MINUTES OF THE OCTOBER 6, 1997 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES

TRUSTEES PRESENT:
Beth Askew - Vice President
Betty Gaylord
Robert German
Kenneth O. Lee
Jacqueline Lichtman
Jacqueline Rice
George Tramontin - President
Priscilla J. Whiting

TRUSTEES ABSENT:
Mary Jane Clarke

ALSO PRESENT:
Carol Clark - Customer Services Supervisor-Central Circulation
Matt Gentry - Photographer for The Daily Progress
DonnaLee Grossman - Administrative Assistant
John Halliday - Library Director
William Lyons, Jr. - Business Manager
Joyce MacDonald - Staff Recorder
David Wellbeloved - Representative from WINA Radio Station
Andrea Williams - Collection Management Coordinator
Kimberly O’Brien - Staff Writer for The Daily Progress

A special 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. in the Central Library’s Madison Room on Monday, October 6, 1997. President Tramontin officially welcomed John Halliday as the new Library Director.

Mr. German made a motion for adoption of the September 8, 1997 Minutes as amended; Mr. Lee seconded the motion. The motion was unanimously approved.

VLA MEMBERSHIP AND CONFERENCE:

The board discussed their membership in Virginia Library Association and attendance at the forthcoming conference. If board members plan to attend the
VLA MEMBERSHIP AND CONFERENCE (Continued):

conference, it would be less expensive to attend if they are members of the Virginia Library Association. Board members are to contact Mr. Halliday by Thursday, October 9th if they want to be a member of the association and if they plan to attend the full conference or part of it.

BOARD COMMITTEE ASSIGNMENTS:

President Tramontin asked the Policy Committee if the board’s by-laws were being changed so that the president no longer assigns members to committees and they volunteer for them. Under Section 5 on page 4 of the by-laws, it states that the president shall appoint members of all committees, designating one member as chairman. According to Robert’s Rules of Order, the president appoints all committee members except the Nominating Committee. A suggestion was made to leave it as it is as there might be times when the president would have to appoint a member. An updated listing of committee assignments for last year was distributed at the meeting and President Tramontin asked the board members to let him know by Thursday, October 9th which committee they would prefer to be on. The committees will be appointed at the regular October board meeting.

A question was raised about whether the board can have three or more members on a committee without it being an open meeting. This shall be checked with the attorney’s office. If this proves to be so, the board should reduce the number on the committees from three to two members.

ROLES OF THE BOARD/LIBRARY DIRECTOR:

President Tramontin asked the director to discuss how he operated with his previous board and how they operated with him. The director reviewed with the board his handouts on board and director roles. Board members should be aware of their special status in relationship to the public and library staff and must take care not to undermine the authority of the director. Staff should be encouraged to bring their problems to the director as much as possible. Clear and honest communication is the key and with that the library should really do well.

Emphasis was placed on having a written plan for the library. It is good for the library board and for the public and the staff to know where the library is headed. The director wants to start on this project as soon as possible. There is a Five-Year Plan Committee and the director would like to meet with that committee within the next month. They would draft a planning process for the library system and they would present it to the board as a whole. The director proposed the way he would
meet with the committees would be for him to come to the board president for permission to do that. Once the director obtains permission from the board president, the director would take it from there and schedule the meetings.

The Director distributed a sample of an agenda he has used in Washington. The agenda has an estimated time placed at the side of each agenda item and this would be used as a tool to keep meetings moving along. At most, their meeting length was no more than two hours. The director would prefer to just put "Director’s Report" on the agenda and not include a list. This would give the director more leeway to bring items to the Board and to include items that happen at the last minute. The agenda would have a section for "beefs" and "bouquets" - for any gripes and to comment on something that someone particularly liked. There would be a section for future agenda items and the board members would have an opportunity to get on the agenda what they would like on next month’s agenda. The board president and the director would get together to do the agenda for the next board meeting. If items for the agenda come up after the board meeting and before the agenda for the next meeting goes out, the board members should contact the director and he will get together with the president about adding them to the agenda. The agenda/board packet goes out a full week before the next meeting and any agenda items should be in no later than by the prior Thursday to that date.

The director gave as a sample of a last minute item, that should be included in the Director’s Report, the draft of the invitation from the Friends for the November 9, 1997 reception for the director.

It was the consensus of the board for the director to go ahead with the agenda using his suggested changes.

**BUDGET:**

The director shall be working with the board’s Budget Committee and plans to come to the board with a budget well put together. In the past, sometimes the board prioritized budget items in advance before it went to the committee. The budget committee looks for guidelines from the localities and if they know what a jurisdiction plans for the following year, priorities can be set depending on their funding. The board would like to receive the proposed budget in advance, so they have sufficient time to review it and are better prepared to make decisions and set priorities. Each trustee has the responsibility of supporting the library’s budget to their jurisdiction. The staff’s level of contact should be with the staff who do the budget work, organize the strategy, and let the board know when they have to do something. Last year for the first time the staff got direct input into the budget process.
TRUSTEE QUESTIONNAIRE:

The American Libraries Association has put together a questionnaire for library trustees and the director asked if the trustees would be willing to fill it out. It basically asks them to assess their library board, the library, and the director. It would be helpful for the director to see the survey results. The board was agreeable to filling out the questionnaire.

TRUSTEES VISITING LIBRARY LOCATIONS:

During the interim before the library hired the new director, the trustees started a system of visiting the libraries and talking with the staff. A good rapport was established with the staff and the question arose as to whether or not they continue to do this. Some of the staff would like the board members to come to their branch after each board meeting and talk to them. The director had no objection to them doing that if they have an existing relationship with the staff. With a staff representative/reporter in place and with open communications encouraged between the staff and director, the director felt everybody should hopefully feel they are hearing what is going on at the board meetings and the trustees shouldn't have to continue doing that. The director suggested a weekly newsletter for the library staff, so they can be informed of what is going on throughout the system.

RETREAT:

The board asked about having a retreat and the director felt they should wait. After the board completes their questionnaire, they can reassess it at that time.

PERSONNEL COMMITTEE:

Before the new committee assignments take place, there are some issues that need to be straightened out by the present Personnel Committee. At their last meeting, the Personnel Committee worked up a form for exit interviews and this needs to be finished. A change in the Personnel Committee charge should be done to include exit interviews. In the absence of a Human Resources staff, the Personnel Committee was going to suggest they conduct, record, and place on file exit interviews.

ITEMS FOR NEXT BOARD MEETING AGENDA:

The next board meeting is scheduled for Monday, October 27, 1997 at 1:00 p.m. Agenda items for the next meeting should include:

- a report by director on his meetings with the various jurisdictions
LIBRARY BOARD MEETING -5- OCTOBER 6, 1997

BOARD MEETING AGENDA (Continued):

- committee assignments
- Personnel Committee’s exit interview form
- Personnel Committee’s change in their charge
- Policy Committee charge
- unexpended funds ($77,000)
- results of the audit report

ADJOURNMENT:

Mr. German made the motion for adjournment. The meeting adjourned at 2:20 p.m.

George C. Tramontin
President

ALSO PRESENT:

Carol Clark - Customer Services Supervisor-Central Circulation
Matt Gentry - Photographer for The Daily Progress
Donna Lee Grimes - Administrative Assistant
John Halliday - Library Director
William Lyons, Jr. - Business Manager
Joyce MacDona - Staff Recorder
David Wellbeloved - Representative from WINA Radio Station
Andrea Williams - Collection Management Coordinator
Kimberly O’Brien - Staff Writer for The Daily Progress

A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 3:00 p.m. in the Central Library’s Madison Room on Monday, October 6, 1997. President Tramontin officiated and welcomed John Halliday as the new Library Director.

Mr. German moved to reconsider the adoption of the September 25, 1997, Minutes at Amends. Mr. Lee seconded the motion. The motion was unanimously approved.

VIA MEMBERSHIP AND CONFERENCE:

The board discussed their membership in Virginia Library Association and attendance at the forthcoming conference. If board members plan to attend the
SUMMARY OF THE MOTIONS APPROVED BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE OCTOBER 27, 1997 MEETING

1) Approval by the Board of the October 6, 1997 Minutes.

2) Approval by the Board of the charges for the Policy Committee.

The regular 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, October 27, 1997.

The "Director's Report" was scheduled to follow the "Policy Committee's Charges" on the agenda.

Mr. Lehman moved approval of the October 6, 1997 Minutes. The motion was approved by seven of the Board members. Mrs. Clarke abstained as she was not present for the October 6th meeting.

VISITS BY DIRECTOR TO JURISDICTIONS:

Since the last board meeting on October 6th, the director met with representatives of all the jurisdictions - all the Board of Supervisors and City Council. It was very worthwhile and everything went very well. Everywhere the director went,
The regular 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, October 27, 1997.

The "Director’s Report" was moved up to after the "Policy Committee’s Charge" on the agenda.

Mr. Lee made a motion for approval of the October 6, 1997 Minutes. The motion was approved by seven of the board members. Mrs. Clarke abstained as she was not present for the October 6th meeting.

VISITS BY DIRECTOR TO JURISDICTIONS:

Since the last board meeting on October 6th, the director met with representatives of all the jurisdictions - all the Board of Supervisors and City Council. It was very worthwhile and everything went very well. Everywhere the director went,
VISITS BY DIRECTOR TO JURISDICTIONS (Continued):

he heard very positive comments about the library staff and about the library board. When the director was with the Greene County Board of Supervisors, he mentioned the need for a new library building in Greene County. When the director was speaking with the Louisa County Board of Supervisors, he expressed his belief that Louisa County needed a larger library building. Louisa County sent the director a follow-up letter expressing their desire to work with the library on a building project.

BOARD COMMITTEES:

President Tramontin checked with Kim Wolin, Assistant Deputy County Attorney for Albemarle County, about having more than two board members serving on a committee because it constitutes a board meeting. If the board announces a set time for committees to meet, that would cover a whole year and the board wouldn’t have to send out notices because the meeting times would be set. Committees needing to meet outside the set schedule may send out a special notice or publicly announce their intention to meet at a regular board meeting.

It was the consensus of the board members they could have three board members serving on a committee. The committee assignments are:

**Budget Committee:**
Beth Askew - Chair
Kenneth Lee
Priscilla Whiting

**5-Year Plan/Technology Committee:**
Robert German - Chair
Beth Askew
Kenneth Lee

**Personnel Committee:**
Betty Gaylord - Chair
Mary Jane Clarke
Priscilla Whiting

**Policy Committee:**
Jacqueline Lichtman - Chair
Beth Askew
Jacqueline Rice
LIBRARY BOARD MINUTES
-3- OCTOBER 27, 1997

PERSONNEL COMMITTEE-EXIT INTERVIEWS & CHANGE IN THEIR
CHARGE:

Mrs. Gaylord gave a brief summary on how exit interviews for library staff
developed. It was decided to have exit interviews and it devolved on the Personnel
Committee. The Personnel Committee decided the exit interview should have some
structure. They developed an interview form. The director recommended that since
the library has the City of Charlottesville’s Human Resources group working for the
library, the exit interviews might be best done there. The Personnel Committee
agreed so they will not be asking for a change in their charge. The exit interview
reports will go into an employee’s personnel file and into a separate exit interview file.
This will need to be written up and put in the policy manual.

POLICY COMMITTEE:

Mrs. Lichtman announced that the Policy Committee planned to meet after the
board meeting. They need to discuss who is it that writes up the policies and
maintains the policy manual. They also need to think about who the person who
proposes it have a written statement and then the board vote on it and then they have
the wording and that gets in the policy manual or does the board just verbally agree
to something and then the Policy Committee writes it up in a formal way and decides
on a number for it and puts it in the policy manual. The Policy Committee will come
back to the board with their recommendation.

Mrs. Lichtman read a draft of suggested charges for the Policy Committee. The
board decided to have a member of the library staff be responsible for the Table of
Contents and the Index of the Policy and Procedures Manual (part of item #7 in the
charges for the Policy Committee). Mrs. Lichtman made a motion that the board
accept the charges for the Policy Committee. The motion was unanimously approved.

DIRECTOR’S REPORT:

1) Phyllis West Bequest - The director read the minutes from the September
8th board meeting and noticed the board wanted to discuss the Phyllis West bequest
in October. The director read the background on the bequest and read the staff
recommendations on the various ways the library might want to use the funds. The
director would like to postpone the allocation of the Phyllis West funds until
November. He would like time to talk about some of the staff recommendations
before he makes a recommendation to the board. If the board feels the funds need
to be placed somewhere between now and November, the director recommended
putting the money in the equipment fund.
DIRECTOR’S REPORT (Continued):

2) Virginia Library Association’s Conference - The Virginia Library Association Conference is later on this week (October 29-November 1, 1997). The director confirmed who planned to attend - Mrs. Askew and Mr. Lee plan to attend. The director plans to attend part of the conference.

3) Legislative Day - Legislative Day is going to be on January 22, 1998. Board members need to mark that date on their calendars. This legislative session will have a new governor, changes in the General Assembly, and state aid to libraries will be discussed. All of the library’s materials budget comes from state aid.

4) People/Groups the Director Has Met With - Within the last few weeks not only has the director met with the jurisdictions he has also met with most of the staff members, the Friends - systemwide including the local groups, Virginia State Library representatives, and the Festival of the Book Steering Committee - he is serving on that committee, and reporters from all the local news media - including WINA. This has given him an excellent orientation to J-MRL.

5) Circulation Reports/Registrations Are Down - In looking at the circulation reports, Mrs. Askew noticed that registrations are down and asked if the library had been pruning registrations. Mrs. Clark confirmed the library is in the process of purging approximately 1,200 patrons from the files. Mrs. Askew asked if the library could do year-to-date figures on circulation for each jurisdiction. The director will look into doing that. Mrs. Gaylord noted a big jump in circulation for Scottsville and confirmed it was because the library dropped the out-of-area fee. Scottsville has always done a lot of out-of-area circulation and doing away with the fee has increased their circulation even more. The question was raised if this was causing a problem in staffing. The director pointed out that the library will be looking at a staffing increase for Scottsville as part of the budget process.

At this point, President Tramontin had to leave the meeting and Vice President Askew chaired the rest of the board meeting.

AUDIT/UNEXPENDED FUNDS FROM FY 1996-1997 - $77,000:

Mr. Lyons, Jr. mentioned that based on the City of Charlottesville’s working papers for the audit, it looked as though the library would have to give back approximately $77,000 to the jurisdictions per the regional agreement. The audit has now been done and a copy has been issued to the board. The audit indicates the actual amount as $77,962. At the September board meeting, Mr. Lyons, Jr. recommended the possibility to the board that the library go back to the jurisdictions and ask them if the library could keep that money and use it for the automation
upgrade. The balance represents a combination of the balance left over from last year, the interest the library has accumulated over the year, and some money the library saved in the operating budget. Mr. Lyons, Jr. distributed draft copies of the letters to each jurisdiction for the President of the Board to sign. The letter asks that the unexpended funds be used to defray the costs for the automation upgrade. Some of the board members felt this would present an opportunity to personally go to their jurisdictions with the director to talk about the upgrade. The director mentioned there are possibilities for outside funding assistance and the library will be looking at the technology proposal again to see if there are ways the library can economize and reduce the costs.

**AUDIT REPORT:**

Mr. Lyons, Jr. reviewed with the board the audit report from Deloitte & Touche LLP. The board members asked about the fixed assets, if the library does depreciation to keep an on-going evaluation on the library’s assets, and discussed the retirement program through the City with the library being subject to additional contributions based on annual adjustments (the employer pays all the contributions). A question was asked about why the Northside Gift Fund shows up on the audit but not the Friends. It was pointed out that liability for compensated absences declined.

**ITEMS FOR THE NOVEMBER BOARD MEETING AGENDA:**

- Phyllis West bequest
- discussion of the FY 1998-1999 budget
- e-mail addresses be given to DonnaLee
- set dates/times standing committees meet

**ADJOURNMENT:**

The meeting adjourned at 2:16 p.m.
SUMMARY OF MOTIONS/RESOLUTIONS APPROVED BY THE JEFFERSON-MADISON REGIONAL LIBRARY’S BOARD OF TRUSTEES AT THE NOVEMBER 24, 1997 MEETING

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

2) Approval by the Board that the library fund $1,000 for a staff appreciation fund, which would enable managers of various departments to have a certain small amount of money for their use in doing things to enhance staff.

3) Approval by the Board for permission to contract for a classification study through the City of Charlottesville with funding to come from the budget balance as reported by the Deloitte & Touche audit of June 30, 1997.

4) Approval by the board that the library proceed with the higher budget proposal (includes $1,000 staff recognition and an additional 12 hours per week staff position for Greene County Library and Crozet Library).

5) Approval by the board of a resolution recognizing and commending Alice Pool for designing the landscape for the Central Library.

George C. Tramontin
President

Mrs. Gaylord reported the Personnel Committee is continuing to look into the parking for Central Library employees. There is one last avenue the director plans to

dlg
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MINUTES OF THE NOVEMBER 24, 1997 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew - Vice President
Betty Gaylord
Robert German
Kenneth Lee
Jacqueline Lichtman
George Tramontin - President
Priscilla Whiting

TRUSTEES ABSENT:

Mary Jane Clarke
Jacqueline Rice

ALSO PRESENT:

Carol Clark - Customer Services Supervisor-Central Circulation
Donna Lee Grossman - Administrative Assistant
John Halliday - Library Director
William Lyons, Jr. - Business Manager
Joyce MacDonald - Head, Central Reference & Information Services
Mary Wagner - Representative from League of Women Voters
Mark Trank - Deputy County Attorney-Albemarle County
Kimberly Wolod - Assistant County Attorney-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 1:05 p.m. in the Central Library’s Madison Room on Monday, November 24, 1997.

Mrs. Gaylord made the motion for Board approval of the October 27, 1997 Minutes. The motion was approved by five of the board members (Askew, Gaylord, Lichtman, Tramontin and Whiting). Mrs. Clarke and Mrs. Rice were absent. Mr. German did not attend the October 27th meeting. Mr. Lee was not present when the motion was made.

PERSONNEL COMMITTEE:

Mrs. Gaylord reported the Personnel Committee is continuing to look into the parking for Central Library employees. There is one last avenue the director plans to
PERSONNEL COMMITTEE (Continued):

pursue. Right now it looks like the library will have to be happy with the status quo. The Personnel Committee reviewed a staff study on parking. The director talked with the City of Charlottesville and they are satisfied with what they have - everybody finds their own. Albemarle County does not have room on their lot but apparently there frequently is room on the street.

Exit interviews were discussed. The director thought they might best be done by Charlottesville’s Human Resources Department. They currently do not do that for their employees but they would be willing to do them for the library and they asked for the form the Personnel Committee devised. The Personnel Committee will be hearing from them after they review the form.

The committee supports funding $1,000 for a staff appreciation fund and the Board needs to approve it. Mrs. Gaylord made a motion that the library fund $1,000 for this fund (staff appreciation fund), which would enable managers of various departments to have a certain small amount of money for their use in doing things to enhance staff. The motion was approved by five of the board members (Askew, Gaylord, Lichtman, Tramontin and Whiting). Mr. German and Mr. Lee were not present when the motion was made.

A staff representative to the Personnel Committee reported that their role is evolving and other staff members are telling them of personnel concerns and they are relaying them to the director.

The director has asked to do a job reclassification study and the Personnel Committee supports this. When the director visited all the departments and branches, he found there was a perception of inequities in the library’s job classifications. People feel they are doing the same work in different parts of the library system but there are different job classifications and pay. There were nine requests for position upgrades when managers sent in their budget requests. The library could benefit in having an objective outside professional consultant come in and take a look at the library’s classification and pay plan and make some recommendations. This seems like it would be an excellent time to bring a consultant in because there is already a consultant (Aon Consulting) working with the City of Charlottesville and the Charlottesville School District on this project. The library could piggyback onto what is already being done in Charlottesville and it would cost approximately $12,000 - less than the cost for the library bringing in their own consultant. This would include the library in the study and the consultants would have each of our employees fill out a job questionnaire. The consultants would meet with each one of our department heads and branch managers to discuss the classifications. After that, the consultants would come out with some recommendations on library classifications and pay (by the end of this fiscal year). The director recommended the funding come from the money
PERSONNEL COMMITTEE (Continued):

carried over into this fiscal year. Mrs. Whiting made a motion, using the business manager's suggestion, for permission to contract for a classification study through the City of Charlottesville with funding to come from the budget balance as reported by the Deloitte & Touche audit of June 30, 1997. The motion was approved by six of the board members (Askew, Gaylord, German, Lichtman, Tramontin and Whiting). Mr. Lee was not present when the motion was made.

In January, the Personnel Committee will have a draft of the new director's evaluation form for the board to review.

FY 1998-1999 BUDGET:

After obtaining budget requests from the departments and branches and the costs were developed, the director met with all library department heads and branch managers to discuss each one of the budget proposals and to prioritize them. The highest priority was to have a technical support specialist for the library system. Beyond that, the department heads and branch managers needed to prioritize the requests from the different branch libraries for additional help. A quick analysis was done of branch library usage - circulation per staff (per FTE). Out of that analysis it was clear that Northside, Greene, Crozet and Nelson were really far above the average of circulation per FTE/per staff member. Those four branches were especially looked at to see what could be done to help them deal with the usage they have. The Budget Committee agreed to recommend the draft budget with a few changes and the changes included $1,000 set aside for staff recognition and 12 additional hours per week of staff time for the Greene County Library and Crozet Library. The additional staffing addresses the very high circulation and provides for having two staff members on duty all the time. The percentage budget changes proposed to the jurisdictions would be: 5.81% for Albemarle, 1.61% for Charlottesville, 17.24% for Greene County, 3.82% for Louisa County and 8.42% for Nelson County. A 4.5% salary increase is proposed because the library is talking about a classification study which probably will require some changes in the library's pay plan. Mrs. Askew made the motion that the library proceed with the higher proposal (includes $1,000 for staff recognition and an additional 12 hours per week staff position for Greene County Library and Crozet Library). The motion was approved by six of the board members (Askew, Gaylord, German, Lichtman, Tramontin and Whiting). Mr. Lee was not present when the motion was made. The budget will be brought back to the board for their official approval at their December meeting. The director mentioned that several of the letters regarding the year-end balance have not been handed out to the jurisdictions and suggested they be presented to them when the library does a preview of the FY 1998-1999 library budget.
E-MAIL ADDRESSES:

If the board members have an e-mail address, they are to give them to Mrs. Grossman so that she can add them to the board list.

SET DATES/TIMES OF REGULAR COMMITTEE MEETINGS FOR THE YEAR:

BUDGET/FINANCE COMMITTEE:
3rd Mondays of every month at 2:00 p.m. - subject to call

5-YEAR PLAN/TECHNOLOGY COMMITTEE:
(To be announced later)

PERSONNEL COMMITTEE:
2nd Wednesdays of every month at 10:30 a.m.

POLICY COMMITTEE:
4th Mondays of every month - meets 15 minutes after regular Board meeting

DECEMBER BOARD MEETING DATE:
The board has scheduled their December meeting for Monday, December 15, 1997 at 1:00 p.m.

DIRECTOR’S REPORT:

1) Policy Committee - The Policy Committee will have a proposal to organize and develop the library's policies and procedures for the board to look at in the December board meeting.

2) Year-to-date circulation statistics - As part of the monthly circulation statistics, this month the board received fiscal year-to-date circulation figures by jurisdiction.

3) Visit to Greene County Administrator - The director and Mrs. Gaylord met with the Greene County Administrator to discuss options for a new library building, the carryover money and the 1998-1999 budget.
LIBRARY BOARD MINUTES

DIRECTOR'S REPORT (Continued):

4) Library Board's ALA Questionnaires - The director thanked the board for returning their ALA questionnaires. There were four areas the board rated themselves low on - the board reviews written policies on materials selection; the library policies are kept up to date with an annual review of the policy manual; an annual review of objectives, plans and needs for the library is conducted; and the board utilizes the Public Library Association's output measures for public libraries. The director plans to summarize the questionnaire for the board outlining what the library scored high on and what areas need improvement. This will give the board some direction on where to go in the future.

5) Resolution for Alice Pool - The director read a resolution recognizing and commending Alice Pool for her time, talent and for her economical design of a landscape plan for the Central Library. Mrs. Gaylord made a motion for board approval of the resolution recognizing and commending Alice Pool for designing the landscape for the Central Library. The motion was unanimously approved by the seven board members present (Askew, Gaylord, German, Lee, Lichtman, Tramontin and Whiting).

BEEFS & BOUQUETS:

1) Director visited Gordon Avenue Boosters - The director visited the Gordon Avenue Boosters and Mrs. Whiting said they were very impressed with him.

2) Head Start - Mrs. Whiting was invited to go to Head Start and Mary Barbour, an employee from Gordon Avenue Branch Library, was reading at Head Start. Mrs. Whiting commended Mary Barbour for doing a very good job with Head Start.

3) Department of Parks and Recreation gave Children's staff a quilt - Last week the City of Charlottesville's Department of Parks and Recreation donated a quilt to be hung in the library. This was in honor of the Summer Parks program that the library’s Children’s Services staff participated in - Carolyn Allen, Tim Carrier and Nancy Cook were all involved in it. They had their pictures taken with the quilt.

4) WINA radio prize winner - Mrs. Whiting reported that this morning Brenda Washington, from the Central Reference Department, won the prize on the WINA radio station.

5) Book for Garden Club in Greene County - Mrs. Gaylord wanted to thank Andrea Williams for her assistance in quickly obtaining a special book for a Garden Club in Greene County in time for them to be able to present it to someone they were honoring.
LIBRARY BOARD MINUTES
-6- NOVEMBER 24, 1997

ITEMS FOR DECEMBER’S BOARD MEETING AGENDA:

- FY 1998-1999 Budget Approval
- Policy Committee plan to proceed
- Personnel Committee report
- 5-Year Plan/Technology Committee report
- West bequest

EXECUTIVE SESSION:

Mrs. Whiting 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 7 to confer with legal counsel concerning probable litigation. The motion was unanimously approved by the seven board members present (Askew, Gaylord, German, Lee, Lichtman, Tramontin and Whiting). The board went into Executive Session at 2:09 p.m. The board reconvened from Executive Session at 3:05 p.m. and the Certification of Executive Meeting was taken by President Tramontin.

ADJOURNMENT:

The meeting adjourned at 3:07 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, GERMAN, LEE, LICHTMAN, 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 RICE
Jefferson-Madison Regional Library
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MINUTES OF THE DECEMBER 15, 1997 MEETING

SUMMARY OF MOTIONS/RESOLUTIONS APPROVED BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

AT THE DECEMBER 15, 1997 MEETING

1) Approval by the Board to adopt the budget as mailed for our proposed budget for FY 1998/1999 to be submitted to our jurisdictions.

2) Approval by the Board that the library use the West bequest, as proposed by Andrea Williams during her report, to refurbish the Jefferson Room.

3) Approval by the Board of the November 24, 1997 Minutes as presented.

George C. Tramontin
President
MINUTES OF THE DECEMBER 15, 1997 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew - Vice President
Mary Jane Clarke
Betty Gaylord
Robert German
Kenneth Lee
Jacqueline Lichtman
Jacqueline Rice
George Tramontin - President

TRUSTEES ABSENT:

Priscilla Whiting

ALSO PRESENT:

Carol Clark - Customer Services Supervisor-Central Circulation
Marsha Frick - Librarian, Central Reference & Information Services
DonnaLee Grossman - Administrative Assistant
John Halliday - Library Director
William Lyons, Jr. - Business Manager
Andrea Williams - Collection Development Coordinator

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. in the Central Library's Madison Room on Monday, December 15, 1997.

ADOPOTION OF 1998/1999 BUDGET PROPOSAL:

Ms. Askew briefly discussed the distributed draft budget proposal for FY 1998/1999 and referred to the director's attached cover memo explaining how the library planned to use the funds requested. Ms. Askew made the motion that the board adopt the budget as mailed for our proposed budget for FY 1998/1999 to be submitted to our jurisdictions. The motion was approved by the eight board members present (Askew, Clarke, Gaylord, German, Lee, Lichtman, Rice, and Tramontin). The director distributed graphs showing the library's circulation from 1993-1997.
A plan for the work on the J-MRL Policies and Procedures Manual was distributed to the board. Ms. Lichtman reviewed the plan and changed item #5 to having reorganized sections available for the Board to receive at their January meeting. The committee decided they needed to review what is in the manual and to put it in a more usable format and then go through it and try to update it. The committee will update the table of contents and the index and then will restructure the manual by subjects in sections, with similar items together. A list needs to be made of the distribution of the manuals so that every time a change to the manual is made everyone gets a copy. There will be a control sheet outlining the changes and updates and what needs to be done or replaced. Procedures will be created to have all policy and procedure changes and additions go through the Policy Committee first for review and assignment of a section and page number. Policies and updates on policies will be voted on by the board.

PERSONNEL COMMITTEE REPORT:

1) Parking at Central - The IGA store has reasonable monthly rates ($20.00) for parking spots and this will be publicized to the staff at the Central Library so they can make use of it.

2) Exit Interviews - The director notified the committee that the City’s Human Resources Department will go ahead and do the library’s exit interviews and they requested that they be done in the last week of employment.

3) Job Classification Study - The director reported to the committee on the job classification study. The study just started last week. Every employee was given a job questionnaire to complete. The questionnaires will be going to the consulting firm and they will use the information to develop their classification recommendations. The consultant’s recommendations are supposed to be submitted to the library before the end of May, 1998. Hopefully, the library will have the necessary information to take action on by the beginning of next fiscal year. The library has already factored in a 4-1/2% increase to help cover any possible classification changes.

4) Director’s Evaluation Form - The Personnel Committee hopes to have a draft of the director’s evaluation form for January, 1998.

5) Evaluations in the library system - President Tramontin had asked the director to report on evaluations in the library system. At J-MRL, staff members receive basically two evaluations per year - an informal evaluation in November and then in May there is a formal evaluation. In January, all staff members have the opportunity to evaluate their supervisors. The library just completed the November informal evaluations and the first week of January all staff members will receive forms
to evaluate their supervisors. Next May, 1998 the library will do the formal evaluations. Also in May, the library board evaluates the director.

6) **Job Openings Within the Library** - The library has an opening for a Children’s Librarian at the Central Library. The position was advertised and the library received about two dozen applications and the plan is to interview the top 5-6 applicants before Christmas. The library still has an opening in the Coordinator’s position at Monticello Avenue. The position was advertised and interviews were done and the Executive Committee of Monticello Avenue decided to reopen the position and go through the process again using January 9th as the deadline.

**FIVE-YEAR PLANNING COMMITTEE REPORT:**

The Five-Year Planning Committee met last week. Mr. German reported the committee has started work on drafting a charge for the newly aligned committee. Mr. German emphasized that the committee will not be doing the planning. They will be helping to establish the process and advising on the process and will see the planning takes place in the appropriate places. The long-range plan won’t be a product of this committee - it will be a product of the interaction between the board, the library staff, and the community. The committee will not be seen as the author of the plan but as the facilitator.

Elements of the committee’s charge will include: to advise the library board and the library director on the development of the long-range planning process; to promote involvement in a planning process from all the constituencies; to create an environment friendly to the development of long-range vision; to provide input to long-range vision; to capitalize public support for long range vision and plans; to insure that the library board and the public deal with planning at the appropriate level of detail; to promote a technological vision; and to make sure it is established what the planning level of the board is appropriately involved in and the operational level that should be within the normal decision making of the staff.

The committee discussed some approaches to a long-range planning process. The director brought to their meeting a schedule for a long-range planning process that can form the budget development and setting for next year. That would lead the library to having a plan in place by November of 1998. The committee also talked about the possibilities of how the library can accomplish some of the facilitation of getting the planning going. Their next meeting is scheduled for Friday, January 9th. Mr. German plans to discuss at their next meeting the notion of planning by scenario, where basically you create a vision of the future by telling stories about what the future is going to look like rather than by a more mechanical process. You actually get down to describing what people are going to experience in the environment that
you are trying to build for them. They need to discuss the way to make it happen in practical steps in order to use a technique like this. This approach makes it more real to a wider range of people and engages them in the process very effectively. It also helps to establish the level of detail of vision. The staff who would be involved all the way through the process of setting scenarios would then turn those into planning documents and then those collectively would come forward to the board as the strategic plan. Michael Lucas is the staff member serving on the committee and Philip Williams is serving as the library’s technology person.

WEST BEQUEST:

Andrea Williams confirmed that it was the hope of the board that the library use the West bequest funds to purchase something for the library that would be a permanent addition to the library. The suggestion brought to the board was to take part or all of the funds to refurbish the furnishings in the Jefferson Room and the library might then be able to put a plaque in the room and make it a media event which hopefully might encourage others to make donations to the library. Andrea Williams and William Lyons, Jr. went to Anderson Business Furniture to see what was available and what the costs would be. If there was enough funding, it was also suggested that the library replace the stack chairs in the meeting rooms - approximately 140 stack chairs would be needed as replacements. They were looking for one permanent 12-foot long conference table plus 10 plush conference chairs and possibly some stack chairs to put around the perimeter of the room. Mr. Lyons, Jr. informed the board that based on the money available the library cannot do all of it well on $8,900. Mr. Lyons, Jr. suggested putting the money in the one conference room which would include the 12-foot conference table, 10 chairs around the table, and decent stackable chairs for that room and the other meeting rooms would be left as they are. The estimated cost would be $9,000 (the conference table would cost approximately $2,000, the 10 conference table chairs would cost approximately $300 each for a total of $3,000, and 25 stackable chairs costing approximately $160 each would cost approximately $4,000). Pictures of the furniture were distributed to the board. The board raised questions about the library’s policy regarding naming rooms as memorial gifts, about memorial gifts in general, and about long-term use of the funds by putting the money in an endowment fund and using the interest so that the capital wouldn’t be used. Ms. Askew made the motion that the library use the West bequest, as proposed by Andrea Williams during her report, to refurbish the Jefferson Room. The motion was approved by the seven Board members present (Askew, Clarke, Gaylord, German, Lee, Rice, and Tramontin). Mrs. Lichtman left the meeting early and was not present when the vote was taken.
DIRECTOR’S REPORT:

1) **Approved Budget to Jurisdictions** - The director confirmed that the official copy of the proposed budget for FY 1998/1999 will be sent out right away to the jurisdictions although they have already received a draft copy of it.

2) **Board’s ALA Questionnaires** - At the January, 1998 board meeting, the director will have the analysis of the board’s ALA library trustee questionnaires.

3) **President Tramontin’s Carryover Letter** - President Tramontin’s letter on the excess carryover from last year was delivered to all the jurisdictions. They are all planning to submit the request to their governing bodies. The director is hoping the library will know by the January, 1998 board meeting if all the jurisdictions will allow the library to keep the money or not. The request was to allow the library to keep the excess carryover and put it toward the automation project.

4) **Louisa Library Update** - Ms. Clarke reported on the status of a new Louisa library. Two months ago, the Library Foundation received a proposal from an anonymous county resident offering $400,000 to buy the two parcels of land that the Library Foundation owns. The Library Foundation has been meeting with the Friends of the Library as the Friends want the library to stay in Louisa and this gift of deed stipulates the library has to be in close proximity to the high school meaning that a new library facility would have to go in the Mineral district. This was looked upon as an opportunity to get a building so most of the Friends were in favor of working with the Foundation and voted to support the Foundation’s proposal. The Board of Supervisors are not going to raise funds for a library except on a matching funds basis so the Foundation needs to come up with $650,000-$750,000. The $400,000 can be used as part of the matching funds. They are thinking of getting a professional fund raiser to help raise the additional $250,000-$350,000. The land won’t have to be purchased as the county bought this tract of land when they added the new middle school. The county has already gotten the school board to set aside approximately 2.2 acres of this tract for a library. The library board won’t be taking any position on this as the library will serve well any location the county chooses and the board feels this is a local issue that should be resolved in Louisa.

5) **Funding of Virginia Library Association’s (VLA) liaison position/lobbyist** - The director explained that VLA funds a liaison position, a person who keeps the Virginia Library Association (VLA) informed of library-related legislation. Information regarding this was distributed to the board. VLA needs some financial support to keep this position going into the next legislative session. They are looking for $25 from each library director, $35 from each Friends group, and $35 from each library board. This would work out minimally to at least $4.00 (or more) for each board member. Checks should be sent to the address listed on the information distributed or board members can give their checks to Ms. Grossman to send in for them.
DIRECTOR’S REPORT (Continued):

6) VLA Legislative Committee - Ms. Williams is a member of the VLA Legislative Committee and reported on what is going on with legislation. There is a big push going on right now to get the General Assembly to look at a full funding formula. Right now libraries are funded at approximately 72%. It is very important this year to have Phil Abraham, the liaison, kept on through the course of this process through the General Assembly. They developed a strategy to convince legislators to achieve the full funding formula in three years (3-year phase-in program). The handout outlines what their program would provide for each of the three years. They hope library supporters in the community will meet with legislators before they get to Richmond in January so that they will already be thinking about this. The information distributed to the board discusses all of this in detail and tells them what they can do to help support this, includes a list of Virginia legislators with addresses and phone numbers, and includes the VLA Legislative Committee’s position page. Factors used in the formula include geographical location, area served by a library, population, and an incentive for regional participation. When the budget is made known, public hearings take place throughout the state. The board usually goes to the one held in Richmond and that is scheduled for January 19th at 1:00 p.m. There will also be one held December 30th in Verona, Virginia at the Augusta County Government Center at 5:30 p.m. and the director, Ms. Rice, President Tramontin, and Andrea Williams plan to attend. Legislative Day is important and is scheduled for January 22nd and the director, Andrea Williams, and Ms. Askew plan to attend. If other board members would like to attend, they should contact the director.

BEEFS & BOUQUETS:

Ms. Rice asked where staff got their reindeer pins. Beth Gentry, from the Children’s Department, made them out of jigsaw puzzles and gave them to the staff.

MINUTES:

Ms. Gaylord made the motion that the board approve the November 24, 1997 Minutes as presented. The motion was approved by four of the Board members (Askew, Gaylord, Lee, and Tramontin). Ms. Clarke and Ms. Rice abstained as they were not present at the November 24, 1997 board meeting. Mr. German and Ms. Lichtman left the meeting early and were not present when the vote was taken.

ADJOURNMENT:

Ms. Askew motioned for adjournment and the board adjourned at 2:38 p.m.

George C. Tramontin, President
SUMMARY OF MOTIONS/RESOLUTIONS APPROVED BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

AT THE JANUARY 26, 1998 MEETING

1) Approval by the Board of the December 15, 1997 Minutes as amended.

2) Approval by the Board to accept the timeline for development of J-MRL's 5-year plan.

3) Approval by the Board of the resolution as read (supporting full state funding for public libraries).

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called in order by President Tramontin at 1:02 p.m. in the Central Library's Madison Room on Monday, January 26, 1998.

The motion was seconded and approved. All members (Askew, Gaylord, Lee, Lichtman, Rice, and Tramontin) were present when the vote was taken.

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 1:02 p.m. in the Central Library's Madison Room on Monday, January 26, 1998.

Mr. Lee made a motion to approve the December 15, 1997 Minutes as amended. The motion was approved by six of the board members (Askew, Gaylord, Lee, Lichtman, Rice, and Tramontin). Mr. German was not present when the vote was taken.

PERSONNEL COMMITTEE'S REPORT:

The library did not have a staff in-service (staff training) day last year. Some of the staff would have received recognition for their many years of service at that time but did not receive this recognition last year. The Personnel Committee decided
PERSONNEL COMMITTEE’S REPORT (Continued):

to ask those staff members to come to the board’s March meeting so they can receive recognition. The March meeting will be moved to the McIntire Room.

An employee applied for an open position that was at a lower job classification rate than the one they were holding. The employee thought they might be able to keep their current salary because there had been some precedent of allowing this in the past. However, if the library follows the City of Charlottesville’s personnel policy, that is not permitted. Section 8.9, from the City’s personnel regulations, indicates when an employee accepts a reclassification to a lower pay grade, they must not exceed the highest value of the new grade. The Personnel Committee decided the library should go with the City’s personnel regulations.

A draft of the new director’s evaluation form was distributed to the board members for their review. The draft was divided into accomplishments and goals under each subject for evaluation. The board members plan to review the handout and come back with their comments at the next board meeting. The board plans to do a preliminary informal evaluation/assessment of the director in executive session at their February meeting.

POLICY COMMITTEE’S REPORT:

Ms. Lichtman reviewed with the board the distributed draft proposal of J-MRL Procedure 36b.2 on Procedures for Board of Trustees Policy Changes to the policy manual. This is the procedure the Policy Committee plans to follow when something is suggested for the policy manual. The Policy Committee will have the committee charges next month so that they can be included with the policies. The Policy Committee distributed to the board members handouts of policies that were discussed and voted on during various board meetings but had never been finalized and placed in the policy manual. From now on when the board votes on something going in the policy manual, board members will have the actual page there at the board meeting for their review. The Policy Committee announced they will be meeting directly after the board meeting to talk about subject headings and to begin reorganization of the manual.

5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT:

The 5-Year Plan/Technology Committee worked up the charge for their committee. Mr. German reviewed with the board members the distributed draft of the proposed timeline for developing the library’s 5-year plan. Surveys and interviews will be done in February and March and the results will be available at the April board meeting. April, May, and June will be intensely active months throughout the library.
5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT (Continued):

During those three months there will be eight public sessions and the board will hear presentations on demographics of the area J-MRL serves, economic forecasts, publishing trends, how J-MRL compares with other libraries, the J-MRL Technology Committee’s report, etc. In June, the board will hear the results of the public sessions and the scenarios that will have come out of them. During July and August the branch and department managers will be developing drafts of the mission, goals and objectives. In September, the consolidated draft of the long-range plan will be presented to the library board. There will be public meetings scheduled in October to accept comments on the draft plan, as adjusted by the board’s comments from September. Adoption by the board of the Long-Range Plan is scheduled for their October board meeting. The plan should be reviewed every year. The adopted plan would be used to develop the 1999-2000 library budget. Ms. Gaylord asked if the library’s survey could include getting input about locations for the new library in Greene County. Each library location should have something specific to that location included in the survey. The director will be working with the library staff, branch managers, and department heads in developing the surveys. Any ideas, suggestions, and/or questions for the surveys should be directed to the library director or Mr. German before their next 5-Year Plan/Technology Committee meeting. Throughout the year and for the next meeting of the 5-Year-Plan/Technology Committee, the committee will be meeting on the second Friday of each month at 1:00 p.m. at the Central Library. Ms. Rice made a motion for the board to accept the timeline for development of J-MRL’s 5-year plan. The motion was approved by the seven board members present (Askew, Gaylord, German, Lee, Lichtman, Rice, and Tramontin).

The technology upgrade does not have to wait for the 5-year plan. The consultant’s technology report is being revised - the library is revising the automation plan in order to lower the cost overall and to phase in the process over a three-year period.

FY 1996-1997 CARRYOVER UPDATE:

In October, the board decided to ask the jurisdictions if the library could keep the carryover funds from FY 1996-1997 and put them toward the automation project. Nelson County said the library could keep the funds and use them for the automation project with one contingency - that all the other jurisdictions agreed likewise. Charlottesville’s City Council approved letting the library have the carryover funds for the automation project. Greene County’s Board of Supervisors will be discussing this issue later in January. Louisa County is looking at building a new library facility and they want to put the funds toward a new building instead of the library’s automation project. The director asked to meet with the Budget Committee to discuss some of the details of this carryover and to discuss how the library should handle carryover funds generally in the future. Both issues will be brought up at the February meeting.
FY 1998-1999 BUDGET UPDATE:

The director reported on the status of the FY 1998-1999 budget. Albemarle County’s administrators said it was likely Albemarle County would fund the technology position. At this point, they are not sure yet about the rest of the library’s proposals.

FULL STATE FUNDING FOR PUBLIC LIBRARIES:

President Tramontin spoke very persuasively regarding how necessary it is to support full funding and the 3-year phased-in program to fully fund the state aid formula to public libraries. A full funding fact sheet was distributed for the board to review. Ms. Williams and the director went last Thursday, January 22nd to Legislative Day in Richmond to ask local legislators for their support for the full funding formula for state libraries. Legislators they talked to were supportive and none were against supporting this. However, they pointed out this could prove to be a tough year for the state’s budget financially because of the phasing out of the personal property tax/car tax. Timing is very important during this legislative session. People/groups are being encouraged to contact their legislators within the next few weeks. A discussion ensued about having a fact sheet made available to hand out in our libraries. President Tramontin will check with the library’s attorney regarding the legal aspect of doing this. It was pointed out a large number of patrons are waiting to read certain best sellers and that full funding would purchase many of these sorely needed books. Board members asked about monitoring the library’s book rental program at Gordon Avenue and expanding it to better meet patron requests. The library is looking at expanding the book rental program to Central Library and Northside in the next fiscal year. The director read a draft resolution supporting full state funding for public libraries (attached). Mr. German made a motion for board approval of the resolution as read. The motion was approved by the seven board members present (Askew, Gaylord, German, Lee, Lichtman, Rice, and Tramontin).

DIRECTOR’S REPORT:

1) New Positions - Three positions have recently been filled: Anne Wilson, from Northside Branch Library, has been hired to fill the vacant position of Children’s Librarian at the Central Library; Mary Schudel was hired to fill a part-time Library Clerk I position at the Northside Branch Library; Mary Shoupe was hired to fill a part-time Library Clerk I position at the Louisa County Library. Interviews were done last week for the Monticello Avenue Coordinator’s position. It has been narrowed down to two finalists and a final decision will be made this week.

2) Louisa County Library Foundation - The Louisa County Library Foundation has made a formal proposal to their Board of Supervisors to raise $650,000 for a new
LIBRARY BOARD MINUTES -5- JANUARY 26, 1998

DIRECTOR'S REPORT (Continued):

15,000 sq. ft. library if the supervisors will appropriate $650,000 also. That would be a $1.3 million building. The board will be kept informed of the status on this.

3) House Bill #348 - Public Libraries Information Infrastructure Access (House Bill #348) is a bill to mandate filtering software on some of the computers in our library system. It would make it illegal to access what is determined as obscene materials on library computers. It would require library staff to police library terminals and report any illegal activities to the police. The director is not sure how far this bill will go in the legislature. Mr. Lee has the number to contact on this.

BEEFS & BOUQUETS:

1) Board Membership to 1998 VLA - Ms. Rice wanted to thank Administration for paying the 1998 VLA dues for each of the board members.

2) President Tramontin - A New Grandfather - The board members congratulated President Tramontin on being a new grandfather. He has a new grandson.

FUTURE AGENDA ITEMS:

Items for next month's agenda include: long-range plan questionnaire, equipment fund report, where the library is going with the carryover funds in the future, an executive session for evaluation of the director, rescheduling of May 25th board meeting (Memorial Day), the 5-Year Plan/Technology Committee’s charge.

ADJOURNMENT:

Mr. German made the motion for adjournment and the board adjourned at 2:33 p.m.

George C. Tramontin, President
SUMMARY OF MOTIONS/RESOLUTIONS APPROVED BY THE
JEFFERSON-MADISON REGIONAL LIBRARY’S
BOARD OF TRUSTEES
AT THE FEBRUARY 23, 1998 MEETING

1) Approval by the Board of the January 26, 1998 Minutes.

2) Approval by the Board instructing the staff to proceed with the development of a Request for Proposal (RFP) based on the January, 1998 second draft of the automation plan.

3) Approval by the Board to adopt this proposed Equipment Fund Budget for 1998-1999 as presented today.

4) Approval by the Board to accept a gift (Kurzweil/Xerox Personal Reader) for the library.

5) Approval by the Board to endorse the notion of exploring inclusion of the Fluvanna County Library in the J-MRL system.

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 1:05 p.m. in the Central Library’s Madison Room on Monday, February 23, 1998.

Mr. Lee made a motion for approval of the January 26, 1998 Minutes. The motion was approved by seven of the board members (Askew, Gaylord, German, Lee, Lichtman, Rice, and Tramontin). Mrs. Whiting abstained as she was not present at the January 26, 1998 board meeting.

President Tramontin informed the board the League of Women Voters mailed to 300 people on their mailing list information on full funding support for Virginia’s public libraries. The board expressed their appreciation to the League of Women Voters.
PERSONNEL COMMITTEE’S REPORT:

Mrs. Gaylord distributed a set of questions to the trustees, to help aid them in using the new evaluation form for the library director. Numbers 9 and 10 will need to be added to the evaluation form distributed at last month’s meeting. Since the board just received the questions, the discussion and approval will be done at next month’s meeting. May is the scheduled time for the director’s formal evaluation and there will be a preliminary informal evaluation at the end of today’s meeting.

The Personnel Committee met and discussed several items:

1) Travel Policy - The Personnel Committee received a staff request to look into a travel policy about mileage reimbursement for the library. The committee should have something ready for the board’s approval at next month’s meeting.

2) Part-Time Staff Holiday Pay - The committee received a request to look into part-time staff’s holiday/compensatory pay. The board briefly discussed the library’s policy. It was decided to keep the policy the way it is currently and to give part-time staff an opportunity to make up the time/hours lost within the same pay period the holiday/compensatory time occurs.

3) Staff Changes - Beginning March, 1998, Jean Pullen, Library Clerk II, is being transferred from Northside to the Technical Services Department and Stella Pool, Children's Librarian - Gordon Avenue, is being promoted to Community Information Network Coordinator for Monticello Avenue. Ann Michelle Cash, Library Clerk III-Nelson County, has decided not to return from her maternity leave.

POLICY COMMITTEE’S REPORT:

Mrs. Lichtman announced the Policy Committee is meeting directly after the board meeting. A policy on Committee Charges was distributed to the trustees and they were directed to remove "Draft Proposal" from the 5-Year Plan/Technology Committee line as it was not a draft. The Policy Committee is continuing their work on a subject heading list for the Policy and Procedures Manual.

5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT:

Mr. German reported the Technology Committee discussed the automation plan. The committee discussed the process of their planning beginning with construction of the survey. Next week the library plans to mail out a draft of the survey for comments and criticisms. The final survey should be going out before the next board meeting. The committee worked on getting an early focus group together to work on the design of the public meetings, what they hope to accomplish, and to develop an
5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT (Continued):

outline of the subjects for discussion. The committee is looking primarily at the Friends as participants in the early focus group. A regular schedule of meetings has been set up and includes a presentation to the board members on demographic trends and planning information.

The revised automation plan scales back the number of workstations and scales back some of the software functions. The plan involves replacing the library’s dumb terminal catalog with pc’s and provides for internet access for all the branch libraries. The original cost was $1.1 million and the revised plan costs approximately $760,000. Charlottesville and Albemarle County have already made plans to set funds aside for this and the other jurisdictions need to be contacted to see about funding. A Request for Proposal (RFP) needs to be developed. Although it isn’t part of the original RFP, the board asked if the automation consultant would be available for questions at the time the board discusses the report. Mr. German made the motion that the library board instruct the staff to proceed with the development of a Request for Proposal (RFP) based on the January, 1998 second draft of the automation plan. The motion was unanimously approved by the eight board members present (Askew, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting).

BUDGET COMMITTEE’S REPORT:

Ms. Askew informed the board that the Budget Committee reviewed the proposed 1998-1999 Equipment Fund Budget (in the board packet) submitted by Mr. Lyons. A brief discussion ensued. Instead of going with a separate Monticello Avenue fund it now is included in with the system-wide computer hardware/software. Ms. Askew made the motion that the board adopt this proposed Equipment Fund Budget for 1998-1999 as presented today. The motion was unanimously approved by the eight board members present (Askew, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting).

Ms. Askew reported that the Budget Committee discussed the cost of the automation project and the library’s year-end carryover. The committee hopes the board will predispose, if possible, using part of the year-end fund balance to help pay for the technology project. The committee is working on their recommendation to the board.

MAY 1998 BOARD MEETING DATE:

The board’s meeting date for May, 1998 falls on Memorial Day and the trustees discussed an alternate date. The board decided to reschedule their regular monthly meeting to Monday, May 18, 1998 at 1:00 p.m. in the Madison Room.
DEMONSTRATION/ACCEPTANCE OF GIFT EQUIPMENT:

Mrs. Williams demonstrated a Kurzweil/Xerox Personal Reader recently given as a gift to the library. This machine is used by people with vision impairments/disabilities. A scanner scans the printed words and a voice synthesizer reads them out loud the printed words. The machine can do individual sheets, books, and columns. The library plans to contact some of the local agencies serving people with sight problems. Ms. Askew made the motion that the board accept this gift for the library. The motion was unanimously approved by the eight board members present (Askew, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting).

DIRECTOR’S REPORT:

1) Gift from the Torn Land Fund - The Torn Land Fund in Nelson County is preparing to give Nelson County Memorial Library a computer and printer to use as an internet connection.

2) Endowment Fund - The Endowment Fund Committee will be meeting in May, 1998. The board should decide what the library plans to ask for before the May meeting. The committee plans to look at what the availability is and a policy needs to be developed about starting to use the funds.

3) Fluvanna County Library - The board received a copy of a letter from the Secretary of the Fluvanna County Library Board, a J-MRL Regional Library Map, and a regional map including Fluvanna County as part of the Thomas Jefferson Planning District. Fluvanna County Library would like the J-MRL board to consider letting Fluvanna join J-MRL’s system. It would require approval of both library boards, approval by all the jurisdictions in J-MRL’s system as well as Fluvanna County’s Board of Supervisors, and approval by the Library of Virginia. J-MRL’s Regional Agreement would have to be rewritten. The jurisdictions will want to know what impact this might have on library services and finances. Some of the main issues would include Fluvanna’s share of J-MRL’s regional costs, courier deliveries and a possible need to add more delivery staff, and state aid. A letter should be sent from the J-MRL board to Fluvanna County’s library board thanking them for their interest. Mr. German made a motion that the board endorse the notion of exploring inclusion of the Fluvanna County Library in the J-MRL system. The motion was unanimously approved by the eight board members present (Askew, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting).

4) Carryover Funds - A letter was sent to the jurisdictions requesting permission for J-MRL to use last year’s carryover funds to help pay for the new automation system. Greene County has not responded. The City of Charlottesville has agreed. Albemarle County has agreed and wants to put the money in their CIP funding. Nelson County has agreed providing all of the jurisdictions agree. Louisa
DIRECTOR’S REPORT (Continued):

County would prefer to put the money toward building a new library for Louisa County. The director plans to talk to Louisa County to give them a chance to reconsider and he plans to follow up with Greene County.

5) Festival of the Book and Friends of J-MRL Book Sale - The Virginia Festival of the Book and the Friends of J-MRL Book Sale are being held in March, 1998. The Virginia Festival of the Book has four tickets available for the library trustees and if any of the trustees would like to attend the March 20th luncheon, they should contact the director.

6) Nomination for VLA Life Members - Ms. Rice informed the board she would like to nominate someone to become a life member in VLA.

BEEFS & BOUQUETS:

Mrs. Rice thanked Ms. Wagner and the League of Women Voters for the mailing they sent out in their recent newsletter supporting full funding for public libraries.

FUTURE AGENDA ITEMS:

The March, 1998 board meeting will be held in the Central Library’s McIntire Room so that service awards can be given to employees reaching major anniversaries in 1997. Other agenda items will include the Personnel Committee’s finalization of the director’s evaluation form, a presentation on the automated circulation system, and honoring someone for the VLA life membership.

EXECUTIVE SESSION:

Mr. German 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 eight board members present (Askew, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting). The board went into Executive Session at 2:30 p.m. and reconvened at 3:16 p.m. The Certification of Executive Meeting was taken by President Tramontin.

ADJOURNMENT:

Mr. German made a motion for adjournment and the meeting adjourned at 3:17 p.m.

George C. Tramontin, President
MOTION:  MR. GERMAN  
RESOLUTION NO.: #1 - 2/23/98

SECOND:  (NOT REQUIRED)  
MEETING DATE:  FEBRUARY 23, 1998

(MOTION - 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, GAYLORD, GERMAN, LEE, 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:

DonnaLee Grossman, Administration
Jefferson-Madison Regional Library
MINUTES OF THE MARCH 23, 1998 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew - Vice President
Mary Jane Clarke
Betty Gaylord
Robert German
Kenneth Lee
Jacqueline Lichtman
Jacqueline Rice
George Tramontin - President
Priscilla Whiting

ALSO PRESENT:

Carolyn Allen - Children's Services-Central Library
Mary Barbour - Children's Services-Gordon Avenue Library
R. Timothy Carrier - Young Adult Services Librarian-Central Library
Molly Cassell - League of Women Voters
Carol Clark - Customer Services Supervisor-Central Circulation
Linwood Frye, Sr. - Bookmobile
DonnaLee Grossman - Administration
John Halliday - Library Director
Tanith Knight - Head, Nelson County Memorial Library
William Lyons, Jr. - Business Manager
Joyce MacDonald - Staff Recorder
Mrs. Mason - Representing Lorraine Mason from Gordon Avenue Library
Margaret O'Bryant - Albemarle County Historical Society-McIntire Bldg.
Andrea Williams - Collection Development Coordinator-Central Library
Philip Williams - Head, Technical Services-Central Library
Miscellaneous 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 1:02 p.m. in the Central Library's McIntire Room on Monday, March 23, 1998.

Mr. Lee made a motion for approval of the February 23, 1998 Minutes. The motion was approved by eight of the board members (Askew, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting). Mrs. Clarke abstained as she was not present at the February 23, 1998 board meeting.
PERSONNEL COMMITTEE'S REPORT:

Mrs. Gaylord reported that the Personnel Committee approved a new travel regulation policy. The Policy Committee will assign a number to the policy and then it will go to the board for review and approval.

One of the staff representatives brought up to the Personnel Committee that July 4, 1998 will be on a Saturday and asked about the possibility of the library having a 3-day weekend. The library director checked with the jurisdictions to see what they were doing about the July 4th weekend and found that all the jurisdictions will be closed on Friday, July 3rd this year - the jurisdictions are normally closed on Saturday while the library is normally open on Saturday. This needs to be discussed more to work out some of the details.

The director’s evaluation form was discussed. Items 9 and 10 should be added to the original form (Preparing and Managing the Budget and Miscellaneous). The evaluation form shouldn’t go in the policy manual but there should be a policy on how often and when the library board does the director’s evaluation. The board adopted the evaluation form and will be using it for the director’s evaluation in May.

POLICY COMMITTEE'S REPORT:

Mrs. Lichtman informed the board that several inserts will be mailed out to the board members so that they can put them in their policy manual.

The Policy Committee will be meeting directly after the board meeting. They are still working on organizing the policy manual into different categories. The final draft of the policy manual may be printed in a different color. In May the Personnel Committee plans to call in all the current manuals and they hope to have the policy manual redone in July. It was suggested the assigned manuals be numbered so that when the new manuals are distributed whoever is assigned a manual will have a number and a manual. It was requested that the manuals be put in a soft covered 3-ring binder.

5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT:

Mr. German reported that the 5-Year Plan/Technology Committee met and discussed the RFP going out for a new catalog system. They are proceeding with the development of the RFP and are adhering to the planning timeline for a strategic planning process. Next month David Seaman, Director of Electronic Texts at the University of Virginia’s Alderman Library, will be talking to the library board about publishing trends and electronic databases. The library’s branch managers and department heads will be invited to hear Mr. Seaman.
5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT (Continued):

A sample library survey/questionnaire was distributed to the board members. The survey is for the period covering March 23-April 4, 1998. Approximately 8,000 surveys have been distributed. The surveys were coded so that when they are tabulated the library can divide them up by the branch library they came from. Surveys were mailed out to the board of supervisors, council members, county administrators, and to the Friends of the Library. Arrangements have been made to drop surveys off to some of the Greene County schools.

The director briefly discussed the status of the compensation classification study. The consultants are working on the job questionnaires the staff filled out. The consultants had planned to send representatives to the library in March but they changed the date. Representatives will be coming to the library around April 10th to interview some of the staff. After the interviews and before July 1, 1998, the consultants will be coming back with their recommendations on job classifications and salaries and it should all tie in with the City of Charlottesville’s reclassification study.

BUDGET COMMITTEE’S REPORT:

Mrs. Askew reported on the status of the library’s FY 1998-1999 budget. The City of Charlottesville plans to fund 100% of the library’s budget request and the computer system upgrade. Albemarle County plans to fund all but the clerical position at Central Library and plans to fund the computer system upgrade. Nelson County plans to fund 100% and plans to fund the capital expenditure for the computer system upgrade. Louisa County plans to fund 100% of the budget request. Greene County is not finished with their budget yet. The carryover request is still pending with Louisa County.

The General Assembly plans to increase state aid to public libraries. There will be an additional $1.4 million for this year, which means an additional $60,000 for our library system. The board needs to send letters to The Observer, The Daily Progress, WINA, the League of Women Voters, and to all the library’s representatives who supported this.

PRESENTATION ON AUTOMATED CIRCULATION SYSTEM:

The board recessed at 1:26 p.m. to attend a presentation being held in Monticello Avenue on an automated circulation system. Philip Williams demonstrated to the board a DRA automated system being used by another library. Our library is considering DRA as one of the vendors for the library’s new automated system. At 2:15 p.m. the regular board meeting resumed in the McIntire Room.
DIRECTOR’S REPORT:

1) Fluvanna County - In response to President Tramontin’s letter, Vivian Kendrick of Fluvanna County visited our library director and informed him their library board was not prepared at this time to move ahead with discussions about joining J-MRL. Fluvanna County is in the process of searching for a librarian and they are not ready to discuss making a major change such as joining J-MRL at this time. However, they may be coming back to J-MRL at a later date to discuss it. Fluvanna County has asked our director to help them screen their applications for a new director.

2) May Board Meeting - The director informed the board that the Thomas Jefferson Planning District Commission will be coming to the May, 1998 board meeting to report on demographics and economic changes and they will be including Fluvanna County since that is part of their jurisdiction.

3) Virginia Library Association’s (VLA) Annual Awards - VLA gives out annual awards and if the board has anybody they think is deserving of a special award from VLA, they should let the director know. The director is already working on one suggestion given to him by Ms. Rice.

4) Virginia Festival of the Book - The library has been involved in the Virginia Festival of the Book. The director is on the Steering Committee for the festival. Tim Carrier, the library’s Young Adult Services Librarian, was involved in helping to plan youth programs for the festival. One board member, Priscilla Whiting, read to the children at Central Library during the festival. The library served as a venue for the festival and Central Library’s Mcintire Room was used for the closing of the festival. The presentation and the number and quality of the programs and speakers were excellent. Ms. Lichtman went to the session on censorship and mentioned to the board that a case is going to Supreme Court - Loudoun County had put a filter on their computers so that users couldn’t access certain objectionable sites. Once this is resolved, then libraries either will or will not be able to use that method.

5) Book Sale at Gordon Avenue - The book sale is going on at Gordon Avenue. The first weekend, when they were selling just children’s books and music, they made about $20,000. On March 21st, they made approximately $30,000 more. The sale is still going on for another week.

6) Book Signings - Mr. Lee suggested enhancing the stature of the library by having book signings done at the library. This could be sponsored on a rotating basis by the various book stores in town and the book stores would be doing the selling. This doesn’t fit in the current policy but the board could discuss changing the policy. The policy currently allows selling of books during the Festival of the Book and for Friends of the Library presentations.
FUTURE AGENDA ITEMS:

A future agenda item for the May board meeting would be to invite Brenda Reibel, head of the Book Buddies project, to talk to the board. Future agenda items for the April board meeting should include David Seaman reporting on publishing trends, the preliminary results from the library survey, mid-year budget adjustments, and the RFP for a new catalog system.

1997 ANNIVERSARY SERVICE AWARDS PRESENTATION TO STAFF:

On behalf of the library and board members, President Tramontin acknowledged nine library staff members who had significant anniversary dates in 1997:

30 Years of Service - Carolyn Allen, Mary Barbour, and Linwood Frye, Sr.

20 Years of Service - Tanith Knight and Andrea Williams

10 Years of Service - Margaret O'Bryant

5 Years of Service - Margaret Gillette, Patrick Kilmer, and Lorraine Mason

At the end of the service awards presentation and on behalf of the trustees, President Tramontin thanked the staff who received service awards and thanked every single employee of J-MRL for their dedication and their service.

ADJOURNMENT:

Mr. Lee made a motion for adjournment and the meeting adjourned at 2:47 p.m.
SUMMARY OF MOTIONS/RESOLUTIONS APPROVED BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

AT THE APRIL 27, 1998 MEETING

TRUSTEES PRESENT:

Geth Askew - Vice President
Jacqueline Lichtman
Betty Gaylord
George Tramontin - President
Robert German
Presilda Whiting

ALSO PRESENT:

Carol Clark - Customer Services Supervisor - Central Circulation
Joan McGraw - Assistant Director - Central Library
Joyce MacDonald - Staff Recorder
Donnella Avenue
David Bocchi - Dean, Louisa County Library Branch
Mary L. Rice
Andrea Williams - Collection Development Coordinator - Central Library
Philip Williams - Head, Technical Services - Central Library

5) Approval by the Board to authorize the Library Administration to issue the RFP for the new library automation system when it is ready to go.

6) Approval by the Board of the proposed budget reallocations that Mr. Lyons, Jr. submitted.

George C. Tramontin
President

Mrs. Gaylord reported that the Personnel Committee did not meet in April as they did not have any particular items to discuss. The committee already approved the J-MRL Travel Regulations draft at a previous meeting and they offered it to the...
MINUTES OF THE APRIL 27, 1998 MEETING

OF THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew - Vice President
Mary Jane Clarke
Betty Gaylord
Robert German
Kenneth Lee

Jacqueline Lichtman
Jacqueline Rice
George Tramontin - President
Priscilla Whiting

ALSO PRESENT:

Carol Clark - Customer Services Supervisor-Central Circulation
DonnaLee Grossman - Administration
John Halliday - Library Director
Steven Hartung - Head, Louisa County Library Branch
Joyce MacDonald - Staff Recorder
Stella Pool - Community Information Network Coordinator-Monticello Avenue
David Seaman - Coordinator of Electronic Text Center-UVA
Mary Wagner - League of Women Voters
Andrea Williams - Collection Development Coordinator-Central Library
Philip Williams - Head, Technical Services-Central Library

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was called to order by President Tramontin at 1:03 p.m. in the Central Library's Madison Room on Monday, April 27, 1998.

Mr. Lee made a motion for approval of the March 23, 1998 Minutes. The motion was approved by eight of the board members (Askew, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting). Mrs. Clarke abstained.

PERSONNEL COMMITTEE'S REPORT:

Mrs. Gaylord reported that the Personnel Committee did not meet in April as they did not have any particular items to discuss. The committee already approved the J-MRL Travel Regulations draft at a previous meeting and they offered it to the
PERSONNEL COMMITTEE’S REPORT (Continued):

board for their approval. While reviewing the draft, a discussion ensued regarding library trustees being reimbursed for travel to monthly meetings and committee meetings. Mr. Lee made the motion to change the word “shall” to “may” in the second paragraph of the draft. The motion was approved by eight of the board members (Askew, Clarke, Gaylord, German, Lee, Lichtman, Tramontin, and Whiting). Mrs. Rice opposed the motion. It was suggested that tips be considered a reimbursable item. Mr. Lee made a motion that the board delete the word “tips” out of item #5 in the J-MRL Travel Regulations. The motion was approved by seven of the board members (Clarke, Gaylord, German, Lee, Lichtman, Tramontin, and Whiting). Ms. Askew opposed the motion and Mrs. Rice abstained. Mrs. Gaylord made the motion that the board adopt the Personnel Committee’s recommendation for the policy on J-MRL Travel Regulations with the modifications. The motion was approved by eight of the board members (Askew, Clarke, Gaylord, German, Lee, Lichtman, Tramontin, and Whiting). Mrs. Rice opposed the motion.

POLICY COMMITTEE’S REPORT:

Mrs. Lichtman wanted to make sure everyone understood that the Policy Committee doesn’t approve other committees’ policies. The Policy Committee accepts policies the way committees give them to the Policy Committee. The Policy Committee then puts the policy in the format in which it will be in the Policy Manual and types it, assigns it a number, and then gives it back so that it can be presented to the board for their review and approval. The Policy Committee is almost finished with organizing all the policies in the Policy Manual into seven categories. Mrs. Lichtman showed the board her draft outline of the seven categories. The Policy Committee should finalize it today after the Board meeting.

5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT:

Mr. German reported that the 5-Year Plan/Technology Committee met and reviewed the revised RFP for the library’s automated circulation system. The third revision of the RFP is in the last stages and Mr. German made the motion that the board authorize the Library Administration to issue the RFP for the new library automation system when it is ready to go. The motion was approved by the nine board members present (Askew, Clarke, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting). There will be at least two other opportunities for changes to be made - when the proposals come in and when the library goes into contract negotiations. Mr. German announced that the 5-Year Plan/Technology Committee will not be meeting on May 8th.
LIBRARY BOARD MINUTES

LIBRARY SURVEY:

The director reviewed the report included in the board packet on the preliminary results of the library survey. So far approximately 1,000 surveys have been tallied. One interesting fact in the surveys is that approximately 48% have computer access to the Internet and World Wide Web from home. Surveys are still coming in and the director anticipates at least 2,000 responses when they are finally done. A person from the University of Virginia will put all the data into a computer to come out with some final reports and graphics to show the board in May.

TRENDS IN PUBLISHING & ELECTRONIC DATABASES:

Mr. David Seaman, Coordinator of the Electronic Text Center at the University of Virginia, discussed trends and what he sees in the future regarding publishing and electronic databases. Mr. Seaman distributed a brochure put out by the Electronic Text Center. For the last 6-7 years, UVA has started to think more seriously about what they do to manage and build a collection of humanities materials that exist in their library only in electronic form. One of the things that spurred them was the arrival in the early parts of this decade of large and initially very expensive collections of primary data in electronic form. They found themselves wearing two hats - the traditional role as a customer and now they are becoming a producer as well. Now the Internet is growing up and the age groups it touches runs a large spread. UVA is putting more and more of their own materials on-line and are sometimes seeing savings in doing that. UVA is getting use to having approximately 80,000 hits a day on their electronic text - serving clientele from as far away as Australia and with approximately 6%-7% of their clientele coming from Virginia. UVA has become a library through the Internet access and they are now serving data to communities they have never served before.

The Web has been a wonderful publishing mechanism for a good number of years as long as you don’t need to make any money at doing this. UVA is producing both primary and secondary content and in one case they are doing it for a fee and they expect it to pay for itself. In the area of Internet access, funds can be obtained from private, state, and federal sources. The library’s survey indicates almost 50% have access to the Internet. What that means as a library is the material that you make available could be anything from when the library opens to documents and the library’s holdings. The library has taken a leadership role and is providing a community role by providing space where you can get access to the Internet and in providing basic user training to the public. The library can quite seriously think about being publishers as well as being customers. If public libraries such as ours decide to expand into publishing roles, they might consider going into a partnership role with other universities or organizations. UVA is seeing a growing sophistication on the point of people trying to sell them data. You can buy access to the same information on somebody else’s machine. There has been some limited success in selling access.
TRENDS IN PUBLISHING & ELECTRONIC DATABASES (Continued):

Somewhere around the corner is "micro-charging" - the ability to have information for which you are charging or information you are purchasing on a Web server with a mechanism in place to charge very small sums of money. The vendors who are selling especially the larger databases are very keen on consortia arrangements. For the price of a small fee, you can buy access or ownership to a much larger group of people. An example would be the Virtual Library of Virginia (VIVA) - a state funded consortia of higher education libraries. What will be seen in the future is an increasingly rapid integration of on-line materials and on-line services. The library could use constraints on objectionable materials available on the Internet - such as pornography and racist and lunatic fringe materials. There are mechanisms by which you can filter out certain types of material but the mechanisms are somewhat clumsy and they do tend to filter out more than you might necessarily want. Mr. Seaman felt there was a real role for public libraries to empower readers. Mr. Seaman felt our public library could use their move into cyberspace to use their delivery of electronic data, their own publishing, and the visibility it gives them within the community to consciously re-articulate for our primary users what it is the library does. It doesn’t hurt to remind our communities exactly what the fundamental mission, role, and place of a library is. Stored data needs to be built to international standards so that it can route/migrate to different "gadgets" - this is particularly important as technology advances.

BUDGET COMMITTEE'S REPORT:

Ms. Askew announced to the board that every jurisdiction fully funded the library’s budget request for FY 1998-1999 with the exception of Albemarle County for a few additional hours for Central Circulation staff. The board needs to work on the surplus carryover from last year and discuss the surplus from this fiscal year. A Budget Committee meeting date was set for next Monday, May 4th at 1:00 p.m. Included in the board’s packet was a memo from Mr. Lyons, Jr. outlining the mid-year review and recommending operating budget transfers. There will be some funds left over and Mr. Lyons, Jr. suggested using them to expand Central’s ground cover and to do renovations to Central’s elevator. Ms. Askew made a motion that the board approve the proposed budget reallocations that Mr. Lyons, Jr. submitted. The motion was approved by the nine board members present (Askew, Clarke, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting).

APPOINTMENT OF NOMINATING COMMITTEE:

President Tramontin appointed Mrs. Rice as the chair of the Nominating Committee and Mrs. Gaylord was appointed to assist her in selecting the slate of officers for the coming year. The Nominating Committee will be presenting a slate of officers at the June board meeting.
DIRECTOR’S REPORT:

1) **New Louisa County Library** - Louisa County will be moving ahead with a new library building. J-MRL is currently getting some help with development of the RFP for architectural services. Ground has to be broken within a year from the time the money is received from the sold property. The Louisa Foundation has come up with their share of the money - $650,000. The Louisa Foundation is having a meeting tomorrow and they invited the Friends to attend to discuss fund-raising activities. The new site will be located on the grounds near the high school.

2) **James Smith** - The director reported on James Smith's progress - he is doing well at the rehab exercise unit at UVA. He has to keep weight off his leg for at least another month.

3) **Library’s Compensation Study** - In mid April a consultant met with the branch managers and department heads to discuss the compensation study. The consultant expects to get their preliminary recommendations on compensation to the director before the end of May. The consultants are aiming to have their final recommendations to the library before the end of this fiscal year.

4) **Friends of Virginia Libraries** - The Friends of Virginia Libraries meets annually and this year they plan to have their meeting at Ash Lawn on May 15th. Mr. Otto, our library’s President of the Friends, is helping them to organize it. The director handed out information about the meeting and encouraged the trustees to attend.

5) **May Board Meeting** - The May board meeting will be held earlier because of the holiday. The meeting is scheduled for Monday, May 18, 1998 at 1:00 p.m.

6) **Friends’ Book Sale** - The Friends’ book sale grossed around $87,000 this year and after the expenses were taken out, they netted approximately $70,000.

7) **Library Volunteers** - This is National Volunteers’ Month and the library has been organizing programs in recognition of their volunteers.

8) **Meeting With Joan Fenton** - President Tramontin and the director met with Joan Fenton and her husband. Mrs. Fenton was concerned about the children’s section of the library and asked if the library would be interested if she could get some people together to look at the area and come up with some plans for it - to add more color, give it more warmth, etc.

9) **June Board Meeting** - The June 22nd board meeting will be Mrs. Gaylord’s last meeting as a trustee. Mrs. Askew suggested the board meet earlier that day at around 12:15 to have lunch in the McIntire Room before they attend the board meeting.
FUTURE AGENDA ITEMS:

Brenda Reibel from Venable Elementary School will be coming to the May meeting to report on the Book Buddies Program. Cal Otto, President of the Friends, will be coming in May to update the board on what the Friends are doing. Next month the board needs to accept the gift of a computer to the Nelson County Memorial Library. The director’s evaluation is in May and will be done in Executive Session.

ADJOURNMENT:

Mr. German made the motion for adjournment and the meeting adjourned at 2:56 p.m.

George C. Tramontin, President
SUMMARY OF MOTIONS/RESOLUTIONS APPROVED BY THE
JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES
AT THE MAY 18, 1998 MEETING

1) Approval by the Board of the April 27, 1998 Minutes.

2) Approval by the Board to adopt the closings calendar for 1998-1999.

3) Approval by the Board, for this year only, the expenditure of these funds according to the listing as shown. However, the board will re-address this issue should it occur in the future with consideration of fairness to all the jurisdictions.
   (This refers to the amended list of suggested uses for the surplus funds.)

4) Approval by the Board to accept this gift from the Torn Land Memorial Trust Fund. (This refers to the Gateway computer, Hewlett Packard color printer, color monitor and peripheral equipment given to the Nelson County Memorial Library as well as the Torn Land Memorial Trust Fund also providing for the phone line and Internet providers.)

George C. Tramontin
President
MINUTES OF THE MAY 18, 1998 MEETING

OF THE JEFFERSON-MADISON REGIONAL LIBRARY’S

BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew - Vice President
Mary Jane Clarke
Betty Gaylord
Robert German
Kenneth Lee
Jacqueline Lichtman
Jacqueline Rice
William Tramontin - President
Priscilla Whiting

ALSO PRESENT:

R. Timothy Carrier - Young Adult Services Librarian-Central Library
Molly Cassell - League of Women Voters
Nancy Cook - Head, Children’s and Youth Services
DonnaLee Grossman - Administration
John Halliday - Library Director
Eleanor Kett - Volunteer Coordinator-Book Buddies
William Lyons, Jr. - Business Manager
Joyce MacDonald - Staff Recorder
Cal Otto - President, Friends of the Jefferson-Madison Regional Library
Stella Pool - Community Information Network Coordinator-Monticello Avenue
Brenda Reibel - Book Buddies-Venable Elementary School

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was called to order by President Tramontin at 1:04 p.m. in the Central Library’s Madison Room on Monday, May 18, 1998.

Ms. Askew made a motion for approval of the April 27, 1998 Minutes. The motion was approved by eight of the board members (Askew, Clarke, Gaylord, Lee, Lichtman, Rice, Tramontin, and Whiting). Mr. German was not present when the vote was taken.

PERSONNEL COMMITTEE’S REPORT:

The Personnel Committee met on May 13th. Two staff representatives are serving on the Personnel Committee - Dena Martin (replacing Dawn Sowers) and Jim
PERSONNEL COMMITTEE’S REPORT (Continued):

Barns, Jr. The committee discussed the calendar for the new fiscal year and submitted it for the board’s approval. The committee had discussed earlier about the 4th of July occurring on Saturday and some of the staff felt they wanted Friday, July 3rd off. The library director looked into it and it was discussed further and the decision was not to close on Friday, July 3rd. The closing schedule includes nine holidays. Mrs. Gaylord made a motion that the board adopt the closing calendar for 1998-1999. The motion was approved by eight of the board members (Askew, Clarke, Gaylord, Lee, Lichtman, Rice, Tramontin, and Whiting). Mr. German was not present when the vote was taken.

There have been several personnel changes. Northside - Dawn Sowers and Amy Douglas both left to take positions in other library systems; Avis Key left to take another job and it was a promotional opportunity for her; Evelyn Braintwain was recently hired and has left. All three of the Library Clerk II positions have been filled. Monticello Avenue - Rickie Harris has been hired as the Internet Specialist. He has been a volunteer at Monticello Avenue for several years and is well qualified. The Internet Specialist position was budgeted for this fiscal year but the library left it unfilled until the Community Information Network Coordinator was hired. Nelson County - Peggy Kerl was hired as a Library Clerk III for Nelson County Memorial Library. She replaced Ann Cash, who decided not to return from maternity leave. Central Library - Rachel Wood was hired in the Children’s and Youth Services Department as the part-time Library Assistant II. She was a transfer from Greene County Library. Greene County Library will now have to hire someone to replace Rachel Wood.

A question was raised whether it was just coincidental that there were so many changes at Northside or whether there was a problem there. The library director felt it was mostly coincidental - there were promotional opportunities for some of the staff and other library staff members transferred out of Northside. It might have a lot to do with Northside being busy as Northside is a very heavily used library and a very intense place to work.

The first two exit interviews have been done by the City of Charlottesville’s Human Resources Department and they reported the interviews went very well. The library director announced that either on a quarterly basis or every other month, he plans to bring the exit interviews to the board meetings and the board can discuss them in Executive Session. Some of the newly budgeted positions are in the process of being advertised. The library has new positions for Greene County, Crozet, Scottsville, Northside, and Technical Services.

A question was raised about whether salaries were competitive enough. The library director confirmed the library was expecting the initial results of the
PERSONNEL COMMITTEE’S REPORT (Continued):

compensation study from the consultants later in May. One of the main objectives of the compensation study is to find out if the library’s salaries are competitive with the outside world.

There will be a memo in the staff newsletter reminding the staff that the two staff representatives, Dena Martin and Jim Barns, Jr., are available and people can refer their concerns to them. Staff have requested they have different dates for doing evaluations. Library staff have an informal evaluation in November and a formal evaluation in May. Quite a few of the department heads and branch managers felt it was really a burden to try to get all of these evaluations done in one month. The consensus was to spread the evaluation period out a little more so they can be done over two months rather than one month. For budgeting purposes, it is best to get the evaluations done earlier. For this year, the formal evaluations will be done in May as scheduled but from here on out informal evaluations will be done in September and October (not in November) and formal evaluations will be done in March and April (not in May).

POLICY COMMITTEE’S REPORT:

The new Policy and Procedures Manual is almost finished but there are a few more decisions to be made before the manual can be completed. Section 42 on Libraries in the Code of Virginia should probably be included in the manual. The manual is already quite large - the board needs to decide on how large they want the manual, if any other items should be added to it, and how to get it all in the manual. The Policy Committee doesn’t think the manual will be ready by June but it may be ready in July.

5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT:

The 5-Year Plan/Technology Committee did not meet in April. The library director distributed the overall results on the library survey and reported there were over 2,100 survey responses. The graphs were done by a volunteer at the University of Virginia. There is general satisfaction in all areas with current services - materials, staff, hours, etc. The level of satisfaction varies - the level of satisfaction with library staff was extremely high but it wasn’t as high with the library’s collection. Approximately 49% of our patrons said they do have access to the Internet and to the World Wide Web from home and 51% said they don’t; but 56% of those who don’t have access said that they will have access within the next five years. Copies of the survey results for the individual branch libraries will be distributed to the board members as well as to each branch. It was suggested that the library board write a letter to the person who did the survey graphs. It was suggested that a summary
paragraph on the survey be sent to the local papers. The library director will be doing a press release and Jim Barns, Jr. will be writing an article about the survey for *The Daily Progress*. The next step is to have the public meetings - the library will be looking at the public’s impression of a vision for the library’s future. The public meetings will be facilitated by Nelson Worley from the Library of Virginia. At the public meetings, Mr. Worley wants to use the Public Library Association’s visioning process - a new technique for public meetings being developed by the Public Library Association. For the public meetings, the Friends of J-MRL (Friends) would like the library to expand on the survey questions - materials, staff, hours, buildings, bookmobile, large print books, etc. The Friends would like the library to make a special effort to encourage nonusers to attend the public meetings and suggested designing special publicity for the meetings. "More books or more computers" and "If you talk, we’ll listen" were publicity suggestions made by the Friends. Both the Friends and the library board would like to know why some people don’t use the library. The consensus of the library board was not to make the publicity controversial. "Shape your library for the future" and "Shape the library for the 21st century" were suggested as publicity titles. The Friends would also like the facilitator (Nelson Worley) to bring in examples of services other libraries might be offering. Bruce Keith, retired Director of the City of Charlottesville’s Human Resources, will be recording most of the library’s public meetings and the library board will be receiving reports on the meetings. Publicity will be going out tomorrow and there will be ongoing publicity throughout the month of June for the public meetings. Gordon Avenue’s public meeting is scheduled for next Tuesday, May 26, 1998.

The library director distributed the response from RMG Consultants, Inc. on the requested RFP changes for the library’s automated circulation system. The library director suggested the board members review the handout and contact the library director or Philip Williams if they have any questions. The library hopes to have the RFP out around June 1, 1998 and leave it out for about a month. Around the beginning of the new fiscal year (July 1st) the library should know what kind of costs the library will be looking at for the automated circulation system.

**BUDGET COMMITTEE’S REPORT:**

Ms. Askew reported that the Budget Committee met and discussed the surplus and major library projects that are underway. Major projects included the automation system, the long-range plan, and the compensation study. Basically, the library has two budget carryover areas. The library has extra personnel money from salaries of approximately $87,693. Mr. Lyons, Jr. looked at all the facilities and submitted suggestions for using the surplus to replace all five units of Northside’s HVAC ($30,000); to paint Nelson County Memorial Library’s exterior ($10,000); to recarpet, relight, and paint Gordon Avenue’s interior ($45,000). Some board members were
concerned about how surplus money was distributed to the jurisdictions and asked about the library's policy on distributing surplus funds. Basically, in the past the leftover funds were distributed based on what was decided as the greatest need. The board felt there appeared to be some uncertainty with no actual written procedure or philosophy in place on how to handle surplus money. A lengthy discussion ensued.

The library is also facing a carryover of at least $24,306. The Budget Committee discussed this and suggested the library go to the localities after the end of the fiscal year, when the library knows what the carryover fund balance is, and recommend that the library be allowed to spend $175,000 of the carryover fund on the new automation system. A cost allocation sheet was distributed to the board showing what each locality's share would be for the automation project and included the breakdown for the $175,000. Charlottesville has more money in their CIP than needed to cover the expenditure for automation; Albemarle County has $300,000 in their CIP for automation; Nelson County has put in $30,000; to date, the library hasn't received appropriations from Greene County and Louisa County. Ms. Askew asked if the library should keep asking the taxpayers for more money while the library keeps a fund balance of approximately $200,000 earning interest or go ahead and use it when the library has a major capital expenditure which will benefit the entire regional library system. Mr. German made a motion that the board will approve this year the expenditure of these funds according to the listing as shown but that the board will continue to study beyond the process of making this point in the fiscal year allocations like this for fairness to all the jurisdictions. The motion was approved by eight of the board members (Askew, Clarke, German, Lee, Lichtman, Rice, Tramontin, and Whiting). Mrs. Gaylord abstained. After the motion was taken, Ms. Askew clarified that $5,000 for three computer terminals for Monticello Avenue should be added to the listing. Mrs. Lichtman suggested some of the surplus money be used to buy a new computer for Administration.

FRIENDS' REPORT BY PRESIDENT CALVIN OTTO:

There are approximately 813 members of the Friends. Their dues are $5.00 but the average paid is $12 - which means most people are paying more than the Friends are asking. The Friends is comprised of all the jurisdictions. It has a little competition from jurisdictions because some have booster clubs rather than Friends. The Friends' current effort is to increase the scope of the board in its efforts to include all the jurisdictions. At the current time, the Friends has direct representation from Charlottesville, Albemarle, Nelson, and Louisa. A new election is coming up at their annual meeting on June 28th. The Friends hope to try to bring to the Friends' board some other representative members from the districts to become directors. The idea would be to eventually get the Friends' board to be like the library's board - totally representative of all the jurisdictions. The Friends' newsletter is published four times
FRIENDS’ REPORT (Continued):

a year and the next issue will bear a masthead showing all the jurisdictions. The
Friends’ group does the newsletter, the book sale, and supports the Virginia Festival
of the Book. The Friends also do special events such as the co-sponsoring of the
state’s Friends’ meeting at Ashlawn. The Friends have board meetings four times a
year. The Friends expended roughly $80,000 this current year on library budgeted
items. The Friends put $20,000 into a foundation endowment fund. The Friends had
a very successful book sale this year - they netted approximately $70,000, which is
about $15,000 more than they have ever netted. The book sale has risen in
increments of $10,000 over the last three years. The number of people coming to the
book sale has increased proportionately due to the Friends’ involvement and their
being a permanent part of the Virginia Festival of the Book. The endowment was
founded five years ago and this will be the first year that they will now convene a
meeting on May 28th with members from the library board, members from the
Friends’ board, and the Charlottesville-Albemarle Community Foundation to discuss
what should be done or can be done that would improve the library. At the moment,
the endowment has over $300,000 - half of this came from Friends’ donations over
the years and the other half came from an individual’s donation put into it. The intent
was to get the fund even bigger than it is today and to try to use it to fund projects
which normally fall outside the scope of the library board or this jurisdiction’s normal
coverage. The Friends’ object was to always fund projects that could not be or will
not be funded from the normal monies from the jurisdictions. The Friends try to
supplement things. Mr. Otto reviewed some of this year’s Friends’ budget for the
library - it also included a $10,000 matching grant for the Greene County Library. All
of their accounts go to zero at the end of their fiscal year which means everything has
to be resurrected on an annual basis. The Friends operate on the principle that the
money they earn this year they spend next year. The purpose of the Friends is to
incorporate all the jurisdictions and to provide the best they can those incentives,
dollars, items, programs, etc. to the library. They keep everybody appraised on a
monthly basis of exactly what they are doing. The future of the Friends, aside from
trying to get more jurisdictional involvement, includes a membership drive to increase
their members - they would like to get up to several thousand; they plan to continue
to support the programs at the library; they plan to continue the Virginia Festival of
the Book commitment; they are having meetings on another major program possibility
called Mother Read/Father Read - to increase the readership of the jurisdictions by
bringing families into reading. In June, when the library board adopts the budget, the
Friends’ budget will be part of the library’s budget. The Friends want to do the most
they can because their job is to support the library’s work. President Tramontin
thanked Mr. Otto and asked for a representative to attend the library board meetings.

BOOK BUDDIES:

Mrs. Whiting is a tutor for the Book Buddies program and she introduced the
BOOK BUDDIES (Continued):

guest speakers for Book Buddies - Brenda Reibel and Eleanor Kett. Two handouts were distributed to the board. The board reviewed a video showing an overview of the Book Buddies program. The Book Buddies program is in its sixth year. Book Buddies is a one-on-one tutorial program enlisting volunteer tutors to provide help to first grade children needing extra help in learning how to read and write. The Book Buddies program is in all the city schools and is very cost efficient because they use community volunteers. The Book Buddies tend not to use university students as a rule because the more sessions the children have from October 1st through May/June, the better they perform - approximately 91% of the children are reading at grade level by the end of the year. Having at least 40 or more sessions with each child is a major factor contributing to a child’s success. Each coordinator has 15 tutors and they prepare the lesson plans. This requires a 2-hour per week commitment - tutors volunteer two days a week for an hour each day. Each session follows a four-part lesson. Volunteer boxes are prepared in advance for the tutors to use and they do rereading with each child, they do word study (break words down-sounds and phonics), the children have a writing book and do writing activities (they write word sounds and words), the children push and say words (they pick up the sound of words and say them), and they are introduced each time to a new book they are assigned to read. There are approximately 136 volunteers. They need more volunteers and anyone interested in becoming a volunteer can contact any of the city schools or Eleanor Kett at Charlottesville High School.

DIRECTOR’S REPORT:

1) Torn Land Memorial Trust Fund Gift - The Torn Land Memorial Trust Fund donated a Gateway computer, a Hewlett Packard color printer, a color monitor and peripheral equipment to the Nelson County Memorial Library to use as a public Internet service. The Torn Land Memorial Trust Fund will also be providing the phone line and Internet providers. Normally, the library board formally accepts gifts of this magnitude - this equipment is worth almost $3,000. Ms. Askew made a motion that the board accept this gift from the Torn Land Memorial Trust Fund. The motion was approved by nine board members (Askew, Clarke, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting).

2) Louisa County Project - Louisa County is getting ready to issue an RFP for architectural services. Louisa County wants to hire the architect this summer, design the library and complete the construction drawings next winter, and break ground in March of 1999.

3) Education and Training Expenditures - The Expenditure Summary line item for Education and Training shows less than half of the amount budgeted has been expended and a question was raised as to whether this was significant. It was
confirmed that it wasn’t significant as the VLA and ALA registrations have not come through yet. A question was also raised as to whether it reflected what the library was doing for the staff in education and training and the library director confirmed it reflects what the library is doing for the staff.

4) **Book Return in the Equipment Fund** - A question was asked about the high cost of the book return ($2,356.32) shown in the Equipment Fund - the cost seemed high as compared with one purchased a few years ago. The book return was an extra large one for Nelson County with two bins.

5) **Five Decreases in April's Circulation** - It was pointed out that there were five decreases in April’s circulation. Circulation has a tendency to change from month to month for many different reasons and it is more important to watch out for trends.

**FUTURE AGENDA ITEMS:**

Future agenda items include the adoption of the final budget for FY 1998-1999, the Thomas Jefferson Planning District’s report on economic and demographic trends, the carryover issue, and election of new officers.

**BEEFS & BOUQUETS:**

Stella Pool was commended for her work with the Book Buddies when she was working at Gordon Avenue and for her visit to the Venable Elementary School. Two daughters were commended - Marie Halliday for her story which was published and Mrs. Lichtman’s daughter who won a Latin award.

**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 - to discuss personnel issues - the library director’s annual evaluation. The board members unanimously approved the motion and went into Executive Session at 3:05 p.m. The board reconvened from Executive Session at 4:37 p.m. and President Tramontin read the Certification of Executive Meeting (attached to the Minutes).

**ADJOURNMENT:**

Mr. Lee made the motion for adjournment and the meeting adjourned at 4:39 p.m.
MOTION: MS. CLARKE  
SECOND: (NOT REQUIRED)  
RESOLUTION NO.: #1-5/18/98  
MEETING DATE: MAY 18, 1998

(MOTION - TO GO INTO EXECUTIVE SESSION PURSUANT TO SECTION 2.1-344 (A), OF THE CODE OF VIRGINIA, UNDER SUBSECTION 1 - TO DISCUSS PERSONNEL ISSUES - THE LIBRARY DIRECTOR'S ANNUAL EVALUATION.)

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, LEE, LICHTMAN, 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, GAYLORD, GERMAN, AND RICE

ABSENT DURING MEETING: NONE
MINUTES OF THE JUNE 8, 1998 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew - Vice President
Mary Jane Clarke
Betty Gaylord
Kenneth Lee
Jacqueline Lichtman
Jacqueline Rice
George Tramontin - President
Priscilla Whiting

TRUSTEES ABSENT:

Robert German

ALSO PRESENT:

Donna Lee Grossman - Administration
John Halliday - Library Director
Mark Trank - Library’s Attorney

A special 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 Monday, June 8, 1998, in the Central Library’s Jefferson Room.

Mr. Lee 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. The motion was approved by seven board members (Askew, Clarke, Gaylord, Lee, Lichtman, Rice, and Tramontin). The board went into Executive Session at 1:02 p.m. Mrs. Whiting was not present when the vote was taken but arrived at the beginning of the Executive Session. The board reconvened from their Executive Session at 3:09 p.m. and the Certification of Executive Meeting was taken by President Tramontin.

ADJOURNMENT:

Ms. Clarke made the motion for adjournment and the meeting adjourned at 3:10 p.m.

George C. Tramontin, President
Jefferson-Madison Regional Library

201 East Market Street • Charlottesville, Virginia 22902-5287 • (804) 979-7151 • FAX (804) 971-7035

MOTION: MR. LEE RESOLUTION NO.: #1 - 6/8/98
SECOND: (NOT REQUIRED) MEETING DATE: JUNE 8, 1998

(MOTION - 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: 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: ASKEW AND LEE

ABSENT DURING MEETING: GERMAN

Donna Lee Grossman, Administration
Jefferson-Madison Regional Library
1) Approval by the Board of the May 18, 1998 Minutes.

2) Approval by the Board of the June 8, 1998 Minutes.

3) Approval by the Board to follow the suggestions that are in the report submitted with the FY 1998-1999 proposed budget.

4) Approval by the Board of Addendum No. 1 to the Library Director’s employment agreement and to give the Library Director an annual salary adjustment of 4%.

5) Approval by the Board of the FY 1998-1999 budget as proposed.

6) Approval by the Board to elect Beth Askew as President and Jacqueline Lichtman as Vice President of the Jefferson-Madison Regional Library’s Board of Trustees for the ensuing year.
Jefferson-Madison Regional Library
201 East Market Street • Charlottesville, Virginia 22902-5287 • (804) 979-7151 • FAX (804) 971-7035

MINUTES OF THE JUNE 22, 1998 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Beth Askew - Vice President
Mary Jane Clarke
Betty Gaylord
Robert German
Kenneth Lee
Jacqueline Lichtman
Jacqueline Rice
George Tramontin - President
Priscilla Whiting

ALSO PRESENT:
Elizabeth Carpenter - Incoming Trustee from Greene County
R. Timothy Carrier - Young Adult Services Librarian-Central Library
Krista Farrell - Head, Greene County Library
DonnaLee Grossman - Administration
John Halliday - Library Director
Steve Hartung - Head, Louisa County Library
William Lyons, Jr. - Business Manager
Joyce MacDonald - Staff Recorder
Nancy O’Brien - Executive Director of the Thomas Jefferson Planning District Commission
Cal Otto - President, Friends of the Jefferson-Madison Regional Library
Stella Pool - Community Information Network Coordinator-Monticello Avenue
Mary Wagner - Representative from the League of Women Voters
Andrea Williams - Collection Development Coordinator-Central Library
Philip Williams - Head, Technical Services-Central Library
Angela Zosel - Representative from WINA Radio Station
Miscellaneous 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 1:07 p.m. in the Central Library’s McIntire Room on Monday, June 22, 1998.

President Tramontin introduced Elizabeth Carpenter, the new library trustee representing Greene County.
Mr. Lee made a motion for approval of the May 18, 1998 Minutes. The motion was approved by eight board members (Askew, Clarke, Gaylord, Lee, Lichtman, Rice, Tramontin, and Whiting). Mr. German was not present when the vote was taken.

Ms. Rice made a motion for approval of the June 8, 1998 Minutes. The motion was approved by eight board members (Askew, Clarke, Gaylord, Lee, Lichtman, Rice, Tramontin, and Whiting). Mr. German abstained as he was not present at the June 8th meeting.

PERSONNEL COMMITTEE’S REPORT:

Ms. Gaylord reported that the Personnel Committee briefly discussed the compensation study and the concerns of staff about internal and external equities. The Personnel Committee reviewed the findings of the consultants and came up with a pay recommendation, effective July 1, 1998, that would begin to address this. The pay recommendation report was submitted with the proposed budget for next fiscal year. The budget is addressing just the external equities and at a later date, during the 1998-1999 budget year, there will be other internal equities addressed. The library director briefly discussed the findings of the study and showed the board a list of most of the library positions and the percentages indicating how our library positions compared to the mid range of where the consultants felt the library staff should be. Ms. Gaylord made a motion that the board follow the suggestions that are in the report submitted with the FY 1998-1999 proposed budget. The motion was approved by the nine board members (Askew, Clarke, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting).

ADDENDUM TO DIRECTOR’S CONTRACT:

Addendum No. 1 to the library director’s employment agreement was distributed to the trustees for their review and approval. A copy of the signed addendum along with a copy of the library director’s original contract will be given to the trustees. The addendum addressed three issues - the library board shall notify the library director of salary adjustments in June; the library director may carry over unused annual leave into fiscal year 1998; the addendum extends the termination notice in the current contract from two (2) weeks to 45 days. President Tramontin made a motion that the board approve Addendum No. 1 to the library director’s employment agreement and give the library director an annual salary adjustment of 4%. The motion was approved by nine board members (Askew, Clarke, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting).

POLICY COMMITTEE’S REPORT:

The Policy Committee is in the final stages of having a new policy manual completed. All the old policy manuals should be returned in July and board members
POLICY COMMITTEE’S REPORT (Continued):

were asked to bring their manuals to the July, 1998 board meeting. Ms. Lichtman had a copy of the policy manual available for the board to review.

5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT:

1) Technology - The 5-Year Plan/Technology Committee met on Friday, June 18th. The Request for Proposal (RFP) for the new automation system was issued June 1, 1998 with a deadline for proposals of July 10th. The committee agreed to meet on July 24th to go over the proposals and evaluate them and the consultant the library hired a year ago will help them through the process.

2) 5-Year Planning - As far as the 5-year planning is concerned, the library is on schedule. The eight public sessions have just been completed and they were very successful. At the July board meeting, the library director will be looking to the trustees for some general direction on what they would like to see included in the library’s long range plan. After the library receives the general direction from the library board, in August the library staff will draft the mission, goals, and objectives for the library and the board can consider the draft at their September meeting. Hopefully, in October or November the library can adopt a long range plan for J-MRL.

3) Earlysville Branch - Earlysville representatives attended some of the public meetings and mentioned they would like our library to consider adding a branch library in Earlysville. The representatives gave the library director population and building development statistics for the Earlysville region and the statistics were distributed to the board.

4) Board Retreat - The board discussed having a retreat and the library director plans to have Nelson Worley talk with the board. One of the trustees asked the library director for a copy of a special list developed by ALA itemizing eight public library roles and copies will be sent out to the trustees. More data/information was requested on out-of-area circulation - how much of each area’s circulation is from out of area and how many library patrons are using other library systems.

BUDGET COMMITTEE’S REPORT:

The Budget Committee met on Friday, June 18th in order to review the proposed budget before it was submitted to the board for adoption. The board briefly reviewed the proposed FY 1998-1999 budget. There were some minor adjustments but the main changes from the proposed budget included the salaries (0%-7% increases off current salaries instead of off market/target), adding of a Staff Appreciation fund in the amount of $1,000, and adding in the state funding.
BUDGET COMMITTEE’S REPORT (Continued):

Askew made a motion for approval of the budget as proposed. The motion was approved by nine board members (Askew, Clarke, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting). The final budget will also include the Equipment Fund, Summer Reading, Library Materials Budget, and the Friends’ funding for the library for next fiscal year.

THOMAS JEFFERSON PLANNING DISTRICT’S REPORT:

Ms. Nancy O’Brien, Executive Director of the Thomas Jefferson Planning District, was introduced by President Tramontin. The Thomas Jefferson Planning District encompasses the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson. Ms. O’Brien briefly reviewed regional economic and demographic trends while showing over twenty-seven graphs/charts taken from the Thomas Jefferson Venture Data Book compiled by the Thomas Jefferson Planning District. Ms. O’Brien mentioned that the Thomas Jefferson Planning District just finished a project on sustainability in the region and had brochures available on 1998 Sustainability Accords and Vision of Sustainability.

DIRECTOR’S REPORT:

The library director put together a draft J-MRL Trustee Orientation Checklist and distributed the draft to the board for their review. The Library of Virginia will be holding trustee workshops throughout the state in October and have scheduled a workshop at the Northside Library for Friday, October 9th. Friends of J-MRL will have their annual meeting this Sunday, June 28th at the Central Library and plan to adopt their annual budget for next fiscal year. The library director asked the board how the staff’s annual reports should be handled and it was decided the board will be given highlights of this past year but next year’s annual report will be more goal oriented. As far as the final annual report for the library, the library director suggested holding off until the library finishes the long range plan and then include it in the annual report along with the circulation, graphs, and financial data. The annual selection of a staff reporter has been done - Joyce MacDonald will be the staff reporter and Stella Pool will be the alternate. Circulation has dropped the last few months whereas registrations continue soaring ahead and the board would like some data on this and it was suggested this be placed on the agenda for next month’s meeting.

BEEFS & BOUQUETS:

The Boosters were commended for putting on the ice cream social June 10th at Gordon Avenue to register children for the summer programs. The people who worked on the public meetings were also commended.
RECOGNITION OF BETTY GAYLORD AND GEORGE TRAMONTIN:

Ms. Gaylord, library trustee for Greene County for the last eight years, and President Tramontin, board president for the last two years, were both honored at the meeting. Eight books were selected for each year of Ms. Gaylord’s service and bookplates imprinted with Ms. Gaylord’s name and her years of service were inserted in each book. Ms. Gaylord also received a Jefferson cup. President Tramontin finished serving two years as board president and received an engraved gavel.

NOMINATING COMMITTEE’S REPORT/ELECTION OF OFFICERS:

Ms. Rice and Ms. Gaylord served on the Nominating Committee and proposed a slate of officers. Ms. Rice made a motion that the board elect Beth Askew as President and Jacqueline Lichtman as Vice President of the Jefferson-Madison Regional Library’s Board of Trustees for the ensuing year. The motion was approved by nine board members (Askew, Clarke, Gaylord, German, Lee, Lichtman, Rice, Tramontin, and Whiting).

ADJOURNMENT:

Ms. Clarke made the motion for adjournment and the meeting adjourned at 3:00 p.m.

George C. Tramontin, President