MINUTES OF THE SEPTEMBER 28, 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
Priscilla Whiting

TRUSTEES ABSENT:
George Tramontin

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, September 28, 1998, at 1:07 p.m., in the McIntire Room at the Central Library, the President being in the chair. On motion for approval by Mr. German, the mailed August 24, 1998 Minutes were approved. Ms. Lichtman and Ms. Rice abstained.

Mr. Tramontin requested his letter to the board be included in the Minutes: “I have always attended Library Board meetings but my term on the Library Board expired August 31, 1998 and since I have not yet been reappointed, I do not feel I should be attending meetings and voting on issues at this time.”

BUDGET COMMITTEE REPORT

Mr. Lee, Budget Committee Chairman, distributed a draft of the 1999/2000 Budget Development Timeline.

5-YEAR PLAN/TECHNOLOGY COMMITTEE REPORT

Mr. German, Chairman of the 5-Year Plan/Technology Committee, reported the committee met to review the status of the proposals for the automation project. Mr. German commended the library staff engaged in this process.
PERSONNEL COMMITTEE REPORT

The Library Director distributed and briefly reviewed a copy of the Minutes from the last Personnel Committee meeting. The Personnel Committee has changed their meeting time from 10:00 a.m. to 9:00 a.m. on the 2nd Thursday of each month.

REVIEW OF THE REGIONAL LIBRARY AGREEMENT

President Askew reviewed the 1991 Amended Regional Library Agreement.

REVIEW OF THE MEETING ROOM POLICY

The Board reviewed a draft of the Meeting Room Policy with suggested modifications. Ms. Rice moved "that the board accept the draft with the corrections as indicated in paragraph 1 and paragraph 4." The motion was unanimously adopted. Ms. Rice moved "that the second paragraph be amended to include: Library meeting rooms may not be used for religious worship services." Ms. Whiting moved to amend this motion by inserting the words "except on a emergency basis" at the end of the sentence. There were 5 in the affirmative (Carpenter, Clarke, Lee, Lichtman, and Whiting) and 3 in the negative (Askew, German, and Rice). The motion was adopted. Ms. Lichtman moved "to approve the whole paragraph (paragraph 2) as amended. There were 5 in the affirmative (Carpenter, Clarke, Lee, Lichtman, and Whiting) and 3 in the negative (Askew, German, and Rice). The motion was adopted. The amendments to the Meeting Room Policy will be codified and disseminated by the Policy Committee.

PRESENTATION OF DRAFT 5-YEAR PLAN

The Library Director distributed and briefly reviewed the draft of J-MRL's 5-year plan. Board members are to communicate their comments to the Library Director by October 5th and the 5-Year Plan/Technology Committee will review the draft and comments at their meeting on October 9th. The final draft will be submitted to the Board at their October meeting with adoption of the final plan scheduled for November. It was the consensus of the Board that the draft should be made available to the library staff.

DIRECTOR'S REPORT

The Library Director reported that the deadline has been extended on the October 15-17 Virginia Library Association Conference and any Board members still wishing to attend should notify the Library Director; it is time to renew VLA memberships for the Board members; five candidates will be interviewed for the Branch Manager's position at Louisa County; the October Board meeting is at Northside. The Library Director read and distributed patron suggestions.
LIBRARY BOARD MINUTES -3- SEPTEMBER 28, 1998

BEEFS & BOUQUETS

Mrs. Whiting commended the Virginia Power Company for their "Strong Men, Strong Women" brochure distributed at her local high school reunion; Mrs. Rice thanked everyone for their cards, messages, and support while she was recuperating; Mrs. Clarke and the Library Director were commended for attending the Louisa County Supervisor’s meeting and being successful in obtaining the funding for the automation system.

FUTURE AGENDA ITEMS

Future agenda items for October include: the final draft of the long range plan, review the Code of Virginia Section 42 (Libraries), budget issues, revised policies, and continuation of by-laws.

ADJOURNMENT

On motion for approval by Mr. German, the meeting was adjourned at 2:50 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, August 24, 1998, at 1:00 p.m., in the Board of Supervisors’ meeting room at the Greene County Office Building, the President being in the chair. On motion for approval by Mr. German, the July 27, 1998 Minutes were approved. Ms. Clarke abstained.

BUDGET COMMITTEE REPORT

The Library Director reported on the benefits, technical reasons, and costs for the library’s computer upgrade.

5-YEAR PLAN/TECHNOLOGY COMMITTEE REPORT

The Library Director reported on the status of the long range plan.
OUT-OF-AREA LIBRARY USERS

The Library Director distributed and discussed a pie chart on 1997-1998 Circulation for the Jurisdictions, a graph on the Percentage of Branch Library Use by Non-Residents, and a list by zip code of J-MRL Residents Registered at Waynesboro.

LIBRARY’S BYLAWS

The Board and Library Director reviewed the Bylaws for J-MRL’s Board of Trustees.

DIRECTOR’S REPORT

The Library Director reported on a request for temporary storage space from Literacy Volunteers of America, reviewed the Meeting Rooms policy with the Board, announced Gordon Avenue Library being closed this week, announced new Monday evening hours for Gordon Avenue Library, discussed the status of new positions provided in the 1998-1999 budget, confirmed times and dates for the computer demonstrations, and referred to a complimentary article about the library in the Nelson County Times.

GREENE COUNTY LIBRARY

Krista Farrell, Branch Head for Greene County Library, gave a report on the Greene County Library.

BEEFS & BOUQUETS

Priscilla Whiting commended Emily Barton and Joyce MacDonald for their joint efforts, on behalf of the FOCUS Center for Career and Personal Development and J-MRL, in sponsoring a two-hour workshop to familiarize adult job seekers with the resources available at J-MRL.

FUTURE AGENDA ITEMS

Future agenda items for September include: the first draft of the long range plan, the Meeting Rooms policy, and J-MRL’s Regional Agreement.

ADJOURNMENT

On motion for approval by Mr. Lee, the meeting adjourned at 2:42 p.m.

Beth Askew, President
MINUTES OF THE JULY 27, 1998 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY'S
BOARD OF TRUSTEES

TRUSTEES PRESENT:

Beth Askew - President
   Jacqueline Lichtman - Vice President
Elizabeth Carpenter
   Jacqueline Rice
Robert German
   George Tramontin
Kenneth Lee
   Priscilla Whiting

TRUSTEES ABSENT:

Mary Jane Clarke

ALSO PRESENT:

DonnaLee Grossman - Administration
   John Halliday - Library Director
   Joyce MacDonald - Staff Recorder
Cal Otto - President, Friends of the Jefferson-Madison Regional Library

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, July 27, 1998, at 1:07 p.m., in the Madison Room at the Central Library, the President being in the chair. On motion for approval by Mr. German, the mailed June 22, 1998 Minutes were unanimously approved.

1998/99 LIBRARY BOARD’S SCHEDULE

President Askew reviewed the 1998/99 Library Board’s schedule.

1998/99 COMMITTEE ASSIGNMENTS

President Askew announced the 1998/99 committee assignments:

BUDGET/FINANCE
   Kenneth Lee, Chair
   Priscilla Whiting

5-YEAR PLAN/TECHNOLOGY
   Robert German, Chair
   Kenneth Lee
   George Tramontin
George Tramontin, Chair
Jacqueline Rice
Priscilla Whiting

Jacqueline Lichtman, Chair
Elizabeth Carpenter
Jacqueline Rice
(ex officio - President Askew)

1998/99 FRIENDS OF THE LIBRARY BUDGET

President Askew reviewed the 1998/99 Friends of the Library budget and on motion by Mr. Tramontin, the board unanimously approved endorsement of the 1998/99 Friends of the Library budget.

POLICY COMMITTEE REPORT

Ms. Lichtman reported on behalf of the Policy Committee and distributed the new policy manual to the board members.

5-YEAR PLAN/TECHNOLOGY COMMITTEE REPORT

Mr. German reported on behalf of the 5-Year Plan/Technology Committee on the status of the new automated circulation system for the library and on the long range plan for the library.

BOARD MEETING MINUTES FORMAT

The minutes will conform to Roberts’ Rules and the policy for "Minutes of the J-MRL Board of Trustees Meetings." All motions and any items board members request to be included in the minutes are to be made in writing and given to the recording secretary.

J-MRL STATISTICAL REPORT

As part of the long range planning process, the library director presented statistical comparisons of J-MRL to other libraries in the country and other libraries in Virginia serving over 100,000 people.

DIRECTOR’S REPORT

The library director reported on the new Louisa County Library and the new Greene County Library.
BEEFS & BOUQUETS

President Askew gave special recognition to Jacqueline Lichtman for the policy manual, Bruce Keith for helping with the public surveys and recording the public meetings, Kenneth Lee for his work evaluating the automation proposals, and to the staff committee evaluating the automation proposals - Anne Chiles, Michael Lucas, Andrea Williams, and Philip Williams.

FUTURE AGENDA ITEMS

Future agenda items for August include committee reports, review of the bylaws, update on the planning process, the budget carryover issue, additional information on out-of-area library users.

ADJOURNMENT

The meeting adjourned at 3:02 p.m.

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

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

AT THE JUNE 22, 1998 MEETING

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.

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 1:07 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. Ms.
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.
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.

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).

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

George C. Tramontin, President