MINUTES OF THE JULY 23, 2001 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

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

TRUSTEES ABSENT
Melissa Dickens

OTHERS PRESENT
Donnalee Grossman - Administration
John Halliday - Library Director
Jacqueline Lichtman - Staff Representative to Policy Committee
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, July 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 Mr. Tramontin, the June 25, 2001 Minutes were approved as mailed.

Policy Committee’s Report - The Policy Committee is reviewing the following policies: Staff Training and Development, J-MRL Vehicle Use, Volunteers, Disposal of Library Equipment, Emergencies, and Emergency Closings.

5-Year Plan/Technology Committee’s Report - The committee met on July 5th to discuss the two automation proposals (SIRSI and Innovative Interfaces, Inc.). There was a significant difference in the pricing. J-MRL went back to the vendors for their final offers. The committee plans to meet July 24th to make a decision based on the final offers. Next month the Library Board will be voting on the committee’s recommendation.

2001/2002 Board Committee Assignments - Kenneth Lee will be transferring from the Policy Committee to the Budget/Finance Committee. Changes in staff assignments will be addressed at a later date. A revised list of J-MRL Board Committees (J-MRL Policy: Section 1.23) will be submitted when everything has been finalized.

Endorsement of the Collection Development Plan - The Collection Management Plan for the Jefferson-Madison Regional Library, along with new additions, was distributed to the Board members at last month’s meeting. It was the consensus of the Board to support the Collection Development Plan presented at last month’s meeting.

Report on JLARC’s State Aid Recommendations - The Library Director reviewed the FY 2002 state aid allocations to the localities (FY 2002 state aid is over $20 million). The Joint Legislative Audit & Review Commission (JLARC) was asked to look at the state aid formula to see if it needed to be changed. On July 9, 2001 the committee came out with a draft of their recommendations to the General Assembly. Virginia has a well-established public library system. State aid is a valuable resource supporting basic library services. The design of Virginia’s current funding formula addresses legislative intent - encouragement of larger and more economical units of service and maintenance and development of library standards. State aid rewards regional cooperation and local effort. The current formula should be retained. The General Assembly agreed and JLARC gave a favorable report.
Commonwealth strategic technology plan. A construction funding component should not be included in the current state aid formula. The General Assembly may wish to restore funding for the Construction Grant Program.

PRELIMINARY REPORT ON LIBRARY OUTREACH SERVICES – The Library Director distributed to the Board selected statistics regarding projections on the older population and growth rates. The Library Director also showed the Board a July 19th article from the Nelson County Times regarding Nelson is Growing Older – indicating census figures show the elderly population is increasing. J-MRL needs outreach for the very old as well as for preschoolers and people with disabilities (for the blind, etc.). In the next 20 years there will be a significant increase in senior citizens and J-MRL needs to start addressing/targeting their needs. Large print books and books on tape appeal to the elderly. In the future, the bookmobile could be used to target specific groups. The current bookmobile is not wheelchair accessible. Daylight hours need to be considered as seniors have trouble seeing. Jault could be used to bring people into the library. J-MRL might wish to explore a books-by-mail outreach service. Serving the blind population will be discussed at the Board’s September meeting.

2001/2002 FRIENDS OF THE LIBRARY BUDGET – The Library Director distributed and reviewed the approved Friends of J-MRL Budget for 2001/2002. This budget shows revenues and expenditures and outlines administrative expenses and funding requests for 2001/2002. The Board will be sending a letter of appreciation to the Friends thanking them for their continued support of our library system. Board members inquired about financial support for the Central Library staff to park downtown.

DIRECTOR’S REPORT – Circulation & Registrations – The Library Director pointed out that at the fiscal year ending June 30, 2001, circulation exceeded 1.7 million – a 5.2% increase from last year. Registrations are up 5.6% from last year. Greene County Building Update – The Library Director informed the Board that in October Greene County hopes to have the groundbreaking for the new library. Nelson County Memorial Library – Nelson County sent J-MRL money to have the library painted and carpeted. Nelson County Memorial Library will be closed for approximately two weeks in mid to late August in order to move books, install new conduit cabling, and install new carpeting. First National Book Festival – On September 8, 2001, Laura Bush will be hosting the first National Book Festival in Washington, D.C. (modeled on the Texas Book Festival). Libraries at War and Kimball, W. Virginia – The Library Director informed the Board that the library in War, W. Virginia was flooded in early July and a six-foot wall of water washed away the library in Kimble, W. Virginia. The Library Director will see if the Friends can donate more books to both of the libraries. E-mail from Pennsylvania to Monticello Ave. – Monticello Ave. received e-mail from Lucretia Page who wandered through national web sites and saw our web site. She felt our library should be “very proud” of our web site – “it is packed with a lot of information.” Vacation – The Library Director will be taking next week off. Phillip and Andrea Williams will be in charge during his absence.

BEEFS & BOUQUETS – The Library Director had a good interview written up in the Greene County Record. Ms. Whiting got a computer. Mr. Tramontin was concerned about there not being enough space for more people to attend J-MRL’s programs - people had to be turned away and J-MRL should find a way to meet the demands of parents and people.

FUTURE AGENDA ITEMS – Future agenda items include: a report from Monticello Ave., the Board will be asked to make Monticello Ave. a regular department of J-MRL, a report on J-MRL’s participation in the federal government’s e-rate program, the 2002/2003 budget schedule, serving the blind population, Technology Committee’s automation recommendation, and a report from the Policy Committee.

ADJOURNMENT – On motion for approval by Mr. Lee, the meeting adjourned at 2:36 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, August 27, 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. Tramontin, the July 23, 2001 Minutes were approved. Ms. Dickens abstained, as she did not attend the July meeting.

POLICY COMMITTEE’S REPORT — The Library Board reviewed the Policy Committee’s submissions for: Staff Training and Development (Section 2.2), J-MRL Vehicle Use (Section 2.61), Volunteers (Section 2.9), Disposal of Library Equipment (Section 3.1), Emergencies (Section 5.2), Emergency Closing (Section 5.3), and Conduct in the Jefferson-Madison Regional Library (Section 4.232). Ms. Carpenter made a motion “to adopt the policies as amended by the Board’s discussion.” The motion was unanimously approved.

5-YEAR PLAN/TECHNOLOGY COMMITTEE’S REPORT — Mr. Lee reported on J-MRL’s negotiations with Innovative Interfaces. Both the purchase price and the annual software maintenance costs were significantly reduced. The last phase calls for Innovative Interfaces to draft a final contract and to have the contract reviewed by the Albemarle County Attorney’s office on behalf of J-MRL. The Library Director asked the Board to authorize the Library Director or Mr. Lee to sign the contract on behalf of J-MRL. Ms. Rice made a motion “that the Library Director sign the contract, on behalf of J-MRL, to proceed with Innovative Interfaces.” The motion was unanimously approved. The final contract phase should be done by the end of the month and it will take approximately six months, around February 2002, for the system to be up and running. The total purchase price was quoted as $228,017.

FY 2002/2003 BUDGET SCHEDULE — The 2002/2003 Budget Development Timeline was distributed to the Board for their review. The Library Director pointed out that at the September 24th Board meeting the Board would be discussing goals and objectives for FY 2002/2003.

FEDERAL E-RATE PROGRAM — Mr. Lyons, Jr. reported that this is the 4th year of the Federal E-Rate Program. Mr. Lyons, Jr. distributed and reviewed with the Board the E-Rate Timeline and
Telecommunications (E-Rate) Discounts. The first year J-MRL received $24,358; the second year $13,571; the third year $36,948; the fourth year (this year) J-MRL anticipates receiving $55,125. Although this is a very time-consuming process, J-MRL averages approximately 55% in discounts. Since this is a Federal program, J-MRL will have to comply with Federal Internet regulations (the Child Internet Protection Act) or J-MRL would lose the discounts.

MONTICELLO AVENUE'S REPORT – Ms. Pool gave a brief report on Monticello Avenue’s history since its inception and gave an overview of the services they provide. Ms. Pool distributed Monticello Avenue’s brochure outlining their services, computer lab hours, and Internet access guidelines. Future plans include expansion to Greene, Louisa, and Nelson counties; assessing public training needs and offering additional training opportunities; expanding the outreach community; continue offering web space, services and training to non-profit organizations. In-house use has increased steadily with Monticello Avenue averaging approximately 2,500 visits per month - approximately 9.8 visitors per hour.

ACCEPTANCE OF ADMINISTRATIVE AUTHORITY FOR MONTICELLO AVENUE – The Executive Committee for Monticello Avenue (representatives from Charlottesville, Albemarle, UVa and J-MRL) officially requested (letter was distributed to the Board) acknowledgement of Monticello Avenue as a regular part of J-MRL’s services and requested J-MRL take over the administrative functions that are currently provided by the Executive Committee. Ms. Dickens made a motion “that Monticello Avenue become part of J-MRL services.” The motion was unanimously approved. Policies for Monticello Avenue will be discussed/reviewed by the J-MRL Policy Committee.

DIRECTOR'S REPORT – Nelson County Memorial Library Closed – Nelson County Memorial Library closed August 13th for recarpeting, painting and rewiring improvements. They are scheduled to reopen the day after Labor Day. State Library Trustee Workshop – The Nelson County Memorial Library will be hosting the State Library Trustee Workshop in October. Greene County Library – The contract for the new Greene County Library is going out to bid and the construction contract should be awarded later this fall. Groundbreaking should be in October. Downtown Parking for Central Library Staff – The City of Charlottesville is in the process of going through their waiting lists for parking spaces. They still have hundreds of people waiting for spaces. Hopefully, the City will be reopening another garage for 300 or more parking spaces late this year or early next year. New Trustee – Perri Brown is the new Trustee replacing Priscilla Whiting on the Library Board.

BEFFS & BOUQUETS – On behalf of Northside, Lindsay Ideson wrote a note of commendation for Melissa Dickens for her volunteering at Northside and other library sites and for her delicious baked goods. Outgoing Board Member Priscilla Whiting was acknowledged for her six years of dedicated service and for her “grace under pressure” during her tenure. Priscilla received a Jefferson Cup. Six books were selected, one for each year of service on the Library Board and bookplates were inserted in each book to honor Priscilla.

FUTURE AGENDA ITEMS – Kirk Train, from Train & Spencer Architects, has come out with a final report/recommendation and Albemarle County asked that Mr. Train meet with the J-MRL Board to go over his report. Mr. Train will give his report to the J-MRL Board at their September meeting. A representative from Staunton Public Library will be giving a report on services to the blind at the September Board meeting. Goals and objectives for the FY 2002/2003 budget will be discussed at the September meeting. The September Board meeting will be held at the Central Library and the October meeting will be in Greene County.

ADJOURNMENT – On motion for approval by Mr. Tramontin, the meeting adjourned at 2:39 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, September 24, 2001 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 August 27, 2001 Minutes were approved as mailed. On behalf of the Library Board, Ms. Carpenter welcomed Perri Brown, the new Board member replacing Priscilla Whiting.

2000/01 YEAR-END FINANCIAL REPORT — Mr. Lyons, Jr. reported that J-MRL received more revenues than budgeted for FY 2000/01 due primarily to receipt of a grant from the Bill and Melinda Gates' Foundation. Mr. Lyons, Jr. distributed a handout outlining the FY 2000/01 year-end summary. The summary outlined interest income and the fund balance for the operating and equipment funds. Operating fund expenditures were more than budgeted. Some of the operating fund expenditures included interior painting of Crozet and Scottsville; purchase of a new truck; HVAC replacement for Crozet, Northside, and Scottsville. Some of the overexpenditures were in books, professional services, utilities, and telephones.

LIBRARY SERVICES FOR PEOPLE WITH DISABILITIES — The Library Director pointed out Goal #5 and the objectives outlined in J-MRL's 5-year plan to: encourage all area residents to use library services. The objectives should have included service to people with disabilities. Ms. Campbell did a survey of other libraries in Virginia and found that Staunton, Central Rappahannock, Fairfax, and Virginia Beach have programs serving people with disabilities. Mr. Pearson, Head of the Talking Book Center at Staunton Public Library, was invited to discuss Staunton's Talking Book Center services. The Library of Congress has a free national library program of braille and recorded materials for blind and handicapped persons and the program is administered by the National Library Service for the Blind and Physically Handicapped (NLS). Anyone who is unable to read or use standard printed materials as a result of temporary or permanent visual or physical limitations may receive the service. Information regarding the service is available without charge to individuals, organizations, and libraries. People may contact NLS directly at www.loc.gov/nls for more information. This service is provided directly by regional or subregional libraries of the NLS network. Currently there are eight subregional libraries in Virginia. The cassette recorder and materials are sent postage free for the blind and handicapped. Minimal space is required to house the recorders, collections, etc. This is a useful service that already exists; and if our library would be interested in providing this service, J-MRL would have to establish a local service.

DIRECTOR'S REPORT — New Greene County Library — The bids for the new library will be opened in late
Library - Nelson County Memorial Library was closed for approximately three weeks for carpeting, painting, and rewiring. Mr. Lyons, Jr. did an excellent job of coordinating everything. Patrons were glad to have the library reopened and circulation really went up. Automation System - The contract for the new automation system has been completed. Everything is on schedule. The system should be up and running around February 2002. Staff training for cataloging should begin in November with circulation training scheduled for December and January. Innovative Interfaces recommended an outside coordinator who worked for Dynix to help with the migration/transcribing of patron data. Trustee Workshop - The Library Director distributed the 2001 Fall Workshops for Public Library Trustees and encouraged Board members to attend. Trustees should notify the Library Director so that he can register them in time for the workshop. Ms. Carpenter is planning to attend. Library Records - Due to the violence that occurred on September 11th, the FBI has been looking at some of the library records in Florida. Our Library Director checked with the Albemarle County Attorney's Office for a legal opinion - to see if J-MRL's computer sign-in sheets are considered confidential and was informed they are not confidential. Under Virginia law, circulation records are confidential. A sign-in sheet is not a circulation record and is not considered confidential. Our Library Director sent out a memo to branch and department managers regarding this issue, encouraging staff to cooperate with law enforcement, and to notify him of any requests. Tom Ridge - Tom Ridge has been selected as head of U. S. Homeland Security, He was named in The Library Journal as the politician of the year 2001. He encouraged increasing funding/state aid to public libraries. City Notes - The Central Reference Department has been working with the City of Charlottesville and had an insert on page 2 in City Notes regarding "On-line Databases at J-MRL." October Board Meeting - The October Board meeting had been scheduled to be in Greene County but the meeting in Greene County has been postponed until a later date. Board members will be meeting at the regular location (Central Library) in October.

LIBRARY FACILITY REPORT - Mr. Keogh gave an overview of Train & Partners Architects' J-MRL Albemarle County Facility Planning Study (dated June 1, 2001). Albemarle County wants to know if the J-MRL Board of Trustees approves of this report. The study/report encompasses a six-year period of sequential expansion and growth of J-MRL. As of this date, year one is not known and construction and land costs for the projects would have to be adjusted accordingly. In order of priority the Albemarle County J-MRL projects include Crozet, Northside North, Southside, Northside South, and Scottsville. A summary of recommendations is outlined on page eight. Ms. Rice made a motion "that the J-MRL Board of Trustees endorse Train & Partners Architects' June 2001 J-MRL Albemarle County Facility Planning Study and send confirmation of this endorsement to the Albemarle County Board of Supervisors." The motion was unanimously approved.

2002/03 BUDGET GOALS - The Library Director began his discussion of the 2002/03 budget by distributing a list of the FY 2001/02 budget requests that had not been funded. The Board suggested moving the only B+ rating on the FY 2001/02 listing to an A+ rating (the hiring of a Central Library Branch Manager and, perhaps, move Administration from Central). Ms. Askew requested that J-MRL restrain from increasing the regional costs as much as possible. Moving the position from state aid would free up money for more books but would cost more regionally. The staff deadline for submission of personnel and non-equipment (operational) budget requests is October 12th. At the October Board meeting the Board will be able to discuss in more detail what they would like in the upcoming budget. In early November the Budget Committee will meet to review the suggestions. The Budget Committee will bring their recommendations to the November Board meeting. Ms. Askew confirmed that the tentative date for Library Legislative Day is Thursday, January 24, 2002.

BEEFS & BOUQUETS - Congratulations go to Mr. Lyons, Jr. regarding last year's budget.

FUTURE AGENDA ITEMS - Future agenda items: FY2002/03 budget, Policy Committee's report, and locations for future library sites.

ADJOURNMENT - On motion for approval by Ms. Dickens, the meeting adjourned at 2:42 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, October 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 Melissa Dickens, the September 24, 2001 Minutes were approved as written. President German and Mr. Tramontin abstained, as they did not attend the September meeting.

POLICY COMMITTEE'S REPORT - At their November meeting the Policy Committee plans to review Monticello Avenue's policies as the administrative functions that had been provided by Monticello Avenue's Executive Committee have been taken over by J-MRL.

REVISION OF MEETING ROOMS POLICY AND REGISTRATION FORM - The Board reviewed the draft of the Meeting Rooms Policy (Section 5.1) and the Meeting Room Registration Form (Section 5.1) distributed in the Board packet. A sentence has been added to the first paragraph:

All literature and publicity regarding meeting room activities must clearly identify the sponsor(s).

The Virginia Library Association (VLA) has been added to the list of exceptions shown in the second paragraph. This allows VLA to sponsor fund-raising programs in J-MRL. VLA meets and presents programs at Northside Library and they usually charge a fee.

A sentence has been added to the Meeting Room Registration form:

I agree that all literature and publicity regarding my organization's use of library facilities will clearly identify my organization as both the sponsor of, and source of information about, this use of library facilities.

J-MRL branch and department managers have reviewed the drafts. The Library Director recommended to the Library Board that J-MRL make the suggested changes. Mr. Whitlock made a motion "to adopt the changes to the Meeting Rooms Policy and the Meeting Room Registration Form as recommended." The motion was unanimously approved.

FIRST QUARTER FINANCIAL REPORT - Mr. Lyons, Jr. reviewed J-MRL's first quarter expenditures shown on the FY 2002 Expenditure Summary and on the Equipment Fund Summary in the Board's packet. Overall, expenditures should be running at approximately 25% for the quarter and J-MRL
STORY TIMES IN SPANISH AND MOTHER READ/FATHER READ PROGRAM – Ms. Cook briefly discussed the special Spanish storytime program being held at the Central Library. The storytime takes place on the second and fourth Saturdays of the month and has Spanish speaking readers. There are plans to include another Saturday beginning in January of 2002. Special program flyers have been issued, posters have been placed in different locations, and notices have been placed in the newspaper. Approximately 12-15 children have been attending. Ms. Gillaspie reported on the Mother Read/Father Read Program she began in May of this year. By working with the schools, Ms. Gillaspie learned how to set up the program and how to work with the students and their families. The program is mainly geared to families with children reading below grade level. Two instructors are needed for each group. A book is selected for each session and the books are purchased with the funds given by the Friends of J-MRL. The children get to keep the books. Sessions begin at 6:00 p.m. (includes dinner and a 1-1/2 hour class). The programs last between 6-10 weeks.

2002/2003 LIBRARY BUDGET – The branch and department managers submitted their budget requests for FY 2002/2003. The Library Director confirmed with the Board that the Central Branch Manager position is a priority in the budget and asked for other priorities/services/programs the Board would like to consider for next year. The Board would like to see a minimization of increases in the regional costs. At this time, state funding for next year does not look very encouraging as a deficit is expected. A concern was voiced regarding Northside and Gordon Avenue having to turn people away for the children's programs. On Thursday, November 8th the Personnel Committee will meet at 9:00 a.m. and the Budget Committee will meet at 10:00 a.m. The Personnel Committee will be discussing compensation, raises, and changes in the benefits.

DIRECTOR’S REPORT – Greene County Library – On Wednesday, October 24th Greene County will be opening the construction bids for the new library. Meeting with Albemarle County Board of Supervisors Regarding Library Facilities Study – On October 3rd President German and the Library Director met with the Albemarle County Board of Supervisors to present the Library Facilities Study. It was well received. State Library’s Trustee Workshop – On October 11th Ms. Carpenter, Mr. Whitlock, and the Library Director attended the State Library’s Trustee Training Workshop held at Nelson County Memorial Library. VLA Tour of New Library Facilities – Last week Ms. Carpenter and the Library Director attended a VLA tour of six new library facilities located in the Richmond area. State Library Conference in Chesterfield County – On October 18th and 19th the Library Director and Mr. Tramontin attended the State Library Conference in Chesterfield County. Ten staff members also attended the conference. While there, the Library Director attended a meeting of library directors from throughout the state and met with the State Librarian. Various issues were discussed but the most important issue was the budget shortfall and the possibility of reducing State Aid in 2002/2003 as well as this year’s remaining budget. After the November elections, more budget information will become available. WINA called the Library Director and asked what impact the state budget will have on J-MRL. Summer Internship – ALA has a Spectrum Scholarship Initiative and J-MRL could offer a summer internship to people already involved in this program. They would receive an eight-week stipend, room at UVA, and J-MRL would pay for their travel expenses. One student is already interested in this. Funding will come from the Rachel Poole bequest. In-Service Day – Trustees wishing to attend In-Service Day on November 15th need to notify the Library Director and complete and return the sign-up form. Thelma Crenshaw – Thelma Crenshaw died September 29th. She was a J-MRL employee for over 20 years. J-MRL received 57 applications to fill her position.

BEEFS & BOUQUETS – Special appreciation goes to the Children’s Department for the wonderful programs they have, for their outreach, and for doing a wonderful job in getting children into the library. Special appreciation also goes to the Friends of J-MRL for sponsoring the children’s programs.


ADJOURNMENT – On motion for approval by Mr. Tramontin, the meeting adjourned at 2:37 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, November 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 October 22, 2001 Minutes were approved as mailed. Ms. Rice abstained, as she did not attend the October meeting. Ms. Brown was not present when the vote was taken.

PERSONNEL COMMITTEE'S REPORT — The Personnel Committee met on Thursday, November 8th. The committee reviewed J-MRL's personnel changes since July 1st — resignations, retirements, and current job openings. The City of Charlottesville informed J-MRL's Administration of three concerns for FY 2002/2003. The City projects a 3.5% pay increase, a 10% increase in retirement costs, and approximately a 20% increase in the cost of medical coverage. All three issues have a tremendous impact on J-MRL's budget for FY 2002/2003. The committee also considered a proposal for an unpaid holiday on Sunday, December 23, 2001 for the Central Library and Northside staff normally scheduled to work on that Sunday. The committee supported this request and presented it to the Library Board. Mr. Whitlock made a motion “J-MRL close on Sunday, December 23, 2001 for an unpaid holiday.” The motion was unanimously approved. The Library Director mentioned J-MRL is also scheduled to close for the holidays on Monday, December 24th and Tuesday, December 25th. J-MRL will close at 5:00 p.m. on Monday, December 31st and all day on Tuesday, January 1, 2002. In 2002, Memorial Day falls on May 27th, a Board meeting day. Ms. Dickens made a motion “that the J-MRL Library Board move their Board meeting day from Monday, May 27, 2002 to Monday, May 20, 2002.” The motion was unanimously approved.

BUDGET COMMITTEE'S REPORT & FY 2002/2003 LIBRARY BUDGET DISCUSSION — The Budget Committee was made aware of the benefit increases the City of Charlottesville is estimating for FY 2002/2003 (as briefly mentioned in the Personnel Committee's report). The Library Director distributed a list of the Budget Committee's selected budget priorities for FY 2002/2003 along with a draft of the Projected Cost Allocations for the Local Jurisdictions (incorporating the budget priorities). Over all, the total budget increase comes out to 9.83% for FY 2002/2003 (Albemarle is at 7.43%, Charlottesville is at 8.64%, Greene is at 33.21%, Louisa is at 8.80%, and Nelson is at 23%). Louisa County notified J-MRL requesting J-MRL keep increases to 2.5% or less for next year. The Board requested more input into the City's retirement plan and there will be a report on this in December. The Board has requested additional information regarding per capita spending for each jurisdiction; figures on what it would cost for each jurisdiction to be on their own; a
needs to rank the list of proposed budget priorities. The consensus of the Board was to basically leave the budget submission as it now stands until the next Budget Committee meeting establishes a more prioritized list of budget items. The next Budget Committee meeting is scheduled for Tuesday, December 4, 2001 at 10:00 a.m. The Library Director distributed a copy of page one from the J-MRL Five-Year Plan (1999-2003) and confirmed the status of the objectives listed in the plan. Concern was voiced regarding the State Library budget for next year and for the remainder of this year. More information should be forthcoming after the December 19th Governor’s meeting when the impact on libraries will be determined due to the deficit.

**FUTURE AGENDA ITEMS** - Future agenda items include the proposed FY 2002/2003 J-MRL budget; a report on computer funding; information on the City’s retirement plan; update on the bookmobile; per capita funding by jurisdiction, etc.; a Collection Development report on how J-MRL spends State Aid money - how items are purchased, assigned, distributed and/or circulated.

**LIBRARY DIRECTOR’S REPORT** - Greene County – Betty Gaylord is doing well and continues to recover. The groundbreaking for the new Greene County Library is scheduled for December 13th at 10:00 a.m. Additional Bequest from the Rachel Poole Estate – Wachovia Bank notified J-MRL that the library will be receiving an additional $7,812.50 from the Rachel Poole estate. Mr. Lee made a motion “that the $7,812.50 be moved into the library’s Rachel Poole Endowment Fund.” The motion was unanimously approved. Bookmobile Update – The Library Director sent a proposal to Albemarle County and the City of Charlottesville requesting the use of their carry-over funds to purchase a new bookmobile. The Library Board will be informed when the Library Director receives a response. New Automation System – J-MRL is moving ahead with the migration to the new automation system. There was a snag – a disconnected phone line caused some delays. J-MRL still hopes to be up and running before Summer Reading (April/May) of next year. J-MRL Computer Sign-Up Sheet – The Library Director distributed statistics on J-MRL Computer Sign-Ups for October 2001. Email Express - Email Express has proven very successful. Central Library has a few computers located on the second floor and patrons can come in to check their emails on them. Zanne Macdonald suggested this special service. Special Meeting Room Request – Circuit Court has asked J-MRL for the use of the McIntire Room for court cases two Fridays in November (November 9th and 30th). They may need the use of J-MRL’s facilities beyond that date. It is likely that the court would run beyond 5:00 p.m. and deputies would be present to make sure everything is secured. The Board supports the judicial system and their use of J-MRL’s facilities. Legislative Workshop at State Library – There will be a Legislative Workshop at the State Library with VLA’s legislative liaison on Friday, December 14th from 10:00 a.m. to noon. The Library Director plans to attend and encouraged Board members to attend. Those wishing to attend should notify the Library Director. Legislative Day – Legislative Day is scheduled for January 24, 2002. Gordon Avenue – Gordon Avenue will be celebrating their 35th anniversary on Sunday, December 2nd from 2:00-4:00 p.m. and honoring Mary Barbour, who is planning to retire after December 31st. In-Service Day – In-Service Day was successful based on 59 evaluation responses from the staff.

**BEEFS & BOUQUETS** - Bouquets go to Mary Barbour for her many years of outstanding service, to the people responsible for organizing and making In-Service Day such a success, and for the new J-MRL welcome brochure.

**CLOSED MEETING** - Ms. Askew moved “the Library Board go into a Closed Meeting to discuss the acquisition of a site for a branch library, as allowed by the Code of Virginia, Section 2.1-344, because public discussion would adversely affect negotiations with the property owner.” The motion was unanimously approved. The Library Board went into a Closed Meeting at 2:13 p.m. The Library Board reconvened from their Closed Meeting at 2:52 p.m. President German read the Certification of Closed Meeting to the Trustees and recorded their votes (the Certification of Closed Meeting is attached).

**ADJOURNMENT** - On motion for approval by Mr. Tramontin, the meeting adjourned at 2:53 p.m.

Robert German, President
MOTION: The Library Board go into a Closed Meeting to discuss the acquisition of a site for a branch library, as allowed by the Code of Virginia, Section 2.1-344, because public discussion would adversely affect negotiations with the property owner.

MEETING DATE: November 26, 2001

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'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, BROWN, CARPENTER, DICKENS, GERMAN, LEE, RICE, TRAMONTIN, 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: NONE

(Clerk/Secretary of the Jefferson-Madison Regional Library's Board of Trustees)
Jefferson-Madison Regional Library

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

MINUTES OF THE DECEMBER 17, 2001 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Beth Askew
Perri Brown
Elizabeth Carpenter-Vice President
Melissa Dickens
Robert German-President

Kenneth Lee
Jacqueline Rice
George Tramontin
Thomas Whitlock

OTHERS PRESENT:
Donnalee Grossman – Administration
John Halliday – Library Director
William Lyons, Jr. – Business Manager
Joyce MacDonald – Staff Recorder
Priscilla Whiting – Representative from the Charlottesville Branch of the N.A.A.C.P.
and a prior J-MRL Trustee
Andrea Williams – Collection Development Coordinator

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, December 17, 2001 at 1:00 p.m. in the Central Library’s Madison Room, the President being in the chair. On motion for approval by Ms. Askew, the November 26, 2001 Minutes were approved as mailed. Ms. Brown was not present when the vote was taken. President German read a thank you note from Mary Barbour.

POLICY COMMITTEES REPORT – The Policy Committee briefly reviewed the draft J-MRL Policy on Monticello Avenue-General Information (Section 4.61). The policy was rewritten to reflect the change in the organization. Ms. Carpenter made a motion “for adoption of the revised Monticello Avenue-General Information Policy.” The motion was unanimously approved. Ms. Brown was not present when the vote was taken.

AUTOMATION PROJECT UPDATE – J-MRL is moving along with the migration from the Inlex system to the new Innovative Interfaces automation system. The current schedule anticipates the new server will be installed in February. In February some of the J-MRL staff will be receiving training on searching data and there will be training for system administrators. In March the staff will be testing the data loaded onto the new server and any necessary adjustments will be made. In April there will be catalog training for the staff. Staff will be receiving circulation training in May. Hopefully the new system will be up before summer reading. If there is a delay, the Library Director may suggest J-MRL wait until August (after summer reading) to bring the new system up. The new system will enable people to more quickly search the catalog, renew materials online, allow J-MRL to inform patrons through email for books on hold, etc. and to send informational items to the public. Through using email, J-MRL will save money in the operating budget for postage. Mr. Lyons, Jr. briefly reviewed his distributed updates on automation revenues and expenditures. $661,992.26 represents the total cost of automation expenditures and out of this amount, $416,733.89 has already been expended.

LIBRARY’S RETIREMENT PLAN – The Library Director distributed information he received from Mr. Wingfield, Benefits Administrator for the City of Charlottesville, regarding investment returns for Virginia Municipal Retirement Systems covering the year ending June 30, 2001. This information enabled J-MRL to see how well the City of Charlottesville’s retirement plan compared with other municipalities in Virginia. The City of Charlottesville requested a special evaluation from Palmer & Cay, the actuarial and management advisor the City uses, as this fiscal year the City issued a 1.75% cost of living raise for current retirees and changed the City's matching.
an 8% retirement benefit and allows them more flexibility in that they can take it with them when they leave for other employment. Over 150 employees decided to select the 8% retirement plan. The consultants suggested the retirement contributions be increased. J-MRL budgeted 15% for next year and will adjust the final budget when the City sets the actual rate of increase. On behalf of the Library Board the Library Director plans to invite Mr. Wingfield to attend a Library Board meeting to discuss the City's retirement plan.

**FY 2002/2003 LIBRARY BUDGET** - The Library Director reviewed and distributed statistics on FY 2001 J-MRL Use By Non-Residents and Per Capita Library Support By Jurisdiction. Mr. Tramontin voiced his concern over the use of J-MRL's services by non-residents. In his discussion regarding J-MRL's budget, the Library Director pointed out J-MRL's budget is composed of the operating budget, the state aid budget, and the Friends budget. J-MRL received a little over $830,000 in state aid this year. J-MRL uses state aid mainly for books and materials, with a small amount set aside for salaries. Ms. Williams briefly reviewed the Book Purchase Statistics distributed to the Board members. The statistics outlined the state aid materials budget for the last three fiscal years, the number of items added to each branch, and the percent spent by material type (books, periodicals, electronic resources, books-on-tape, videos, ILL search fees, technical services, and sound recordings). J-MRL receives the second highest amount of state aid in the state. The Library Director and some of the Library Trustees reported on the Legislative Workshop held at the State Library on December 14th. During the workshop, a few of the delegates discussed state aid and confirmed that both the short term and long term for state aid for public libraries looked grim. On December 19th Governor Gilmore will present his budget proposal for next year and will address dealing with the state budget deficit. All of this will have an impact on J-MRL's budget and the budgets of J-MRL's jurisdictions.

The Library Director informed the Board that J-MRL's proposed budget for FY 2002/2003 includes: a 10% increase in operational costs (mainly utilities); a 20% increase in medical premiums; an increase in retirement costs (from 13.27% to 15%); a 4% overall increase in salaries; a full-time Central Branch & Outreach Manager; a part-time Shelver for Central Library; an increase in hours for the Gordon Avenue Shelver to 15 hours; a full-time Greene Branch Specialist; a full-time Nelson Branch Specialist (an increase from part-time); an increase of 250 sub hours for Nelson; a half-time Circulation Support staff position for Northside. Ms. Askew made a motion "that the Board approve this budget proposal for submission to the localities." The motion was approved. Mr. Tramontin opposed the motion, as his vote was conditional on moving the part-time position from state aid into the local jurisdictional budget.

**LIBRARY DIRECTOR'S REPORT** - Greene County - Greene County had their groundbreaking ceremony on December 13th and it was very successful. Betty Gaylord was well enough to attend the ceremony. Gordon Avenue - On December 2nd Gordon Avenue celebrated their 35th anniversary and honored Mary Barbour, who will be retiring after December 31st. State Budget Hearings - State budget hearings are scheduled for January 3rd (one is scheduled in Roanoke) and Board members are encouraged to attend. Legislative Day - Legislative Day is scheduled for January 24, 2002. Personnel Committee Meeting - the Personnel Committee rescheduled their meeting to Thursday, January 10, 2002 at 2:00 p.m. Special Donation from Charlottesville, Virginia Branch of N.A.A.C.P. - Priscilla Whiting presented to the Library Board a check for $500.00 from the Charlottesville, Virginia Branch of N.A.A.C.P. for the African-American collection housed at the Gordon Avenue Library.

**BEFFS & BOUQUETS** - Bouquets go to a man called Devin Creamer who saved a life by pulling the unconscious son of our Board President from a burning car crash early on Saturday, December 15th.

**FUTURE AGENDA ITEMS** - Future agenda items include the audit report, database report, facilities update—Albemarle County and bond referendum, budget update, Legislative Day report, City of Charlottesville retirement discussion.

**ADJOURNMENT** - On motion for approval by Mr. Tramontin, the meeting adjourned at 2:43 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, January 28, 2002 at 1:05 p.m. in the Central Library’s Jefferson Room, the Vice President being in the chair. On motion for approval by Ms. Askew, the December 17, 2001 Minutes were approved as mailed. Mr. Whitlock was not present when the vote was taken.

Budget Committee’s Report — Ms. Askew reported that a special Budget Committee meeting was called on December 28th to discuss J-MRL’s strategy regarding state aid cuts. The major decision was for J-MRL to get as much publicity as possible. J-MRL had coverage on Channel 29, in The Daily Progress and on WINA. Both Ms. Askew and Mr. Lee were able to attend the League of Women Voter’s luncheon. On January 16, 2002 Ms. Carpenter, Ms. Dickens, Mr. Tramontin, and the Library Director attended a public budget hearing. Ms. Askew, Ms. Carpenter, Ms. Dickens, Mr. Whitlock and the Library Director attended Legislative Day on January 24, 2002. Senator Chichester and Delegate Callahan have identical bills in to reduce the proposed state aid reduction from 25% to 7% for next year (FY 2003), with an additional 8% the following year (FY 2004), and then start working towards 100% funding for libraries (in FY 2005). Several bills are in the works to have the state mandate filtering of public library computers (the Virginia Library Association is monitoring this) and a bill requiring the Friends of the Library groups to collect sales tax. Peter McIntosh, President of the Friends of J-MRL, will be sending a letter to the State Legislature. The Library Director suggested the Board do a resolution outlining their thoughts on these issues and distributed a sample resolution from January 1999 for their review. The Library Board suggested the Library Director draft a resolution to support the two bills in the House and Senate on state aid. The resolution would also include that J-MRL opposes the bill on the sales tax for the Friends of the Library. Ms. Dickens made a motion that “the Library Director draft a resolution as agreed upon.” The motion was unanimously approved.

Library Retirement Plan Report — Mr. Wingfield, Benefits Administrator for the City of Charlottesville and Ms. Scott, Director of Finance for the City of Charlottesville, were present to discuss and answer questions regarding J-MRL’s retirement plan as a follow up to
of this date it looks as though the increase in retirement benefits for next fiscal year will be around 15.46%. The money going into the retirement fund paid by the employer goes to a group of investment advisors the City of Charlottesville uses. The investment is done to pay for the plan. The City of Charlottesville's only obligation is to make sure a retirement benefit can be paid to the employees who are eligible. Employees currently receive health care benefits when they retire and at this time the City does not know if it will continue this or how it will be paid for in the future. Medical costs have been going up drastically over the last 6-7 years. Regular employees are eligible for retirement benefits if they work at least 20 hours a week for 36 weeks a year. Employees can now elect one of two retirement plans - the defined benefit plan or the defined contribution plan. Under the newer retirement plan the employee would not have health insurance and the City is not obligated to provide for it in any manner. The money for the defined benefit plan would be invested according to how the employee wants to do it. With the older plan (defined contribution plan) the City would give retirees a cost of living adjustment based on one half of the raise active employees have received. Mr. Wingfield also went into details regarding health care/preventative programs and other health services provided by the City for the employees. Mr. Wingfield confirmed cost containment through health preventative measures helps to keep medical costs down.

**FY 2001 LIBRARY AUDIT** - Mr. Lyons, Jr. asked the Board members if they had any questions regarding the FY 2001 audit report distributed at last month's meeting and he briefly discussed the audit recommendations.

**FY 2003 LIBRARY BUDGET** - The Library Director reported that Greene County asked for additional copies of J-MRL's proposed FY 2003 budget. Ms. Carpenter and the Library Director are scheduled to attend a Greene County budget hearing late in February. Nelson County Memorial Library asked for detailed information regarding specific proposals. Tomorrow Mr. Whitlock and the Library Director are attending a budget presentation at Louisa County. Albemarle County and the City of Charlottesville requested additional information regarding personnel, professional services, utilities, repairs & maintenance, and children's services.

**REFERENCE DATABASE PRESENTATION** - Ms. Lichtman and Ms. Macdonald gave the Library Board a database presentation and distributed statistics showing monthly totals for the J-MRL online databases and the J-MRL Web pages, distributed a listing of databases supplied by the Library of Virginia and databases supplied by J-MRL, along with instructions on how to search for information.

**LIBRARY DIRECTOR'S REPORT** - Philip Williams - The Library Director reported that Philip Williams was back in the hospital and had heart bypass surgery on January 25th. He is doing well. The Library Director scheduled a meeting for this week in order to discuss how the Technical Services Department should proceed while Phil is gone. Greene County - Work is underway on the new Greene County Library. The contractor is now on site. Rachel Poole Bequest - J-MRL has received an additional $312 from the Rachel Poole Estate and the money has already been transferred to the Rachel Poole Endowment Fund to be used for education and continuing education. Summer Internship - March 1, 2002 is the application deadline for the summer internship and J-MRL has already received two applications. Sally Watson - Sally Watson disability retired January 1, 2002. Sally has worked for J-MRL since 1989. She will still be able to do some substitute or temporary work for the library. A special retirement party will be held for her on Thursday, January 31st from 2:00-4:00 p.m.

**FUTURE AGENDA ITEMS** - Future agenda items: Albemarle County's Assistant County Executive Roxanne White has asked to update the Library Board regarding what Albemarle County is looking at as far as library facilities are concerned, FY 2003 budget update, and an Assembly update.

**ADJOURNMENT** - On motion for approval by Mr. Tramontin, the meeting adjourned at 2:27 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, February 25, 2002 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 January 28, 2002 Minutes were approved as mailed. President German abstained, as he was not present for last month’s meeting. Ms. Brown and Ms. Rice were not present when the vote was taken. President German announced that a Policy Committee meeting has been scheduled directly following today’s Board meeting.

**GENERAL ASSEMBLY UPDATE (Beth Askew)** – Ms. Askew reported that the two bills regarding the Internet were defeated in committee. State aid would be cut between 7%-8% each of the next two years. The reduction in this year’s state aid has not been determined yet but the General Assembly is talking about a 7% reduction in the 4th quarter, which would mean a cut of approximately $15,000. This is not definite at this point and will depend on if the economic situation changes. J-MRL won’t really know the actual figures until March 22nd, when the General Assembly makes their final decision at the close of their session. The Governor’s veto period ends around the middle of April (April 16th or 17th). Next fiscal year (in December) J-MRL should ask again for restoration of state aid including full funding. The Library Director read J-MRL’s Resolution Supporting Full State Funding for Public Libraries and Ms. Dickens made a motion “to adopt the resolution as read.” The motion was unanimously approved.

**FY 2003 BUDGET UPDATE** – The Library Director reported on the FY 2003 budget update. The City of Charlottesville and Albemarle County work together on their budgets. The city and county did ask J-MRL for additional information regarding positions, etc. but J-MRL hasn’t heard anything official from them yet. The Library Director and Ms. Carpenter will be meeting with the Greene Board of Supervisors in March. Louisa County doesn’t expect to have any information to J-MRL until April. Louisa County is waiting for the state regarding the outcome on the tax levy on nuclear power plants. The Library Director and Ms. Askew gave a report to the Nelson County Administrative Staff in January but J-MRL has not heard anything further from them yet. The state wants localities to take over more funding. The deadline for the jurisdictional budgets is usually around mid May with J-MRL Board approval scheduled for their June meeting.

**AUTOMATION** – The Library Director reviewed the tentative automation schedule (revised December 9, 2001). The Ocean County Library in New Jersey has been selected for the pilot program for the new systems. The Library Director and Ms. Carpenter will meet with their representatives to determine the best system for J-MRL. Jock Yellott is the observer.
equipment at the City Hall Annex. The system should be operational and available to the public after the Summer Reading Program (around September). The Library Director showed the Board Innovative's newsletter - INN Touch. J-MRL is listed along with other libraries going with the Innovative System. The Library Director would like to send two of the J-MRL's committee members to the Innovative User's Group Meeting scheduled for April 27th-30th in Houston. The Library Director reported it would cost about $2,000 to send two of the staff and Ms. Askew suggested the money be taken out of this year's operating budget if at all possible.

LIBRARY DIRECTOR'S REPORT – Greene County – Ms. Carpenter mentioned that the sewer system, for the new Greene County Library, is going in. The President of the Perry Foundation will be coming out to Greene County to see the project. Construction is moving along quite well. Profiles on J-MRL's Jurisdictions – The Library Director distributed a handout taken from the February 22nd issue of The Daily Progress profiling each of J-MRL's jurisdictions. Child Internet Protection Act – The Library Director reported that the Child Internet Protection Act is working its way through the legal system. The Federal Court trial begins on March 25th. Depending on the decision of the Federal Court, it could mean that filters would be required on all library computers. In order to keep the e-rate funds, J-MRL would have to comply with the Federal Court's decision. J-MRL will continue to monitor this. Summer Internship – J-MRL is participating in the American Library Association's (ALA) Spectrum Scholarship Initiative Program and the deadline for applications is March 1, 2002. So far J-MRL has received two applications. This is a summer internship program and will be paid for through a J-MRL endowment fund. The Library Director would be contacting the Endowment Committee and will be using Priscilla Whiting in the final selection. If funding is available, it was suggested that if there are only two applicants J-MRL should give it to both applicants. The cost would be approximately $4,000 each. The internship lasts approximately six weeks and would begin around the middle of June and run through the beginning of August. Four library departments have already expressed interest in having the interns work in their departments. It was suggested the interns also be sent out to J-MRL's outlying county libraries. At the March meeting the Library Director plans to give the Board an update on the applicants, etc.

BEEFS & BOUQUETS – Ms. Dickens referred her husband to J-MRL's databases that are accessible from home and mentioned J-MRL's databases are a wonderful source of information. The J-MRL 2002 Book Sale is being advertised on the back cover of March 2002's Book Page. Ms. Askew was commended for her work on Book Page. It was suggested J-MRL do an issue/article or special feature about the new automation service. A Virginia Friends of the Library meeting is scheduled for March 22nd at the Northside Branch from 10:30-11:30 a.m. Ms. Brown has been asked to represent the library at a March 7th Neighborhood Leadership Institute program focusing on "Getting to Know How Your City Works."

FUTURE AGENDA ITEMS – Future agenda items include: a report on the Board's Personnel Committee meeting scheduled for March 7, 2002 at 2:00 p.m. (schedule of library closings for next year); a report on Find It Virginia (http://www.finditva.com) – access to databases provided by the Library of Virginia; a final report on the General Assembly's budget for state aid; Roxanne White (Assistant County Executive for Albemarle County) to discuss the budget, library building projects, and a new bookmobile; Board meeting tentatively scheduled for June at the Blue Ridge School.

ADJOURNMENT – The meeting was adjourned at 2:07 p.m.

Robert German, President
RESOLUTION SUPPORTING FULL STATE FUNDING FOR LIBRARIES AND SALES TAX EXEMPTION FOR FRIENDS OF THE LIBRARY

Whereas the Code of Virginia in 1942 established that, as part of support of public education, it is the policy of the Commonwealth to provide state funding for public libraries using a formula that considers regional organization, geographic area served, and population served, and

Whereas funding in the state budget proposed by former Governor Gilmore would reduce library funding to approximately 75% of the amount established by the formula, and

Whereas Jefferson-Madison Regional Library relies on state funding for 100% of its book budget, and

Whereas it is the stated objective of the General Assembly "to fully fund the state formula for state aid to local libraries," and

Whereas, Jefferson-Madison Regional Library relies on donations from the non-profit Friends of the Library to support all of its programs for children and young adults,

Now therefore be it resolved that the Library Board of Trustees of Jefferson-Madison Regional Library supports legislative efforts to fully fund public libraries and opposes efforts that would force Friends of the Library groups to pay and/or collect sales taxes.

Approved by the Library Board of Trustees on the 25th day of February 2002.
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, April 22, 2002 at 1:00 p.m. in the Central Library's Jefferson Room, the Vice President being in the chair. There was an amendment from the City of Charlottesville to the retirement plan report in the January 2002 Minutes. "The money for the defined contribution plan would be invested according to how the employee wants to do it. With the other plan, (defined benefit plan) the City would give retirees a cost of living adjustment usually based on one half of the active employees' base pool." On motion for approval by Ms. Askew, the March 25, 2002 Minutes were approved as amended. Ms. Brown was not present when the vote was taken.

RESOLUTION TO BE PRESENTED TO PRESIDENT MCINTOSH FOR THE FRIENDS OF J-MRL - Vice President Carpenter read a resolution conveying J-MRL's appreciation and gratitude to the Friends of J-MRL, its officers, and its volunteers for all of their support and for their outstanding service to the community through their annual Friends of the Library Book Sale. Ms. Askew made a motion, "for adoption of the resolution as read." The resolution was unanimously approved. (A copy of the resolution is attached.)

SELECTION OF LIBRARY BOARD NOMINATING COMMITTEE – The Library Board held a Library Board Officer Nominating Committee election. Ms. Askew nominated "Mr. Tramontin and Ms. Rice to serve as the Nominating Committee." The motion was unanimously approved.

OPERATING BUDGET REPORT – Mr. Lyons, Jr. briefly reviewed a portion of J-MRL's Regional Agreement (Section 1.24 in the Policies and Procedures Manual) where it indicates J-MRL can retain a year-end fund balance not exceeding 5% of the total annual operating budget. Mr. Lyons, Jr. showed a graph on Allowed vs. Actual Operating Funds covering the period of FY 1997 up through and including an estimate given for FY 2002. Mr. Lyons, Jr. showed the Board a graph on the Number of Toll Free Calls and a graph on Toll Free Costs. Mr. Lyons, Jr. reviewed the year-to-date budget expenditures commenting on line items currently showing expenditures beyond 75%.

FY 2003 BUDGET COMMITTEE MEETING – A meeting of the Budget Committee has been scheduled for Wednesday, May 15th at 9:30 a.m. to go over the FY 2003 budget and to discuss the Equipment Fund budget and the Library Materials budget.

POLICY COMMITTEE MEETING – There will be a Policy Committee meeting directly following today's Board meeting.

DEMONSTRATION OF FIND IT VIRGINIA – Ms. MacDonald briefly discussed and demonstrated some of the Find It Virginia (www.finditva.com) state-wide information databases provided by the Library of Virginia. This info-powering makes it possible for Virginia residents to access electronic information through Virginia's public libraries and to gain access directly from their homes.
REPORT ON 2002 FRIENDS OF THE LIBRARY BOOK SALE – Mr. McIntosh, President and Mr. Norris, Second Vice President of the Friends of J-MRL discussed the Book Sale. The Book Sale made approximately 18%-19% more than last year’s Book Sale. The Book Sale grossed approximately $124,000 this year and last year it grossed approximately $105,000. The Friends have increased their exposure to the public by advertising on television. Approximately 17% of the Book Sale customers were dealers. Special appreciation was given to those who volunteered and helped to make the Book Sale so special. The Friends of J-MRL rely heavily on volunteers each year to sort and pack books in preparation for their annual Book Sale and to act as cashiers and checkers during the Book Sale. For the past few years the Friends have donated their remaining books left from the Book Sale to other areas needing books. Some of the money raised at the Book Sale goes to pay for the next year – approximately $30,000 is used to run the organization - do mailings, membership drives, pay for the part-time staff member, and for book bags, aprons, etc. Administrative costs may be higher in the next year as the Friends plan to replace shelving to increase floor space and help with the traffic flow. On behalf of the Library Board, Vice President Carpenter presented Mr. McIntosh and Mr. Norris with the Library Board’s Resolution acknowledging the Friends of J-MRL.

LIBRARY DIRECTOR’S REPORT – Book Page—Ms. Carpenter thanked Ms. Askew for the article she did in the Book Page (April 2002 issue) on the new Greene County Library. A copy of the article was shown to the Board members. The May 2002 Book Page was distributed. The back page of the May 2002 issue was used to thank legislators for their support. The Friends of Virginia Libraries—Library Board members received a copy of the most recent Friends of Virginia Libraries newsletter, The Illuminated. Greene County—The new Greene County Library is on schedule. Next week there will be a meeting to plan furniture for the new library. Innovative—The Innovative server was installed in early April. Training has been given to some of the staff and City employees. Bibliographic data migrated to the server. J-MRL has a six-week period to test data on the computer. Patron records will be migrated later this summer. The Library Director distributed an Innovative Interfaces handbook outlining catalog options. Louisa County Library—Security video cameras have been installed in the Louisa County Library. Survey Results—Residents Rate Albemarle County—The Library Director distributed a copy of an article from The Observer (April 17, 2002 issue) on “Survey Gives County Good Marks” showing public libraries received a 93.7 percent approval rating. Endowment Committee—J-MRL’s Endowment Committee met on April 17th to review the applications for a summer intern. The Library Director is checking references. A final decision should be made by the end of this week. Key Chains—The Library Director distributed Monticello Avenue key chains to the Board members. Signs for City Buses—Advertising Monticello Avenue—The Library Director showed the Board members two signs to be displayed inside Charlottesville’s buses - one for Monticello Avenue and the other for J-MRL On-Line Services. Special New Book Titles for Children—The Library Director distributed brochures outlining notable new book titles for children (two brochures were for special age groups and one brochure was for chapter books). National Library Week—The Library Director and Ms. Carpenter were on TV-Channel 29 during Library Week (week of April 14th). Mileage Reimbursement—The Library Director reminded Board members to submit their mileage reimbursements before this fiscal year ends. J-MRL Note Cards—Special J-MRL notes cards are available for Board members to use. If a Board member would like note cards, contact the Library Director or Ms. Grossman.

BEEFS & BOUQUETS: J-MRL staff was commended for all their work in making the Book Sale such a success. Priscilla Whiting was commended for taking part in the Nominating Committee’s evaluation process for the summer interns. The Library Director and Ms. Carpenter were commended for their television interviews.

FUTURE AGENDA ITEMS: Future agenda items include: Roxanne White (Albemarle County) to discuss library building projects and the bookmobile; FY2003 budget; Nominating Committee’s Recommendation; Director’s Evaluation; committee meeting reports (Personnel Committee, Policy Committee, Budget Committee).

ADJOURNMENT: On motion for approval by Mr. Tramontin, the meeting adjourned at 2:27 p.m.

Elizabeth Carpenter, Vice President
Resolution

Whereas, the Friends of the Library organization has maintained an annual used book sale since 1966, and,

Whereas, profits from the book sale support summer library programs for children and young adults, special library programs for all ages throughout the year, library promotional materials, "free" parking at Central Library, and many other important library services, and,

Whereas, the annual book sale benefits local schools and institutions by providing them with free copies of needed books in good condition, and,

Whereas, the book sale supports libraries outside central Virginia by donating books that are unsold at the conclusion of the annual sale, and,

Whereas, the success of the book sale has served as a model for other libraries in Virginia, now,

Therefore Be It Resolved, that the Library Board of Jefferson-Madison Regional Library extends its sincere appreciation and gratitude to the Friends of Jefferson-Madison Regional Library, its officers, and its hundreds of volunteers, for outstanding service to the community through maintenance of the annual Friends of the Library Book Sale.

Approved, this twenty-second day of April 2002.

Elizabeth Carpenter, Acting President
Jefferson-Madison Regional Library Board of Trustees
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, March 25, 2002 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 February 25, 2002 Minutes were approved as amended. Ms. Brown was not present when the vote was taken.

**POLICY COMMITTEE'S REPORT:** Ms. Carpenter reported that the Policy Committee supported whatever the Personnel Committee recommended regarding the 2002-2003 Schedule of Library Closings. The Policy Committee is in the process of reviewing several policies. The Policy Committee will not be meeting in March but should be meeting directly following the April Board meeting.

**PERSONNEL COMMITTEE'S REPORT:** In the absence of the chair, Ms. Brown chaired the Personnel Committee meeting held on Thursday, March 7th at the Central Library. The Library Director briefly reviewed with the Personnel Committee J-MRL's position changes since the committee's last meeting - resignations, retirements, new hires, and temporary pay increases for staff filling in for absent supervisors. The Library Director distributed a draft of J-MRL's 2002-2003 Library Closings calendar for the Personnel committee's review. The Personnel Committee agreed to recommend to the Board of Trustees approval of the closing schedule as presented. Mr. Whitlock made a motion for "adoption of the 2002-2003 Schedule of Library Closings as presented." The motion was unanimously approved. The Personnel Committee has scheduled their next meeting for Thursday, May 2nd at 2:00 p.m. Future agenda items include the Personnel Committee's recommendations for staff pay raises for FY 2002-2003 and review of draft policies at the request of the Policy Committee.

**GENERAL ASSEMBLY REPORT:** The Board was asked to thank all the legislators who supported J-MRL for state aid funding. On behalf of J-MRL, President German will convey J-MRL's appreciation to the legislators. Mr. Tramontin suggested the letter inform the legislators that "while we regret we did not get full funding, we appreciate what you did for us and we are hoping you will do everything in your power to restore state aid." BookPage will also have an insert thanking the legislators for their support. The last quarter of this fiscal year, J-MRL will have a state aid cut amounting to $14,569. J-MRL should be able to cover the amount of state aid cut from this year's last quarter by staggering purchases. J-MRL's FY 2003 state aid will be cut by 7% and by an additional 1% in FY 2004.

**POWERPOINT PRESENTATION-STATE AID TO PUBLIC LIBRARIES:** The Library Director gave a PowerPoint presentation on state aid to public libraries. The Library Director briefly reviewed how the state aid formula works for state libraries and showed the history, objectives, and rules to be eligible for state aid. A breakdown was shown on how state aid was expended. State wide 77% of state aid is expended for books; J-MRL expends 91% of its funds for books.
FY 2003 LIBRARY BUDGET DISCUSSION: The Library Director reported that Albemarle and
Charlottesville plan to maintain their current level of services for J-MRL but will not fund for
additional staffing. They will cover increases in medical and retirement costs. Nelson County is
currently proposing approximately a 14% increase. J-MRL has not received comments regarding
the budget yet from Greene and Louisa. J-MRL hopes to hear from them in April. A tentative
Budget Committee meeting has been scheduled for after the April Board meeting.

DIRECTOR'S ANNUAL EVALUATION: The Library Director's Evaluation form was distributed to the
Board members. Board members are to complete the evaluation form and send it to the Board
President. President German will not be at the April Board meeting and he directed Board members
to hand in at the April Board meeting any remaining evaluations to Ms. Grossman so that she can
forward them on to him. President German mentioned that at the May Board meeting the Board
will be going into Executive Session to discuss the Director's evaluation. At the June Board meeting
the Board will be making a suggestion regarding the Director's salary for next year.

LIBRARY DIRECTOR'S REPORT: Greene County-The grand opening of the new Greene County
Library has been tentatively scheduled for the spring of 2003. Endowment Committee-The
Endowment Committee is scheduled to meet April 17th to review the two applications for the
Summer Internship Program. Priscilla Whiting has been invited to participate. Philip Williams-
Philip Williams is back to work full time. Innovative Schedule-Around mid April Innovative is
scheduled to install J-MRL's new computer and give training to some of the staff. It will take
approximately six weeks to test the system. There will be some additional training in June and July.
In August after Summer Reading ends most of the staff will be receiving training on how the new
system will work. Book Festival- Thousands came through the library in March due to the Book
Festival. Friends of Virginia Libraries-The Friends of Virginia Libraries had an annual meeting at
Northside Branch and it was very successful. It costs $5.00 for an individual membership to
subscribe to the Friends of Virginia Libraries. The Library Board informed the Library Director to go
ahead and put in subscriptions for them. MLS Program-University of South Carolina-The University
of South Carolina met at J-MRL to discuss their MLS program. Professors actually come to Virginia
but most of the program will be done through the Internet. The Library Director showed the Board
the University of South Carolina's flyer and CD-Rom promoting their MLS program. Public Library
Association (PLA) in Phoenix, Arizona-The Library Director attended the Public Library Association's
meeting held in Phoenix, Arizona the week of March 11th. The conference included displays,
exhibits, and discussions regarding library buildings, fund raising, and renovations to old library
buildings. J-MRL's new Louisa and Greene libraries measure up well. While at the PLA Conference,
the Library Director visited the 280,000 sq. ft. Phoenix Library.

BEFFS & BOUQUETS: Ms. Carpenter was commended for all her efforts in making the Friends of
Virginia Libraries such a success. Ms. Carpenter thanked Ms. Ideson for all her support in assisting
Ms. Carpenter in making the Northside Branch meeting for the Friends of Virginia Libraries a
success. Mr. Tramontin commended the Library Director for his work in Greene County. Mr. Lyons,
Jr. was commended for all the work he does for J-MRL on the state aid.

FUTURE AGENDA ITEMS: Future agenda items include: a FY 2002-2003 budget update; a report on
Find It Virginia (state-wide information databases provided by the Library of Virginia); Ms.
Carpenter will be chairing the April Board meeting in the absence of President German. A report
from Roxanne White (Assistant County Executive for Albemarle County) discussing an update on
library building projects and the bookmobile was requested for the April or May Board meeting.

ADJOURNMENT: On motion for approval by Mr. Tramontin, the meeting adjourned at 1:58 p.m.
MINUTES OF THE MAY 20, 2002 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Perri Brown
Elizabeth Carpenter – Vice President
Robert German – President

TRUSTEES ABSENT:
Melissa Dickens
Thomas Whitlock

OTHERS PRESENT:
Elizabeth Askew – Outgoing Library Board Member
Donnalee Grossman – Administration
John Halliday – Library Director
Williams Lyons, Jr. – Business Manager
Joyce MacDonald – Staff Recorder
Stella Pool – Monticello Ave. Community Information
Network Coordinator

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, May 20, 2002 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. The Library Board recognized Elizabeth Askew for her distinctive service as a Library Trustee and read a resolution honoring her. On motion for approval by Mr. Tramontin, the Resolution Honoring Elizabeth Askew was unanimously approved. (The resolution is attached to the Minutes.) An engraved silver bowl was presented to Ms. Askew and special bookplates, showing Elizabeth Askew’s name and dates of service on the J-MRL Board of Trustees, were inserted in six books selected for the Nelson County Memorial Library in her honor. On motion for approval by Vice President Carpenter and seconded by Ms. Brown, the April 22, 2002 Minutes were approved as presented.

POLICY COMMITTEE REPORT – Vice President Carpenter and the Library Director briefly discussed ten policies submitted for the Board’s review and approval. Some of the policies required only a few (or no) changes at this time. Vice President Carpenter made a motion “that the Board adopt the ten policies as presented.” The motion was unanimously approved. The Policies included: Parking Reimbursement for Central Library Staff (Section 2.7), Staff Memorials (Section 2.8), Library Equipment Fund (Section 3.2), Availability of Library Services (Section 4.21), Confidentiality of Patron Activity Records (Section 4.224), Suggestions and Complaints (Section 4.235), Interlibrary Loan (Section 4.32), Display and Handouts (Section 4.51), Displays of Original Art (Section 4.52), and Library/Community Partnerships (Section 4.53). Vice President Carpenter announced that the next Policy Committee meeting would be directly following the June Board meeting.

PERSONNEL COMMITTEE REPORT – The Library Director reported on the May 2nd Personnel Committee meeting. At the request of the Policy Committee the Personnel Committee reviewed J-MRL’s Policy on Parking Reimbursement for Central Library Staff (Section 2.7). The Personnel Committee reviewed the proposed pay increases for FY 2002/2003 presented by the Compensation Committee and endorsed the plan presented. (2% overall increase in the pay scale, 3.5% increase for employees below their market target, 2% increase for employees at or above their market target, 2.5% increase for employees hired or promoted between July 2001 and March 2002, and a 2% increase for employees hired or promoted between April 2002 and June 2002 if they were hired at the entry level due to the pay scale rising by 2%).

BUDGET COMMITTEE’S REPORT/FY 2003 BUDGET DISCUSSION – The Budget Committee met on May 15th to discuss the FY 2003 budget: the Operating Budget (including FY 2003 pay raises), the Equipment Fund Budget, the Materials Budget, and the Friends’ Budget. Ms. Williams discussed the Materials Budget and will be attending the June Board meeting to discuss the Materials Budget with the Board. Mr. Lyons, Jr. distributed the Projected Cost Allocations for FY 2003. The Projected Cost Allocations for FY 2003 showed the amounts J-MRL asked the jurisdictions for and
handwritten in were the amounts the jurisdictions actually plan to give J-MRL. The Library Director reviewed the FY 2003 Friends' Budget. The Greene County Library was discussed. It looks as though the new Greene County Library will be opening sooner than originally expected but funding may prove to be a problem as Greene County has not approved a J-MRL budget to include additional services, utilities, etc. for the new branch. The new branch is due to open around December or January instead of in April. Without appropriate funding, Greene may not be able to open the new branch until July 2003. The Library Director plans to meet with the City of Charlottesville this summer to discuss the budget process and to ask the City to notify J-MRL of employee benefit changes enough in advance so that J-MRL can budget appropriately. The Board asked the Library Director to get an understanding in writing from the City. The Library Board will approve the final proposed budget at their June meeting. It was noted that Vice President Carpenter has been assigned as Chairman of the Budget Committee to replace Elizabeth Askew.

NOMINATING COMMITTEE’S REPORT – The Nominating Committee presented the slate of officers for the ensuing year (Elizabeth Carpenter as President and Melissa Dickens as Vice President). This closes the nominations. The vote on the nominations is scheduled for the June Board meeting.

LIBRARY DIRECTOR’S REPORT – Greene County Library—The new Greene County Library may be completed before January 2003 and is ahead of schedule. Library Trustee from Nelson County—Elizabeth Askew submitted her resignation from the Library Board effective May 1, 2002. Nelson County has not yet notified J-MRL of a new appointment to replace her on the Library Board. Final Payment from Rachel Poole estate—J-MRL has received the final payment ($646,94) from the Rachel Poole estate and has deposited it in the Endowment Fund. The Rachel Poole Endowment Fund is for educational purposes and is currently being used to support the summer internship program. Trina Ford, a library school graduate student from Clark Atlanta University has been selected as J-MRL’s first intern. Her internship runs from June 17th to August 9th. The Library Board will meet her at their June Board meeting. (The Endowment Committee is scheduled to meet at 10:00 a.m. on Tuesday, May 21st.) Testing of New Innovative Catalog—Testing of the new Innovative catalog is on schedule and proceeding very well. So far, no major problems have been encountered. Russell Gaylord—Betty Gaylord’s husband, Russell Gaylord, recently passed away. A special book about the history of the space program will be selected and donated in his honor.

CLOSED SESSION FOR DIRECTOR’S ANNUAL PERFORMANCE REVIEW – Mr. Tramontin made a motion “that 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 2:05 p.m. The Library Board reconvened from their Closed Meeting at 2:37 p.m. President German read the Certification of Closed Meeting to the Trustees and recorded their votes. A Board Resolution on Salary of Director was read. On motion for approval by Ms. Brown, the Board Resolution on Salary of Director was unanimously approved. (The resolution and the Certification of Closed Meeting are attached to the Minutes.)

BEEFS & BOUQUETS – On behalf of the Board and Library Director, Mr. Tramontin praised Mr. Lyons, Jr., Ms. Williams, and Ms. Grossman for their services and support. Stella Pool and Monticello Ave. were commended on receiving the Community Award from the Virginia Piedmont Technology Council. Ms. Pool showed the award to the Library Board.

FUTURE AGENDA ITEMS - Future agenda items include: Roxanne White to discuss Albemarle County library building plans for the future and plans for the bookmobile; Jacqueline Lichtman will discuss electronic databases; Andrea Williams will discuss the Materials Budget for FY 2003; adoption of the final proposed budget for FY 2003; introduction of the intern; election of officers; committee meeting reports.

ADJOURNMENT - The meeting adjourned at 2:43 p.m. It was confirmed that the June Board meeting will be held in the Central Library’s Jefferson Meeting Room on June 24, 2002 at 1:00 p.m.
Resolution Honoring Elizabeth Askew

Whereas Elizabeth “Beth” Askew served with distinction as a Library Trustee representing the citizens of Nelson County, July 1996 through April 2002, and; whereas Ms. Askew served as President of the Library Board of Trustees, 1998 to 2000, and; whereas Ms. Askew’s consistently professional attitude helped strengthen the bond between the government of Nelson County and Jefferson-Madison Regional Library, and; whereas Ms. Askew’s dedication to public libraries served as a model for newer Board members; Now, therefore be it resolved that the Library Board of Jefferson-Madison Regional Library officially commends Beth Askew for outstanding service to Jefferson-Madison Regional Library.

Approved by the Library Board of Trustees on the 20th day of May 2002.

Robert F. German, 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
evaluation of the Library Director. (Motion
made by Mr. Tramontin.)

MEETING DATE: May 20, 2002

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’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: Brown, Carpenter, German, Rice, and Tramontin

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, Lee, and Whitlock

(Clerk/Secretary of the Jefferson-Madison Regional Library’s Board of Trustees)
BOARD RESOLUTION ON SALARY OF DIRECTOR

Whereas, the Board of Trustees of the Jefferson-Madison Regional Library finds that John Halliday’s service as director for 2001-2002 has been exemplary, and

Whereas, the Board has the utmost confidence in Mr. Halliday’s continuing capacity to serve as an outstanding Library director, and

Whereas the Board reluctantly agrees to Mr. Halliday’s request that any salary increase for him be limited to the same proportions as salary increases for other Library staff,

Now therefore be it resolved that John Halliday’s salary for 2002-2003 as director of the Library shall be raised by a percentage within the range of percentages for salary increases applying to other Library staff in the Library’s 2002-2003 budget.
MINUTES OF THE JUNE 24, 2002 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Perri Brown  
Elizabeth Carpenter – Vice President  
Melissa Dickens  
Robert German – President  
Kenneth Lee  
Jacqueline Rice  
George Tramontin  
Thomas Whitlock

OTHERS PRESENT:
Jacqueline Broughton – President, James River Book Club  
Trina Ford – Summer Intern  
DonnaLee Grossman – Administration  
John Halliday – Library Director  
Jacqueline Lichtman – Reference Librarian  
Williams Lyons, Jr. – Business Manager  
Joyce MacDonald – Staff Recorder  
Marianne Ramsden – Branch Manager, Scottsville Library  
Roxanne White – Assistant County Executive, Albemarle County  
Andrea Williams – Collection Development Manager

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, June 24, 2002 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 May 20, 2002 Minutes were approved as presented. Ms. Dickens, Mr. Lee, and Mr. Whitlock abstained, as they did not attend the May meeting. Ms. Brown was not present when the vote was taken.

INTRODUCTION OF SUMMER INTERN – The Library Director introduced Trina Ford, J-MRL’s summer intern paid for through the Rachel Poole Endowment Fund. J-MRL participated in ALA’s Spectrum Scholarship Initiative Program and Trina Ford was the successful candidate. Trina Ford arrived in Charlottesville on June 15th.

DISCUSSION OF LIBRARY FACILITY NEEDS IN ALBEMARLE COUNTY – Roxanne White, Assistant County Executive for Albemarle County, distributed and reviewed Albemarle County’s October 16, 2001 revised Capital Improvements Plan and distributed a copy of J-MRL’s Proposed Library Building Projects for Albemarle County’s FY 2007-FY 2011 Building Needs Assessment. Ms. Broughton, President of the James River Book Club, inquired about moving up the completion date for the Scottsville Library Expansion.

PRESENTATION ON ELECTRONIC DATABASES – Jacqueline Lichtman distributed and discussed WebSTAT statistics for J-MRL, Online Database Use Statistics for J-MRL, and distributed J-MRL’s bookmark listing Online Services patrons can access from their homes.

RENEWAL OF ADMINISTRATIVE SERVICES AGREEMENT WITH CITY OF CHARLOTTESVILLE – The Library Director informed the Board that the Policy Committee reviewed the agreement with the City of Charlottesville and basically decided to renew the current agreement with some minor changes. Some of the minor changes included changes in job titles and changes in holidays/closed days (from King Lee, Jackson Day to Martin Luther King, Jr. Day and from Washington’s Birthday to Presidents’ Day). The City of Charlottesville responded by making the requested changes and did not propose any other changes of their own. The agreement runs for three years (from July 1, 2002 to June 30, 2005). Mr. Tramontin made a motion “that the Board approve this agreement for another term.” The motion was unanimously approved. Ms. Brown was not present when the vote was taken. The agreement will be signed and a copy forwarded to the City of Charlottesville.

FY 2003 LIBRARY MATERIALS BUDGET – Andrea Williams distributed and discussed J-MRL’s proposed State Aid FY 2002/03 Library Materials Budget and distributed the current FY 2001/02 Library Materials Budget for comparison. Discussion ensued regarding how J-MRL would handle the reduction in state aid for the coming year. Ms. Williams also informed the Board the Endowment Committee approved a $10,000 grant to begin a core collection of foreign language materials.

SELECTION OF TWO BOOKS HONORING RUSSELL GAYLORD – Ms. Williams showed the Board two books selected to honor Russell Gaylord: "Burying the Bull" by Kenneth Lee and "Albemarle County: The Way It Was" by mural artist George Tramontin.
Gaylord. The books will become part of the Greene County Library's collection. The two books selected were Project Mercury and Apollo: The Epic Journey to the Moon.

LETTER RECEIVED FROM HOUSE DELEGATE WATKINS M. ABBITT, JR. - President German read a letter he received from Delegate Abbitt, Jr. thanking President German for his letter and confirming that J-MRL has his full support. Delegate Abbitt, Jr. also mentioned he will do everything he can to see that J-MRL receives full funding. Board discussions regarding requesting the restoration of full funding of state aid will be placed on the Board's July agenda.

ADOPTION OF FY 2003 LIBRARY BUDGET - The Library Director reviewed portions of J-MRL's FY 2003 budget (FY 2003 Projected Operating Revenues and the Equipment Fund Budget). The Library Materials Budget previously discussed and the Friends of J-MRL Budget will also be included in J-MRL's final budget submission. Next year's budget is basically a maintenance budget. The overall increases include 3.64% for Albemarle County, 4.13% for the City of Charlottesville, 0% for Greene County, 4% for Louisa County, and 11.24% for Nelson County. The average increase comes out to 4.07%. Nelson County is adding staff hours. J-MRL will be able to maintain the current Greene County Library but if their new library opens before next fiscal year, J-MRL will not be able to finance it. Ms. Dickers made a motion "for the Board to adopt the three FY 2003 budgets (Projected Operating Revenues, Equipment Fund Budget, and the Library Materials Budget) as proposed." The motion was unanimously approved. Mr. Tramontin thanked the Library Director, Ms. Williams, Mr. Lyons, Jr., and Ms. Grossman for their work on the budget.

LIBRARY DIRECTOR’S REPORT - Policy Committee Meeting - There will be a Policy Committee meeting directly following this Board meeting. Greene County - The new Greene County building is still proceeding on schedule and should be completed in December or January. Children’s Internet Protection Act (Filtering) - A federal district court has found sections of the Children’s Internet Protection Act regarding Internet filtering in public libraries to be invalid under the First Amendment. Therefore, the federal government has been enjoined from enforcing filtering requirements. J-MRL’s legal counsel advised J-MRL to continue to do what is currently being done with Internet filtering and that making changes to J-MRL’s Internet Policy at this point would be premature. The Justice Department will be appealing to the Supreme Court and J-MRL’s legal counsel feels the federal court ruling will probably stand. J-MRL’s Policy Committee should continue to monitor this over the next few months. Automation Project - The automation project is proceeding on schedule. Testing of the database went well. J-MRL had some problems with the call number searching (some data was not entered into the right fields) but J-MRL can make the necessary changes. Training of J-MRL staff is now in progress. The Library Director reported that J-MRL has now received all the funding from the jurisdictions for the automation project. Staff Breakfast Following the Automation Training - The Library Director asked for the Board’s approval that following J-MRL’s automation training J-MRL have a staff breakfast/3-hour program at the Omni the morning of Thursday, August 15th. On August 15th the library system would open around 1:00 p.m. The Board was agreeable to this request. Teen Summer Reading Program Kickoff - The Library Director encouraged the Board members to participate in J-MRL’s Teen Summer Reading Program Kickoff-Chocolate Festival beginning at 2:00 p.m. today.

ELECTION OF LIBRARY BOARD OFFICERS - The Nominating Committee presented their slate of officers for the ensuing year (Elizabeth Carpenter as President and Melissa Dickens as Vice President). Ms. Rice made a motion “that the Board accept the Nomination Committee’s slate of officers for next year.” The motion was unanimously approved. The new officers begin their term with the July Board meeting.

BEEFS & BOUQUETS - On behalf of the Library Board, Mr. Tramontin acknowledged President German for the outstanding job he did as Board President during the last two years. President German was presented with a gavel and engraved stand.

FUTURE AGENDA ITEMS - Future agenda items include a communications plan regarding state aid funding (in anticipation of the next General Assembly), a letter to the legislatures in July; committee meeting reports.

ADJOURNMENT - The meeting adjourned at 2:48 p.m.

Robert German, President