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 9/1/81-6/30/03), 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 online class structure, the number of credit hours required, etc.
ADOPITION 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 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 regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, July 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 Vice President Dickens, the June 23, 2003 Minutes were approved as mailed. Ms. Brown and Mr. Townsend were not present when the vote was taken.

ANNOUNCEMENTS - On behalf of the Library Board, President Carpenter welcomed Mr. Robert Mellow and Mr. Anthony Townsend (both representing Albemarle County) as new additions to the Library Board. President Carpenter read Ms. Jacqueline Rice’s brief note of appreciation she sent to the Library Board. President Carpenter thanked the Library Director for representing J-MRL and for speaking at the Greene County Library’s dedication ceremony. Mr. Jaquith mentioned that the City of Charlottesville recently passed a resolution regarding the PATRIOT’S Act and that the J-MRL Board might want to see what the City’s resolution says about the library. The Policy Committee will be following up on this.

ALBEMARLE COUNTY STRATEGIC BUDGET AND BUILDING REPORT – The Library Board welcomed guest speaker Roxanne White, Albemarle County’s Assistant County Executive. Ms. White distributed and briefly discussed Albemarle County’s Operating Budget Agency Contributions for FY 2004, Albemarle County’s recommended FY 2003/04-2007/08 Capital Improvement Program & FY 2008/09-2012/13 Capital Needs Assessment for libraries, and a Crozet Community Process Summary Map outlining the Crozet Neighborhood Master Plan. Input from the residents of Crozet indicates they would like the Crozet Library as a main center of their community planning. Ms. White discussed Albemarle County’s potential plans to handle area growth and growing library needs. Albemarle County is looking at buildings having more public services in a condensed area - several public services located in one area or building. Albemarle County prefers using land they already own, which eliminates the additional cost of buying land when planning future building projects. The Capital Improvement Program and Capital Needs Assessment projections are currently estimated at approximately $33.5 million.

FY 2003/04 BOARD COMMITTEES – Library Trustees will serve on the following committees:

BUDGET/FINANCE (Meet as needed)

Thomas Whitlock – Chair
Perri Brown
Robert Mellow
Gail Troy

5 YEAR PLAN (Meet as needed)*

Gail Troy – Chair
Melissa Dickens
Thomas Whitlock
POLICY COMMITTEE'S REPORT – The Policy Committee met on June 23rd. At the Library Board’s request, the Policy Committee reviewed the draft of the Fines and Fees Policy to reconsider the $.50 fine on Talking Books and the $1.00 fee for returned items missing some of their components. Carol Clark, Circulation Manager, attended the committee meeting to answer questions from committee members regarding the two issues being reconsidered for the Fines and Fees Policy. J-MRL staff reviewed the two issues again. It was pointed out that if revenue was the main concern, then there were other ways to obtain fines/fees. If replacement or staff time was the main concern, there would be too much diversity in what would be needed in each situation in order to figure out the costs. Therefore, J-MRL staff recommended the Fines and Fees Policy as originally proposed. After further discussion, the committee decided to recommend the originally proposed draft of the Fines and Fees Policy which had been presented to the Board at their June meeting. The Fines and Fees Policy is examined each year and adjustments can be made if it is later determined the schedule needs to be changed.

Vice President Dickens made a motion that “the Board adopt the revised Fines and Fees Policy.” The motion was unanimously approved. The Board briefly discussed limiting the number of tapes in a set that can be taken out at one time and it was decided that this would be a subject for the Policy Committee to address. Mention was made about contracting with a collection agency and the Library Director will be investigating this further and will try to arrange a special collection agency presentation for the Board. The Library Director received another letter from Dr. Hoffman requesting J-MRL post the library’s policy on confidentiality of patron records. After further discussion, the committee decided it was not necessary to post this one policy when J-MRL doesn’t post all their other policies. Dr. Hoffman will be notified of the committee’s decision.

LIBRARY ACCESSIBILITY REPORT – Stacey Brown, J-MRL’s summer intern, presented a report on library accessibility and distributed copies of her report along with a Planning District 10-Disability Demographics chart.

LIBRARY DIRECTOR’S REPORT – Greene County Library Dedication – The Library Director confirmed that the Greene County Library dedication was a huge success. New Library Branch Managers – The Library Director announced the appointment of two new branch managers. David Plunkett will be replacing Krista Farrell as Branch Manager of Gordon Avenue Library, effective August 1st. Wendy Saz will be replacing Mary Plum, who will be retiring at the end of August, as Branch Manager of the Crozet Library. Supreme Court Ruling on the Children’s Internet Protection Act (CIPA) – The Library Director informed the Board that in 2002 the Federal District Court ruled the filtering provision was unconstitutional. In June of 2003, the Supreme Court reversed that decision and the FCC ruled that libraries have until July 1, 2004 to comply. J-MRL needs to come to a decision - how much Federal money J-MRL receives and how J-MRL uses it and then J-MRL should determine if the library wants to continue getting Federal support. J-MRL needs to look at how the library would comply with this. J-MRL must use Internet filtering software designed to block access to sites containing sexually explicit or otherwise objectionable material. The questions still remain as to whether this pertains to all library computers including staff computers and how does J-MRL turn the filters off/disable the software. J-MRL has one year to make the decision. Within the next few months, there should be more information/directives from the State Library regarding this and J-MRL’s Technology Committee may have to get involved. Bi-weekly Pay – The City of Charlottesville has mandated that all agencies must go to a bi-weekly pay system. Beginning in September, employees will be paid every two weeks instead of monthly. The Board may hear about library staff concerns and the Library Director is concerned how this will affect Ms. Grossman, who does the payroll.

FUTURE AGENDA ITEMS – Future agenda items include: the Ivy Group to discuss their market research, the next FY 2004/05 budget time line, the Board’s training program in September, the Board’s retreat for early October (Wednesday, October 8th at Jefferson Library at Monticello-actual starting time on that date to be determined).

ADJOURNMENT – On motion for approval by Mr. Whitlock, the meeting adjourned at 3:01 p.m.

Elizabeth Carpenter, President
The regular monthly meeting of the Jefferson-Madison Regional Library (J-MRL) Board of Trustees was held on Monday, August 25, 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 July 28, 2003 Minutes were approved as presented. Ms. Brown was not present when the vote was taken.

ANNOUNCEMENTS - Vice President Dickens thanked the library branches for their hospitality when she and Mr. Townsend toured the branches earlier in the month. The Library Director distributed a revised Trustee listing and asked the Board to contact him with any corrections. The Library Director reported that the plans for the Board Retreat had been finalized. The Board Retreat will be conducted on Wednesday, October 8, 2003 at the Jefferson Library, from 2:00 p.m. to 4:00 p.m. Refreshments will be provided. President Carpenter announced that she had attended an event that included numerous state representatives. In a conversation with Watkins Abbott, Jr., he had volunteered to speak to the Library Board. Other representatives might be included. President Carpenter suggested that the representatives be invited singly for working lunches with the Library Board. The Board members concurred with the suggestion. This would afford the Board members with an opportunity to discuss library concerns with the representatives.

5-YEAR PLAN COMMITTEE'S REPORT - Ms. Troy reported that the 5-Year Plan Committee met today. The Committee had discussed with The Ivy Group lists of community leaders to interview as part of the ongoing review process. The next meeting is scheduled for September 5, 2003 at 10:00 a.m. The Library Director stated that the review process was similar to last time, but that the library would be using an outside firm for market research. Both the Friends of the Library and the Library Endowment are providing funding for The Ivy Group to conduct this market research.

MARKET RESEARCH PRESENTATION (THE IVY GROUP) - Nancy Davis, representative for The Ivy Group, reported that her firm, in concert with library staff and Library Board members, was launching a 5-6 month initiative to obtain the background information needed to develop the next 5-Year Plan. The initiative will consist of a 3-step process. Step one will entail gathering information from community leaders as to their expectations, needs and concerns for libraries. There will then be field surveys of school students regarding their information needs. Finally, a telephone survey of households will be conducted on a random basis. Ms. Davis stated that she hoped to have all three steps completed in November. That would enable her to write up the analysis in December, so that the library would have it available at the beginning of the year. Ms. Davis
distributed a list of suggested topics to discuss with community leaders. The 5-Year Plan Committee came up with the names of individuals to be interviewed. Any additional recommendations provided by the Library Board would be welcomed. Teams consisting of Library Trustees and staff members will be conducting the interviews. The Ivy Group wants to finalize the list by early September and finish the interviews by the end of September. In answer to a question posed by Vice President Dickens, Ms. Davis stated that the interviews should take approximately 45 minutes. Ms. Davis emphasized that many community leaders will be busy, so a flexible approach may be required in order to obtain the information. J-MRL should be looking for opportunities for collaboration and leadership. The interview teams will be given packets of information to leave behind after each interview. The Library Director stated that a draft list of community leaders to be interviewed would be sent to the Library Board later this week. Any input should be sent to the Library Director. Ms. Davis then gave an overview of The Ivy Group. Returning to the survey, Ms. Davis stated that the report would include both library users and non-users. The data gathered would be analyzed using various market segments.

**FY 2005 BUDGET DEVELOPMENT TIMELINE** – The Library Director handed out and briefly discussed the proposed timeline for next year's budget development. President Carpenter stated that J-MRL needed to address serving the population with disabilities and the costs it would involve.

**E-RATE REVENUE REPORT** – Mr. Lyons, Jr. distributed the e-rate revenue report, which shows average revenue from telecommunications discounts at $30,000. The Library Director related that in later Library Board meetings, information would be presented showing costs for Internet filtering to comply with Federal guidelines.

**LIBRARY DIRECTOR’S REPORT** – The Library Director presented a notebook that showed the projects the summer intern, Stacey Brown, worked on during her time at J-MRL. In-Service Day has historically been held on November 11th. J-MRL is hoping to have it at the new Greene County Library. Although the library is working with the Senior Center to conduct it on November 11th, the Library Director asked if the Library Board would have any objections to a second date of November 10th. The Library Board had no objections to the suggested second date. Crozet Branch Manager Mary Plum is retiring September 1st after 23+ years of dedicated service to J-MRL. J-MRL is giving Mary a retirement party at the Crozet Library on August 28th from 5:00 p.m. to 7:00 p.m. There will be a State Library Trustee Workshop held in October and the Library Director distributed a flyer outlining the workshop. The Library Director recommended Board members attend the workshop and report back to the Board. The Library Director announced that there would be a Policy Committee meeting directly following today’s Board meeting. The Policy Committee plans to review a request from the City of Charlottesville to post a public notice regarding the USA PATRIOT Act. The Policy Committee was also scheduled to discuss the possibility of the collection of overdue library accounts. Unique Management, an agency that collects delinquent accounts, will make a presentation to the Policy Committee at 3:00 p.m. following September’s Board meeting. President Carpenter stated that at the September Board meeting, the Board would present J-MRL with the second book written by the Library Director. Also during the September Board meeting Cathy Train, from United Way, and James Kennan, from the University of Virginia, will discuss keeping boards on track. The Library Director distributed information regarding the VLA Conference scheduled for November 5-7, 2003. The Friends of the Library will be presenting a videotape at the VLA Conference. The Ivy Group will be making a presentation at the VLA Conference. The VLA Conference will be held at The Homestead. The Library Director distributed copies of an updated Organizational Chart, a revised Circulation Policy, and a sketch of the USA PATRIOT Act.

**FUTURE AGENDA ITEMS** – Future agenda items include: FY 2004/2005 budget discussion, Policy Committee report, 5-Year Plan Committee report, Unique Management’s presentation, a presentation by Ms. Train and Mr. Kennan on keeping boards on track, and presentation of the Library Director’s second book to J-MRL.

**ADJOURNMENT** – The meeting adjourned at 2:10 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, September 22, 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 August 25, 2003 Minutes were approved as presented. Ms. Brown was not present when the vote was taken.

On behalf of the Library Board, President Carpenter welcomed the newest Library Board member, Sara T. Murray, who will be representing the City of Charlottesville. President Carpenter announced that Delegate Robert Bell presented on loan to the Greene County Library an early 1800’s legislative book. It was announced that the Policy Committee will be meeting after this Board meeting today and the Policy Committee will have a meeting directly after next month’s Board meeting.

At their August 25th meeting, the Policy Committee discussed posting of the Patron Confidentiality Policy. Following a request by the Charlottesville Center for Peace and Justice, the Charlottesville City Council adopted a resolution, which included a suggestion that libraries should post a notice describing the provisions of the USA PATRIOT Act that affect patron confidentiality. Therefore, the Policy Committee approved a notice to be posted on the bulletin boards in all the branches. Vice President Dickens read to the Board what was on the posting. Vice President Dickens mentioned there was an article on the USA PATRIOT Act in the local newspaper. The Policy Committee also discussed the possible use of a collection agency at J-MRL to recoup delinquent fines and fees. After today’s Board meeting, Richard Neal of Unique Management Services, Inc. will be doing a presentation to the Policy Committee. Unique Management Services, Inc. uses a “gentle approach” in their collection method. The Policy Committee reviewed Mr. Mellow’s suggestion to change the video policy to allow a patron to check out all videos in a series. The Policy Committee decided not to pursue this issue at this time. It was brought to the committee’s attention that J-MRL Policy: Section 4.51 (f) was vague regarding political notices. The Library Director will be discussing this at the next meeting of J-MRL’s Branch Managers and Department Heads. The Library Director will then bring suggestions to the Policy Committee for discussion at their October Policy Committee meeting. In the next few months, the Policy Committee will be discussing J-MRL Policy: Section 4.32 on Interlibrary Loans.

Ms. Troy reported that the 5-Year Plan Committee is coming up with a list of community leaders to interview. The list currently includes over thirty people. Due to the storm, the 5-Year Plan Committee did not meet as planned. Their meeting has been rescheduled for this coming Friday, September 26 at 2:00 p.m. At their meeting later this week, the committee will be compiling the final
list of community leaders along with assignments of interview teams. J-MRL Board members may be contacted to be on an interview team.

**FY 2004/2005 BUDGET DISCUSSION** – Suggestions for next year’s budget include addressing equity of services for people with disabilities, increasing substitute hours, adding a Central Branch/Outreach Manager, and basically carrying over some of the requests that were not funded in the current budget year.

**LIBRARY DIRECTOR’S REPORT** – Hurricane Isabel - The Library Director informed the Board that J-MRL fared quite well through Hurricane Isabel. The Library closed at 4:00 p.m. on Thursday and reopened Saturday, with the exception of Louisa County Library. The Bookmobile didn’t run on Thursday as it follows the schedule for the Albemarle County Schools. On Thursday Willow Gale, from the Bookmobile, used the mini-van to deliver books to some of J-MRL’s best patrons who had books on hold. Later on Thursday, the Library Director received a call from a patron at Forest Lakes saying basically that Willow Gale deserved a big raise for this special service. Patron Response to New Fines and Fees Schedule – The Board adopted a new Fines and Fees Schedule in July and included in the new schedule was the establishment of a $ .50 fine per day for talking books. The Library Director received a response regarding the $ .50 fine per day for talking books from a patron who uses Northside Library. The patron was impressed with the fact that J-MRL enforced their overdue fees and referred to a Chicago area public library she had used that did not enforce their overdue fees and where patrons checked items out and just kept them (giving as an example the Harry Potter series). Response to Posting of USA PATRIOT Act in J-MRL – As soon as J-MRL posted the special signs regarding the USA PATRIOT Act, two local newspapers included it in their news to the public. The Charlottesville Observer will be doing an article about Internet filters at libraries and the article should be out later this week. Continuing Education Opportunities – Library of Virginia (LVA) is sponsoring a Trustee Workshop in October and the Virginia Library Association (VLA) has their annual conference scheduled during part of the first week in November at The Homestead in Hot Springs. Board members should contact the Library Director if they are planning to attend.

**FUTURE AGENDA ITEMS** – Future agenda items include: the FY 2004/2005 budget, Bookmobile presentation, report from the Policy Committee, report from the 5-Year Plan Committee, report on the Board Retreat (scheduled October 8th from 2:00-4:00 p.m. at the Jefferson Library at Monticello).

**"THE BEST BOARD" PRESENTATION** – Cathy Train (United Way) and James Kennan (University of Virginia) gave “The Best Board” presentation to the Library Board. Mr. Kennan discussed non-profit boards and included in his discussion a brief history of non-profit boards. Included in topics for discussion was what is expected of high functioning boards. Ms. Train reviewed ten basic responsibilities of non-profit boards:

1. Mission of Purpose,
2. Selecting a Chief Executive,
3. Provide Proper Financial Oversight,
4. Ensure Adequate Resources,
5. Ensure Legal and Ethical Integrity and Maintain Accountability,
6. Ensure Effective Organizational Planning,
7. Recruit and Orient New Board Members and Assess Board Performance,
8. Enhance the Organization’s Public Standing,
9. Determine, Monitor, and Strengthen the Organization’s Programs and Services, and
10. Support the Chief Executive and Assess His or Her Performance.

Mr. Kennan distributed copies of "A Fast Mini Case Study" for the Board to review and discuss. At the end of the presentation, Ms. Train and Mr. Kennan were presented with the book, Saving Monticello.

**ADJOURNMENT** – Vice President Dickens made the motion for adjournment and Ms. Troy seconded the motion. The meeting adjourned at 2:38 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, October 27, 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 September 22, 2003 Minutes were approved as amended. Ms. Brown was not present when the vote was taken. Mr. Tolson abstained, as he was not present for the September Board meeting. On motion for approval by Mr. Tolson, the October 8, 2003 Library Board Retreat Minutes were approved as presented. The motion was unanimously approved.

ANNOUNCEMENTS – Vice President Dickens and Mr. Mellow visited J-MRL’s branches and conveyed their appreciation for the welcome they received from the staff. Vice President Dickens commended the Louisa County Library for their Home Page. Mr. Whitlock thought the Board’s retreat was excellent and time well spent. President Carpenter read a letter from Cathy Train, who conveyed her and James Kennan’s pleasure serving as guest speakers at the September Board meeting. President Carpenter encouraged Board members to attend J-MRL’s In-Service Day being held on Monday, November 10, 2003 at the Greene County Library. President Carpenter recently attended a meeting where disability services were discussed and questions were asked regarding what J-MRL is doing or plans to do for people with disabilities. One suggestion resulting from the meeting included J-MRL having literature available for high school students who have learning disabilities and are not reading at their high school level. Another suggestion was to install a special computer to help those with disabilities.

5-YEAR PLAN COMMITTEE’S REPORT – Ms. Troy reported that the 5-Year Plan Committee is currently scheduling interviews of community leaders. The Library Director informed the Board there are approximately 38 community leaders on the interview list and discussed the team assignments for interviewing. Hopefully, the leadership interviews will be completed by mid November. Surveys will also be done of library staff, the Friends of J-MRL, and Library Trustees. A telephone survey will be done to homes throughout the J-MRL area and high school students will be surveyed. The 5-Year Plan Committee will be meeting on January 16, 2004 to combine the survey and interview information and to draft goals and objectives for J-MRL.

FY 2004/2005 BUDGET DISCUSSION – Over the past few months, the Library Director received staff budget requests for FY 2004/2005. There were approximately 23 personnel budget requests overall. There were 13 new requests for substitutes, substitute hours, and additional part-time staffing;
3 proposed personnel reinstatements carried over from FY 2003/2004 budget requests; and 7 other unfunded personnel budget requests carried over from FY 2003/2004. Five non-personnel budget requests were also submitted. The Library Director mentioned that the national average for public library salaries is approximately 51.6% of the overall budget and J-MRL currently averages 50.6%. The Personnel Committee will be meeting at 3:30 p.m. on Friday, November 14th at the Virginia Institute of Autism located on Westwood Road in Charlottesville. The Budget Committee will be meeting at 3:00 p.m. on Tuesday, November 18th at the Central Library.

BOOKMOBILE SERVICE REPORT - Willow Gale, J-MRL's Bookmobile Supervisor, reported on the Bookmobile Conference she attended in Columbus, Ohio. While she was attending the conference, there were several bookmobiles available for viewing. Ms. Gale distributed a handout she received from Farber regarding specialty vehicles (bookmobiles/vans). J-MRL's Bookmobile is a 1991 vehicle, parts are difficult to obtain, and more maintenance is required to keep it up and running. J-MRL's Bookmobile is not easily accessible for people with disabilities. The current Bookmobile has several steps and the steps are very narrow, causing difficulties for people using canes and walkers to gain access. Currently, J-MRL's Bookmobile has no access to the catalog. Ms. Gale also attended a satellite update information workshop. Several library bookmobiles offer computer services to their patrons. At this time, J-MRL's Bookmobile is not capable of offering this service to patrons. Ms. Gale would like to discuss with the Policy Committee the setting up of institutional accounts. Ms. Gale would like to create a homebound service, bringing services to people who are laid up and plans to contact nursing facilities to see who would be interested in this service and plans to check with the people doing meals on wheels. Ms. Gale plans to rearrange the Bookmobile schedule combining some days so that it would open up extra/free time to be used to do deposit collections and homebound services. Ms. Gale has included in her budget request a part-time position of 10 hours each week. A Bookmobile brochure is being planned to include seasonal schedules and possibly evening Bookmobile hours. Some of the trustees would like the Bookmobile services expanded to their areas. It was suggested J-MRL have Bookmobile seasonal schedules so that Bookmobile services would include going to the schools in the summertime. The Bookmobile would be used as outreach for the community at fairs, parades, etc. Ms. Gale would like to expand Bookmobile outreach and move towards servicing areas not serviced right now. All of this involves additional costs. J-MRL would need to evaluate the Bookmobile and outreach services costs and needs before coming to any decisions. A new Bookmobile would cost approximately $150,000, with an additional $10,000 to add a satellite attachment. The new Bookmobile would be approximately the same size as the current one and the computer system would interface with what is in place now. Mr. Whitlock made a motion that "J-MRL move forward in completing the objectives involved and procuring a new Bookmobile." The motion was unanimously approved.

LIBRARY DIRECTOR'S REPORT - In-Service Day - The Library Director distributed a copy of J-MRL's In-Service Day agenda. In-Service Day is on Monday, November 10, 2003 at the Greene County Library. Lunch will be provided and the menu was distributed so that Board members could make their selection. Central Walkway Project - The Central walkway project is now finished and ivy has been planted on both sides of the walkway. The Friends of J-MRL paid for the walkway.


ADJOURNMENT - Mr. Townsend made the motion for adjournment. The meeting adjourned at 2:20 p.m.

Elizabeth Carpenter, President
MINUTES OF THE NOVEMBER 24, 2003 MEETING OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT: Perri Brown
Elizabeth Carpenter-President
Melissa Dickens-Vice President
Robert Mellow
Sara Murray

OTHERS PRESENT: Nancy Cook - Manager, Children’s & Youth Services
Lynette Friesen – Retiring Reference Librarian
DonnaLee Grossman - Administration
John Halliday – Library Director
William Lyons, Jr. – Business Manager
Joyce MacDonald – Staff Recorder

Timothy Tolson
Anthony Townsend
Gail Troy
Thomas Whitlock

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, November 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 Mr. Whitlock, the October 27, 2003 Minutes were approved as presented. Ms. Brown and Ms. Troy were not present when the vote was taken.

ANNOUNCEMENTS – Vice President Dickens commented that J-MRL had a great In-Service Day. On behalf of the Board, President Carpenter thanked the In-Service Day Committee, the Trustees who managed to attend that day, and the J-MRL staff for coming such a long distance to the Greene County Library, where In-Service Day was held. Special 2004 calendars were distributed to those attending In-Service Day. The Library Director distributed additional calendars at today’s Board meeting. On behalf of J-MRL, President Carpenter presented Ms. Grossman with a service award for 20 years of service.

POLICY COMMITTEE’S REPORT – The Policy Committee met on Monday, October 27th. The Library Director reported on Carol Clark’s input from her attendance at the Mid-Atlantic Users of Innovative Conference. J-MRL is considering Unique Management as a collection agency. While Carol Clark was at the conference, she heard good things about Innovative and Unique Management working together. The Library Director plans to provide the committee with statistics regarding the use of a collection agency. The Library Director will be checking to see if J-MRL has to go out to bid for hiring a collection agency. Joyce MacDonald suggested some wording changes, not substantive changes, be done to J-MRL’s Interlibrary Loan Policy (Section 4.32). The changes are a result of the fact that J-MRL sometimes has to deal with other libraries charging fees. This will be reviewed and discussed further at the next Policy Committee meeting. Willow Gale suggested two changes to the Bookmobile Policy (Section 4.41). One suggestion was to change the requirement for a new bookmobile stop from three miles from the nearest branch to five miles from the nearest branch. This is one of the steps in moving away from neighborhood stops to more institutional stops. The second suggestion was to permit institutions to hold library cards. Wording of the changes to the policy will be made and presented to the Policy Committee at their next meeting. The posting of political notices was also discussed. Branch and Department Managers felt posting of political notices was of a low priority. It would be left up to the Branch Manager to decide on the length a notice can be displayed. Wording of the present policy under section f on the second page of the Displays and Handouts Policy (Section 4.51) will be altered and presented for approval. Review of the records retention schedule was postponed until the next Policy Committee meeting. Jackie Lichtman suggested a policy regarding the J-MRL web site. The policy would include what is to be included on a web site; who decides what is on a web site; whose authority decides issues regarding the web site; and what should be the composition of a web site committee. Ms. Lichtman will be reporting further on this at the next Policy Committee meeting. The next Policy Committee meeting has been rescheduled to January 26, 2004, directly following the January Board meeting.

PERSONNEL COMMITTEE’S REPORT – The Personnel Committee met on Friday, November 14, 2003 at the Virginia Institute of Autism. Carol Clark presented the Compensation Committee’s pay recommendations for next fiscal year: 5-tiered pay increases ranging from 2%-8%. The Personnel Committee will be recommending to the Budget Committee for next fiscal year: 5-tiered pay increases ranging from 2%-7%.
FY 2004/2005 BUDGET DISCUSSION – The Budget Committee met on November 18, 2003 and reviewed the Personnel Committee’s pay recommendations for next fiscal year. After considering the Personnel Committee’s recommendation, the Budget Committee decided next fiscal year’s pay increases should reflect the 2%-7%. Next fiscal year J-MRL is looking at a substantial medical increase of approximately 15%-20%. The Budget Committee reviewed over 20 personnel requests submitted by J-MRL staff to the Library Director for consideration in next year’s budget. The next Budget Committee meeting is scheduled for 3:00 p.m. on Wednesday, December 10, 2003. The final budget proposal will be submitted to the Library Board for approval at their Board meeting scheduled for Monday, December 15, 2003.

PRESENTATION OF J-MRL’S SAFETY MANUAL – Mr. Lyons, Jr. briefly reviewed the new J-MRL Safety Manual distributed to the Board members. There are four sections in the Safety Manual: Emergency Action Plan, Evacuation, Recovery Plan, and Emergency Schematics. The Safety Manual was already distributed to the Library Director and the Department and Branch Managers. The next step will be to have training at each location.

KPMG’S AUDIT OF J-MRL – Mr. Lyons, Jr. distributed to the Board members KPMG’s audit of J-MRL, covering fiscal year ending June 30, 2003. After the Board members have had time to review the audit, they should bring any questions they have regarding the audit to the next Board meeting for discussion.

CHILDREN’S SERVICES REPORT – Nancy Cook discussed J-MRL’s Summer Reading programs. Summer Reading covers age groups up to eleven and the Young Adult Coordinator does the Cheap Thrills Program for Young Adults. The Friends of the J-MRL fund the materials and the performers for the programs. Planning for the programs begins early, usually by late November or early December, in order to get performers booked. In May, staff visits to the schools are done and children are encouraged to sign up for the programs. This past summer First Book was the recipient of a $1,000 donation from Read for a Cause. First Book gave donations to local organizations giving books to children who might not have any to read. 3,849 children participated in J-MRL’s 2003 Summer Programs. Summer Reading runs from mid June to the first week in August.

LIBRARY DIRECTOR’S REPORT – Tour of the Jefferson School: The Library Director discussed Mary Means & Associates’ invitation to the Library Board to tour the Jefferson School on Tuesday, November 25th. The tour has been rescheduled to Monday, December 15th at around 2:00 p.m. Bookmobile Replacement – Early in 2004 an RFP will be issued to several companies for a Bookmobile replacement for J-MRL. Bids should be received around April or May. A selection will be made from the bids and then J-MRL will order the Bookmobile. The new Bookmobile should arrive in spring 2005. Internet Filters – A committee is researching Internet filters for the library, so that J-MRL would be in compliance with the Federal rules in order for J-MRL to be eligible for e-rate funds. Some time in early 2004 (January/February) the Library Director will bring to the Board an estimate of the costs. 5-Year Plan – Everything is proceeding on schedule and the leadership interviews are essentially done. The internal survey of the Board members, Friends of J-MRL, and J-MRL staff is underway and the questionnaires are being sent back to the consultant. So far, 50 responses from the staff have been received. The high school surveys are ready to go to three high schools (2 public and 1 private) and the telephone survey (approximately 400 telephone interviews) will start after Thanksgiving. So far, feedback has been very positive. A 5-Year Plan Committee meeting is scheduled for Friday, January 16th at 10:30. VLA Conference – Mr. Mellow, the Library Director, and eight staff members attended the VLA conference. There were many varied and interesting programs. The Library Director and Mr. Mellow discussed some of the programs. J-MRL employee Krista Farrell did a presentation on the Book Sale and the Library Director received requests about the J-MRL Book Sale. While at the conference, the Library Director was approached and asked if a J-MRL Trustee would be interested in serving on the statewide board for the Friends of the Library.

RECOGNITION OF RETIRING EMPLOYEE LYNETTE FRIESEN – On behalf of J-MRL and the Library Board, President Carpenter read a letter of recognition and appreciation honoring Lynette Friesen, a J-MRL Reference Librarian who is retiring December 1st after 25 years of service. Ms. Friesen was presented with an engraved mantel clock.

FUTURE AGENDA ITEMS – Future agenda items include: adoption of J-MRL’s proposed budget for FY 2004/2005 and a presentation on collection management by Andrea Williams. The December 15th Board meeting will be a short meeting as directly following December’s meeting Board members will be given a tour of the Jefferson School.

ADJOURNMENT – The Board meeting adjourned at 2:31 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, December 15, 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 November 24, 2003 Minutes were approved as presented. Ms. Brown was not present when the vote was taken.

ANNOUNCEMENTS – President Carpenter read two cards that had been sent to the Library Board of Trustees. The family of Priscilla Whiting thanked the Library Board for their kind expression of sympathy and for their support. Ms. Whiting had served as a Library Trustee. Lynette Fiesen thanked the Library Board for their kind words of appreciation and for the mantle clock she received as a retirement gift.

COLLECTION DEVELOPMENT REPORT – Ms. Williams discussed Collection Development beginning with the Library Collections budget, which is presented to the Board as part of J-MRL’s budget. The Library Collection budget is basically funded through State Aid. Collection Development’s State Aid includes funding for books and materials, book supplies, technical services, and pays the salary of one part-time employee. Due to fiscal and economical constraints, J-MRL’s State Aid funding has been on a decline and has been decreasing over the past few years. In fact, J-MRL is anticipating a little over $7,000 less next year. Ms. Williams informed the Board that the Library Endowment Fund provided some funding for J-MRL’s books-on-tape collection. Ms. Williams selects adult materials to be added to J-MRL’s collection; Ms. MacDonald, Manager of the Reference Department, selects reference materials to be added; Ms. Cook, Manager of Children’s and Youth Services, selects children’s materials; and Mr. Carrier, Manager of Young Adults, selects young adult materials. Collection Development receives patron suggestions. Ms. Williams showed the Board a copy of J-MRL’s Suggestion For Book Purchase form. Using the suggestion form, patrons can make suggestions for books, magazines, and books-on-tape to be added to J-MRL’s collection. Collection Development receives approximately 1,000 of these suggestions each year. Patron suggestions are reviewed and approximately 95% of the suggestions are usually ordered. When the item suggested is ordered, the patron is notified and a hold is placed on the item, if they request it. Donations are made throughout the year and books, etc. are purchased and go to the library where the donation was made. Ms. Williams showed the Board a copy of one of J-MRL’s Buy-A-Book forms. Each branch has a Buy-A-Book form. The Suggestion for Book Purchase form, the Buy-A-Book form, along with a patron complaint form entitled Request for Reconsideration of Library Materials can be found in Section 4 of J-MRL’s Policies and Procedures Manual. When a complaint is received, the complaint is reviewed and once a decision is made, a letter is sent to the patron. Approximately 1-4 complaints are received in any given year. Ms. Williams briefly reviewed and distributed a copy of J-MRL’s policy on Materials Selection, found in Section 4.11 of the Policies and Procedures Manual. J-MRL uses weeding as a tool to aid in maintaining library collections of high quality and in maintaining the appropriate size of a collection for each location. Vice President Dickens praised Ms. Williams on J-MRL’s excellent collection.

BUDGET COMMITTEE’S REPORT – The Library Director distributed and briefly reviewed with the Board the FY 2005 budget proposals. In addition to personnel requests, the medical insurance has been increased 18% and the Budget
Committee changed the hours for three of the new position requests for next year. The part-time Branch Support position in Scottsville was changed from 20 hours to 10 hours a week, the part-time Monticello Avenue Lab Monitor position was changed from 20 hours to 10 hours a week, and the Nelson County Library Branch Specialist part-time position hours changed from 10 extra hours a week to 5 extra hours a week. The Board received a copy of the Projected Cost Allocations for FY 2005. The Library Director gave a brief explanation to the Board members on how the percentage breakdowns were derived at/done. Including the three personnel changes in hours per week, the Budget Committee felt that they wanted to go with what was presented to the Board members. Vice President Dickens made a motion that “the Board adopt the proposed budget for fiscal year 2005 as presented.” The motion was unanimously approved.

LIBRARY DIRECTOR’S REPORT - Change in Circulation Policy - The Library Director informed the Board that during the Department and Branch Managers’ meeting last week it was discussed and agreed that staff would like the circulation limit for talking books changed from four titles to six titles per patron. The limit is shown under the Special Notice section in the Circulation Policies (Section 4.225) in the Policies and Procedures manual. If the Board approves this change, the staff suggests it be effective January 1, 2004. Vice President Dickens made a motion that “the Board make the change in the J-MRL’s Circulation Policies (Section 4.225) that talking books are limited to six titles per patron, effective January 1, 2004.” The motion was unanimously approved. Market Research - The Ivy Group is almost done with the market research. The leadership interviews have been completed. The high school surveys are being done at Charlottesville, Nelson, and Tandem. The telephone surveys are finished. The Ivy Group will be reporting their findings to the Planning Committee in January 2004. Internet Filter Committee - The Internet Filter Committee is still reviewing filter options for J-MRL. The committee will be making their recommendation to the Board in either January or February. Filters must be in place by the end of June in order for J-MRL to receive e-rate funding. The Library Director briefly discussed that the Virginia PTA passed a resolution supporting filtering in public libraries and schools. The Virginia PTA wants to eliminate State Aid funding to libraries and public facilities that do not authorize installation of filters in their institutions. Bill Davis - The Library Director informed the Board that Bill Davis has resigned his part-time position of managing the Friends Book Sale. The Friends have already placed an ad in The Daily Progress for his replacement. Stacey Brown - The Library Director received a note from Summer Intern, Stacey Brown. She sent her regards. She is doing well and plans to spend her Christmas in Trinidad.

MEETINGS:

5-Year Plan Committee – Friday, January 16th at 10:30 a.m.

Legislative Day In Richmond – Thursday, January 22nd – leaving around 7:00 a.m. from Charlottesville. The Library Director will send out a notice on this.

Annual J-MRL Friends’ Volunteer Reception – Thursday, January 22nd at 4:00 p.m. at Gordon Avenue Library.

Policy Committee – Will meet directly following the January 26th Board meeting.

Budget Committee – Will be meeting some time in January – to be announced later.

Technology Committee – Will be meeting some time in February – to be announced later.

Personnel Committee – Will be meeting some time in January – to be announced later.

FUTURE AGENDA ITEMS – Future agenda items include: report from 5-Year Plan Committee, report on Legislative Day in Richmond, report from the Personnel Committee, FY 2005 budget update, political posting policy, and Library Director’s statistical report comparing J-MRL to other similar sized libraries.

ADJOURNMENT – The Board meeting adjourned early at 1:55 p.m. so that the Board members could accept Mary Means & Associates’ invitation to tour the Jefferson School at around 2:00 p.m.

Elizabeth Carpenter, President
MINUTES OF THE JANUARY 29, 2004 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Perri Brown
Elizabeth Carpenter-President
Melissa Dickens-Vice President
Robert Mellow
Sara Murray
Timothy Tolson
Anthony Townsend
Gail Troy
Thomas Whitlock

OTHERS PRESENT:
John Halliday-Library Director
William Lyons, Jr.-Business Manager
Joyce MacDonald-Staff Recorder
Peter McIntosh-Member of the Jefferson School Task Force

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Thursday, January 29, 2004 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval by Mr. Mellow, the December 15, 2003 Minutes were approved as presented. Ms. Brown and Mr. Tolson were not present when the vote was taken.

ANNOUNCEMENTS-President Carpenter thanked Mr. Townsend, Ms. Dickens and Ms. Troy for traveling to Richmond to participate in Legislative Day. She also thanked the Director for driving everyone to Richmond and setting up the appointments with the legislative representatives.

5-YEAR PLAN COMMITTEE’S REPORT-Ms. Troy reported that the committee met on January 16 and reviewed the comments from The Ivy Group regarding the internal surveys. The committee will meet on February 6 to review the Executive Summaries of the leadership interviews.

REPORT OF 2004 LEGISLATIVE DAY-Ms. Dickens, Mr. Townsend, Ms. Troy, Ms. Carpenter and the Library Director participated in Legislative Day in Richmond. The main issue discussed with our legislative representatives was State Aid to Public Libraries. Governor Warner’s budget recommends keeping state aid at the present funding levels. All our local representatives expressed their continued support for funding.

FY 2005 BUDGET UPDATE-The Director reported that only Albemarle, Louisa and Charlottesville have reacted to our budget requests. All three have asked for additional information and clarification. The Budget Committee will meet next on Monday, February 9, 2004 at 10:00 a.m. Items to be discussed are mid-year adjustments to the Equipment Fund budget, and next year’s budget.

REVISION OF DISPLAYS AND HANDOUTS POLICY (SECTION 4.51)-Ms. Dickens distributed the revised policy that prohibits political posters that support a specific candidate, but does encourage political informational materials. Ms. Dickens moved for approval. The revised policy was passed unanimously.
STATISTICAL REPORT COMPARING J-MRL TO LIBRARIES OF SIMILAR SIZE-
The Director made a presentation comparing J-MRL to 8 similar libraries within the U.S. (libraries with populations between 175,000 and 185,000 and at least 4 branch libraries). He reported that J-MRL was 6th in population served, 1st in circulation, 3rd in square mileage covered, 5th in number of branches, 5th in total weekly hours of service, 7th in total operating income, 7th place in operating income per capita, 4th in collection expenditures per capita, and last place for total number of full time equivalent staff. In looking at the number of staff per population served, J-MRL has 1 for every 2,302 residents. The 1st place library has 1 staff member for every 1,367 residents. Nationwide, J-MRL was 3rd in staff compensation (salaries and benefits); compared to other libraries in Virginia, J-MRL is 10th. The Board expressed its interest in using these statistics in approaching the jurisdictions for funding. The Director and Mr. Tolson will develop an executive summary of the information for the next Board meeting.

JEFFERSON SCHOOL DISCUSSION- The Board toured Jefferson School on December 15, 2003. The President distributed a draft letter to City Council for comments from the Board. The letter stated that although the Jefferson School has the advantage of additional space and parking, the Board had concerns. Those concerns revolved around whether the building was architecturally feasible as a library, given the constraints of renovating a historic site; whether the building could sustain the weight load of our book collection; and whether it was financially practicable to renovate adequately, as compared to renovating the Central Library. Other library related uses of the school that were mentioned were space for Technical Services and the Bookmobile. The Board put forth other alternatives, such as space for meetings, programs, or a computer lab. Peter McIntosh, as a member of the Jefferson School Task Force, summarized the task force's recommendations. They were that the building be accessible to the public, and that it honor the local African-American heritage. Because of that, Mr. McIntosh disagreed with the Board's idea of using the school for administrative uses, such as Technical Services. It was recommended that the letter be amended to emphasize the time constraints involved, since Central Library is slated to be renovated in 2007-2008. Ms. Dickens moved for approval of the amended letter. The motion passed unanimously.

LIBRARY DIRECTOR'S REPORT- The Director distributed a bookmark for Board comments. The Center for Peace and Justice developed the bookmark incorporating information/comments about the Patriot Act, along with a Frederick Douglas quote. The Technology Committee will meet on February 17th. Library staff will be testing internet filters during February, and hope to have a recommendation in March. In 2003 library volunteers repaired 716 books at Central Library, saving $14,000.

FUTURE AGENDA ITEMS-Future agenda items include: 5-Year Plan Committee Report, Budget Committee Report, Technology Committee report, a departmental report and a discussion of using e-mail for Board mailings.

ADJOURNMENT- The Board adjourned at 2:46 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 23, 2004 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 January 29, 2004 Minutes were approved as presented. Ms. Brown was not present when the vote was taken.

**ANNOUNCEMENTS**

Vice President Dickens mentioned there were two articles about J-MRL in The Hook. The articles were about Story Time and Crozet’s Chocolate Tasting Feast (Tim Gearhart, from Gearhart’s Fine Chocolates, discussed making chocolate and offered a tasting). President Carpenter mentioned that the March issue of the Observer would include an article, written by President Carpenter and the Library Director, focusing on the 5-Year Plan and what J-MRL hopes to accomplish in the next five years.

**5-YEAR PLAN COMMITTEE’S REPORT**

Ms. Troy reported that the 5-Year Plan Committee met on February 6th. The next 5-Year Plan Committee meeting is scheduled for March 19th at 10:30 a.m. The Executive Report on the Community Leadership Survey, prepared by The Ivy Group, Ltd., and the Executive Summary Telephone Survey, conducted by The Ivy Group, Ltd., were distributed to the Board members.

**BUDGET COMMITTEE’S REPORT**

The Budget Committee met on February 9th. The Budget Committee discussed the need for J-MRL to purchase additional licenses for Millennium, at a cost of approximately $15,000. The Budget Committee recommended the Board approve reallocation of funding in order to purchase 10 additional licenses for Millennium. Mid-year budget adjustments were discussed. As of January 31st, J-MRL has an excess of approximately $137,000, primarily due to unfilled personnel positions. It was proposed that the excess be used for recarpeting of Northside and Gordon Avenue; installation of automatic door openers at Northside, Nelson, and Scottsville; painting the exteriors of Crozet, Scottsville, and Nelson; upgrading of Central Library’s HVAC system; and upgrading of the computer filtering system. The Budget Committee recommended that the Board approve these mid-year adjustments. Mr. Tolson made a motion “that the Board accept the budget adjustments as presented.” The motion was unanimously approved. The Equipment Fund Budget for FY 2004/05 was reviewed. The Budget Committee recommended Board approval of the FY 2004/05 Equipment Fund Budget. Later in this fiscal year, the Library Board will be adopting J-MRL’s FY 2004/05 budget, which includes the Equipment Fund Budget. None of the funding jurisdictions have responded yet to J-MRL’s proposed FY 2004/05 budget. As the Library Director receives budget information from the jurisdictions, he will forward the information to the Budget Committee.

**TECHNOLOGY COMMITTEE’S REPORT**

The Technology Committee met on February 17th and discussed the draft Technology Plan. Specific dates were added to the Technology Plan to identify the time period covered (July 1, 2004 – June 30, 2007). Two other items were added to the Technology Plan: the objective to acquire computer access management software (in FY 2005) and the objective to acquire metasearching software (in FY 2006). A second draft of the Technology Plan is being completed and will be forwarded via e-mail to the committee members. The final draft should be ready for presentation to the 5-Year Plan Committee in March or April.

**LOUISA LIBRARY FOUNDATION REQUEST**

Mr. Speer, representing the Louisa Library Foundation, asked the Library Board for assistance. The Louisa Library Foundation is looking for guidance on how they can handle incoming
local and historical materials. Mr. Speer asked what the role of J-MRL should be in housing these materials when people send materials to our library. Mr. Speer would like a policy developed in how to receive such materials and in making these materials available locally and to the general public and other libraries. Mr. Speer would like J-MRL’s Policy Committee to review this and advise the Louisa Library Foundation on how to handle this. Two examples of materials already received were shown to the Library Board. The Louisa Library Foundation has been receiving gifts of money and land. One of the gifts was for approximately $525,000 from the Industrial Development Corporation. Mr. Whitlock made a motion “that the Policy Committee address this issue and come up with a policy in acceptance of archival materials on a regional basis.” The motion was unanimously approved.

POLICY COMMITTEE’S REPORT - Vice President Dickens reported that the Policy Committee met on January 29th. The Policy Committee reviewed the Interlibrary Loan Policy (Section 4.32). The alteration to this policy was to add that J-MRL does not charge borrowers from libraries charging fees when there is no alternative. J-MRL patrons are required to approve and pay the fee prior to their order being placed. The committee discussed use of a collection agency (Unique Management Services, Inc.) to collect delinquent fees and fines for J-MRL. The committee recommends J-MRL engage Unique Management Services, Inc. Their fee would be $8.95 per patron account, amounting to approximately $5,000 a year. Unique Management Services, Inc. will provide a 90-day free trial period. This will not require a new policy, although a new J-MRL procedure may have to be written up. A new Website Policy (Section 4.8) has been created. This new policy provides for a website committee, website design and maintenance, and website content. A new Records Retention Policy (Section 1.7) has been created. This schedule is a legal requirement and this Records Retention Policy is based on what the State and State Library suggest as guidelines for office records. Vice President Dickens made a motion “that the Board accept the revised Interlibrary Loan Policy.” The motion was unanimously approved. Vice President Dickens made a motion “that the Board accept the new Website Policy as presented.” The motion was unanimously approved. Vice President Dickens made a motion “that the Board accept the Records Retention and Disposition Policy as presented.” The motion was unanimously approved. Vice President Dickens made a motion “that J-MRL enter into a contract with Unique Management Services, Inc. for the 90-day trial period with the understanding that J-MRL would continue with the service if they are pleased with it.” The motion was unanimously approved. A Policy Committee meeting will be held after the Board meeting in March.

LIBRARY DIRECTOR’S REPORT - Mailings to Board Members: Discussion ensued regarding the possibility of expediting some of the mailings to the Library Trustees using email instead of the postal system. Although no final decision was reached, the Recording Secretary plans to do a trial run using email, only to Board members, for the draft copy of the Board Minutes and their monthly meeting agenda. State Aid: No amendments have been made in the House regarding State Aid. The Senate did do an amendment to include an additional $250,000 for State Aid. The House and the Senate struck the Governor’s language regarding electronic databases. Craig County-Craig County had been the only county in Virginia without a public library. Craig County will be starting a public library next year. Our own J-MRL Friends sent surplus books to Craig County in order to help them. Budget Fact Sheet-The Library Director distributed a budget fact sheet for Board members to use for each of their jurisdictions, when discussing next year’s budget. After reviewing the fact sheet, the Board made a few suggestions requiring some minor adjustments. Internet Filter-J-MRL is currently testing an Internet filter in the Monticello Ave. computer lab. The final recommendation will be presented to the Board in March or April. Charlottesville’s City Council (Jefferson School): This coming Thursday (7:00 p.m.), City Council is having a work session on the Jefferson School. Vice President Dickens will be representing J-MRL. North Pointe Development: Last Thursday, the Library Director met with a representative from Rivanna Realty and Investment Company regarding a development project called North Pointe, to be located off Route 29 and across from the North Fork Research Park. They are proposing a site for a new J-MRL branch in their development plans. A prior assessment of library facility needs was done back in 1999-2000, by the architectural firm of Train and Spencer Architects along with The Design Collaborative, P.C. Library Architects and Planners, and they identified the North 29 corridor as a growth area and a desirable site for a new library. North Pointe includes homes, businesses, stores and shops, and a library site. A new school is also anticipated in that area. The plan indicated a 2-storied structure with 7,500 sq. ft. on each floor (total of 15,000 sq. ft.). The Library Director pointed out that a library should be on one floor covering approximately 20,000-25,000 sq. ft. Albemarle County has already budgeted money for a library in Northern Albemarle County. The planners want J-MRL to inform Albemarle County that the library site is in keeping with the long-range vision/plans of J-MRL. President Carpenter will be sending a letter to the Albemarle County Board of Supervisors. Book Page-The February 2004 Book Page was distributed. Bi-annual Public Library Association Conference-The bi-annual Public Library Association Conference is this week in Seattle. Nancy Cook has already left to attend a pre-conference on developing children’s reading skills. The Library Director plans to leave tomorrow morning to attend the conference.

FUTURE AGENDA ITEMS- Future agenda items include: recommendation on the Internet filter, FY 2004/05 budget update, a staff report, High School Survey, and Personnel Committee Report (Schedule of Library Closings for approval).

ADJOURNMENT-Mr. Townsend made a motion for adjournment and the meeting adjourned at 2:22 p.m.

Elizabeth Carpenter, President
A special meeting of the Jefferson-Madison Regional Library’s (J-MRL) Albemarle County Library Trustees was held on Tuesday, March 9, 2004 at 12:00 p.m., in the Central Library’s Administrative Meeting Room, to discuss potential library service reductions due to a projected shortfall of approximately $63,000 in funding from Albemarle County for FY 2004/05. David Dadurka, representing The Daily Progress, was also in attendance.

There are three areas where the $63,000 shortfall/reduction in J-MRL’s Albemarle County budget requests could be addressed: the Bookmobile, Crozet Branch Library, and Scottsville Library. Several items were distributed at the meeting:

**FY 2004/05 Budget Summary** - outlining J-MRL’s proposed budget issued in December 2003, showing J-MRL’s proposal without the additional staffing requests, showing Albemarle County’s March 2004 proposal for J-MRL, and the deficits with the $63,613 shortfall.

**Statistics Showing J-MRL Compared to other Libraries (February, 2004)**

Comparisons of Per Capita Library Support - comparing what is proposed for Albemarle County ($25.88) for FY 2004/05 to 2002 statistics for Staunton Public Library ($41.14), Waynesboro Public Library ($50.07), Goochland/ Pamunkey ($27.43), and Roanoke ($36.40).

**Revised Projected Cost Allocations for FY 2004/05**

Statistics support full funding of J-MRL. When comparing library systems in the United States serving similar populations to J-MRL’s, J-MRL is revealed as one of the busiest libraries per capita in the United States. If Albemarle County fully supported J-MRL’s FY 2004/05 budget request, it would almost equal the 2002 per capita level of Goochland/Pamunkey of approximately $27.43.

J-MRL needs to do more than just ask for a budget proposal without additional staffing requests. Just holding even means falling further behind. Albemarle County did not fund J-MRL’s complete budget.
this year and approximately $23,000 was taken out of reserve funds to fund the current year. Even eliminating Albemarle County’s portion of the Bookmobile would not completely cover their shortfall for next year. The only other solution would be to take funding from Crozet and Scottsville. Many of our outlying libraries, such as Crozet and Scottsville, are the community center for their region and to eliminate hours, due to budget shortfalls, would prove to be a tremendous hardship to their communities. Our libraries also provide educational needs and computer access for their communities, particularly helpful for those without their own resources.

The Library Board plans to draft a letter to be sent to all the Albemarle County Board of Supervisors outlining J-MRL’s concerns and including pertinent statistics to support their request for full funding next year. (The Board letter should include per capita information; mention the shortfall beginning with last year’s shortfall; mention if Albemarle County funded J-MRL to equal the per capita for Goochland/Pamunkey, it would be an increase of approximately $68,363; and mention that J-MRL’s Patron Survey indicated library funding should be increased.) J-MRL should be asking for full funding; but at the very least, J-MRL should be asking Albemarle for funding of the Central Branch & Outreach Manager position as well as the additional help for the Northside Branch. What J-MRL proposed in December 2003 was a base budget. J-MRL did not ask for new facilities or new programs, just a base budget for FY 2004/05. In the end, if J-MRL does not get the $63,000, then the shortfall would have to be split between Crozet and Scottsville resulting in a restriction of services, hours, etc.

Tomorrow evening the Albemarle County Board of Supervisors meets around 6:00 p.m. to discuss their budget. It was suggested one person go to represent J-MRL’s Board of Trustees. Mr. Townsend plans to attend and the Library Director will go early enough (between 5:00-5:30 p.m.) in order to sign up for the library to speak.

It was pointed out that this is the third year J-MRL has been faced with this situation. It was suggested that Albemarle County (Executives and/or Board of Supervisors) be invited to discuss the budget process with the Library Board. It was also mentioned that Albemarle County should notify J-MRL regarding their budget recommendations before it is presented, letting J-MRL know if they are not planning to fund us, and informing J-MRL what they do plan for funding.

J-MRL is not talking about enhancements to library services and is only maintaining services already part of J-MRL.

The Library Director will send out a draft of the letter to the Library Board.

The meeting adjourned at 12:38 p.m.

Timothy Tolson, Chairman
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, March 22, 2004 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 February 23, 2004 Minutes were approved as presented. Ms. Brown was not present when the vote was taken and Mr. Mellow was not present for the February meeting. On motion for approval by Mr. Tolson, the March 9, 2004 Minutes, of the Special Library Board Meeting of Albemarle County Library Trustees, were approved as presented.

Vice President Dickens announced that there wouldn’t be a meeting of the Policy Committee this month. Commendations were given to the persons who drafted the letter sent to the Albemarle County Board of Supervisors. Mr. Townsend was complimented on the excellent job he did when he spoke as a representative of the Library Board at the Albemarle County Board of Supervisors’ meeting. The Library Board voiced their approval to the Gordon Avenue staff regarding their handling of an assault that was made on a young library user. President Carpenter specifically thanked Donna Howard and David Plunkett for their prompt and professional actions. President Carpenter thanked Mr. Tolson for helping her with the Trustee Evaluation of Director Performance. President Carpenter would like the Library Trustees to complete and return to her by mid April (or by April 15th), their separate evaluations of the Library Director’s performance (an addressed and stamped envelope has been provided). President Carpenter plans to discuss the Library Director’s annual performance evaluation in a Closed Meeting at the April Board meeting.

Ms. Troy reported that the 5-Year Plan Committee met on Friday, March 19th. The committee reviewed the executive summary of the telephone survey. The survey reinforced and gave data for what the committee/J-MRL already knew. Ms. Troy pointed out that surveys indicate that people would be willing to pay an extra $15.00 a year for library services. The next 5-Year Plan Committee meeting is scheduled for Friday, April 16th at 10:00 a.m. at Central Library, to discuss the high school survey and the Technology Plan.

Ms. Brown reported that the Personnel Committee met on Thursday, March 11th. The committee met to review a draft of the 2004-2005 Schedule of Library Closings. Mr. Tolson suggested J-MRL close one hour early on Thanksgiving Eve and New Year’s Eve (a change from 5:00 p.m. to 4:00 p.m.). On behalf of the Personnel Committee, Ms. Brown recommended “that the Library Board accept the proposed 2004-2005 Schedule of Library Closings as presented.” The motion was unanimously approved.

So far, State aid looks secure. The Library Director received and distributed to the Board members an email updating what is going on with the State budget. The General Assembly is in a stalemate over Virginia’s fiscal future. The House and Senate, including the Governor, propose raising taxes but have not yet determined how it will be handled. The State’s AAA bond rating is in jeopardy and may now be history. There will be a public meeting on the State budget at the Albemarle
County Office Building on Wednesday, March 24th at 7:30 p.m. and many of the local legislators will be attending to solicit public input about the State budget. On Wednesday, March 24th, the Library Director and President Carpenter will be attending a Board of Supervisor’s meeting at Greene County to discuss the budget. The Library Director distributed a copy of an article taken from the March 15th Library Journal regarding all the library cuts being suffered nationwide, including Canada. The article proves that what J-MRL is experiencing budget wise is not unique. The Library Director reviewed and distributed statistics supporting why J-MRL recommended the FY 2004/05 budget be increased, comparing Albemarle County to the City of Charlottesville. Albemarle County’s increased funding of $66,637 is not sufficient to fully fund their share of the total baseline needs for J-MRL when you take into consideration the increases for health insurance, Albemarle County’s increased reference share, increases in compensation and other benefits. The Library Director pointed out that for this current budget year, Albemarle County did not fully fund J-MRL and approximately $23,000 was taken out of reserve funds in order to fund this year. It looks as though the budget process is not working for J-MRL or for Albemarle County and should be reviewed/revised. Further discussion ensued. Albemarle County Library Trustees and the Library Director will be meeting with the Albemarle County Board of Supervisors directly following the Library Board meeting today.

JEFFERSON SCHOOL REPORT- On Thursday, February 26th, Vice President Dickens and Ms. Brown attended Charlottesville City Council’s work session on the Jefferson School. It is too early in the process and a feasibility study (architectural and engineering study) needs to be done before J-MRL can make a decision. Charlottesville should get a historical designation for the building; this would indicate what flexibility there would be - what can or cannot be done to the building in the form of renovations, etc. Another Charlottesville City Council work session is scheduled in April (no definite date set). The Albemarle County Board of Supervisors would like to meet with the Albemarle County Library Trustees on Wednesday, April 7th, to discuss the Jefferson School. Further discussion ensued.

LIBRARY DIRECTOR’S REPORT-Summary of PLA Conference-The Library Director distributed a summary of the PLA Conference held in Seattle during the week of February 23rd. Monticello Ave.-The Library Director gave Board members new key tags that Monticello Ave. is distributing. Friends’ Book Sale-The Library Director informed the Board that the Friends’ Book Sale got off to a very good start. The Book Sale made more on their opening day than they ever did before - over $30,000 on Saturday alone. National Library Legislator Day-National Library Legislative Day is in Washington on May 3-4, 2004. If Trustees are interested in attending, they need to register in advance. Next Month’s Board Meeting-Next month’s Board meeting will be held on Tuesday, April 26th at 1:00 p.m., in the Historical Society’s Conference Room located in the McIntire Building adjacent to Central Library. The May Board meeting will be held at one of the outlying branches - either in Crozet or Scottsville.

FUTURE AGENDA ITEMS-Future agenda items include: FY 2004/05 budget update, Jefferson School update, Library Director’s evaluation report analysis (to be done in Closed Meeting), PLA’s Library Board Self-Evaluation (a nationwide trend), and Internet filter recommendations.

OTHER COMMENTS-A Policy Committee meeting will be held after the April Board meeting. The 5-Year Plan Committee will be meeting at 10:00 a.m. on April 16th.

ADJOURNMENT-Mr. Townsend made a motion for adjournment; Vice President Dickens seconded the motion. The Board meeting adjourned at 2:05 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, April 26, 2004 at 1:00 p.m. in Albemarle Charlottesville Historical Society’s Conference Room, the President being in the chair. On motion for approval by Mr. Mellow, the March 22, 2004 Minutes were approved as presented. Ms. Brown and Ms. Murray were not present when the vote was taken.

ANNOUNCEMENTS-The April 2004 issue of American Libraries was distributed to the Board members. President Carpenter pointed out that there were two pictures of Greene County Library on page 48. Vice President Dickens thanked the Library Director for treating Central Library staff to pizza on National Library Workers’ Day on April 20th. Staff members at other library locations were also given a special treat on that day. The Friends at Gordon Avenue treated the Gordon Avenue staff with a pizza to thank them for all their help and support with the Gordon Avenue Book Sale. Mr. Mellow congratulated the Library Director for the extremely well done presentation that he gave to the Albemarle County Board of Supervisors. Ms. O’Bryant, Historical Collections Librarian, introduced Mr. Day, the Director of the Albemarle Charlottesville Historical Society. Mr. Day pointed out two new acquisitions displayed on the meeting room wall, portraits of Richard Duke and Maria Barkley Walker Duke.

TOUR OF ALBEMARLE CHARLOTTESVILLE HISTORICAL COLLECTION-After giving Board members a brief history of the Albemarle Charlottesville Historical Society, Ms. O’Bryant gave a tour of the building.

5-YEAR PLAN COMMITTEE’S REPORT-Ms. Troy reported that the 5-Year Plan Committee met on Friday, April 16th. The committee finished reviewing the executive summary of the telephone survey. The committee is currently in the process of developing the main objectives/goals. The Director will be emailing the main objectives. The committee should have a draft of the 5-year plan in time for the August Board meeting. The next 5-Year Plan Committee meeting is scheduled for Friday, June 18th.

FY 2004-2005 BUDGET DISCUSSION-The Albemarle County and City of Charlottesville budgets are set. Charlottesville gave J-MRL sufficient funding and Albemarle County plans to fund the library so that some extra hours can be added at Crozet and Northside. Otherwise, this is basically a status quo budget. The budgets for Greene, Louisa, and Nelson counties have not been set yet as they are waiting for the state budget. J-MRL should be hearing from the jurisdictions by the next Library Board meeting. The Budget Committee will need to meet in May in order to finalize the budget. Tentative meeting dates suggested were early in the second week of May (not the 13th or 14th) or some time in the third week of May. The Library Director will notify committee members when the actual date and time are set. The Library Director showed the Board an ALA web site regarding detailing library funding cuts nationwide.
JEFFERSON SCHOOL UPDATE-On April 7th, the Albemarle County Library Trustees and the Library Director met with the Albemarle County Board of Supervisors to discuss the Jefferson School. J-MRL suggested that the City do a feasibility study and after the feasibility study has been completed and reviewed, the Albemarle County Board of Supervisors would like the Albemarle County Library Trustees and the Library Director to come back for further discussion. The Library Director showed Board members a patron’s letter and his reply concerning Central Library relocating to the Jefferson School site.

LIBRARY BOARD SELF-EVALUATION FORM-The Library Director distributed a Self-Assessment form for Library Board of Trustees. Board members should complete the form and send them in by May 15th to President Carpenter for summarization so that the results can be reported at the next Board meeting.

LIBRARY DIRECTOR’S REPORT-Selection of Internet Filters for J-MRL-J-MRL is close to a final recommendation of Internet filters, which have to be installed by July 1st in order to comply with Federal regulations in order for J-MRL to receive e-rate reimbursement. The Board will be informed of the final recommendation at their May meeting. Friends’ Book Sale-The Library Director informed the Board that the Friends’ Book Sale made over $155,000 at this year’s sale. This is a new record for them. There were some really good sale items and one sale item sold for $600. Library Recarpeting-Plans have been made to recarpet Northside and Gordon Avenue. Northside will be closed on May 20th and should reopen in early June, shortly following Memorial Day and before school lets out and summer programming begins. J-MRL is aiming to have the recarpeting for Gordon Avenue done some time in August. Computer System Report-The Library Director pointed out that the Library Journal’s Annual Library Computer Systems Report showed that Innovative had the most new sales. This is welcoming news since J-MRL selected Innovative.

Monticello Ave Computer Lab-The Library Director pointed out that March statistics for Monticello Ave. showed that over 4,000 people signed in at the computer lab. Young Adult Teen Poetry-The Library Director distributed a booklet, which was published and paid for by the Friends, showing Young Adult teen poetry submitted to J-MRL. Government Services Day-The Library Director informed the Board that on Thursday, May 6th J-MRL will have a booth on the Downtown Mall on Government Services Day and will be distributing free rulers to the public, along with information about J-MRL services, etc.

CLOSED MEETING-Mr. Townsend 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 2:36 p.m. The Library Board reconvened from their Closed Meeting at 3:03 p.m. President Carpenter read the Certification of Closed Meeting to the Trustees and recorded their votes. President Carpenter announced that in the Closed Meeting the Trustees discussed the Library Director’s excellent job performance and their continued commitment to establishing a position of Central Branch Manager. Mr. Townsend made a motion “that the Library Director’s annual percentage of pay increase equal that approved for most library staff in the final library budget.” Ms. Brown seconded the motion. The motion was unanimously approved.

FUTURE AGENDA ITEMS-Future agenda items include: Nominating Committee’s report, Policy Committee’s report, Budget Committee’s report, FY 2004/05 final budget, recommendation on Internet filtering, a report on the Summer Reading Program, recognition of the Friends’ of J-MRL for their very successful 2004 Book Sale. President Carpenter appointed Ms. Brown and Mr. Mellow to the Nominating Committee. They will be submitting the recommendations for nomination for the FY 2005 Board positions at the May meeting.

ADJOURNMENT-On motion for approval by Mr. Townsend, the Board meeting adjourned at 3:18 p.m.

Elizabeth Carpenter, President
MOTION: The Library Board go into a
Closed Meeting pursuant to the Code
of Virginia, Section 2.1-344(A),
subsection 1, to discuss the performance
evaluation of the Library Director. (Motion
made by Mr. Townsend.)

AYES: Brown, Carpenter, Dickens, Mellow, Murray,
Townsend, Troy, 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: Tolson

ABSENT DURING MEETING: Tolson

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Jefferson-Madison Regional Library’s Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.1-344 of the Code of Virginia requires a certification by this Jefferson-Madison Regional Library’s Board of Trustees that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson-Madison Regional Library’s Board of Trustees hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Jefferson-Madison Regional Library’s Board of Trustees.

VOTE:

MEETING DATE: April 26, 2004
RESOLUTION NO.: #1

Brown, Carpenter, Dickens, Mellow, Murray,
Townsend, Troy, and Whitlock

None

Tolson

Tolson

DonnaLee Grossman

(Recording Secretary for Jefferson-Madison Regional Library’s Board of Trustees)
MINUTES OF THE MAY 24, 2004 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT: Perri Brown Timothy Tolson
Elizabeth Carpenter-President Anthony Townsend
Robert Mellow Gail Troy
Sara Murray Thomas Whitlock

TRUSTEES ABSENT: Melissa Dickens-Vice President

OTHERS PRESENT: Robert Bjoring – Technical Support Specialist
DonnaLee Grossman-Administration
John Halliday-Library Director
Elizabeth Harman – Internet Specialist
Jacqueline Lichtman – Reference Librarian
William Lyons, Jr. – Business Manager
Joyce MacDonald – Staff Recorder
Peter McIntosh – President, Friends of J-MRL
Barry Norris – Book Sale Coordinator, Friends of J-MRL
Jill Norris – Book Sale Coordinator, Friends of J-MRL
David Plunkett – Manager, Gordon Avenue Library
Andrea Williams – Manager, Collections Development
Philip Williams – Manager, Automation and Technical Services
Anne Wilson – Children’s Librarian

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, May 24, 2004 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 April 26, 2004 Minutes were approved as presented. Ms. Brown was not present when the vote was taken. Mr. Tolson abstained as he was not present at the April Board meeting.

NOMINATING COMMITTEE’S REPORT- Representing the Nominating Committee, Mr. Mellow recommended a slate of officers for the coming year: Melissa Dickens as President and Thomas Whitlock as Vice President. Mr. Mellow made a motion that “the nomination of officers be closed.” Ms. Troy seconded the motion. The motion was unanimously approved.

BUDGET COMMITTEE’S REPORT - Mr. Whitlock reported on the May 18th Budget Committee meeting. A handout, listing some of the proposed items for J-MRL’s FY 2004/05 budget, was distributed. Items highlighted in yellow on the handout represented the items to be included in the final FY 2004/05 budget. Items included were staff raises (ranging from 2%-7%), an increase in medical insurance, additional staff hours at Crozet Library and Northside Library, addition of a Bookmobile Branch Specialist to help with outreach, addition of a Circulation Support position at Northside, and 350 additional substitute hours for Nelson County (bringing Nelson County’s sub hours to a total of 500 hours). J-MRL is awaiting the final recommendations from Greene and Louisa for J-MRL’s FY 2004/05 budget. The committee approved a proposed change to the FY 2004/05 Equipment Fund to include the use of Unique Management Services, Inc. in collection of J-MRL’s overdue books and fines. The final FY 2004/05 budget will be presented to the Library Board for adoption at their June 28th meeting. The Library Director requested a change in this year's expenditures. J-MRL would like to postpone carpeting of Gordon Avenue Library until August of next fiscal year. Year-end funds for this fiscal year would be used to replace some of J-MRL’s older computers.

POLICY COMMITTEE’S REPORT - Mr. Whitlock reported on the April 26th Policy Committee’s meeting. Ms. Williams made revisions to the Materials Selection Policy (J-MRL Policy: Section 4.11), in order to more clearly define what historical and genealogical materials J-MRL would accept, and presented her revisions to the Policy Committee. Materials accepted would be of local historical interest of use to patrons in the locality and of use to patrons outside the locality from which the materials came. The committee accepted the revisions. The revised Materials Selection Policy will be presented to the Board for their review and approval at their May Board meeting. The next Policy Committee meeting is...
scheduled for 2:30 p.m. on Monday, June 21, 2004, at the Central Library. The committee will be reviewing/revising the Computer and Internet Access Policy (J-MRL Policy: Section 4.7), in order to reflect changes in the e-rate laws.

REVISED MATERIALS SELECTION POLICY-At the May Board meeting, Ms. Williams presented the revised Materials Selection Policy (J-MRL Policy: Section 4.11) to the Board, for their review and approval. After the Board discussed the revisions to the policy, Mr. Whitlock made a motion that "the Board members accept the revised Materials Selection Policy as presented." The motion was unanimously approved.

FILTERING OF INTERNET COMPUTERS-Elizabeth Harman, David Plunkett, and Philip Williams, representing the Filtering Committee, presented information regarding their investigation, research, and in-house tests of filtering products and made their final recommendation to the Board. An Internet Access Computer Filtering fact sheet was distributed to the Board. Four products were evaluated: CyberPatrol, Iprism, Websense, and Xstop. Each product was evaluated regarding their CIPA compliance, cost, ease of disabling/enabling, ease of installation/maintenance, record keeping, compatibility with automated maintenance products (e.g. SAM). The Filtering Committee's consensus was that Iprism best met J-MRL's requirements and should be purchased and installed before the July 1st deadline. The cost for one year would be approximately $4,400. Ms. Troy made a motion "that J-MRL proceed with the purchase of the Iprism filtering software." The motion was unanimously approved. Policy changes need to be considered for the Computer and Internet Access Policy (J-MRL Policy: Section 4.7). A detailed list was distributed, outlining policy changes for consideration for the Computer and Internet Access Policy. A draft of the Computer and Internet Access Policy was also distributed. The draft outlined red the revisions the Filtering Committee recommended. The draft of the Computer and Internet Access Policy will be forwarded to the Policy Committee for their review on June 21st. J-MRL is aiming to have the new filtering software up and running by June 21st. The Board thanked the Filtering Committee for all their research and for providing such good information on filtering.

PREVIEW OF NEW J-MRL WEBSITE-Jacqueline Lichtman demonstrated J-MRL's newly designed website. Funding for the new website was provided by the Friends of J-MRL. J-MRL hired professional web designer Debra Weiss, of drw Design LLC. The website uses Stephanie Gross's photographs of our libraries. The main screen has pull-down menus for branches, online resources, programs, using the library, and about J-MRL. The new website will be up and running May 26, 2004. The grand opening of the website is scheduled for 10:00 a.m. on Wednesday, June 2nd, at the Central Library.

SUMMER READING PROGRAM-Anne Wilson briefly discussed J-MRL's upcoming Summer Reading Program. The Summer Reading Program runs from June 14-July 31, 2004. The Board was given a copy of the Summer Reading Program booklet, covering programs for children ages 0-11. Also distributed was the Teen Summer Reading Program booklet, covering programs for young adults ages 11-18. Funding for the Summer Reading Program is provided by the Friends of J-MRL.

LIBRARY DIRECTOR'S REPORT-Unique Management Services, Inc.-Unique Management Services, Inc. is moving ahead. The first collection notices (approximately 1% of our patrons) should be sent out in early June. A press release, etc. will be done notifying the public/library patrons of this new collection system. Albemarle County Budget Newsletter-The Library Director informed the Board that J-MRL was mentioned twice in Albemarle County's recently issued budget newsletter. Under Long Range Capital Needs to be met by the FY 2004/05 Capital Improvements Program (CIP) budget, Albemarle County included Crozet Library design and engineering. Under Local Government Budget Highlights, one of the highlights listed was their increased support to libraries by $131,000 over FY 2003/04.

FUTURE AGENDA ITEMS-Future agenda items include: Adoption of the FY 2004/05 J-MRL budget, review and approval of the revised Computer and Internet Access Policy, Board Self-Evaluation, and official election of officers.

RECOGNITION OF THE FRIENDS OF J-MRL-The Board honored three Friends of J-MRL: President Peter McIntosh, Jill Norris and Barry Norris. To acknowledge them, J-MRL gave each of them a Jefferson Cup to commend them for their outstanding service and excellent work in supporting J-MRL. Following the Board meeting, special refreshments were served to celebrate the outstanding work of the Friends of J-MRL.

ADJOURNMENT-The Board meeting adjourned at 2:31 p.m. The June 28th Board meeting will be held at the Crozet Library.

Elizabeth Carpenter, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, June 28, 2004 at 1:00 p.m. in the Crozet Library’s meeting room, the President being in the chair. On motion for approval by Mr. Whitlock, the May 24, 2004 Minutes were approved as presented. Vice President Dickens abstained, as she was not present at the May Board meeting.

President Carpenter thanked Vice President Dickens and the Board members for the wonderful gift and for their special comments in recognition of her serving two years as President. Board members were shown articles from the Greene County Record regarding service reductions for the Greene County Library, due to a potential lack in funding. Several responses have been received from the public regarding cutting hours at the Greene County Library.

The 5-Year Plan Committee met on June 18th. The committee came up with a list of goals for the 5-Year Plan. Two groups have been created and on July 22nd the two groups will meet to combine what they have done and a presentation will be made to the Library Board at their August meeting.

The Policy Committee met on June 21st. The committee reviewed suggested revisions to the Circulation Policies (Section 4.225). Revisions included: deletion of the fee for items returned incomplete (discontinued because it did not change patron behavior and Branch Managers did not want to continue collecting it); the limit on the number of audiotape titles that can be checked out per patron was increased from three to six titles; the maximum number of five magazine titles that can be checked out per patron was added; notice of the use of a collection agency for accounts 45 days past due with items and fines of $25.00 or more was added. The Computer and Internet Access Policy (Section 4.7) was revised in order to be in compliance with the Children’s Internet Protection Act (CIPA). Filters have been added to J-MRL’s computers and adults 17 years old and older must now show proper identification in order to have the filters turned off. Computers located in the Children’s/Young Adult areas of the library will not have the filters turned off. Children and adults are not allowed to share unfiltered computers. At their next meeting, the committee will be reviewing proposed changes to the Bookmobile Policy (Section 4.41), Conduct in the J-MRL (Section 4.232), and the Safe Child Policy (Section 4.234). Collection Development issues will be considered at a future meeting. The J-MRL staff representative to the Policy Committee, Jacqueline Lichtman, will be relinquishing her position. She has been an important part in the overhauling and maintaining process of J-MRL’s Policies & Procedures. Vice President Dickens made a motion that “the Library Board members accept the revised Computer and Internet Access Policy (Section 4.7).” Mr. Mellow seconded the motion. The motion was unanimously approved. Vice President Dickens made a motion that “the Library Board members adopt the revised Circulation Policies (Section 4.225) as presented.” Mr. Mellow and Ms. Troy seconded the motion. The motion was unanimously approved.

The summarization of the Library Board of Trustees’ Self-Evaluation questions was distributed to Board members. It was the consensus of the Board that the Library Board self-evaluation does not need to be done on an annual basis.

Adoption of FY 2005 Library Budget-The Projected Cost Allocation sheet, the Equipment Fund Budget, the Friends of the J-MRL Budget, and the State Aid budget for FY 2005 were distributed to the Board for their review. The motion to adopt the FY 2005 Library Budget was made by Mr. Whitlock, seconded by Ms. Troy and the motion was approved unanimously.
hours for Crozet and an additional position at Northside; 2.97% increase for Charlottesville, which will help fund a Bookmobile Outreach position and share funding with Albemarle County for an additional position at Northside; Greene County currently shows a 0 % increase but their Board of Supervisors will be meeting Tuesday night to reconsider funding in order to maintain the current hours (approximately an additional $14,000 will be needed); Louisa declined by 5.23% but funded what J-MRL requested - the minus is due to Louisa picking up utility costs as of July 1st; Nelson increased by 6.70% and will have additional substitute hours. The Board approved the Equipment Fund Budget a few months ago but the Library Director wanted to point out that the debt collection line has been added. J-MRL will be monitoring the collection agency over the next three months and will be reporting back to the Board to recommend whether or not J-MRL wants to continue with this service. The State Aid Budget represents J-MRL’s Collections Budget for books and materials and includes salary and benefits for a part-time position in Collection Development. The Friends of the J-MRL budget was approved at their June 28th meeting. The Friends approved the annual requests for funding and included a contribution of $20,000 for a new bookmobile, $10,000 to the Library Endowment Fund, and an additional $1,500 for the Reference training lab located on the 3rd floor at Central. Ms. Troy made a motion that “the Library Trustees adopt the budget as currently presented and authorize the staff to make any necessary changes in the budget pending Greene County’s final budget meeting tomorrow night.” The motion was unanimously approved.

**LIBRARY DIRECTOR’S REPORT** - Computer Filters at J-MRL - The Library Director informed the Board that the computer filters will be turned on tomorrow, June 29th. **Patron Letter Regarding Closing on Sunday** - The Library Director showed the Board a letter from a patron requesting J-MRL reconsider closing Sundays during the summer.

**ELECTION OF FY 2005 LIBRARY BOARD OFFICERS AND COMMITTEE ASSIGNMENTS** - Ms. Brown made a motion that “the slate of officers for FY 2005, Melissa Dickens as President and Thomas Whitlock as Vice President, be approved.” The motion was unanimously approved. The gavel was handed over to incoming President Dickens. The FY 2005 listing of Library Board Committee/Staff assignments was distributed.

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**ADJOURNMENT** - On motion for approval by Ms. Carpenter, the meeting adjourned at 2:10 p.m. Incoming President Dickens thanked the Crozet Library staff for allowing the Library Board to hold their meeting at the Crozet branch.

Elizabeth Carpenter, President