the evaluation right away.

Mr. Jones asked if the Library had contracts with the Library employees, that require the Library to give them their evaluations at a certain time. President Gleason didn’t know of any such agreement but said she knew it was supposed to be done. Mrs. Rice and Mrs. Schwartz thought there might be one for the Director but the Board needed to check on this. President Gleason said the Director’s evaluation was to be done in June, by the first of July. The Board has had a lot of business to handle and they weren’t able to do it in June. President Gleason informed the Board that they need to pick a date for the Director’s evaluation or decide to delay it. Mr. Jones felt the Board should delay it until some time when it seems more appropriate. Mr. Tramontin said he felt so, too. President Gleason said then they needed to make it a decision.

Mr. Tramontin made the motion that the Board delay indefinitely the evaluation of the Director for this year; Mr. Jones seconded the motion. Six of the Board members voted for approval of the motion (Askew, Clarke, Gleason, Jones, Schwartz and Tramontin). Mrs. Rice abstained. Mrs. Rice said that if the Board found that the Library does have a contractual agreement, then this would change. She thinks it is a legal issue and she will check it and get back to President Gleason. Mr. Tramontin said it would make a difference if the Board is legally bound to do this by a certain date. Mrs. Rice didn’t think that the date was the issue. She felt there was a legal obligation for the Board to give the Director an evaluation - she said that the Board doesn’t intend not to do it, it’s just the timing of it that is in question. President Gleason said she would appreciate Mrs. Rice checking it out. Mrs. Rice said she would have voted for the motion but was concerned about the legality.

President Gleason said that the July 30th meeting will cover what they didn’t get to at yesterday’s regular Board meeting. Mr. Jones said the Board had to adopt a New Business section. President Gleason said a section would be set aside on the agendas for New Business and she will announce it at the next meeting as an addition to the agenda.

President Gleason asked for a motion for adjournment. Mrs. Clarke made the motion for the meeting to adjourn; Mr. Tramontin seconded the motion. The meeting adjourned at 11:07 a.m.
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Mr. Jones asked if the Library had contracts with the Library employees, that require the Library to give them their evaluations at a certain time. President Gleason didn’t know of any such agreement but said she knew it was supposed to be done. Mrs. Rice and Mrs. Schwartz thought there might be one for the Director but the Board needed to check on this. President Gleason said the Director’s evaluation was to be done in June, by the first of July. The Board has had a lot of business to handle and they weren’t able to do it in June. President Gleason informed the Board that they need to pick a date for the Director’s evaluation or decide to delay it. Mr. Jones felt the Board should delay it until some time when it seems more appropriate. Mr. Tramontin said he felt so, too. President Gleason said then they needed to make it a decision.

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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: ASKEW, CLARKE, GLEASON, JONES, RICE, SCHWARTZ, AND TRAMONTIN

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: GAYLORD AND WHITING

DONNALEE GROSSMAN
Clerk/Secretary of Jefferson-Madison Regional Library
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JEFFERSON-MADISON REGIONAL LIBRARY’S
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DonnaLee Grossman
Recording Secretary
MOTION: MARY JANE CLARKE  
SECOND: GEORGE TRAMONTIN  
RESOLUTION NO.: #1 - JULY 24, 1996  
MEETING DATE: JULY 24, 1996  

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

CERTIFICATION OF EXECUTIVE MEETING

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VOTE:

AYES: ASKEW, CLARKE, GLEASON, JONES, RICE, SCHWARTZ, AND TRAMONTIN

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: GAYLORD AND WHITING

DONNALEE GROSSMAN  
Clerk/Secretary of Jefferson-Madison Regional Library
SUMMARY OF THE MOTIONS MADE BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

AT THE JULY 23, 1996 MEETING

1) Approval by the Board to adopt and send to the City of Charlottesville's Department of Human Resources the RFP for the Human Resources Management Consultant, as amended by Bruce Keith, Director of the Human Resources Department, City of Charlottesville and Mark A. Trank, Deputy County Attorney.

2) Approval by the Board to adjourn for today and reconvene on Tuesday, one week from today, at 9:30 a.m.

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 9:37 a.m., in the Central Library’s Madison Room, on Tuesday, July 23, 1996.

President Gleason asked for a motion for the Board to go into Executive Session. Mr. Tramontin made the motion for the Board to go into Executive Session, pursuant to Section 2.1-344 A., of the Code of Virginia, under sub section 7, to consult with legal counsel concerning personnel and other specific legal matters; Mrs. Clarke seconded the motion. The Board went into Executive Session at 9:38 a.m.
The Board reconvened from Executive Session at 12:03 p.m. Certification of the Executive Session was taken by President Gleason. (The Certification is attached to the Minutes.)

Mrs. Rice made a motion that the Board adopt and send to the City of Charlottesville’s Department of Human Resources the RFP for the Human Resources Management Consultant, as amended by Bruce Keith, Director of the Human Resources Department, City of Charlottesville and Mark A. Trank, Deputy County Attorney (Albemarle County); Mr. Tramontin seconded the motion. The motion was unanimously approved by the eight Board members present (Askew, Clarke, Gleason, Jones, Rice, Schwartz, Tramontin and Whiting).

President Gleason read a letter from the County of Albemarle, directed to Jerry Jones. President Gleason explained that Mr. Jones had been appointed to fill an unexpired term and it ended the end of June. Mr. Jones called the Board of Supervisors and they appointed him. The letter says:

Dear Mr. Jones:

At the Board of Supervisors meeting held on July 17, 1996, you were reappointed to the Library Board of Trustees with said term to expire on June 30, 2000.

On behalf of the Board, I would like to take this opportunity to express the Board’s appreciation for your willingness to continue serving the County in this capacity.

Sincerely,

Charlotte Y. Humphris
Chairman of the Board of Supervisors

President Gleason said there was some real concern among the members of the Board about the time/the late hour and the feeling that the Board should delay this meeting until they have another opportunity to have or call a quorum meeting. The Board asked first, before they made that decision, whether there was any information that was time sensitive, that must be done at this time. There were only two - the approval of the Minutes and the CIP requests that were the only action requested items by the Board and the Board already moved that the RFP be adopted.

The Director said the CIP requests were time sensitive and are due in September. President Gleason said the Board talked about meeting a week from today. President Gleason entertained a motion that the Board have a special meeting. Mrs. Whiting made a motion that the Board adjourn for today and reconvene on
LIBRARY BOARD MINUTES
JULY 23, 1996

Tuesday, one week from today, at 9:30 a.m. (July 30, 1996): Mrs. Rice seconded the motion. The motion was unanimously approved by the eight Board members present (Askew, Clarke, Gleason, Jones, Rice, Schwartz, Tramontin and Whiting).

Mr. Jones made the motion for adjournment; Mr. Tramontin seconded the motion. The meeting adjourned at 12:08 p.m.

DonnaLee Grossman
Recording Secretary
MOTION: GEORGE TRAMONTIN
SECOND: MARY JANE CLARKE
MEETING DATE: JULY 23, 1996
(MOTION WAS TO GO INTO EXECUTIVE SESSION TO CONSULT WITH LEGAL COUNSEL CONCERNING PERSONNEL AND OTHER SPECIFIC LEGAL 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: ASKEW, CLARKE, 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: GAYLORD

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 JULY 9, 1996 MEETING

1) Approval by the Board to table, for the time being, the RFP on Long Range Planning.

DonnaLee Grossman
Recording Secretary
A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Gleason at 9:32 a.m., in the Central Library’s Madison Room, on Tuesday, July 9, 1996. President Gleason said the special meeting was for the RFP’s for the Human Resources Management Consultant and the Long-Range Planning Consultant.

The Board would like to try not to have an August meeting; however, if one is needed, they would prefer to have the meeting prior to August 20th and not the regular meeting date.

Mrs. Rice requested that a good three-holed punch be available for the Board members.

Mrs. Rice asked that the RFP for the Human Resources Management Consultant be discussed first as the Board wants that to go out first.
The Board voted unanimously to go into Executive Session. The Board went into Executive Session at 9:35 a.m. The Board reconvened from Executive Session at 11:41 a.m. Certification of the Executive Session was taken by President Gleason. (Certification is attached to the Minutes.)

President Gleason said that in the Executive Session, the Board dealt with various aspects of the development of an RFP for the person the Board is asking to assess employee morale and are in the process of establishing a working paper. The Board did not finish. They have several housekeeping details that have to be done before they can do it. Their plan is to get both the Director of the City of Charlottesville’s Human Resources and the Albemarle County Deputy Attorney (Library’s attorney) to look over the plan and then it will be brought up for a final decision at the regular Board meeting two weeks from today.

Mrs. Rice made a motion that the Board table, for the time being, the RFP on Long Range Planning; Mr. Tramontin seconded the motion. The Board members present unanimously approved tabling the RFP for the Long Range Plan. Mrs. Rice commented that she didn’t want to commit to a date right now, but she didn’t think it would be very long. She wanted to wait until after they get the RFP for the Human Resources Management Consultant finished. Mr. Jones agreed and said that until they know more about what their future action is going to be in the area of Human Resources Management, they won’t know what weight to give it in their strategic long-range planning. He thought it would affect the content of the 5-year long range planning. The Board needs to get the Human Resources Management Consultant pinned down first and then factor it into the 5-year program later.

The meeting adjourned at 11:45 a.m. The next Board meeting will be the regularly scheduled meeting on Tuesday, July 23, 1996 at 9:30 a.m. in the Central Library’s Madison Room.

Recording Secretary
DonnaLee Grossman
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, JONES, RICE, SCHWARTZ AND TRAMONTIN

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: ASKEW AND WHITING AND CLARKE

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 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 that 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 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 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 $.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
CERTIFICATION OF EXECUTIVE MEETING

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

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

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

VOTE:

AYES: 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