MINUTES OF THE JUNE 19, 2006 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

TRUSTEES ABSENT

Sara Murray

OTHERS PRESENT

John Halliday—Library Director
William Lyons, Jr.—Business Manager
Jackie Pamenter, Friends of Greene County Library
Andrea Williams-Staff Recorder
Michael Dickens, M.D.

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, June 19, 2006, at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. The Minutes of the May 22, 2006 meeting were approved.

ANNOUNCEMENTS – Ms. Carpenter reported that the kick-off for the Summer Reading Program at the Greene County Library was very successful and well attended. She further stated that the Greene County Library will have a float in the Greene County 4th of July parade. As this was her last board meeting, Ms. Carpenter stated that she was elated at the prospect of Deborah Willenborg being the new Greene County representative on the Board.

Mr. Halliday distributed copies of articles and photos of the Summer Reading opening events that appeared in the Greene County Record and Nelson County Times. He also stated that DonnaLee Grossman was recovering well at home, but would be out for another month.

ADOPTION OF FY2007 LIBRARY BUDGET – Mr. Halliday presented the proposed budget to the Board. He noted that the budget supports current levels of service, salary increases for most positions, increased funding for staff training, and an additional professional librarian starting in January 2007.

Mr. Lyons noted some changes to the Equipment Fund Budget as previously approved. The line for a new truck was taken out after consulting with the City of Charlottesville garage, as were lines for servers and switches for Technical Services. The servers and switches have been purchased this fiscal year, as previously approved. Router cards and an increase in the data lines were added as a result of the wireless program.

Mr. Halliday then presented the budget for state aid funding. He noted that the state aid funding for books might be adjusted when the State’s biennial budget is approved later this month. The Director then reviewed a draft of the Library’s budget requests to the Friends. The Friends requests have increased $300 for Gordon Avenue Library to celebrate their upcoming 40th birthday. Library Parking has increased due to higher rates at the public parking garages. The Book Page budget has increased to add Book Letters, an electronic version. There is new funding of $7,000 to upgrade both the Friends and the library’s website. The Friends will meet later this month to approve their budget.
REPORT ON OUT-OF-AREA LIBRARY USE – Mr. Halliday reviewed statistics regarding out of area library use. The statistics showed that although Scottsville Library is the most affected by out of areas users, the library system as a whole has almost the same number of out of area users registered at JMRL as the number of JMRL residents registered at other libraries. The Board agreed to leave the present policy of no fee for out of area users.

LIBRARY DIRECTOR’S REPORT – Mr. Halliday reported that he and Ms. Dickens had met with Charlottesville Mayor Brown to discuss renovations to the Central Library. The mayor was encouraging, and recommended that both meet with City Council to elicit Council’s support and inclusion in the City’s Capital Improvement Program for 2011-2012. Mr. Halliday and Ms. Dickens will follow up with City Council.

The Friends of the Library made a donation of $50,000 to the Library’s Endowment Fund for future projects. The money is earmarked for the Art and Jane Hess Fund.

Mr. Halliday distributed a report from Unique Management Services. The report stated that the library has recovered materials and cash at the rate of $5 for every $1 spent.

Mr. Halliday then read and passed along a letter to Joanne Tetrault, the branch manager for the Louisa County Library. The letter was from a grateful patron who had previously lived in Louisa County.

NOMINATION COMMITTEE REPORT/ELECTION OF BOARD OFFICERS - Ms. Brown presented the slate for President and Vice-President. Mr. Thomas Whitlock was nominated for President; Mr. Timothy Tolson was nominated for Vice-President. Ms. Brown made a motion for approval. The motion was unanimously approved.

FUTURE AGENDA ITEMS – Future agenda items include committee assignments

ADJOURNMENT – The Board meeting adjourned at 1:59 p.m.
TRUSTEES PRESENT
Thomas Whitlock-President
Melissa Dickens
Robert Mellow
Sara Murray
Timothy Tolson-Vice President

TRUSTEES ABSENT
Perri Brown
Gail Troy
Anthony Townsend
Deborah Willenborg

OTHERS PRESENT
John Halliday-Library Director
William Lyons, Jr. - Business Manager
Joyce MacDonald-Staff Recorder
David Plunkett-Gordon Avenue Branch Manager

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, July 24, 2006, at 1:00 p.m. in the Central Library's Jefferson Room, the President being in the chair. The Minutes of the June 19, 2006 meeting were approved.

ANNOUNCEMENTS – Ms. Dickens reported receiving a letter from Delegate Steven Landis. The letter discussed the latest state budget and the extra money made available to public libraries in the budget. Mr. Whitlock reported receiving a thank you card from Elizabeth Carpenter and shared it with the Board.

RENEWAL OF CITY/J-MRL ADMINISTRATIVE SERVICES AGREEMENT – Mr. Halliday presented the contract to renew the City of Charlottesville as J-MRL’s fiscal agent. The contract is for one year. The motion to approve was unanimously approved.

FY2007 LIBRARY BOARD COMMITTEE ASSIGNMENTS – Mr. Whitlock presented the board committee assignments. The Policy Committee was adjusted to list Mr. Townsend as committee chair. Ms. Dickens was added to the 5-Year Plan Committee.

REPORT ON AMERICAN LIBRARY ASSOCIATION CONFERENCE – Mr. Plunkett reported on his recent participation at the ALA Conference in New Orleans. Conference highlights included: using the website as a branch site; serving the underserved, with emphasis on the Adult Literacy Programs; core technical competencies for libraries; home care providers and libraries; open source programs for Reference librarians; primetime family reading time; communicating with your staff; “I want to speak to the person in charge”; the Literacy foundation; reader advisory; and Website and Techsoup. While attending the conference, Mr. Plunkett participated in service projects in the New Orleans area. One project was with Common Ground in which the volunteers helped in gutting homes that had been flooded. The homes were then bleached clean in preparation for rebuilding. The other service project involved shelving at the New Orleans Public library Children’s Research Center. Mr. Whitlock showed photos he had taken at ALA of the conference exhibits and a branch of New Orleans Public Library.

Mr. Plunkett then, on behalf of the JMRL Staff Goodwill Committee, presented an Adopt a Library proposal for the St. Bernard Parish Public Library. Although most of the public library’s collection was lost to the hurricane and flooding, the building remains structurally sound. The recommendation of the Goodwill Committee is to conduct a campaign in the fall to collect money for St. Bernard’s Parish Library. It would involve working with Friends of the Library to collect donations at the circulation desks of each branch. An additional idea is to have the summer Children’s Read for a Cause program donate as well. Mr. Mellow suggested the Friends might like to match any donations. Ms. Murray recommended that the Committee partner with the regional school libraries to collect donations. Mr. Mellow made a motion to approve the
general scheme to develop a relationship with the St. Bernard Parish Public Library. The motion was approved unanimously.

**LIBRARY DIRECTOR'S REPORT** – Mr. Halliday distributed copies of the printed, approved FY 2007 budget. He reported that after the library budget was adopted, the state had approved an increase in state aid, for a state aid total to JMRL of $699,616.

The circulation of the new DVDs started in June and is doing well.

Mr. Halliday and Mr. Whitlock met with Ms. Willenborg and began the Trustee orientation process. Mr. Halliday distributed a revised Trustee directory.

The Scottsville Monthly had a profile on Branch Manager Marianne Ramsden and discussed the library's Summer Reading Program.

The Young Adult Services Journal published an article regarding use of teenage volunteers. J-MRL was listed as one public library that uses teen volunteers.

Ms. DonnaLee Grossman is back at work part-time. She is expected to be back to work full time in August.

**FUTURE AGENDA ITEMS** – Future agenda items include budget planning timeline, a discussion of the Board’s meeting scheduling, and a 5-Year Plan Committee meeting after the Board meeting in August.

**ADJOURNMENT** – The Board meeting adjourned at 2:05 p.m.

Thomas A. Whitlock, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, August 28, 2006, at 1:00 p.m. in the Central Library's Jefferson Room, the President being in the chair. On motion for approval made by Vice President Tolson and seconded by Mr. Mellow, the Minutes of the July 24, 2006 meeting were approved. Ms. Brown, Mr. Townsend, Ms. Troy and Ms. Willenborg abstained, as they were not present for the July meeting.

ANNOUNCEMENTS - David Plunkett, Branch Manager of Gordon Avenue Library, was commended for his July Board meeting report on the American Library Association Conference. President Whitlock read Library Director Halliday’s card to the Board. President Whitlock gave a brief update on the Library Director. Ms. Troy announced that the 5-Year Plan Committee meeting has been cancelled. President Whitlock received a letter from the Friends of the Library inviting the Library Board to attend a special reception being held at Ashlawn-Highland on September 24, 2006 at 6:00 p.m. President Whitlock encouraged the Board members to attend. Ms. Dickens thanked Andrea Williams and Philip Williams for stepping in to assist while the Library Director is away.

UPDATE ON NEW CROZET LIBRARY - Vice President Tolson gave a brief update on the Crozet Library. Albemarle County has pushed back the time for signing the contract with the architects. Many questions and issues need to be resolved, including the location for the new library. Albemarle County plans to come up with a timetable.

CHANGE IN TIME BOARD MEETING IS SCHEDULED – President Whitlock suggested the discussion to change the Board meeting schedule be deferred until the next Board meeting in September, when the Library Director returns.

LIBRARY DIRECTOR’S REPORT – Library Sign-up Month-On behalf of the Library Director, special letters announcing September as Library Sign-up Month were distributed to Board members to review and sign. The letters are being sent out to the news media in our jurisdictions (Daily Progress, Greene County Record, Central Virginian, and Nelson County Times). Ms. Lichtman showed a video starring George Lopez promoting Library Sign-up Month. Publicity for the event is planned for local television stations and local radio stations. Special laminated signs in English and Spanish are being placed in the buses and ads have been sent to local African-American churches. Ms. Lichtman also sent information to J-MRL’s branch web sites. 2007/2008 Budget Development Timeline-A second draft of J-MRL’s 2007/2008 Budget Development Timeline was distributed to the Board members. President Whitlock briefly reviewed the timeline and pointed out something new being done in preparing for next year’s budget - the department and branch managers are scheduled to give summaries of their budget requests to the Library Board at the October 23, 2006 Board meeting. Due to Albemarle County’s request to receive J-MRL’s budget earlier, some deadlines on the timeline have been moved up.
**FUTURE AGENDA ITEMS** – Future agenda items include: discussion of J-MRL's goals, objectives, and budget priorities; changing the Board meeting schedule; update on new Crozet Library; 5-Year Plan Committee; Policy Committee (change fine for DVDs and filming in the library).

**HONORING ROBERT MELLOW** – Mr. Mellow served as a Library Trustee from 2003-2006 and today was his last Board meeting as a Library Trustee. In appreciation of Mr. Mellow and for his service to J-MRL, the Board presented Mr. Mellow with three books (The Art of Shakespeare's Sonnets, Walden, and The Oxford Book of American Poetry). A special bookplate was inserted in each of the books. Mr. Mellow was presented with an engraved Revere Bowl.

**ADJOURNMENT** – On Mr. Tolson's motion for adjournment, the Board meeting adjourned at 1:42 p.m.

Thomas A. Whitlock, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, September 25, 2006, at 1:00 p.m. in the Central Library's Jefferson Room, the President being in the chair. The Minutes of the August 28, 2006 meeting were approved.

**ANNOUNCEMENTS** — Ms. Troy showed the Library Board Nelson County Memorial Library’s special teacher privileges card. The card has been well received by Nelson County teachers. President Whitlock announced the Friends of J-MRL are planning a special Holiday Sale on October 28th and October 29th. Proceeds from the sale will benefit the new Crozet Library. The Friends will be sending out special postcards announcing the sale. A sample of the card was shown to the Library Board. President Whitlock thought the volunteer appreciation reception, held by the Friends at Ash Lawn-Highland last Sunday, September 24th, was very pleasant and well received.

**5-YEAR PLAN COMMITTEE’S REPORT** — Ms. Troy presented the September 21, 2006 5-Year Plan Committee Minutes to the Board. The report outlined the six major accomplishments expected for the duration of the 5-Year Plan covering 2004-2009. Accomplishments include a new ADA compliant Bookmobile and establishment of DVD collections. Items pending completion include a new Crozet Library facility (scheduled for November 2008), Technology Plan (in progress), and renovation of the Central Library (postponed and moved back to 2012). The last major accomplishment was to improve access to library services by increasing open hours to at least 48 hours at small libraries and 60 hours at large libraries. At present, Greene County Library (open 32 hours) and Louisa County Library (open 45-1/2 Hours) fall below the 48-hour standard set for smaller libraries. Northside Branch Library (open 52 hours) falls below the 60-hour standard set for larger libraries. The Library Director informed the Board that he has received input from patrons requesting more standardized open hours at the Northside Branch Library. At the time Northside’s open hours are increased, Northside’s schedule could be adjusted to a more standardized schedule. Ms. Troy gave the status on each goal listed in the first three fiscal years of J-MRL’s 5-Year Plan.

**J-MRL OBJECTIVES AND BUDGET PRIORITIES FOR FY 2007/2008** — In conjunction with the 5-Year Plan Committee’s report, some of the objectives and budget priorities for FY 2007/2008 include: ask to increase Greene’s open hours to 48 hours and increase Northside’s open hours to 56-60 hours; increase the Technical Services staff for computer and cataloging support; increase the part-time Human Resources Specialist position to 20 hours per week. The Library Director doesn’t anticipate as large an increase in employee benefits as was experienced last year. The Library Director left off the Central Manager position in the last year’s report. Ms. Troy reported the Library is anticipating some cost savings in the upcoming fiscal year due to the decreased need for outside printing. Ms. Troy will update the Board in November on the status of all open positions at the library.
when the managers are scheduled to present their budget requests. The Library Director discussed other items/goals for 2007/2008 and 2008/2009 outlined in the 5-Year Plan (page 14). The Greene County Board of Supervisors has assigned a liaison to work with Ms. Willenborg, J-MRL's Greene County Library Trustee.

**LIBRARY BOARD MEETING SCHEDULE** – After a brief discussion, the Board consensus was to leave their meeting schedule at 1:00 p.m. on the 4th Monday of each month.

**UPDATE ON NEW CROZET LIBRARY** – Last week it was officially announced that Albemarle County has hired the architects for the new Crozet Library. The architects are Grimm & Parker and they will be working in partnership with the Heyward Boyd architects in Charlottesville. Mr. Tolson reported that the architect already met with J-MRL staff. The architect gave a presentation at the Crozet Building Advisory meeting and went around the room asking attendees what they wanted for their new Crozet Library. The library design and review process could take as long as up to two years and an additional year for construction. A public meeting is scheduled for October 25th at the Western Albemarle High School, where there will be a formal presentation of sites suggested for the new library. Hopefully, before the end of the year, the location should be decided. Once Albemarle County has the site, Crozet Library can be placed on their agenda so that the county can start on the designing, parking, and other issues for the new building. A $10,000 donation has already been received for the Crozet Library fund. The Friends are planning to match all local donations up to $12,000. As previously mentioned, the Friends are planning a special Holiday Sale in late October and proceeds from the sale are going to the new Crozet Library project. The September 2006 issue of the Crozet Gazette had two letters sent to the editor regarding Crozet Gazette's misleading headline about the new Crozet Library site. The newspaper also had an entire page devoted to library activities.

**LIBRARY DIRECTOR'S REPORT** – The Library Director thanked the entire staff for keeping him informed while he was out and thanked Phil, Andrea, Bill, and DonnaLee for keeping the administrative ball rolling. VLA Conference-The Library Director encouraged Board members to attend the VLA Conference scheduled for November 9th and 10th. If they plan to attend, Trustees should notify the Library Director by October 4th. Adopt-A-Library-The Friends have agreed to handle fundraising for the Adopt-A-Library program. During October and November, donations will be collected at the circulation desks. Donations are to go to the St. Bernard Parish Public Library in Louisiana. Money left in a book-The Saturday, September 23rd issue of The Daily Progress printed a letter from a patron commending the Gordon Avenue Library staff for notifying her when they found a $20 bill she had left in a returned book. Bookmobile-The Library Director distributed to the Trustees a copy of Willow Gale's invitation to spend a day on the Bookmobile. Personnel Committee-The Personnel Committee will be meeting in early October to discuss salaries and benefits for the next fiscal year. Policy Committee-The Policy Committee is meeting directly after this Board meeting. Newspaper Articles-The September 21st issue of The Central Virginian included an article announcing, "Whitlock Elected J-MRL President." On page 26 in the Welcome edition, issued by The Daily Progress on September 24th, there was a listing of all of J-MRL's locations and schedules.

**FUTURE AGENDA ITEMS** – Future agenda items include: presentation of budget requests by J-MRL managers, Policy Committee's report, and the Personnel Committee's report. The Technology Committee will meet directly following the October Board meeting.

**ADJOURNMENT** – The Board meeting adjourned at 1:55 p.m.

Thomas A. Whitlock, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, October 23, 2006 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. The September 25, 2006 Minutes were unanimously approved. Ms. Brown, Ms. Dickens, and Ms. Murray all abstained, as they were not present for the September Board meeting.

ANNOUNCEMENTS – Board members welcomed Jacqueline Rice as the incoming Trustee representing Albemarle County. She is returning to the Board after a 3-year hiatus. The Technology Committee will meet following adjournment of today’s regular Board meeting.

POLICY COMMITTEE’S REPORT – The Policy Committee submitted their draft of a J-MRL Notary Public Services Policy (Section 4.9) and a Notary Public Practices Procedure (Section 4.9) for the Board’s review. A vote for approval will be taken at the November Board meeting. There have been a few incidences in J-MRL of photographing other patrons without getting prior permission. The Policy Committee decided to insert in J-MRL’s Conduct in the Jefferson-Madison Regional Library Policy (Section 4.232) stating “photography and videotaping are not permitted in the library without prior approval of the Library Director or Branch Manager.” The Policy Committee decided to wait until they finished their review of the entire policy before presenting it to the Board for their approval. Reconsideration of the $1.00 per day late fee for DVDs will be included as part of the committee’s regular late spring review of J-MRL’s fees. Some policies will be ten years old in 2007 and in the next few months the committee plans to review the policies that need updating. The Board’s Bylaws will also be reviewed. The order of meeting room reservation priority has been clarified to J-MRL staff first, public access second, and for-profit organizations with public-service meetings as third. It should be noted that meeting rooms are not available for private functions (parties, wedding receptions, birthdays, etc.). J-MRL does not have a policy regarding apparel and this issue has come up again. The Library Director plans to check with Richmond to see what their policy is and then he will report back to the Board.

PERSONNEL COMMITTEE’S REPORT – The Personnel Committee met October 9th to review the FY 2007-2008 proposed pay plan and raises recommended by the Compensation Committee. The Library Director reviewed the impact of the increases in salaries, medical insurance and retirement benefits on J-MRL’s budget. The goal has been to keep library salaries competitive in the marketplace and to lessen effects of salary compression. The Personnel Committee inquired whether or not J-MRL was making progress and the Library Director mentioned he planned to report to the Board regarding the progress that has been made. The Personnel Committee endorsed the Compensation Committee’s recommendations with some minor changes. The
Compensation Committee also proposed providing supervisors with the option of starting new employees with relevant library experience at a higher pay level, not exceeding 90% of the market for that position. The Library Director informed the Board that last year J-MRL adopted a new and updated pay plan, which was a goal of the 5-year plan. Several of the pay ranges were increased and several employees received significant increases to place them into the new pay ranges. Each pay range has a market rate. At J-MRL it usually takes approximately five years to reach the market rate. J-MRL hires new staff at 85% of the market rate. After employees reach their market rate, it becomes a goal to raise them to 110% of the market rate, if they receive excellent performance evaluations. Approximately half of J-MRL’s staff exceed or are at their market rate with the other half below their market rate. Those below market are usually staff hired within the last five years. In reply to the question of J-MRL losing staff due to salaries, J-MRL has lost a few employees who left for higher pay.

FY 2008 LIBRARY BUDGET – One of the goals in J-MRL’s 5-Year Plan was to increase per capita staffing to 90% of the average for comparable libraries. This would work out to 1 FTE for every 2,000 area residents. J-MRL is short staffed and in order to reach this goal, J-MRL would have to add twelve full-time staff members. The Library Director distributed Ms. Grossman’s annual Circulation Report based on FTEs. Circulation is the standard measurement of service in public libraries, although libraries do more than check out books. Circulation statistics indicate Central Library is low, basically due to the large Reference staff. Greene County Library and Northside have the highest yearly circulation per FTE. The Circulation Report also indicates which branches are the biggest. Overall, J-MRL is understaffed but it cannot be fixed in one year. J-MRL is trying something new this year. Each manager has been allotted five minutes to present their FY 2008 budget proposal for the Board’s consideration. The overall budget increase is approximately 5% before adding anything new making funding unlikely for most of the proposals presented today. In October, Board members received a copy of all the FY 2008 budget proposals being considered today. The Library Director distributed a FY 2008 Budget Proposal Rankings sheet for the Board members to use. Proposals are listed by location and each Board member was asked to rank the proposals as “a,” “b,” or “c.” An “a” would be considered as having top priority. The ratings should go directly to the Library Director and Administration will use the rankings to develop the proposed FY 2008 budget. After the presentations were completed, Ms. Murray mentioned that as a security issue, no one should be in a branch alone. Ms. Willenborg remarked that shelving in Greene County is entirely done by volunteers and at the next Board meeting she would like to discuss the use of volunteers and why it is not appropriate to use them for some duties.

LIBRARY DIRECTOR’S REPORT – Jane Hess – The Library Director informed the Board that Jane Hess has died. Jane and her husband Arthur were key persons in making the Gordon Avenue Book Sale such a success. There will be a memorial service for Jane at the Hill & Wood Funeral Home at 11:00 a.m. on Friday, October 27th. Capital Building Projects – The Library Director and Business Manager have been discussing capital building projects with Albemarle County and have sent the City of Charlottesville a request for the Central Library renovation. A main concern is that construction costs keep rising and what was once $175 per square foot is now $250 per square foot. Crozet – There will be a special public hearing to discuss the location of the new Crozet Library. Mr. Tolson, the Library Director, and the architect will be speaking at the public meeting. The meeting is scheduled for Wednesday, October 25th at 7:00 p.m. in the Western Albemarle High School. Two sites under consideration are at the old school building site and one site is located in downtown Crozet. Northside – Northside’s Reference area will be renovated. The Reference desk and some of the carpeting will be replaced. In order to do the renovations, Northside will probably be closed from December 20th through Christmas. In-Service Day – The flyer and Registration Form for In-Service Day (November 13th) were distributed to the Board members. Adopt-a-Library – As of last week Friday, $546 has been donated for submission to the St. Bernard Parish Public Library in Louisiana.

FUTURE AGENDA ITEMS – Future agenda items include: report from Technology Committee, October 25th meeting update and possible decision on site for Crozet Library, Notary Policy, FY 2008 Budget, and discuss volunteers. The Policy Committee will meet after the November 27th Board meeting.

ADJOURNMENT – On motion for adjournment, made by Ms. Dickens and seconded by Mr. Townsend, the Board meeting adjourned at 2:40 p.m.

Thomas A. Whitlock, President
MINUTES OF THE NOVEMBER 27, 2006 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Perri Brown
Melissa Dickens
Sara Murray
Jacqueline Rice
Timothy Tolson-Vice President

Anthony Townsend
Gail Troy
Thomas A. Whitlock-President
Deborah Willenborg

OTHERS PRESENT
Donnalee Grossman-Assistant to Library Director
John Halliday-Library Director
Lindsay Ideson-Northside Branch Manager
William Lyons, Jr.-Business Manager
Joyce MacDonald-Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, November 27, 2006 at 1:00 p.m. in the Central Library's Jefferson Room, the President being in the chair. On motion for approval made by Mr. Townsend and seconded by Ms. Dickens, the October 23, 2006 Minutes were unanimously approved. Ms. Troy abstained, as she was not present for the October Board meeting.

ANNOUNCEMENTS – Ms. Dickens thanked the In-Service Day Committee and all the J-MRL staff who participated in making In-Service Day such a success. Ms. Dickens also thanked the Board members who were able to attend.

TECHNOLOGY COMMITTEE'S REPORT – The Technology Committee met October 23, 2006. The committee reviewed the progress on J-MRL's Technology Objectives for 2004-2007. The objectives that are behind schedule include: providing wireless Internet, self-checkout for Northside, and the satellite connection for the bookmobile. The committee has already requested a meeting with the City's IT Department (Tom Butler) to discuss the delays in the wireless Internet and the satellite communication. The committee's goal is to have wireless installed at Gordon Avenue and Northside by January 1, 2007. The Technology Committee's next meeting is scheduled for January 22, 2007, directly following the regular Board meeting. Mr. Tolson made a motion that "in order to meet most of the objectives in the current Technology Plan, the Board will extend the effective date of the current plan to June 30, 2008, pending development of a 2008-2011 Technology Plan." The motion was unanimously approved.

NOTARY PUBLIC POLICY & PROCEDURE – J-MRL has been offering Notary Public services for several years. At the November Board meeting, a draft of a new policy for Notary Public Services (J-MRL Policy: Section 4.9) and a procedure for Notary Public Practices in the J-MRL (J-MRL Procedure: Section 4.9) were presented to the Trustees for their review. On motion for approval made by Mr. Townsend and seconded by Ms. Troy, the Library Board of Trustees unanimously adopted the new Notary Public Services Policy and the attached procedure.

FY 2008 LIBRARY BUDGET – The Library Director distributed and reviewed the Projected Cost Allocations for FY 2008. The projected costs included the results (ranking/scoring 3.3+) from the FY 2008 Budget Proposal ranking sheets that were submitted by the Board members. Proposals scoring
3.3+ included: added hours and added staffing at Greene County and Northside; added staffing for Technical Services and Monticello Avenue; added staff hours at Gordon Avenue, added hours for the Human Resources Specialist, and added hours for the Nelson County Branch Specialist. Both the medical and retirement rates increased. Medical increased approximately 5% and one of the retirement plans (Defined Benefit Plan) increased up to 26.65%. The proposed overall total increase is 9.40% for FY 2008. Ms. Willenborg, the Greene County Library Trustee, is working with a liaison from the Greene County Board of Supervisors and has asked for statistics to help justify what J-MRL is requesting (additional hours and staffing). Mr. Tolson made a motion for Board approval of the proposed budget for FY 2008. The motion was unanimously approved. This week, the Library Director plans to draft five letters to send out to the jurisdictions summarizing the budget requests. The official budget document will be hand delivered in January.

DECEMBER BOARD RETREAT – The December Board meeting is usually for adoption of next year’s proposed budget. Since the FY 2008 proposed budget is already completed, the Library Director suggested the December 18th meeting be used for the Board’s annual planning retreat and luncheon meeting. The luncheon retreat will be in Crozet and the Board members can see the location planned for the new Crozet Library.

LIBRARY DIRECTOR’S REPORT – Welcome Brochure – The Library Director distributed copies of J-MRL’s newly updated welcome brochure. Map Showing New Library Site – The Library Director distributed a copy of Barbara Westbrook’s sketched map indicating where the future Crozet Library site is located. VLA’s 2007 Legislative Agenda – VLA has adopted their legislative agenda for 2007. Their top priorities include funding for infopowering (statewide databases) and maintenance of State Aid. The Library Director informed the Board that J-MRL received the second highest amount in the state. VLA does not plan to ask for an increase in State Aid in 2007 but plans to do so in 2008. VLA suggested library trustees try to meet with their legislators before December 15th. The Library Director will be contacting some of the legislators to set up meetings. Legislators to be contacted include Robert Bell, David Toscano, R. Edward Houck, William Janis, R. Creigh Deeds, Emmett Hanger, Jr. and Watkins Abbitt, Jr. Article in The Real Estate Weekly – A very nice article on J-MRL, “Doorway to the World” by Celeste Smucker, appeared in Charlottesville’s November 2–November 8, 2006 issue of The Real Estate Weekly. Jackie Lichtman helped with the spread on J-MRL. In-Service Day – In-Service Day on November 13th was very successful and received high marks on the staff evaluations. The Library Director thanked all the Trustees who were able to attend and distributed 2007 calendars and flashlights. 40th Anniversary-Gordon Avenue – Gordon Avenue is celebrating its 40th anniversary next Sunday, December 3rd at 1:00 p.m. Refreshments will be served.

FUTURE AGENDA ITEMS – Future agenda items include: December 18th Board retreat in Crozet and Willow Gale’s Bookmobile report in January.

ADJOURNMENT – On motion for adjournment made by Ms. Brown, the Board meeting adjourned at 2:05 p.m.

Thomas A. Whitlock, President
MINUTES OF THE DECEMBER 18, 2006 MEETING AND RETREAT
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Melissa Dickens
Sara Murray
Jacqueline Rice
Timothy Tolson-Vice President
Anthony Townsend
Gail Troy
Thomas A. Whitlock-President
Deborah Willenborg

TRUSTEES ABSENT
Perri Brown

OTHERS PRESENT
John Halliday-Library Director

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held Monday, December 18, 2006 at 1:20 p.m. in Crozet, the President being in the chair. On motion for approval made by Ms. Dickens and seconded by Ms. Troy, the November 27, 2006 Minutes were unanimously approved.

FY 2008 PROPOSED BUDGET & STATISTICAL COMPARISON OF J-MRL WITH SIMILAR-SIZED LIBRARIES IN U.S. - The Library Director distributed copies of the FY 2008 proposed budget and a statistical comparison showing how J-MRL compares to libraries of similar size throughout the United States. The statistical comparison was an update of that done in 2004 as part of the library's 5-year plan. J-MRL's per capita circulation remains high, 20% above average. J-MRL's funding and staffing remain below average, but the library has made some progress in those areas in recent years.

LONG-TERM BUILDING AND CONSTRUCTION CONCERNS - The Trustees discussed long-term concerns, primarily the need for new and expanded buildings. Albemarle Trustees emphasized the importance of moving ahead with planning for a new Northside Library, to replace the rented facility at Albemarle Square. Albemarle and Charlottesville Trustees said they would talk to their jurisdictions about proceeding with plans for a renovation/restoration of Central Library. Ms. Troy said she would continue to encourage Nelson County to expand Nelson Memorial Library.

ADJOURNMENT - On motion for adjournment made by Mr. Townsend, the Board meeting adjourned at 2:40 p.m.

Thomas A. Whitlock, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, January 22, 2007 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being the chair. On motion for approval made by Mr. Townsend and seconded by Mr. Tolson, the December 18, 2006 Minutes were unanimously approved.

ANNOUNCEMENTS – Mr. Whitlock announced that Clare Howell had been selected to be the new branch manager at the Louisa County Library. She will begin work in early to mid February.

DISCUSSION OF FY 2008 LIBRARY BUDGET – Mr. Halliday announced that budget meetings had been conducted with all the jurisdictions. Greene, Louisa and Nelson expressed an interest in doing their own carpet and window cleaning next year. The meeting with Mr. Gary O’Connell in Charlottesville went well. Mr. O’Connell was going to recommend full library funding to City Council, and was positive on moving forward on the Central Library renovations. Mr. Townsend, Mr. Tolson and Ms. Rice met with Robert Tucker and Roxanne White of Albemarle County. Both were receptive towards the proposed new libraries and were encouraging regarding the increased funding requested next year.

The Greene County budget was also positive. Ms. Willenborg met with the County Administrator and one of the Supervisors. They made recommendations regarding promoting the budget before the entire Board of Supervisors.

The next Budget Committee Meeting will be scheduled in March or April. At that time they will review next year’s Equipment Fund budget.

UPDATE ON ALBEMARLE CONSTRUCTION PROJECTS – Mr. Tolson related that before any detailed plans for the new Crozet Library were developed, additional zoning and streetscape issues need to be resolved by Albemarle County. Mr. Halliday announced that there would be a fund raising committee meeting for Crozet Library on Thursday night, January 25, 2007. The guest speaker would be Libby Carpenter, former Board President.

Mr. Townsend then reported on a meeting between himself, Mr. Tolson and Ms. Rice. Topics of discussion were: continuation of the existing lease at the Northside Library, due to expire in 2009. Options also discussed were possible new locations for an additional branch in the
northern part of Albemarle County, or a move of the current Northside branch. The ideal number of open hours for the Northside Library was discussed, as well as the continuation of the full Board’s current policy of holding monthly meetings at branches throughout the system.

BOOKMOBILE REPORT – Ms. Willow Gale discussed the changes in the Bookmobile schedule since last fall. She discussed and recommended the use of Bifocal kits for seniors. The kits would be available to activities directors of the various community centers in the local area. Ms. Gale also related that the ALA Conference in Washington, D.C. this year was conducting a bookmobile parade. She has submitted J-MRL’s application to participate. The actual date is Tuesday, June 26, 2007. Albemarle Magazine has done an article on the new Bookmobile. The issue should be out just prior to this year’s Festival of the Book.

Ms. Murray asked if Ms. Gale had seen a demand for a second bookmobile. Ms. Gale replied that she has seen a demand in other counties. Additionally, she sees the potential for other kinds of service without the bookmobile. She discussed Deposit Collections, where you would leave a collection of books at a location for a month and then exchange them, and Lobby Stops, where you roll a crate full of books into a lobby. Both ideas would benefit pre-school and seniors.

Ms. Murray emphasized that in addition to looking at bricks and mortar for new buildings, the library should investigate other ways of getting the collection out, particularly aiming at pre-school and seniors.

Ms. Willow also recommended expanding the hours of the present neighborhood stops, to be more accommodating to patron’s schedules.

REPORT ON THE BIG READ – Mr. Plunkett reported on projects being undertaken by the Library’s Goodwill Committee. The money collected at the branches for the Adopt-A-Library was mailed to St. Bernard Parish. The Goodwill Committee will continue to look at ways to work with the adopted library.

J-MRL has entered into a partnership with the Virginia Center for the Book for a community reading program known as Big Read. The goal is to encourage all citizens of the service area to read and discuss The Great Gatsby during the month of April. JMRL will supplement this with programming and a media campaign. Examples of possible programming include: author visits to branches by Caroline Preston, creator of the novel Gatsby’s Girl which is about the woman in Fitzgerald’s life who was the inspiration for the character Daisy Buchanan; discussions and lectures featuring local academics and Fitzgerald experts; a show featuring a performer who plays Zelda Fitzgerald; developing a database of local book discussion groups and inviting them to participate in the Big Read.

The Goodwill Committee will be planning system wide National Library Week events and displays to celebrate during the week of April 15-21st.

LIBRARY DIRECTOR’S REPORT – The Director reported that both houses of the state legislature had discussed internet filtering as a requirement for state aid receipt. J-MRL has had filtering for some time as a requirement for receipt of federal e-rate funding. There is also proposed funding for on-line databases. The Governor has proposed $100,000. This week the legislature has proposed $2,000,000.

Northern Virginia delegates had submitted legislation for tax refunds for any citizen contributing to the Fairfax Library Foundation. Other Library Funds have now been added, including J-MRL’s.

Self-checkout is up and running at Northside Library and getting lots of use.

The JMRL Friends’ holiday book sale raised about $11,000. Most of the proceeds will go to the Crozet Library Fund.
Mr. Halliday distributed the latest edition of Library Matters, an article that appears weekly in the Greene County Record. Ginny Reese, Deborah Willenborg and Jackie Lichtman write the articles. The Policy Committee’s next meeting is scheduled for Monday, March 26, 2007. Jackie Lichtman is developing National Library Week information, with resolutions from each jurisdiction.

**FUTURE AGENDA ITEMS** – future agenda items include a Technology Committee report, and Budget News and a Reference Report.

**ADJOURNMENT** – On motion for adjournment from Ms. Brown, the Board meeting adjourned at 2:12 p.m.

Thomas A. Whitlock, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, February 26, 2007 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval made by Mr. Tolson, the January 22, 2007 Minutes were unanimously approved. Ms. Brown was absent when the vote was taken. Ms. Rice, Ms. Troy, and Ms. Willenborg abstained as they were not present for the January Board meeting.

President Whitlock read a letter sent to Mr. Plunkett (Branch Manager of Gordon Avenue Library) from Chief of Staff Charles Reppel representing the St. Bernard Parish Government in Louisiana. On behalf of President Rodriguez and the citizens of St. Bernard Parish, Mr. Reppel expressed their deep appreciation to J-MRL for their donation as a result of J-MRL’s participation in the “Adopt a Library” program. As a token of St. Bernard Parish’s appreciation, they sent J-MRL a gift of a “key” to St. Bernard Parish. Ms. Murray thanked J-MRL staff for obtaining Jim Trelease to do a program for the Virginia Festival of the Book. The Library Director distributed copies of the Virginia Festival of the Book’s schedule of events to be held March 21st-25th.

The Technology Committee met on January 22, 2007. Mr. Tolson reported the committee reviewed the FY2004-FY2007 Technology Plan. Most of the objectives were met but there are a few objectives the committee would like to carry over into the FY2008-FY2010 Technology Plan (monitoring patron satisfaction with the Innovative system, expand WiFi to all branches, a plan for compliance with the computer security manual, evaluate available bandwidth and bandwidth issues as they come up, evaluate desirability of federated searching, evaluate effectiveness of technical support liaisons in branches and departments, review the use of Northside’s checkout station and consider possible expansion to other branches). The committee also discussed more than fifteen new objectives for FY2008-FY2010 as outlined in his report. The Technology Committee plans to meet again in April and take the list of new objectives along with the ones to be carried over and work them into a year-by-year Technology Plan for FY2008-FY2010.

The Library Director confirmed that J-MRL’s FY2008 Proposed Budget has been distributed to all the jurisdictions. Although there is little to report on next year’s budget at this time, the Budget Committee could meet in March or April to review the Equipment Fund Budget proposal for next year.

Mr. Tolson, Mr. Townsend, and the Library Director have a meeting scheduled tomorrow with Mr. Foley, Albemarle County’s Assistant
County Executive. Mr. Foley had several questions he wanted answered regarding Crozet. A needs assessment for J-MRL was done in 1999. The needs assessment called for a new Crozet Library, additional space for the library in Scottsville (also more parking), at least one new Northside Library facility (North 29), a new library in the Monticello High School Area, and renovation of Central Library. Albemarle County hired outside consultants, one was local architect Kirk Train, to come up with an Albemarle County Facility Planning Study. Their 2001 report confirmed J-MRL's 1999 needs assessment. Albemarle County used the report to create their CIP (Capital Improvements Plan). Vice President Tolson and the Library Director have met with Albemarle County several times regarding the Crozet Library project. Now J-MRL and Albemarle County need to expand discussions to address the other J-MRL facilities that were included in Albemarle County's CIP. Northside's lease is due to expire soon (current lease expires in 2009) and a decision needs to be made whether to renew the lease for an additional five years or get a commitment from Albemarle County to build a new Northside Library.

**LIBRARY DIRECTOR’S REPORT** — Albemarle Magazine — The Library Director distributed copies of the February/March 2007 issue of Albemarle Magazine. There was an excellent article (pages 66-69) about J-MRL's Bookmobile service and an interview with Willow Gail, J-MRL's Bookmobile Manager.

**Volunteers** — J-MRL has several volunteers coordinated by Ms. Dickens to do book mending for J-MRL. At Central Library in 2006 volunteers repaired 1,359 books and returned them to circulation. In 2006 volunteers at Gordon Avenue repaired 590 books and returned them to circulation.

**10-year Circulation Comparison** — The Library Director distributed and discussed J-MRL circulation comparisons covering 1996-2006. The Library Director pointed out an adjustment to circulation was done to change the books-on-tape method of counting circulation (from per tape to per title). Taking this into consideration, FY 2006 circulation of books and non-print items would total approximately 1.4 million.

**Additional Statistics** — In January J-MRL's DVD collection totaled 1,779 items and DVD circulation was 4,229. In the first full month of use, Northside Library's self-check circulated 3,374 items.

**Patron Comments** — The Library Director showed the Library Board a patron's letter praising Vance High and Robert Fariss (Mont. Ave.-computer lab) and Geri Powell (Central Circulation). A patron mentioned that J-MRL should have amnesty annually or bi-annually for overdue books.

**General Assembly** — $190,000 was added to the State budget to help public libraries comply with mandated Internet filtering. J-MRL will still get additional money although J-MRL has already done Internet filtering.

**National Library Week** — National Library Week is April 15-April 21, 2007. Letters of proclamation (letters to the editor) were distributed to Board members to review and sign for submission to the news media located in J-MRL's five jurisdictions. **Door Counters** — Central Library installed a door counter approximately a year ago and 363,519 visitors were counted for 2006. J-MRL plans to install door counters at each location. Charlottesville has asked J-MRL to participate in ICMA's annual survey of public libraries. In compliance with ICMA, this is one of the statistics requested for public libraries. This could be useful information to share with J-MRL's jurisdictions at budget time.

**Conduct Policy at Central Library** — Next Friday, March 2nd, Central Library will be opening an hour later so that staff can review J-MRL's Conduct Policy and discuss uniform compliance and enforcement of the policy. Central Library gets many non-traditional visitors. Regular patrons are starting to complain because of the non-traditional visitors' behavior. Copies of the policy will be placed on the public tables to aid staff in enforcing the Library's policy.

**Book Sale** — The Library Director distributed bookmarks announcing the Friends of J-MRL's 42nd Annual Book Sale at Gordon Avenue Library. The Book Sale begins March 17th and runs during the time Charlottesville has Virginia Festival of the Book (March 21st-25th). **Retirement Party** — There will be a retirement party held in Central Library's McIntire Room on March 2nd from 2-4 pm in honor of William (Kim) Varin. Board members are welcome to attend.

**FUTURE AGENDA ITEMS** — Future agenda items include Joyce MacDonald's Reference Department Report and an update on J-MRL's FY 2008 budget. There will be a Policy Committee meeting following the March 26th Board meeting.

**ADJOURNMENT** — Motion for adjournment was made by Mr. Townsend and seconded by Ms. Troy. The Board meeting adjourned at 2:22 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, March 26, 2007 at 1:00 p.m. in the Central Library's Jefferson Room, the President being in the chair. On motion for approval made by Mr. Tolson, the February 26, 2007 Minutes were unanimously approved. Ms. Brown was absent at the time the vote was taken.

ANNOUNCEMENTS – President Whitlock announced that former J-MRL Trustee Robert Mellow died over the weekend. In lieu of flowers, donations can be made to Hospice. One of the scheduled events of The Big Read includes President Whitlock and the Library Director, along with other well-known people, reading sections of The Great Gatsby at the downtown Gravity Lounge on Friday, April 20th from 6-8 p.m. Ms. Murray expressed her appreciation to J-MRL staff for getting Jim Trelease to do a program for the Virginia Festival of the Book.

UPDATE ON ALBEMARLE CONSTRUCTION PROJECTS – Mr. Tolson, Mr. Townsend, and the Library Director met with Albemarle County staff on February 27th and the following week on March 7th with the Albemarle County Board of Supervisors to discuss Crozet Library and to expand discussions to address other J-MRL facilities. Albemarle County plans to move ahead with a 20,000 sq. ft. Crozet Library building. The Library Director distributed a copy of an Albemarle County generated map showing existing libraries and indicating sites for potential libraries. Albemarle County used a 6-mile radius to determine what zip codes would be included in each library service area in Albemarle County. The map indicates a potential library site for a new 35,000 sq. ft. Northside Library located in Forest Lakes South. Albemarle County also discussed Scottsville Library. Albemarle is committed to expanding Scottsville Library and including a few additional parking spaces. Albemarle County has planned for future development of a southern site for a new library located near Monticello High School. Albemarle County hopes to have additional meetings to discuss library facilities and include Albemarle and Charlottesville Library Trustees in the discussions.

UPDATE ON FY2008 LIBRARY BUDGET – Albemarle County, Charlottesville, and Louisa County are recommending full funding for J-MRL. Ms. Troy mentioned a work session is planned for this Wednesday so that Nelson County's Board of Supervisors can decide about funding for the agencies. J-MRL did a presentation to Greene County. A copy of the Greene County presentation packet was distributed to the Library Trustees. The Greene County Board of Supervisors has a work session planned for Tuesday evening.

NATIONAL LIBRARY WEEK AND THE BIG READ (Jacqueline Lichtman) – April is a busy month with National Library Week April 15-April 21st and J-MRL's participation in The Big Read program. J-MRL partnered with
the Virginia Foundation Center for the Book, an initiative of the National Endowment for the Arts (NEA), to present The Big Read program The Great Gatsby within the community during the month of April. Letters of proclamation were signed by Library Board members and sent out to the local news media. The governing bodies in J-MRL's service area were also asked to participate by submitting proclamations. Greene County has already complied. Local TV stations will be covering the event and in a few weeks The Daily Progress will have an article on The Big Read program. All of J-MRL's library branches will be participating and the Library Director will be appearing on WINA to discuss The Big Read program and events. A special banner will be placed across Market Street. There will also be prize drawings. Ms. Lichtman distributed several items for The Big Read program including a copy of J-MRL's web site, a bookmark with a schedule of special events, a special The Great Gatsby quiz, and a NEA booklet for The Big Read on The Great Gatsby. A list recommending further reading, music from the 1920's, and related movies was distributed.

REFERENCE DEPARTMENT REPORT (Joyce MacDonald) — The Board received a handout of Reference statistics. The statistics included system-wide Reference transactions (covering 1996-2006), Central Library Reference statistics (covering 2002-2006), and statistics on interlibrary loans (covering 2000-2006). Statistics were distributed on Ask a J-MRL Librarian queries done in 6-month increments (covering January 2002-February 20, 2007). Ms. MacDonald briefly discussed continued support of interlibrary loans, Reference email, text referencing, staff training/training for technology, reaching out more to the community, pursue Health Science Library to get health issues online, Reference presence on the J-MRL Web Page, do more tours, have more language materials, and have Reference presence more on the floor.

ESTABLISH "NO SMOKING" AREA AT CENTRAL LIBRARY — The Library Director distributed a No Smoking Area proposal to the Board members. Approximately two years ago a Designated Smoking Area was established at the east end of the portico in order to remove smokers from congregating near the front entrance of the Central Library. Smokers have increased in number, most smokers disregard the Designated Smoking Area sign, and many smokers do not use the provided ashtray. Smokers are throwing their cigarette butts on the lawn and each week library staff fill at least one bucket with discarded cigarette butts. Patrons have been complaining that they have to walk through a crowd of smokers in order to enter the library. J-MRL does not have a region-wide policy as the problem is at Central Library. The proposal is: On a 12-month trial basis the Market Street side of Central Library, including steps, portico, walkways and lawns, will be a No Smoking Area. During the 12-month trial period the Library Director will keep the Library Board informed of citizen comments regarding the No Smoking designation. Ms. Rice made a motion "that the Library Board accept this suggestion." The motion was unanimously approved. Central Library will have several signs installed.

LIBRARY DIRECTOR'S REPORT — Newspaper Articles — The Library Director circulated two newspaper articles. One article was from The Greene County Record (March 8, 2007) about "Library Matters" and the other article was in the Nelson County Times (March 15, 2007) under Guest Views about Libraries benefit, not threatened, by Internet. Internet Policies — The General Assembly amended Internet policies requiring computers accessible to the public and having Internet access to have a technology protection measure/filter to block Internet access to child pornography and materials deemed harmful to juveniles. J-MRL has installed filters and may already be in compliance. The Library Director will be checking with the State Library to see if J-MRL is in compliance. Schedule of Library Closings — A draft of the 2007-2008 Scheduled Library Closings was distributed to the Library Board. The Policy Committee will review the draft and come back to the Board for their approval at next month's Board meeting. In-Service Day at the Branches — Starting in April, each of J-MRL's branches will be closed one day for In-Service training. The branches will not be closed at the same time. HVAC System-Monticello Avenue — The HVAC system for Monticello Avenue gave out. Starting this week Wednesday, the computer lab will be closed for about a week so that a new heating and air conditioning system can be installed. Fines and Fees — The Library Director distributed a Fines and Fees chart showing the yearly e-rates, fines and fees received for 1999-2006. The chart also included yearly averages. Due to the use of a collection agency, a steady increase has occurred in the last few years. State Library Workshop — There will be Library Advocacy Training for Library Trustees and only two from each library system will be allowed to attend. Ms. Willenborg plans to attend.

FUTURE AGENDA ITEMS — Future agenda items include an update on the 2007-2008 budget, approval of the 2007-2008 Library Closing Schedule, and evaluation of the Library Director.

ADJOURNMENT — Motion for adjournment was made by Ms. Dickens. The Board meeting adjourned at 2:31 p.m.

Thomas A. Whitlock, President
MINUTES OF THE APRIL 23, 2007 MEETING OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT
Jacqueline Rice
Timothy Tolson-Vice President
Thomas A. Whitlock-President
Gail Troy

Anthony Townsend
Sara Murray
Melissa Dickens
Deborah Willenborg

OTHERS PRESENT
John Halliday-Library Director
William Lyons, Jr.-Business Manager
Joyce Macdonald-Staff Recorder
Stella Pool
Robert Bjoring

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, April 23, 2007 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being the chair. On motion for approval made by Ms. Dickens the March 26, 2007 Minutes were unanimously approved.

ANNOUNCEMENTS – Mr. Whitlock displayed staff pictures that were in the current edition of the Virginia Library magazine. He commended the Goodwill Committee for their work on a successful Great Gatsby Community Read. Ms. Dickens also commended the Goodwill Committee’s work, and reported that all the events were well attended. The Goodwill Committee includes: David Plunkett, Bob Bjoring, Carol Clark, Meredith Dickens, Krista Farrell, Jackie Lichtman, Ginny Reese, and Wendy Saz.

Mr. Halliday passed out pictures of the Dogwood Festival Parade that featured representation from the library and included the Bookmobile. He commended the library group for a great job.

Mr. Whitlock announced that the next Board Meeting was scheduled for Monday, May 21, 2007.

POLICY COMMITTEE REPORT-Mr. Townsend reported the minutes of the March 26, 2007 Policy Committee. Present at the meeting were Melissa Dickens, Krista Farrell, Timothy Tolson and Anthony Townsend. The committee endorsed the full Board’s decision to ban smoking entirely in front of the Central Library for a twelve-month period.

The problem of DVD-based courses not having a sufficiently long circulation period was discussed. Although various options were discussed, the committee decided to leave the present DVD policy in place. As more materials are published on DVD, however, the committee thought it would be prudent to revisit the circulation policy in the future.
The holiday schedule of closings was approved by the committee and submitted for the Board’s April meeting.
The committee examined the conduct policy. The workshop held at the Central Library on enforcement of the policies has had positive effects. Mr. Halliday will draft a separate policy on the use of photography, video and audio recording devices in all branches. The branch managers will review the draft, and the committee will review it at the next meeting.

Mr. Townsend raised the possibility of staff and volunteers wearing nametags. It was resolved to propose to the branch managers that generic library nametags (reading either “Staff” or “Volunteer”) be used voluntarily.
The next meeting will be held at 3:30 p.m. on Wednesday, May 9, 2007 at the Northside Library.

ADOPTION OF FY 2008 SCHEDULE OF CLOSINGS-Mr. Halliday presented two versions of the closing schedule. One schedule had December 24 and 25 off. The other had those two days, but in addition, also included the afternoon of Sunday, December 23 as an unpaid holiday. After a brief discussion, Ms. Murray proposed the adoption of the schedule that included the afternoon of Sunday, December 23. Mr. Tolson seconded the motion, and all approved.

DISCUSSION OF FY 2008 LIBRARY BUDGET – Mr. Halliday announced that Charlottesville, Albemarle County and Louisa had approved full funding of the FY2008 budget. Greene County had approved funding for opening 40 hours per week. Nelson County’s proposal was $14,000 short.
The next Budget Committee Meeting is scheduled for 10:00 a.m, May 21, 2007.

LIBRARY DIRECTOR’S REPORT – The Director reported that National Library Week and the Big Read events were successful. Mr. Townsend and the Director had attended an Albemarle County Board of Supervisors meeting where the National Library Week proclamation was read. The Central Virginian had a full page featuring the events, as well as an article by Mr. Whitlock.
The new Crozet Library is on track. Fundraisers are gearing up to start in the fall, after the architect has submitted drawings of the new library.
Albemarle County is working on Places 29 (the master plan for Route 29). The county will be requesting inputs from the library for the site of the next Northside Library. The Director, Mr. Townsend and Ms. Rice will work on those recommendations.

FUTURE AGENDA ITEMS – future agenda items include reports from the Policy Committee, Technology Committee, Budget Committee and Nominating Committee as well as a closed door session for the Director’s evaluation.

ADJOURNMENT – On motion for adjournment from Ms. Dickens, the Board meeting adjourned at 1:40 p.m.

Thomas A. Whitlock, President
MINUTES OF THE MAY 21, 2007 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Sara Murray
Timothy Tolson-Vice President
Anthony Townsend
Gail Troy
Thomas A. Whitlock-President
Deborah Willenborg

TRUSTEES ABSENT
Perri Brown
Melissa Dickens
Jacqueline Rice

OTHERS PRESENT
Nancy Cook-Children's Services Manager
Bryan Elliott-Assistant County Executive, Albemarle County
DonnaLee Grossman-Assistant to Library Director
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, May 21, 2007 at 1:00 p.m. in the Central Library's Jefferson Room, the President being in the chair. On motion for approval made by Mr. Tolson and seconded by Mr. Townsend, the April 23, 2007 Minutes were unanimously approved. Ms. Murray was absent at the time the vote was taken.

ANNOUNCEMENTS – Jacqueline Lichtman had an article in Sunday's The Daily Progress. The Library Director introduced Bryan Elliott, Albemarle County's newest Assistant County Executive. Mr. Elliott fills the vacancy left by retired Roxanne White.

NOMINATING COMMITTEE'S REPORT – At the June Board meeting, the Nominating committee plans to recommend as their slate of officers for FY 2008: Mr. Tolson as President and Ms. Brown as Vice President.

TECHNOLOGY COMMITTEE'S REPORT – The Technology Committee met directly following last month's Board meeting. At last month’s meeting the committee reviewed the first draft of the 3-year (July 2007-June 2010) Technology Plan and made some minor changes to meet Federal guidelines before distributing the draft to the Board members at today's meeting. Adoption of the Technology Plan will be one of the items on the Board’s agenda for next month's meeting.

UPDATE ON FY 2008 LIBRARY BUDGET – The Budget Committee met today at 10:00 a.m. The committee reviewed the proposed Equipment Fund Budget outlined for FY 2007-2008. Included with the proposed Equipment Fund Budget was the anticipated revenue year-end balance (ending June 30, 2007) and an outline of expenses, which included service contracts, data lines, debt collection and the branch discretionary fund. The projected year-end Equipment Fund balance was also included. The Budget committee, in unanimous agreement, approved using 2007 operating funds, if available, for equipment needs as outlined and for library materials.

POLICY COMMITTEE'S REPORT – At 3:30 p.m. on May 9th, the Policy Committee met at Northside Library. The committee reviewed a draft of a new policy, “Photography, Audio and Video Taping in Library Facilities” (J-MRL Policy: Section 5.5). After the committee made some minor changes, the new policy was presented to the Board for their review. The procedure on “Privileges and Responsibilities of Groups Using the Meeting Rooms” (J-MRL Procedure: Section 5.1) will be amended to include reference to the new policy “Photography, Audio and Video Taping in Library Facilities” and the meeting room sign-up form will also reflect the change. The committee confirmed that the policy on “Computer and Internet Access” (J-MRL Policy: Section 4.7) does not allow for USB devices that require software to be loaded on the public computers in order to function; but if the USB device can stand alone, without needing software loaded on library public computers, it would be acceptable. The committee reviewed an updated draft of “J-MRL Circulation Policies” (J-MRL Policy: Section 4.225). Audio books on CDs are now limited to six per patron at a time; however, the limit on audio books on cassettes will be lifted. Mr. Tolson made a motion for adoption of the “J-MRL Circulation Policies” effective July 2007 and the motion was unanimously approved. The Policy Committee recommended that all J-MRL staff and volunteers wear generic badges to identify them as staff or volunteers. The Personnel Committee will be asked to implement this recommendation. Board members will be assigned sections of the By-Laws (J-MRL Policy: Section 1.21) to review and to make any needed revisions. Any revisions will be
deferred to next fiscal year’s Policy Committee. The City of Charlottesville’s Police Department has recommended J-MRL implement a policy on sleeping in the Library. The Police Department is keeping the downtown area free from idlers and apparently J-MRL is becoming a haven for them. The Library Director polled the branch and department managers and they are in agreement that a policy is needed. Krista Farrell will be researching other libraries for their policies on this subject.

**SUMMER READING PROGRAMS** – Nancy Cook briefly discussed J-MRL’s Summer Reading Programs (Reading Takes You Anywhere) for young-aged school children. The Summer Reading Programs are made possible because they are funded by the Friends of J-MRL. Last year approximately 3,900 children registered for the programs. Approximately the same amount is expected for this year. Jacqueline Dempsey-Cohen and Karen Gillaspie put together the programs for the school-aged children so that they have programs to attend while they are out of school during the summer. It was suggested that a letter be sent out to the outlying counties to encourage more attendance to the Summer Reading Programs. The Library Director distributed Timothy Carrier’s Cheap Thrills Teen Summer Reading Program.

**UPDATE ON LIBRARY CONSTRUCTION PROJECTS** – A brief discussion ensued regarding the Crozet Library project, Northern Albemarle, and renovation of the Central Library. Mr. Elliott, Albemarle County’s Assistant County Executive, mentioned the Crozet Library project is moving along. Albemarle County needs to get through some of their preplanning before they can begin on the library project. Things are happening sequentially (streetscaping, sidewalks, and putting in lines, etc.) and the site for the new Crozet Library is part of this process. The sidewalks and streetscaping should be completed in the next 90 days. In June, the Albemarle County Board of Supervisors will approve their CIP covering 2009-2013 and the Forest Lakes South entrance area (new Northside Library site) will be included in that CIP. Two buildings were originally planned but now planning is for one building for the Northside Branch. The Board voiced some concern as Northside’s lease runs through 2009 and Dumbarton Properties Inc. has already contacted Albemarle County to discuss renewal of Northside’s lease. At least one meeting will be scheduled in June to discuss Crozet, Northside and the renovation of Central Library.

**LIBRARY DIRECTOR’S REPORT** – The Big Read Program – The Library Director informed the Board that The Big Read Program in April was a big success and had an excellent turnout. J-MRL plans to repeat it next year. Festival of Cultures – J-MRL had a table at the recent Festival of Cultures held in Lee Park. Items in Spanish along with other library materials were distributed to the public. Government Services Fair – Albemarle and Charlottesville are having their Government Services Fair this Thursday, May 24th. J-MRL will be present for both fairs and handing out materials, red pens and Monticello Avenue post-it notes. Special Meetings – There is a State Library Advocacy Training workshop for Library Trustees scheduled for June 7th and June 8th in Richmond. Ms. Dickens and Ms. Willenborg are planning to attend. There is an ALA Conference scheduled for June 23rd-June 26th in Washington, D.C. Four Library Trustees plan to attend: Ms. Dickens, Ms. Rice, Mr. Tolson, and Ms. Troy. Bill of Rights Lecture – The Library Director usually arranges for an annual lecture at Central Library on The Bill of Rights. The annual lecture is funded by the Friends of J-MRL. This year John Whitehead will be the guest speaker on “The War on The Bill of Rights” scheduled for 7:00 p.m. on Tuesday, June 19th. Premiere for Evan Almighty – Evan Almighty was filmed in Crozet last year and is scheduled to open on June 22nd. The premiere for Evan Almighty is scheduled for June 14th at 5:00 p.m. in Charlottesville’s Paramount Theater and is by invitation only. The filmmakers plan to invite 50 library guests to the premiere and will announce a donation to the Crozet Library Building Fund.

**CLOSED SESSION** – Mr. Townsend made a motion and Ms. Troy seconded it that the Library Board go into a Closed Meeting to discuss the performance evaluation of the Library Director. The motion was unanimously approved. The Trustees met in a closed session of 15 minutes for the Library Director’s annual performance review.

**OPEN SESSION** – In open session, Mr. Whitlock read the Certification of Closed Meeting. Mr. Tolson moved that in view of the Library Director’s outstanding performance during the past year, the Library Director shall be eligible for the same pay raise as other library staff performing at the highest level within the library’s pay plan. The motion was unanimously approved.

**FUTURE AGENDA ITEMS** – Future agenda items include: the election of officers, adoption of the Technology Plan, adoption of the new Photography, Audio and Video Taping in Library Facilities Policy, and adoption of the FY 2008 Library budget.

**ADJOURNMENT** – The Board meeting adjourned at 2:15 p.m. The next Library Board meeting will be on June 25, 2007 at the Louisa County Library.

Thomas A. Whitlock, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, June 25, 2007 at 1:16 p.m. in the Louisa County Library, the President being in the chair. On motion for approval, the May 21, 2007 Minutes were approved. Ms. Dickens and Ms. Rice abstained as they did not attend the May meeting.

ANNOUNCEMENTS - Mr. Whitlock introduced Faye Rosenthal, Louisa County's Library Trustee starting July 1, 2007. Mr. Whitlock presented Ms. Dickens with a framed photograph that was taken as part of the Daily Progress's recent report about Ms. Dickens and her outstanding volunteer service to J-MRL. Ms. Willenborg announced that the kick-off to Greene County Library's Summer Reading Program received a big crowd and excellent coverage in the Greene County Record. Ms. Howell welcomed the Trustees to Louisa County Library and apologized for the building’s malfunctioning air conditioning. Mr. Tolson presented Mr. Whitlock with several gifts in recognition of Mr. Whitlock's eight years of service as a Library Trustee.

ENDOWMENT COMMITTEE’S REPORT - The J-MRL Endowment Committee met June 8, 2007. The committee approved funding for three projects: 1) the summer internship program, 2) the 2008 Big Read, and 3) preliminary architectural planning for the future expansion of Nelson County Library.

ADOPTION OF PHOTOGRAPHY, AUDIO AND VIDEO TAPING POLICY - After discussion, and clarification that the policy does not apply outside library facilities, Mr. Townsend moved to adopt the policy as presented. The motion received unanimous approval.

ADOPTION OF THE FY 2008 – FY 2010 TECHNOLOGY PLAN - Mr. Tolson moved to adopt the Technology Plan as presented. The motion received unanimous approval.

ADOPTION OF ADMINISTRATIVE SERVICES AGREEMENT - Mr. Halliday presented a proposed extension of the City/Library Administrative Services Agreement including a Service Level Agreement for services from the City’s Department of Information Technology. Ms. Dickens moved for approval of the two-year agreement, July 2007 through June 2009. The motion received unanimous approval.

ADOPTION OF FY 2008 LIBRARY BUDGET - Mr. Halliday reviewed proposals within the three sections of the budget: state aid, equipment fund, operating fund. Mr. Townsend asked to have library staff investigate costs for Norton Ghost and Partition Magic software. Mr. Halliday reported that the proposed operating budget includes pay raises for library staff, increased service hours at Greene County Library and Northside Library, additional part-time staff for technical support and Monticello Avenue, and a full-time professional position of Central Branch Manager beginning October 1, 2007. Ms. Rice moved to adopt the FY2008 Library Budget as presented. The motion received unanimous approval.
LIBRARY DIRECTOR’S REPORT – Mr. Halliday, Ms. Dickens, Mr. Tolson, and Ms. Troy reported on their recent attendance at the American Library Association’s annual conference in Washington, D.C. Ms. Dickens and Ms. Willenborg reported on their attendance at the State Library’s Advocacy Training workshop, June 7th and June 8th in Richmond. Mr. Halliday reported that Albemarle County is negotiating a lease extension for Northside Library through 2012 or 2013 when it is expected the new Northside facility will be completed. Mr. Halliday and William Lyons (T-MRL Business Manager) have begun discussions with Albemarle and Charlottesville officials regarding the Central Library renovation. Mr. Halliday distributed copies of the library’s recently completed annual audit. Mr. Whitlock requested that Mr. Halliday draft a letter of thanks to Tom Shadyac, Director of the movie Evan Almighty, for his support of the Crozet Library building project.

ELECTION OF FY 2008 LIBRARY BOARD OFFICERS – On behalf of the Nominating Committee, Ms. Rice nominated the following Board Officers: Tim Tolson, President; Perri Brown, Vice President. There being no additional nominations, Ms. Rice moved for election of the nominees. The motion received unanimous approval.

FUTURE AGENDA ITEMS – Future agenda items include: FY2008 committee assignments and a report on plans for Rivanna Village development.

ADJOURNMENT – The Board meeting adjourned at 2:32 p.m.

Timothy F. Jost Tolson, President