Jefferson-Madison Regional Library
201 East Market Street • Charlottesville, Virginia 22901-5287 • (804) 979-7151 • FAX (804) 971-7035

MOTION: MS. LICHTMAN
SECOND: (NOT REQUIRED)
REASON NO.: #1 - 6/26/97
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

Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County
A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 2:12 p.m. on Tuesday, July 1, 1997 in the Central Library’s Madison Room.

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 for purposes of discussion, consideration or interviews of prospective candidates for employment. The motion was approved by eight Board members (Askew, Clarke, Gaylord, German, Jr., Lichtman, Rice, Tramontin, and Whiting). The Board went into Executive Session at 2:13 p.m. The Board reconvened from Executive Session at 3:49 p.m. and the Certification of the Executive Meeting was taken by President Tramontin.

ADJOURNMENT:

Ms. Clarke made the motion for adjournment. The meeting adjourned at 3:51 p.m.

George C. Tramontin
President
Jefferson-Madison Regional Library
201 East Market Street • Charlottesville, Virginia 22901-5287 • (804) 979-7151 • FAX (804) 971-7035

MOTION: MS. CLARKE
RESOLUTION NO.: #1 - 7/1/97

SECOND: (NOT REQUIRED)

MEETING DATE: JULY 1, 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, Clarke, Gaylord, German, Jr., 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: NONE

DONNALEE GROSSMAN, ADMINISTRATIVE ASSISTANT
Clerk/Secretary of Jefferson-Madison Regional Library
Jefferson-Madison Regional Library
201 East Market Street • Charlottesville, Virginia 22902-5287 • (804) 979-7151 • FAX (804) 971-7035

MINUTES OF THE JULY 8, 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:

DonnaLee Grossman - Administrative Assistant
Mary Frances Cooper - 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 1:59 p.m. on Tuesday, July 8, 1997 in the Central Library’s Madison Room.

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 for purposes of discussion, consideration or interviews of prospective candidates for employment. The motion was approved by six Board members (Askew, Clarke, Gaylord, Lichtman, Rice, and Tramontin). Ms. Whiting was not present when the vote was taken but she did arrive shortly after the Executive Session began. The Board went into Executive Session at 2:00 p.m. The Board reconvened from Executive Session at 3:38 p.m. and the Certification of the Executive Meeting was taken by President Tramontin.

A brief discussion ensued regarding obtaining comments, not recommendations, from the staff about the candidates. The Board discussed the other steps left in the process of selecting a candidate. The Board decided another meeting was needed and they will be meeting again on Friday, July 11, 1997 at 9:00 a.m. in the Madison
Ms. Rice 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 considerations. The Board went into Executive Session at 3:57 p.m. The Board reconvened from Executive Session at 4:28 p.m. and the Certification of the Executive Meeting was taken by President Tramontin.

After the Board finalizes the information needed in order to negotiate with the successful candidate, the Board plans to ask Bruce Keith, the Director of Human Resources at the City of Charlottesville, to negotiate with the candidate on the Board’s behalf.

ADJOURNMENT:

The meeting adjourned at 4:32 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, 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:

GERMAN, JR.

DONNALEE GROSSMAN, ADMINISTRATIVE ASSISTANT
Clerk/Secretary of Jefferson-Madison Regional Library
RESOLUTION NO.: 2 - 7/8/97
MEETING DATE: JULY 8, 1997

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.
A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 9:04 a.m. on Friday, July 11, 1997 in the Central Library’s Madison Room.

**EXECUTIVE SESSION:**

Ms. Gaylord 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 seven Board members (Askew, Clarke, Gaylord, Lichtman, Rice, Tramontin, and Whiting). The Board went into Executive Session at 9:05 a.m. The Board reconvened from Executive Session at 10:48 a.m. and the Certification of Executive Meeting was taken by President Tramontin.

**ADJOURNMENT:**

Ms. Lichtman made the motion for adjournment. The meeting adjourned at 10:50 a.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, 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:

CLARKE

ABSENT DURING MEETING:

GERMAN, JR.

DONNALEE GROSSMAN, ADMINISTRATION ASSISTANT
Clerk/Secretary of Jefferson-Madison Regional Library
Jefferson-Madison Regional Library
201 East Market Street • Charlottesville, Virginia 22902-5287 • (804) 979-7151 • FAX (804) 971-7035

MINUTES OF THE JULY 22, 1997 AFTERNOON MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY

BOARD OF TRUSTEES

TRUSTEES PRESENT:
Beth Askew
George Tramontin - President

TRUSTEES ABSENT:
Mary Jane Clarke
Betty Gaylord
Chip German, Jr.
Jacqueline Lichtman
Jacqueline Rice - Vice President
Priscilla Whiting

ALSO PRESENT:
Donna Lee Grossman - Administrative Assistant
Mark Trank - Library’s Attorney-Deputy County Attorney for Albemarle County
Kim Wolod - Assistant 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 4:07 p.m. on Tuesday, July 22, 1997 in the Director’s office at the Central Library.

EXECUTIVE SESSION:

Ms. Askew made a motion that the 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 and interviews of prospective candidates for employment. The motion was approved by the two Board members present (Askew and Tramontin). The Board went into Executive Session at 4:08 p.m. The Board reconvened from Executive Session at 5:02 p.m. and the Certification of Executive Meeting was taken by President Tramontin.

ADJOURNMENT:

Ms. Askew made the motion for adjournment. The meeting adjourned at 5:12 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 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: CLARKE, GAYLORD, GERMAN, JR., LICHTMAN, RICE AND WHITING

DonnaLee Grossman, Administrative Assistant
Jefferson-Madison Regional Library
1) Approval by the Board of the following Minutes:

- June 23, 1997
- June 26, 1997
- July 1, 1997
- July 8, 1997
- July 11, 1997
- July 22, 1997 (AM)
- July 22, 1997 (PM)

2) Proposal that the Board change the Bylaws to state that officers take office July 1st and run through June 30th.

3) Approval by the Board to make the charges of the Technology Committee part of the Policy Manual.

4) Approval by the Board to approve the Staff Committee's report as policy, with #1 under Recommendation V omitted.

5) Approval by the Board to adopt the revised budget.

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 1:01 p.m. in the Central Library’s Madison Room on Monday, July 28, 1997.

DIRECTOR’S REPORT:

1) **June 13th Inlex Enhancement** - The Library was closed June 13th for the Inlex upgrade and technically it went very smoothly.

2) **Out-of-Area Registration Files** - In preparation for the discussion on the policy change on out-of-area patrons, the staff took the last month to clean up the out-of-area registration files so that the numbers the Library has now are accurate and up-to-date. They deleted expired registrations and corrected any problems with the registration expiration dates.
DIRECTOR’S REPORT (Continued):

3) **Search for the Head of Children’s Services** - Four interviews for the Head of Children’s Services have been set up for the week of August 11th. Two are from other libraries in Virginia and there are two internal candidates.

4) **Book Ordering** - Book ordering has commenced again for this fiscal year and the library will be continuing to get books and some of the latest books out to the public.

5) **Painting at Central Library** - The Library is still in the process of having the basement floor of the Central Library painted. It is very nearly complete and most of the books have been returned to the shelves. There is just some touch-up work that has to be done.

6) **Resignation of David Shumaker** - The Library Director accepted a resignation from David Shumaker as Community Network Coordinator and his last day will be August 15th. Last Friday the Library Director met with David Shumaker and the Executive Committee of the Community Information Network to work on strategies to fill this position and to discuss ways to continue to have the lab open during the interim period.

7) **Discounts for Access to the Internet** - The Library Director mentioned the Library has been getting more information from the Library of Virginia about the FCC discounts for access to the Internet for libraries and schools around the state. The Library of Virginia and the State Corporation Commission are working with the FCC in developing guidelines for how libraries can apply for these discount rates for access to the Internet and when the applications might begin to be submitted. It looks like around January 1, 1998 the money will become available. This will help the Library because it will allow the Library to get discounted rates for telecommunications lines so that the Library can network to the outlying branches.

8) **Distribution Check Received From Phyllis West Estate** - The Library just received from NationsBank a distribution check for $8,942 from Phyllis West’s estate. Four of the Board members would like the money to go into the Endowment Fund. The Library Director will talk with the staff to get their suggestions and to see if there is anything that could be proposed. This will be on the agenda for the next regular Board meeting.
APPROVAL OF MINUTES:

Ms. Gaylord made the motion to approve the Minutes for meetings held on June 23, 1997, June 26, 1997, July 1, 1997, July 8, 1997, July 11, 1997, July 22, 1997 AM and July 22, 1997 PM. Four Board members approved the June 23, 1997 Minutes (Askew, Clarke, Gaylord, and Tramontin). Mr. German, Jr. was not present when the vote was taken and Ms. Rice was not present at the June 23, 1997 Board meeting. Four Board members approved the June 26, 1997 Minutes (Askew, Gaylord, Rice, and Tramontin). Mr. German, Jr. and Ms. Clarke were not present at the June 26, 1997 meeting. Five Board members approved the July 1, 1997 Minutes (Askew, Clarke, Gaylord, Rice, and Tramontin). Mr. German, Jr. was not present when the vote was taken. Five Board members approved the July 8, 1997 Minutes (Askew, Clarke, Gaylord, Rice, and Tramontin). Mr. German, Jr. was not present at the July 8, 1997 meeting. Five Board members approved the July 11, 1997 Minutes (Askew, Clarke, Gaylord, Rice, and Tramontin). Mr. German, Jr. was not present when the vote was taken. Five Board members approved the July 22, 1997 Minutes (Askew, Gaylord, Rice, and Tramontin). Mr. German, Jr. was not present when the vote was taken and Ms. Clarke was not present at the morning meeting on July 22, 1997. Two Board members approved the afternoon meeting on July 22, 1997 (Askew and Tramontin). Ms. Clarke, Ms. Gaylord, Mr. German, Jr., and Ms. Rice were not present at the afternoon meeting on July 22, 1997.

BOARD ELECTIONS:

A brief discussion ensued regarding having the officers take office at the same time the new fiscal year begins on July 1st. The Bylaws will need to be amended and any amendments proposed at a regular meeting where all trustees are not present shall be voted upon at a subsequent meeting. Ms. Clarke proposed that the Board change the Bylaws to state that officers take office July 1st and run through June 30th. This will be voted upon at the next meeting.

OLD/NEW BUSINESS:

1) Description of the Charge for the Board’s Technology Committee - The Technology Committee read their description of the Charge for the Board’s Technology Committee. Ms. Rice made the motion that the Board make the charges of the Technology Committee part of the Policy Manual. Five of the Board members approved the motion (Askew, Clarke, Gaylord, Rice, and Tramontin). Mr. German, Jr. was not present when the vote was taken.

2) Proposed Changes to Out-of-Area Fee Policy - A proposed change in the Library’s policy on Library Card Eligibility for out-of-area fees was
OLD/NEW BUSINESS (Continued):

3) Personnel Committee - The Personnel Committee has been working with the Staff Committee and the Staff Committee’s report on staff representation was distributed to the Board. Ms. Sowers briefly reviewed the Staff Committee’s report. After discussing the recommendations, Ms. Gaylord made a motion that the Board approve this report as policy, with #1 under Recommendation V omitted. The item that was omitted will be further investigated during the year to see if it is feasible for a future time. Six Board members approved the motion (Askew, Clarke, Gaylord, German, Jr., Rice, and Tramontin).

4) Payment for Parking at Central - The Board discussed the policy for paying employees at Central for parking.

5) Skateboards at Central - The Board discussed the problem of the skateboards at Central and if it has been resolved.

6) Capital Improvement Projects - Mr. Lyons, Jr. distributed to the Board the Capital Improvement Projects submission for the Library covering the period from FY 1998-1999 to FY 2002-2003. Mr. Lyons, Jr. briefly reviewed it with the Board.

7) Revised Budget - Mr. Lyons, Jr. had distributed a revised budget to the Board. There were just a few changes - Greene County’s allocation was less and the State Aid money was less. Mr. German, Jr. made a motion that the Board adopt the revised budget. Six Board members approved the motion (Askew, Clarke, Gaylord, German, Jr., Rice, and Tramontin).

8) Ellen Gadberry - Ellen Gadberry has requested an exit interview and the Personnel Committee shall be scheduling a time for her.

9) Annual Reports - The staff’s annual reports are due in September and will be distributed to the Board.

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 for purposes of discussion, consideration and interviews of prospective candidates for employment. The motion was approved by the six Board members present (Askew, Clarke, Gaylord, German, Jr., Rice, and Tramontin). The Board went into Executive
EXECUTIVE SESSION (Continued):

Session at 2:16 p.m. The Board reconvened from Executive Session at 3:10 p.m. and the Certification of Executive Meeting was taken by President Tramontin.

The Board discussed having an early August meeting and decided to schedule it for Monday, August 11, 1997 at 1:00 p.m.

Ms. Gaylord read the motion found in the Board's February, 1997 Minutes on parking reimbursements at Central.

ADJOURNMENT:

Ms. Clarke made the motion for adjournment. The meeting adjourned at 3:25 p.m.

Library Board Minutes

Library Board minutes are now available on the library's website.

Meeting adjourned.
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., 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: NONE

ABSENT DURING MEETING: LICHTMAN AND WHITING

Donna Lee Grossman, Administrative Assistant
Jefferson-Madison Regional Library
SUMMARY OF THE MOTIONS APPROVED BY THE JEFFERSON-MADISON REGIONAL LIBRARY’S BOARD OF TRUSTEES AT THE AUGUST 11, 1997 MEETING

1) Board appointment of John Halliday, per the signed contract that the Board received from him, as the new Library Director. (Mr. Halliday starts October 1, 1997.)

2) Approval by the Board to defer the implementation of the last Board action (February, 1997) on this question (parking reimbursement for Central Library employees) pending the outcome of the Personnel Committee’s further study.

3) Approval by the Board of the Minutes for July 28, 1997.

4) Approval by the Board to change the By-laws to read: Officers shall be elected once a year at the June meeting.

5) Approval by the Board to accept the names provided by the Nominating Committee (election of officers):

   George Tramontin - President
   Beth Askew - Vice President

6) Approval by the Board to adopt the policy on Library Card Eligibility as proposed.

7) Approval by the Board of Mr. German, Jr.’s submission of Shirley Payne to the Board for the stratification in that role (replacing Mr. German, Jr. as the University of Virginia’s representative on the Library’s Monticello Avenue Executive Committee).

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 AUGUST 11, 1997 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Beth Askew
Betty Gaylord
Chip German, Jr.
George Tramontin - President
Priscilla Whiting

TRUSTEES ABSENT:
Mary Jane Clarke
Jacqueline Lichtman
Jacqueline Rice - Vice President

ALSO PRESENT:
Carol Clark - Customer Services Supervisor-Central Circulation
Marsha Frick - Reference Librarian-Central Library
DonnaLee Grossman - Administrative Assistant
William Lyons, Jr. - Business Manager & Substituting for Library Director
Stella Pool - Librarian-Gordon Avenue & Temporary Staff Board Reporter
Sarah Stephens - Representative from WINA Radio Station
Calvin Trice - Writer for The Daily Progress
Mary Wagner - Representative from League of Women Voters

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 1:02 p.m. in the Central Library’s Madison Room on Monday, August 11, 1997.

Before starting with the regular agenda, President Tramontin announced the Library Board had some new and very exciting news. Ms. Askew, Chairman of the Search Committee for a Library Director, made a motion that the Board appoint John Halliday, per the signed contract that the Board received from him, as the new Library Director. The motion was approved by the five Board members present (Askew, Gaylord, German, Jr., Tramontin, and Whiting). Mr. Halliday starts October 1, 1997.
LIBRARY BOARD MINUTES  

-2-  

AUGUST 11, 1997

DIRECTOR'S REPORT:

Substituting for the Library Director, Mr. Lyons, Jr. gave the Director's report.

1) Circulation Report - The monthly circulation report was distributed at the meeting. Mr. Lyons, Jr. pointed out that compared to this time last year, circulation is up an average of 8% and it just continues to grow.

2) Expenditures/Equipment Fund - The monthly financial reports were distributed at the meeting. Mr. Lyons, Jr. noted some upcoming expenses - the van has been received and is in operation and a new book return for Nelson County.

3) InfoTrac Project Update - Mr. Lyons, Jr. referred to the memo sent by Mr. Williams to the Library Director on August 8, 1997 regarding the InfoTrac project update. The letter was distributed to the Board members. InfoTrac is currently working now; however, there are still a few more things to do and they should be finished this week and they should be running tests next week. Once the tests are completed, the whole system can be brought up.

4) Training Committee for the System - Mr. Lyons, Jr. reported that a Training Committee has been meeting and the object of the committee is to set a framework for the allocation of spending the training dollars and they are hoping to set up a training plan. Money is currently in the budget now for training. In the past it has been allocated by first come first served. The committee will be coming up with suggestions for next year and will be looking at how it gets spent this year. The Training Committee consists of Mr. Lyons, Jr., Ms. MacDonald, Mr. Bioring, Mr. Williams, and Ms. Ideson.

5) Selection of Staff to Library Board Committees - The Library Director asked Mr. Lyons, Jr. to mentioned to the Board that they are in the process of selecting staff members to the Library Board's committees and a staff reporter. She hopes to have them selected by the next Board meeting.

6) Second Street Side of the Central Library - Grouting has been done around the book drop on the Second Street side of Central Library. There also is a new handrail near the book drop - this was a suggestion made by one of our patrons who was having trouble getting up to the book drop. The City Board of Architectural Review tried to get the light fixtures removed because the Library could not find replacement globes. Globes were found from a firm in Los Angeles. The Library did some rewiring and replaced the globes.

7) Dumbarton Properties, Inc.: Northside Branch - The Library rents the Northside Library space from Dumbarton Properties, Inc. Dumbarton Properties, Inc. has notified the Library that within the next 30 days they will be reroofing.
This is good news as Northside has often experienced leaks in the past. They have also agreed to replace ceiling tiles that have been damaged/soiled due to the roof leaking.

8) Parking - (At their February meeting, the Board approved using a sliding scale method to reimburse Central employees for parking.) Mr. Lyons, Jr. discussed with the Board the difficulty of the Library staying within the budget for parking reimbursements for Central staff by using the sliding scale method based on salaries. Central staff are now reimbursed 50% but to get more employees to participate Mr. Lyons, Jr. felt it would have to be at least a 60% reimbursement for employees in the lower end of the pay scale. By using the 60% method of reimbursement, Mr. Lyons, Jr. came up with a sliding pay scale with reimbursement percentages tied to the sliding scale of:

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>Reimbursement Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries less than $20,000</td>
<td>60%</td>
</tr>
<tr>
<td>Salaries $20,000 - $25,000</td>
<td>50%</td>
</tr>
<tr>
<td>Salaries more than $25,000</td>
<td>40%</td>
</tr>
</tbody>
</table>

Even by going down to a 5%, 10%, and 60% reimbursement, it would still work out to be more than what is available in the budget - $5,400 annually and $5,300 is the budget figure currently in the budget. If the Library decides to go down to 5%, 10%, and 60%, that would mean a $2.50 or $5.00 monthly reimbursement for some of the employees who are currently receiving around $25.00 a month now. The Personnel Committee needs to get a staff committee working with them to look at this again and should perhaps have a staff survey to see what would help encourage them to use it and to find out why they aren’t using it. Mr. German, Jr. made a motion to defer the implementation of the last Board action on this question pending the outcome of the Personnel Committee’s further study. The motion was unanimously approved by the five Board members present (Askew, Gaylord, German, Jr., Tramontin, and Whiting).

MINUTES:

Ms. Gaylord made a motion that the Board approve the Minutes of July 28, 1997. The motion was unanimously approved by the five Board members present (Askew, Gaylord, German, Jr., Tramontin, and Whiting).

PHYLIS WEST’S BEQUEST/ENDOWMENT FUND & COMMITTEE:

The Board reviewed the distributed August 8, 1997 memo, from Library
Director Andrea Williams to President Tramontin, regarding suggestions from members of the staff for use of the $8,942 bequest from Phyllis West’s estate. The Board needs to study this and discuss it further and see if the Board has any other suggestions. Bequests have been going to the Endowment Fund and the Board needs to decide if the Board wants to continue using the Endowment Fund for bequests or if they want to do a special operation for bequests. This particular bequest has no restrictions placed on it. It was the consensus of the Board to put the bequest on next month’s Board meeting agenda for discussion and have it as an action item for October’s Board meeting, when the new Library Director will be here.

The Endowment Committee has not been meeting but President Cal Otto, of the Friends of J-MRL, and President Tramontin feel they should wait until the new Library Director is here because the Library Director, along with the Board President and Vice President, will be members of the committee. Once the Library Director is here, they will start meeting again and they will come up with some reports about what they are doing and what they decide to do with the Endowment Fund money. Currently the money is just sitting there drawing interest.

CHANGE IN THE BOARD’S BY-LAWS:

President Tramontin read part of a letter from Board members Ms. Clark and Ms. Rice, who are also serving on the Nominating Committee, regarding their support of the Board changing a section in the By-laws. The area referred to was the first sentence in the By-laws under Article II Officers, Section 1 and Mr. German, Jr. made a motion that the Board change the By-laws to read: Officers shall be elected once a year at the June meeting. This would mean that elected officers would take office effective July 1st - beginning July 1, 1998. During the transition period this year, elected officers shall take office on September 1st and their terms shall run through June 30, 1998. The motion was approved by the five Board members present (Askew, Gaylord, German, Jr., Tramontin, and Whiting).

NOMINATING COMMITTEE’S RECOMMENDATIONS:

President Tramontin read a section of the letter from Board members Ms. Clark and Ms. Rice, as the Nominating Committee, giving their recommendations for officers of the Board: George Tramontin as President and Beth Askew as Vice President. Their terms would run September 1, 1997 - June 30, 1998. Mr. German, Jr. made a motion that the Board accept the names provided by the Nominating Committee. The motion was approved by the five Board members present (Askew, Gaylord, German, Jr., Tramontin, and Whiting).
OUT-OF-AREA - LIBRARY CARD ELIGIBILITY:

Proposed changes to the Out-of-Area Fee - Library Card Eligibility Policy along with supporting rationale were distributed to the Board at their July 28, 1998 meeting. Ms. Askew briefly reviewed the Policy Committee's recommended changes and rationale with the Board. Ms. Askew made a motion that the Board adopt the policy on Library Card Eligibility as proposed. The motion was approved by the five Board members present (Askew, Gaylord, German, Jr., Tramontin, and Whiting).

OLD/NEW BUSINESS:

1) **Replacement for Mr. German, Jr. on Monticello Avenue Executive Committee** - Mr. German, Jr. asked the Board to take formal action to elect/designate his replacement to the Monticello Avenue Executive Committee - Shirley Payne, the Director of External Relations and Strategic Studies for the Department of Information Technology and Communications at the University of Virginia. Mr. German, Jr. submitted Shirley Payne to the Board for the stratification in that role. The motion was approved by the five Board members present (Askew, Gaylord, German, Jr., Tramontin, and Whiting).

2) **Albemarle County Library Board Appointment** - President Tramontin asked if anyone had heard whether or not Albemarle County appointed anyone to fill the vacancy on the Library Board. President Tramontin plans to follow up on this.

3) **Work Plan for John Halliday** - Ms. Askew will be working on the work plan for John Halliday and will be contacting Board members for ideas.

4) **Reception for John Halliday** - Mr. Tramontin confirmed there will be a reception for the incoming Library Director. The Friends of J-MRL want to sponsor a reception together with the Library and they will pay for it. They plan to tie it in with the contribution they are going to make to the Charlottesville-Albemarle Community Foundation (Endowment Fund). It won't be until October.

ADJOURNMENT:

Mr. German, Jr. made the motion for adjournment. The meeting adjourned at 1:51 p.m.

George C. Tramontin
President
SUMMARY OF THE MOTIONS APPROVED BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE SEPTEMBER 8, 1997 MEETING

1) Approval by the Board of the contract for John Halliday (incoming Library Director).

2) Approval by the Board of payment for moving expenses for the Library Director ($10,000 for moving expenses).

3) Approval by the Board for adoption of the resolution (recognition of Andrea G. Williams and her service as Acting Library Director).

4) Approval by the Board of the Minutes for August 11, 1997.

George C. Tramontin
President
A special meeting of the Jefferson-Madison Regional Library’s Board of Trustees was called to order at 1:02 p.m. in the Central Library’s Madison Room on Monday, September 8, 1997.

Ms. Clarke made the motion for Board approval of the contract for John Halliday (incoming Library Director). The Board members unanimously approved the motion.

Ms. Askew made the motion for Board approval of payment for moving expenses for the Library Director ($10,000 for moving expenses). The Board members unanimously approved the motion.

Ms. Askew and the Board discussed in depth a tentative schedule for the new Library Director to get him introduced around the region. The Board decided to call a special meeting with the new Library Director on October 6th at 1:00 p.m.

President Tramontin introduced Mr. Kenneth Lee, the new Board member representing Albemarle County.
Ms. Askew read a proposed resolution for adoption by the Board. The resolution was in recognition of Andrea G. Williams and her service as Acting Library Director. Ms. Whiting made the motion for adoption of the resolution. The Board members unanimously approved the motion.

OLD/NEW BUSINESS:

1) Charge of Board’s Policy Committee - Ms. Ramsden is working on a special committee to get staff volunteers for the Board committees and has asked Ms. Lichtman for the charge of the Board’s Policy Committee. Ms. Lichtman will give Ms. Ramsden a draft of the charge. Ms. Lichtman will have Ms. Grossman send it out to the trustees so they have time to read it before the next Board meeting occurs.

2) Contract for Library Director - Ms. Lichtman asked if the Board would be getting copies of the Director’s contract. The Albemarle County Attorney’s office has one. Copies will be made and distributed to the Board.

3) Expense Report on Moving Expenses - Mr. Lee mentioned, for the Library’s own protection, the Director should submit some sort of expense report to justify the moving expenses. Mr. Lyons, Jr. said the Director has to do that to the City and the Director has already been notified of this.

4) Out-of-area People Using Our Library - Ms. Whiting mentioned that at their last meeting (August 11, 1997) the Board approved that out-of-area people could use our library system but the Board didn’t put in a date for it to start. Ms. Askew confirmed it started immediately with the approval.

5) Mr. Lee’s Official Appointment to the Board - Albemarle County has not yet officially notified the Library or Mr. Lee of his appointment to the Board. They first learned about his appointment when it appeared in the local newspaper. In the meantime, Mr. Lee gave the Board his telephone number for Board members to contact him.

6) Approval of August 11, 1997 Minutes - Mr. German made the motion to approve the Minutes of August 11, 1997. The motion was approved by five of the Board members (Askew, Gaylord, German, Tramontin, and Whiting). Ms. Clarke, Mr. Lee, Ms. Lichtman, and Ms. Rice abstained as they were not present for the August 11th meeting.

7) Phyllis West’s Bequest - Ms. Gaylord mentioned that at the last Board meeting, they received suggestions from the staff for use of the Phyllis West bequest. At that time, people said they wanted to look it over more and the Board said they would put it on next month’s Board meeting agenda for discussion and
OLD/NEW BUSINESS (Continued):

have it as an action item for October's Board meeting. The Library Director and President Tramontin confirmed there were additional suggestions from the staff but the Board doesn't have them yet. The Board thought they might be able to both discuss it and act on it at their October meeting. The Board asked the Library Director to include all the suggestions in a revised list.

8) Celebration of Nelson County's 25 Years - Ms. Rice asked how Nelson County's open house and 3-part program had gone. Ms. Askew assumed the first program went really well. There are still two more programs to go and Mr. Halliday expects to come to the last program scheduled for September 28th.

9) Greene County Board of Supervisor's Meeting - Ms. Gaylord and President Tramontin went to a Greene County Board of Supervisor's meeting with the sketches of what the new library could have been if it had been funded. Ms. Gaylord recruited a few citizens to speak in support of a new library. A committee has been formed to look into trying to do this. The supervisors have been very supportive of our library and they would like to support this new building. Ed Lazaron from the Design Collaborative, the architectural firm that did the preliminary plans, also spoke.

10) FY 1998-1999 Budget - The Director pointed out that Ms. Askew had mentioned that the new budget process for next year will be starting shortly.

11) Annual Audit - The Director pointed out that Mr. Lyons, Jr. mentioned the library's annual audit begins tomorrow (September 9th). The Director suggested that at the end of the audit the Budget Committee might want to meet to see what the audit results are. The Director felt it also might be a good time to consider strategies for funding automation.

12) 1996-1997 Year-End Unexpended Funds - Mr. Lyons, Jr. reported that the City's work sheets indicated approximately $77,000 in unexpended Library funds for the year just ended. Part of this includes $26,000 in interest, the balance from last year, and some savings from the operating budget. There is about $77,000 that has to go back to the jurisdictions, as per the Library's Regional Agreement. The Library Board can go back to the jurisdictions and ask to keep it and Mr. Lyons, Jr. recommended the Library earmark it for capital improvement for automation upgrades. By the Regional Agreement, the Library can keep up to 5% of the operating budget and this $77,000 is above and beyond that.
13) **Board Committees** - President Tramontin confirmed with Mr. Lee that he would be willing to serve on the Budget Committee. The Board committees need to be reappointed. This should be on the agenda for the next regular Board meeting.

**EXECUTIVE SESSION:**

Ms. Gaylord 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. The Board members unanimously approved the motion and went into Executive Session at 1:45 p.m. The Board reconvened from Executive Session at 3:35 p.m.

**ADJOURNMENT:**

Ms. Rice made the motion for adjournment. The meeting adjourned at approximately 3:40 p.m.

George C. Tramontin  
President