The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, June 21, 1999 at 1:07 p.m. in the Central Library's McIntire Room, the President being in the chair. On motion for approval by Mr. Lee, the May 24, 1999 Minutes were approved.

The Trustees received the policy on Conduct in the Jefferson-Madison Regional Library (Revised May 24, 1999-Section 4.232) and the Incident Report form (Revised 6/17/99-Section 4.232) for insertion in their copy of the Policies and Procedures Manual. The Trustees received a draft of the Public Hearing Policy (Section 1.262) for their review.

Library Trustee Mary Jane Clarke - Mrs. Mary Jane Clarke, Library Trustee for Louisa County for the last eight years (11/26/91-6/30/99), was acknowledged at the board meeting and had a special luncheon given in her honor. Eight books were selected representing the number of years she served on the board and a special bookplate was inserted in each book. Mrs. Clarke also received a Jefferson cup.

Election of 1999/2000 Board Officers - The Nominating Committee presented a slate of officers to the board: Beth Askew as President and Jacqueline Lichtman as Vice President. Mr. Tramontin moved "the nominations be closed." The selections and motion were unanimously approved.

Policy Committee's Report - The committee is working on the indemnification of members of the Library Board and will be reviewing a draft Internet Policy submitted to them by the Internet Policy Committee. Approval of the Public Hearing Policy will be scheduled for the July board meeting.
Schedule of Library Closings as indicated in the draft copy presented today. The motion was unanimously approved. The committee reviewed the 1999-2000 personnel budget recommendations and briefly discussed the new personnel structure.

BUDGET COMMITTEE'S REPORT – The committee recommended the adoption of the budget included in today's board packet. Mr. Lee moved “the board approve the budget for FY 1999-2000 as presented.” The motion was unanimously approved.

RENEWAL OF 3-YEAR ADMINISTRATIVE SERVICES AGREEMENT – The Library Director recommended the board adopt a three-year extension of the Administrative Services Agreement between the City of Charlottesville and J-MRL. Mrs. Lichtman moved “the board approve renewal of the 3-year Administrative Services Agreement.” The motion was unanimously approved.

LIBRARY BOARD'S SELF-EVALUATION – The library board’s self-evaluation forms were submitted to President Askew and a brief summary was given.

LIBRARY DIRECTOR'S REPORT – New Louisa County Library Trustee – Thomas A. Whitlock has been appointed as the new library trustee representing Louisa County.

Louisa County Building Update – Additional parking is being planned for the new building. A committee has already been created for the open house. Greene County Update – The book sale was successful in raising slightly over $3,000 and a resident is matching the funds. The new building will have a second floor added to the plans. The top floor will house county offices and the lower level will house the new library and JABA.

5-Year Plan-Assessment of Library Buildings – The Building Committee is working on building assessments and is currently assessing the City and Albemarle County's buildings. Letter from Eric Haussmann – The Library Director received a letter from Eric Haussmann in Earlysville. Mr. Haussmann has a petition with signatures from 50 families requesting a public library be placed somewhere in the Earlysville area.

Regional Friends' Annual Meeting – The Annual Meeting of the Friends is scheduled for Sunday, June 27th at 2:00 p.m. in the Central Library's McIntire Room. Child Safety on the Internet – A handout on Knowledge is Power: Parent Internet Education was distributed to the board. 100 Favorite Novels of Librarians – Brodart did a nationwide survey on 100 favorite novels of librarians and the list was distributed to the board.

Audiobooks – The board received a handout on data about books on tape from the Audio Publishers Association.

BEEFS & BOUQUETS – Special appreciation went to: Mr. Lyons, Mr. Halliday, and Mrs. Grossman for the special luncheon; Michael Lucas, Marsha Frick, and Marianne Ramsden for the newly designed Web pages; Gordon Avenue's ice cream social.

FUTURE AGENDA ITEMS – Agenda items include: approval of the Public Hearing Policy, Board committee assignments, the Policy Committee's report on the Internet Policy, endorsement of the Friends' library budget, and the 1998-1999 year end financial report. Mr. Robert O’Neil will be discussing the Bill of Rights at the September board meeting.

ADJOURNMENT – At 2:18 p.m. the Library Board toured the Albemarle County Historical Society. On motion for approval by Mr. Tramontin, the meeting officially adjourned at 2:50 p.m.

Beth Askew, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, May 24, 1999 at 1:00 p.m. in the Scottsville Library’s meeting room, the President being in the chair. On motion for approval by Mr. German, the April 26, 1999 Minutes were approved.

The regular monthly meeting for June was moved from Monday, June 28th to Monday, June 21st and there will be a special luncheon prior to the board meeting.

5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT – The Library Director reported the library is moving ahead with the computer wiring. Installation of the Web catalog should be done around the end of summer.

NOMINATING COMMITTEE’S REPORT – The committee presented to the board their slate of officers: Beth Askew as President and Jacqueline Lichtman as Vice President.

POLICY COMMITTEE’S REPORT – The committee is working on indemnification of Library Board members and on procedures for public hearings. The next committee meeting is scheduled for June 4th at 1:00 p.m. An Internet policy is to be discussed. The revised policy on Conduct in the Jefferson-Madison Regional Library was unanimously approved as submitted.

CIRCULATION DEPARTMENT’S REPORT – Carol Clark, Customer Services Supervisor for Central Circulation, gave a report on circulation and distributed a handout to the board on New Services and Procedures for J-MRL Circulation and Recommended Changes in Fines, Fees and Check Out Periods.

LIBRARY DIRECTOR’S REPORT – The Friends of J-MRL – Cal Otto, President of the Friends of J-MRL, discussed this year’s successful Book Sale, mentioned that the Friends are reviewing proposals for window treatments, a book shelf and an exhibition wall for Gordon Avenue. The Annual Meeting of the Friends is scheduled
Committee — The committee is presently looking at conditions and demographic information for library branches located in Albemarle County and the City of Charlottesville. Compensation Committee — The committee will be recommending two-tiered raises for July 1st and will be reviewing internal equity. A formal report will be made to the Board’s Personnel Committee Thursday, May 27th at 9:00 a.m. Internet Policy Committee — The committee will be drafting an Internet Policy for the Board’s Policy Committee meeting in June. Monticello Avenue — The Board received a copy of Monticello Avenue’s flyer inviting parents and concerned adults to an open forum to discuss concerns about children and safe surfing on the Internet. Update on New Louisa County Library — The library will be meeting Thursday, May 27th with the architect, the Foundation and the Friends to discuss the furnishing of the new library. Update of New Greene County Library — Funding is coming together for the new Greene County Library and the architect will be meeting with the Board of Supervisors this week. Gordon Avenue’s Open Branch Manager Position — Four people were interviewed last week Wednesday, May 19th. Krista Farrell was selected as the new Branch Manager for Gordon Avenue beginning July 1st. Library Endowment Fund — The Charlottesville-Albemarle Community Foundation and the Advisory Committee for the J-MRL Endowment Fund recently held their annual meeting and discussed investments. Update on FY 1999-2000 Library Budget — The Nelson County Board of Supervisors is having a budget meeting tonight. The Greene County Board of Supervisors included an additional $16,000 in their budget for automation. Update on Market Street — Market Street should become a two-way street some time in August.

EXECUTIVE SESSION — Mr. German moved “the library go into Executive Session, pursuant to Section 2.1-344(A) of the Code of Virginia under Subsection 1, to discuss a personnel matter.” The Board went into executive session at 2:30 p.m. The Board reconvened from executive session at 3:15 p.m. Mr. Tramontin moved “in accordance with the request of the Director, the Director’s compensation increase effective July 1, 1999 not exceed the standard percentage increase given to other J-MRL employees. In light of his superb contributions to the library system, the Board would have recommended a more substantial increase.” The motion was unanimously approved.

FUTURE AGENDA ITEMS — Agenda items include: Board self-evaluation, adoption of the FY 1999-2000 budget, Policy Committee’s Report, Administrative Services Agreement, and a Historical Collection Library tour in the McIntire Building.

ADJOURNMENT — The meeting adjourned at 3:19 p.m.

Beth Askew, President
MINUTES OF THE APRIL 26, 1999 MEETING OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT
Beth Askew – President
Jacqueline Lichtman – Vice President
Elizabeth Carpenter
Jacqueline Rice
Mary Jane Clarke
George Tramontin
Robert German
Priscilla Whiting
Kenneth Lee

OTHERS PRESENT
DonnaLee Grossman – Administration
John Halliday – Library Director
William Lyons, Jr. – Business Manager
Joyce MacDonald – Staff Recorder
Stella Pool – Community Information Network Coordinator-Monticello Avenue
Mary Wagner – League of Women Voters Representative

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, April 26, 1999 at 1:01 p.m. in the Central Library’s McIntire Room, the President being in the chair. On motion for approval by Mr. German, the March 22, 1999 Minutes were approved.

President Askew announced that Albemarle County reappointed Mr. Lee and Ms. Rice for another term on the Library Board.

POLICY COMMITTEES REPORT – The committee is presently working on indemnification of members of the Library Board and on procedures for public hearings. A draft policy on Conduct in the Jefferson-Madison Regional Library (Section 4.232) was distributed for the Board’s review.

5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT – The committee received a briefing from the City of Charlottesville’s staff on the current status of the planning for networking in the library. The library is ready to move ahead with the cabling for all the branch libraries and plans to send out an RFP in early May. The library anticipates the cabling will be completed by the end of June and hopes to connect the telecommunications system and bring the library’s catalog and Internet on line by the end of the summer. Because Nelson and Louisa have a different telephone company, the library will need to come up with a way to connect them.

FINANCIAL REPORT – Mr. Lyons, Jr. reviewed the Expenditure Summary Sheet and the Equipment Fund Summary Sheet. Mr. Lyons, Jr. discussed special projects that are underway – painting Crozet Library, paving Crozet’s parking lot, repairing roof leaks at Central Library, installing first floor lights at Central Library, and expecting bids back at the end of the week for redoing the fire alarm system at the Central Library. Mr. Lyons, Jr. pointed out he is at the end of buying for this fiscal year so the balance in the Equipment Fund should continue to grow to the end of the fiscal year.
1999-2000 LIBRARY BUDGET REPORT — Four jurisdictions plan to give almost all or the full amount the library has requested for next fiscal year's budget. Louisa County suggested their budget increase be cut and negotiations are still pending.

ELECTION OF BOARD NOMINATING COMMITTEE — A Nominating Committee election was held. Ms. Rice and Mr. Tramontin were selected as the Nominating Committee and Mr. Lee moved “the nominations be closed.” The selections and motion were unanimously approved. The Nominating Committee will prepare their slate of officers for the May meeting and the election for President and Vice President will be held in June.

LIBRARY DIRECTOR'S REPORT — The Friends Book Sale was very successful raising over $92,000 with over $70,000 in net profit. New Louisa County Library Branch Manager - Virginia Reese has been selected as the new branch manager for Louisa County Library effective May 24, 1999. Interim Gordon Avenue Branch Manager - Karen Morris will be filling in as the Gordon Avenue Branch Manager from April 19, 1999 through June, when the library's search for a new branch manager should be completed. Interviews will be scheduled for May 19, 1999 and Board members Ms. Whiting and Mr. Tramontin will be serving on the interviewing committee. Library Endowment Meeting — The library will be scheduling a Library Endowment meeting in May. A press release will be sent out announcing the meeting and when it will be held. Memorial Gifts — So far over $1,000 has been received in individual gifts in memory of Katherine Hallock, a former library trustee in the 1970's. Letter from satisfied patron in Scottsville — A copy of a letter from a very satisfied Scottsville Library patron was distributed. Greene County Primary School Check for $700 — A $700 check was received from the Greene County Primary School for the library's building fund in appreciation of the regional library's services. Louisa County Library Building Update - Groundbreaking was done in early March for the new Louisa County Library and bulldozing has begun on the site. The library anticipates the new building will open early next year. Greene County Library Building Update — Greene County is in the middle of a feasibility study for raising funds for the new Greene County Library/Senior Center/Greene County Administration building. The $200,000 to be set aside by the Virginia legislature for the building fund has been cut to $100,000. The original amount may be reinstated if there is a budget surplus next year. The architect's preliminary drawings have been delayed because the Greene County Board of Supervisors would like to add a floor for office space to the new building.

FUTURE AGENDA ITEMS — The May Board meeting will be held at the Scottsville Library. Agenda items include: an executive session for the Library Director's evaluation, a FY 1999-2000 budget update, approval of the policy on Conduct in the Jefferson-Madison Regional Library, a circulation report by Carol Clark, and an update by the Library Director regarding the Market Street traffic issue.

DEMONSTRATION OF REFERENCE CD-ROM STATIONS — At 2:00 p.m., the Library Board adjourned to the Reference Department for a demonstration by Michael Lucas of Reference's CD-ROM stations.

ADJOURNMENT — On motion for approval by Mr. German, the meeting adjourned at 2:18 p.m.

Beth Askew, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, March 22, 1999 at 1:09 p.m. in the Nelson County Memorial Library’s meeting room, the President being in the chair. On motion for approval by Mr. German, the February 22, 1999 Minutes were approved. Ms. Lichtman was not present when the vote was taken.

PERSONNEL COMMITTEE’S REPORT - The committee recommended the library close Saturday, Sunday, and Monday for Christmas and New Year’s (December 25-27 and January 1-3). The library will be closed Monday, July 5th. The board will be approving the closing/holiday schedule for next fiscal year at the June meeting. The Personnel Committee recommended staff be allowed to review their personnel folders in a designated six-month period. If the supervisor concurs that an item in the employee’s file should be removed, the supervisor would request in writing to the library director that the item be considered for removal from their file. The board suggested the library develop specific guidelines so employees understand what can or cannot be put into their personnel files. The Personnel Committee recommended the vacant position at Gordon Avenue Library remain at the Branch Supervisor Librarian II level.

POLICY COMMITTEE’S REPORT - The revised Meeting Room policy and the new Policy on Public Comments at Library Board Meetings were distributed to the board. The committee is working on revising the policy on Conduct in the J-MRL, creating procedures for public hearings, and indemnification issues.
LIBRARY INSURANCE REPORT-JOHN STALFORT - John Stalfort of Cabell Insurance Associates discussed the library’s current insurance coverage and distributed a copy of the Virginia Local Government Risk Management Plan and a copy of a Schedule of Current Insurance for J-MRL. The library director will be checking with the county attorney’s office to determine what the limitations are, if the library is adequately covered and if the limits should be increased.

DIRECTOR’S REPORT - Greene County Library - Greene County’s Board of Supervisors approved $800,000 in funding for the building project and $60,000 for the land. Greene County plans to add a basement for office space. Louisa County Library - Groundbreaking for the new building was on March 6th and the building should be completed by Christmas. State Aid - The state approved the second step of the three-year phase-in plan for full funding of public libraries. This means an increase in state aid of approximately $50,000 for J-MRL’s book budget. Internet Use Policy - A state bill requires library boards to have an Internet use policy by December 1, 1999. The Library of Virginia is offering guidelines on policies for the Internet. Automation for the Library - Automation is progressing. The City is developing a telecommunications plan and will be giving a report to the 5-Year Plan/Technology Committee in April. Status of FY 1999-2000 Library Budget - Most of the budget was approved by Albemarle and Charlottesville but the architectural assessment should be taken out of existing funds and the new 12-hour per week position at Northside won’t be funded. Greene County will probably fund the budget but they would like to spread the computer project payments over the next two years. Nelson County will be starting their budget deliberations in April. Louisa County’s administration recommended full funding but their Board of Supervisors has recommended less. Louisa Branch Manager Interviews - Interviews for the Branch Supervisor begin on March 23rd. Friends Anniversary Program - The Friends anniversary program will be centered on the Bill of Rights. Two-Way Traffic on Market Street - A copy of Mayor Daugherty’s response to President Askew was distributed to the board. The City will closely monitor the impact and plans to re-evaluate the library’s request for a traffic signal if the City thinks it is warranted. Federal Legislative Day - May 5th is Federal Legislative Day.

NELSON COUNTY MEMORIAL LIBRARY - Tanith Knight briefly discussed the history of Nelson County Memorial Library and gave the board a tour of the branch.

FUTURE AGENDA ITEMS - Potential agenda items include: Evaluations on the library director are due, update on FY 1999-2000 budget, nominating committee for election of officers, a report by a Central Library department, at a future date invite Robert O’Neil to discuss Internet policy, freedom of speech, and/or the Bill of Rights.

ADJOURNMENT - On motion for approval by Mr. Lee, the meeting adjourned at 2:41 p.m. Beth Askew, President
JEFFERSON-MADISON REGIONAL LIBRARY
201 East Market Street • Charlottesville, Virginia 22902-5287 • (804) 979-7151 • FAX (804) 971-7035

MINUTES OF THE FEBRUARY 22, 1999 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT
Beth Askew - President
Elizabeth Carpenter
Mary Jane Clarke
Robert German
Kenneth Lee
Jacqueline Lichtman - Vice President
Jacqueline Rice
Priscilla Whiting

TRUSTEES ABSENT
George Tramontin

OTHERS PRESENT
R. Timothy Carrier - Young Adult Services Librarian-Central Library
Daniela Coleman - WINA Radio Station Representative
Donna Lee Grossman - Administration
John Halliday - Library Director
William Lyons, Jr. - Business Manager
Joyce MacDonald - Staff Recorder
Cal Otto - President, Friends of the Jefferson-Madison Regional Library
Andrea Williams - Collection Development Coordinator-Central Library

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, February 22, 1999 at 1:02 p.m. in the Gordon Avenue Library’s meeting room, the President being in the chair. On motion for approval by Mr. German, the January 25, 1999 Minutes were approved. The agenda was amended - the subject for 1:45 p.m. was changed to "Review of 1998/1999 Operating Budget" and "Elizabeth Carpenter’s Acceptance of Friends $10,000 Challenge Check" was added to the agenda.

TRAFFIC CHANGES AT CENTRAL LIBRARY - Letters were sent to Mike Fontaine and Mayor Daugherty, City of Charlottesville, asking for crosswalks and following up on the board’s request for a traffic light outside Central Library. Plans to follow up further on this were discussed by the board.

YOUNG ADULT SERVICES REPORT - Mr. Carrier gave a PowerPoint computer demonstration on: young adult services in a nutshell, what’s on the shelf, going out for outreach, programming-not for children only, and what’s next.

BUDGET COMMITTEE - Review of 1998/1999 Operating Budget - Mr. Lyons, Jr. reviewed the mid-year operating budget and his proposed expenditure adjustments.
Mr. Lee moved "the board approve these expenditures." The motion was unanimously approved. Revision of 1998/1999 Equipment Fund - Mr. Lyons, Jr. presented a request for additional 1998/1999 Equipment Fund expenditures. Mr. Lee moved "the board approve these additional furniture purchases." The motion was unanimously approved. Proposed 1999/2000 Equipment Fund Budget - Mr. Lyons, Jr. reviewed the Proposed Equipment Fund Budget for 1999-2000.

POLICY COMMITTEE - The Policy Committee met and discussed the Meeting Room Policy and a Policy on Public Comments at Library Board Meetings. Mrs. Lichtman moved "the board accept the draft of the Meeting Room Policy." The motion was unanimously approved. After the board reviewed the Policy on Public Comments at Library Board Meetings, Mrs. Lichtman moved "to adopt it as written." The motion was adopted and Mr. Lee abstained.

LIBRARY LEGISLATION - Mrs. Williams gave an update on library legislation regarding state aid for public libraries and the Library of Virginia's Technology Plan. House Bill #1043 for Internet access has been passed and has gone to the governor.

ACCEPTANCE OF FRIENDS $10,000 CHALLENGE CHECK - Cal Otto, President of the Friends of J-MRL, presented Mrs. Carpenter with a copy of a $10,000 check to match $10,000 raised locally to build a new Greene County Library building.

DIRECTOR'S REPORT - Greene County Library - The Library Director and Mrs. Carpenter met with the newly elected Chairman of the Greene County Board of Supervisors. The library plans to request the computer upgrade and funding for the new facility at the Board of Supervisors meeting in March. Louisa County Library - Mrs. Clarke gave an update on the new facility - the bids were resubmitted, the contractor selected, and ground breaking should be within the next six weeks. Gordon Avenue Branch Head - Bob Bjoring, Gordon Avenue Branch Head, has been selected as the library's Technical Support Specialist. 5-Year Plan/Technology Committee - The committee met to make sure the automation project is going well and to determine where to go next with the automation project. Telecommunications Network Plan - The telecommunications network plan should be completed around the end of March; cabling at branch libraries can begin soon thereafter.

AGENDA ITEMS - Future agenda items include: Market Street traffic concerns, director's evaluation forms, board's self evaluation form, trustee insurance and indemnification. The next Board meeting is at Nelson County Memorial Library.

ADJOURNMENT - On motion for approval by Mr. German, the meeting adjourned at 2:35 p.m.

Beth Askew, President
MINUTES OF THE JANUARY 25, 1999 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

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

OTHERS PRESENT
R. Timothy Carrier-Young Adult Services Librarian-Central Library
Molly Cassell-League of Women Voters Representative
Carol Clark-Customer Services Supervisor-Central Circulation
Mike Fontaine-City of Charlottesville’s Transportation Engineer
Donna Lee Grossman-Administration
John Halliday-Library Director
William Lyons, Jr.-Business Manager
Joyce MacDonald-Staff Recorder
Anne Penarczyk-WINA Radio Station Representative
Stella Pool-Community Information Network Coordinator-Monticello Ave.
Andrea Williams-Collection Development Coordinator-Central Library

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, January 25, 1999 at 1:03 p.m. in the Central Library’s McIntire Room, the President being in the chair. On motion for approval by Mr. German, the December 21, 1998 Minutes were approved. Mrs. Lichtman was not present when the vote was taken.

PERSONNEL COMMITTEE’S REPORT - The Personnel Committee reviewed the results of a December 1998 survey of 19 libraries on vacation benefits and decided not to take any action on the library’s vacation benefits until the outcome of the compensation study for this coming year is known.

5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT - The 5-Year Plan/Technology Committee received a detailed briefing from the Library Director and the Head of Automation on the status of the automation project. The automation consultant is at the Central Library and is meeting with the automation staff today and will be meeting with DRA, the Library Director and Mr. Lee on Tuesday to come up with a written agreement and the scheduling. The library needs to get the infrastructure (wiring and cabling) in place before installing new computers.

REVIEW OF 1997/1998 AUDIT REPORT - The Library’s 1997/1998 audit by Deloitte & Touche LLP was distributed to the Board and Mr. Lyons, Jr. reviewed the audit. A new line called Property, Plant, and Equipment has been added (the assessed value of all the equipment is under this as fixed assets of the Library).

UPDATE ON LIBRARY LEGISLATION - The Library Director, Elizabeth Carpenter, and Andrea Williams attended Legislative Day in Richmond on January 21st. All the library’s legislators are supporting an amendment to the budget for the second step of a three-year phase-in plan for full funding of public libraries. A draft Resolution Supporting Full State Funding for Public Libraries was reviewed by the Board. Mr.
MONTICELLO AVENUE'S REPORT - Stella Pool's Monticello Avenue presentation included a mission statement, computer lab visitor figures, information on volunteers, information providers/types of people served, programming, training, public relations, and future plans. Mrs. Pool presented "Before There Was Email", a new exhibit displaying old postcards and showed the Board Monticello Avenue's new home page.

BOARD'S SELF EVALUATION - A self-evaluation form is being drafted for the Board. The Board should contact Mrs. Rice if they would like to add something to the form.

DIRECTOR'S REPORT - Notary Publics - The Library Director announced a new Notary Public service being offered at Gordon Avenue Library and Northside. J-MRL Friends Library Endowment Fund - The J-MRL Friends Library Endowment group has developed a $10,000 proposal for Books-on-Tape for the Central Library and they plan to go to the Charlottesville-Albemarle Community Foundation for funding. New Louisa County Library - Construction bids were received on the new Louisa County Library last Thursday. Groundbreaking should occur within a month. New Greene County Library - Plans are moving forward on the new Greene County Library with a topographical survey of the land and the J-MRL Friends are matching $10,000 with the $10,000 the Greene County Friends obtained in funding. Meeting With Greene County Board of Supervisors - The Library Director and Mrs. Carpenter met with the Greene County Board of Supervisors to discuss the automation project and funding.

Budget Committee Meeting - A Budget Committee meeting is scheduled for February 18, 1999 at 1:00 p.m. to discuss the Equipment Fund.

PROPOSED TRAFFIC CHANGES AT CENTRAL LIBRARY - Mike Fontaine, City of Charlottesville's Transportation Engineer, presented a layout of the downtown Market Street area displaying the City's plans for two-way traffic on Market Street commencing June 1999. Other traffic flow alternatives were discussed and it was the consensus of the Board to write to Mr. Fontaine requesting special crosswalks and to also write to City Council asking them to reconsider funding for an additional traffic light at Second Street NE outside the Central Library.

BEEFS & BOUQUETS - Special commendations to: Mary Wagner for inviting Board members and the Library Director to a special luncheon for legislators, Peter McIntosh for the special work he did on the Friends of the Library Endowment Fund, Elizabeth Carpenter for attending Legislative Day in Richmond, Jacqueline Rice for going to the Green Bay budget hearing, Elizabeth Carpenter and John Halliday for their special radio presentations, William Lyons, Jr. for doing a library assets inventory.

FUTURE AGENDA ITEMS - Future agenda items include: Review policies including the Meeting Room Policy, FY 1999/2000 Equipment Fund budget and a special purchase from the FY 1998/1999 Equipment Fund, and a Young Adult Services presentation.

ADJOURNMENT - On motion for approval by Mr. Tramontin, the meeting adjourned at 2:32 p.m.

Beth Askew, President
MINUTES OF THE DECEMBER 21, 1998 MEETING

OF THE JEFFERSON-MADISON REGIONAL LIBRARY'S

BOARD OF TRUSTEES

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

ALSO PRESENT:
Tracey Breyfogle - WINA Radio Station Representative
DonnaLee Grossman - Administration
John Halliday - Library Director
William Lyons, Jr. - Business Manager
Joyce MacDonald - Staff Recorder
Mary Wagner - League of Women Voters Representative
Andrea Williams - Collection Development Coordinator

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, December 21, 1998, at 1:00 p.m., in the Central Library's McIntire Room, the President being in the chair. On motion for approval by Mr. Tramontin, the November 23, 1998 Minutes were approved as amended. Mrs. Whiting was not present when the vote was taken.

PERSONNEL COMMITTEE'S RECOMMENDATION ON LIBRARY DIRECTOR'S EVALUATION FORMAT

Mrs. Rice made a motion "to adopt the library director's job description as submitted at the last meeting." The motion was unanimously approved. Mrs. Whiting was not present when the vote was taken.

BUDGET COMMITTEE'S REPORT

Mr. Lee, Chairman of the Budget Committee, summarized the proposed FY 1999-2000 library budget. Mr. Lee moved "that the board adopt the proposed budget to
submit it to the political jurisdictions." The motion was unanimously approved.

**1999 LIBRARY LEGISLATIVE ACTIVITY (ANDREA WILLIAMS)**

The General Assembly goes into session in January, 1999. Last year was the first year of a three-year phase-in of full funding by fiscal year 2001 and what is being proposed for next year does not take public libraries to the second level. Ms. Wagner suggested library trustees attend a special annual luncheon with the legislators hosted by the League of Women Voters on January 8, 1999. The schedule for Virginia's public hearings on the budget was distributed and board members were encouraged to attend. Legislative Day is on January 21, 1999. Mrs. Williams updated the board on pending legislation focusing on Internet access and distributed information on *Infopowering the Commonwealth - Virginia's Public Libraries: Electronic Resource Libraries for 21st Century Information*, the Library of Virginia's information technology plan for public libraries addressing universal access.

**DIRECTOR'S REPORT**

- Plans for the new Greene County Library building are moving forward. Meetings are being held with JABA and the architect and fund raising packets are being planned.

- Louisa is already in the fund raising aspect for their new library facility - $75,000 has already been raised and fund raising booths have been set up at some of the public functions.

- The Library Board discussed City of Charlottesville's Transportation Engineer Mike Fontaine's response to President Askew's letter requesting a traffic signal be placed at the intersection of Market and Second Streets, as a safety measure for the public and library patrons when Market Street becomes a two-way street. Board members suggested Mike Fontaine be invited to the next Board meeting and/or Library Trustees representing the City of Charlottesville talk to City Council in February, 1999.

- In order for public libraries to better serve children doing science projects, a Science Project Help Day has been announced for Saturday, January 9th.

- An Earlysville resident thought the 5-Year Plan should be more specific with Earlysville shown as the designated location for a new library in northern Albemarle County.
Any Board members interested in attending Legislative Day on January 21st should notify the Library Director or Andrea Williams.

The Policy Committee meetings have been changed back to meeting immediately after the Library Board meetings. Their next meeting is scheduled for Monday, January 25th.

The 5-Year Plan/Technology Committee meetings have been changed to the third Friday of the month at 1:00 p.m., beginning January 15, 1999.

The Personnel Committee meetings are scheduled for the second Thursday of each month and the time changed from 10:00 a.m. to 9:00 a.m.

The Library Director confirmed the Library currently has three vacancies: a full-time Technical Support Specialist (Technical Services), a part-time Van Driver/Courier/Maintenance Worker (Administration), and a full-time Library Clerk II (Louisa County).

President Askew commended the Reference Department’s staff and complimented them on their web page.

Appreciation goes to Jacqueline Rice for the Christmas bookmarks.

Potential agenda items for January include: State Aid, audit report, Monticello Avenue’s report, review of Meeting Room Policy, Mr. Fontaine - to speak regarding traffic/signal lights on Market Street, other policy reviews, electronic books.

On motion for approval by Mr. German, the meeting adjourned at 2:11 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, November 23, 1998, at 1:00 p.m., in the Central Library’s McIntire Room, the President being in the chair. On motion for approval by Mr. German, the mailed October 26, 1998 Minutes were approved. Mrs. Whiting was not present when the vote was taken.

PERSONNEL COMMITTEE’S REPORT

Mr. Tramontin, Chairman of the Personnel Committee, reported the committee met and is in the process of reviewing vacation policies. A draft job description for the position of Library Director was distributed along with an evaluation form and a schedule of evaluation time guidelines. The final draft of the job description is scheduled for approval at the next Board meeting.

5-YEAR PLAN/TECHNOLOGY COMMITTEE REPORT

Mr. German, Chairman of the 5-Year Plan/Technology Committee, reported the committee met and reviewed the final draft of the 5-Year Plan and as a committee,
they recommended to the Board the adoption of the 5-Year Plan.

The Library Director informed the Board that the Library and the consultant plan to meet with DRA in January to finalize the automation contract. The cabling and telecommunications are on schedule. The City of Charlottesville has agreed to do most of the wiring upgrade and this will help cut the costs. The Library anticipates having the public catalog available next summer.

ADOPTION OF THE 5-YEAR PLAN

The Library Director reviewed the timeline for the 5-Year Plan, read some of the public's comments on the plan, and mentioned Albemarle County's suggestion that the Library look at the Monticello Avenue High School area as a potential location for another library. The Library Director distributed copies of four articles written by various local newspapers publicizing the Library's 5-Year Plan. Mr. German moved "on behalf of the 5-Year Plan/Technology Committee, with congratulations to the staff, the committee, and the public, I would like to make a motion for adoption of this plan." The motion was unanimously adopted.

QUARTERLY FINANCIAL REVIEW

Mr. Lyons, Jr. reviewed the Expenditure Summary sheet year-to-date totals (7/1/98-11/1/98) and the percentages expended, pointing out the line items showing 32% or more already expended for the year.

BUDGET COMMITTEE'S REPORT/1999-2000 BUDGET

Mr. Lee, Chairman of the Budget Committee, reported the committee met to review the proposed FY 1999-2000 budget. The proposed FY 1999-2000 budget includes:

- Second year of implementing compensation plan - 4-1/2%
- Full-time Librarian I-Technical Services position beginning January 2000
- Additional staffing at Northside (two FTE's)
- More staff hours at Greene due to additional hours of service
- Additional staffing and operational costs for Louisa's new building
- More staff hours at Nelson due to two additional hours of service
- Architectural assessment of Central Library

The Library Director distributed circulation statistics along with 10-year statistics comparing added/deleted titles. A Budget Committee meeting is scheduled for 1:00 p.m., Monday, December 14th at the Central Library.
The Board members were given four documents, received from the American Library Association, on the Freedom to Read, the Library Bill of Rights, Free Access to Libraries for Minors and the Freedom to View Statement for insertion in the J-MRL Policies and Procedures Manual.

**DIRECTOR’S REPORT**

The Library Director reported on the successful In-Service Day, mentioned that the Library Endowment Fund Committee met to consider a funding proposal to enhance the Books-on-Tape collection, informed the Board the State Library Board meeting will be held at the Central Library on March 22nd. Andrea Williams informed the Board that Richard O. Jones, author of *When Mama’s Gone*, found out about Gordon Avenue’s African-American collection through the Internet and donated a copy of his book to the collection.

**BEEFS & BOUQUETS**

Mrs. Lichtman was commended on the excellent job she did when she met with the City of Charlottesville’s City Council and gave them an outline of the 5-Year Plan and prepared them for things to come; commendations were given to Mr. German, Mr. Lee, Mrs. Rice and the Library Director for their successful meeting with the Albemarle County Supervisors; Mr. German wanted to add special commendations to the staff and Library Director and the role he played in the successful completion of the 5-Year Plan; President Askew commended all the people who worked on In-Service Day to make it a success; Mrs. Rice was commended for her work on the draft Library Director’s job description, the evaluation form and timelines.

**FUTURE AGENDA ITEMS**

Future agenda items for December include: Approval of the Library Director’s job description, Meeting Room policy, review and approval of the FY 1999-2000 proposed budget, rules/procedures to follow for requests by the public to speak at Board meetings, the General Assembly and J-MRL’s role for the forthcoming General Assembly, follow up on the stop light outside the Central Library.

**ADJOURNMENT**

On motion for approval by Mr. Tramontin, the meeting adjourned at 2:30 p.m.

Beth Askew, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, October 26, 1998, at 1:05 p.m., in the Northside Library’s Conference Room, the President being in the chair. On motion for approval by Mr. German, the mailed September 28, 1998 Minutes were approved. Ms. Lichtman and Mr. Tramontin were not present when the vote was taken.

President Askew announced to the Board that Mr. Tramontin has been reappointed for another four-year term (9/1/98-8/31/02).

5-YEAR PLAN/TECHNOLOGY COMMITTEE REPORT

Mr. German, Chairman of the 5-Year Plan/Technology Committee, reported the committee met and reviewed the suggested revisions to the draft 5-Year Plan.

The Library Director informed the Board that although contract negotiations with DRA for the automation upgrade have been postponed until early December, the Library is going ahead with the planning and wiring.
President Askew reviewed segments, of particular interest to the Board, taken from the Code of Virginia Section 42 on Libraries.

**FY 1999-2000 LIBRARY BUDGET**

The Library Director distributed to, reviewed with, and asked the Board members to prioritize a preliminary list of FY 1999-2000 budget proposals taken from staff suggestions and the 5-year plan.

**REVIEW SECOND DRAFT OF THE 5-YEAR PLAN**

The Library Director reported to the Board that the library is ready to conclude drafting of the 5-Year Plan. After making some minor changes and additions suggested by the Board, the 5-Year Plan will be made available for public comments.

**VLA CONFERENCE**

The Library Director, President Askew, and eleven members of the J-MRL staff attended the Virginia Library Association Conference in Virginia Beach. President Askew gave a book talk on Richard Wright and the Library Card.

**DIRECTOR'S REPORT**

1) The Library Director informed the Board that the library will be closed throughout the system on Wednesday, November 11th so that J-MRL staff can attend In-Service Day. Board members have been invited to attend.

2) The Library Director wrote a letter of support to the Jefferson-Area Board for Aging (JABA) for their Regional Community Development campaign that includes funding for the new Greene County Library and Senior Center. By common acclamation, the Board approved having the Library Director draft a letter showing J-MRL is in support of this partnership so that JABA can submit this letter when they are asking various foundations for help in funding this project.

3) A copy of the revised Meeting Room Policy was distributed to the Board members.

4) In early 1999, the Department/Branch Managers and Policy Committee plan to review policies on patron conduct in J-MRL, unsolicited gifts, Internet policies, and fines, fees and circulation policies.
5) The VLA Executive Committee donated two 6-ft. folding tables to the Northside Library in appreciation for using Northside's meeting room. On motion for approval by Mr. German, the Board accepted the gift of two tables from the Virginia Library Association's Executive Committee.

6) The Library Director announced that Elizabeth Jones is the new library manager for the Louisa County Library.

BEEFS & BOUQUETS

President Askew thanked all the Trustees who attended the Trustee Workshop at Northside.

FUTURE AGENDA ITEMS

Future agenda items for November include: Review of the ALA freedom policies - the Library Bill of Rights, Freedom to Read, Free Access to Libraries for Minors and Freedom to View. On behalf of the Board, President Askew will be sending a letter to City Council because the traffic pattern on Market Street will be changing, which will affect the Central Library. Forthcoming committee meetings were confirmed for the Personnel Committee (2nd Thursdays, 9:00 a.m.) and the 5-Year Plan/Technology Committee (2nd Fridays, 1:00 p.m.).

ADJOURNMENT

On motion for approval by Ms. Carpenter, the meeting was adjourned at 3:03 p.m.

Beth Askew, President