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.

ANNOUNCEMENTS - The June Board meeting was President Carpenter’s final meeting serving as President. 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.

5-YEAR PLAN COMMITTEE’S REPORT - 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.

POLICY COMMITTEE’S REPORT - 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).” Ms. Troy 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.

LIBRARY BOARD SELF-EVALUATION - 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
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
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, July 26, 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 June 28, 2004 Minutes were approved as presented. Ms. Murray and Mr. Tolson abstained, as they were not present at the June Board meeting.

ANNOUNCEMENTS - Ms. Carpenter thanked the Library Director for his support with the Greene County Library’s budget. The Policy Committee’s next meeting is scheduled for next month, before the August Board meeting. Willow Gale was commended for her flexibility in changing part of the bookmobile schedule to include a stop located behind KFC. President Dickens read the note Jacqueline Lichtman sent to the Board. Board members were encouraged to take the test shown on the front page of the June 2004 issue of The J-MRL Free Press.

5-YEAR PLAN COMMITTEE’S REPORT - The 5-Year Plan Committee met on July 22nd to discuss and finalize the draft of the 5-Year Plan’s goals and objectives. Individual objectives were reviewed for content and the committee agreed to include some of the statistical measurements that were compiled comparing J-MRL to similar-sized libraries. The Library Director will be preparing a second draft for distribution to committee members at their meeting next week. The final draft will be presented to the Board at their August 23rd Board meeting. The next 5-Year Plan Committee meeting is scheduled for 10:00 a.m. on August 5th.

DISCUSSION OF THE JEFFERSON SCHOOL - The Board welcomed City Manager Gary O’Connell, who discussed with the Library Board the opportunity J-MRL has
regarding moving to the Jefferson School site. Many issues and options need to be reviewed and considered before a final decision can be reached. After further discussion, the Board concluded a response should be made to Rochelle Small-Toney’s letter, President Dickens and the Library Director should work up a presentation to show to the Library Board at their August meeting, and a date(s) should be set in September to meet with Albemarle County’s Board of Supervisors and with City Council.

**LONG-RANGE GOALS AND OBJECTIVES** Included in J-MRL’s long-range goals and objectives is the need for J-MRL to come up with a new budget strategy. More contact and informational opportunities should be done throughout the year with the jurisdictions and their staff. The Library Board approves J-MRL’s proposed budget in December and then the budget is submitted to the jurisdictions. It was suggested that Library Trustees go to their jurisdictions early this fall to discuss J-MRL’s new 5-year plan and in December present J-MRL’s budget, giving explanations and answering any of their questions.

**LIBRARY DIRECTOR’S REPORT** Approved Budget for FY 2004/05 - The Library Director distributed the final FY 2004/05 budget. Gordon Avenue Closing for Recarpeting - The Library Director informed the Board that Gordon Avenue Library will be closed for recarpeting beginning Friday, August 13th and should reopen on or before Tuesday, August 24th. Summer Reading - Summer reading was very well attended. There was a good response at all the library locations. Central Building Problems - Central Library is an aging building and there currently is a problem with leaking pipes. Summer Intern - J-MRL won’t have a Summer Intern this year. One application was received but ended up being withdrawn due to a personal problem.

**ADJOURNMENT** On motion for approval by Ms. Troy, the meeting adjourned at 2:35 p.m.

Melissa R. Dickens, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, August 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 July 26, 2004 Minutes were approved as presented. Mr. Townsend abstained, as he was not present at the July Board meeting.

ANNOUNCEMENTS-Ms. Carpenter showed Board members a copy of an article taken from the summer issue of “The Lynchburg Public Library Newsletter.” Lynchburg’s City Council committed to fully support library service mainly due to individual and group efforts, letters, phone calls, and emails sent to Council members expressing what the library means to them. Lynchburg’s Friends thanked their City Council and the library staff for their support, etc. Ms. Carpenter thought that J-MRL might be interested in doing something similar with their jurisdictions as part of J-MRL’s budget process. J-MRL’s Board members thought it was an excellent idea.

POLICY COMMITTEE’S REPORT-Ms. Carpenter informed the Board members that the “Virginia Freedom of Information Act” has been updated. Board members will be receiving copies of the update, so that they can replace the old one in J-MRL’s Policies and Procedures Manual. At a later date, the Policy Committee will be reviewing the possibility of filtering chat rooms on computers used by children; it differs from the CIPA requirements. The Safe Child Policy (Section 4.234) is being reviewed and amended. The Policy Committee is waiting for staff input on the Safe Child Policy before a final draft is presented to the Board for their approval. The Board was in agreement with the Policy Committee that J-MRL’s Policies should be placed on J-MRL’s web page for the public to access. Other items on the Policy Committee’s agenda include policies for the Bookmobile, Conduct in J-MRL, Collection Development, Internet policies, and Monticello Avenue issues. The next Policy Committee is scheduled for October.

5-YEAR PLAN COMMITTEE’S REPORT-The 5-Year Plan Committee met on July 22nd to review the draft of the 5-Year Plan prior to presenting it to the Board. The draft of the 5-Year Plan was distributed to the Board members for their review. The 5-Year Plan includes a mission statement; library goals, objectives & strategies, and target dates for 2004-2009; statistical comparisons; the Technology Plan for 2004-2007. Ms. Carpenter commended the committee members and the J-MRL staff, who served on the 5-Year Plan Committee. Library facilities projects on Albemarle County’s CIP include opening a new Crozet Library in 2007-2008, renovation of Central Library in 2008-2009, new Northside facilities in 2009 or 2010, a new North
29 corridor library (somewhere around Proffit Road/Airport Road area), a new southern Albemarle branch around the Monticello High School area, and expansion of Scottsville Library in 2013.

**DEMONSTRATION OF DIGITAL BOOK SERVICE (Andrea Williams)** - Ms. Williams gave the Library Board a preview of a new Digital Book Service (through Baker and Taylor) available to library patrons. Several book titles have been added to a catalog, accessible through J-MRL’s website by the library patrons using their computers. Patrons will be able to review/browse the cataloged items for up to fifteen minutes at a time. If the patron wishes, they can register and create an account and check out the book(s) they select. The checkout is for up to a three-week period, after which time the book disappears from the patron’s account on their home computer. Startup will have approximately 200 titles, more can be added later. Publicity will be done notifying patrons about the service. This service also provides statistics for reporting purposes.

**FY 2006 BUDGET DEVELOPMENT TIMELINE** - The Library Director distributed the 2005/2006 Budget Timeline schedule to Board members. One sentence was added to the January 14th entry to include that Trustees and the Library Director plan to make formal budget presentations, before the deadline for submitting the proposed budget to jurisdictions (prior to January 14th).

**DRAFT OF PRESENTATION REGARDING THE JEFFERSON SCHOOL (Library Director)** - The Library Director gave the Library Board members a draft of the presentation on the Jefferson School. The Library Director will finalize the draft, using input received from the Board members. Some time in October, the City of Charlottesville would like J-MRL to give them a presentation regarding the Jefferson School. When a time has been determined, J-MRL plans on doing a presentation to the Albemarle County Board of Supervisors.

**LIBRARY DIRECTOR’S REPORT** - Reappointment to J-MRL Board - The Library Director informed the Board that President Dickens has been reappointed to another term on J-MRL’s Board. Her new term is for four years, running from September 1, 2004 to August 31, 2008.

**Updated J-MRL Trustees Directory** - The Recording Secretary will be updating the Library Trustees’ Directory. If Board members have any changes they wish to make to the directory, contact Ms. Grossman.

**Virginia Library Association (VLA) Conference** - VLA’s Annual Conference is in Williamsburg this year October 27-29, 2004. Several topics being discussed are for boards and trustees and would be of interest to our Board members. The Library Director showed the program to the Board members. Board members should contact the Library Director to coordinate travel, etc. for the conference.

**Unique Management Services Collection Agency Report** - The Library Director reported that during the first six weeks the collection service had 282 accounts submitted to collection, 107 have responded (represents 41%), and they received $6,109 in overdue books and fines. There will be a complete report in September.

**Library in South Carolina** - While on vacation, the Library Director visited a small library located on Sullivan Island. This library is the Edgar Allan Poe Branch of the Charleston County Library and was unique as it was located in an old underground bunker. The Library Director distributed photographs of the branch.

**FUTURE AGENDA ITEMS** - Future agenda items include: discussion/review of the draft of J-MRL’s 5-Year Plan, Jefferson School presentation, Unique Management statistics, and a report from the Policy Committee.

**ADJOURNMENT** - On motion for approval by Mr. Whitlock, the meeting adjourned at 2:20 p.m. The October Board meeting is scheduled to be held in Scottsville.

Melissa R. Dickens, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, September 27, 2004 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval by Ms. Brown, the August 23, 2004 Minutes were approved as presented. Mr. Mellow and Ms. Murray abstained, as they were not present at the August Board meeting.

ANNOUNCEMENTS – Ms. Carpenter thanked the Library Director for attending the war memorial dedication at Greene County Library. The Policy Committee will be meeting in November.

ADOPTION OF REVISED SAFE CHILD POLICY – Ms. Carpenter made a motion, “that the revised Safe Child Policy (J-MRL Policy: Section 4.234) be accepted.” The motion was unanimously approved.

5-YEAR PLAN, GOALS AND OBJECTIVES – The 5-Year Plan Committee will be scheduling their next meeting for early October. Ms. Carpenter suggested the outreach program be more specific in order to address the needs of the physically disabled, such as adaptive technology for their use. The 5-Year Plan should incorporate/add the Technology Plan into the target date list.

JEFFERSON SCHOOL PRESENTATION/DISCUSSION – The Library Director reviewed his Jefferson School presentation with the Library Board members. The Library Director will be giving the Jefferson School presentation to City Council during their work session scheduled for October 14th. Library Board members, who represent the City of Charlottesville, might want to attend this session.

UNIQUE MANAGEMENT UPDATE – Ms. Clark gave the Board members an update on Unique Management and distributed statistics covering the accounts submitted to Unique Management. The total recovery, covering the period of June 15th-September 20th, was $14,101.39 (the total value of the accounts in process was $34,705.74). Out of 431 accounts, 231 accounts made payments. J-MRL pays Unique Management $8.95 per account. As a new customer, J-MRL received a 15% discount. Board members suggested a 6-month report be done on how much J-
MRL expects and how much J-MRL receives back (report should include account activity, costs, and payments recovered). Mr. Mellow made a motion, "that J-MRL continue the services of Unique Management for recovery of library fines." Ms. Troy seconded the motion. The motion was unanimously approved.

**LIBRARY DIRECTOR'S REPORT**

- **Personnel/Budget Committees** - Budget time is fast approaching. Prior to the Budget Committee's meeting in November, the Personnel Committee needs to meet in October to review and discuss employee pay and benefits issues. **Wireless Internet** - Central Library hopes to initiate a wireless Internet pilot project in October. **Millennium Computer System Upgrade** - The Millennium computer system was upgraded and includes two new services. One new service allows patrons to sign up so that they can keep track of their reading history. Patrons will be able to delete items from their personal reading history. This new service is completely separate from J-MRL's ongoing purging of the regular circulation records. J-MRL can now offer patrons a courtesy reminder through email when hold items are available, when materials are overdue and need to be returned or renewed, and a courtesy reminder before books are due. **CityLink** - The Library Director informed the Board that the City's new computer system (CityLink) is being implemented in three phases. This impacts the administrative aspect of the library and requires a lot of staff time and training. The first phase should be online February 2005 and includes purchasing, financial, and facilities management. Mr. Lyons, Jr. and Mr. Williams will be attending the work sessions for the first phase. The second phase should be online April 2005 and includes human resources, benefits, leave, and payroll. Ms. Grossman will be attending the work sessions for the second phase. Phase three is the citizen aspect of the project and President Dickens is planning to attend the sessions for this phase. **In-Service Day** - In-Service Day (November 11th) will be held at Gordon Avenue Library. The Library Director showed Board members the agenda for In-Service Day. Board members were encouraged to attend. Registration forms will be sent out within the next few weeks. **VLA Conference in Williamsburg** - The Library Director reminded Board members of the VLA Conference in Williamsburg (October 28-29, 2004). There will be several sessions of particular interest to boards and trustees. Registrations should be sent to the Library Director.

**FUTURE AGENDA ITEMS**

- Directly following Luncheon at Magnolias in Scottsville on October 25, 2004, the Library Board members will hold their regular monthly meeting at the Scottsville Library at 1:00 p.m.

Future agenda items include: the Personnel Committee's report, FY 2005/06 budget discussion, the 5-Year Plan Committee's report, and a report on the Jefferson School presentation.

Following the Board meeting, Board members will meet for a retreat, dessert and coffee at Mr. Mellow's home.

**ADJOURNMENT**

Mr. Mellow made the motion for adjournment. The meeting adjourned at 2:15 p.m.

Melissa R. Dickens, President
MINUTES OF THE OCTOBER 25, 2004 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

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

TRUSTEES ABSENT
Perri Brown

OTHERS PRESENT
DonnaLee Grossman-Administration
John Halliday-Library Director
Joyce MacDonald-Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, October 25, 2004, at 1:00 p.m. in the Scottsville Library’s meeting room, the President being in the chair. On motion for approval by Mr. Tolson, the September 27, 2004 Minutes were approved as presented.

ANNOUNCEMENTS – Ms. Carpenter announced that the Policy Committee will meet at 11:00 a.m. on November 22, 2004, prior to the regular Board meeting on that date. At 1:12 p.m., the Board adjourned to tour the Scottsville Library. At approximately 1:23 p.m., the Board reconvened.

PERSONNEL COMMITTEE’S REPORT – The Personnel Committee met on October 19th. At the committee meeting, the Library Director presented information outlining budget projections for FY 2006. A 12% increase is anticipated in medical insurance. The Library Director is waiting to hear from the City of Charlottesville what, if any, additional increases need to be included in next year’s budget (there may be increases in retirement and life insurance). The Compensation Committee presented their recommendations for the FY 2006 employee raises. Projected raises for FY 2006 are currently estimated as ranging from 2%–7%. The Personnel Committee recommended the pay raises as outlined by the Compensation Committee with the understanding that it might mean that there would be no new positions in FY 2006. The FY 2005 budget represented approximately a 4.8% increase from the prior year. If J-MRL receives an overall increase of approximately 4.8% for FY 2006, taking into account salary increases, a medical increase of approximately 12%, and a as yet unconfirmed 10% increase in retirement, then the local budget would increase by approximately $196,076, without including any new positions or additional hours. The Regional Cost Allocations for the FY 2006 budget was distributed. The Budget Committee will be
meeting to discuss the FY 2006 budget at 1:00 p.m. on Thursday, November 18th at the Central Library.

**5-YEAR PLAN COMMITTEES REPORT** – The Library Director distributed a copy of the draft J-MRL 5-Year Plan (covering 2004-2009). After a brief discussion, Mr. Whitlock made a motion, “that the Library Board accept the 5-Year Plan as presented by the committee and including the additional suggestions.” The motion was unanimously approved. The 5-Year Plan will be reviewed every October, prior to the preparation of the budget for the ensuing year. Copies will be sent to the jurisdictions, to the community leaders who participated in the information-gathering stage, and distributed to J-MRL staff at In-Service Day on November 11th. Trustees should notify the Library Director if they would like a special presentation done to their Board of Supervisors or to City Council members.

**LIBRARY DIRECTOR’S REPORT** – Jefferson School – On October 14th, the City of Charlottesville’s J-MRL Trustees attended a presentation the Library Director gave City Council regarding J-MRL’s suggestions for using approximately 19,000 square feet of space at the Jefferson School. Several new suggestions for the Jefferson School were mentioned at the City Council meeting. No decisions have been reached as the use of the Jefferson School is still in the investigative stages. The Library Director will be giving a presentation to the Albemarle County Board of Supervisors. A date has not been set. Albemarle County Citizen’s Survey – The Library Director distributed to the Library Board Albemarle County’s Citizen Survey Results. CSI (Center for Survey Research) at the University of Virginia conducted the survey in June and July of 2004. The Library Director pointed out page 3 in the survey, where it showed satisfaction was highest for Fire Protection (95.9%) and second highest was for Library Services (95%). In-Service Day Lunch Menu – The Library Director distributed to the Board members the In-Service Day lunch menu so that they could make their selections and return them to the Library Director. In-Service Day will be on November 11th from 9:30 a.m. to approximately 3:00 p.m. at Gordon Avenue. C’ville Weekly – In the October 12-18, 2004 issue of C’ville Weekly, Central Reference Librarian Jackie Lichtman was commended for a website posted to jmrl.org providing information on election 2004. Charlottesville Area Community Foundation - The Charlottesville Area Community Foundation issued a book highlighting J-MRL as one of the services funded through their foundation. Bookmobile – The RFP for a new bookmobile was sent out. The deadline on the RFP is October 29th. A decision should be made before Thanksgiving. It takes approximately one year to get a new bookmobile after it has been ordered. The new bookmobile will have a lower floor and include a special ramp for easier, more convenient wheelchair and walker access.

**FUTURE AGENDA ITEMS** – Future agenda items include: Mr. Whitlock’s report on the Louisa Library Foundation’s meeting, Budget Committee report, and a Policy Committee Report.

**ADJOURNMENT** – The meeting adjourned at 2:30 p.m. Following adjournment, the Board members held a retreat at Mr. Mellow’s nearby residence. No official action was taken at the retreat, which adjourned at 4:20 p.m.

Melissa R. Dickens, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, November 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 and seconded by Mr. Mellow, the October 25, 2004 Minutes were approved as presented.

ANNOUNCEMENTS - The In-Service Day Committee was commended for all the work they did in making In-Service Day such a success. President Dickens did an excellent job with the service awards at In-Service Day. The Library Director distributed 2005 pocket calendars to the Board members. The Library Director read a letter from Waldo Jaquith, a past Board member, who commended J-MRL for adding the witness service. President Dickens read a note received from Wendy Saz, regarding In-service Day and thanking the Board for the service award she received at In-Service Day.

POLICY COMMITTEES REPORT - The Policy Committee met on November 22nd. The J-MRL Policy Manual has been put online and the Policy Committee was in agreement that the policies should be made available to the public. The policy on Conduct in the Jefferson-Madison Regional Library (Section 4.232) and computer use policies will be discussed at the next Policy Committee meeting scheduled for January 24, 2005, directly following the January Board meeting. J-MRL's attorney was consulted regarding the age at which parental access to children's library records would cease. It was decided that the age cut off would be 16, as this would be consistent with other J-MRL policies. The committee also discussed who would be responsible in the absence of the Library Director. Responsibility for decisions in emergency situations will fall upon the person who is responsible for the building. This would be the ranking staff member based on job classification and seniority. At the branches, the branch manager would be responsible for the building. If the branch manager is not present, they should be informed of the emergency and how it was dealt with. If it was serious enough, the Library Director should be contacted. A patron, representing people who are home schooling their children, requested a separate bulletin board be placed at Northside Library in order to post information relating to home schooling. The Policy Committee decided not to alter J-MRL's current policy as it would be setting a precedent and would be singling out one group. Perhaps a second bulletin board could be added to extend the area available for general announcements at the library site(s) but not a separate bulletin board for one particular group. It was suggested one appropriate way to disseminate information about home schooling could be through using Monticello Avv. A revised Bookmobile Policy was reviewed and approved by the committee. Some of the changes included policies regarding institutions, as J-MRL is planning on enhancing outreach.
services. Ms. Williams requested the committee hear plans for collection development and the committee recommended Ms. Williams do a presentation to all the Board members at one of their regular Board meetings.

**BUSINESS MANAGER’S REPORT** — Business Manager William Lyons, Jr. reviewed J-MRL’s annual budget development process and answered questions from the Board members. Mr. Lyons, Jr. distributed a copy of J-MRL’s Projected Cost Allocations along with a copy of the Regional Cost Allocations for the current fiscal year.

**BUDGET COMMITTEE’S REPORT** — The Budget Committee met on November 18th to review J-MRL’s budget objectives for FY 2006 taken from the 5-Year Plan, the Personnel Committee’s budget recommendations for FY 2006, and staffing requests for next fiscal year. Several handouts were distributed for review and discussion including circulation per FTE, Regional Cost Allocations for FY 2006, and the Projected Cost Allocations for FY 2006 (included pay raises recommended by the Personnel Committee and a medical increase requested by the City). The committee also discussed a projected 2% increase in retirement. Available funding may be limited for raises, due to mandated increases in medical and retirement. Therefore, the committee requested a revised budget reflecting pay increases of 2%, 2-1/2%, 3%, 4-1/2%, or 6%. The 6% pay increase would be for a small number of long-term employees in Band Two, who have not reached market rate. Additional budget requests from the Budget Committee included: adding a part-time Technical Support Specialist, adding a full-time Central Manager, changing a Northside Library part-time Reference Specialist to a Reference Librarian and adding an additional 4 hours per week to one Shelver position (would include a benefits package), making a part-time position full-time by adding 10 hours per week to one position in Crozet Library, adding more substitute hours to Scottsville Library, adding more substitute hours to Louisa Library as well as adding a part-time Branch Support position, making a part-time position full-time by adding 10 hours per week to one position in Nelson County Memorial Library, adding a part-time Branch Specialist to Greene County Library, and adding substitute hours for Monticello Avv. The revised budget should also include the projected retirement increase. After the revisions have been made, the Budget Committee will meet again in early December to discuss which, if any, of the above staff changes will be included in the final budget. J-MRL’s proposed FY 2006 budget will be submitted for Board approval at their December 20th meeting.

**LIBRARY DIRECTORS’ REPORT** — 5-Year Plan — The Library Director informed the Board that a Charlottesville High School volunteer helped to collate and bind J-MRL’s new 5-Year Plan. The 5-Year Plan is now ready to be delivered or mailed out and the Library Director distributed copies to the Board members. The 5-Year Plan will eventually be on J-MRL’s website. Request for Proposals (RFP’s)-RFP’s were sent out for computer management software and for a new bookmobile. Two separate committees will be evaluating the responses. New Bookmobile Schedule — A new Bookmobile schedule is being printed to reflect a trade off of hours, changing from the Saturday scheduled stops to stops made during the week after school (includes a couple of evenings per week). In the first week of December, the Library Director and Willow Gale will be reporting on the changes in the Bookmobile schedule to City Council. City Computer Project (CITYLINK) — The new City computer project (CITYLINK) might require additional work and adjustments from J-MRL staff. Administration is already in the midst of providing data to the City for CITYLINK. Virginia Library Association (VLA) — The Library Director distributed a “draft” legislative agenda for 2005 for the Virginia Library Association. The top priority is to fully fund the state aid formula. The Library Director informed the Board that there wouldn’t be a Legislative Day this year (normally held in January). VLA recommended that the legislators for our library’s jurisdictions be contacted directly before the legislators go to Richmond in January, when General Assembly begins. A letter will be drafted and sent out to J-MRL’s legislators. VLA plans to host a reception for legislators on January 26th at 5 p.m. Jefferson School — On November 23rd, President Dickens and the Library Director will be meeting with City officials regarding the proposed Jefferson School site.

**FUTURE AGENDA ITEMS** — Future agenda items include: update on the meeting with City officials regarding the Jefferson School, adoption of J-MRL’s proposed FY 2005/06 budget, and policy updates.

**ADJOURNMENT** — Mr. Mellow made a motion for adjournment and Ms. Troy seconded the motion. The meeting adjourned at 2:14 p.m. The December Board meeting is scheduled for Monday, December 20, 2004.

Melissa R. Dickens, President
MINUTES OF THE DECEMBER 20, 2004 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

Elizabeth Carpenter
Melissa Dickens-President
Robert Mellow
Sara Murray
Timothy Tolson
Anthony Townsend
Gail Troy
Jefferson-Madison Regional Library

TRUSTEES ABSENT

Perri Brown
Thomas Whitlock-Vice President

OTHERS PRESENT

DonnaLee Grossman-Administration
John Halliday-Library Director
Williams Lyons, Jr.-Business Manager
Joyce MacDonald-Staff Recorder
Roxanne White-Assistant County Executive for Albemarle County

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, December 20, 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. Tolson and seconded by Mr. Mellow, the November 22, 2004 Minutes were approved as presented.

ANNOUNCEMENTS — Ms. Carpenter distributed copies of the December 2004 Library Journal and their 2005 Buyer's Guide. The 2005 Buyer's Guide had an article on the Greene County Library, pages 8-9. The Library Director announced the James River Book Club deposited a check in the amount of $1,045 into the Friends' of Jefferson-Madison Regional Library's endowment fund account, to be used for the future expansion of the Scottsville Library. The High Meadows Vineyard Inn and Restaurant is donating $25.00 to the Scottsville Building Fund, for every wine tasting and six-course dinner for two. President Dickens read notes received from Joyce MacDonald and Virginia Reese thanking the Board for the gift they received at In-Service Day. An article on page 43 of the December 9-15, 2004 issue of The Hook mentions Crozet Library's program where children meet to make teddy bears while they listen to a story from a children's book. The teddy bears, along with donated clothing, shoes, and other toys are sent to a children's orphanage in Haiti. The Library Director mentioned two articles in The Daily Progress. The December 12, 2004 article mentions some of J-MRL's plans for growth in the next five years. The December 15, 2004 editorial encourages support for J-MRL from both the state and local governments. President Dickens and the Library Director sent letters to local legislators confirming J-MRL's on-going need for state aid and supporting the restoration of full funding for libraries. Ms. Roxanne White, Assistant County Executive for Albemarle County, was introduced to the Library Board.

POLICY COMMITTEES REPORT — The Board members reviewed two revised policies submitted by the Policy Committee for the Board's approval. The Confidentiality of Patron Circulation Records (Section 4.224) added to the policy that parents or guardians of a child under 18 could have access to their child's circulation records. The Bookmobile Policy (Section 4.41) had several changes. On motion for approval by Mr. Mellow and seconded by Ms. Troy, the revision to the Confidentiality of
Patron Circulation Records Policy (Section 4.224) was unanimously approved. On motion for approval by Ms. Carpenter and seconded by Mr. Mellow, the Board unanimously approved the amendments to the Bookmobile Policy (Section 4.41).

**FY 2005/06 BUDGET** – The Budget Committee met on December 9th, for a final review of the FY 2005/06 budget proposal for submission to the Library Board for approval at their December 20th meeting. The new 5-Year Plan was used to develop a draft budget. The Library Director reviewed the Projected Cost Allocations and percentage increases for each jurisdiction. The proposed budget did not include any new positions but did include increases in medical premiums and retirement. Basically, the FY 2005/06 budget is a status quo budget with the addition of some personnel hours.

Ms. White, Assistant County Executive for Albemarle County, discussed Albemarle County’s difficulties in funding, anticipated increases and expenditures for Albemarle County, along with Capital Improvement Projects (CIP) that include library projects. Albemarle County’s Capital Improvement Projects for the library have been moved back. Albemarle County is in the process of signing a new 5-year lease for the Northside Library location. On motion for approval by Mr. Mellow and seconded by Mr. Townsend, the Board unanimously approved the FY 2005/06 proposed budget.

**AUDIT REPORT** – Mr. Lyons, Jr. distributed KPMG’s audit of J-MRL for the fiscal year ended June 30, 2004. Mr. Lyons, Jr. referred Board members to the Statement of Revenues, Expenditures, and Changes in Fund Balances for J-MRL on page 12 and pointed out the last sentence on page 25 which indicated KPMG did not note material weaknesses involving internal control over financial reporting and J-MRL’s operation.

**LIBRARY DIRECTOR’S REPORT** – Unique Management Services, Inc.- The Library Director briefly discussed a Return on Investment letter sent by Unique Management Services, Inc. outlining their results for J-MRL covering the period of June 2004–November 2004. Unique Management Services, Inc. gave J-MRL a return of $4.46 for each $1.00 invested. 742 accounts were processed for collection, resulting in approximately a 64.56% response by patrons, who fully or partially settled their accounts. Awarding of Bids-J-MRL will be awarding bids for the new bookmobile and for computer management software. The Library Director will report on the final outcome at the January Board meeting.

**Wireless Internet Connection-Central Library and Gordon Avenue Library now have wireless Internet connections. Jefferson School Update-On November 23rd, President Dickens and the Library Director attended a meeting to discuss the Jefferson School. It was decided it would be helpful in future discussions to have a preliminary concept designs and costs for the Jefferson School drawn up by an architect. A project team consisting of City Councilors Lynch and Hamilton, City Manager Gary O’Connell, three City staff members, J-MRL’s Board President Dickens and the Library Director have been organized to work with the architect and hope to be done in time to make a presentation to City Council at a March work session. Mr. Townsend offered to be included in the project team. The Library Director will ask the City if another J-MRL Trustee, who represents Albemarle County, could be added to the project team for the Jefferson School. Handouts-The Library Director distributed handouts on the evaluations for the Mother Read Father Read programs at the schools and distributed statistical information (population and economic data) on each of J-MRL’s jurisdictions.

**FUTURE AGENDA ITEMS** – Future agenda items include: a Bookmobile report and the outcome of the bids for a new bookmobile and for the computer management software. The Policy Committee will meet prior to the Board meeting in January.

**ADJOURNMENT** – Mr. Townsend made a motion for adjournment and the meeting adjourned at 2:12 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, January 24, 2005, 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 and seconded by Mr. Mellow, the December 20, 2004 Minutes were approved as presented.

**Policy Committee Report** – The Policy Committee met this morning to consider/review four items: the Conduct in the Jefferson-Madison Regional Library Policy (Section 4.232), the Incident Report form (Section 4.232), the Interlibrary Loan Policy (Section 4.32), and the Computer and Internet Access Policy (Section 4.7). At a future meeting the committee will review the printing/copying rates and the Circulation policies. The next Policy Committee meeting will be scheduled for March 26th.

**Bookmobile Report** – Ms. Gale reported on the Bookmobile Conference she attended last October. Approximately 200 people attended, representing 37 states, Canada and New Zealand. Some of the workshops attended included: working with your board of trustees, marketing, after school programs, services to diverse communities, and services to seniors. Ms. Gale came back from the conference with a suggestion to incorporate lobby service. Ms. Gale would like to use J-MRL’s delivery truck and load trucks of books on the van for delivery to retirement and nursing homes. The book trucks would be rolled into the lobby of the retirement and nursing homes so that the people would not have to go outside. Ms. Gale discussed the changes in the new Bookmobile schedule. Saturday has been dropped but the stops were included in the new Monday-Friday schedule, which also includes six new stops and some evening stops. Some of the Trustees suggested J-MRL could work in partnership with the Senior Center on an outreach stop. Early last month the Library Director and Ms. Gale attended a City Council meeting to report on the Bookmobile changes. Ms. Gale discussed the Bookmobile on Charlottesville Live. A new Bookmobile Specialist has just been hired and is scheduled to work 18 hours per week, working 10 hours in the office and 8 hours doing evening runs. The bid for the new bookmobile will be
awarded in February. The overall cost for the bookmobile will be approximately $180,000, paid by Albemarle County out of their CIP fund and some of their carryover, the City of Charlottesville, and the Friends of J-MRL. A decision regarding the graphics/design for the outside of the bookmobile still needs to be done. The new bookmobile should be ready by late this year.

**Proposed Budget** – The Library Director informed the Board that a copy of J-MRL's proposed budget was delivered to all the jurisdictions before the deadline of January 15th. The Library Director and a Library Trustee representing their jurisdiction met with each jurisdiction's chief executive officer. This week on Thursday, January 27th, the Library Director and President Dickens are scheduled to meet with City Manager Gary O'Connell to discuss J-MRL's budget. Library Trustees for the City of Charlottesville are welcome to attend this Thursday's meeting with the City Manager. Albemarle County asked for a detailed breakdown of J-MRL's new personnel requests and that information was sent out today. The City of Charlottesville asked their own departments and J-MRL to outline possible service reductions based on budget cutbacks of 5% and 10%. The City of Charlottesville's request is difficult to address as very few areas in J-MRL's budget are funded solely by the City of Charlottesville.

**Library Director's Report** – Handouts-The Winter/Spring Programs for Children and Their Families and the Winter/Spring Programs for Teens were distributed to the Board. Both handouts cover January-May 2005. The Library Director distributed the newest issue of BookPage. Ms. Askew did a write-up on Gordon Avenue Library on the back page. Library Director’s Book-The Library Director showed the Board a copy of the cover for his book called Gewitter Fische, to be published in Germany. Technology Oversight Committee-The Technology Oversight Committee has been formed and already had their first meeting. Joyce MacDonald, Reference and Information Services Manager at Central Library, is chairing the committee. The committee will report in February or March. Jefferson School Update-The project team meeting has been postponed until February. Mr. Townsend, J-MRL’s Albemarle County Library Trustee, has been added to the project team. General Assembly-Senator Chichester and Delegate Callahan, Jr. agreed to sponsor a bill to increase state aid to libraries. Senator Houck and Delegate Morgan are sponsoring an infopowering bill. This year there is no Legislative Day in Richmond. However, there will be a reception at the State Library from 5-7 p.m. on Wednesday, January 26th. The legislators have been invited to attend the reception. The Library Director plans to leave from Northside Library at 3:30 p.m. on Wednesday, in order to arrive in Richmond by 5 p.m. to attend the reception. President Dickens and Vice President Whitlock are planning to attend. J-MRL trustees should notify the Library Director if they are interested in attending. Mended Books-President Dickens volunteers at J-MRL and along with other library volunteers managed to mend 909 books at Central Library and approximately 600 books at Gordon Avenue. The mended books were put back on J-MRL's shelves for circulation.

**Future Agenda Items** – Future agenda items include: a report on the Jefferson School, FY 2005/06 budget update, and policies.

**Adjournment** – Mr. Mellow made a motion for adjournment. The meeting adjourned at 1:55 p.m.

Melissa R. Dickens, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was rescheduled from February 24, 2005 to Monday, March 7, 2005, 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 January 24, 2005 Minutes were approved as presented. Ms. Troy and Mr. Whitlock abstained, as they were not present at the January Board meeting.

ANNOUNCEMENTS – Ms. Murray thanked Children’s Specialist Karen Gillaspie and Adam Rogers from the Bookmobile for visiting Greenbrier Elementary School on Friday.

POLICY COMMITTEE’S REPORT – The Policy Committee met on January 24, 2005. Two policies were reviewed by the Policy Committee and the library staff and are ready for adoption. On motion for approval by Mr. Whitlock, the revised Interlibrary Loan Policy (Section 4.32) was unanimously approved. On motion for approval by Ms. Carpenter and seconded by Ms. Troy, the revised Conduct in the Jefferson-Madison Regional Library Policy (Section 4.232) was unanimously approved. The Library Director informed the Board that J-MRL’s Incident Report (Section 4.232) is being revised and placed online.

FY 2005/06 BUDGET – The Library Director informed the Board that the chief executive officers for Albemarle County and the City of Charlottesville recommended full funding. Albemarle County has a public hearing scheduled for later this week (March 9th). Charlottesville has a public hearing scheduled for later this month (March 21st). The Library Director distributed email listings for Albemarle County’s Board of Supervisors and Charlottesville’s City Council members so that Library Board members could contact their representatives. J-MRL’s budget request to Albemarle County represents an increase of approximately 6.12% and an increase of approximately 8.15% for the City of Charlottesville. President Dickens thanked the Library Director and the Library Trustees who met with the chief executive officers in their jurisdictions. Mr. Linticum, County Administrator for Louisa County, will be presenting his recommendations to Louisa County’s Board of Supervisors on March 9th and March 16th. There will be a budget meeting with the Greene County Board of Supervisors on March 23rd. It was the consensus of the Board and Library Director that instead of a special Budget Committee meeting being called for early March, the budget would be discussed with the full Board at their regular Board meeting on March 28th. Later this week the Library Director has a meeting with the City of Charlottesville and will be discussing retirement increases.

YOUNG ADULT SERVICES REPORT – Mr. Carrier gave a Young Adult Services report to the Library Board. Mr. Carrier distributed the Winter/Spring Programs for Teens. Young Adults include preteens and teens from grades 6-12 (middle school and high school). A Young Adults Committee meets six times a year to discuss issues, programs, collections, etc. J-MRL has many items available for teens – magazines for teens, audio books, tapes and CDs, graphic novels, and popular
music. J-MRL has an active outreach for teens including visiting the schools, book talks, tours, and programs. Some of the young adult programs range from the highly informational science programs to workshops teaching a craft or a skill, etc. The J-MRL Friends fund the young adult programming. There has been some collaboration with area organizations such as the Charlottesville Writing Center and the Music Resource Center. The Cheap Thrills logo contest is going on right now. The winning entry will be featured on the front cover of the Cheap Thrills teen summer reading program brochure. Mr. Carrier showed the Board a bar graph indicating teen participation from 1994-2004 (ranging from 400 to 900). J-MRL uses teen volunteers to help with special programs, assisting during the summer reading programs, and reading books to preschoolers. Teen volunteers help fulfill community service needs. Teen volunteers assist the Crozet Library year round. A new library card registration pilot project is starting up with the City schools. Mr. Carrier discussed upcoming website features. There is a teen page on the website. J-MRL is working on a monthly poll on library issues and things going on with teens. Mr. Carrier mentioned development of on-line book discussions with teens — creation of forum discussions. A goal for the 5-Year Plan is to promote teen use and have people at each branch to provide teen services. An email listing has been created for young adults and includes information about new databases and other items of interest to teens. Junior high and high school media people will be notified that J-MRL has databases available online for teens and individual schools.

**LIBRARY DIRECTOR'S REPORT** — Additional Handouts — Board members were shown the Wintergreen Valley Association’s article discussing locations, phone numbers, and online access of library systems available to Nelson County residents (including some of J-MRL’s locations-Lovingston Memorial Library, Central Library, and the Wayneboro library system). The Board was shown a brochure of Henrico County’s Bond and Meals Tax Referendum, which included a bond issuance totaling a maximum amount of $56.4 million for libraries. On a website location outlining Henrico County’s Public Library project information, the website mentions design of a drive-through book return and a pick up window and the offering of a café with refreshments and wireless Internet access, as part of the features of a larger replacement facility. On March 8th the Henrico County voters will decide on the $349 million in General Obligation Bonds. Summer Intern — The Library Director mentioned J-MRL is again offering a summer librarian internship funded by the Endowment Fund and provided through ALA’s Spectrum Scholar Program, which is sponsored by the Bill and Linda Gates Foundation. Jefferson School Update — On February 1st, the Library Director, along with President Dickens and Ms. Carpenter, attended a reception and film and exhibit project at the Jefferson School and Carver Recreation Center. On March 3rd, President Dickens and the Library Director attended a meeting regarding the Jefferson School. Architect Kirk Train is participating in the architectural feasibility study and cost estimates for a new building located adjacent to the Jefferson School as well as for renovations to the Jefferson School. The engineering study is due to be completed in the next few months. The community would like the Jefferson School to be a cultural center. Carver Recreation Center would like to expand their space to accommodate more meetings and receptions being held there. PVCC is contemplating having a culinary arts program. Margaret O’Bryant has been asked to participate in another study group to investigate the cultural center aspect. Wireless Internet Connection — The pilot project for the wireless Internet connection developed a problem with security. The service was discontinued while the City investigated further. The solution is to put the wireless service on a separate DSL line, to keep it separate from the rest of the network. The wireless service should be up within the next few weeks. Paramount Theater Parking — Paramount Theater petitioned the City for exclusive use of parking spaces located directly across from the Central Library on Market Street. The parking permit was denied by the City of Charlottesville. Vegetarian Festival — Promoters of a Vegetarian Festival in September have asked permission to use one of Central Library’s meeting rooms for a cooking demonstration. The Board did not approve their request. Book Sale — The Friends’ Book Sale begins shortly (March 12-28). Virginia Festival of the Book-Virginia Festival of the Book begins shortly (March 16-20). The Library Director distributed the Virginia Festival brochure to the Board. State Library — The State Library hired a consulting firm (Himmel & Wilson) to study Virginia’s Public Libraries — their funding, different roles of public libraries, laws and regulations. A 25-member committee is being set up and the Library Director is one of eight library directors representing large regional libraries working with the consultants. Himmel & Wilson have conducted similar surveys of library systems in eighteen other states. Committee Meetings — The next regular Board meeting (March 28th) will be a budget meeting. The Technology and Policy Committees will hold a combined meeting and are scheduled to meet directly after the March 28th Board meeting. The Personnel Committee should schedule a meeting in early April to discuss salaries, the training program, and J-MRL’s schedule of library closings for FY 2005/06. Tsunami Destruction of Libraries — The Library Director showed pictures of the Tsunami’s devastation to Sri Lanka’s libraries. Approximately 300 libraries were destroyed — approximately 177 school libraries, 53 public libraries, and 68 libraries attached to religious institutions. Discussion ensued regarding J-MRL sponsoring or adopting a library devastated by the Tsunami.

**FUTURE AGENDA ITEM(S)** — A future agenda item includes: FY 2005/06 Library Budget.

**ADJOURNMENT** — Mr. Tolson made a motion for adjournment. The meeting adjourned at 2:23 p.m.

Melissa R. Dickens, President
MINUTES OF THE MARCH 28, 2005 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT

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

OTHERS PRESENT

DonnaLee Grossman-Assistant to the Library Director
John Halliday-Library Director
Williams Lyons, Jr.-Business Manager
Joyce MacDonald-Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, March 28, 2005, 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 and seconded by Mr. Tolson, the March 7, 2005 Minutes were approved as presented. Mr. Mellow and Mr. Townsend abstained, as they were not present at the March 7th Board meeting. Ms. Brown was not present when the vote was taken.

ANNOUNCEMENTS

Ms. Troy enjoyed working at the Book Sale. On March 23rd the Library Director attended a Scottsville Lion's Club dinner and talked to them about J-MRL. Library Trustees should return their Library Director's evaluation to President Dickens. Library Board members will be discussing the Library Director's evaluation at their April Board meeting. At 7:00 p.m. on April 4th Mrs. Mellow will be discussing Casey at the Bat with the James River Book Club and at their May 2nd meeting, Mr. Mellow will be discussing Robert Frost and his poetry.

REPORT ON TAXPAYER RETURN ON INVESTMENT IN FLORIDA PUBLIC LIBRARIES

The Library Director distributed and briefly discussed portions of a September 2004 Summary Report on Taxpayer Return on Investment in Florida Public Libraries. A conservative approach was used throughout the study. Although many adults use libraries for recreational or entertainment purposes (reading, listening to music, watching videos and attending special programs), the majority of users address three other basic purposes: personal and family needs (health and wellness issues, job seeking, etc.); educational needs (students, teachers, home schooling, and lifelong learning); and needs of businesses, non-profit organizations, schools, universities and colleges, government agencies and hospitals. Users of public libraries use their own time, travel expenses, etc. to use the libraries. This individual investment can be considered an indication of the value that users place on their libraries. For every $1.00 invested, public libraries in Florida get a return of $6.54. A similar study done in 2003 by the British Library showed that for every pound invested the British
Library services received a return of 4.4. Ms. Carpenter suggested some of the information obtained from the study be incorporated in J-MRL’s budget sessions with the jurisdictions.

**FY 2005/06 BUDGET** – The Library Director distributed information outlining the average percentage of budget increase for each of the jurisdictions for the period covering 2000-2005 and compared them to their proposed increases for FY 2006. For FY 2006, J-MRL asked Albemarle for an increase of approximately 6.12% and Albemarle plans to give J-MRL approximately 6.4% (the increase to 6.4% is primarily due to Northside Library’s rent increase). Charlottesville’s increase is 8.2%. Louisa may give J-MRL $15,000 more than originally requested in order to increase service hours. This could change Louisa’s proposed increase from 5.46% to approximately 12%. No budget information has been received from Greene. Nelson’s administrative staff is recommending a 3.5% increase to their Board of Supervisors. J-MRL has asked Nelson to pick up the utilities. Mr. Whitlock plans to attend Louisa’s upcoming budget work session. Ms. Troy plans to attend Nelson’s work session in April. Greene has a budget work session in April. Ms. Carpenter will keep the Library Board informed regarding Greene. Library Trustees will be sending out letters to the local news media mentioning National Library Week and encouraging support for libraries.

**LIBRARY DIRECTOR’S REPORT** – Unique Management Services, Inc. - The Library Director received a letter from Unique Management Services, Inc. reporting J-MRL’s return on investment for the period covering June 2004-February 2005. The return is $5.02 for each $1.00 invested. Approximately 71.30% of patrons processed have responded. 

**Personnel Committee** – The Personnel Committee has scheduled a meeting for 3:30 p.m. on Monday, April 18th, to review the 2005/06 Schedule of Library Closings. 

**Friends of the Library Book Sale** – The 2005 Book Sale is already ahead of the 2004 Book Sale. All the books remaining are out on the shelves. Any books left over are going to Lonesome Pine and Covington Libraries. 

**National Library Week** – The Library Director distributed bookmarks for National Library Week April 10-April 16th. The Library Director has asked Charlottesville to put a banner across Market Street proclaiming National Library Week. 

**Website Scavenger Hunt** – The Library Director distributed a copy of J-MRL’s Website Scavenger Hunt questionnaire for National Library Week. Winners will be chosen April 18th. 

**Policy and Technology Committees** – The Library Director announced that the Policy and Technology Committees are meeting following adjournment of today’s Board meeting. The committees are meeting to discuss the Computer and Internet Access Policy (Section 4.7) and to get an update on the wireless project.

**FUTURE AGENDA ITEMS** – Future agenda items include: a report from the Policy and Technology Committees, a report from the Personnel Committee, FY 2005/06 Library Budget, a Reference Department report, and the Library Director’s Evaluation. The May 23rd Board meeting will be held in the Louisa County Library. There will be lunch prior to the May Board meeting.

**ADJOURNMENT** – On motion for adjournment by Ms. Murray and seconded by Mr. Whitlock, the meeting adjourned at 2:02 p.m.

Melissa R. Dickens, President
MINUTES OF THE APRIL 25, 2005 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

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

OTHERS PRESENT
DonnaLee Grossman-Assistant to the Library Director
John Halliday-Library Director
Williams Lyons, Jr.-Business Manager
Joyce MacDonald-Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, April 25, 2005, 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 and seconded by Ms. Troy, the March 28, 2005 Minutes were approved as presented.

ANNOUNCEMENTS – Every third Wednesday of each month, Greene County Library is hosting a series of independent and foreign films and admission is free. A handout announcing the next film being shown was distributed to the Board members. This is funded by the Friends of Greene County Library. People can adjourn to The Lafayette for refreshments and discussion afterwards. Special refreshments were served at the Board meeting to honor two Board members having birthdays (Mr. Mellow and Ms. Carpenter). The Virginia Public Library Directors Association designated Ms. Carpenter as Outstanding Library Trustee for 2005. A framed certificate was presented to Ms. Carpenter at the Board meeting. The award was in acknowledgement of Ms. Carpenter’s successful involvement in the Greene County Library project and for her article in the Library Journal.

POLICY/TECHNOLOGY COMMITTEE REPORT – On March 28th the Policy and Technology Committees held a joint meeting. J-MRL was offering wireless service at Central and Gordon Avenue but this service was suspended briefly as the City of Charlottesville had concerns about the security of its computer network. The problem has been resolved. David Plunkett gave an overview of the new computer access software system. The software manages printing and time allotments. Patrons will be signing in by using their library card to access the system. J-MRL’s Computer and Internet Access Policy (Section 4.7) was reviewed and amended. The revised policy was forwarded to the Library Board for review and approval. On motion for approval by Ms. Murray and seconded by Mr. Townsend and Ms. Troy, the revised Computer and Internet Access Policy (Section 4.7) was unanimously approved as presented. The policy will be implemented July 1, 2005.

PERSONNEL COMMITTEE REPORT – The Personnel Committee met on April 18th. The Library Director reported on the budget process and confirmed salary increases for next year will stand at 2%, 2-1/2%, 3%, 4.5% and 6%. Most of J-MRL’s employees will qualify for a 4-1/2% raise. The committee reviewed a draft of J-MRL’s 2005/06 Schedule of Library Closings. After a brief discussion, the committee
recommended approval of the proposed schedule as drafted. J-MRL is reverting back to closing at 5:00 p.m. on Thanksgiving Eve. The Staff Training Plan will be reviewed in July. On motion for approval by Mr. Whitlock and seconded by Mr. Tolson and Mr. Townsend, the **2005-2006 Schedule of Library Closings (Section 5.4)** was unanimously approved as presented.

**FY 2005/06 BUDGET** – The Library Director informed the Board that Albemarle and Charlottesville have approved what was requested by J-MRL for FY 2005/06. Louisa is close to finalizing their budget and J-MRL may get more than requested. Greene and Nelson may end up giving J-MRL less than requested which may result in adjustments to J-MRL’s operating costs. J-MRL is trying to get Nelson to pay the utility costs. The General Assembly approved a small increase in state aid adding approximately $15,000 in J-MRL’s materials budget. It was decided that rather than having a special budget meeting to review next year’s equipment fund budget the equipment fund budget would be done at the May Board meeting in Louisa.

**LIBRARY DIRECTOR’S REPORT** – **Damage to Central Library Steps** – Central Library’s front entrance steps were damaged. The Library Director referred to a picture in the local paper showing the damage to the front steps. A woman went too far when backing up her vehicle and ended up on the front steps. Fortunately no one was injured but the steps and some of the railing area will require extensive repairs. State Farm Insurance is now involved. Because of the way the steps were built and because the steps are made of granite, which is not readily available, it looks as though it may take several months before the repairs are finalized. It will require equipment to lift the steps. **Library Director’s Meeting** – The Library Director distributed a handout announcing this year's Bill of Rights program – **Brown v. the Board of Education and the Civil Rights Movement.** 2005 Bancroft Prize winner Professor Michael Klarman will be the main speaker. This program is co-hosted by the Friends of J-MRL and UVA Public Service and Outreach. The program is scheduled to begin at 7:00 p.m. on May 9th in the Central Library’s McIntire Room. **Rescheduled June Board Meeting** – The June ALA conference in Chicago conflicts with the date of the regular June Board meeting. The Library Director asked if the Board would be agreeable to moving up their Board meeting date to a week earlier on June 20th. On motion for approval by Mr. Mellow and seconded by Ms. Murray, the June Board Meeting has been moved to Monday, June 20th. The motion was unanimously approved.

**CLOSED MEETING** – Ms. Troy 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 1:32 p.m. The Library Board reconvened from their Closed Meeting at 1:55 p.m. President Dickens read the Certification of Closed Meeting to the Trustees and their votes were recorded. A Board Resolution on Salary of the Library Director was read. On motion for approval by Mr. Whitlock and Mr. Mellow, the Board Resolution on Salary of the Library Director was unanimously approved. (The Certification of Closed Meeting and the Board Resolution are attached to the approved Minutes.)

**FUTURE AGENDA ITEMS** – Future agenda items: the May 23rd Board meeting will be held in Louisa County Library’s meeting room, review and approval of the FY 2005/06 Equipment Fund, and a Policy Committee report.

**ADJOURNMENT** – On motion for adjournment made by Ms. Brown and seconded by Mr. Tolson and Mr. Whitlock, the meeting adjourned at 2:19 p.m.

Melissa R. Dickens, President
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. (Motion was made by Ms. Troy.)

MEETING DATE: April 25, 2005

RESOLUTION NO.: #1

CERTIFICATION OF CLOSED MEETING

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

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

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

VOTE:

AYES: Brown, Carpenter, Dickens, Mellow, Murray, Tolson, 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: None

ABSENT DURING MEETING: None

DonnaLee Grossman
(Recording Secretary for Jefferson-Madison Regional Library’s Board of Trustees)
BOARD RESOLUTION ON SALARY OF LIBRARY DIRECTOR

WHEREAS, the Board of Trustees of the Jefferson-Madison Regional Library finds that John Halliday's service as Library Director for 2004-2005 has been exemplary, and

WHEREAS, the Board has the utmost confidence in Mr. Halliday's continuing capacity to serve as an outstanding Library Director, and

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

NOW THEREFORE BE IT RESOLVED, that John Halliday's salary for 2005-2006 as Director of the Library shall be raised by a percentage within the range of percentages for salary increases applying to other Library staff in the Library's 2005-2006 budget.
MINUTES OF THE MAY 23, 2005 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

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

TRUSTEES ABSENT
Sara Murray

OTHERS PRESENT
Donna Lee Grossman-Assistant to the Library Director
John Halliday-Library Director
Williams Lyons, Jr.-Business Manager
Joyce MacDonald-Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, May 23, 2005, at 1:00 p.m. in Louisa County Library's meeting room, the President being in the chair. On motion for approval by Mr. Whitlock and Mr. Mellow, the April 25, 2005 Minutes were approved as presented.

ANNOUNCEMENTS — Ms. Carpenter thanked the Library Director for arranging such an outstanding speaker (Professor Klarman) for the Bill of Rights program. Ms. Carpenter commended Ms. Reese for the wonderful job she did in organizing and inspiring everybody to attend the Greene County Library's Film Festival. Ms. Carpenter thanked the local Friends for funding the film series. President Dickens mentioned the coverage Stella Pool and the Monticello Avv lab received from the CVille. Stella Pool wrote a letter thanking CVille for the article. President Dickens commended the Children's Department for the excellent job they did on the Summer Program. President Dickens commended Ms. Ramsden on the annotated book list she did on travel.

TOUR OF LOUISA COUNTY LIBRARY — At 1:12 p.m. the Library Board adjourned to tour the Louisa County Library. At 1:30 p.m. the Library Board reconvened from their tour. President Dickens requested the Board Minutes show the Board's appreciation to Jolyn Bullock for giving the Library Board a tour of the Louisa County Library.

POLICY COMMITTEE'S REPORT — The Policy Committee met to review four policies. The committee did not propose any changes to the current Circulation Policies outlining fines and fees (J-MRL Form: Section 4.225). On motion for approval by Mr. Whitlock and seconded by Ms. Troy, the fines and fees Circulation Policies (Section 4.225) were unanimously approved for next fiscal year, beginning July 1, 2005. The Library Board reviewed a draft of the suggested revisions to the policy on Library Card Eligibility (J-MRL Policy: Section 4.221). In addition to the changes listed in the draft, the Board suggested "on an annual basis" be removed from paragraph #3. The Board suggested adding to the end of the first sentence in #5's last paragraph "as stated on Jefferson-Madison Regional Library's card registration form." On motion for approval by Ms. Brown and seconded by Mr. Mellow, the draft of suggested revisions along
with the Board's amendments to the policy on **Library Card Eligibility** (J-MRL Policy: Section 4.221) was unanimously approved. The Board reviewed the draft of suggested revisions to the policy on **Volunteers** (J-MRL Policy: Section 2.9). The Board suggested the last paragraph be made the opening paragraph. The draft's first paragraph would then become the second paragraph and begin with "Jefferson-Madison Regional Library welcomes the participation of volunteers." On motion for approval by Mr. Tolson, the Library Board unanimously approved the draft **Volunteers** policy (J-MRL Policy: Section 2.9) as amended. The Board reviewed the draft of suggested revisions to the **Monticello Avenue Community Information Network** policy (J-MRL Policy: Section 4.61). On motion for approval by Mr. Townsend and seconded by Ms. Brown, the policy on Monticello Avenue Community Information Network (J-MRL Policy: Section 4.61) was unanimously approved. The next Policy Committee meeting is scheduled for directly after the July Board meeting. The Policy Committee will be reviewing J-MRL's policy on **Printing and Copying** (J-MRL Policy: Section 4.33).

**EQUIPMENT FUND BUDGET** - Mr. Lyons, Jr. distributed and discussed his graphs for each jurisdiction’s fines and fees, and graphs on Duplication Fees, E-Rate Fees, and Revenue Totals. The graphs covered a six-year period ranging from 1999 through 2004. Mr. Lyons, Jr. distributed and discussed his draft of the Equipment Fund Budget for FY 2005-2006. On motion for approval by Ms. Troy and seconded by Ms. Brown, the Equipment Fund Budget for FY 2005-2006 was unanimously approved as presented.

**FUTURE LIBRARY CONSTRUCTION PROJECTS** - The Library Director gave an update on the Crozet Library, Central Library, and the Jefferson School projects. Albemarle County hired a consultant from the University of Virginia to explore options for a downtown Crozet building site. President Dickens and the Library Director met with architect Kirk Train to discuss the Jefferson School. Mr. Train has been working on a feasibility study of possible uses of the Jefferson School building. The Trustees discussed possible options pending the outcome of Mr. Train’s study.

**LIBRARY DIRECTOR’S REPORT** - FY 2005-2006 Budget - The Library Director informed the Board that J-MRL has heard officially from Albemarle, Charlottesville, and Greene regarding next year’s budget. J-MRL is still waiting to hear officially from Louisa and Nelson. The Friends' budget will be reported at J-MRL’s June Board meeting, when J-MRL’s final budget is presented for Board approval. **Library Endowment Committee Meeting** - The Library Endowment Committee usually meets every year some time in May. The Library Director asked that this year the meeting be held in July or August. The committee consists of J-MRL’s President and Vice President, the Friends’ President and Vice President, and the Library Director. **Summer Intern** - J-MRL advertised for a Summer Intern to assist the Children’s Department this summer. Only one applicant applied. The applicant was mainly interested in interlibrary loan and reference, so J-MRL will not be having an intern this year. **CityLink Training** - CityLink training is going on and the Library Director, Mr. Lyons, and Mr. Williams are attending the training sessions. Ms. Grossman will be attending the training for the next phase. **3-Year Administrative Agreement** - The 3-year Administrative Agreement between J-MRL and the City of Charlottesville is up for renewal in June. A draft has been sent to the City and the final draft should be ready for Board approval at their June Board meeting. **Government Services Fair** - The City of Charlottesville had their 2005 Government Services Fair. The bookmobile was on the downtown mall for the fair. Pencils and rulers were distributed to the public from the library booth.

**FUTURE AGENDA ITEMS** - Future agenda items: the June Board meeting has been rescheduled to June 20th, Administrative Services Contract with the City of Charlottesville, proposed FY 2005/2006 budget for approval, Reference Department report, Nominating Committee’s slate of officers and election of officers (Ms. Brown and Ms. Carpenter are serving on the Nominating Committee), and committee assignments.

**ADJOURNMENT** - On motion for adjournment made by Mr. Mellow and seconded by Ms. Troy, the meeting adjourned at 2:40 p.m.

Melissa R. Dickens, President
MINUTES OF THE JUNE 20, 2005 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

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

TRUSTEES ABSENT
Melissa Dickens-President
Sara Murray

OTHERS PRESENT
Donnalee Grossman-Assistant to the Library Director
John Halliday-Library Director
Williams Lyons, Jr.-Business Manager
Joyce MacDonald-Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, June 20, 2005, at 1:00 p.m. in the Central Library's Jefferson Room, the Vice-President being in the chair. The May 23, 2005 Minutes were approved as presented.

ANNOUNCEMENTS – The Vice President commented on how much he enjoyed reading the J-MRL Friends' Newsletter and marveled at the Friends and how their Book Sale continues to do better every year. Ms. Carpenter complimented Ms. Reese for the good publicity and organization of the successful kickoff party for Greene County Library's Summer Reading Program. Ms. Troy mentioned how pleased she was to see the pictures displayed throughout the Nelson County Memorial Library for the "Caught Reading" series.

RENEWAL OF ADMINISTRATIVE SERVICES AGREEMENT – The three-year Administrative Services Agreement between J-MRL and the City of Charlottesville is up for renewal. The City of Charlottesville would like to change the three-year renewal to an annual renewal. This would mean every year at this time J-MRL would send a letter to the City of Charlottesville asking to extend the Administrative Services Agreement. Currently, J-MRL pays the City a flat annual fiscal agent fee equal to 2% of J-MRL’s budget. The J-MRL Board unanimously approved renewing the Administrative Services Agreement with the City of Charlottesville for one year.

ADOPTION OF FY 2006 LIBRARY BUDGET – The Board received the FY 2006 Projected Cost Allocations for the local jurisdictions and the State Aid Budget for FY 2006. The FY 2006 budget includes pay increases and increases in the medical and retirement benefits. One of the biggest changes was in Louisa’s budget. Louisa’s Board of Supervisors approved more funding to increase Louisa’s hours back to what they were and to add Sunday hours. There were a few additional staffing hours added to other areas – Monticello Avenue’s Computer Lab, Northside, Crozet, and Scottsville. Nelson County is picking up the cost for utilities for Nelson County Memorial Library. State Aid had a small increase of approximately 2% but it still is less than it was five years ago. On motion for
approval made by Mr. Tolson, seconded by Mr. Mellow, the Library Board approved the FY 2006 Library Budget and the FY 2006 State Aid Budget.


ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS – The Nominating Committee (Ms. Brown and Ms. Carpenter) presented a slate of officers for FY 2006: Ms. Dickens as President and Mr. Whitlock as Vice President. Mr. Mellow made a motion that "based on the recommendation from the Nominating Committee, the Board accept the slate of officers for FY 2006." The motion was unanimously approved. Mr. Tolson made a motion that "for FY 2006 the Board will keep the same chair and committee assignments." Ms. Troy seconded the motion. The motion was unanimously approved. The Policy Committee will hold their first meeting in August. (The Policy Committee would like to meet quarterly instead of bi-monthly.) The Personnel Committee will be meeting in August. The 5-Year Plan Committee plans to meet in October. The Technology Committee will meet in September. The Budget/Finance Committee usually meets around October/November.

LIBRARY DIRECTOR'S REPORT – Access Management Software – On Tuesday, June 21st, J-MRL starts bringing online the Access Management Software. USA PATRIOT Act – The Library Director circulated an article out of Washington regarding the House passing a bill to restrict investigators from using the anti-terrorist law to look at library records. The New York Times did a survey of law enforcement looking into library records and over 200 inquiries were made with public libraries since October 2001. At their July meeting, the Board plans to discuss the USA PATRIOT Act further and the impact it might have on public libraries. 1991 Bookmobile – The Library Director received an email from the Director General of the National Library of Sri Lanka. If J-MRL could bear the shipping costs to Sri Lanka, they would be interested in receiving the old bookmobile. After further discussion, the Board decided to look throughout Virginia and the United States to see if anybody would be interested in the bookmobile. In July/August the Library Director plans to give the Board an update on the bookmobile. The J-MRL Friends will be sending a donation to the tsunami-affected areas. Scottsville Building Space – The Library Director and Mr. Mellow toured Victory Hall, a building in Scottsville built in 1918 after World War I. The building originally was a theater but now houses Town Hall offices. The first floor has space available and the Library Director and Mr. Mellow toured the building to see if J-MRL would be interested in using the extra space for the Scottsville Library. Bookmobile Open House – The Library Director distributed a flyer announcing the second annual Bookmobile open house scheduled for Friday, June 24th between 11:00 a.m.-2:00 p.m. ALA Meeting in Chicago – The Library Director informed Board members he plans to attend the ALA Conference being held in Chicago. He will be gone this Friday, June 24th through Wednesday, June 29th.

FUTURE AGENDA ITEMS – Future agenda items: an update on the USA PATRIOT Act, an update on the bookmobile, and a report on the ALA Conference.

ADJOURNMENT – On motion for adjournment made by Mr. Mellow and seconded by Mr. Tolson, the meeting adjourned at 2:00 p.m.

Thomas Whitlock, Vice President