The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, June 25, 2001 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval by Ms. Askew, the May 21, 2001 Minutes were approved as mailed. Mr. Lee and Ms. Whiting abstained, as they did not attend the May meeting.

**Budget Committee’s Report** – The Budget Committee met on June 11th and confirmed the plan to adopt the budget as proposed. Nelson County has a small shortfall. Later this evening, the Library Director and Ms. Askew plan to meet with Nelson County to discuss the shortfall. The Library Director distributed and reviewed the 2001/2002 Budget Requests (pointing out what did or did not get in next year's budget) and the summary sheet outlining the Projected Cost Allocations for FY 2002. The overall increase for next year is 4.08%. Ms. Williams distributed and discussed the State Aid Library Materials Budget for FY 2001/2002. There will be approximately $10,000 less in state aid for next year. The state library is in the process of negotiating contracts for magazine databases and other on-line vendors. The shortfall might be absorbed through the negotiation of these contracts. A discussion ensued regarding state aid funding. In order to get full funding, J-MRL needs a communication strategy for elected officials and the public. Around August or September letters should be sent out to J-MRL’s legislators, Friends’ groups, and other sources to get support for full funding. Mr. Lyons, Jr. distributed and answered questions regarding the Equipment Fund Budget for FY 2001/2002. Ms. Askew made a motion “that the Library Board adopt the budget as presented today.” The motion was unanimously approved. The Friends’ budget will be presented to the J-MRL Library Board in July.

The Personnel Committee will not be meeting until September.

**Election of 2001/2002 Board Officers** – Mr. Tramontin made a motion “that Mr. German be President and Ms. Carpenter be Vice President of the J-MRL Board of Trustees for this coming year.” The motion was unanimously approved.

**Library Statistics** – Ms. Askew briefly discussed the special VLA workshop she attended in late March on *Those Nasty Little Numbers: Gathering and Using Library Statistics*.

**Collection Development Plan** – Ms. Williams distributed and briefly discussed the *Collection Management Plan for the Jefferson-Madison Regional Library (July 2001)* and new additions to the plan: *Material Selection Organization, World Languages, and Bookmobile Services*. The Board plans
Ms. Askew distributed to the Board members the changes done to the Library Director’s contract. Mr. Whitlock made a motion for "Board approval of the Library Director’s contract for the next 3-year period." The motion was unanimously approved.

Rachel Poole Estate/Bequest - The Library Director checked with the administrators at Wachovia Bank and they were unable to give the Library Director any names of Rachel Poole’s relatives or special friends that J-MRL could send acknowledgements to regarding her bequest. It was suggested that publicity could be done when her bequest is used stating it is “in support of Rachel Poole’s bequest.” Gates’ Foundation - The Library Director suggested the Board send an acknowledgement of appreciation to the Gates’ Foundation for their computer support. Ms. Carpenter made a motion "that the Library Board thank the Bill and Melinda Gates’ Foundation." The motion was unanimously approved.

Framed Bill of Rights Print - The framed Bill of Rights print displayed in the 3rd floor lobby of J-MRL is the property of Calvin Otto. Calvin and Patricia Otto have moved to Colorado and Calvin has requested that when J-MRL removes the Bill of Rights from display J-MRL return it to them in Colorado. Letter from Faye Giglio - The Library Director circulated a letter from Faye Giglio, Principal of Greenbrier Elementary School. Ms. Giglio thanked J-MRL for their support - for adding the bookmobile location to their attendance area, for support with Motherread/Fatherread, kindergarten registration, classroom visits, etc. Joint Legislative Audit & Review Commission (JLARC) - A preview of JLARC’s recommendations on state aid to public libraries should be coming out shortly. The Library Director will keep the Board informed. J-MRL receives the second highest amount of state aid in the state. Automation - J-MRL has been evaluating the two finalists for replacement of J-MRL’s old circulation and cataloging system. References have been checked, staff visited other library systems using the proposed systems, and J-MRL has asked both vendors for additional information. J-MRL is ready to make a final selection and the Library Director would like to meet with the 5-Year Plan/Technology Committee next week at 10:00 a.m. on Thursday, July 5th. The Library Director will send out a special notice regarding the meeting.

Committee Assignments - Let the Library Director or President German know if any Board member is interested in serving on other committees. President German will announce the committee assignments at the July meeting. Internet Filtering - The Library Director distributed a handout on Board OKs Web Filters at Libraries. The Chesterfield County Board of Supervisors voted to filter all library computers. Their county attorney feels the policy is unlikely to withstand a legal challenge. J-MRL has both filtered and unfiltered computers - patrons have a choice. J-MRL will be looking at that policy in relation to the Children’s Internet Protection Act. Gates’ Computers - The Gates’ computers have been installed at most of the libraries. Gates’ staff gave orientations to the J-MRL staff on how to use the computers. The final computers for Crozet and Northside should be arriving before the end of July as they are getting their computers from the state library.

President German received a letter from Sally Telford, the representative from the League of Women Voters. She will be out of town for most of the summer. She wanted to let J-MRL know she takes her appointment seriously and wants to continue being informed through mailing of the minutes so she can keep in touch until she re-establishes herself in September. It was suggested that a letter be sent to Sally and also to the League of Women Voters thanking them for their support. Ms. Askew mentioned that special appreciation should go to the Crozet staff - they knock themselves out getting what people want.

Future Agenda Items - Future agenda items include: committee assignments from President German, a vote on the Collection Development Plan, the Technology Committee’s automation recommendation, JLARC update, outreach services to senior citizens and people with disabilities, proposal to officially make Monticello Ave. a department of the library, a report from Monticello Ave., and the Friends’ budget.

Robert German, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, May 21, 2001 at 1:07 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval by Ms. Askew, the April 23, 2001 Minutes were approved as mailed. Mr. Whitlock abstained, as he did not attend the April meeting. Mr. Tramontin was not present at the time the vote was taken.

NOMINATING COMMITTEE'S REPORT – Representing the Nominating Committee, Ms. Rice presented a slate of officers (Mr. German as President and Ms. Carpenter as Vice President) for the ensuing year. The nominations were closed. President German informed the Board that the vote on the nominations would be done at the June Board meeting.

PERSONNEL COMMITTEE'S REPORT – The Personnel Committee met on May 10th. The committee reviewed the staff increases of 2%, 4%, and 6% in the proposed FY 2001/2002 budget. It was recommended that the staff increases be adjusted to 2%, 3-1/2%, and 5% for next fiscal year. The 2001/2002 Schedule of Library Closings was reviewed. Next fiscal year In-Service Day will be held on Thursday, November 15th at the Library of Virginia in Richmond. A special bus service will be leaving from Northside Branch November 15th. Board members have been invited to attend.

APPROVAL OF 2001/2002 SCHEDULE OF LIBRARY CLOSINGS – The 2001/2002 Schedule of Library Closings was presented for the Board's approval. The major change was In-Service Day. This year In-Service Day will be held on Thursday, November 15th. Ms. Dickens made a motion "that the Board adopt the 2001/2002 Schedule of Library Closings as presented." The motion was unanimously approved.

POLICY COMMITTEE'S REPORT – The amended Library Employees’ Code of Ethics policy (Section 2.11) was presented for the Board’s approval. Ms. Carpenter made a motion “that the amended Library Employees’ Code of Ethics policy be adopted." The motion was unanimously approved.

2001/2002 LIBRARY BUDGET – The Library Director reported to the Board that J-MRL is moving towards adoption of the final budget in June. Albemarle and Charlottesville have given J-MRL official notice and Greene and Louisa verbally confirmed the amount of their appropriations to J-MRL for FY 2001/2002. Next year’s appropriation from Nelson has not been confirmed. In order to balance J-MRL’s budget for next year, some of the pay raises were slightly revised. Charlottesville is offering staff a choice between two retirement options. J-MRL will be changing.
DIRECTOR'S REPORT - J-MRL’s Administrative Services Agreement with Charlottesville - The Library Director reported that this year J-MRL has paid approximately $88,000 to Charlottesville for Administrative Services. The amount would vary from year to year as the charge for Administrative Services is based on 2% of the annual operating budget, as outlined in the Amended Regional Library Agreement. The services Charlottesville performs for J-MRL can also be found in the Amended Regional Library Agreement. Children's Internet Protection Act - Congress passed the Children's Internet Protection Act. It seems the intention is to have public schools and libraries filter Internet access. Agreement was reached last week giving libraries until July 2002 to comply with the new law. Under law, libraries need to indicate this year that they are evaluating their options regarding filters. Ms. Rice made a motion “that the Board direct the Library Director to evaluate Internet filtering options in compliance with the Children’s Internet Protection Act.” The motion was unanimously approved. Gates' Computers - The Gates' computers are arriving. Gordon Avenue sent out invitations to the public to attend their Gates' Open House on Thursday, May 31st from 4:30 p.m.-5:30 p.m. Board members were invited to attend. Louisa and Greene will be holding Open Houses after their new computers have been installed. Installation and training of the Gates' computers should be completed by mid June. Automation System - At Central Library this week Wednesday and Thursday (May 23rd and 24th) Innovative Interfaces will be doing a demonstration of their library automation system. Next week Wednesday and Thursday (May 30th and May 31st) SIRSI will be demonstrating their automation system. Board members were invited to attend both of the demonstrations. Rachel Poole Estate - Last year J-MRL received approximately $29,000 from Rachel Poole’s estate. J-MRL has just received an additional $12,500. The Library Director requested the $12,500 be added to the Endowment Fund/Rachel Poole account already established. Mr. Whitlock made a motion that “J-MRL add the $12,500 to the already established Endowment Fund/Rachel Poole account.” The motion was unanimously approved.


CLOSED MEETING - Ms. Carpenter 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 2:02 p.m. The Library Board reconvened from their Closed Meeting at 2:42 p.m. President German read the Certification of Closed Meeting to the Trustees and recorded their votes (the Certification of Closed Meeting is attached). President German confirmed “the Board conducted an assessment of the Director's performance and judged his performance excellent for the past year and expresses its gratitude to the Director and to all of the people who work at J-MRL for making that possible. We also have asked the Chairs of the Personnel and Finance Committees to work on contract language for the Director’s new contract to come before the Board at a subsequent meeting, probably at the June meeting.”

BEAVS & BOUQUETS - Special acknowledgements went to the Children's Department for the outstanding Summer Program they came up with and to the Friends for funding it.

RECOGNITION OF CALVIN AND PATRICIA OTTO - Prior to adjournment, President German read the Certificate of Appreciation to be presented to Calvin and Patricia Otto at a special reception honoring them: “Jefferson-Madison Regional Library's Certificate of Appreciation presented to Calvin and Patricia Otto in recognition of dedicated service with sincere gratitude for their support of Friends of Jefferson-Madison Regional Library, and their many contributions to the growth, development, and success of public library services in Central Virginia.” The Certificate of Appreciation was signed by the Library Director and the President of the Board of Trustees.

ADJOURNMENT - The meeting adjourned at 2:50 p.m.

Robert German, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, April 23, 2001 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval by Ms. Askew, the March 26, 2001 Minutes were approved as mailed. Ms. Whiting abstained, as she did not attend the March meeting. Ms. Rice and Mr. Tramontin were not present at the time the vote was taken.

Gates’ Grant Computers - The Gates’ grant computers should begin arriving in May. Some of J-MRL’s branches may need to close for installation and training.

Automation System - Seven vendors responded to J-MRL’s Automation RFP. A committee composed of ten staff members met to review each vendor’s proposal and rated them. Two top vendors were selected: SIRSI and Innovative Interfaces. Both vendors have been invited to the Central Library to give demonstrations. The Library Director will send the demonstration schedule to the Board members so that they can attend.

Monticello Avenue Executive Committee - The Monticello Avenue Executive Committee met on Friday, April 20th. The committee plans to send a letter to the Library Board stating the executive committee felt their role was transitional and their role has ended and Monticello Avenue should now become a regular part of the library governed by the Library Board.

Friends’ Book Sale - The Library Director informed the Board that the Friends’ Book Sale grossed $105,000, a slight increase from last year.

Personnel Committee Meeting - The next Personnel Committee meeting is scheduled for 9:30 a.m. on Thursday, May 10th.

FY 2001/2002 LIBRARY BUDGET AND BUDGET COMMITTEE’S REPORT - The Budget Committee met on April 11th. The committee reviewed two handouts distributed by Mr. Lyons, Jr.: Fiscal Year 2001/2002 Equipment Fund Requests (all requests) and the Equipment Fund Budget, FY 2001/2002 (actual budget requests). It was decided that J-MRL should purchase a new van instead of renting one. The Library Director reviewed the priorities in the FY 2001/2002 operating budget and discussed the decisions made by the committee. It was decided J-MRL should: keep the pay plan up-to-date; move the book selection position back to state aid; hire a part-time human resource specialist; upgrade two employees to children’s specialists; remove some of the sub hours from Nelson, Central Reference, and Children’s Services. The new shelve position at Gordon Avenue and the new branch manager for Central Library have already been removed from the budget.
retirement plan but the notification was not in time for J-MRL to change the budget that had been sent to the jurisdictions. The Budget Committee will need to meet in late May, after the City of Charlottesville notifies J-MRL of the funding percentage required for retirement benefits. Since timing of budget information from the City is extremely important in J-MRL’s budget process, it was the consensus of the Board that an annual letter be sent in November to the City, with a copy to City Council, requesting budget information for the coming fiscal year and reminding them of J-MRL’s budget deadlines.

**CARRYOVER FUNDS** — Mr. McIntosh, President of the Friends of J-MRL, attended the budget committee meeting to discuss use of the FY 1999 and FY 2000 carryover funds for Albemarle and Charlottesville, to fund the majority of the Central Library’s sidewalk project. The Library Director distributed a copy of Mr. McIntosh’s April 13th letter to Mr. Kirk Train regarding the Friends’ sidewalk project. The Budget Committee felt uncomfortable requesting Albemarle and Charlottesville to use their carryover funds for the sidewalk project at Central Library at this time. Ms. Rice made a motion for “J-MRL to request Albemarle and Charlottesville to apply their FY 1999 and FY 2000 carryovers towards the purchase of a new bookmobile.” J-MRL will be returning the carryover funds to Albemarle and Charlottesville with a letter officially requesting them to place the carryovers in their capital budgets for use towards the purchase of a new bookmobile.

**SELECTION OF BOARD NOMINATING COMMITTEE** — A Nominating Committee election was held. Ms. Askew moved “that the Board elect Ms. Rice and Mr. Tramontin as members of the Nominating Committee.” The motion was unanimously approved. Election of officers will be held at the June meeting.

**REPORT ON YOUNG ADULT SERVICES AND TUTORING PROGRAMS** — Mr. Carrier reported on J-MRL’s Young Adult Services programs, projects, and incentives for young adults from grades 6-12. Mr. Carrier distributed handouts: the Teens Read bookmarks; the 9th grade art winner’s design for Cheap Thrills; a listing of tutoring programs for Charlottesville and Albemarle; program websites; instructional programs from Louisa County Public Schools; Nelson County’s Bright Light Program; and a list of programs from Mentorville for Charlottesville and Albemarle. If J-MRL decides to participate in a tutoring program, Mr. Carrier recommended J-MRL connect it with someone already doing tutoring and suggested an additional staff member be hired to implement the project or to handle what other staff members might want to delegate. To have a tutoring program would involve setting it up, coordinating it, training, and textbooks. One of Mr. Carrier’s goals for J-MRL is to have additional people throughout the system who have the background/knowledge, expertise, and enthusiasm in working with teens to enhance the services J-MRL provides for them.

**GATES’ TRAINING IN SEATTLE** — Ms. Zanne Macdonald briefly reported on the Gates’ training she attended with Ms. Pool. Ms. Macdonald received instructional training so that she can become a trainer for J-MRL staff and patrons. A training survey will be given to the staff. Ms. Pool received instructional training to prepare her to take on the new lab computers for Monticello Avenue.

**FUTURE AGENDA ITEMS** — Future agenda items include: reports by the Budget, Nominating, Personnel, Policy, and the 5-Year Plan/Technology committees; 2001/2002 Schedule of Library Closings for Board approval; report of costs, services, and financial arrangements with the City of Charlottesville (per J-MRL’s Regional/Administrative Agreement).

**ADJOURNMENT** — Mr. Tramontin moved “the meeting be adjourned.” The meeting adjourned at 2:32 p.m. Due to the Memorial Day holiday, the May Board meeting has been rescheduled to Monday, May 21st at 1:00 p.m. in the Central Library’s Jefferson Room.

Robert German, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, March 26, 2001 at 1:30 p.m. in the meeting room at Nelson County Memorial Library (Nelson Library), the President being in the chair. On motion for approval by Ms. Dickens, the February 26, 2001 Minutes were approved.

Ms. Knight welcomed the Board members to Nelson Library and briefly discussed Nelson Library items of interest to the Board. Outside the Nelson Library is a kiosk and Dr. Keith Frye’s memorial garden displaying the various rocks found in Nelson County. The rock display is used as a resource for the local schools. Nelson County Historical Society purchased a complete set of census records on microfilm for Nelson Library. The Nelson County Library Advisory Committee has asked the Nelson County Board of Supervisors to include preliminary plans for expansion of the Nelson Library building in the County’s long-range capital plan. The old school building adjacent to Nelson Library is being remodeled and will include a center for children.

The committee reviewed with the Board two draft policies distributed in the Board’s packet: “Public Employees’ Code of Ethics” (Section 2.1) and “Library Employees’ Code of Ethics” (Section 2.11). Mr. Whitlock made a motion to “adopt the Public Employees’ Code of Ethics, Section 2.1, with the minor correction at the bottom.” The motion was unanimously approved. The “Library Employees’ Code of Ethics” was sent back to the Policy Committee for revisions.

At the Personnel Committee’s last meeting the Library Director presented the 2001/2002 Schedule of Library Closings to the Personnel Committee for their review and approval. The committee tentatively approved the schedule with In-service day to be determined at a later date. (In-service day is normally held on Veteran’s day but this year J-MRL is planning a field trip to the Library of Virginia and the date has not been finalized.) At the May Board meeting the Library Director will present a closing schedule for the Board’s approval. Carol Clark reported on the Compensation Committee’s progress and recommendations. The Personnel Committee discussed vacation benefits for new hires with extensive experience outside of J-MRL. The next Personnel Committee meeting is scheduled for 9:30 a.m. on Thursday, May 10th.

The Governor has recommended his budget and it includes State Aid funding for public libraries. State Aid is safe for this fiscal year and J-MRL will probably get similar funding for next year. The Library Director pointed out similar funding for next year would not be full funding. J-MRL’s 4th quarter State Aid allotment was threatened. J-MRL plans to hold off on book purchases for at least another week and is waiting to see what happens in Richmond. The uncertainty leaves all jurisdictions in doubt when they review their budgets for next year.
2001/2002 LIBRARY BUDGET UPDATE – Albemarle County recommended a 5.4% increase in J-MRL’s budget for next year (J-MRL originally asked for a 7.58% increase). Albemarle County is averaging a 3% increase to other agencies. Charlottesville’s increase will be less than J-MRL requested for next year. Retirement charges will be going up next fiscal year. Albemarle and Charlottesville will not be funding the Central Library Branch Manager position or the additional Shelves for Gordon Avenue. The Budget Committee will meet on Wednesday, April 11th at 2:00 p.m. The Budget Committee will be discussing equipment fund requests. The Library Director asked the Board if they had any equipment concerns and/or requests. The Library Director asked if the mini-van was a high priority item. It was suggested J-MRL explore a leasing or rental option versus buying a new van. Greene County Library will need assistance in furnishing their new library. Greene County Library isn’t ready for a furniture plan and the Library Director recommended holding some of the equipment fund aside.

J-MRL SAFETY INSPECTION/PROCEDURES (WILLIAM LYONS, JR) – Mr. Lyons, Jr. distributed a handout outlining Goal #7, Objective #2 in J-MRL’s 5-Year Plan for 1999-2003 regarding establishment of a staff committee, chaired by Mr. Lyons, Jr. (Business Manager). The handout also listed the tasks, actions to date, and actions still required. A Virginia Occupational Safety and Health (VOSH) representative visited Central Library in May 2000 and visited Gordon Avenue and Northside Library in July 2000. In September 2000 a Safety Committee was established. November, 2000-January, 2001 Mr. Lyons, Jr. conducted safety surveys of all J-MRL’s branches using self-inspection checklists from an OSHA Handbook. Mr. Lyons, Jr. discussed the discrepancies found in the branches.

DIRECTOR’S REPORT – Book Sale – The Book Sale at Gordon Avenue is going very well. They made almost $30,000 in one day. Virginia Festival of the Book – The Virginia Festival of the Book was very successful and officially ended Sunday, March 25th. Approximately 13,000-15,000 people attended the programs. Selection of New Automation System – The Library Director distributed a list of the seven vendors who responded to J-MRL’s Automation RFP. A committee of ten staff members is reviewing and evaluating the proposals. The staff committee will be meeting in early April to select two finalists and then the finalists will be scheduled to do demonstrations for J-MRL staff. Board members were invited to review the seven proposals. Copies of the proposals will be in the Administrative Offices. The 5-Year Plan/Technology Committee needs to get involved with this and make a recommendation to the Board. Central Sidewalk Project – The Library Director discussed the Central Library’s sidewalk/brick wall project. The Library Director and Ms. Carpenter met with the Friends and architects. The Friends want to pursue a survey of the front of Central Library and to develop plans. The Friends plan to come back to the Board in June or July to report what the cost will be. The Board questioned the priority of using money for external renovations and referred this to the Budget Committee. Calvin and Patricia Otto – Calvin and Patricia Otto are leaving Charlottesville and moving to Colorado. The J-MRL Board suggested the Library Director send a special letter of recognition thanking both of them for all they have done for J-MRL. Greenbrier Elementary School – The principal at Greenbrier Elementary School is encouraging her students to read and to use J-MRL’s bookmobile. Special stars are given out to the students when they use our service and the principal announces the names of the students who visit the bookmobile. Evaluation Time for Library Director – Library Director evaluation forms were distributed to the Board members. National Library Legislative Day – A special flyer was distributed to the Board members to sign up for National Library Legislative Day in Washington, D.C. April 30th-May 1, 2001. New Census Figures for Central Virginia – The Library Director distributed a copy of Population Growth in Central Virginia (Source: U.S. Census Bureau) printed in The Daily Progress on March 9, 2001. The figures compared the 1990 census to the 2000 census and gave the percentage of change for each locality. Gates’ Grant – Stella Pool and Zanne Macdonald went to Seattle to attend a week of training provided by the Gates’ Foundation. It was a very productive meeting. J-MRL will start receiving and installing the computers beginning in late May.

BEEFS & BOUQUETS – Congratulations to the libraries hosting the Book Festival, the host for our Board meeting today, and Stella Pool for attending a Governor’s E-Communities Task Force Meeting and patiently sitting through a discussion on development of strategies for community use of the Internet where the speaker listed every place around Virginia with this activity and forgot to mention Monticello Avenue.

FUTURE AGENDA ITEMS – Future agenda items include honoring Calvin and Patricia Otto; 2001/2002 budget update; Policy Committee, Personnel Committee, and Budget Committee reports; report by Timothy Carrier on Young Adult activities and on teen tutoring services existing in our area.

ADJOURNMENT – Mr. Lee moved “the meeting be adjourned.” The meeting adjourned at 3:43 p.m.

Robert German, President
MINUTES OF THE FEBRUARY 26, 2001 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

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

TRUSTEES ABSENT
George Tramontin

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
Stella Pool – Community Information Network Coordinator-Monticello Avenue
Sally Telford – 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, February 26, 2001 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval by Ms. Askew, the January 22, 2001 Minutes were approved. Mr. Lee abstained, as he did not attend the January meeting. Ms. Whiting was not present at the time the vote was taken.

POLICY COMMITTEE’S REPORT – The committee submitted five reviewed policies to the Board for their approval. Ms. Carpenter moved that “all five of the policies be adopted.” The motion was unanimously approved. (Four policies had recommended changes: Library Programs, Unsolicited Gifts of Non-Library Materials, Safe Child Policy and Group Visits. There were no recommended changes to the Friends of the Library policy adopted on January 23, 1990.) The Policy Committee will be reviewing J-MRL’s policies on ethics. The committee’s next meeting directly follows this Board meeting.

LEGISLATIVE UPDATE – No agreement has been reached on the state budget. Although nothing has been decided yet, it looks like full funding for public libraries will not be approved. Infopowering will probably be reduced (the services may not be reduced and the databases libraries now have will probably be maintained but libraries will be unable to increase their databases or use grant money for computers). Construction grants will almost definitely be eliminated – the state is not sending out applications for the grants.

2001/2002 LIBRARY BUDGET UPDATE – On Tuesday, February 27, 2001 Mr. Whitlock and the Library Director will be attending a budget meeting in Louisa County. Albemarle County and the League of Women Voters are planning an evening meeting on March 7th to discuss the budget. Albemarle County is trying to hold budget increases for agencies to 3% (J-MRL had asked for 7.58%). On March 20, 2001, Ms. Carpenter and the Library Director plan to attend a Board of Supervisors’ meeting in Greene County.
REPORT ON CIRCULATION STATISTICS – The Library Director reviewed his distributed graph comparing selected circulation statistics for 1990, 1995 and 2000 on adult books, juvenile books, videotapes and audio books. Videotapes and audio books have had a significant increase.

PROGRESS REPORT ON E-BOOK CIRCULATION – E-book circulation began on January 22, 2001. News and press releases were sent out. The Daily Progress had a big article on e-books and the article was shown to the Board. J-MRL has 37 readers and after only five weeks there are approximately 150 holds. Ms. Williams shared with the Board the input received from the e-book survey forms.

ELECTRONIC REFERENCE SERVICES – Ms. MacDonald did a demonstration using J-MRL’s online databases that are accessible from home. Ms. MacDonald discussed the advantages of online databases over other methods of searching. Databases are accessible 24 hours a day, every day of the week. In the future databases will become megadatabases and access, purchasing, evaluation and renewal procedures will be more streamlined.

CHANGE IN THE CHAIR AT THIS MEETING – President German had to leave the meeting and Vice President Carpenter took over the chair at 2:05 p.m.

DIRECTOR’S REPORT – Mandate Assessments – J-MRL’s Trustees should be receiving mail on mandate assessments from the state library. Profiles of the Jurisdictions – The Daily Progress issued profile information on the City of Charlottesville and the counties of Albemarle, Greene, Louisa and Nelson and the Library Director distributed copies of the profiles. Bill and Melinda Gates’ Grant – The first installation of the new computers begins on May 31st and the other computers will be installed throughout the month of June. Library Building Needs Assessment – Albemarle County has requested a meeting with J-MRL’s Albemarle County Trustees and the Train & Spencer Architects. The Library Director will coordinate a meeting time. North Point Project – The Library Director attended a meeting on the North Point Project. The project involves plans for approximately 800 residential units and for retail and business development. The project will be located across the road from the North Fork Research Park on Route 29 North. This area might be a good location for a new library. Internship Program – The Library Director has discussed the internship program with the Dean at North Carolina Central University and the Dean discussed this with the faculty. The faculty is checking with the students to see what type of interest level there would be for the internship. Ms. Whiting and the Library Director plan to go down to North Carolina Central University in April if there are students interested in the internship. American Library Association Grant (ALA) – Ms. Tetrault, Branch Manager at Louisa County Library, has applied for a grant, “Presidents, Politics and Power: American Presidents Who Shaped the 20th Century.” ALA and National Video Resources sponsor the grant. Mr. Whitlock made a motion that “a letter of support be signed by the Board so that Ms. Tetrault can hand it in with the grant application.” The motion was unanimously approved. Automation System -The bids on the new automation system are due in on March 8th. The bids go to the City of Charlotte first. Personnel Committee Meeting – The Personnel Committee has scheduled a meeting for March 8th at 9:00 a.m. at the Central Library. Replacement of J-MRL’s Delivery Truck – Mr. Lyons, Jr. discussed and distributed information on the courier vans and the operating budget. The 1995 Ford delivery van needs a new transmission (approximately $3,500-$4,000). Mr. Lyons, Jr. asked for the Board’s permission to replace the delivery van this year by using funds from the operating budget. Ms. Askew made a motion “that we buy a new van out of the operating fund budget.” The motion was approved. Ms. Whiting left the meeting before the vote was taken.

BEFFS & BOUQUETS – Ms. Williams was complimented for her work on the e-books; Ms. Barbour was complimented on her well-received African-American Read-In program; Mr. Whitlock thanked the Board for their prompt action on the Louisa grant.

FUTURE AGENDA ITEMS – Future agenda items include a safety procedures and inspection report by Mr. Lyons, Jr. and a budget update.

ADJOURNMENT – Ms. Dickens moved “the meeting be adjourned.” The meeting adjourned at 2:33 p.m. Next month’s Board meeting will be held at the Nelson County Memorial Library at 1:30 p.m.

Robert German, President/Elizabeth Carpenter, Vice President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, January 22, 2001 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval by Mr. Whitlock, the December 18, 2000 Minutes were approved as amended. President German abstained as he did not attend the December meeting.

POLICY COMMITTEE’S REPORT – The Policy Committee met on December 18th. The committee reviewed three policies—Unsolicited Gifts, Friends of the J-MRL, and Library Programs. Directly following today’s Board meeting, the committee plans to review the staff’s input on the three policies. Some time this month the committee anticipates receiving the Albemarle County Attorney’s comments on the Unattended Children and Group Visits policies.

2001/2002 LIBRARY BUDGET UPDATE – The proposed FY 2001/2002 budget was submitted to the jurisdictions the week of December 18th.

LIBRARY LEGISLATION REPORT – On January 18th the Library Director, Ms. Askew, and Mr. Whitlock attended Legislative Day in Richmond. The library contingent visited several legislators. Comments from the legislators were less than hopeful regarding funding for libraries. Cuts to the State Library were $2.2 million. The Library Director will be sending letters to the legislators with a statement pointing out that the present budget would limit the library’s purchases of books and materials. The Governor suggested deferring approximately $450,000 in library capital improvements, which would affect J-MRL’s hope to obtain some funding for the new Greene County Library’s furniture.
from City Hall to provide a forum for people to express their ideas and views on any subject. There would also be a podium for public speeches. The City would like Central Library to display a model of the project. The City will hold a public hearing regarding the monument on February 5, 2001 at 7:00 p.m. Funding for the monument will be raised totally from independent funds.

**COLLECTION MANAGEMENT REPORT** – Ms. Williams reported to the Board on book funding expenditures and statistics for FY 2000. 70% of the budget went to books across all categories, with audio books receiving another 6% of the budget. Ms. Williams predicted that over the next five years there would be a shifting from cassettes to CDs and E-access would continue to increase. E-books were circulating as of January 22nd. The Daily Progress is writing a story on the E-books. Ms. Williams gave a brief description on how e-books were loaded and how they operate.

**ALBEMARLE COUNTY LIBRARY BUILDING NEEDS ASSESSMENT** – Mr. Train reported on the building needs assessment his firm is conducting for Albemarle County. The starting point for their study was the J-MRL staff's Building Assessment Report of last year. Their recommendations included the order of construction, the size of each building, and cost. Recommendations to Albemarle County include (1) Crozet should be first since it is the most impacted. Renovate the old Crozet school or tear it down for construction of a new library. (2) Build a new 20,000 sq. ft. facility (near North Fork) and include an additional 5,000 sq. ft. for Technical Services and Bookmobile functions. The lease on the existing Northside would be renewed. (3) Construct a new 15,000 sq. ft. Southside library. (4) Construct a new Northside South by Agnor-Hurt Elementary School. (5) Expand Scottsville Library, purchase land adjacent to the existing library and address parking. The recommendations were based on population projections and the work is based on a 6-7 year cycle, starting in FY 2001. Construction cost figures for all of the recommendations total approximately $16 million.

**DIRECTOR'S REPORT** – Book Bags – The Friends funded new J-MRL book bags. The book bags will be made available later this year through each branch library. Automation Project – Due to changes required by the City of Charlottesville's purchasing procedures, distribution of the RFP for the new automation system was delayed but should be mailed out to vendors later this week. Gates’ Grant – J-MRL received some good publicity regarding the award from the Bill & Melinda Gates’ Foundation. On February 8th the branch managers will be attending a workshop about the new computers. In March Stella Pool and Zanne Macdonald will be going to Seattle to attend a week of training provided by the Gates’ Foundation. Infopowering Grants – The Library of Virginia is making Infopowering grants available to libraries receiving Gates’ funding. The grants are for furniture, remodeling, wiring, or equipment not provided by the Gates’ Foundation. J-MRL plans to apply for a grant of $13,723, primarily for new computer lab furniture. Mr. Tramontin made a motion that “J-MRL apply for an Infopowering Grant from the Library of Virginia.” The motion was unanimously approved. Sundays at Northside – Northside began Sunday hours in December and the new service has been well received. Circulation is averaging over 100 items per hour and one Sunday's circulation reached a high of over 1,500 items. Parking at Central Library – Parking at Central has been an ongoing problem for both staff and patrons. At their February 5th meeting, City Council plans to discuss raising parking fines from $5 to $10. The Library Director will be communicating with City Council to convey to them that raising fines would have a negative impact on library use.

**BEEFS & BOUQUETS** – Praise was given for the Gates’ grants, e-books and endowment publicity. Commendations went to Mr. Lyons, Jr. for preparation of the CIP request to Albemarle County for the new libraries.

**AGENDA ITEMS** – February agenda item: Reference Department’s report on electronic databases available throughout the library.

**ADJOURNMENT** – Mr. Tramontin moved “the meeting be adjourned” at 3:00 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, December 18, 2000 at 1:00 p.m. in the Central Library’s Jefferson Room, the Vice President being in the chair. On motion for approval by Ms. Askew, the November 27, 2000 Minutes were approved. Ms. Whiting was not present when the vote was taken.

**POLICY COMMITTEE’S REPORT** – Vicki Ballowe, staff representative to the Policy Committee, has retired from J-MRL and Jacqueline Lichtman has been named as her replacement on the Policy Committee. The Policy Committee is waiting for the Albemarle County Attorney’s response to J-MRL’s submitted policies for Unattended Children and Group Visits.

**2001 LIBRARY BOARD MEETING LOCATIONS** – The March Board meeting will be held at the Nelson County Memorial Library. In September the Board will have lunch, a tour, and their meeting at the Blue Ridge School and afterwards will drive out to see the new Greene County Library. The scheduled out-of-town Board meetings will begin at 1:30 p.m.

**PARTNERSHIP FOR CHILDREN LITERACY KITS (Nancy Cook)** – Nancy Cook discussed the Partnership for Children Literacy Kits. Several organizations are participating in this partnership project. The kits (an infant, toddler, or pre-school kit) will be distributed to children from high-risk families. All the kits will include a book, an activity sheet, and a temporary library card (good for six months - five items can be checked out at one time). This project will provide early exposure of literacy to children and will hopefully encourage them to read and use our libraries. The city and county schools provided the funding and the Friends of J-MRL donated the gift books.

**ADOPTION OF FY 2001/2002 PROPOSED LIBRARY BUDGET** – Ms. Askew made a motion “for adoption of the FY 2001/2002 proposed budget presented at today’s meeting.” The motion was unanimously approved.
DIRECTOR’S REPORT – Book Page - The Friends of J-MRL are very proud of their new publication of Book Page. The Friends of J-MRL have developed a postcard to notify their members about Book Page. Teen Tutoring Program - Mr. Carrier will be checking with local agencies and schools regarding tutoring programs. While the Library Director is visiting Chesterfield County Public Library in early January, he will inquire about their Teen Tutoring Program. The Library Board will receive a report on the Teen Tutoring Program early next year. Endowment Committee – The Endowment Committee met on November 28th and two endowment accounts were officially established (Celia Anne Martin account and Rachel Poole account). The two bequests and the Friends’ annual gift of $20,000 represents a total endowment of approximately $300,000 this year. Automation Project – A new RFP has been developed and should be going out this week just before Christmas. Responses are expected in approximately six weeks - around late January or early February 2001. Audit – Mr. Lyons, Jr. distributed a revised/replacement page two to go in the audit distributed to the Board at their November meeting. Library Trustee Home Page – Jacqueline Lichtman is working on a Library Trustee home page and some of their pictures need to be redone. Patron Complaint - The Library Director sent a letter in response to a patron’s complaint about damage done to their car stereo. The Library Director has not heard anything back from the patron. Bill & Melinda Gates’ Grant – In September J-MRL successfully applied for a Bill & Melinda Gates’ Grant for Monticello Avenue's computer lab. The grant was for approximately $48,000 and included eleven new computers. Two staff members will be going to Seattle for training on how to use the new equipment. The equipment should be received around April 2001. Library Legislative Day in Richmond/State Budget – Thursday, January 18, 2001 is Library Legislative Day in Richmond. The Library Director asked Library Trustees to contact him if they are interested in attending. Full funding is the key issue. Mr. Whitlock talked to the Honorable V. Earl Dickinson regarding full funding for libraries. The car tax has been a big issue and the State Legislators are looking at other available options in order to add more income so that there would not be a reduction in state aid. According to the Honorable V. Earl Dickinson, J-MRL’s request for full funding would be considered an additional budget request and he plans to consider it one of his agenda items for the Appropriations Committee. Painting of Central Library – Painting of Central Library’s main floor has begun. Central Library will be closed to the public for approximately 1-1/2 days – Saturday, December 23rd (staff will be on site) and Wednesday, December 27th (open 1/2 day late). Special Acknowledgement – J-MRL received special acknowledgement from the U.S. Department of Commerce for J-MRL’s help with the census. Library Building Needs Assessment – The Library Director and Mr. Lyons, Jr. met with Train & Spencer Architects to discuss on-going library building needs assessments. Train & Spencer Architects have been hired by Albemarle County to do a building needs assessment for the county and they will be presenting their final report to the county in February 2001. The architects would like to attend the Library Board meeting in January 2001 to discuss their recommendations to Albemarle County regarding J-MRL. Change in Saturday Bookmobile Schedule – As of January 6th, the Saturday Bookmobile schedule will be revised to reflect dropping of the Tonsler Park stop and the adding of a Heathwood Apartments stop. Internship Program – In the Spring of 2001, the Library Director and Ms. Whiting are planning a visit to North Carolina Central to discuss setting up an internship program to be funded by a bequest submitted to J-MRL. 

BEFFS & BOUQUETS – Special commendations go to Northside for being open on Sundays (as of December 3rd).


ADJOURNMENT – Mr. Tramonti moved “the meeting be adjourned” at 1:46 p.m.
MINUTES OF THE NOVEMBER 27, 2000 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

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

OTHERS PRESENT
R. Timothy Carrier – Young Adult Services Librarian
Anne Chiles – Technical Services Cataloger
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, November 27, 2000 at 1:00 p.m. in the Central Library’s
Jefferson Room, the President being in the chair. On motion for approval by Ms. Askew, the
October 23, 2000 Minutes were approved. Mr. Lee abstained, as he did not attend the October
meeting.

PERSONNEL COMMITTEE'S REPORT – The Personnel Committee met on Thursday, November
9th. The committee discussed salaries - pay for entry level librarians, upgrade and pay equity of
four positions, and a recommendation from the Compensation Committee to update the pay
plan by 2% next year. The Personnel Committee endorsed the Budget Committee’s personnel
proposals for FY 2001/2002. Leave benefits were discussed and compared to other local
agencies. The Personnel Committee will not be meeting in December but will meet in January.

BUDGET COMMITTEE'S REPORT – The Budget Committee met on Wednesday, November 8th.
The committee reviewed goals in the 5-Year Plan and a list of FY 2001/2002 requested budget
items ranked by the staff. Several handouts were distributed to the Board members: summary
Circulation statistics, and a draft of the proposed FY 2001/2002 budget. The Board briefly
discussed the FY 2001/2002 draft budget. Board members are to notify the Library Director if
they have any questions or changes to the proposed budget. The proposed budget for FY
2001/2002 will be formally approved at the December Board meeting.

SERVICE AWARD – Anne Chiles received a service award for fifteen years.

REPORT ON TEEN TUTORING PROGRAM – Mr. Tramontin gave a brief report on a Teen Tutoring
Program that he attended at VLA. In this program students are selected to teach students
having academic difficulties. The program started approximately five years ago and has been
very successful. Chesterfield County Public Library is already doing this as a service at one of
their locations and it is working. J-MRL might want to investigate this to see if the program
would work in our library system. The tutoring would be done after school and at the library.
Teachers recommend the students who will be doing the tutoring. These students would write
...
books. The major responsibility would be on the library person chosen to be responsible for organizing/coordinating it. Mr. Carrier offered to check with the local schools to see how extensive their tutoring programs are and the Library Director will check to see if this is feasible for J-MRL.

DIRECTOR'S REPORT – In-Service Day – In-Service Day was very successful. Bill Fiege (Assistant Director of Alumni Relations at Longwood College) discussed "Customer Service" and Thornton Staples (Digital Library Research & Development, UVA) discussed "Libraries of Tomorrow." Special sessions were held in the afternoon. Evaluations were completed and the feedback was very positive. Endowment Committee Meeting – The Endowment Committee meeting is scheduled for November 28th. Two endowments have to be set up – Celia Anne Martin’s bequest and Rachel Poole’s bequest. Sunday Hours for Northside – As of December 3rd, Northside will be open on Sundays. Trustee’s Page on jmrl.org – The Trustees’ page is currently being revised and a sample was shown to the Board. Policy Committee Meeting – The Policy Committee will be meeting after today’s Board meeting. Albemarle County’s Needs Assessment – Albemarle County is proceeding with a needs assessment for new libraries and has hired Train & Spencer Architects and Edward Lazaron from the Design Collaborative to do the study. Recommendations from Train & Spencer and Edward Lazaron will be presented to Albemarle County in February. Patron Complaint – A letter from a patron was distributed to the Board. The patron claimed that his car stereo was damaged by a talking book obtained from our library. After a brief discussion, the Board suggested the Library Director respond that “we are sorry but under these circumstances J-MRL cannot reimburse the patron for damage to his equipment.” The Policy Committee has been assigned the task of creating a policy regarding J-MRL’s responsibility for damage to a patron’s equipment. J-MRL’s legal representative should review the policy before it goes to the Board for approval. Book Page - The Book Page newsletter was distributed to the Board. The Friends of J-MRL funded Book Page for one year. The back page showed a summarization of J-MRL’s annual reports done by Ms. Askew. Annual Audit – J-MRL’s annual audit was distributed to the Board. If the Board has any questions regarding the audit, they can bring their questions to the December Board meeting. Legislative Day in Richmond/ State Aid/State Budget Hearings/ UCITA/JLARC – Ms. Askew confirmed Legislative Day in Richmond is scheduled for January 18, 2001. The state budget looks bleak – there is a shortfall of approximately $5 million. The Library of Virginia is concerned about cuts. An additional amount of approximately $726,000 is needed to fully fund the second year of state aid. Mr. Whitlock will be contacting J-MRL’s legislators regarding state aid. Ms. Askew will notify the Board regarding state budget hearing dates and locations. UCITA prospects do not look good. JLARC is still developing their plan. Gates Foundation – Virginia has requested $3.7 million of hardware from the Gates Foundation. J-MRL should know by mid December if they have received the grant for labs. Budget Committee Member – Mr. Lee is to be added as a representative on the Budget Committee.

BEEFS & BOUQUETS – Special commendations went to: J-MRL staff responsible for the organization and planning that made In-Service Day a wonderful event, J-MRL for purchasing special shopping baskets for patrons to use (baskets are located next to the desk at Central Circulation), the Library Director for making the Board retreat very successful and enjoyable, and Northside staff for their sleuthing abilities in locating a particular book for a Board member.

FUTURE AGENDA ITEMS – Future agenda items: approval of the proposed FY 2001/2002 budget, future Board meetings at the branches, a special staff presentation (to be determined), a report on the Endowment meeting, and an automation update.

ADJOURNMENT – Ms. Carpenter moved “the meeting be adjourned” at 2:28 p.m. (Ms. Carpenter will be presiding over the December 16th Board meeting as Mr. German will be unable to attend.)
MINUTES OF THE OCTOBER 23, 2000 MEETING 
OF THE LIBRARY’S BOARD OF TRUSTEES

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

TRUSTEES ABSENT
Kenneth Lee

OTHERS PRESENT
Nancy Cook – Head, Children’s Services
DonnaLee Grossman – Administration
John Halliday – Library Director
Lindsay Ideson – Northside Branch Manager
Edward Lazaron - Architect for The Design Collaborative, P. C.
William Lyons, Jr. – Business Manager
Joyce MacDonald – Staff Recorder
Stella Pool – Community Information Network Coordinator-Monticello Avenue
Kirk Train – Architect for Train & Spencer Architects

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, October 23, 2000 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval by Mr. Tramontin, the September 25, 2000 Minutes were approved. Mrs. Askew abstained, as she did not attend the September meeting.

5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT – The 5-Year Plan/Technology Committee met and decided that J-MRL should reissue a RFP for the automation system. Proposals should be received in late December and the J-MRL staff should be able to select a system in January.

POLICY COMMITTEE’S REPORT – The Policy Committee distributed their latest draft of the Mission Statement for the Board’s review and approval. Mr. Carpenter made a motion “that the draft Mission Statement be adopted as presented.” The motion was unanimously approved.


2001/2002 BUDGET DISCUSSION – The Library Director asked the J-MRL Board of Trustees for a list of items that they would like to see in the FY 2001/2002 budget. The list included: more standard hours at Northside Library, increased hours at the smaller libraries (in the 5-Year Plan), transfer of the Collection Management Librarian out of state aid and into J-MRL’s operating budget, assistance in the Human Resources area, and administrative support for the Library Director. After developing the costs relating to the Board and staff proposals, a Budget Proposal was presented to the Board. The Board will review this proposal and present it during the November meeting.
proposed budget for submission to the jurisdictions. A Budget Committee meeting has been scheduled to meet at 9:30 a.m. on Wednesday, November 8th.

**DIRECTOR’S REPORT**  
- **Celia Anne Martin Bequest/Rachel Poole Bequest**  
  J-MRL received a bequest from Celia Anne Martin for approximately $275,000. The Rachel Poole bequest of approximately $29,000 was discussed at the September meeting. The Library Director asked for a motion on both bequests. Mrs. Askew made a motion "to establish two separate accounts within the Funds of the J-MRL Endowment Fund. The Rachel Poole account for support of library educational activities including scholarships/internships, public lectures and staff training and the Celia Anne Martin account for the purchase of books and literature for libraries within the City of Charlottesville." The Board would like the Library Director to do publicity regarding the bequests.  
- **Needs Assessment/Library Facilities**  
  Albemarle County is proceeding with its needs assessment for library facilities.  
- **New Louisa County Branch Manager**  
  Joanne Tetrault has been announced as the new Branch Manager for Louisa County Library. She will be attending In-Service Day on November 10th.  
- **Young Adult Bookmarks**  
  With funding received from the Friends of J-MRL, Timothy Carrier and Katherine Bowers produced a very nice set of young adult bookmarks. A sample set was distributed to the Board members.  
- **VLA Conference**  
  Eleven people from J-MRL attended the conference. Meeting of State Library Directors - The Library Director attended a meeting of the State Library Directors at the VLA Conference. The JLARC state aid study was discussed. There was no consensus on what if any changes should be made on the state aid formula.  
- **Repainting of Central Library’s 2nd Floor**  
  Two options were presented to the Board for discussion. The first option is to close Central Library during the painting in December. The second option would be to paint the 2nd floor while it is open. The second option would take longer as the building would be painted a little at a time. The second option was preferred.  
- **Environmentally “safe” no odor/low odor paint will be used.**  
- **Personnel Committee Meeting Scheduled**  
  The Personnel Committee will be meeting at 10:00 a.m. on Thursday, November 9th.  
- **In-Service Day**  
  The library system will be closed on In-Service Day Friday, November 10th. Board members have been invited to attend J-MRL’s In-Service Day at Northside Library.  
- **Agendas were distributed to the Board. Meal selections should be completed and turned in by the end of this week.**  
- **Board Retreat**  
  Following this meeting there will be a Board retreat beginning around 4:00-4:30 p.m. at the Downtown Inn. At the retreat Ms. Blodgett of UVA will be discussing libraries of tomorrow.

**PRESENTATION ON LIBRARY ARCHITECTURAL TRENDS**  
Mr. Lazaron from The Design Collaborative gave a presentation on Infotainment in Public Libraries. During Mr. Lazaron’s discussion he showed pictures of recently built libraries and commented the concept was “to build buildings that reflect the communities they serve.” The focus was on having “a proper area designed for the proper group.” The libraries shown were very colorful, some had skylights, large signage was used, some had big graphics on their library walls, and some had places to eat. Computer labs and technology were significant and express pacs were mentioned along with futuristic palm pilots for patrons to use. Mention was made of Prince William’s very successful “no book library” located in a mall. Libraries should be built with flexible space and should be airy and have good light, places to sit, reading rooms, and places to eat.

**BEEFS & BOUQUETS**  
Special commendations went to: the Reference Department for their quick response in answering questions and to Collection Development for having in the library’s collection a book about an obscure artist.

**FUTURE AGENDA ITEMS**  

**ADJOURNMENT**  
Mrs. Dickens moved “the meeting be adjourned” at 3:12 p.m.

Robert German, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, September 25, 2000 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval by Mr. Tramontin, the August 28, 2000 Minutes were approved.

PERSONNEL COMMITTEE'S REPORT – The Personnel Committee met on September 14th. The committee reviewed the personnel changes for the last three months. The Personnel Committee has two items on their November agenda: vacation leave benefits and beginning salaries for professional librarians.

POLICY COMMITTEE'S REPORT – The Policy Committee is still working on the Mission Statement. The committee will soon be reviewing a safe child policy and a policy on group visits.

CENTRAL SIDEWALK PROJECT REPORT – Peter McIntosh, President of the Friends of J-MRL, discussed site improvements for the outside of Central Library. A drawing of the proposed site plan, done by Train & Spencer Architects, was distributed to the Board for their review. Some of the enhancements include: a low brick retaining wall, new plantings and landscaping, big light fixtures at the front, risers on the entry stairs with inscriptions/plaques of names important to the literary history of Virginia, possibly a donor sidewalk in front of the stairs, possibly relocation of the handicap access closer to the building, and a pathway near the 3rd Street side with some steps. For the last two years the Friends of J-MRL have placed funds in their budget for this project and by the end of this year they will have approximately $15,000. The total cost for the project is currently estimated between $82,000-$110,000. Grant money may be available. If possible, it might be more feasible to do the project in stages. The project could begin in 2002. The Friends and J-MRL plan to discuss the project with Mr. O’Connell from the City of Charlottesville and Mr. Tucker from Albemarle County. The project will be referred to the Budget Committee for inclusion in the budget process for next year.
2001/2002 BUDGET OBJECTIVES – The Library Director reviewed and distributed the 5-Year Plan’s target dates in preparation for next year’s budget. The Board discussed more standard hours for Northside and increased hours at the smaller branches. The position being paid out of state aid funds this year should be moved to the regular budget (under Technical Services). Assistance in the human resources area was discussed.

RACHEL POOLE’S BEQUEST – The Library Director distributed a copy of part of the Last Will and Testament of Rachel S. Poole and pointed out the section indicating a bequest to J-MRL “for its educational purposes 12-1/2%.” The bequest would amount to approximately $29,000. The Board discussed utilizing the bequest for a lecture series, programs for children, summer internships and scholarships. It was concluded the bequest should be placed in an endowment fund with the interest used for a minority scholarship/internship program or grant and for some internal educational programs and speakers for J-MRL. The Library Director will be contacting the North Carolina Central University and plans to report his findings to the Board in October.

LIBRARY STATISTICS – The Library Director distributed and discussed a diversity of library statistics on: Out-of-Area and Non-Resident Student Use of J-MRL, 10-Year Circulation Comparisons, Circulation per Staff FTE, Circulation per Capita, Percentage of Expenditures on Materials, and Operating Expenditures per Capita.

DIRECTOR’S REPORT – Greene County Building/Funding Update – Fund raising is still going well. Architecturally, things are progressing slowly because of the wait on the land accumulation. The architect wants to go out to bid in the early part of 2001. Hopefully, groundbreaking will be in the spring. Louisa County Branch Manager – On Tuesday, October 3rd, the Library Director, Mr. Whitlock, and Mrs. Williams will be interviewing applicants for the Louisa Branch Manager position. Speaker at October Board Meeting – Ed Lazaron, architect for The Design Collaborative, P.C. – Library Architects and Planners, will be guest speaker at the October Board meeting. Board Retreat – After adjourning the October Board meeting on October 23rd, the Board plans to have dinner and a retreat. Bill and Melinda Gates Foundation – The Library Director attended a meeting presented by the Bill and Melinda Gates Foundation. One of the foundation’s projects is to make computers available to libraries serving areas with poverty level populations of 10% or more. A handout was distributed indicating the qualifying areas J-MRL serves (Central, Gordon Avenue, Scottsville, Louisa, Nelson, and Greene). The State Library will use Infopowering money to provide Gates computers for areas with poverty level populations between 5-10% and this would include Northside and Crozet. Mrs. Whiting moved “the Library Board is in favor of the Library Director applying on behalf of J-MRL for computer grants from the Bill and Melinda Gates Foundation and the State Library’s Infopowering program.” The motion was unanimously approved. Monticello Avenue Brochure – The Library Director distributed Monticello Avenue’s new brochure. Automation System & 5-Year Plan/Technology Committee Meeting – A 5-Year Plan/Technology Committee meeting date of Friday, October 6th at 10:00 a.m. has been set to discuss the future of J-MRL’s automation system.

BEEFS & BOUQUETS – Special commendations went to: George Tramontin’s appearance on television, new printouts/receipt printers, Carol Clark for working with her staff at the circulation desk, and Nancy Cook for the book giveaway program.


ADJOURNMENT – Mr. Tramontin moved “the meeting be adjourned” at 3:22 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, August 28, 2000 at 1:00 p.m. in the Central Library's Jefferson Room, the President being in the chair. On motion for approval by Mr. Tramontin, the July 31, 2000 Minutes were approved.

**UCITA UPDATE WITH COLIN LEARMOUTH** – Mr. Learmonth was present to discuss and answer questions about UCITA. Mr. Learmonth is a member of the subcommittee studying UCITA to determine if any changes, amendments or provisions should be made before it goes into effect on July 1, 2001. The committee is open to any suggestions from the library and if the Library Board has any questions or issues regarding UCITA, Mr. Learmonth asked the Library Board to contact him before the public meeting on September 13th. The Virginia Library Association (VLA) will be making presentations. There will be amendments forthcoming. It was suggested J-MRL work through VLA and try to get exemptions. The Library Director will be updating the Library Board on VLA’s recommendations. In mid November the final recommendations will be submitted.

**MISSION STATEMENT** – The latest draft of the Mission Statement was distributed. The Library Director has received some input from the staff and a change has been suggested by one of the Board members. The Library Board asked the Library Director to solicit the staff one more time for any additional input before the Mission Statement is presented in September for the Library Board’s approval.

**1999/2000 YEAR-END FINANCIAL REPORT** – Mr. Lyons, Jr. distributed and discussed information on the 1999/2000 year-end financial report, automation revenue, automation expenditures and encumbrances, equipment fund summary (as of July 31, 2000), interest income, fund balance, and the amounts to be returned to the jurisdictions.

**2001/2002 BUDGET SCHEDULE** – The Library Director distributed the proposed 2001/2002 budget development timeline. The timeline included a change in the regular Board meeting date to the third Monday in December (to December 18, 2000).
**JLARC STATE AID STUDY** – The Library Director distributed and discussed the background information on the JLARC State Aid Study. Jurisdictional statistics, obtained from the “Welcome” edition of The Daily Progress, were distributed. The Library Director is on VLA’s JLARC Advisory Committee to develop VLA’s position on state aid. State aid is very important to J-MRL and to public libraries throughout Virginia.

**SATURDAY BOOKMOBILE SERVICE** – A video was shown of Channel 29’s news coverage of Ms. Whiting promoting the beginning of Saturday Bookmobile service in the City of Charlottesville. Dr. and Mrs. Dickens were also on hand to promote the new service. City Council approved an additional $6,000 appropriation to fund this service. The service started August 12th. The Library Director distributed the Saturday Bookmobile schedule.

**DIRECTOR’S REPORT** – Greene County Building/Funding Update – The Library Director, Ms. Carpenter, and Ms. Reese met with Ms. Gaylord and Mr. Yost. Fund raising for the new Greene County Library is going well and is ahead of schedule. Groundbreaking is scheduled for November and it may take one year to finish the building. Building Projects Meeting With Albemarle County Representatives – Mr. German, Mr. Lee, Ms. Rice, the Library Director and Mr. Lyons, Jr. had a second meeting with representatives from Albemarle County to discuss potential building projects. Albemarle County will proceed with the selection of an architectural consultant to come up with recommendations regarding building sizes, locations, and construction timelines for the projects. J-MRL will be working with Albemarle County to develop building plans. Reappointed Trustee – The City of Charlottesville has reappointed Ms. Dickens to a 4-year term (9/1/00-8/31/04) on the Library Board. Board Retreat/Speakers – Instead of having speakers at the Board Retreat (after the October 23rd Board meeting), the speakers will be attending the regular Board meetings in September and October. Rachel Poole’s Bequest – Rachel Poole left part of her estate to J-MRL (approximately $29,000) to be used “for educational purposes.” A copy of the will was shown to the Board. The Library Director will come back to the Board with some proposals. Retirement Luncheon – Between 12:30-2:00 p.m. on Thursday, September 14th in the McIntire Room at Central Library, there will be a retirement buffet luncheon for Jimmy Smith. The Board members were invited to attend. Personnel Committee Meeting – A Personnel Committee meeting will be held on Thursday, September 14th at 11:00 a.m. in the Administrative Offices at Central Library. Library Card Sign-Up Month – September is library card sign-up month and J-MRL will be giving out book bags, coupons, and refrigerator magnets with www.jmrl.org imprinted on them. VLA Conference – Any Library Trustee wishing to attend the VLA Conference in Norfolk, Virginia should notify the Library Director so that the library can take care of their registration.

**BEFFS & BOUQUETS** – Special commendations went to: Albemarle County in coming to J-MRL to ask for input on how J-MRL can grow as a library; the FY 2000/2001 adopted budget and color inserts; Central Library’s improved phone system; Monticello Avenue’s Web Page; the Saturday Bookmobile service as a great contribution to the community.

**FUTURE AGENDA ITEMS** – Future agenda items include: a statistical report, the new mission statement, proposal(s) for Rachel Poole’s bequest, JLARC and UCITA updates.

**ADJOURNMENT** – Mr. Lee moved “the meeting be adjourned” at 2:55 p.m.

Robert German, President
MINUTES OF THE JULY 31, 2000 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

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

OTHERS PRESENT
Donnalee Grossman – Administration
John Halliday – Library Director
Joyce MacDonald – Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, July 31, 2000 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. The June 26, 2000 Minutes stand approved as read. Mr. German and Mr. Lee abstained as they were not present at the June 26, 2000 Board meeting.

POLICY COMMITTEE’S REPORT – The Policy Committee presented a draft of the mission statement to the Board members for their review. A draft of the mission statement will be submitted to the library staff for their input. It was suggested “serves as an educational resource” be added to the mission statement.

2000/2001 LIBRARY BOARD COMMITTEE ASSIGNMENTS – President German reviewed the list of committee assignments for FY 2000/2001:

Budget/Finance Committee
(Meets as needed)
Ms. Askew – Chair
Ms. Carpenter, Mr. Tramontin, Mr. Whitlock

Personnel Committee
(Meets on the 2nd Thursday of every other month at 10 a.m. beginning September 14th)
Mr. Whitlock – Chair
Mr. Tramontin, Ms. Whiting
(Stella Pool replaces Dena Martin as one of the staff representatives.)

5-Yr. Plan/Technology Committee
(Meets as needed-on the 3rd Thursday of the month at 1 p.m.)
Mr. Lee – Chair
Ms. Askew, Ms. Dickens

Policy Committee
(Meets directly after the regular monthly J-MRL Board meetings)
Ms. Carpenter – Chair
Ms. Dickens, Mr. Lee, Ms. Rice

OCTOBER BOARD RETREAT – The Board discussed having the October Board meeting and their retreat on the same day. The Boar’s Head was mentioned as a possible location. Other alternatives are being considered. Speakers have been suggested and topics for the retreat include library buildings, statistics, and technology. Board members were encouraged to contact the Library Director with suggestions for the retreat.

APPROVED
has been created to study UCITA to determine if any changes, amendments or provisions need to be made before it goes into effect. Colin Learmonth is a member of the study group and President German suggested the Board have Colin Learmonth discuss the issues and process of UCITA at the August Board meeting. Trustees were encouraged to read the handout and to come back to the Board with questions.

**ALA ANNUAL CONFERENCE REPORT** – The Library Director discussed the annual ALA convention held in Chicago and brought the Official Program book for the Board to review. The Library Director discussed: his visit to the Chicago Public Library; Internet sign up/Internet without sign up and express terminals patrons can use 10-15 minutes only; signs and brochures suggesting patrons limit printing; encouraging patrons to bring in their own floppy disks to download information; “micro charging” patrons who want to download information - libraries would get a percentage of the fee; workshop on “Connecting with Library Customers/Patrons”; using patron data and data regarding new technology to target library services; who are we currently serving and who should the library try to serve; doing surveys; customized web pages; developing a written marketing strategic plan; how to manage information overload and the need for new ways to winnow/narrow down information to get better information to the patrons; recruitment of a more diverse workforce pool of applicants by sending job applications out to more diverse places and by going to graduate schools to recruit.

**DIRECTOR’S REPORT** – Northside – The Library Director announced Sunday hours for Northside will start after Labor Day-around October 1st. **Circulation** – Circulation statistics for FY 1999/2000 were up 2.4% throughout the system. In August or September the Board will be receiving detailed statistical reports on more than just the circulation. **FY 2000/2001 Budget** – J-MRL was fortunate in receiving good FY 2000/2001 budget support from the jurisdictions. Nelson County added a little over $35,000 to the budget for capital improvement projects (roofing, carpeting, painting) for the Nelson County Memorial Library. **Greene County** – A $2 million-dollar bond issue was approved to support a new library and Senior Center. The groundbreaking for the new building will be around November 2000. **Albemarle County Planning Meeting** – Albemarle County has requested a planning meeting in August with the Albemarle County Library Trustees and Library Administration to discuss library buildings and the building study. **Saturday Bookmobile Service** – On August 7th Charlottesville City Council plans to approve funding for a Saturday bookmobile service in the Charlottesville area. Ken Wilson has already been hired and his assistant will be selected next week, in time for the service to begin on Saturday, August 12th. **Louisa County Branch Manager** – On August 3rd Mr. Whitlock, Ms. Williams, and the Library Director will be interviewing the candidates for the Louisa County Branch Manager position. **Exhibition at UVA by Calvin Otto** – From June 5th-October 16th Calvin Otto has an exhibition in the Dome Room of the Rotunda at UVA on gold stamping on 19th century American cloth bindings. **Monticello Avenue Web Site** – Monticello Avenue has been named in the top 50 of web sites most linked to from other sites. **Additional Handouts** – A new Trustee listing was distributed. The Northside Branch Meeting Room Guidelines and Louisa County Library Meeting Room Guidelines were distributed for insertion in the Policies & Procedures Manual.

**BEEFS & BOUQUETS** – The Library Director was commended for working at the soup kitchen at the Catholic Church adjacent to Central Library; Northside was praised for their hard work and their pleasant manner to patrons; appreciation was given for the creation of the Collection Development Policy; President German expressed his appreciation to the previous Board Presidents.

**FUTURE AGENDA ITEMS** – Future agenda items include an update on the JLARC state aid study, the Board retreat scheduled for October, UCITA (with guest speaker Colin Learmonth), mission statement, year-end financial report, 2001/2002 draft budget schedule, report on Albemarle County building/planning meeting, statistical reports other than circulation.

**ADJOURNMENT** – Mr. Tramontin moved “the meeting be adjourned” at 2:47 p.m.