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
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. Dickens 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 Nominating 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
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, July 22, 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. German, the June 24, 2002 Minutes were approved as presented.

**ANNOUNCEMENTS** — Mr. German has officially resigned from the Library Board. Mr. German read his July 22nd letter sent to the Clerk for the Albemarle County Board of Supervisors resigning his appointment effective July 31, 2002. Mr. German presented Mr. Tramontin with a framed picture of Mr. German and Mr. Tramontin taken many years ago. President Carpenter read a letter to Mr. German acknowledging his outstanding service to J-MRL and the Library Board. Mr. German was presented with a J-MRL mug and an engraved silver bowl showing his years of service from 1997-2002. Five books were selected in his honor and each book had a special bookplate inserted showing Mr. German’s name and dates of service on the J-MRL Board of Trustees. President Carpenter has been in contact with Mrs. Gaylord. Mrs. Gaylord was very pleased with the books J-MRL selected in honor of her husband and she sent a special letter of acknowledgement to the Library Board. President Carpenter thanked the Greene County Library staff for the well-received children's book meeting. President Carpenter thanked both the Friends of J-MRL and J-MRL for their furniture contributions for the new Greene County Library. President Carpenter mentioned that due to recent storms, part of the new Greene County Library's construction came down. Mr. Whitlock distributed Louisa County Agricultural Fair tickets for Library Board members to use. The fair is August 9th and 10th in downtown Louisa.

**POLICY COMMITTEE’S REPORT** — Vice President Dickens is the new chairperson of the Policy Committee. The Policy Committee is currently reviewing some of J-MRL’s policies. The committee plans to meet in August, directly following the regular Library Board meeting.

**FY 2003 LIBRARY BOARD COMMITTEE ASSIGNMENTS** — During the next few months, several vacancies will be filled on the Library Board. President Carpenter would prefer to wait a few months until the three Library Trustees are all appointed before doing new committee assignments. The Nelson County Library Trustee appointment has already been made — Gail Troy has been appointed. Ms. Troy will not be able to attend the first two board meetings but plans to attend beginning with September's board meeting. Ms. Troy has already requested to be appointed to the 5-Year Plan/Technology Committee. Since Ms. Troy is replacing Ms. Askew, she may also be asked to serve on the Budget/Finance Committee. Ms. Brown replaced Ms. Whiting and Ms. Brown suggested she be placed on the committees Ms. Whiting had previously served on.
LIBRARY BOARD RETREAT – The Library Board discussed having a Board retreat. It was the general consensus to wait until all the new trustees come on the board before having a retreat. President Carpenter suggested everyone bring their own agendas for what they would like to consider at the retreat. Some topics would include the 5-year plan, new libraries, the internship, and grant sources to offer services to the visually impaired. It was suggested the retreat be held in the afternoon at one of the nearby academic or special libraries, so that board members can see another library while they are on retreat. President Carpenter plans to provide food for the retreat. The retreat has been tentatively set for around October or November of this year.

STATE AID COMMUNICATION PLAN – The Library Director discussed having a communication plan to let legislators know the current condition of state aid to public libraries and to request a return to full funding when state finances are more in balance. A letter will be compiled and sent out under President Carpenter’s signature on behalf of J-MRL and the Library Board.

LIBRARY DIRECTOR’S REPORT – New Greene County Library Building – The new Greene County Library building project is still on schedule for completion in early 2003. On August 8th President Carpenter, Ms. Reese (Branch Manager), and the Library Director will meet with the architect and Interior Designer to discuss furnishings for the new library. J-MRL Trustee Appointments – Nelson County has appointed Gail Troy to complete Ms. Askew’s unexpired term. Ms. Troy has some prior commitments and plans to begin attending meetings in September. The City of Charlottesville has just started to advertise for a replacement for Mr. Tramonti – the application deadline is August 29th. Hopefully, Albemarle County will be able to appoint Mr. German’s replacement by September. Automation – The automation project is still on schedule to go online September 4th. The special automation breakfast is still planned for August 15th. This is the time when many loose ends need to get tied together so the dates are still considered tentative ones. J-MRL may want to delay going online with the public if things still need to be done. City of Charlottesville’s Budget Manager – The Library Director met with Charlottesville’s Budget Manager to discuss the concerns that were raised during the FY 2003 budget process – that J-MRL sometimes does not learn of employee benefits changes until after the J-MRL Board adopts the proposed budget. The meeting was productive and a 4-step plan was suggested to help alleviate this problem. The first week in November the Budget Manager will include updated cost estimates to assist J-MRL in preparing their annual operating budget. Around the middle of December J-MRL and Charlottesville’s Budget Manager will check with each other and provide any updates. In January, J-MRL’s budget application to the City of Charlottesville will be revised to include a “$” and a “%” increase column on the summary page. In mid January the Budget Manager will confirm all benefit increases included in the submitted budget applications are correct or need to be revised with updated figures. It is still possible that after January the City of Charlottesville could still make changes to J-MRL’s budget (in April/May/June the City of Charlottesville could still make last minute medical and/or retirement changes). J-MRL will have to decide what to do with the outlying counties. Updated 10-Year History of J-MRL’s Endowment Fund – Peter McIntosh, President of the Friends and a member of the Endowment Committee, has updated the 10-year history of J-MRL’s Endowment Fund and copies were distributed to the library board members. Patron Suggestion – The Library Director informed the board about an “anonymous” suggestion he received asking J-MRL to have all books at all locations, longer hours, and have reading programs all year.

FUTURE AGENDA ITEMS – Future agenda items include a budget planning schedule.

ADJOURNMENT – On motion for approval by Mr. German, the meeting adjourned at 1:53 p.m.

Elizabeth Carpenter, President
MINUTES OF THE AUGUST 26, 2002 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT: Perri Brown
Elizabeth Carpenter – President
Melissa Dickens – Vice President
Jacqueline Rice

Kenneth Lee
George Tramontin
Thomas Whitlock

TRUSTEES ABSENT: Gail Troy

OTHERS PRESENT: Anne Chiles – Technical Services Cataloger
Nancy Cook – Head of Children’s & Youth Services
Donna Lee Grossman – Administration
John Halliday – Library Director
Williams Lyons, Jr. – Business Manager
Joyce MacDonald – Staff Recorder
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, August 26, 2002 at 1:00 p.m. in the Central Library’s Madison Room, the President being in the chair. On motion for approval by Mr. Tramontin, the July 22, 2002 Minutes were approved as presented. Ms. Rice abstained as she did not attend the July meeting. Ms. Brown was not present when the vote was taken.

ANNOUNCEMENTS – Mr. Lee was pleased to note that a City of Charlottesville bus he had been on had advertisements for J-MRL and Monticello Avenue. The newest Board member, Gail Troy, met with Vice President Dickens last Wednesday and they visited J-MRL’s Crozet, Scottsville, and Louisa branches. Ms. Troy will be an asset to the Board. President Carpenter thanked Vice President Dickens for welcoming and taking the summer intern, Trina Ford, and the new Board Trustee, Ms. Troy, to visit the branches. President Carpenter thanked Anne Chiles and Carol Clark for their work on the millennium breakfast. On behalf of the Board, President Carpenter thanked Mr. Whitlock for the tickets to the Louisa County Fair.

FAREWELL TO LIBRARY TRUSTEE GEORGE C. TRAMONTIN – The August Board meeting was Mr. Tramontin’s last Board meeting as a Library Trustee. President Carpenter read a letter to Mr. Tramontin acknowledging his outstanding service to J-MRL and the Library Board. Mr. Tramontin was presented with an engraved silver bowl showing his years of service from October, 1994-August, 2002. Eight books were selected in his honor and each book had a special bookplate inserted showing Mr. Tramontin’s name and dates of service on the J-MRL Board of Trustees. The Library Board took a short break at 1:20 p.m. to enjoy a special cake made in Mr. Tramontin’s honor and reconvened at 1:40 p.m.

FY 2003/2004 BUDGET DEVELOPMENT TIMELINE – The Library Director briefly reviewed the draft 2003/2004 Budget Development Timeline. The timeline is basically the same as it has been in previous years except for the change in dates and the addition of the Library Board’s Retreat.

REPORT ON THE SUMMER READING PROGRAM – Nancy Cook, Head of Children’s & Youth Services, gave a brief report on J-MRL’s summer programs. The goals of the summer reading program are to promote reading and to encourage children to keep reading in the summer. J-MRL distributes prizes for reading and makes summer reading fun for children. The summer reading programs are very successful. July circulation statistics were high as a result of the summer programs. This year 3,584 children participated in the summer reading programs, a 3.7% increase over last year. Program attendance is overwhelming and at times people/children have to be turned away. Due to a lack of time, insufficient space, and staffing J-MRL lacks the opportunity for much future growth in attendance and programming.

AUTOMATION UPDATE – The Library Director thanked the Board for their support of the millennium breakfast. A trainer has been provided for a second day of training for branch managers. September 10th
the old computer could not be read and the data needed to be manipulated. Early October has been set as the next date for going live.

LIBRARY DIRECTOR’S REPORT – New Greene County Library Building – The new Greene County Library building project is still on schedule for completion in early 2003. Plans for getting the computer cabling in and for purchasing furniture for the new library are in progress. In either late September or early October J-MRL should plan to go to the Greene County Board of Supervisors to discuss when the new library can open. 2002 VLA Conference – The 2002 VLA Conference is scheduled for October 16th-18th in Williamsburg, Virginia. J-MRL will cover the hotel and registration for Board members. If Board members would like to attend, they should contact the Library Director before September 20th to make their registrations. 2002 Fall Workshops for Public Library Trustees – The Library Director plans to attend the October 7, 2002 Fall Workshops for Public Library Trustees to be held at the Culpeper County Library. “Patriots, Kids, and the Law; Legal Issues for Trustees and Administrators” is the name of the workshop. Trustees were encouraged to attend. Two Vacancies on J-MRL Board of Trustees – There will be two vacancies on the Library Board at the end of August. The City of Charlottesville is advertising for a replacement for Mr. Tramontin and their deadline is August 29th. Albemarle County will be advertising to replace Mr. German and their deadline is September 25th. Summer Intern – Trina Ford was J-MRL’s summer intern and the Library Director reads a thank you note he received from her. The Library Director showed the Board the news media contact kit Trina developed. The Library Director plans to talk to the Endowment Committee regarding carrying on the internship in the future and other educational issues. The Endowment Committee should be meeting some time in early October. President Carpenter and Vice President Dickens are the representatives for the Endowment Committee. Mental Health Association – The Library Director received a letter from the Mental Health Association of Charlottesville-Albemarle expressing appreciation for J-MRL staff and they particularly mentioned the help they received from Joyce MacDonald and Philip Williams. Nelson Regional Migrant Education Program – The Library Director received a letter of appreciation from Veronica Donahue, the coordinator of the Nelson Regional Migrant Education Program, thanking J-MRL for our help with their Summer Literacy Program 2002 for migrant families. A copy of the letter, their program, and pictures of the participants were shown to the Board. Library Directors’ Meeting/State Budget Cuts – The Library Director attended a Library Directors’ meeting last Friday. There definitely will be an additional reduction in state aid this year. There is a state budget crisis/shortfall and the governor is calling for contingency plans. The governor has asked for proposed plans for budget reductions of 7%-15% in this fiscal year. The State Library will be forwarding their proposed plans/recommendations by late September. On behalf of J-MRL, the Board President plans to send letters to the State Librarian, the State Library Board, and the Secretary of Education regarding the importance of state aid and infopowering. The letter will ask that state library budget cuts be made proportionately without state aid, etc. being cut in larger proportions than everybody else when cuts are made. The Library Director will continue to report on this issue as more information comes in. President Carpenter received two replies to her letter to J-MRL’s legislators and both confirmed it would be some time before full funding is reinstated. VLA Newsletter – Ms. Rice asked for additional information about an issue in the August VLA newsletter regarding public/library boards. The Library Director will be following up on this. UVA Services – The University of Virginia is cutting down on the use of the Internet at Alderman Library. UVA removed printers from their library and reduced their hours. They will not be as user friendly and services will be more for UVA staff, students, and faculty. Cutting down on UVA services will have an important impact on J-MRL. J-MRL would get more “hits” on their databases if UVA cuts down on public services. J-MRL needs to continue monitoring their databases and should get actual numbers (services and volume) to support future requests for increased funding.

FUTURE AGENDA ITEMS – Future agenda items include the budget (state aid and J-MRL’s), the Policy Committee’s report, and additional information on the August VLA newsletter regarding boards.

ADJOURNMENT – On motion for approval by Vice President Dickens, the meeting adjourned at 2:26 p.m.

Elizabeth Carpenter, President
MINUTES OF THE SEPTEMBER 23, 2002 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT: Perri Brown
Elizabeth Carpenter-President
Melissa Dickens-Vice President
Waldo Jaquith

Jacqueline Rice
Gail Troy
Thomas Whitlock

TRUSTEES ABSENT: Kenneth Lee

OTHERS PRESENT: Donna Lee Grossman - Administration
John Halliday - Library Director
Jacqueline Lichtman - Reference Librarian
William Lyons, Jr. - Business Manager
Joyce MacDonald - Staff Recorder
Elizabeth Roderick - Director of Library of Virginia's Digital Library Program

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, September 23, 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. Whitlock, the August 26, 2002 Minutes were approved as mailed. Ms. Brown was not present when the vote was taken. Ms. Troy abstained, as she was not present for the August meeting.

ANNOUNCEMENTS - The Library Director introduced and welcomed the two newest members to the Library Board: Gail Troy, Nelson County’s representative and Waldo Jaquith, City of Charlottesville’s representative. Albemarle County should have an appointment shortly for the remaining vacancy on the Library Board.

VIRGINIA’S DIGITAL LIBRARY PROGRAM (VDLP) - Elizabeth Roderick, Director of Library of Virginia’s Digital Library Program (VDLP), gave a presentation to the Library Board on VDLP. The Library of Virginia initiated VDLP in 1998 working with Virginia libraries, museums, and other cultural institutions to develop digitization projects and make some rare and unique local resources (maps, photographs, documents, reports, and special collections) available via the Internet. Some items preserved through the digitization process include electronic card indexes, vital statistics (such as old family records), death records, probate and estate records, a marriage and obituary database, a reconstituted archive of Colonial Virginia, land office patents and grants, etc. The Digital Library Program is mostly funded by federal funds. The Andrew William Mellon Foundation funded the special project Ms. Roderick presented to the Library Board. Lack of state funding to carry on support of the project may result in the program falling short.

POLICY COMMITTEE REPORT - The Policy Committee met on August 26th. Ms. Dickens, Chair of the Library Board’s Policy Committee, reported that the Policy Committee has been reviewing policies that have not been reviewed in five years and the committee is currently in the process of reviewing the Reference and Information Services policy (Section 4.31) and the Bookmobile policy (Section 4.41). A draft of the Reference and Information Services policy was distributed to Library Board members to review prior to the adoption of the revised policy at their October meeting. The Bookmobile policy is still under discussion. Albemarle County would like to see the policy address the long-term mission of the Bookmobile, especially outreach to children. The Policy Committee would like to study the Bookmobile’s circulation statistics for each stop. The Library Director informed the committee that circulation statistics can be obtained from Linwood Frye as he keeps track of the demand at various stops. When a new Bookmobile is purchased, the design of the vehicle would have to take into consideration the services it would be rendering and the needs of the patrons it would serve. The Library Director will be obtaining more information when he attends a meeting of Partnership with Children, a joint City and Albemarle County organization. Jacqueline Lichtman presented a mission statement that is in the Reference Department's Manual as a replacement for the Reference and Information Services policy. The statement reflects more accurately the work of the Reference staff, as they are now more likely to aid patrons in finding information rather than to provide answers to their questions. The next Policy Committee meeting will be held directly following the Library Board’s meeting on October 28th.

UPDATE ON THE STATE AID - It is not looking good at the state level regarding budgets. The Governor requested all departments to submit plans to reduce their budgets by 7%, 11%, and 15% (the maximum the Governor can request without running a special session of the General Assembly). The governor expects a reduced budget by October 15, 2002.
President sent a letter to the State Librarian and the State Library Board requesting that any recommendation to reduce state aid to public libraries not exceed or be disproportionately cut in comparison to reductions recommended for other state departments. Last week the State Library made its recommendation to the Governor and now the cuts are up to the Governor. The State Library Association is developing a letter writing campaign/strategy aimed at sending letters to the Governor and other influential people in Virginia regarding minimizing cuts to state aid for public libraries. Once the strategy is developed, the Library Director will send the information out to the Board.

2003/2004 LIBRARY BUDGET – The Library Director informed the Board that in mid October the Library Director, Mr. Lyons, Jr., and Ms. Grossman will meet to begin developing preliminary budget figures for the FY 2003/2004 budget. Preliminary requests and revenue forecast/figures will be presented at the Board’s October 28th meeting. The Board retreat has been scheduled for Wednesday, November 6th from approximately 2-5 p.m. The location of the meeting has to be determined (choices are the Alderman Library, the new Jefferson Library at Monticello, the Textile Institute, or Blue Ridge School). One item on the agenda at the retreat will be discussion of budget objectives and goals for next year, taking into consideration budget restrictions. In early November the Budget Committee needs to meet to draft the FY 2003/2004 proposed budget.

PUBLIC INTERNET COMPUTERS – The Library Director distributed to the Board statistics for July 2002 public computer sessions. This is a new service J-MRL added a few years ago.

DIRECTOR’S REPORT – In-Service Day – J-MRL’s In-Service Day is scheduled for Monday, November 11th at the Northside Library. VLA Newsletter Weakening Library Boards – The Library Director reported on the August VLA Newsletter article about restricting library boards. VLA opposes any action weakening library boards. The article was prompted by a legislative proposal last year to have Shenandoah County excluded from having a library board. The legislation did not go anywhere. Statistics from The Daily Progress – The Library Director distributed updated statistics on the City of Charlottesville and the counties of Albemarle, Greene, Louisa, and Nelson issued by The Daily Progress on August 23, 2002. October 7th Trustee Workshop – The Library Director, President Carpenter, and Ms. Troy are planning to attend the October 7th workshop at Culpeper Library. The Patriot Act will be one of the legal issues discussed at the workshop. Trustees can ride with the Library Director (he plans to leave from Northside Library at 8 a.m.). Letter Received Asking About J-MRL’s Confidentiality Policy – The Library Director received an inquiry from a member of the Charlottesville Center for Peace and Justice asking about J-MRL’s confidentiality policy and if it would be changing due to the passing of the USA Patriot Act. Currently J-MRL records are confidential. Under the USA Patriot Act the federal government can look at library records. The patron also wanted to know if J-MRL’s patrons would be notified if their records are looked at. The Library Director forwarded the letter to J-MRL’s attorney. On a reply is received from the attorney and if J-MRL’s policy needs to be revised, it will go to the Policy Committee for review and revision of the current policy and then the draft of the revised policy will go to the Library Board for review and final approval. The Library Director expects to receive a formal decision in October. Call from Patron – Northside received a call from an elderly patron asking if the library could deliver books to her. She currently participates in the state service of books on tape deliveries. J-MRL is looking into this to see what can be done locally. Article in “City Notes” (Charlottesville’s Newsletter) – An article on J-MRL’s new Millennium on-line catalog appeared in the City of Charlottesville’s September City Notes newsletter. Automation Project – J-MRL plans to go on line with Millennium the last week of October. It would have been earlier but for the conflict in people’s schedules. Architectural Drawing of Greene County Library – The Board was shown an architectural drawing outlining the inside plans and layout for the new Greene County Library. The new Greene County Library is scheduled to open around March of 2003.

FUTURE AGENDA ITEMS – Future agenda items include a budget update regarding state aid for public libraries, J-MRL’s FY 2003/2004 budget, setting a date for a November Budget Committee meeting, committee appointments, adoption of the Reference and Information Services policy, confirmation of the location for the November Board retreat (for November 6th), new Board member representing Albemarle County, and the status of J-MRL’s confidentiality policy (as a result of the USA Patriot Act).

ADJOURNMENT – On motion for approval by Ms. Rice, seconded by Ms. Brown, the meeting adjourned at 2:45 p.m.

Elizabeth Carpenter, President
MINUTES OF THE OCTOBER 28, 2002 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT: Perri Brown
Elizabeth Carpenter-President
Melissa Dickens-Vice President
Waldo Jaquith
Kenneth Lee

Jacqueline Rice
Timothy Tolson
Gail Troy
Thomas Whitlock

OTHERS PRESENT: Carol Clark – Customer Services Supervisor-Central
Donna Lee Grossman – Administration
John Halliday – Library Director
Jacqueline Lichtman – Reference Librarian
William Lyons, Jr. – Business Manager
Andrea Williams – Staff Recorder/Collection Development Manager

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, October 28, 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. Whitlock, the September 23, 2002 Minutes were approved as mailed. Ms. Brown and Mr. Jaquith were not present when the vote was taken. Mr. Tolson abstained as he was appointed to the Library Board in October.

ANNOUNCEMENTS – The Library Director introduced and welcomed the newest member to the Library Board: Timothy Tolson, representing Albemarle County.

FY 2002/2003 LIBRARY BOARD COMMITTEE ASSIGNMENTS – The Library Board committee appointments were designated:

BUDGET/FINANCE COMMITTEE:
Kenneth Lee – Chair
Elizabeth Carpenter
Waldo Jaquith
Gail Troy
Thomas Whitlock

5-YEAR PLAN COMMITTEE:
Gail Troy - Chair
Melissa Dickens
Kenneth Lee

PERSONNEL COMMITTEE:
Thomas Whitlock – Chair
Perri Brown
Timothy Tolson

POLICY COMMITTEE:
Melissa Dickens – Chair
Perri Brown
Jacqueline Rice

TECHNOLOGY COMMITTEE:
Timothy Tolson – Chair
Waldo Jaquith
Jacqueline Rice

The Personnel Committee will be meeting on Thursday, November 7th at 2:00 p.m. The Budget Committee meeting will be held on Tuesday, November 12th at 1:00 p.m. The Personnel and Budget Committee meetings will be held in Administration’s Conference Room. The Policy Committee will be meeting today directly following this Board meeting and again next month directly following the November Board meeting. Committees should keep minutes of their committee meetings for submission at the following Board meeting. For inspection in the Board’s meeting bag, there will be a security camera in the Board meeting area of the Administration Conference Room.
ADOPTION OF REVISED REFERENCE AND INFORMATION SERVICES POLICY – The Policy Committee’s Chair, Ms. Dickens, made a motion for “Board approval of the revised Reference and Information Services policy (Section 4.31).” The revised policy better reflects current reference services. The motion was unanimously approved.

UPDATE ON STATE AID FOR PUBLIC LIBRARIES – The Library Director discussed his handout regarding J-MRL’s State Aid allocations, comparing allocations from FY 1997 up to what is estimated for FY 2004. The Library Director showed the impact the FY 2003 reduction would have on book purchases, comparing FY 2002 and FY 2003 with the national median for the dollar per capita for books and for books as a percentage of total budget. The State Aid budget has a big impact on the number of new volumes J-MRL adds to their collection and with the State Aid budget reductions this is of serious concern. Ms. Williams distributed a handout of J-MRL’s reduced book budget for FY 2003, showing by categories a comparison between the original book budget and the revisions made. Going into this fiscal year, the General Assembly cut State Aid by 7% and then later on Governor Warner cut it an additional 15%.

FY 2003/2004 LIBRARY BUDGET – The Budget Committee is scheduled to meet on November 12th to develop specific proposals for the FY 2003/2004 budget. Next year’s budget will be including a significant increase in medical premiums along with the Personnel Committee’s proposed recommendations. Ms. Grossman briefly discussed the anticipated increase in J-MRL’s costs for medical insurance premiums beginning January of 2003 and carrying over into the FY 2004 budget year. The Regional Cost Allocations sheet for FY 2003/2004, the FY 2001/FY 2002 circulation comparison figures and FTEs, and the Medical Insurance Premiums cost breakdown sheet were distributed to the Trustees for their review.

BOARD RETREAT – The Board Retreat is scheduled for Wednesday, November 6th at the Institute of Textile Technology. The meeting will begin at 1:30 p.m. with a tour of the building. The main item on the agenda will be long-range plans for J-MRL.

DIRECTOR’S REPORT – State Trustee Workshop – President Carpenter, Ms. Brown, Ms. Dickens, Ms. Troy, and the Library Director attended Trustee workshops. The main topic for discussion was the legal issues for libraries and the USA Patriot Act. The Library Director distributed and briefly discussed an article on “The USA Patriot Act” taken from the October 1, 2002 Library Journal. 2002 VLA Conference - Ten J-MRL staff and two Board members attended the 2002 VLA Conference held in mid October in Williamsburg. Most of the opening talk was about the USA Patriot Act and how it affects privacy and confidentiality policies involving patron records. The Library Director distributed a summary sheet outlining the Library of Virginia’s Service Reductions due to budget cuts. Automation – The Library Director informed Board members that today J-MRL was migrating to the new automation circulation system and by tomorrow the new system can be turned on. The new catalog is up. Greene County Library – The new Greene County Library is progressing nicely. The dedication should be around April of next year. Endowment Committee – The Endowment Committee (composed of The Friends and Library Trustees) met and approved funding for another internship next year. Funding has been approved for a scholarship program for current staff wishing to pursue graduate study in library science. The Friends are funding a project – a stairway and walkway leading from 3rd Street to the front of Central Library. The Board of Architectural Review has approved it. Mr. Lyons, Jr. and the architect will be meeting with the Friends’ contractors. It was suggested a sign be done indicating the stairway and walkway were paid for by The Friends. In-Service Day – The Library Director distributed the November 11th In-Service Day agenda and encouraged Board members to attend. A menu was distributed so that Board members could make their luncheon selections.

FUTURE AGENDA ITEMS – Future agenda items include a report on the Board’s retreat, FY 2003/2004 budget, J-MRL Confidentiality Policy, Budget and Personnel Committee reports.

ADJOURNMENT – On motion for approval by Ms. Rice, the meeting adjourned at 2:50 p.m.

Elizabeth Carpenter, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, November 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. Dickens and seconded by Ms. Troy, the October 28, 2002 Minutes were approved. On motion for approval by Mr. Whitlock, the November 6, 2002 Board Retreat Minutes were approved.

ANNOUNCEMENTS – The Policy Committee will meet directly after today’s meeting. The Budget Committee will be meeting on Tuesday, December 3rd at 1:00 p.m. President Carpenter conveyed the Board’s gratitude to those who organized In-Service Day (James Barns, Elizabeth Harman, Timothy Carrier, and Brenda Washington).

POLICY COMMITTEE REPORT – The Policy Committee met on October 28, 2002 and reviewed the policy on Confidentiality of Patron Activity Records (Section 4.224), which was amended due to the passage of the USA Patriot Act by the federal government. A retention schedule of patron records was discussed and the committee decided to add that patron records, “are generally deleted soon after the timely and proper return of materials.” The Confidentiality of Patron Activity Records policy was sent to the Albemarle County Attorney for suggestions and comments. The committee plans to present a draft of the policy to the Board at December’s meeting. Use of scheduling software at Central was discussed. It was decided the issue needed more discussion and input from staff and the committee plans to discuss it at their November Policy Committee meeting.

PERSONNEL COMMITTEE REPORT – The Personnel Committee met on November 7, 2002. Stella Pool was designated as recorder for the Personnel Committee. The Library Director reported on the changes in staff since July 2002. Carol Clark presented the Compensation Committee’s proposed pay raises for FY 2003/2004: 2% overall increase in the pay scale, an additional increase for employees below their market target (the amount to be determined as monies allow), 2% increase for employees at or above their market target, 2% bonus for employees off the scale, 2.5% increase for employees hired or promoted between July 2003 and March 2004, a 2% increase (due to pay scale rising) for employees hired or promoted between April 2004 and June 2004 if hired at entry level. The Library Director shared a memo from Gary O’Connell, City of Charlottesville’s City Manager, in which Mr. O’Connell explained the increasing costs of health care. Health care costs are expected to increase approximately 14.5% for FY 2003-2004 resulting in approximately a 1% increase in personnel costs for each jurisdiction before salary increases are calculated. The consensus of the Personnel Committee was to accept the Compensation Committee’s proposal with the addition of a 3.5% increase for employees below their market target. The Personnel Committee’s recommendations were presented to the Budget Committee for consideration.

BUDGET COMMITTEE REPORT – The Budget Committee met on November 12, 2002. The Library Director distributed and discussed information on cost allocations for each jurisdiction along with an estimate of staff workload based on circulation per FTE. Projected medical insurance costs, decreases in interest revenue, and increases in utility costs were discussed. The committee recommended a staff reduction of four positions, primarily in support staff positions, and the elimination of some more temporary positions. The committee requested additional information on the long-term projections for circulation and usage. The committee requested that the Library Director present the results of the In-Service Day evaluation at the December meeting.
FY 2004. The Budget Committee discussed all of the budget proposals for FY 2004 including 12 recommendations in staffing. This will form the basis of the budget being considered at the Budget Committee meeting on December 3rd.

LIBRARY BUDGET DEVELOPMENT (WILLIAM LYONS, JR.) - Mr. Lyons, Jr. gave a brief presentation on Library Budget Development. The City of Charlottesville is J-MRL’s fiscal agent acting as the accounting and disbursing office, maintaining personnel, payroll, and purchasing accounts, issuing checks, and contracting for the annual audit. J-MRL pays the City of Charlottesville 2% of the annual operating budget (approximately $80,000 this year). J-MRL uses the City of Charlottesville’s purchasing manual and guidelines for purchasing with the exception being state contracts. J-MRL’s cash balance is invested with the City of Charlottesville’s cash pool and interest is calculated using the average monthly rate with interest credited every six months. At the end of the fiscal year, any carryover fund exceeding 5% of the operating budget goes back to the jurisdictions and their share is pro-rated on the same basis they contributed. J-MRL’s Board may request uses for the carryover from the jurisdictions. Operating budget costs include regional costs (Administration, Technical Services, and Reference), City of Charlottesville and Albemarle County costs (Central, Gordon Avenue, and Northside), and local costs (everything else - Greene, Louisa, and Nelson counties). J-MRL’s budget consists of the salaries and benefits lines and other operating expenses. A two-year running average is used in estimating other operating expenses for the budget. The Equipment Fund budget is funded through revenues received from fines, copier fees, interest, e-rate reimbursements, and from surplus sales.

FY 2003/2004 LIBRARY BUDGET – The Library Director mentioned that for the FY 2003/2004 budget there would be a hefty increase in medical insurance premiums, salary increases, and 12 personnel changes (11 to mostly meet increased demands in library use and 1 new position for a Central Library/Outreach Manager). J-MRL is not proposing a lot of new programs for FY 2003/2004. It is uncertain if all of the requests will make the cut. Realistically, some of the personnel requests will probably have to be postponed until the following year. The Budget Committee will be discussing this at their meeting on December 3rd.

LIBRARY DIRECTOR'S REPORT – J-MRL Migration – The Library Director said the migration to Millennium went well. The patrons are very pleased with the new catalog. Some of the bibliographic data didn’t migrate. J-MRL worked with the vendor and the problem has been solved. Many items migrated that J-MRL didn’t want to migrate. J-MRL will have to go in and manually delete the items. Holds were the biggest problem. Holds did not migrate and staff had to manually enter thousands of holds into the new system. There was a problem in checking out hold books but the problem has been resolved. Putting holds on books-on-tape has been a problem - a patron can check out each individual tape and in the new system patrons can put a hold on each one of the tapes. J-MRL is asking patrons to let staff do the holds for the entire set. J-MRL is working away from one barcode for each tape to one barcode for each set. This might cause a dip in circulation figures. J-MRL is adding in e-mail addresses. Article in The Daily Progress on the Bookmobile – There was an article on the Bookmobile in the Sunday, November 17th issue of The Daily Progress. The article mentioned that Charlottesville High School offered to paint the bookmobile. Students would submit drawings of literary characters to their art teacher. The teacher would pick out about 10-15 of the best ones and submit them to the Board of Trustees. If the Board approves this, the students would paint the literary characters on the bookmobile in the spring. The best times to paint the bookmobile would be the fifth week in April or on Fridays. The bookmobile would have to be primed and special paint would have to be purchased for the students. Library Directors’ Meeting – On November 22nd, the Library Director attended a Library Directors’ meeting in Lexington. It is time for more letters to be sent to Governor Warner requesting no further cuts in State Aid to public libraries. A brief update on the Wilder Commission was given - they think state aid for public libraries is a good thing and should be retained. They also think regional libraries should be expanded. Board Retreat – At the Board’s retreat the Board discussed updating of CIP’s and plans for future library building projects. In-Service Day – In-Service Day was a nice, productive day. Evaluations were very positive. The Library Director handed out 2003 calendars to the trustees.

FUTURE AGENDA ITEMS – Future agenda items include the Policy Committee’s draft of the policy on Confidentiality of Patron Activity Records, FY 2003/2004 budget proposal, and an update on CIP’s and plans for library buildings.

ADJOURNMENT – On motion for approval by Mr. Lee, the meeting adjourned at 2:07 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, December 16, 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. Whitlock, the November 25, 2002 Minutes were approved. Ms. Brown was not present when the vote was taken.

ANNOUNCEMENTS - The Policy Committee will meet directly after today’s meeting. Ms. Dickens informed the Board that the Virginia State Library has complimented J-MRL by saying it had one of the best policy manuals in the state. There will be a 7:00 p.m. public hearing on January 2, 2003 with Mitchell Van Yahres, Robert Bell, and Emmett Hanger, Jr. with a group supporting tax increases, particularly on tobacco, in order to increase revenues coming to the state. Library Board members were encouraged to attend the January 2nd meeting being held at the Performing Arts Center at Charlottesville High School. Mr. Lyons, Jr. received two compliments – on his success in getting J-MRL a $55,000 e-rate rebate and for his work on J-MRL’s budget.

POLICY COMMITTEES REPORT - The Policy Committee met on November 25, 2002 to discuss and accept the changes the Albemarle County Attorney recommended for the policy on Confidentiality of Patron Circulation Records (Section 4.224). The policy on Internet Access (Section 4.7) was discussed. The policy was written to allow for flexibility in scheduling, including scheduling software, to meet the needs of various departments and branches. A paragraph taken from a City of Charlottesville policy about staff use of computers was added to the policy. This should be addressed in the Personnel Section and cross-referenced in this policy, or listed in the Index. Revisions to this policy will be taken to the Branch and Department Managers for their comments before the policy is submitted to the Board for approval in January. The committee discussed procedures regarding assistance to staff members in obtaining a Masters Degree in Library Science (Section 2.2) and changed the policy to one year of service required for eligibility. Reimbursement would be made for classes successfully completed. Scholarships for undergraduate degrees were also discussed. Payment for printing done by patrons was discussed and still remains in the discussion stage. Ms. Dickens made a motion that “the Board adopt the revised policy on Confidentiality of Patron Circulation Records (Section 4.224).” The motion was unanimously approved. Because this would involve J-MRL’s budget, Ms. Dickens made a motion that “the Board adopt the revisions to the procedure on Staff Training and Development (Section 2.2).” The motion was unanimously approved.

BUDGET COMMITTEES REPORT - The Budget Committee met on December 3, 2002. The Library Director reported that Albemarle County doesn’t plan to address staff raises for next fiscal year until January 2003. A circulation and FTE report was distributed. The Library Director reviewed the major budget items/requests proposed for FY 2003.”
budget requests as presented for recommendation to the Board for adoption at their December meeting. The Budget Committee unanimously approved adoption of the proposed budget. Ms. Rice made a motion "that the Board adopt the proposed budget for FY 2003/2004 presented by the Budget Committee." The motion was unanimously approved.

**UPDATE ON PLANS FOR FUTURE LIBRARY BUILDING PROJECTS** — The Library Director distributed, updated, and reviewed a copy of the June 2001 J-MRL-Albemarle County Facility Planning Study done by Train & Partners, Architects in association with The Design Collaborative, PC – Library Architects and Planners. Albemarle County has discussed doing a referendum to fund library projects. Included in the distributed report was the Albemarle County Capital Improvements Program Summary of Library Projects along with a graph showing the success or failure rate over a 15-year period on doing referendums to fund public library buildings. The new Bookmobile could be done as soon as FY 2006. Albemarle County may decide to change the Bookmobile's targeted populations to include preschoolers and senior citizens. The library building projects may result in a change in Bookmobile service needs. The Policy Committee will be discussing a Bookmobile policy.

**LIBRARY DIRECTOR’S REPORT** — Automation Update — The e-mail notification has worked well and J-MRL is now planning to get the patrons/public signed up. J-MRL plans to have publicity done and Maurice Cox, Mayor for the City of Charlottesville, will participate in J-MRL’s publicity. There has been a problem in the system with placing holds and checking out books-on-tape. J-MRL has a barcode on each tape instead of on each set of tapes. This slows down check-outs and check-ins and causes problems with patrons. A staff committee has been discussing this problem. A solution to the problem would be to have one barcode per set for books-on-tape so that check-ins and check-outs would be faster. Circulation statistics would temporarily go down when the change is activated. Magazines have to be checked out manually in the system and the branches are trying to get the magazines cataloged so that it will be easier for staff and patrons. Reading for a Cause — Part of J-MRL’s Summer Reading Program was “Reading for a Cause” where the Friends of J-MRL would set aside money to go to worthy library-related causes. If children met a certain goal, the Friends of J-MRL would make a donation to a worthy cause. The children read to raise money for a new community library in Guatemala and $1,700 was sent to Guatemala from J-MRL’s 2001 Summer Reading Program. J-MRL recently received a letter showing the progress of the new building and their website showed an acknowledgement to J-MRL. Greene County Library — The new Greene County Library will be opening in April 2003. Greene County Supervisors approved additional funding for utilities to cover for April 2002 through June 2002. Louisa County — Louisa County Supervisors approved funding for improvements to the Louisa County Library’s meeting room. The funds will be used for audiovisual aids and a podium and microphone. Crozet Library — New carpeting was installed in the Crozet Library and the library reopened today. Trina Ford, J-MRL’s Summer Intern — Trina Ford, J-MRL’s summer intern, was given three graduate credits from the school she attends, Clark Atlanta University, for her J-MRL internship. Library Legislative Day — Library Legislative Day in Richmond is scheduled for January 16, 2003. Board members were encouraged to attend. President Carpenter, Vice President Dickens, Ms. Brown, Mr. Tolson, Mr. Whitlock, and the Library Director are planning to attend. Governor’s Budget Proposal — Governor Warner will make his budget proposal this Friday, December 20, 2002. Library Tours for New Trustees — When new trustees come on the Board, they usually are given a tour of the branches. If any of the new trustees wish to go on a tour of the branches, they should contact Ms. Dickens. Special Letter to be Sent Out Regarding the FY 2003/2004 Budget — The Budget Committee suggested a special FY 2003/2004 budget letter be sent out to the City of Charlottesville’s Mayor and City Manager and to the County Administrators and the Chairmen for the Board of Supervisors for the counties of Greene, Louisa, and Nelson. The Library Trustees will be signing the letters to go to their jurisdictions.

**FUTURE AGENDA ITEMS** — Future agenda items include a report on Library Legislative Day, a report on the January 2nd hearing, an update on State Aid, an update on the FY 2003/2004 library budget, and the Policy Committee’s draft of the Internet Access Policy (Section 4.7).

**ADJOURNMENT** — The meeting adjourned at 2:00 p.m. The January 27, 2003 Board meeting will be held at the Gordon Avenue Library.

Elizabeth Carpenter, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, January 27, 2003 at 1:00 p.m. in Gordon Avenue Library’s basement meeting room, the President being in the chair. On motion for approval by Mr. Tolson, the December 16, 2002 Minutes were approved. Ms. Brown was not present when the vote was taken. Mr. Jaquith, Mr. Lee, and Ms. Troy abstained, as they were not present for the December meeting.

ANNOUNCEMENTS – Ms. Dickens thanked the Library Director for being so helpful and for escorting the Board members on Legislative Day in Richmond on January 16th. Ms. Rice thanked J-MRL for the pens and pencils to be distributed to the Associates of Independent School Librarians for their conference being held in Charlottesville on April 8th-12th. On behalf of the Board, President Carpenter thanked Ms. Dickens for the presentation she gave to the legislators. The dedication of the new Greene County Library is scheduled for Saturday, May 3rd at 10:00 a.m. The next Policy Committee meeting will be directly following the February 24th Board meeting.

The Library Director introduced Krista Farrell, Gordon Avenue Branch Manager. After being introduced, Ms. Farrell gave the Board members a tour of the Gordon Avenue Branch Library. After the Library Director and Board members returned from their tour, the Library Director distributed a bookmark promoting the Friends of J-MRL 2003 Book Sale held at the Gordon Avenue Branch Library. On behalf of the Board, President Carpenter thanked Ms. Farrell for her hospitality and for the tour.

POLICY COMMITTEE’S REPORT – The Policy Committee met on December 16, 2002. The Policy Committee discussed the policy on Computer and Internet Access (Section 4.7). Changes in the Computer and Internet Access policy basically reflect the expanded services offered by J-MRL. The Library Director presented the recommended changes to the J-MRL staff. The staff responded with a few suggested changes, mostly refining the language to be used in the policy. The Policy Committee accepted the staff recommendations and presented the revised policy to the Board for their approval at their January meeting. During the Policy Committee meeting Ms. Lichtman asked why J-MRL does not allow patrons to plug into J-MRL’s Internet connection. The Library Director confirmed that allowing this would be against City policy. J-MRL’s Meeting Room policy was discussed. A question was raised regarding how J-MRL could guard against one group’s signing up for multiple times in one week for several weeks in advance. Some groups do this and...
Committee's regular meeting in February. Ms. Dickens made a motion that “the Board adopt the revised policy on Computer and Internet Access (Section 4.7).” The motion was unanimously approved. Mr. Jaquith was not present when the vote was taken.

LEGISLATIVE DAY/STATE AID – On January 16th, the Library Director and several of J-MRL’s Board members attended Legislative Day in Richmond. The Library Director and Board members were able to meet with Deeds, Van Withers, Janis, Hanger, and Houck and with the assistants for Abbott and Bell. Virginia Library gave a report including an update on legislation and on VLA’s lobbying efforts.

UPDATE ON FY 2004 LIBRARY BUDGET – The Library Board approved J-MRL’s FY 2004 proposed budget at their December 16th meeting and the proposed budget was distributed to the jurisdictions later that week. The City of Charlottesville and Albemarle County responded together asking J-MRL for a revised budget showing no additional staffing hours and a flat across the board pay increase. The Library Board discussed the budget and reiterated the importance of maintaining J-MRL’s pay plan. The Library Director and Mr. Lee showed the Board members a draft of a letter to be signed by the City of Charlottesville’s and Albemarle County’s Library Trustees for submission to the City Manager, Mayor Cox, and to the County Executive for Albemarle County.

LIBRARY DIRECTOR’S REPORT – Budget Hearing – President Carpenter, Ms. Dickens, and the Library Director attended a budget hearing at Charlottesville High School (CHS) and Mr. Tolson attended a budget hearing at UVA. Handouts – The Library Director distributed a copy of J-MRL’s Application Procedure for Library Degree (MLS) Scholarship. E-mail Notification – The public is now being signed up for J-MRL’s e-mail notification. J-MRL plans to include Mayor Cox in a press release supporting signing up for e-mail notification. February is Black History Month – On Sunday, February 2nd at 2:30 p.m. the Central Library is presenting a celebration of African-American literature as part of the special events occurring during Black History Month in February. New Greene County Library – Library staff visited the new Greene County Library last week. The building should be finished before April so that J-MRL can move to that location and in time for the Saturday, May 3rd dedication. Scottsville Library – The expansion of Scottsville Library is in J-MRL’s long-range plan. A special library endowment fund has been established for the future needs of the Scottsville Library. J-MRL has just received a $100 donation for this fund. Bookmobile – The Library Director distributed pictures of J-MRL’s bookmobile, pictures of the actual literary characters the CHS students would be painting on the bookmobile, and a sketch (done by the art teacher at Charlottesville High School) showing how the illustrations would be laid out on the bookmobile. J-MRL would have to get permission from the publishers before painting the illustrations on the bookmobile. The bookmobile will have to be primed before the students can begin painting. J-MRL would provide the paint and brushes. Painting of the bookmobile would not begin before May of 2003, when the weather is warmer and after the bookmobile has been primed. Mr. Whitlock made a motion that “J-MRL go ahead with the suggested painting of the bookmobile project.” The motion was unanimously approved. It was suggested J-MRL contact the local news media for coverage about the bookmobile and to publicly acknowledge the young people doing the illustrations. The Library Director informed the Board that the bookmobile is getting older (it is harder to find replacement parts for the bookmobile) and would need to be replaced within the next few years.

FUTURE AGENDA ITEMS – Future agenda items include a Technology Committee report, an update on the FY 2004 budget, and a report by the Central Reference Department on computer and database statistics.

BOOK SALE VIDEO – The Board members were shown a 15-minute video regarding the Gordon Avenue Book Sale.

ADJOURNMENT – The meeting adjourned at 2:27 p.m.

Elizabeth Carpenter, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, February 24, 2003 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval by Ms. Rice, the January 27, 2003 Minutes were approved as presented. Ms. Brown was not present when the vote was taken.

ANNOUNCEMENTS — There will be a Policy Committee meeting directly following the Board meeting. Mr. Jaquith mentioned an article from the most recent issue of the Virginia Libraries magazine entitled “Responding to the Judicial Process.” The Board members briefly discussed the article, as it referred to the role librarians should play in the protection of patrons’ rights (of even more concern since the September 11th occurrence). Mr. Jaquith informed the Board that a second sequel to the USA Patriot Act is in the works. The second sequel will have harsher restrictions on libraries. The Library Director mentioned the USA Patriot Act makes it even more important for J-MRL to have an established record retention schedule in place. The Policy Committee will be working on a record retention schedule for J-MRL. The Personnel Committee is scheduled to meet at 2:00 p.m. on Thursday, March 6th at the Central Library.

TECHNOLOGY COMMITTEE’S REPORT — The Technology Committee met on January 27th. Within the next six months the Technology Committee plans to develop a 3-year technology plan for J-MRL. A few of the items the committee discussed for consideration/inclusion in the 3-year plan included wireless technology, the Millennium system, development of a plan for maintaining/upgrading J-MRL software and hardware. The next Technology Committee meeting is scheduled for 10:00 a.m. on Wednesday, March 5th at the Central Library.

UPDATE ON FY 2004 LIBRARY BUDGET — The Library Director informed the Board that the State Aid budget has been finalized. No increases were approved for State Aid and there were no additional decreases. FY 2004 State Aid will be approximately $649,000 (about what it was for J-MRL around 5 years ago). Mr. Whitlock and the Library Director did a budget presentation for the Louisa County Administrator and Budget Analyst. The Louisa County Administrator and Budget Analyst will be notifying the Library Director regarding what they plan to recommend to the Louisa County Board of Supervisors. Greene County and Nelson County should be discussing their budgets within the next three weeks. The Library Director informed the Board there was nothing further to report from the City of Charlottesville and Albemarle County.
CENTRAL REFERENCE DEPARTMENT’S REPORT — Jackie Lichtman distributed to Board members a special packet including a J-MRL bookmark (of special databases, passwords, and online services accessible from home), a listing of online databases with some having asterisks to indicate the online databases that are free from the Library of Virginia’s “Find It Virginia” (www.finditva.com) program. Also distributed and discussed were statistical reports for J-MRL’s online databases (FY 2002 through January 2003 comparing the number of searches by month) and J-MRL’s WebSTAT.com statistics for jmrl.org (showing number of page views and the percentages-covering the period of July 2001 through January 2003 by month), The Board discussed publicity for the online databases. J-MRL has had articles in the City of Charlottesville’s City Notes, in the monthly newsletter to staff - The J-MRL Free Press, regular listings on Thursdays in The Daily Progress, signs in buses advertising Monticello Ave., distribution of bookmarks to patrons and schools, and staff training. The Board discussed additional advertising be done such as in the Senior Center’s newsletter and sending out bookmarks with the water bills.

SERVICES FOR PEOPLE WITH DISABILITIES — The Board packet included a letter from President Carpenter to the Trustees regarding providing and expanding library services to meet the needs/demands of patrons who have various forms of disabilities. J-MRL’s mission statement affirms the Library’s commitment to serving all and this would include fulfilling the needs of people with disabilities. Books-by-mail and extending or changing the Bookmobile services were discussed as possibilities. It was noted that there are programs and services outside of J-MRL that are already available to people with disabilities through state and federal programs and through the Library of Virginia in Richmond. J-MRL first needs to compile or assess data to find out which populations/people with disabilities need to be served. It was suggested J-MRL contact Social Services for information regarding what the needs would be for this area. The consensus was to wait until J-MRL can obtain the funding to fill the Branch Manager/Outreach position for the Central Library and then the new person being hired for that position could do any of the research needed.

LIBRARY DIRECTOR’S REPORT — New Greene County Library — Construction of the new library is almost done. J-MRL should be able to move into the new building in late March or early April. Two Staff Members Are Retiring — Marsha Frick and Linwood Frye are planning to retire April 1st. Wireless Computer Technology for the Bookmobile — The Bookmobile is being used to test wireless computer technology. J-MRL Summer Intern — The deadline for summer intern applications is March 7th. J-MRL has already received two applications. This is part of ALA’s Spectrum Scholarship Initiative Program. J-MRL MLS Scholarship — J-MRL has one applicant for the MLS scholarship. The Endowment Committee will be meeting in early May to approve the application and the Library Board can approve it at their May meeting.

FUTURE AGENDA ITEMS — Future agenda items include committee reports from the Policy Committee, the Technology Committee, and the Personnel Committee; a revised Meeting Room Policy for Board approval; the schedule of J-MRL closings for Board approval; a Monticello Ave. report; an update on the FY 2004 budget.

ADJOURNMENT — On motion for approval by Ms. Rice, the meeting adjourned at 2:19 p.m.

Elizabeth Carpenter, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, March 24, 2003 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval by Vice President Dickens, the February 24, 2003 Minutes were approved as presented. Mr. Tolson and Ms. Troy abstained, as they were not present for the February meeting.

ANNOUNCEMENTS – Vice President Dickens commended the Central Circulation staff on how cooperative and cheerful they were the day following a major snow storm, when the computers weren’t working and staff had lines of up to 25 people waiting. President Carpenter thanked Beth Askew for featuring Greene County Library on the back page of the April 2003 issue of Book Page. The 5-Year Plan Committee has scheduled a meeting for 12 noon on Tuesday, April 22nd at the Central Library (this will be a brown bag lunch meeting). The Policy Committee meeting is scheduled for Monday, April 28th, directly following the April Board meeting.

TECHNOLOGY COMMITTEE’S REPORT – The Technology Committee met on March 5th. Will McCutcheon did a demonstration of wireless technology. The Library Director showed a short video on radio frequency ID and self-checkout. Robert Bjoring reported on an experiment in wireless technology, using the bookmobile. The committee discussed wireless technology for J-MRL and the implications to J-MRL’s policies, procedures, staffing, funding, bandwidths, and legal considerations. The City of Charlottesville is interested in wireless Internet access for downtown. The consensus was that J-MRL did not need to take on or be the forefront in the enterprise for wireless Internet access for the downtown mall. Stella Pool will be taking the committee’s concerns to the City of Charlottesville. The Library Director and Mr. Tolson will be drafting a 3-year plan for technology for inclusion in J-MRL’s 5-year plan. The Technology Committee is scheduled to meet at 2:00 p.m. on Tuesday, April 15th.

PERSONNEL COMMITTEE’S REPORT – The Personnel Committee met on March 6th. The Library Director reviewed J-MRL’s personnel changes occurring since the last Personnel Committee meeting. The committee reviewed J-MRL’s closing schedule for 2003/04 and some alternative closing dates. A draft of the closing schedule was included in the Board packet for approval at their March meeting. Due to potential budget restrictions for next year, the part-time Reference position is being studied. Input from the City of Charlottesville and Albemarle County, regarding J-MRL’s proposed budget for FY 2003/04, resulted in the refiguring of pay raises for next year. It looks as though 3% might be the highest tier and budget restrictions may force J-MRL to re-evaluate openings. The Personnel Committee is scheduled to meet at 2:00 p.m. on Thursday, May 1st. Mr. Whitlock made a motion that “the Board approve the closing schedule for FY 2003/04.” The motion was unanimously approved.

POLICY COMMITTEE’S REPORT – The Policy Committee met on February 24th. The committee discussed the Meeting Room Policy (Section 5.1). It was decided changing the policy on multiple bookings by one group was not needed at this time as the only problem was at Central Library and could be handled as an individual matter. A procedure was added to solve the problem of groups reserving rooms for more than one time and failing to show up. For any reservations made by telephone, J-MRL will now require a member of the group to fill out a reservation form before a group can reserve a room for another time. Jackie Lichtman and the Library Director will draft wording regarding having paid tutors use J-MRL’s meeting rooms. The selling of compact discs by performers in connection to children’s programs was discussed. Programs are sponsored and paid for by the Friends of J-MRL and the policy already covers this but J-MRL will ask that the Friends of J-MRL get a percentage of the sales. Both J-MRL and the Friends of J-MRL will benefit from the sale of compact discs by performers and the policy won’t need to be changed. Repeated
included in Appendix A of the Policy Manual. The Patriot Act is long and Ms. Brown will try to locate a summary of the Patriot Act for inclusion in the manual. It was discussed whether a policy should be written to instruct staff in how to deal with the judicial process. Some committee members felt the judicial process could be handled with staff training and a policy was not needed while other members felt it would be better as a procedure. This issue will be discussed further. The committee discussed a records retention schedule for J-MRL. Library Administration is working on a records retention schedule. Other library systems will be polled and J-MRL will be using some of the state's records retention schedule. Vice President Dickens made a motion that "the Board accept the Meeting Room Policy as revised." Ms. Troy seconded the motion. The motion was unanimously approved.

MONTICELLO AVENUE REPORT – Stella Pool reviewed the evolving of Monticello Avenue from its inception to the present time. Some of the items discussed included showing the Mission Statement, the public Internet access that has been operating since November 1995, the number of workstations available, statistics, showing that currently Monticello Avenue has an average of 3,000+ patrons per month using their services, and the bi-annual introduction to Internet classes. Computer lab use has grown approximately 60% (from 1999-2003). Monticello Avenue is a small but very active department. Monticello Avenue is open 64-1/2 hours a week when school is open and 61 hours a week during the summer. The Monticello Avenue website was shown. Monticello Avenue assists community organizations in establishing websites. Currently Monticello Avenue has 195 member organizations with hundreds of links to other organizations. Staffing of Monticello Avenue was discussed, special programs (such as the Byte by Byte monthly brown-bag lunch program, etc.) along with the various grants, awards, and upgrades Monticello Avenue has received over the past several years. Board members received a pamphlet, special pens, and key tags.

UPDATE ON FY 2004 LIBRARY BUDGET – The Library Director informed the Board that there will be no additional changes in State Aid and J-MRL should be receiving approximately $640,000-$650,000. The Equipment Fund should be as healthy as ever. This will be a very tough year with local funding from the jurisdictions. Charlottesville plans to give J-MRL a 3.2% increase, to fund services at the current level and including changes in wages and benefits. Louisa is proposing a 2.3% increase next year. Mr. Whitlock and the Library Director plan to go back in April to seek additional funding for Louisa County Library. Last week Betty Gaylord, President Carpenter, and the Library Director gave a presentation to Greene County and received some positive feedback but have not heard anything official yet. Albemarle is proposing a 0% increase – not sufficient to maintain services for next year due to increases (approximately $63,000 deficit). The Albemarle County Library Trustees met on March 10th to discuss the situation and to send a letter to Mr. Tucker, the Albemarle County Executive and the Board of Supervisors outlining the problem and what J-MRL may have to do: eliminate the Bookmobile service, eliminate staff, and reduce branch hours. Mr. Tucker called the Library Director and said he would do what he could and reiterated that this is a tight year for Albemarle County. Albemarle County did find some money but it was earmarked to go to the schools, fire, and rescue squads. Albemarle County’s Board of Supervisors decided not to increase the tax rate of real estate or personal property, which would have provided additional funding for services. The next public hearing is scheduled for April 9th and Albemarle plans to adopt their budget on April 16th. The Albemarle Board of Supervisors will be informed that J-MRL will have a deficit of approximately $63,000 for next year.

LIBRARY DIRECTOR’S REPORT – Barcodes on Tapes – The Library Director informed the Board that J-MRL’s staff have started to change barcodes on tapes from separate barcodes for each tape in a set to one barcode for each set. This might cause circulation to take a brief dip down. Later in the year a revised Circulation Policy (Section 4.225), including revised overdue policies, will be submitted to the Board for approval. New Greene County Library – The new building is on schedule. The staff should be able to move into the new building in April. Friends Book Sale – The Friends Book Sale is still going on and has received great publicity. The sale is doing very well and is ahead of last year’s revenues. Virginia Festival of the Book – The Virginia Festival of the Book was very successful and J-MRL received a lot of publicity. Bookmobile – The bookmobile is off the road for the next several weeks and is in the shop for painting and body work. A letter will be sent out to the bookmobile patrons and a press release is being done. J-MRL received 55 applications for the vacant full-time Bookmobile Driver/Supervisor position. Library of Virginia (LVA) and the League of Women Voters of Virginia Forum – On Thursday, April 10th from 5:30-7:30 p.m. at the Library of Virginia in Richmond, LVA and the League of Women Voters of Virginia are hosting “National Security v. Civil Liberties” a special forum on the USA Patriot Act. There will be a carpool leaving from Central Library and Trustees should contact the Library Director if they wish to attend the forum. Mothered and Fathered Evaluations from Greenbrier School – The Children’s Department shared with the Board members some positive evaluations they received from the Greenbrier School on the Mothered and Fathered program. National Library Week – The Library Director distributed special bookmarks showing that National Library Week is the week of April 6-12, 2003. Summer Internship Applications – J-MRL received three applications for the summer internship and the Library Director forwarded copies of the applications to the Endowment Committee for their review. Change in the May Board Meeting Date – Since the Board normally meets on the 4th Monday of each month and in May 2003 that would be on the day Memorial Day is being observed, the meeting date will need to be changed. Vice President Dickens made a motion that “the Board meet on Monday, May 19th for their regular meeting instead of on May 26th.” The motion was unanimously approved.

FUTURE AGENDA ITEMS – Future agenda items include committee reports from the Policy Committee, Technology Committee, and 5-Year Plan Committee; a staff report (announced later); the Library Director’s evaluation; a budget update.

ADJOURNMENT – On motion for approval by Mr. Jaquith, the meeting adjourned at 2:25 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, April 28, 2003 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval by Mr. Whitlock, the March 24, 2003 Minutes were approved as presented. Ms. Brown was not present when the vote was taken.

ANNOUNCEMENTS – Board members were shown a thank you note from Marsha Frick, a recent retiree. The date for the Greene County dedication has been moved from May 3rd to Saturday, June 28, 2003 at 10:00 a.m. On May 15th the Library Director will be a guest speaker at a Ruritan meeting in Greene County. Tuesday evening (April 29th) President Carpenter and the Library Director will be attending a public hearing for the Greene County budget.

POLICY COMMITTEE’S REPORT – The Policy Committee is working on two projects – revision of the Circulation Policies, to reflect changing barcodes on the books-on-tape from a barcode for each tape in a set to one barcode for each set and reviewing of the Bookmobile Policy to see if service priorities need to be changed. The Policy Committee is meeting today directly following the Board meeting.

TECHNOLOGY COMMITTEE’S REPORT – The Technology Committee met on April 15th. The Technology Committee reviewed and made adjustments to their draft of a 3-year technology plan for J-MRL. The draft will be sent to committee members for a last review and then the 3-year technology plan will be forwarded on to the 5-Year Plan Committee to be incorporated into J-MRL’s long-range plan.

5-YEAR PLAN COMMITTEE – The 5-Year Plan Committee met on April 22nd. The Ivy Group, a Charlottesville-based consulting firm, gave a presentation. The Ivy Group is a consulting firm for libraries and uses a 5-part planning process. They plan to do internal surveys, where library staff, Board members, Friends, and volunteers are surveyed; telephone surveys, to find out why people do not use the library; interviews of community leaders, to find out what they think about current library services and what they would like to see; focus groups, to discuss public library services; student surveys, in the young adult range, to find out what they think of library services and what they would like to see in the future. It would cost approximately $27,000 for the Ivy Group and J-MRL would have to go outside for funding - from the Friends and the Library Endowment Fund. Ms. Dickens made a motion that “J-MRL pursue funding for a research survey, for the 5-Year Plan, with the Friends and the Endowment Committee.” The motion was unanimously approved.

BUDGET COMMITTEE’S REPORT – The Budget Committee met on April 23rd. Because of budget constraints throughout our jurisdictions, J-MRL has already removed most of the proposed items representing the budget increases for FY 2004. Current library services will continue for Albemarle and Charlottesville as J-MRL’s budgets for Albemarle and Charlottesville have been set and Albemarle is now funding the Bookmobile. J-MRL will be reducing one vacant reference position from 20 to 15 hours per week. The budgets for Greene, Nelson, and Louisa counties have not been set. The budget request to the County for FY 2004 is 2%.
The FY 2004 budget will be adopted at the June 23rd Board meeting. Mr. Lyons, Jr. distributed a proposed request of FY 2003 End of Year Expenditures. One of the items listed was for video surveillance cameras to be strategically placed on Central Library’s 3rd floor. A brief discussion ensued regarding privacy issues and as to whether or not use of surveillance cameras would necessitate a change in J-MRL policy. Mr. Whitlock made a motion that “the FY 2003 End of Year Expenditures be approved as presented.” The motion was unanimously approved. A Regional Cost allocations worksheet, covering FY 1994 through 2004, was distributed to the Board members. The Library Director read excerpts from a speech he presented to the Albemarle County Board of Supervisors at their public hearing on the budget. The Library Director informed the Board that Roxanne White, Assistant County Executive for Albemarle County, has been invited to attend the next Library Board meeting. The next Library Board meeting will be held in Greene County’s new library on May 19th.

NOMINATING COMMITTEE - The Library Board appointed Ms. Brown, Ms. Rice, and Mr. Tolson to serve on the Board’s Nominating Committee to prepare and present to the Library Board at their May 19th meeting a slate of nominees for next year’s Library Board Officers.

LIBRARY DIRECTOR’S REPORT – Charlottesville High School – Charlottesville High School will begin painting literary characters on the bookmobile this Friday. Since funding for the bookmobile has been approved, J-MRL can now begin the interviewing process to select a replacement for Linwood Frye. Approximately 55 applications were received for this position. Interviews should begin within the next two weeks. J-MRL is hoping the bookmobile will be ready to go back on the road in late May. Library Directors’ Meeting – The Library Director attended a Library Directors’ meeting and distributed to J-MRL’s Library Board a copy of what the State Library showed as “A Vision for Virginia’s Public Libraries.” March Statistics – The Library Director commented on the March statistics showing a decline in circulation due to J-MRL now counting books-on-tape as one barcode instead of several per set. New Summer Intern – The Library Director announced that Stacey Brown was selected as J-MRL’s summer intern. She attends the University of Maryland. Her summer internship lasts 8 weeks and begins around the end of June. She will be receiving $4,000 ($2,000 per month) for her internship and will be living in a graduate dormitory at the University of Virginia. She will be working in different departments and will also be helping in J-MRL’s planning of future outreach services. The summer intern will be attending the July Board meeting. The Paramount Theater – The Paramount Theater is being renovated and during this summer part of Market Street will be blocked/cordonned off. Parking will be eliminated on both sides of Market Street (this includes J-MRL). The renovations should be completed by the end of next summer around August 2004. National Library Week – National Library Week was the week of April 6th and the Library Director showed the Board a picture of the special banner displayed outside Central Library announcing National Library Week. Personnel Committee – The Personnel Committee was scheduled to meet this coming Thursday, May 1st. There were no agenda items up for discussion and the meeting was postponed until June. Mileage Reimbursement for Board Members – The Library Director reminded Board members to turn in their mileage for this fiscal year. Trip to Public Library in Falls Church – On April 29th, there will be a special all-day trip to the public library in Falls Church to observe their circulation and inventory system. Falls Church has a self-checkout system and uses a wand to inventory their shelves. Falls Church uses smart barcodes with computer chips.

CLOSED MEETING FOR LIBRARY DIRECTOR’S ANNUAL PERFORMANCE EVALUATION – Mr. Tolson 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 2:00 p.m. The Library Board reconvened from their Closed Meeting at 2:35 p.m. President Carpenter read the Certification of Closed Meeting to the Trustees and recorded their votes. A Board Resolution on Salary of the Library Director was read. On motion for approval by Mr. Whitlock, the Board Resolution on Salary of the Library Director was unanimously approved. (The Certification of Closed Meeting and the Board Resolution are attached to the Minutes.)

FUTURE AGENDA ITEMS – Future agenda items include a tour of Greene County’s new library, FY 2004 budget update, Albemarle County budget update by Roxanne White (Assistant County Executive for Albemarle County), Policy Committee’s report, and Nominating Committee’s report.

ADJOURNMENT – On motion for approval by Ms. Brown, the meeting adjourned at 2:38 p.m.
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. Tolson.)

MEETING DATE: April 28, 2003

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 the 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, Dickens, Tolson and 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: Jaquith, Lee, Rice and Troy

DONNALEE GROSSMAN

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

WHEREAS, the Board of Trustees of the Jefferson-Madison Regional Library finds that Mr. Halliday’s service as Library Director for FY 2002-2003 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

NOW THEREFORE BE IT RESOLVED, that Mr. Halliday’s salary for FY 2003-2004 as Library Director of the Jefferson-Madison Regional Library shall be raised by a percentage equal to that of the majority of library staff as proposed in the Jefferson-Madison Regional Library’s FY 2003-2004 budget.
MINUTES OF THE JUNE 23, 2003 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:  Perri Brown
                    Elizabeth Carpenter-President
                    Melissa Dickens-Vice President
                    Waldo Jaquith
                    Kenneth Lee
                    Jacqueline Rice
                    Timothy Tolson
                    Gail Troy
                    Thomas Whitlock

OTHERS PRESENT:  Carol Clark – Customer Services Supervisor-Central
                 Donna Lee Grossman – Administration
                 John Halliday – Library Director
                 Jacqueline Lichtman – Reference Librarian
                 Joyce MacDonald – Staff Recorder
                 Jeffrey Melkerson – Central Circulation
                 Andrea Williams – Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, June 23, 2003 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval by Mr. Tolson, the May 19, 2003 Minutes were approved as presented. Vice President Dickens abstained, as she was not present for the May meeting.

ANNOUNCEMENTS – President Carpenter thanked the Library Director and all the library staff involved in helping out during Greene County Library’s move to new quarters. Because of the help received, Greene County Library’s entire collection was shelved in one day.

RECOGNITION OF DEPARTING TRUSTEES – Prior to today’s Board meeting, a special luncheon was given to honor three Library Trustees leaving the Library Board: Kenneth O. Lee (serving Albemarle County-from 9/8/97-6/30/03), Jacqueline A. Rice (serving Albemarle County-from 7/1/95-6/30/03), and Waldo Jaquith (serving Charlottesville-from 9/1/02-7/31/03). Separate letters of acknowledgement were read, engraved silver bowls were given to each departing Board member, and special books were selected and bookplates were inserted showing the name of the Library Trustee with their term of service on the Library Board.

5-YEAR PLAN COMMITTEE REPORT – The Library Director reported that the 5-Year Plan Committee met and it was decided to use the Ivy Group to do all the market research but drop the focus groups. The decision was made to put off the beginning of the project until September 2003, when the three new Board members will be in place.

ENDOWMENT COMMITTEE’S REPORT – The Endowment Committee met on June 5, 2003. Those present included J-MRL’s President Carpenter, J-MRL’s Vice President Dickens, J-MRL’s Library Director Halliday, Friends’ President McIntosh, and Friends’ Vice President Norris. The committee reviewed the financial statement provided by Jane Shields, representing the Charlottesville-Albemarle Community Foundation. The total market value of the endowment is approximately $596,000 and the estimated annual income is $14,394. During the past several months, a fund was established to support the Scottsville Library, an intern was selected for the Endowment’s summer internship program, and there was one applicant (Jeffrey Melkerson) for the Endowment’s scholarship program. Funding was discussed for a market research project to support J-MRL’s 5-year plan. The project would include doing a survey of the public within the J-MRL area. The committee discussed funding of library materials, such as videotapes with American Sign Language, to support J-MRL’s services to residents who are disabled, elderly, or homebound and a cost estimate needs to be established to do this. J-MRL’s summer intern will be developing a needs assessment. The committee approved expending $14,000 out of the Endowment fund to support the Ivy Group’s market research in coordination with J-MRL’s 5-year plan. The committee plans to meet again in October 2003.

AWARDING OF THE FY 2004 LIBRARY BOARD SCHOLARSHIP – J-MRL received one application for the Library Board Scholarship for FY 2004 and that was from employee Jeffrey Melkerson. Ms. Rice made a motion that “the Library Board approve monetary support for the applicant, Jeffrey Melkerson.” The motion was unanimously approved. $1,000 will come from J-MRL and an additional $1,000 as matching funds will come from the Endowment fund, for a total scholarship of $2,000. Mr. Melkerson was present and conveyed his appreciation to the Library Board. Mr. Melkerson discussed the program, the on-line class structure, the number of credit hours required, etc.
ADOPTION OF FY 2003/04 LIBRARY BUDGET — The Library Director discussed the final draft of the FY 2003/04 budget for J-MRL and distributed several handouts: the Projected Cost Allocations for Local Jurisdictions, the Equipment Fund budget, Friends’ Funding budget for FY 2003/04, the Library Collections budget, and a list of the Personnel changes or requests proposed for the preliminary budget and showing what was in the final submission for approval to the Library Board. Because of budget shortfalls, Greene County Library will be closed one day a week, Louisa County Library lost one position and will be open fewer hours each week, and Nelson County Library had a reduction in their substitute pool. Mr. Lee made a motion that “the Board adopt the various budgets for FY 2003/04 that have already been examined by the Budget Committee.” The motion was unanimously approved.

LIBRARY TRUSTEE TRAINING — By September 2003 there will be three new additions to the Library Board and Library Trustee training should be done for them. The Library Director asked for suggested items to be included in the training session. Some suggestions included: the trustee handbook, the different role of staff and trustees (to find out what the role of a trustee should be — the line between responsibilities and trying to be a staff member), the history of other boards of trustees and library boards as well as J-MRL’s, insurance coverage for board members, branch tours, Charlottesville as J-MRL’s fiscal agent and the contract with Charlottesville, staff salaries and benefits, budgets and funding along with state aid budget, the jurisdictional agreement, and J-MRL policies and procedures. The Library Director mentioned that there would be a separate retreat from the training session for the trustees in September or October. There are two potential locations for the retreat, the Jefferson Library and Alderman Library.

ELECTION OF FY 2003/04 LIBRARY BOARD OFFICERS — Ms. Rice, representing the Nominating Committee, made a motion that “the Library Board approve Elizabeth Carpenter for President and Melissa Dickens for Vice President as the new FY 2003/04 Library Board Officers.” The motion was unanimously approved.

LIBRARY DIRECTOR’S REPORT — Supreme Court’s Ruling on Internet Filtering — The Library Director discussed and distributed a copy of the Supreme Court’s ruling on Internet filtering in public libraries shown in June 23, 2003 The New York Times. The Supreme Court was sharply divided (5-4) but they ruled that Congress can force the nation’s public libraries to equip computers with anti-pornography filters. This blocking technology doesn’t violate the First Amendment but does shut off some of the legitimate informational Websites. J-MRL needs to get more legal information from the Albemarle County Attorney’s office, input from the State Library of Virginia, etc. before coming to a decision. There is some question as to whether or not this would require all J-MRL computers be filtered or if just “some” computers could be filtered. J-MRL receives funding on erates totaling approximately $30,000-$40,000 a year and libraries receiving federal funding must use filters or lose funding. When J-MRL receives the legal information, the next step will be to have J-MRL’s Policy Committee review the Internet policies and come back to the Library Board with their recommendations. Greene County Library Dedication — Greene County Library’s dedication ceremony is scheduled for 10:00 a.m. on Saturday, June 28th. The Library Director will be speaking at the dedication ceremony. Next Library Building Project — The Library Director received a copy of the May 30, 2003 Albemarle County draft of the Crozet Master Plan. Listed as one of the first priorities is to build a new library for Crozet and it is planned for around 2005-2007. Roxanne White, Albemarle County’s Assistant County Executive, will be at the Library Board’s July meeting. Old Jefferson School Renovation Project — The Library Director mentioned that Charlottesville has designated a task force to look into potential uses of the old Jefferson School. One possibility has been suggested to use some of the space for public library use. Part or all of Central Library could be moved to that location. The building is still closed for renovations. Statistics - Different Procedure Used for Talking Books — The Library Director showed the Board two pie charts and pointed out the circulation statistics for talking books - showing approximately 23% in February 2003 and showing approximately 8% in May 2003. This is due to the change J-MRL did in the recataloging of talking books. This decline will eventually even out as registrations are up and increases in circulation will follow. Summer Intern — Stacey Brown, the new summer intern, officially begins her internship at J-MRL on Wednesday, June 25th. One of her projects will be looking at outreach for people with disabilities. Scottsville Monthly — Marianne Ramsden, Scottsville’s Branch Manager, wrote a library article in the June 2003 issue of Scottsville Monthly and the article was shown to Board members. Wireless Technology — The Library Director commented on an article taken from March 2003 Governing regarding wireless networks and concerns about wireless security. Wireless connectivity gives the connection to everyone including hackers. Relentless follow-ups and the newest methods for beefing up security must be considered if wireless connectivity is used. Two Appointed Board Members — Two new Library Board members have been appointed representing Albemarle County: Robert Mellow from Scottsville and Anthony Townsend from the Advance Mills area. The Charlottesville replacement will probably not be appointed until some time in August.

FUTURE AGENDA ITEMS — Future agenda items include: Albemarle County’s Assistant County Executive Roxanne White to discuss Albemarle County’s budget and plans for new library facilities, Policy Committee’s report and approval of J-MRL’s Fines and Fees schedule, Stacey Brown (new intern) reporting on her findings on services for people with disabilities, discussion about the September/October retreat, and new Board committee assignments.

ADJOURNMENT — On motion for approval by Mr. Lee, the meeting adjourned at 2:44 p.m.

Elizabeth Carpenter, President
The Board members briefly toured the new library prior to the start of their meeting. The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, May 19, 2003 at 1:00 p.m. in the new Greene County Library’s meeting room, the President being in the chair. On motion for approval by Mr. Tolson, the April 28, 2003 Minutes were approved as presented. Ms. Rice and Mr. Lee abstained, as they were not present for the April meeting.

ANNOUNCEMENTS – President Carpenter thanked the Library Director for being a guest speaker at the Ruritan meeting in Greene County. The Perry Foundation will be given lunch and a tour of the new Greene County Library by President Carpenter and the Library Director.

NOMINATING COMMITTEE’S REPORT – The Nominating Committee (Ms. Brown, Ms. Rice, and Mr. Tolson) recommended a slate of officers for the coming year: Elizabeth Carpenter, to serve a second term as President, and Melissa Dickens, to serve a second term as Vice President. Ms. Rice made the motion that “the Board accept the slate of officers recommended by the Nominating Committee for the ensuing year.” Ms. Troy seconded the motion. The motion was unanimously approved.

POLICY COMMITTEE’S REPORT – The Policy Committee met on April 28th. Carol Clark reported on J-MRL’s fines and fees schedule. The committee discussed barcoding Talking Books, one barcode per title. The staff proposal is to raise the fines from $.10 per cassette/tape to $.50 per title per day; increase the fee for replacing an item from Talking Books from $6.00 to $7.00; charge a fee of $1.00 for items returned without cases, inserts or jackets. The Library Director distributed a copy of the current Fines and Fees policy with a draft of the proposed Fines and Fees changes on the back. A lengthy discussion ensued regarding fines and fees. The Board would like to know the actual count of items/Talking Books being circulated and how this change in charging would affect it. Ms. Rice felt the $1.00 charge was too little and suggested charging as much as $5.00. Staff time should be factored in when determining fees. The consensus of the Board was that J-MRL should be charging fees more closely related to the actual costs. The Library Director plans to review the fines and fees with the staff and present their recommendations to the Policy Committee for review. The Board should probably get the final proposal back for adoption at the July Board meeting. The Library Director will be reporting back to the Board with the number of Talking Books and what percentage of circulation that represents. Mr. Lee pointed out libraries are going more to CD’s and that Talking Books will eventually go more to CD’s and people are already going from Books on Tape to books on CD’s. Mr. Lee suggested a special coating be applied to CD’s to help protect them from being damaged by patrons. The Policy Committee discussed the Bookmobile policy to consider revising the way stops are chosen – less on locations and based more on age and patron needs, such as institutions, nursing homes, etc. The committee decided to hold off until the new Bookmobile driver has been hired and wait for her report after she has had time to do an analysis of the stops. Central Library employee Jacqueline Lichtman brought up to the committee the issue of patrons playing card games at the library. The noise they create is disruptive and discourages other patrons from using the reading area. J-MRL’s existing library policy regarding disruptive patrons should address this issue. The Library Director plans to ask other branch managers if
they have experienced the same problem. A summary of the Patriot Act was given to the Library Director for inclusion in the Policy Manual Appendix.

**UPDATE ON FY 2003/04 LIBRARY BUDGET** – The Library Director reported that there have been no additional changes from what he has previously reported on Charlottesville and Albemarle funding. Greene will probably offer the same level of funding for next year that they have for this year and cover additional operating expenses for the new building – utilities, phones, custodial care, etc. Greene did not add funding for additional staffing for the new building. When Greene opens up at their new location, the scheduling will be changed due to the lack of funding. Greene will be open one day less per week. The Library Director mentioned the impact the economy is having throughout the country on other library systems – he showed the Board the cover of the March 2003 issue of American Libraries and the May 15, 2003 issue of the Library Journal. Nothing official has been heard from Louisa yet. Nelson will probably maintain current hours but there is still some question as to the substitute hours. Nelson has not set their budget yet. J-MRL is hoping Nelson will give the library more funding for substitute hours and take over the utilities. The Budget Committee’s next meeting is tentatively scheduled for around mid June.

**LIBRARY DIRECTOR’S REPORT** – 5-Year Plan Committee – The 5-Year Plan Committee will be meeting May 28th and June 11th at 1:00 p.m. The Ivy Group had previously met with the 5-Year Plan Committee and offered to do surveys, etc. for J-MRL to find out what people like and think about the library, why they don’t use the library, and what services they would like to see in the future. The 5-Year Plan Committee was impressed with what the Ivy Group offered and asked the Library Director to seek the necessary funding from the Friends and the Endowment Committee in order to hire the Ivy Group. The Ivy Group sent the Library Director a written proposal outlining what they would do for J-MRL and included their cost estimate and time line. The Library Director distributed to Board members a copy of the Ivy Group’s Goals of the Research Study and their outline of the five phases of their Market Research Plan along with their time line, which would begin in June for the Market Research. The cost for using the Ivy Group would range from $20,000-$30,000. The Library Director asked the State Library to do the focus group but due to State cutbacks they could not see a way to help other than to send someone to advise J-MRL.

Albemarle County Budget Letter – The Library Director showed the Board members a copy of Albemarle County’s newsletter sent out with the tax assessments to their taxpayers. The newsletter included a summary of Albemarle County’s FY 2003/04 Budget along with long-range capital needs, which included new library facilities. Field Trip to Falls Church – J-MRL did a field trip to Falls Church on April 29th to observe their use of new technology for identifying inventory on their shelves and their circulation system. They have a self-checkout system for patrons. Wireless Technology – The Technology Planning Committee is planning to do something with wireless technology for the Central Library. Mr. Yellott, Jr., a friend of Mr. Jaquith’s, has offered to provide the Central Library with a wireless service enhancement to help create a wireless network at the Central Library. Wiring would include additional capacity so patrons could plug into the system. Policy and security issues would have to be addressed. Draft of Technology Report – A draft of the Technology Committee’s 3-Year Technology Plan will be going out to the 5-Year Plan Committee before they meet. Summer Reading Programs – The Library Director distributed to Board members a copy of the Summer Reading Program for Children (ages 0-11) and the Teen Summer Reading Program. New Bookmobile Driver – The Library Director announced that Willow Gale has been hired as the new Bookmobile driver and supervisor. The Bookmobile will be resuming regular service following Memorial Day. Two Branch Manager Openings – The Library Director announced two Branch Manager positions opening up. Mary Plum, Branch Manager for Crozet, plans to retire September 1st. Krista Farrell, Branch Manager for Gordon Avenue, has decided not to return as a full-time Branch Manager and hopes to obtain other part-time work. Painting of the Bookmobile – The painting of the Bookmobile is still going on. The Library Director mentioned that the Bookmobile recently made the front page in The Daily Progress. Special Trustee Luncheon – President Carpenter announced that just prior to next month’s June 23rd Board meeting at around 11:30 a.m., there will be a special luncheon in honor of Jacqueline Rice, outgoing Board member. It will be held in the Madison Room, adjacent to the Jefferson Room, where the regular Board meetings are normally held. The Board members will go directly from the luncheon to the Madison Room for their regular Board meeting.

**FUTURE AGENDA ITEMS** – Future agenda items include: budget update and adoption of FY 2003/04 budget, Roxanne White (Assistant Albemarle County Executive) speaking on behalf of Albemarle County, and an update on the 5-Year Plan.

**ADJOURNMENT** – On motion for approval by Mr. Lee, the meeting adjourned at 2:32 p.m.

Elizabeth Carpenter, President