The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, July 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 June 21, 1999 Minutes were approved. A Closed Meeting was added to the agenda.

Mr. Whitlock was introduced and welcomed as the new board member representing Louisa County.

President Askew read Mary Jane Clarke's note of appreciation.

President Askew reviewed the distributed 1999-2000 Library Board’s Schedule and the new annual assignments of J-MRL Board Committees (J-MRL Policy: Section 1.23).

POLICY COMMITTEE’S REPORT – The committee asked board members to bring the draft Internet Policy to the August meeting for review and approval. The committee does not need to proceed with a new policy on Indemnification since the library has coverage by the State. Mrs. Lichtman moved "the Board adopt the Public Hearing Policy (J-MRL Policy: Section 1.262)." The motion was approved. Mr. Lee opposed the motion. Several items were distributed for insertion in the Policy and Procedures Manual – a new Table of Contents, an updated Board of Trustees (J-MRL Policy: Section 1.2), 1999-2000 Schedule of Library Closings (J-MRL Form: Section 5.4), and a new Index.

1999-2000 FRIENDS of J-MRL BUDGET – The Library Director reviewed the 1999-2000 Friends of J-MRL Budget adopted by the Friends at their June 27th meeting. Mr. German made a motion "for the Library Board’s endorsement of the Friends budget as presented.” The motion was unanimously approved.

ALA CONFERENCE – Mr. Lee and President Askew reported on the ALA Conference they attended in June.

DIRECTOR’S REPORT – Central Air Conditioning – Central has a temporary air conditioning unit located outside the building while the permanent unit is being repaired. Automation Project – Automation is moving ahead and the cabling may begin later this week. Greene County Book Sale – The book sale raised over $3,000 and a resident donated $6,000 making the grand total approximately $9,000. Greene County Building Update – A meeting is scheduled with the architect on August 6th to review the preliminary drawings for the new building. The funding campaign for the building should begin in September. Louisa County Building Update – The building of the new library is moving forward with the completion date estimated as late 1999 or early in 2000. Furniture for the new library is already being ordered. New Greene County Library Branch Manager – Joyce Stevens has been selected as the new Branch Manager of Greene County Library and will start August 23rd. The Family Field Guide to Charlottesville and Beyond: Great Outings with Children was distributed and has a section on J-MRL in it.

FUTURE AGENDA ITEMS – Future agenda items include: budget planning schedule for 2000-2001, review draft of Internet Policy for approval, Circulation Policies, and Youth Services report.

CLOSED MEETING – Mr. German moved “the Library Board go into a closed meeting pursuant to the Code of Virginia, Section 2.1-344(A), under subsection 1, to discuss the performance of individual Board members.” The Board went into a closed meeting at 2:01 p.m. The Board reconvened from the closed meeting at 2:45 p.m. Certification of the Closed Meeting is attached to the Minutes.

BEEFS & BOUQUETS – Mrs. Whiting complimented the staff on the new signage at Central. President Askew reported that June circulation at Nelson County was the highest ever.

ADJOURNMENT – Mr. German moved “the meeting be adjourned.” The meeting adjourned at 2:50 p.m.

Beth Askew, President
MOTION: The Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.1-344(A), subsection 1, to discuss the performance of individual Board members.

MEETING DATE: July 26, 1999

RESOLUTION NO.: # 1

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Jefferson-Madison Regional Library’s Board of Trustees has convened a closed 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’s Board of Trustees that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson-Madison Regional Library Board of Trustees 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 closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Jefferson-Madison Regional Library’s Board of Trustees.

VOTE:

AYES: Askew, Carpenter, German, Lichtman, Rice, Tramontin, Whiting, and Whitlock

NAYES: None

Mr. Lee did not vote.

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

ABSENT DURING VOTE:

ABSENT DURING MEETING:

Donna Lee Grossman

(Clerk/Secretary of the Jefferson-Madison Regional Library’s Board of Trustees)
MINUTES OF THE AUGUST 23, 1999 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT
Beth Askew - President
Elizabeth Carpenter
Robert German
Kenneth Lee
Jacqueline Rice
George Tramontin
Priscilla Whiting
Thomas Whitlock

TRUSTEES ABSENT
Jacqueline Lichtman – Vice President

OTHERS PRESENT
Vicki Ballowe – Staff Representative to Policy Committee
Carol Clark – Customer Services Supervisor-Central Circulation
Nancy Cook – Head of Children’s and Youth Services
DonnaLee Grossman – Administration
John Halliday – Library Director
Joyce MacDonald – Staff Recorder
Mary Wagner – Representative from the League of Women Voters
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, August 23, 1999 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 July 26, 1999 Minutes were approved with an amendment made to the Certification of Closed Meeting.

PERSONNEL COMMITTEE’S REPORT – The Personnel Committee discussed the activities of the library staff’s Compensation Study Committee and recommended to the library trustees that J-MRL investigate proceeding with a new pay plan on a faster schedule than used by the City of Charlottesville. The Personnel Committee also discussed staff use of personal days, parking, recent personnel changes, exit interviews, the charge of the Personnel Committee, and changing their committee meetings to every other month on the second Thursday beginning with October.

5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT – The groundwork for the new automation system is going according to schedule.

POLICY COMMITTEE’S REPORT – The committee is scheduled to meet after the board meeting to discuss the Internet Access Policy. Handouts on the Public Hearing Policy, Administrative Services Agreement and J-MRL Board Committees were distributed for insertion in the Policies and Procedures Manual.

REVISION OF CIRCULATION POLICIES – Carol Clark reviewed with the board the revised draft of Circulation Policies. Mr. Tramontin moved “for adoption of the revised Circulation Policies as presented.” The motion was unanimously approved.

LIBRARY CARD PROMOTION – September is National Library Card Sign-Up Month. Handouts were distributed regarding J-MRL’s promotion of library cards during
September. Library "bucks" in denominations of $1 and $2 and Festival of the Book book bags will be used as prizes. The board suggested increasing the number of "bucks" printed from a cost of $300 up to $2,000 so that there would be more prizes.

2000-2001 BUDGET PLANNING SCHEDULE – The Library Director distributed a 2000-2001 Budget Development Timeline. The board is scheduled to look over the 5-Year Plan and discuss goals and objectives at their September meeting.

YOUTH SERVICES REPORT – Nancy Cook reported on the Children's programs and services. The Children's Department provides a collection of materials and books for children ranging in age from birth up through 6th grade. The Friends of JMRL were commended on their very generous support for Children's programs and materials. The Children's Department is involved in outreach to the parks and in family literacy programs such as motherread/fatherread. Provision has been made in the 5-Year Plan for a Children's and Young Adult Specialist at each library.

DIRECTOR'S REPORT – Louisa County Building Update – The new library is on schedule and due to open late in 1999 or early 2000. Mr. Whitlock has been asked to serve on the Dedication Committee. Greene County Building Update – The architect will present his plans to the Board of Supervisors on September 14th. A part-time campaign coordinator will be hired for the fund raising. Special events are being planned. In April they hope to celebrate reaching their goal with a groundbreaking. Greene County Library's New Branch Manager – On August 23rd Joyce Stevens began her new position as Branch Manager. Building Assessment Committee – The committee has been meeting with planning staff from Albemarle County and the City of Charlottesville. The committee has been studying facility needs in Charlottesville and Albemarle County and will be reporting their recommendations to the board in September or October. Request for Proposal (RFP) for Central Library – A RFP has gone out for an architectural assessment of the Central Library. New Computer System – Cabling is almost completed for the new computer system. The Web II server should be installed in September. Staff training on the new catalog is scheduled for October. The new catalog should be available to the patrons in November. State Library Grants – Two grants are in process, one for assistive technology-computer workstations for people with disabilities (100% grant) and a matching grant for project enhancements-for computer projects underway (could be used for furniture for the automation project). Bill of Rights Programs – Handouts were distributed outlining special programs sponsored by JMRL, the Friends, and the Virginia Foundation for the Humanities on The Bill of Rights, The Courts, and the Law. Programs are scheduled for Tuesdays in October. Robert O'Neil – Robert O'Neil would like to speak at the September board meeting to give an update on current legal issues regarding libraries, censorship, and Internet issues.

BEEFS & BOUQUETS – Mrs. Rice would like to see more library hours – more Sunday hours and longer hours open throughout the system.

FUTURE AGENDA ITEMS – Mr. O'Neil will speak at the September meeting, Joyce MacDonald will give a Reference report, the board will review the Internet Access Policy, the board will review the 5-Year Plan and discuss goals and objectives, the Building Assessment Committee will give a report.

ADJOURNMENT – On motion for approval by Mr. German, the meeting adjourned at 2:22 p.m.

Beth Askew, President
MINUTES OF THE SEPTEMBER 27, 1999 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Beth Askew – President
Elizabeth Carpenter
Robert German
Jacqueline Lichtman – Vice President
Jacqueline Rice
George Tramontin
Thomas Whitlock

TRUSTEES ABSENT
Kenneth Lee
Priscilla Whiting

OTHERS PRESENT
Molly Cassell – Representative from the League of Women Voters
Carol Clark – Customer Services Supervisor-Central Circulation
Patricia Earle – Representative from the Virginians for Educational Excellence
Donnalee Grossman – Administration
John Halliday – Library Director
William Lyons, Jr. – Business Manager
Joyce MacDonald – Staff Recorder
Robert O'Neil – Founding Director of the Thomas Jefferson Center for the Protection of Free Expression
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, September 27, 1999 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 August 23, 1999 Minutes were approved.

FIRST AMENDMENT RIGHTS AND THE INTERNET – Mr. Robert O'Neil discussed First Amendment Rights, the Internet, and reviewed the current status on legislation relating to filtering/blocking. Mr. O'Neil thought the draft Jefferson-Madison Regional Library Internet Access Policy fulfilled the state law requirements and met the needs of the patrons. There was some discussion on the protection of privacy and staff involvement in supervising the use of the Internet. The library should be as "content neutral" as possible when dealing with enforcement issues. At 1:45 p.m. the Board recessed to celebrate Mr. Tramontin's birthday and to bid farewell to Mrs. Lichtman. The Board reconvened at 2:00 p.m.

ADDITIONAL ISSUES NOT ON THE AGENDA – The Board was shown a note received from Mrs. Halliday, thanking the Board for the flowers and Watkins Abbitt, Jr.'s response to President Askew's letter. The Chair called Board members attention to Mr. Lee's letter dated September 5, 1999 and mailed to Board members with the meeting agenda. The Chair cited pages 415-416 of Robert's Rules of Order Newly Revised, 1990 Edition, 9th Edition. The Board agreed that the Chair should send Mr. Lee a letter in reply to his letter and requests.

ADOPTION OF INTERNET ACCESS POLICY – Mrs. Lichtman made a motion "that we accept the Internet Access Policy." The motion was unanimously approved.
POLICY COMMITTEE’S REPORT – The committee finished working on the Internet Policy and is now working on a policy regarding how the library communicates with the public. The committee will not be meeting after today’s Board meeting.

BUILDING ASSESSMENT COMMITTEE’S REPORT – Mr. Lyons, Jr. reviewed the Building Assessment Report distributed to the Board members. The committee’s report included a prioritized list of their four recommendations:

- Expand Service in the Route 29 Corridor
- Provide for a New Facility in Crozet to Replace the Existing Library
- Provide a New Facility in the Neighborhood 4/5 Area (around Mill Creek Drive area near Monticello High School)
- Provide Moderate Expansion to the Scottsville Library

2000/2001 BUDGET PRIORITIES – Budget priorities include: a Children’s Librarian for Northside, open Northside on Sundays, continue increasing the open hours at Greene and Nelson, continue implementation of the new pay plan, add a Shelver at Nelson, add administrative staff-Head of Branch Libraries, standardization of library hours, and year-round Sunday service throughout the system.

DIRECTOR’S REPORT – New Computer System – Installation of software and equipment is scheduled for early October, staff training begins in mid October, and public access to the Web Catalog should be around mid November. In-Service Day – Board members were invited to attend In-Service Day on November 11, 1999. Lunch will be provided and service awards will be presented. Louisa County Library – The new 15,000 sq. ft. library building will cost between $1.3-$1.4 million. The library is scheduled to open in December 1999 with a gala-opening event planned for January 2000. Greene County Library – Preliminary drawings were presented to the Greene County Board of Supervisors and they are in the process of requesting bids from the architects. Architectural Assessment of Central Library – Train and Spencer will be working on an architectural assessment with the library staff in early October and should have a report for the Board in January. Senior Center Display – A special display panel shown at the board meeting will be used at the Senior Center to show different photographs taken by Stephanie Gross. Government Services Fair – On October 8th there will be a Government Services Fair on the Downtown Mall. Bill of Rights Lecture Series – The first of the five Bill of Rights lectures begins Tuesday, October 5th at Central Library. Annual Library Director’s Meeting – Group purchasing of electronic databases should start early next year. PLA Meeting – A PLA meeting is coming up in March in Charlotte. Gates Library Initiative – Virginia will be eligible for the next round of grants for computers, etc. Grants will be based on the poverty rate in the area the library serves. They also provide training and software. Piedmont Council of the Arts – Childrens and Youth Services will be receiving an award.

BEEFS & BOUQUETS – Mrs. Lichtman has resigned from the Board.


ADJOURNMENT – Mr. Tramontin moved “the meeting be adjourned” at 3:28 p.m.

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

TRUSTEES PRESENT
Beth Askew – President
Elizabeth Carpenter
Kenneth Lee
Jacqueline Rice

TRUSTEES ABSENT
Robert German

OTHERS PRESENT
Vicki Ballowe – Staff Representative to Policy Committee
Donna Lee Grossman – Administration
John Halliday – Library Director
William Lyons, Jr. – Business Manager
Joyce MacDonald – Staff Recorder
Cathie Metallo – Resident from Earlysville
Mary Plum – Crozet Library’s Branch Manager
Mary Wagner – Representative from the League of Women Voters

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, October 25, 1999 at 12:57 p.m. in the Crozet Library’s meeting room, the President being in the chair. On motion for approval by Mr. Whitlock, the September 27, 1999 Minutes were approved. Mr. Lee and Mrs. Whiting abstained as they were not present during the September Board meeting.

PERSONNEL COMMITTEE'S REPORT – Mrs. Rice distributed to the Board members a copy of the October 14th letter to the Personnel Committee outlining the Compensation Committee’s recommendations for upgrading all job classifications below Grade 10 up to that level, giving a regular increase to the other employees, and adding approximately 1% ($25,000) as a pool for addressing other inequities in job duties versus pay. This represents approximately an 8% increase in the total salary/personnel budget for next fiscal year. Based on feedback from Branch Managers and Department Heads, the Personnel Committee will be recommending a change in the personnel leave policy – new hires will have one personal day in each half of their first fiscal year. The Personnel Committee reviewed recent hires and resignations. The Board of Trustees was encouraged to attend In-Service Day on November 11th. Mr. Tramontin will be attending and plans to participate in distributing the service awards. Galloway Beck, Director of the City of Charlottesville’s Human Resources Department, is on the agenda to explain the banding process – the new process for job evaluations for both the City and J-MRL. The Personnel Committee viewed the presentation of the new Web catalog.

BUDGET COMMITTEE’S REPORT – The Budget Committee briefly reviewed the objectives in the 5-Year Plan. The committee also reviewed the circulation statistics and staffing levels for all the branch libraries to give the committee a clearer picture of the libraries having the heaviest workloads. The Library Director distributed and
briefly discussed a list of the staff's FY 2000/2001 budget requests. Most of the items were personnel requests with two items highlighted on the list - the implementation of the Compensation Study recommendations and a Security Guard at Central Library. The Budget Committee requested the library staff develop a preliminary budget with the Compensation Committee's recommendations in order to see what the overall budget impact would be. The Budget Committee plans to meet before the November board meeting to decide where to go from there.

**QUARTERLY FINANCIAL REPORT** - Mr. Lyons, Jr. reviewed the quarterly FY 2000 Expenditure Summary in the Board packet. Although some of the individual operating expenditures for the first quarter were over 25%, the bottom line indicates the library's total expenditures are within 25% for the first quarter. Mr. Lyons, Jr. briefly reviewed the Equipment Fund budget and indicated the status of equipment - what has been received and what is still on order.

**PRESENTATION OF THE 1998/1999 ANNUAL REPORT** - The Library Director distributed the 1998/1999 Annual Report to the Board members. The annual report will be sent to each jurisdiction, the Friends of the Library, state legislators and copies will be available for In-Service Day.

**BUILDING ASSESSMENT REPORT** - Mr. Lyons, Jr. gave an overview of the Building Assessment Report distributed at the September Board meeting. President Askew presented items for consideration and discussion: political considerations, traffic, travel, location, elements of a library (services, facilities, staff), economics of a library (size and scale - what will be a viable size to make services affordable), funds for collections (duplication of collections and delivery of collections), what is going to happen in the 21st century (what will be the effect of the electronic revolution on the library), efficiencies in technical processing, and Central parking. Ms. Metallo requested a library be opened in Earlysville.

**DIRECTOR'S REPORT** - Louisa County Building Update - If the furniture arrives in time, the new Louisa County Library may open in December. Greene County Building Update - The Board of Supervisors is in the process of requesting bids from the architects and groundbreaking for the new library should be in the spring. PVCC Windows Training for J-MRL Staff - 18 library employees attended the first level of a computer training class on Windows at PVCC October 18th and 20th. A second level of training is scheduled for November 2nd and 4th. Web2 Catalog - The new online Web2 catalog system has been installed and should be available to the public around late November. Internet Access Policy - The adopted new Internet Access Policy (Section 4.7) was distributed to the Board members for insertion in their Policies and Procedures Manual. Bill of Rights Lecture Series - The Bill of Rights lectures have been a success. On Tuesday, October 26th Robert O'Neill will give the last lecture on Freedom of Speech: Current Issues. New Policy Committee Chairman - Mrs. Carpenter has been named the new Chairman of the Policy Committee.

**FUTURE AGENDA ITEMS** - Continue discussion of Building Assessment Report, FY 2000/2001 budget, and Mrs. Williams will give a report on Collection Development.

**ADJOURNMENT** - At 2:15 p.m. Mrs. Plum gave the Board members a tour of the Crozet Library. On motion for approval by Mrs. Whiting, the meeting adjourned at 2:32 p.m.

Beth Askew, President
MINUTES OF THE NOVEMBER 22, 1999 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT
Beth Askew – President
Elizabeth Carpenter
Melissa Dickens
Robert German
Kenneth Lee
Jacqueline Rice
George Tramontin
Priscilla Whiting
Thomas Whitlock

OTHERS PRESENT
Carol Clark – Customer Services Supervisor-Central Circulation
DonnaLee 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

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, November 22, 1999 at 1:02 p.m. in the Central Library’s McIntire Room, the President being in the chair. Ms. Dickens was introduced as the new Board member. On motion for approval by Mr. Tramontin, the October 25, 1999 Minutes were approved as amended. Mr. German and Mrs. Dickens abstained as they were not present at the October Board meeting.

TECHNOLOGY COMMITTEE’S REPORT – Mr. Lee moved “that the library delay implementation of the on-line public catalog for approximately 28 days in order to comply with e-rate requirements.” The motion was unanimously approved.

BUDGET COMMITTEE’S REPORT – There will be a Budget Committee meeting prior to the December Board meeting. The Library Director briefly reviewed a distributed copy of the 2000/2001 budget requests. The main emphasis was on implementation of the Compensation Study recommendations. The proposed budget is scheduled for approval at the December 20th Board meeting.

BUILDING ASSESSMENT – Mr. Lyons, Jr. summarized the Building Committee’s Report. The Library Director will be drafting a letter to Albemarle County outlining the Board’s recommendations. There was a brief discussion on the architect’s recommendations for the Central Library – adding approximately 10,000 sq. ft. of additional space and moving something out of Central Library to another location.

COLLECTION DEVELOPMENT’S REPORT – Ms. Williams discussed collection development in the library system and reviewed collection management statistics distributed to the Board. The library is moving towards full funding of state aid.
VLA CONFERENCE REPORT – The Library Director and Mr. Tramontin attended the VLA Conference held in late October. The Library Director distributed a written report on the conference and Mr. Tramontin gave an oral report.

COMMITTEE TO NOMINATE VICE PRESIDENT – Priscilla Whiting moved “to have Mr. Tramontin and Ms. Carpenter on the Nominating Committee for a Vice President.” The Nominating Committee will report back to the Board in December.

DIRECTOR’S REPORT – Louisa County Building Update – The Board members have received an invitation to the opening ceremony at the new Louisa County Library on Sunday, December 12th at 2:30 p.m. Greene County Building Update – Greene County is in the process of hiring an architect. There were nine responses to the RFP. They are hoping the new building will be finished by January 2001. Federal LSTA Grants through LVA – The library has received two LSTA grants. One is $5,000 for furniture for our automation project. The other grant is $8,695 for assistive technology for Greene County Library. The grants will be used for a computer for people with disabilities and for equipment for people with visual problems. Albemarle County Directions 2000 Community Meetings – The Library Director distributed a listing from Albemarle County for a series of community conversations on budget issues and priorities. In-Service Day – The Library Director reported on In-Service Day - November 11th. In the evaluations of the In-Service day, 70% of the staff surveyed would like to do it every year. Gordon Avenue Book Discussion – Henry Wiencek, author of The Hairstons, will be appearing at Gordon Avenue on November 22nd to discuss his book.

BEEFS & BOUQUETS – Mr. Tramontin commended the staff on In-Service Day and commended Jim Barns on his article in Echo.

FUTURE AGENDA ITEMS – Future agenda items include the FY 2000/2001 budget, building assessment and the draft letter to Albemarle County, Personnel Committee’s report, and the Nominating Committee’s report.

ADJOURNMENT – The meeting adjourned at 2:54 p.m. The December Board meeting is on December 20, 1999.

Beth Askew, President
MINUTES OF THE DECEMBER 20, 1999 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Beth Askew – President
Elizabeth Carpenter
Melissa Dickens
Kenneth Lee
Jacqueline Rice
George Tramontin
Thomas Whitlock

TRUSTEES ABSENT
Robert German
Priscilla Whiting

OTHERS PRESENT
Carol Clark – Customer Services Supervisor-Central Circulation
DonnaLee Grossman – Administration
John Halliday – Library Director
William Lyons, Jr. – Business Manager
Joyce MacDonald – Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, December 20, 1999 at 1:05 p.m. in the Central Library's McIntire Room, the President being in the chair. On motion for approval by Mr. Tramontin, the November 22, 1999 Minutes were approved as amended.

NOMINATING COMMITTEE'S REPORT – The Nominating Committee submitted the following nomination: Mr. Robert German as Vice President of the J-MRL Board. The Board unanimously approved the Nominating Committee's submission.

POLICY COMMITTEE'S REPORT – Mrs. Dickens will be serving on the Policy Committee. The Board discussed a draft revision to the Official Statements Policy (Section 1.3). Before the Board approves the policy, a copy of the draft will be sent to the Albemarle County Attorney for review and approval.

PERSONNEL COMMITTEE'S REPORT – The report of the Personnel Committee was received and placed on file. At their December 9th meeting the Personnel Committee discussed personal leave time allowances for new employees, implementation July 1, 2000 of a new pay plan based on the "banding" system, security for Central Library and a security workshop for Central staff, and reviewed recent hires and transfers.

BUDGET COMMITTEE'S REPORT – The Budget Committee met to review the list of budget requests and to discuss the library's proposed budget for FY 2000/2001. The Library Director reviewed with the Library Board the budget proposal for FY 2000/2001 and distributed a list of budget requests highlighting the items included in the proposed budget. The Library Director distributed a copy of the Projected Cost Allocations for FY 2000/2001 which included using $25,000 of state aid to reduce each jurisdiction's allocation by $5,000. Using state aid next year alleviates some of
the expense needed to implement the Compensation Study and makes it possible to include other goals and budget requests in the proposed budget. The Library Director distributed a summarization of the library’s Incident Reports covering the past twelve months (out of 24 incidents, 20 were from the Central Library). Mrs. Rice moved “the Board adopt the FY 2000/2001 proposed budget for distribution to the jurisdictions.” The motion was approved with Mr. Lee abstaining.

PRESENTATION OF "GOLDEN RULES FOR BOARD MEMBERS" – The Board reviewed a distributed copy of the "Golden Rules for Board Members” taken from the Virginia Public Library Trustee Handbook (Revised Edition 1999).

BUILDING ASSESSMENT – The Library Director distributed to the Library Board for their review a draft letter for submission to Mr. Robert Tucker, County Executive for Albemarle County, presenting the library’s Building Assessment Report, outlining four conclusions and offering recommendations for northern Albemarle County. The Library Board reached the conclusion that planning should proceed to provide two new library facilities along the Route 29 corridor.

DIRECTOR’S REPORT – Louisa County – The new Louisa County Library officially opened on Monday, December 13th and the dedication ceremony was held on Sunday, December 12th. Greene County Building Update – The committee has chosen the architect for the new library and the county is now negotiating the architect’s contract. The $100,000 in funding from the state has been restored ($50,000 each year for two years) and the Perry Foundation grant has been secured. $2,000,000 is the estimated budget for the new facility. State Aid – The Governor will be recommending status quo for state aid. The legislature is committed for full funding by 2001. Virginia’s Budget Hearing – The Virginia Legislative Budget Committee’s Hearing is scheduled for January 6, 2000 in Fishersville, Virginia. Legislative Day – Legislative Day in Richmond, Virginia is scheduled for January 20, 2000. There will be lobbying for more databases state wide and to have all libraries hooked up to the Internet so that there are no communication gaps. Northside Library – Northside Library will be closing around the holidays (the slowest time of the year) so that the interior can be painted. William Styron – Author William Styron will be coming to the Central Library in May to participate in the 20th anniversary of Sophie’s Choice.

BEEFS & BOUQUETS – The move to the new Louisa County Library and the dedication went extremely well. Special appreciation went to the library staff and their assistance in making it a success. Andrea Williams was commended for all of her work in overseeing the smooth transfer of library materials to the new library.

FUTURE AGENDA ITEMS – Future agenda items include policy issues for review, year-end financial statements, state aid, and review and update of J-MRL’s five-year plan.

ADJOURNMENT – Mrs. Carpenter moved “the meeting be adjourned” at 2:12 p.m.

Beth Askew, President
MINUTES OF THE JANUARY 24, 2000 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT
Beth Askew – President
Elizabeth Carpenter
Melissa Dickens
Robert German – Vice President
Kenneth Lee
Jacqueline Rice
George Tramontin
Thomas Whitlock

TRUSTEES ABSENT
Priscilla Whiting

OTHERS PRESENT
Donna Lee Grossman – Administration
John Halliday – Library Director
William Lyons, Jr. – Business Manager
Mary Wagner – Representative from the League of Women Voters
Andrea Williams – Staff Recorder
Philip Williams – Head of Technical Services and Automation

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, January 24, 2000 at 1:07 p.m. in the Central Library’s McIntire Room, the President being in the chair. On motion for approval by Mrs. Carpenter, the December 20, 1999 Minutes were approved. Mr. German abstained as he was not present at the December Board meeting. President Askew reported that she and Mrs. Dickens attended the State’s budget hearing in Fishersville to voice their support on behalf of J-MRL for full funding of state aid for public libraries.

Mr. Lee reported that the cabling for the new automation system is all in and terminals need to be ordered for the patrons. The Library Director informed the Board that telecommunications estimated they would need 4-5 weeks to get the networking completed.

A draft of the J-MRL Policy on Official Statements (Section 1.3) was reviewed for the Board’s approval. Mrs. Carpenter moved “to approve the Official Statements Policy as mailed.” The motion was unanimously approved.

Mr. Williams demonstrated the new Web Catalog for J-MRL. INLEX reworked the keyword indexes. Once the new Web Catalog is up and running and after the patrons have had a brief period to become acclimated to it, President Askew suggested the library invite the newspapers and (WVIR) to the library to see it.

The Board received an update from the Library Director on the distributed list of 1999-2003 Target Dates from J-MRL’s 5-Year Plan.

Mr. Lyons, Jr. reviewed the Expenditure Summary sheet for the first half of the fiscal year and discussed the line items with over 50%
already expended. The other line items are within 50% and the bottom line indicates 47% as the overall expenditure of J-MRL's budget through mid year.

**LIBRARY LEGISLATIVE DAY** – President Askew and the Library Director will alert the Trustees if letters of support need to be sent to the legislators to support full funding and infopowering.

**ANNUAL BOARD AND DIRECTOR EVALUATIONS** – The evaluation forms for the Library Director will be handed out in March. President Askew wants to do another Board self-evaluation. President Askew will discuss this again at the February meeting.

**DIRECTOR’S REPORT** – Louisa County – The new Louisa County Library is up and running – the data lines are all connected. Use is up and Louisa has registered more new patrons than ever before. The regional Friends donated $10,000 and one of the first items purchased with that money was a new refrigerator. Greene County Building Update – A meeting is scheduled on February 7th to discuss the actual building plans for the new library. The kickoff for fundraising was successful. Nimbus has contributed $30,000 and one of their officers is an honorary co-chair for the fundraising. Central Security Workshop for Staff – On February 2nd Central Library will be opening at 10:00 a.m. so that the Central staff can attend a Security Workshop from 8:30 a.m.-9:45 a.m. Captain Rhodenizer of the Charlottesville Police Department has been invited to discuss security. The Library Director will review the library's policies and procedures. **Staff Training** – (1) Basic computer training for library staff will be continued in February at PVCC. (2) Approximately eighteen Library Branch Managers and Department Managers will begin a ten-month management skills training program in March. PVCC will hold the workshops at the Central Library. (3) The Library Director asked permission from the Board to use funds from other budgeted line items in order to cover expenses to send some of the staff to PLA in Charlotte and to send three staff members to visit a TAOS library site so that they can look at the system in operation. Mr. German suggested someone from the City be included in the evaluation of the TAOS system. **Building Committee Assessment** – The Building Assessment Report was sent on to Albemarle County and the City of Charlottesville. Albemarle County has shown a very high interest in the report. **Donations** – (1) The J-MRL Friends received a $25,000 gift from the Ward K. Ensminger Trust to be used for children's materials and services at Gordon Avenue. (2) J-MRL was named as a beneficiary in Rachel S. Poole's estate. J-MRL could receive as much as $60,000-$100,000 from her estate. **Letter From Library Patrons** – The Library Director distributed a letter from Bob and Sue Lane. They commented briefly on Northside being closed for painting and were very complimentary regarding Northside, the staff and our library services. **Virginia Festival of the Book (VFOB)** – The Library Director distributed a VFOB bookmark. The Virginia Festival of the Book 2000 will be held March 22-26. Cokie and Steve Roberts will be the luncheon speakers. **Temporary Hire for Central Reference** – Jacqueline Lichtman was hired as a temporary part-time Reference Librarian at Central.

**FUTURE AGENDA ITEMS** – Future agenda items include Joyce MacDonald reporting on Reference, a University of Virginia presentation on the North Fork Research Park, 2000-2001 equipment needs, the budget, and the Board and Director evaluations.

**ADJOURNMENT** – Mr. German moved “the meeting be adjourned” at 2:45 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, February 28, 2000 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 January 24, 2000 Minutes were approved. Mrs. Whiting abstained as she was not present at the January Board meeting.

PERSONNEL COMMITTEE’S REPORT – The Personnel Committee’s report was received and placed on file. At their February 10th meeting personnel changes were reported, the committee discussed encouragement of employees to do exit interviews, and the FY 2000/2001 Schedule of Library Closings was reviewed. A change in the policy for personal days for new hires was reviewed. The revised policy will be forwarded to the Policy Committee for consideration and then it will be presented to the Board for their approval at the March Board meeting. The next Personnel Committee meeting is scheduled for Thursday, March 9th at 9:03 a.m. at the Central Library. Agenda items include discussion of the Governor’s separation of Martin Luther King Day from Lee-Jackson Day and review of a proposal from the Compensation Committee.

POLICY COMMITTEE’S REPORT – The Board received their handout of the adopted policy on Official Statements (Section 1.3). The committee is currently reviewing the library’s Mission Statement and plans to obtain input from the staff and other sources. The committee is reviewing photocopying fees and will give their recommendation to the Board at the March Board meeting.
Mr. Lyons, Jr. gave a brief overview of the 1999 Audit Report that was distributed to the Board at their January meeting. The regional library's agreement limits the amount of year-end balance that can be retained in the General Fund to 5% of the budget and the accumulated funds in excess of the 5% limit for FY 1999 totaled $74,567. Mr. German moved “the library send a letter to each jurisdiction requesting permission for J-MRL to keep the money that was a surplus from last fiscal year.” The motion was unanimously approved.

Mr. Lyons, Jr. reviewed the Equipment Fund Budget for FY 2000/2001 that was distributed. It was suggested that a separate technology program sheet be added to show revenues and expenditures for automation. The Library Director gave a status report on Albemarle County's budget for J-MRL for next fiscal year. A Budget Committee meeting has been scheduled for Friday, March 17th at 1:00 p.m. at the Central Library.

President Askew asked for input from the Trustees on any additional topics they would like to include in the evaluation process.

House and Senate budgets provide full funding for public libraries for both years of the biennial budget. This will have a significant impact – this year J-MRL received $717,301 and next year’s estimate is approximately $829,000. J-MRL uses this funding primarily for library materials. JLARC will be reviewing the State Aid formula. Building funds have been reinstated – approximately $365,000 for special projects and approximately $400,000 to be granted to localities by the Library of Virginia. Infopowering funds were not increased but their funds were transferred into the Library of Virginia budget. The Board thanked the League of Women Voters and the Friends of J-MRL for their support on full funding.

Mrs. MacDonald discussed the role of the Reference Services Department, their services and future goals.

Mimi Gehres and Bruce Stouffer, from the UVA Research Park Development Office, discussed plans for the North Fork Research Park benefiting UVA and the community. Architectural drawings were displayed and a packet of information was distributed.

The project is on track and the land has been secured. Attempts are being made to acquire .85 acres adjacent to the new site. There have been substantial corporate donations. The actual building could begin within the next six months. Automation – T1 lines have been installed and computers for the staff are on order. Public computers should be installed in April. Louisa County Library will be used as a test site. Staffing – J-MRL’s goal is to have two staff members on duty at our branch libraries at all times. Development in Crozet – Albemarle County requested J-MRL meet with a building developer on March 3rd to discuss their plans, costs, etc. for downtown Crozet and to submit the library's recommendations to Albemarle County.

Future agenda items include a budget update and a report on the architectural study of Central Library.

Mrs. Carpenter moved "the meeting be adjourned" at 2:59 p.m.

Beth Askew, President
MINUTES OF THE MARCH 27, 2000 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Beth Askew – President
Elizabeth Carpenter
Melissa Dickens
Robert German – Vice President
Kenneth Lee

OTHERS PRESENT
Vicki Ballowe – Staff Representative to Policy Committee
DonnaLee Grossman – Administration
John Halliday – Library Director
Tom Keogh – Architect for Train & Spencer Architects
Ed Lazaron – Architect for The Design Collaborative, P.C.
Priscilla Whiting
Thomas Whitlock

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, March 27, 2000 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 February 28, 2000 Minutes were approved. Mr. Tramontin abstained as he was not present at the February Board meeting.

BUDGET COMMITTEE’S REPORT – Albemarle County had a budget work session on March 21st. Mr. German sent Albemarle County a message regarding the extra hours budgeted next year for the Crozet, Northside and Scottsville branches. Mr. Lyons, Jr. distributed and reviewed the estimated end of year surplus for FY 1999/2000 and a list of end of year projects and their estimated costs for FY 1999/2000. Mr. German moved “the library spend up to $157,300 for the recommended projects.” The motion was unanimously approved.

PERSONNEL COMMITTEE’S REPORT – The Personnel Committee’s report was received and placed on file. At their March 9th meeting the committee approved the proposed distribution of funds set aside in the FY 1999/2000 budget for some pay inequities. Employees earning less than $8.00 an hour and employed for at least one year by April 1, 2000 will be receiving an adjustment. The committee approved a draft of the 2000/2001 Schedule of Library Closings with two changes. New staff members are eligible for Personal Days after 90 days of service. Lee-Jackson day has been changed to another time on the calendar and the library will not be closing on that day. However, the library will continue to close on the third Monday in January for Martin Luther King, Jr. day. Mr. Tramontin made a motion to “approve the draft of the 2000/2001 Schedule of Library Closings.” The motion was unanimously approved. The next Personnel Committee meeting is scheduled for Thursday, April 13th at 9:03 a.m. at the Central Library.
POLICY COMMITTEE'S REPORT – The Policy Committee is working on the Mission Statement. After the committee receives input from the staff the committee will reconsider the policy and present it to the Board for their approval. A proposed draft policy on Printing and Copying was included in the board packet. The Board plans to approve the Printing and Copying policy at the April Board meeting. The Policy Committee will be meeting directly after today's Board meeting.

LIBRARY LEGISLATION UPDATE – Full funding was approved for next fiscal year giving the library more funding for library materials. $1 million was approved for infoPOWERing. The Library Director was asked to serve on the state’s InfoPOWERing Committee. The state approved approximately $315,000 in construction grants. Greene County may be receiving more state aid than originally expected for their new building. The JLARC study was approved and the state aid formula will be reviewed.

DIRECTOR'S REPORT – Next Month's Board Meeting – The April 24th Board meeting will be at the new Louisa County Library. Lunch is planned at 11:45 a.m. prior to the meeting. The April 15th Board meeting will be at the new Louisa County Library. Death of Employee – Sandra Gerke died Saturday, March 25th. Her last position was in Technical Services. She was employed at J-MRL since 1986. Greene County Building Update – Fund raising for the new building is going well. A brochure is being developed. A support letter was written to the Evergreen Nursing Care Center asking for a small land donation adjacent to the new library site. Crozet Developer – At the request of Albemarle County, the Library Director and Mr. Lee met with a Crozet developer regarding a potential new library for Crozet. Two Letters Received Complimenting Staff – The Library Director received two letters - one letter praised Linwood Frye, Bookmobile and the other praised the staff at the Monticello Avenue Computer Lab. Book Sale and Virginia Festival of the Book (VFOB) – The Book Sale is underway and proceeds are a little ahead of last year. VFOB ended Sunday at the Central Library. Automation – Automation is on schedule. New computers for library staff should be installed in the next few weeks. Technology Committee Meeting – A Technology Committee meeting has been scheduled for Friday, April 14th at 1:00 p.m. at the Central Library. The committee should have a more complete update on where the library stands regarding DRA and the development of TAOS.

CENTRAL LIBRARY ARCHITECTURAL REPORT – Architects Kirk Train, Tom Keogh and Ed Lazaron presented and reviewed their distributed Pre-Design Central Library Study. They identified space needs of the Central Library for the next 20 years and gave potential solutions. The solutions involved renovations and additions to the existing facility as well as the relocation of some of Central Library's existing spaces to other facilities. One concept relocated regional system functions off site and moved a large portion of the book collections to other branches. This would allow Central to be a downtown branch with a more focused collection and allow Central to become a technology center for the library system. Although they projected construction costs, in their estimation it would not be cost effective to add on to the Central Library as it wouldn't achieve projected space needs.

BEEPS & BOUQUETS – Special acknowledgement goes to the Library Director for his hard work in helping to make the Virginia Festival of the Book a success.

FUTURE AGENDA ITEMS – Future agenda items include a budget update, Technology Committee’s report; Personnel Committee’s report, Policy Committee’s report, continuation of building discussion, tour of new Louisa County Library, and final action on the Printing and Copying policy.

ADJOURNMENT – Mr. German moved “the meeting be adjourned” at 3:08 p.m. The April Board meeting will be at the Louisa County Library.
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, April 24, 2000 at 1:00 p.m. in Louisa County Library’s meeting room, the President being in the chair. On motion for approval by Mr. German, the March 27, 2000 Minutes were approved.

PERSONNEL COMMITTEE’S REPORT — The Personnel Committee’s report was received and placed on file. At their April 13th meeting the committee was updated on recent personnel changes. The Library Director reported on the Board approved 2000/2001 Schedule of Library Closings. The staff newsletter included news about the one-time compensation adjustments; separate notification letters were sent to staff members and their supervisors. The committee addressed a staff member’s scheduling concern and recommended that the staff member discuss their concerns with their supervisor. The next Personnel Committee meeting is scheduled for Thursday, June 8th at 9:03 a.m. at the Central Library.

5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT — J-MRL plans to proceed with electronic books on a trial basis and hopes to get funding for it from the Endowment Fund. DRA and Development of the TAOS System — Approximately a month ago some of the J-MRL staff looked at the TAOS system and the consensus was that TAOS is not ready yet. A final decision on J-MRL’s automation system will be made in October. J-MRL plans to give DRA six more months to get their software developed. If the software is not ready by then, J-MRL will have to go with a different company and might decide to go with SIRSI, their second choice. J-MRL staff is also interested in POLARIS, a new software system developed by Gaylord Information Systems. J-MRL wants to arrange a Polaris demonstration later in the year. While J-MRL is waiting for the software, the Library plans to continue perfecting the WEB catalog and plans to advertise it to the public.

POLICY COMMITTEE’S REPORT — The Policy Committee is still considering the Mission Statement. The committee plans to bring the Mission Statement to the Board for their review and approval in July or August. Mrs. Carpenter made a motion "for adoption of the policy on Printing and Copying, to be effective July 1, 2000." The motion was unanimously approved. By having the policy effective July 1st, it gives J-MRL time to make up new signs
announcing the changes. The committee plans to review everything in the Policy and Procedures Manual that is over ten years old. The committee plans to meet next month.

**DISCUSSION OF CENTRAL LIBRARY'S ARCHITECTURAL STUDY** – The Library Director gave a brief recap of Central Library's architectural study. After a brief discussion, the Library Board came to a consensus that the next step should be for the Library Director to contact the City of Charlottesville and Albemarle County to ask for their recommendations and to determine how J-MRL should proceed. It was suggested a meeting be held within the next two months with representatives from the Library Board, Albemarle County and the City of Charlottesville. At the meeting the Library Board would present their recommendations and the architects would discuss their study and answer questions.

**DIRECTOR’S REPORT** – Greene County Building Update – Fund raising for the new building is still going quite well. With Trustee Ms. Rice’s assistance, the Blue Ridge School had a car wash and raised $150 as a donation to the new building. The ribbon cutting ceremony and the reception went well. It looks as though funding goals will be reached - they have approximately $93,000 more to go. Budget Update – Mr. German and the Library Director attended the April 5th Albemarle County budget hearing. Albemarle County has decided to fully fund J-MRL’s original request and the City of Charlottesville is responding by adding back in their share of the hours at Northside. Greene County had no changes to J-MRL’s budget request and the Library anticipates full funding from them. Nelson County plans to give J-MRL a 5% increase. Nelson County Memorial Library’s sub hours will have to be adjusted. J-MRL is still negotiating with Louisa County. The next budget hearing for Louisa County is scheduled for May 1st. Handouts – The Library Director distributed a graph on Local Library Funding per capita, based on 1998 funding and distributed a comparison of Louisa County’s proposed 2000/2001 library budget with a list of 1998 Local Expenditures by Other Jurisdictions with similar populations (25,000-30,000). A copy of Mary Wagner’s letter was distributed to the Board. Ms. Wagner attended Library Board meetings as a representative of the League of Women Voters and has requested her name along with her alternate’s name, Molly Cassell, be dropped from the list for the Library Board’s meeting agenda. No replacements were named. The Library Director distributed Mr. Lyons automation project revenues and expenditures to date. Friends’ Book Sale – The Friends’ Book Sale grossed slightly over $100,000. Excess books from the sale were sent to War, West Virginia (their library burned down). Reception for William Styron – Library Board members will be invited to a reception for William Styron tentatively set for around 2:00 p.m. on May 18th. Mr. Styron will be giving a speech after the reception. Grants Received by J-MRL – Nine Gateway computers were received through the infopowering program from VLA. The computers will be replacing older machines. Greene County received a grant for Assistive Technology for a large print reading machine and a computer workstation for people with physical disabilities. Term Renewals for Two Library Trustees – The Library Director received letters of confirmation from Albemarle County and Nelson County extending the terms for Mr. German and Ms. Askew for another four years.

**COMPUTER DEMONSTRATION & LIBRARY TOUR** - The Board adjourned at 2:23 p.m. for a computer demonstration on the Web catalog and a tour of Louisa County Library. The Board reconvened at 2:47 p.m.

**BEEFS & BOUQUETS** – Special acknowledgements went to Ms. Rice for organizing the Greene County car wash and to the Library Director for his letter to Cathie Metallo regarding a branch library in Earlysville.

**FUTURE AGENDA ITEMS** – Future agenda items include the Board’s evaluation, quarterly financial report, budget discussion, annual Library Director’s evaluation, and a report from the Library Director on the response from Charlottesville and Albemarle regarding the Central Library’s architectural study.

**ADJOURNMENT** – Mr. Whitlock moved “the meeting be adjourned” at 2:55 p.m.
MINUTES OF THE MAY 22, 2000 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Beth Askew – President
Elizabeth Carpenter
Robert German – Vice President
Kenneth Lee
Priscilla Whiting
Thomas Whitlock

TRUSTEES ABSENT
Melissa Dickens
Jacqueline Rice
George Tramontin

OTHERS PRESENT
Vicki Ballowe – Staff Representative to Policy Committee
Donna Lee Grossman – Administration
John Halliday – Library Director
William Lyons, Jr. – Business Manager
Joyce MacDonald – Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, May 22, 2000 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 April 24, 2000 Minutes were approved. Mrs. Whiting abstained, as she was not present at the April Board meeting.

BUDGET COMMITTEE’S REPORT – The Budget Committee met on Friday, May 19th. The Interest and State Aid Deduction lines have been combined on next year’s budget. Grand Total lines for next year have been changed to reflect budget adjustments for Louisa and Nelson. Sub hours were reduced in Nelson. Staff hours were reduced at Louisa to reduce the 30 hours a week position to a 22 hours a week position. Next year’s budget includes funding to implement the pay plan, additional staff hours for Crozet and Scottsville, additional staffing and Sunday hours for Northside, added lab hours for Monticello Avenue, and additional staffing for Greene. Next year’s Equipment Fund budget was reviewed. The committee received a request for part of the State Aid budget to be used to fund a half-time Collection Management position. The next Budget Committee meeting is scheduled for June 23rd at 1:00 p.m.

FINANCIAL REPORT – Mr. Lyons reviewed the Expenditure Summary for local and state funds and the Equipment Fund Summary distributed in the Board’s packet.

SELECTION OF BOARD NOMINATING COMMITTEE – A Nominating Committee election was held. Mrs. Rice and Mr. Tramontin were selected as the Nominating Committee and Mr. Whitlock moved “the nominations be closed.” The selections and motion were unanimously approved.

LIBRARY BOARD’S SELF-EVALUATION – President Askew gave a brief summary of the Library Board’s self-evaluation.

DIRECTOR’S REPORT – Friends of Louisa County Library – The Library Director distributed a copy of a letter sent to The Central Virginian from the Friends of Louisa County Library
suggesting reactivation of the Library Advisory Board. **Greene County Building Update** – The fund raising for the new building is going very well and the targeted amount may be increased. The architect has started work on the next set of drawings. The search bank should be up and running by this weekend, and Internet access is coming along. J-MRL will be sending out publicity on this in June. **Friends of J-MRL** – (1) The Friends of J-MRL donated 15,000 books left over from their book sale to War, West Virginia. The Friends also donated $1,000 to help War, West Virginia re-establish their library. (2) The Friends want to improve the exterior of the Central Library and worked with Architects Train and Spencer to come up with a drawing plan for Central. The Friends suggest adding a brick retaining wall in the front of Central, improving the signage, replacing part of the sidewalk in front of the entrance with brick and placing names on the bricks as memorial donations. The Friends suggest the front entrance have etched names of famous Virginia authors on the risers of the stairs. The Friends suggest improving the lawn by making an official pathway out of the pathway people have made. The Friends estimate they would have to raise $100,000 to do the Central Library project. **Meeting with Albemarle and Charlottesville** – There will be a luncheon meeting at noon on Tuesday, June 6th at the Central Library to discuss library buildings and the latest building study with Albemarle County and the City of Charlottesville. **Electronic Books** – There will be a meeting with the Endowment Fund at 2:00 p.m. on May 30th to discuss electronic books and to find out if the Endowment Fund would like to involve themselves in buying electronic books for J-MRL. **Management Training** – PVCC is under contract with J-MRL to do a management training program and it is going very well. Management styles, discipline, and employment laws are some of the topics discussed in the program. **William Styron** – J-MRL received some good publicity when William Styron gave a speech at the Central Library on May 18th. Approximately 130 people attended.

**BEEFS & BOUQUETS** – Special acknowledgement went to the Library Director for the William Styron event and the reception.

**FUTURE AGENDA ITEMS** – Mr. German made a motion “to move the J-MRL Board of Trustees meeting from July 24th to July 31st.” The motion was unanimously approved. Future agenda items include the budget, electronic books, UCITA (Uniform Computer Information Transactions Act) update by Mr. German, election of officers, discuss having a retreat, update on the building project, Policy Committee’s Report, Personnel Committee’s Report, and the Budget Committee’s Report.

**CLOSED MEETING** – Mr. Lee moved “the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.1-344(A), subsection 1, to discuss the performance evaluation of the Library Director.” The motion was unanimously approved. The Library Board went into a Closed Meeting at 1:52 p.m. The Library Board reconvened from Closed Meeting at 2:57 p.m. Mr. German moved “we endorse the Library Director’s goals for the coming year as presented by the Library Director. We affirm our consensus of the Library Director’s outstanding performance for this past year and in view of these things we establish the Library Director’s increase averaging 3%, consistent with the application of the new pay plan.” The motion was unanimously approved.

**ADJOURNMENT** – Mr. Lee moved “the meeting be adjourned” at 3:00 p.m.
The Library Board goes into a Closed Meeting

MOTION: Pursuant to the Code of Virginia, Section 2.1-344(A), subsection 1, to discuss the performance evaluation of the Library Director.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Jefferson-Madison Regional Library's Board of Trustees has convened a closed 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’s Board of Trustees that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson-Madison Regional Library’s Board of Trustees 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 closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Jefferson-Madison Regional Library’s Board of Trustees.

VOTE:

AYES: Askew, Carpenter, German, Lee, Whiting, Whitlock

NAYES: 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:

Dickens, Rice, Tramontin

Donna Lee Grossman

(Clerk/Secretary of the Jefferson-Madison Regional Library’s Board of Trustees)
MINUTES OF THE JUNE 26, 2000 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Beth Askew – President
Elizabeth Carpenter
Melissa Dickens
Jacqueline Rice

George Tramontin
Priscilla Whiting
Thomas Whitlock

TRUSTEES ABSENT
Robert German – Vice President

Kenneth Lee

OTHERS PRESENT
DonnaLee Grossman – Administration
John Halliday – Library Director
William Lyons, Jr. – Business Manager
Joyce MacDonald – Staff Recorder
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, June 26, 2000 at 1:00 p.m. in the Central Library’s McIntire Room, the President being in the chair. On motion for approval by Mr. Whitlock, the May 22, 2000 Minutes were approved. Mrs. Dickens arrived after the vote was taken. Mrs. Rice and Mr. Tramontin abstained as they were not present at the May 22, 2000 Board meeting.

POLICY COMMITTEE’S REPORT – The Policy Committee is fine-tuning their draft of the Mission Statement. The committee plans to bring a draft of the Mission Statement to the Board next month and a draft will be sent to the staff for their input. On behalf of the Friends of the Library and Jefferson Area Board for Aging, Inc., Mrs. Carpenter presented a Certificate of Appreciation to the Library Director in honor of his support to the Capital Campaign for the new Greene County Library and JABA Senior Center.

PERSONNEL COMMITTEE’S REPORT – The Personnel Committee’s report was received and placed on file. During the committee’s June 8th meeting, the Library Director informed the committee the new pay plan will be implemented July 1st. Some of the staff will be receiving a significant increase and some will be receiving a 3% increase. Sunday hours have been approved for Northside. The committee discussed having year-round Sunday hours. Before any decision can be made about opening on Sundays all year, input from the staff and cost estimates need to be done. Dena Martin was the staff representative to the Personnel Committee and a replacement needs to be found to finish her term through June 2001. Ms. Rice is rotating off the Personnel Committee July 1, 2000. The next Personnel Committee meeting is scheduled for September 14, 2000 at 9:03 a.m.

BUDGET COMMITTEE’S REPORT – The Budget Committee met on Friday, June 23rd to review the budget for 2000/2001. The Board received a copy of the Projected Cost Allocations for FY 2000/2001 comparing the proposed 12/1999 budget and the 6/2000 final budget presented for adoption. Next year’s budget includes implementation of the new pay plan, Sunday hours for Northside beginning in the Fall of 2000, 7.5 additional

APPROVED
Jefferson-Madison Regional Library
201 East Market Street • Charlottesville, Virginia 22902-5287 • (804) 979-7151 • FAX (804) 971-7035
a new staff person in Greene County for the new library, Saturday bookmobile service in
the City of Charlottesville, a ½ FTE Collection Management Librarian paid out of state aid,
and $10,000 for electronic books from the Endowment Fund. Albemarle County took
$20,000 out of the library’s proposed budget and placed it in Albemarle County’s CIP
budget for an architectural assessment of the Route 29 corridor for a new library. The
Library Materials budget and the Friends’ budget were included in the FY 2000/2001
budget presented for the Board’s adoption. Mrs. Rice made a motion “for approval of the
budget for 2000/2001.” The motion was unanimously approved.

COLLECTION DEVELOPMENT PLAN – A draft Collection Development Plan was presented
by Mrs. Williams. The electronic formats, foreign language and adult fiction sections are
being completed. Any comments or questions can be submitted to Mrs. Williams.

NOMINATING COMMITTEE’S REPORT – The Nominating Committee presented a slate of
officers to the Board: Robert German as President and Elizabeth Carpenter as Vice
President. Mrs. Rice moved “the board accept the slate of officers for next year.” The
motion was unanimously approved. Mrs. Whiting moved “the nominations be closed.”

DIRECTOR’S REPORT – New Branch Manager for Greene County Library – On June 5,
2000, Virginia Reese became the new Branch Manager for Greene County Library. Branch
Manager for Louisa County Library – The position of Branch Manager for Louisa County
Library is now open. The position has been advertised with a deadline of June 30th.
Greene County Building/Funding Update – Fund raising for the new Greene County
Library is ahead of schedule. Small industries will be asked for donations. Technicolor
will be approaching other organizations. There will be a “buy a brick” campaign in the
Fall. JABA and Co-Chairs Betty Gaylord and Alan Yost have been doing a tremendous job
for the Capital Campaign. Groundbreaking is scheduled for the Fall of 2000 and the
building should be done around the Fall of 2001. Building Projects Meeting With
Albemarle and Charlottesville – On June 6th the Library Director and some of the Library
Board members met with representatives from Albemarle County and the City of
Charlottesville to discuss library buildings and the latest building study for the Central
Library. Later this year Albemarle County plans to do a facilities study of their own for
county facilities and the need for new buildings and libraries. Electronic Books (E-books)
– The Friends and Endowment Fund Committee met in late May and approved a $10,000
electronic book project. The $10,000 will buy approximately 40 hand-held book devices.
Each branch will receive 5 devices and each electronic book device will be loaded with 6-8
titles. People using electronic books will be asked to fill out a questionnaire. Searchbank/Infotrac/Web Catalog – Searchbank/Infotrac is now available on line 24
hours a day. The Web catalog needs some fine-tuning. The Library Director plans to send
out a press release before the school year begins. State Library Conference – The State
Library Conference is scheduled for October 18th and 19th. VLA Legislative Day – VLA
Legislative Day will be on January 18, 2001.

BEEFS & BOUQUETS – On behalf of the Library Board, Mr. Tramontin presented outgoing
President Askew with a gavel in recognition of her accomplishments and for a job well
done during the two terms she served as Board President. The J-MRL Free Press was
complimented.

FUTURE AGENDA ITEMS – The July Board meeting has been changed to July 31st. Future
agenda items include an update on UCITA (Uniform Computer Information Transactions
Act), the Mission Statement, and the Board retreat tentatively scheduled for some time in
October.

ADJOURNMENT – Mrs. Rice moved “the meeting be adjourned” at 2:18 p.m.