MINUTES OF THE JUNE 25, 2007 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

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

TRUSTEES ABSENT
Perri Brown
Sara Murray

OTHERS PRESENT
Clare Howell, Louisa Library Branch Manager
Faye Rosenthal, newly appointed Louisa Library Trustee
John Halliday-Library Director

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 (J-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
MINUTES OF THE JULY 23, 2007 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Perri Brown-Vice President
Melissa Dickens
Jacqueline Rice
Faye Rosenthal

Timothy Tolson-President
Anthony Townsend
Gail Troy
Deborah Willenborg

TRUSTEES ABSENT
Sara Murray

OTHERS PRESENT
DonnaLee Grossman-Assistant to the Library Director
John Halliday-Library Director
William Lyons, Jr.-Business Manager
Stella Pool-Community Network Coordinator
Joyce MacDonald-Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, July 23, 2007 at 1:03 p.m. in the Central Library's Jefferson Room, the President being in the chair. On motion for approval made by Ms. Dickens and seconded by Mr. Townsend, the June 25, 2007 Minutes were approved.

ANNOUNCEMENTS - Several articles regarding J-MRL have appeared in the local news media. The Greene County Record had two articles about J-MRL in their "Library Matters" column. The Daily Progress had two articles about J-MRL: on Monday, July 16th there was an article "Library in need of upgrade" discussing renovation and remodeling of Central Library and on July 20th in the Extra section of the newspaper there was an article "This lockup's one for the books" showing the most recent Harry Potter book "Harry Potter and the Deathly Hallows" locked up behind bars in Central Library's jail room until the release date to the public. President Tolson shared Ms. Dickens' note of appreciation for the framed photo she received honoring her volunteer work and her newspaper article in The Daily Progress about volunteering.

CROZET BUILDING UPDATE - Last week the Library Director, two branch managers (Lindsay Ideson and Wendy Saz), along with two Crozet Library fundraisers visited Hopewell Library and Twin Hickory, a new branch in the Henrico County Library system, to gather ideas for the new Crozet Library and for the fundraisers to discuss fundraising ideas with the Hopewell staff. The architect who designed Hopewell Library is the same architect selected to design the new Crozet Library. They were all impressed with the new high-tech Twin Hickory Library. Twin Hickory uses a radio frequency ID method of checking books in and out. Albemarle County submitted a grant application to the Kresge Foundation to help fund and make the new Crozet Library a model for environmental consciousness and LEED certified (Leadership in Energy and Environmental Design). The architectural planning should begin some time this fall.

RIVANNA VILLAGE DEVELOPMENT (MS. RICE) - Ms. Rice attended a meeting on the Rivanna Village Development and informed the Board that no libraries were included in the development area. Ms. Rice also went to a Planning Commission meeting discussing Places 29. The Planning Commission is drafting Places 29 and on July 31st they will be discussing Section 5 for libraries. Ms. Rice plans to attend the July 31st meeting and will report back to the Board on what was discussed.

OUT OF AREA LIBRARY USE - Ms. Troy, Library Trustee for Nelson County Library, became aware of the fact that Amherst is charging J-MRL residents a $15 out-of-area fee. The Library Director assigned J-MRL's Summer Intern (Sally Ma) to do a survey of out-of-area libraries to identify libraries charging J-MRL residents a fee, how much they charge J-MRL residents, and the number of out-of-area users who are registered at J-MRL. The Library Director distributed copies of the intern's survey results along with copies of his 2006 Out-of-Area Library Use statistics updated to include Amherst. The intern surveyed twelve libraries and almost half of them did not charge a fee. The 2006 statistics indicated the number of out-of-area users registered at J-MRL was 4,450 and the number of J-MRL residents registered at other libraries was estimated at 4,510. After a brief discussion, it was the consensus of the Library Board to leave things the way they are at J-MRL - no charge for outside the area fees.
USA PATRIOT ACT — Several ALA handouts were distributed for the Board to review regarding the USA PATRIOT Act. President Tolson recently attended an ALA program where ALA was encouraging all libraries to adopt and implement (have in place) patron privacy and record retention policies and procedures in advance of receiving any FBI requests for information on library patrons. Under J-MRL’s current policy, the Library Director can share an information request with the Board President and J-MRL’s attorney. The Board will be discussing these issues this August meeting.

BILL & MELINDA GATES — LIBRARY INITIATIVES — For several years now Bill and Melinda Gates have been strong advocates for libraries. The Bill & Melinda Gates Foundation has earmarked $7.7 million to public libraries to support promotion of libraries to the public and to make the public more aware of the services libraries provide. Funding from their foundation comes through PLA. The Bill & Melinda Gates Foundation developed a short video to be shown throughout library communities and the Library Director distributed their foundation’s “Keeping Your Community Connected” booklet (Why our Public Libraries Need Technology).

LIBRARY BOARD COMMITTEE ASSIGNMENTS FOR FY 2008 — The Library Board approved the following Committee assignments effective July 1, 2007:

**Budget/Finance Committee (Meets as needed)**
- Jacqueline Rice - Chair
- Perri Brown
- Faye Rosenthal
- Gail Troy
- Deborah Willenborg

**Personnel Committee (Meets as needed)**
- Perri Brown - Chair
- Sara Murray
- Jacqueline Rice

**Technology Committee (Meets as needed)**
- Anthony Townsend - Chair
- Sara Murray
- Melissa Dickens

LIBRARY DIRECTOR’S REPORT — The Library Director conveyed the sad news of George Tramontin’s death last week. He served on J-MRL’s Library Board from September 1994 thru August 2002 and as Board President for two years. The Library Director asked Board members if they had any questions regarding J-MRL’s audit distributed last month for the Board to review.

FUTURE AGENDA ITEMS — Future agenda items include: The USA PATRIOT Act, a draft of the J-MRL budget timeline for FY 2008-2009, a report from Ms. Rice regarding the July 31st Planning Commission meeting on Places 29 (which includes discussion of Section 5 for libraries), and discussion of a field trip to Henrico County. There will be a Policy Committee meeting directly after the September 24th Board meeting.

ADJOURNMENT — A motion for adjournment was made by Mr. Townsend and seconded by Ms. Dickens. The Board meeting adjourned at 2:04 p.m.

Timothy F. Jost Tolson, President
MINUTES OF THE AUGUST 27, 2007 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Perri Brown-Vice President
Melissa Dickens
Jacqueline Rice
Timothy Tolson-President
Anthony Townsend
Gail Troy
Deborah Willenborg

TRUSTEES ABSENT
Sara Murray
Faye Rosenthal

OTHERS PRESENT
DonnaLee Grossman-Assistant to the Library Director
John Halliday-Library Director
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, August 27, 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 Ms. Troy, the July 23, 2007 Minutes were approved as presented.

ANNOUNCEMENTS - Ms. Dickens announced that a Policy Committee meeting has been scheduled directly following the regular Board meeting in September. On behalf of Ms. Dickens and Ms. Rosenthal, Ms. Dickens conveyed their appreciation to Willow Gale for the enjoyable tour of the Bookmobile. The Library Director showed the Board members the article about Libraries found on page 30 of the Welcome 2007-2008 section in The Daily Progress. Page 30 included a listing of J-MRL's locations and hours along with a picture showing young readers inside J-MRL's Bookmobile.

PLACES 29 UPDATE - Ms. Rice informed the Board there was no new input to report on Places 29. Libraries are included in Section 5 along with Parks & Recreation.

USA PATRIOT Act - The Library Director briefly discussed the USA PATRIOT Act. J-MRL's Policy Committee is currently in the process of reviewing the by-laws and will also include review of the USA PATRIOT Act. President Tolson suggested to Board members that the July and August meetings be combined into one meeting. The Policy Committee plans to review the suggestion about combining the July and August Board meeting into one meeting when they meet in September.

2008/2009 BUDGET DEVELOPMENT SCHEDULE - The Library Director distributed a draft of the 2008/2009 Budget Development Schedule. If the Board adopts this schedule, the Board would begin discussion of the budget at their September meeting. The Library Director noted the October 22, 2007 date on the schedule when department and branch managers would be presenting their individual budget proposals to the Board. The Board needs to rank the budget requests. On November 26, 2007, the proposed budget is presented to the Library Board for adoption. Ms. Rice made a motion “that the Board adopt the 2008/2009 Budget Development Schedule as presented.” Ms. Willenborg seconded the motion. The motion was approved.

FIELD TRIP TO HENRICO COUNTY LIBRARY BRANCH - The Library Director suggested a field trip to one of Henrico County's newest high-tech branch libraries (Twin Hickory). Twin Hickory is approximately 40,000 sq. ft. Henrico County Libraries have implemented checkout/checkin RFIDs (Radio Frequency Identification). The Library Director plans to arrange to have the Branch Manager there when J-MRL visits. Our Board can see first hand what new libraries look like. The new branch has a cafe, self-checkout, downloadable audio books, a drive thru pick up/drop off, 100 computers and a lab. The trip should take approximately five hours. The field trip has been scheduled for Friday, October 19th and the Board will be leaving from Pantops at 9:00 a.m.

LIBRARY DIRECTOR'S REPORT - Flowers at Central - The Library Director commended Ms. Martin on the flowers she planted outside Central Library. Ms. Martin lives downtown and has been tending to Central's garden all summer. At the bottom of page B6 in the August 27th Community section of The Daily Progress, there was a picture showing Ms. Martin tending the garden she created at Central. The Library Director and President Tolson will be sending a note of appreciation to
Ms. Martin. Nelson County Memorial Library Building — The Library Director and Ms. Troy plan to leave at 4:00 p.m. today to go to Nelson County to discuss enlarging Nelson County Memorial Library building. The Torn Land Fund and Friends of the Library have offered to fund preliminary architectural work. Card Sign-up Month in September — September is library card sign-up month. JMRL will have a special banner placed across the street at Central Library. Ms. Lichtman plans to have special posters made. Local celebrities, such as local government officials, will be photographed holding an enlarged library card and the pictures will be sent to the local newspapers. Special Letters to the Editors will be signed by JMRL’s Board members and sent out to the local newspapers in their jurisdictions. April Special Events — National Library Week is in April and The Big Read is in April. Friends of JMRL News — Bill Davis is back again as Book Sale Manager. He will be managing the day-to-day books coming in for their Book Sales. Barry Norris is Book Sale Director. This year the Friends are planning a Fall Book Sale scheduled for October 27th and 28th. The Fall Book Sale will consist mainly of quality or gift book quality items — in time for the holidays. The Friends have decided to hold the Spring Book Sale after the Festival of the Book. Spring Book Sale is scheduled for March 29, 2008 thru April 14, 2008. JMRL’s Top 10 List — The Library Director distributed copies of JMRL’s top 10 list based on percentage of FY 2007 circulation. Crozet Letter of Appreciation — USS Bataan Commander Ben Brown sent a letter of appreciation to the Crozet Library staff. The Crozet staff was very helpful and he was impressed with the library. VLA Conference — The VLA Conference is being held at The Homestead this year from October 31st thru November 2nd. The Library Director should know by September 14th if any of the Board members wish to attend. There is a pre-conference on October 31st and the main conference is on Thursday and Friday, November 1st and 2nd. Special Handouts — The Library Director showed the Board the cover of the July 16, 2007 HOTLINE. The article regarded an in-depth audit and recommendations made to the City of Palo Alto Public Library in California. Some of the recommendations included that the library pursue an RFID (Radio Frequency Identification) system saving staff time and that the library do more to collect cash for outstanding fees and fines (resume sending collection letters and consider engaging a collection agency). Also mentioned in the article was that Palo Alto had approximately 13 percent of holds expire because the customer did not pick up the item and as of July 1st their library began charging $1 per expired hold. The Library Director distributed another article on Public Libraries Try Their Hand at Mass Digitization. The last handout was a copy of the Smithsonian Institution’s Adopt-a-Library letter asking members to join in and donate to a library (Adopt-a-Library) by paying a special reduced fee to fund the Smithsonian magazine for one year to a library of their choice. For almost 160 years the Smithsonian magazine has been a “must buy” for virtually every educational system. Unfortunately due to budget restrictions, the Smithsonian Institution has noted that the number of library subscriptions has dwindled leaving students and the public with less access to the Smithsonian.

FUTURE AGENDA ITEMS — Future agenda items include: A Policy Committee meeting directly following September’s Board meeting; the budget timeline indicates September’s meeting for discussion of goals, objectives, and budget priorities; possibly a report on downloadable audio books by Andrea Williams. The 5-Year Plan Committee meeting will be in October.

ADJOURNMENT — A motion for adjournment was made by Ms. Dickens. The Board meeting adjourned at 2:07 p.m.

Timothy F. Jost Tolson, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, September 24, 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. Townsend and seconded by Ms. Rice, the August 27, 2007 Minutes were approved as amended.

ANNOUNCEMENTS – Ms. Dickens referred to two items in the most recent issue of Virginia Libraries – an article on J-MRL’s support for libraries affected by Katrina and a picture of Willow Gale when she did a presentation at the VLA Paraprofessional Forum. Ms. Rosenthal showed the Library Board the article and pictures appearing in the August 2007 FWEP (Far West End Press) on the new and impressive Twin Hickory Area Library. J-MRL’s Board members are planning a visit to Twin Hickory on October 19th.

TECHNOLOGY COMMITTEE’S REPORT – The Technology Committee met on September 6, 2007. The Library Director had J-MRL’s 5-Year Technology Plan reviewed by a consultant on retainer to the State Library. The consultant recommended that J-MRL upgrade the bandwidth (switch from a T-1 line to a MetroEthernet line). This has been done and has resulted in a drop from almost 100% down to 50%. J-MRL is trying to keep the bandwidth to 50-60%. It was recommended that J-MRL monitor the bandwidth annually and purchase/install a bandwidth measuring device and add in the fiscal year of July 1, 2007–June 30, 2008 that Technical Services will also install a wireless access point on the 3rd floor of Central Library. This will make it available for the meeting rooms. Mr. Townsend made a motion “that the Library Board accept the revised FY 2008-2010 Technology Plan.” Ms. Murray seconded the motion. The motion was unanimously approved. The next meeting of J-MRL’s Technology Committee will be in January 2008.

PRELIMINARY DISCUSSION OF FY 2008-2009 LIBRARY BUDGET – The Library Director informed the Board that due to the economic downturn in housing and retail sales, both state and local governments will be feeling squeezed. Virginia is already planning a 5% reduction to the state budget. When preparing/developing the FY 2008-2009 budget, it was the consensus of the Library Board to keep budget limitations in mind due to the economic slow down. A Budget Committee meeting needs to be scheduled for early November 2007.

SELF-CHECKOUT/RFID – Self-Checkout/RFID’s are included in J-MRL’s Technology Plan. One of the items the Library Board will view when visiting Twin Hickory Library on October 19th is Twin Hickory’s Self-Checkout/RFID (Radio Frequency Identification). Approximately 15% of Northside Library’s circulation is done through their self-checkout system. Libraries with an RFID system have the ability to sort returns automatically and shelves can be read using a wand (the wand beeps when anything is out of place). Self-checkouts save time for the staff. Startup would involve the cost of tagging items and purchasing of self-checkout/RFID machines. When planning the building of new branches, J-MRL should include self-checkout/RFIDs.
LIBRARY DIRECTOR'S REPORT – Field Trip to Twin Hickory Library – The field trip to Henrico County's Twin Hickory Library is all set for Friday, October 19th. Henrico County's Library Director will be there to answer any questions. Board members will be leaving Northside Library at 8:30 a.m. and Pantops at 8:50 p.m. Arrival time at Twin Hickory should be at 10:00 a.m. Lunch is planned for 11:30 a.m. Board members should be back in Charlottesville by around 2:00 p.m. September was Library Card Sign-up Month – J-MRL had good coverage for Library Card Sign-up Month. Special Letters to the Editors were signed by J-MRL's Board members and sent out to the local newspapers. Special posters were made up with pictures of the local celebrities, such as local government officials, holding an enlarged library card and the pictures were sent to the local newspapers. There was a large photo of Kendra Hamilton in The Daily Progress. Crozet Library Building Update – The Library Director and President Tolson have been attending the meetings on Crozet and there was a big public meeting last Thursday. Albemarle County is working on the streetscape, new sidewalks and new streets in the neighborhood of Crozet Library. Albemarle County is also working on the zoning (rulings about how tall and how far the building can be from the street). The architectural planning should start within the next 4-6 months. Fundraisers cannot start until there is a plan they can show to potential donors. North 29 – Ms. Judith Wiegand (Senior Planner for Albemarle County) plans to attend the Library Board's November meeting to answer questions about the new library planned for North 29. The library is still included in the Places 29 North Plan. The new Northside 29 Library should be approximately 30,000-40,000 sq. ft. Nelson County – In September, a representative of the Nelson County Advisory Committee, Branch Manager Tanith Knight, and the Library Director met with the Nelson County Administrator to discuss expansion of the Nelson County Library. Nelson County Library is approximately 4,361 sq. ft. and should be approximately 8,600 sq. ft. to meet current standards. The Torn Land Fund and the Friends of the Library have pledged $12,000 for the preliminary architectural work. Nelson County's Board of Supervisors are discussing expansion of Nelson County Library in October. The Board of Supervisors will approve the request at their October meeting. After approval is received, an architect would be hired and could begin working on the project as soon as November. Southside Branch Library – A Southside Branch Library has been in Albemarle County's capital improvements and would be located in the vicinity of Monticello High School. Requests for a Southside Branch Library have already been voiced by residents at some of the public meetings on Biscuit Run and might be moved up on the building list due to all the activity off Avon Street Ext. Southside Branch Library may need to be larger than the 15,000 sq. ft. that was originally planned. Central Manager Position – The Library Director is working on the job description for a Central Manager (approved in this year's budget). The Library Director plans to have the job description reviewed by an outside Human Resources Consultant as well as J-MRL's Personnel Committee. The position will be posted in-house as a promotional opportunity. Hopefully, a person will be selected by the end of December and start work in January 2009. Personnel Committee – J-MRL's Personnel Committee is scheduled to meet at 4:00 p.m. on October 16th. The committee will review the Central Manager's position, pay raises for next year (FY 2008/09), and discuss staff and volunteer ID badges. Next Year's Big Read – This year's Big Read program on The Great Gatsby was a huge success. Library staff has been working on next year's Big Read and plan to celebrate To Kill a Mockingbird. Books for Katrina-Damaged Libraries – New Orleans is not accepting any more used books but the St. Bernard Parish is still accepting them. Special Fall Book Sale – The Friends' special fall book sale is scheduled for October 27th and October 28th. At the fall sale, the Friends plan to sell high quality or gift book quality items in time for the holidays. In time for the fall sale, Cable Channel 10 is running a video of last year's book sale (filmed by a UVA student). Brenda Washington's Retirement Party – A retirement party is planned for Brenda Washington on October 1st in the McIntire Meeting Room from 3 p.m.-5 p.m. In-Service Day – November 12th is In-Service Day for J-MRL staff and will be held at UVA. All branches will be closed that day. Library Trustees are invited to attend. 50th Anniversary of On the Road – There will be a special program October 10th at 7:00 p.m. in Central Library's McIntire Room to celebrate the 50th anniversary of On the Road. VLA Conference – The Library Director and three Board members (President Tolson, Ms. Dickens and Ms. Troy) have signed up to attend this fall's VLA Conference being held at The Homestead.

FUTURE AGENDA ITEMS – Future agenda items include: at the November Board meeting Andrea Williams will discuss the future of Collection Development and downloadable audio books, Policy Committee's report, Personnel Committee's report, FY 2008/2009 budget presentations (budget requests by managers), any building updates, discuss preparation and questions for Albemarle County's Senior Planner for November's meeting, discuss Twin Hickory field trip, discuss VLA Conference. The 5-Year Plan Committee will meet directly following the October Board meeting. Early November Budget Committee meeting (to be scheduled). The next Technology Committee meeting will be in January 2008.

ADJOURNMENT – The Board meeting adjourned at 2:10 p.m.

Timothy F. Jost Tolson, President
MINUTES OF THE OCTOBER 22, 2007 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Perri Brown-Vice President
Sara Murray
Faye Rosenthal
Timothy Tolson-President
Anthony Townsend
Gail Troy
Deborah Willenborg

TRUSTEES ABSENT
Melissa Dickens
Jacqueline Rice

OTHERS PRESENT
Donnalee Grossman-Assistant to the Library Director
John Halliday-Library Director
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, October 22, 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. Townsend, the September 24, 2007 Minutes were unanimously approved as presented. Vice President Brown was not present at the time the vote was taken. Ms. Troy and Ms. Willenborg abstained, as they were not present for the September meeting.

POLICY COMMITTEE'S REPORT - The Policy Committee is in the process of reviewing the Board's By-laws and will also be reviewing the USA PATRIOT Act. The Policy Committee considered combining July and August into one meeting and decided to leave it as is since the public is already aware there is a library meeting every month. Other items under review include the Mission Statement and evaluation procedures for evaluating the Library Director. The committee suggested combining July and August into one meeting and decided to leave it as is since the public is already aware there is a library meeting every month. Other items under review include the Mission Statement and evaluation procedures for evaluating the Library Director. The committee suggested all J-MRL staff, including part-time employees and substitutes, have J-MRL email addresses. The committee is considering discouraging a pattern of napping/sleeping in the library. The Library Director plans to check with the Albemarle County Attorney's office next week to discuss the appropriate way to phrase the issue of napping/sleeping in the library. Uniform signage throughout J-MRL was also discussed. The Board will be adopting the changes to the By-laws at their November meeting.

PERSONNEL COMMITTEE'S REPORT - The Compensation Committee presented to the Personnel Committee their proposed pay plan for next year. Pay raises ranging from 2.5% up to approximately 8% were recommended. The Personnel Committee will make a recommendation to the Budget Committee regarding next year's raises. Other items discussed were reclassification of the Bookmobile Manager's position, the Central Manager position (changed to Assistant Library Director), and identification tags for all J-MRL staff and volunteers. Next year's budget includes a 10% increase in medical and a 1% decrease in the Defined Benefit Pension Plan.

FY 2009 BUDGET PROPOSALS - Several branch/department managers were present to discuss their budget requests for next year. The Library Director distributed a ranking sheet to Board members so they can evaluate and rank the budget requests presented. The rankings are A, B, and C with A being first priority. The Library Director informed the Board that staff proposals are related to J-MRL's Five-Year Plan. Trustees are to vote on all of the proposals. The ranking sheet included staff requests...
for consulting services for Linux Servers (regional cost), a shared Young Adult Librarian/ESL/Reference position (regional cost), a substitute position and additional shelver hours for Gordon Avenue, a shared Bookmobile Outreach/Children's Services position, increased support hours and shelver hours at Northside, a substitute Librarian position/hours for Historical Collection, additional substitute hours and an increase of 10 hours for the Branch Specialist at Nelson, additional substitute hours for Louisa, additional Branch Support position for Scottsville, support hours and a Shelver position for Crozet. After the managers presented their proposals, Vice President Brown asked the managers to give their current staffing levels. The ranking sheets should be returned to the Library Director so that he can summarize the rankings and present the final result to the Budget Committee for consideration.

BOOKMOBILE REPORT – Bookmobile Manager Willow Gale recently attended a bookmobile conference in St. Louis. The bookmobile conference is now a national association called Association of Bookmobile and Outreach Services (ABOS). Ridley Pearson was a speaker at the conference. Mr. Pearson is on the Board of Trustees at the St. Louis Library. Ms. Gale also attended a workshop on Bi-Folkal kits (special programming kits). Ms. Gale showed the Board a sample kit purchased by J-MRL. Ms. Gale would like to have J-MRL do this in the community. The kits would be checked out from the library and would be offered to anyone in the region. The kits would have to be cataloged and would become part of the Bookmobile collection. Ms. Gale distributed a brochure regarding what is in the kits (a slide, audio and video presentation, songs, and a presenter’s manual) and a list of the type of kits available. Ms. Gale attended a “Touch-A-Truck” workshop presented by an Australian librarian. “Touch-A-Truck” is a community-based program involving local groups and businesses using trucks in their line of work (fire, police, rescue squads, plumbers, contractors, bookmobile, etc.). The adults and children in the community are invited to participate in looking at, touching, and getting inside displayed trucks that are used by local businesses.

LIBRARY DIRECTOR’S REPORT – Budget Committee Meeting – The Budget Committee meeting has been confirmed for Thursday, November 8th at 10:00 a.m. in Central Administration's meeting room. Retirement Party – Brenda Washington, a long-time J-MRL employee at the Central Library (30+ years), retired October 1st. J-MRL had a special retirement party for Brenda and Vice President Brown gave a speech in recognition of Brenda’s long years of service to J-MRL and in celebration of her retirement. She will be greatly missed. Vice President Brown presented Brenda with a retirement gift. The Library Director distributed some of the pictures taken at Brenda’s party. Board Members’ Visit to Twin Hickory Library in Henrico – Six Trustees visited the Twin Hickory Library on Friday, October 19th. They were able to see first hand a new high-technology library. Visit to Albemarle/Charlottesville Regional Jail – The Library Director and Libby Carpenter (former J-MRL Trustee) visited the local jail. J-MRL has helped to support their library by contributing surplus/used furniture and book carts. The jail is setting up an adult basic ed. library to help assist inmates in getting their GED’s. J-MRL’s In-Service Day – In-Service Day on Monday, November 12th, begins at 9:00 a.m. at UVA’s Harrison Institute’s Small Special Collections Library. J-MRL Board members are welcome to attend.

FUTURE AGENDA ITEMS – Future agenda items include: the Budget Committee’s report and adoption of J-MRL’s FY 2008/2009 proposed budget, Policy Committee’s Report and adoption of J-MRL’s By-laws, Five-Year Plan Committee’s report, Andrea Williams’ discussion on Collection Development, Jacqueline Lichtman’s report on a publicity plan for J-MRL, and a special report/discussion by Albemarle County’s Senior Planner Judith Wiegand on new libraries in Albemarle County. There will be a Policy Committee meeting directly following the November Board meeting.

ADJOURNMENT – A motion for adjournment was made by Mr. Townsend and seconded by President Tolson. The Board meeting adjourned at 3:06 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, November 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 Ms. Troy and seconded by Ms. Rosenthal, the October 22, 2007 Minutes were unanimously approved as presented. Vice President Brown was not present at the time the vote was taken. Ms. Dickens and Ms. Rice abstained, as they were not present for the October meeting.

ANNOUNCEMENTS – On behalf of the Board members, Ms. Dickens thanked the In-Service Day Committee for the very successful In-Service Day held on November 12th. The Library Director circulated a copy of the November 6th Community section (page C7) from The Daily Progress, showing photographs of Teen Read Week at J-MRL including the Pizza Taste-off and Book Swap held in October.

FIVE-YEAR PLAN COMMITTEE'S REPORT – The Five-Year Plan Committee met directly following the October 22nd Board meeting. The committee reviewed the goals and objectives in the Five-Year Plan. Most of the goals and objectives have been completed or are in process. In summary, Ms. Troy reported the following items not done: Technical Plan for each branch/department, Young Adult (YA) Specialist job description and YA Specialist at each branch, invite legislators to J-MRL’s Summer Reading, and compile and review diversity statistics. The Library Director distributed a graph showing operating income per capita comparisons between J-MRL and seven other similar sized libraries located throughout the U.S. 2006 statistics show J-MRL has increased but is still behind the national average operating income per capita for similar sized libraries. Although J-MRL is moving in the right direction compared to other libraries in the U.S., there is considerable room for improvement.

BUDGET COMMITTEE’S REPORT & ADOPTION OF FY 2009 PROPOSED BUDGET – The Budget Committee met at 10:00 a.m. on Thursday, November 8th to review budget requests and the summary of the ranking sheets. Ms. Rice presented the Budget Committee’s recommendations for J-MRL’s FY 2009 Proposed Budget: pay raises as proposed by the Personnel Committee, approximately a 10% increase in medical insurance, consulting services for Technical Services/Mont. Ave., a substitute position for Gordon Avenue, a shared Bookmobile Outreach/Children’s Services position, additional support and Shelver hours for Northside, a substitute Librarian position/hours for Historical Collection, additional substitute hours for Nelson County and 10 additional hours for the Branch Specialist at Nelson County, additional substitute hours for Louisa County, additional Branch Support position for Scottsville, an additional Shelver for Crozet and additional substitute support hours for Crozet. The Board reviewed the proposed Projected Cost Allocations for FY 2008/2009. Jurisdictional increases range from 3.34%-12.14%, for a total average increase in J-MRL’s proposed budget of 5.29%. Ms. Rice made a motion “that the Board accept the Budget Committee’s recommendations for J-MRL’s proposed FY 2008/2009 budget” and Vice President Brown seconded the motion. The motion was unanimously approved.
PRESENTATION OF J-MRL'S COMMUNICATIONS & PUBLICITY PLAN (Jacqueline Lichtman) - Ms. Lichtman reviewed J-MRL's Communications & Publicity Plan. J-MRL has a high level of use and a high level of public satisfaction. The Ivy Group did a telephone survey in 2003 and J-MRL received a 95% approval rating. Albemarle County did a survey in 2006 and J-MRL received a 94% approval rating. Interviews with community leaders indicated the public was unaware of the many services J-MRL offers and the value J-MRL adds to their communities. In response, it became a goal of J-MRL to improve on communications and publicity; therefore, J-MRL's Communications & Publicity Plan was created. Ms. Lichtman has successfully cultivated various sources of the local media on behalf of J-MRL. J-MRL's Website is a tremendous source of information and services for all age groups and all members of the community. There should be an ongoing budget to continue J-MRL's publicity to their communities - for website maintenance, advertising, and special events, programs, etc.

CENTRAL & GORDON AVENUE CAPITAL IMPROVEMENT PROJECTS (William Lyons, Jr.) - Mr. Lyons, Jr. distributed a list of capital improvement projects for Central and Gordon Avenue, estimated costs, and a tentative schedule for them to be done. The scheduled time for the capital improvements would be dependent on the 2014 Central renovation deadline. Charlottesville and Albemarle would split the estimated costs 50/50.

Central Library:
- Sprinkler System Improvements (required by City FD) - Est. Cost $30,000 FY 2008
- Air Handler Replacements - $275,000 FY 2009
- Elevator Upgrades & ADA Compliance - $43,000 FY 2009
- Roof Repairs, Brick Re-pointing & Window Repairs - $182,000 FY 2009
- Interior Finishes & Restroom Renovations - $180,000 FY 2010

Gordon Avenue:
- Foundation Waterproofing & Site Drainage - $125,000 FY 2008
- ADA Elevator Addition & Site Package - $300,000 FY 2009
- Slate Roof Repairs - $20,000 FY 2010
- Masonry Repairs & Cleaning - $40,000 FY 2011

Planning for new libraries in Albemarle County is on the Board’s agenda for January and Board members suggested a representative from Charlottesville be invited to attend to hear what Albemarle County has to say.

ADOPTION OF PROPOSED BY-LAWS REVISIONS - The Policy Committee reviewed J-MRL’s By-Laws and suggested updating the mission statement of J-MRL and adding the designation of the President to carry out the Library Director’s evaluation. Ms. Dickens made a motion that “the Board adopt the changes to the By-Laws as presented.” Mr. Townsend seconded the motion. The motion was unanimously approved.

LIBRARY DIRECTOR’S REPORT - Chicago Libraries - The Library Director showed Board members an article from the front page of Library Journal’s November 19th HOTLINE regarding Mayor Richard Daley’s strong advocacy for public libraries and their central role in building a “world-class city.” Mayor Daley proposed and city council approved the largest property tax increase ever – amounting to $83.4 million to support the building and maintenance of Chicago’s libraries. Weldon Cooper Center for Public Service - The Library Director distributed a copy of The Virginia News Letter published by the Weldon Cooper Center for Public Service (UVA). There was an article on page 4 under “Public Libraries and Virginia’s New Americans” citing J-MRL, for sponsoring Club Read, a weekly program assisting school-aged children that have English as their second language. November Issue of BookPage - The Library Director showed the Board the November BookPage and pointed out that the back page showed J-MRL’s Annual Report. In-Service Day - The Library Director thanked Board President Tolson for participating in J-MRL’s In-Service Day and for handing out service awards to the staff. Annual Library Legislative Day - The Library Director said that the annual Library Legislative Day in Richmond will be January 17, 2008.

FUTURE AGENDA ITEMS - The Library Board will hold its annual retreat on Monday, December 17, 2007. The retreat will give the Trustees the opportunity to discuss issues including library advocacy, future library budgets and building projects. No official actions will be taken at the meeting.

ADJOURNMENT - A motion for adjournment was made by Ms. Brown and seconded by Mr. Townsend. The Board meeting adjourned at 2:20 p.m.

Timothy F. Jost Tolson, President
MINUTES OF THE December 17, 2007 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Perri Brown-Vice President
Melissa Dickens
Sara Murray
Jacqueline Rice
Faye Rosenthal

Timothy Tolson-President
Anthony Townsend
Gail Troy
Deborah Willenborg

TRUSTEES ABSENT
None

OTHERS PRESENT
Jack Robertson, Director of Jefferson Library
John Halliday-Library Director

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, December 17, 2007 at 1:30 p.m. in the Jefferson Library near Monticello, the President being in the chair.

Mr. Robertson gave a presentation on the mission and services of Jefferson Library, the Thomas Jefferson Foundation's library, followed by a tour of the building. Mr. Robertson emphasized that the library is open to the public weekdays from 9:00 a.m. to 5:00 p.m.

Following the tour, the Trustees had a general discussion about advocacy, buildings, and budgets.

Advocacy: the Trustees discussed the need to advocate for adequate library funding at the state and local levels. J-MRL's per capita funding remains significantly below the national average. Full funding of the state aid formula would provide J-MRL with almost $2.00 more per capita to purchase new books. Ms. Rice said she would contact Delegates Bell and Toscano about the state aid issue. Mr. Tolson will contact Senator Deeds. Ms. Rosenthal will contact Senator Houck. Ms. Troy will contact Delegate Abbit.

Buildings: the Trustees discussed the importance of moving forward with library building projects, especially in Albemarle County where population growth has greatly increased the demands on library facilities. Albemarle County officials are planning to present an update on library building projects at the Trustees' January meeting.

Budgets: the Trustees discussed the need for local jurisdictions to provide funding for adequate library staffing levels and adequate salaries for library staff. The Trustees expressed concern over the lack of funding for substitute staff in the current budget for Nelson Memorial Library. The Trustees hope the Nelson Library Advisory Committee will work with the Nelson County Board of Supervisors to provide needed funding.

The Board meeting was adjourned at 3:02 p.m.
MINUTES OF THE JANUARY 28, 2008 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT
Perri Brown-Vice President
Melissa Dickens
Sara Murray
Jacqueline Rice
Faye Rosenthal

Timothy Tolson-President
Anthony Townsend
Gail Troy
Deborah Willenborg

OTHERS PRESENT
David Benish-Chief of Planning for Albemarle County
Bryan Elliott-Assistant County Executive for Albemarle County
DonnaLee Grossman-Assistant to Library Director
John Halliday-Library Director
Scott Hendrix-Project Manager, Facilities Management for Charlottesville
Lindsay Idenon-Branch Manager for Northside Library
William Letteri-Director of Facilities Development for Albemarle County
William Lyons, Jr.-Business Manager
Joyce MacDonald-Staff Recorder
Stella Pool-Community Network Coordinator
Andrea Williams-Collections Manager

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, January 28, 2008 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval made by Ms. Dickens and seconded by Mr. Townsend, the November 26, 2007 and December 17, 2007 meeting Minutes were unanimously approved as presented. Vice President Brown was not present at the time the vote was taken.

REPORT ON ALBEMARLE COUNTY LIBRARY FACILITIES (ALBEMARLE COUNTY STAFF) - Mr. Elliott briefly discussed the coordination of Albemarle County’s planning process. Over the next ten years, the Albemarle County Board of Supervisors has earmarked funding in their Capital Improvement Projects (CIPs) for J-MRL. In order to update the Library Board on J-MRL’s CIPs, Mr. Elliott suggested the Library Board invite Albemarle County staff back once or twice a year to give the Board a status report. Mr. Letteri briefly discussed the CIP process for Albemarle County and described anticipated repairs and maintenance scheduled for Central and Gordon Avenue covering 2008-2011 (outlined in November’s Minutes). Mr. Letteri showed the Library Board Albemarle County’s anticipated CIP planning for J-MRL covering 2008-2017. This is a tentative CIP plan and is subject to change. Crozet Library is the first new building and is planned for 2009-2010. The square footage for some of J-MRL’s CIPs indicates Albemarle has reduced the square footage from the original plans. Northside Library is in Albemarle’s CIP for 30,000 square feet with 10,000 square feet earmarked for relocation of Administration. The lease on the current Northside Library is up in 2009 and will be extended. Albemarle County needs to be on the lookout for potential Northside Library sites near development areas along the North 29 corridor and continue to keep J-MRL informed of opportunities and land as they become available in that area. The Rivanna Village project is just underway and Albemarle suggested the possibility of planning a library somewhere in that eastern area of Albemarle County. Scottsville’s expansion shows a reduction in square footage. Albemarle County is confident the reduction in square footage is still sufficient to meet the needs for that area. Albemarle County is planning for a new library to be located in the southern urban area to help serve the growth planned for that area (Biscuit Run). Before major Central Library renovations are done, Administration needs to be relocated and a review and update of all the plans for Central Library should be done (the last studies/plans include J-MRL’s building assessment report of 1999 and the Albemarle County library facilities planning study done in 2001). The Pantops area is currently under review with hopes for adoption of plans this spring. At this time there are no recommendations for a new library building in the Pantops area but suggestions were made for more “innovative services such as library kiosks, bookmobile services, wireless access, etc.” for that area. Albemarle suggested using more of a testing approach using storefronts and leasing until there is a better sense of what the facility should be and the size needed for that market. The Library Director showed the Board the December 2007 architectural issue of the Library Journal. The same architect (from Grimm & Parker...
Architects), who did the Rockville Library shown on the cover, is working on the Crozet project. The Library Director pointed out that the trend today is for bigger libraries.

SIGNAGE AND CONDUCT POLICIES - The Library Director distributed drafts of two revised policies (Displays, Handouts and Signage-Section 4.51 and Conduct in the J-MRL-Section 4.232) for the Board’s review prior to approving them at their February meeting. The intent for the signage policy was to make signs more standard/uniform throughout J-MRL with the third page being the main change. Item “h” was added to the conduct policy to give staff directions for people napping or sleeping in library facilities. The attorney’s office and J-MRL’s managers have reviewed the policies.

COLLECTION DEVELOPMENT REPORT - Ms. Williams discussed the process for managing the collections at J-MRL. State aid is the main funding source for library materials, not J-MRL’s jurisdictions. This year library materials, etc. were approximately $685,000 but were later reduced by $27,000 in October. The online J-MRL Suggest a Purchase has become very popular, averaging between 250-300 a month for suggestions. Last year the cost was close to $3,000 and this year the cost is approximately $30,000. Approximately 90% of the titles suggested are purchased and most of the requests are for non-fiction. Ms. Williams handles patron requests for reconsideration of materials and distributed copies of the Request for Reconsideration of Library Materials form (Section 4.12) and the Reconsideration of Website Filtering form (Section 4.7). There is an appeal process: to collection management, the appropriate staff person, the Library Director, and the Library Board. Requests for reconsideration have been very limited. Ms. Williams and the Library Director are exploring options for development of downloadable audiobooks. Currently Netlibrary and OverDrive offer downloadable audiobooks but they are not iPod accessible. Funding for this could possibly come from the Library Foundation as a new initiative or program.

MID-YEAR BUDGET ADJUSTMENTS - Mr. Lyons, Jr. distributed a FY 2008 request for additional spending based on the figures shown on the 1/2/08 Expenditure Summary. Approximately $232,000 can be expended from the operating budget for purchasing additional computers, a truck, routers for each of the branches, switches for two branches, return of $27,000 to make up for the state aid shortfall for books, and office furniture for the new Assistant Director. Ms. Dickens made a motion for the Board to approve the mid-year budget adjustments and Ms. Troy seconded the motion. The motion was unanimously approved.

LIBRARY DIRECTOR’S REPORT - Special Posters-Ms. Murray helped make arrangements for Ms. Lichtman to photograph UVA coaches Dave Leitao and Debbie Ryan reading books for special posters. New Assistant Director - Reference Librarian Krista Farrell has been selected to fill J-MRL’s Assistant Library Director position. Krista will begin her new duties on February 25, 2008. The Library Board will meet Krista at the February Board meeting. The Big Read - Everyone will be encouraged to read To Kill a Mockingbird, this year’s special read for J-MRL. There will be many special events and a YouTube contest for young adults. David Plunkett will be on the Board’s February agenda to discuss the special events and programs. FY 2008-2009 Proposed Budget - After delivery of J-MRL’s proposed budget to Gary O’Connell tomorrow, all the budgets will have been delivered to the jurisdictions. The responses have been good and gave J-MRL representatives an opportunity to answer questions about the budget. It is too early to determine how local revenues will be next year. Virginia’s General Assembly - The General Assembly will consider three library revenue issues; increase state aid for library books - $2 million increase over 4 years to restore full funding; $2 million for Find It Virginia, the statewide database; $750,000 to fund LVA technology and staff to handle the state’s electronic records/archives. Senator Houck co-sponsored the amendments for Find It Virginia and LVA. A special note of appreciation should be sent to him. Volunteer Work - Ms. Dickens does volunteer work repairing J-MRL’s books at Central and Gordon Avenue. In 2007, 1,106 books were mended and returned to circulation at Central and 584 books were mended and returned to circulation at Gordon Avenue for a total of 1,670 books returned back into circulation. Ms. Dickens’ daughter has started a book repair group in Crozet and they mended 384 books in 2007. Over 2,054 books were mended and returned to circulation this year. ID Badges - Thanks to Stella Pool for all her work on the badges that staff is now wearing.

FUTURE AGENDA ITEMS - Future agenda items include David Plunkett’s report on The Big Read, adoption of the two policies distributed today, a Personnel Committee meeting in February or March and includes J-MRL’s closing schedule, Policy Committee meeting in February directly after the Board meeting, and a Budget Committee meeting in April.

ADJOURNMENT - Motion for adjournment was made by Vice President Brown and seconded by Ms. Troy. The Board meeting was adjourned at 2:34 p.m.
MINUTES OF THE FEBRUARY 25, 2008 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Melissa Dickens
Sara Murray
Jacqueline Rice
Faye Rosenthal

TRUSTEES ABSENT
Perri R. Brown-Vice President

OTHERS PRESENT
Krista Farrell-Assistant Library Director
DonnaLee Grossman-Assistant to Library Director
John Halliday-Library Director
Jacqueline Lichtman-Web/Marketing Librarian
William Lyons, Jr.-Business Manager
Joyce MacDonald-Staff Recorder
Margaret O'Bryant-Historical Society Librarian
David Plunkett-Gordon Avenue Branch Manager
Stella Pool-Community Network Coordinator

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, February 25, 2008 at 1:00 p.m. in the Albemarle-Charlottesville Historical Society's meeting room (located in the McIntire Building), the President being in the chair. On motion for approval made by Ms. Dickens and seconded by Ms. Willenborg, the January 28, 2008 Minutes were unanimously approved as presented.

ANNOUNCEMENTS - The Library Director introduced the Board to Krista Farrell, J-MRL’s new Assistant Library Director. Ms. Farrell gave the Library Board a brief summary of her education and work history. The Library Director discussed how J-MRL plans to job post Ms. Farrell’s prior position as a part-time position with an emphasis on Young Adult services as well as being a Reference Librarian. Stella Pool informed the Board that she was invited to attend the Salvation Army’s volunteer association meeting and received a special plaque Certificate of Appreciation from the Salvation Army to show their gratitude for the past eleven years that J-MRL housed the Salvation Army’s web site. The Salvation Army can no longer use J-MRL, as they have to be more uniform and start using Salvation Army’s own web site.

TECHNOLOGY COMMITTEE’S REPORT - Mr. Townsend summarized the Technology Committee’s January 28, 2008 meeting. After reviewing J-MRL’s Technology Plan (2007-2010), the committee determined that J-MRL is on track to meet their objectives. By early April, the planned switch from shared T-1 lines to DS3 should be accomplished. This change will increase bandwidth between the branches and will improve the connection speed. The committee is in the discussion stage regarding the FY2009 objective to initiate credit card payments online and at circulation desks throughout J-MRL for collecting fines, fees, and donations. Costs for equipment and the adding of phone lines at circulation desks is being investigated by the Library Director, Mr. Lyons, Jr. and Mr. Williams. They plan to report on their findings at the next committee meeting. Ms. Pool suggested J-MRL use surveymonkey.com for doing a variety of library surveys. The cost is approximately $200 a year and J-MRL already has an account. Monticello Ave will be checking the region-wide interest in using this for surveys. The objective to develop individual technology plans for each branch and department has been deferred indefinitely. J-MRL already has a 5-Year Plan schedule in place for ongoing upgrades in hardware and software throughout the system. The committee’s next meeting is scheduled for May 19th, directly following the regular Board meeting.
ADOPTION OF POLICIES – Ms. Dickens made a motion "that the Board accept the revised policies (Conduct in the Jefferson-Madison Regional Library-Section 4.232 and Displays, Handouts and Signage-Section 4.51) as presented. Mr. Townsend seconded the motion. The motion was unanimously approved.

FY2009 BUDGET UPDATE – Although it is not official yet, Charlottesville is looking at fully funding J-MRL’s budget request. On behalf of the Library Board, Ms. Dickens will be sending a note to Gary O’Connell thanking him for Charlottesville’s support. Albemarle County has suggested a 4.3% increase, which is less than the 5.82% J-MRL originally requested. J-MRL will need to make reductions in Albemarle’s portion of the budget but J-MRL should still have enough to maintain the status quo. Some time in April the Budget Committee should schedule a meeting to discuss the budget news updates and to decide what to cut in order to meet Albemarle’s suggested 4.3%. The cuts will very likely be made to the new requests for additional work hours and new positions. The State budget for J-MRL has already been reduced by approximately $27,000 and an additional cut might be pending as the State budget is still not settled. The budget process is in the beginning stages and J-MRL has not heard officially from Greene, Louisa and Nelson counties. President Tolson sent State Senator Deeds and Senator Houck letters of appreciation thanking them for their support.

REPORT ON THE BIG READ (DAVID PLUNKETT) – Mr. Plunkett gave the Board an overview of all the plans, programs, book discussions and lectures at the branches (throughout March and April), public relations activities, etc. in progress for THE BIG READ. The kickoff begins at the downtown Free Speech Wall at 12:00 noon on Saturday, March 1st. Videos were submitted on YouTube for viewing. The Gravity Lounge was used last year and will be used again this year for a public reading scheduled for 6:30 p.m. on April 3rd. The final event will be the showing of the To Kill a Mockingbird movie at the downtown Paramount Theater. There are several community partnerships for THE BIG READ - including Crutchfield, Paramount Theater, Virginia Center for the Book, National Endowment for the Arts, etc.

LIBRARY DIRECTOR’S REPORT – Personnel Committee Meeting-The Library Director informed the Board that the Personnel Committee should meet to review the 2008-2009 Schedule of Library Closings and to discuss any other issues on the agenda. The Personnel Committee scheduled their next meeting for Tuesday, March 11, 2008 at 4:00 p.m. at Central Library in Administration. Nelson County Library Closing-Due to a shortage in funding, Nelson County Library will be closing at least one week in May so that it will not require additional funding for substitute hours. The Library Director showed a special flyer being distributed regarding Nelson Memorial Library: The Busiest Place in Town showing facts about use, volunteers, services and activities. Field Trip to Henrico County-President Tolson, the Library Director, and Mr. Elliott (Assistant County Executive for Albemarle County) made a field trip to the new Henrico County Library (Twin Hickory Library) to view the new technology library and to gain ideas and background for planning J-MRL’s new libraries and renovations. Mr. Elliott suggested J-MRL keep their eyes open for real estate in Albemarle County that might prove suitable for new library facilities. Mr. Elliott understood the new Northside Library should be at least 40,000 sq. ft. Smart Libraries Newsletter-The Library Director showed the Board ALA’s TechSource February 2008 Smart Libraries newsletter showing a picture of the front of J-MRL’s Central Library on the second page. ALA News Release-ALA did an immediate news release February 4th regarding ALA applauding funding increases for libraries proposed in President Bush’s FY 2009 budget. ALA President Roy said “This budget is fantastic news for library users across the country.” The Library Services and Technology Act (LSTA) saw several major increases over 2008’s budget in: state grants, for National Leadership Grants for Libraries, for Recruitment of Librarians for the 21st Century, and for library policy, research, and statistics for administration. Festival of the Book/Friends’ Book Sale-The Library Director informed the Board that the Festival of the Book begins on March 26th and the Friends’ Book Sale begins March 29th and 30th (the children’s and young adult’s books, music & academic sale) and the main sale during the week of April 5th-April 13th.

The Board adjourned briefly at 1:47 p.m. for a tour of the Historical Collection with Margaret O’Bryant. The Board reconvened at approximately 2:00 p.m. Margaret O’Bryant gave a brief history of the building where the Historical Collection is housed.

FUTURE AGENDA ITEMS – Future agenda items include: Policy Committee’s Report, Personnel Committee’s Report (includes review and approval of the FY 2009 Schedule of Library Closings & holidays), FY 2009 budget update, preview of Summer Reading by Nancy Cook and Timothy Carrier, and the beginning of the Library Director’s Evaluation process.

ADJOURNMENT – Motion for adjournment was made by Ms. Troy and seconded by Ms. Willenborg. The Board meeting adjourned at 2:10 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, March 24, 2008 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. Murray, the February 25, 2008 Minutes were unanimously approved as presented. Vice President Brown abstained, as she was absent from the February meeting. Ms. Rice was not present at the time the vote was taken.

ANNOUNCEMENTS – The Library Director mentioned today’s handouts included a year-ended June 30, 2007 audit report received from the CPA firm of Cherry, Bekaert & Holland. There were no unusual findings and J-MRL is considered financially in the black. If there are any questions after reviewing the audit report, please contact the Library Director or Business Manager. Several events were scheduled throughout March and April for the BIG READ. President Tolson mentioned he attended the BIG READ program in Crozet when M. Thomas Inge, Blackwell Professor of Humanities, Randolph-Macon College, discussed “To Kill A Prejudice: Race Relations In Twain, Faulkner and Harper Lee.” President Tolson reminded people to visit the Gravity Lounge, as special readings will be given during the BIG READ.

POLICY COMMITTEE'S REPORT – The Policy Committee met on February 25th. One of the issues discussed by the committee involved providing space for library Friends groups on J-MRL’s website. Both the Library Director and Ms. Lichtman are investigating this further and plan to report their recommendations to the Policy Committee at their meeting in April. The committee reviewed the policies on Excessive Absenteeism (Section 2.42) and Disciplinary Actions (Section 2.43). Both policies are in accordance with city policies. There were no recommendations to alter the policies; therefore, the Board doesn’t need to take any action on the policies. The trial “No Smoking” policy proved effective and the committee recommended a Smoke-Free Library Policy be reviewed by the Board for approval at their April 28th Board meeting. Although the Conduct in the J-MRL Policy (Section 4.232) was revised in February 2008, due to staff concerns, the committee recommended changing 1.9. to read: use of library facilities for bathing, laundry, or personal grooming. The Board will review the change to 1.9. at their April meeting. Extending the borrowing period of DVDs beyond one week for the Teaching Company is being reviewed again. The DVDs are so long that the patrons are finding it difficult to get through them in one week. The Policy Committee’s next meeting is scheduled for April 28, 2008, directly following the regular Board meeting.

PERSONNEL COMMITTEE’S REPORT – The Personnel Committee met on March 11, 2008. The Library Director presented a draft of the 2008-2009 Schedule of Library Closings for the committee to review and recommend to the Library Board for approval. The Personnel Committee recommended the Board approve the draft 2008-2009 Schedule of Library Closings. The 2008-2009 Schedule of Library Closings will be up for adoption at the Board’s April 28th meeting. The committee discussed increasing operational hours at all branches. The Library Director suggested to the Personnel Committee that if the budget allows, that a full salary survey of all positions be done by an outside consultant in the spring of 2009. The Personnel Committee agreed with the Library Director’s recommendation.

FY2009 BUDGET UPDATE – Charlottesville is recommending full funding of their portion of J-MRL’s 2009 budget. Albemarle originally proposed a 4.3% increase, although J-MRL had requested 5.82%. This resulted in cutbacks to J-MRL’s proposal but Albemarle later notified the Library Director that Albemarle would like to fund the bookmobile.
The Library Director has not heard from Louisa but usually hears more from them in April. A Budget Committee and Nelsoh County Branch Manager Tanith Knight are meeting with Nelson County staff on March 25th. Nelson County them a budget presentation along with a fact sheet. The Greene County presentation went well. The Library Director

LIBRARY DIRECTOR’S REPORT – Virginia Public Library Director’s Association – The Library Director is President of VPLDA through the end of April. In the next few weeks the Library Director will be working with other library directors on a potentially serious budget problem. The General Assembly approved a reduction of $50 million in state aid to localities. This raises money issues for regional libraries, particularly J-MRL as J-MRL receives the second highest amount of state aid in Virginia. The General Assembly decided to let the localities decide what programs will be reduced. Each locality will get to pick and choose from a menu and at this time state aid to libraries is on that menu. The library directors are trying to get a withdrawal of state aid for public libraries from the menu of choices. The BIG READ – The BIG READ got off to a very good start. The Library Director showed a videotape of President Tolson with Dave Norris and Ken Boyd at the beginning event for the BIG READ held at the Freedom Wall. The Library Director showed the Board Ms. Lichtman’s newest READ poster of Ken Boyd, President of Albemarle County’s Board of Supervisors. At next month’s Board meeting, the Library Director is planning to show the YouTube video contest on J-MRL’s website. The Library Director also reminded people to attend the Gravity Lounge on April 3rd, when President Tolson and Ms. Rosenthal will be there to read. The finale of the BIG READ is on May 1st with two showings at the Paramount Theater (3 p.m. and 7 p.m.) of the “To Kill a Mockingbird” film. Festival of the Book – March 26th is the kickoff for Virginia Festival of the Book with the opening ceremony scheduled for noon at Central Library. New Crozet Library – Demolition has started at the new Crozet Library site and a design and building committee is beginning to form (composed of the architect, branch manager, citizens and supervisors). There should be a site plan by November 2008 with construction beginning in 2009. It will take approximately one year to fourteen months to complete the building. Nelson Memorial Library – This week Nelson County will be sending out requests for bids on selection of an architectural service to begin the planning for the eventual expansion of Nelson Memorial Library. Library Director’s Annual Evaluation – President Tolson announced he plans to do a repeat of last year’s evaluation process for the Library Director. Trustees should contact President Tolson if they need a paper copy of the Director’s Evaluation forms. A closed meeting will be scheduled when the Board plans to go over the Library Director’s evaluation. A Board Self-Evaluation questionnaire was distributed to the Board members to complete. President Tolson plans to include the Board Self-Evaluation in J-MRL’s surveymonkey.com.

PREVIEW OF 2008 SUMMER READING PROGRAM – Because school ends for the summer, it often results in a decline in children’s academic reading development over the summer, particularly for children without access to books (usually children with lower socio-economic backgrounds). J-MRL provides summer reading programs for children. By making reading fun for children, summer programs encourage children to read throughout the summer thereby helping them to retain their level of reading development. Usually planning for summer programs begins in December of the prior year. This year’s theme is Catch the Reading Bug. The Healing Force, Rockneceros and the popular Wildlife Center (showing live animals) are some of the programs Ms. Cook has booked for the children’s enjoyment. Turnout for children’s programs has leveled off last few years (3,658-3,954). Mr. Carrier reported that young adult programs have already started with the young adult logo contest. The Cheap Thrills young adult program will show the winning picture on the cover of their program. In May, the entries in the logo contest are displayed at Northside Library. There are teen reading groups, creative writing programs (in a successful on-going collaboration with Charlottesville Writing Center), and crafts and game-related programs. Teen volunteers are used to help with summer programs and J-MRL rewards them at the end of the summer with t-shirts and a party. Attendance is averaging between 800-900 in teen attendance. Some of J-MRL’s young adult staff is planning to approach local middle schools to encourage participation in J-MRL’s summer programs. Mr. Carrier held a young adult poetry contest at J-MRL with the local winner selected as one of five finalists in the Voice of Youth Advocates (VOYA) magazine’s poetry contest.

FUTURE AGENDA ITEMS – Future agenda items: YouTube’s video contest on J-MRL’s website, adoption of policies (new Smoke-Free Library Policy and revised 1.g. in the Conduct in the J-MRL Policy-Section 4.232), approval of the 2008-2009 Schedule of Library Closings, FY 2008-2009 budget update and Budget Committee’s report, update on the new state aid reduction, Crozet Library update, update on expansion of Nelson Memorial Library, and discussion of Library Director’s annual evaluation and the Board’s self-evaluation.

ADJOURNMENT – Motion for adjournment was made by Ms. Rosenthal and Mr. Townsend. The Board meeting adjourned at 2:10 p.m.
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, April 28, 2008 at 1:00 p.m. in the Central Library's Jefferson Room, the Vice President being in the chair. On motion for approval, made by Mr. Townsend and seconded by Ms. Rice, the March 24, 2008 Minutes were unanimously approved as presented.

ANNOUNCEMENTS – Ms. Dickens commended J-MRL's GoodWill Committee for their outstandingly successful efforts in the Big Read. Willow Gale was terrific appearing in the Dogwood Parade with J-MRL's bookmobile. The Library Director showed Board members a Literacy Volunteers Wordplay program and a picture of the three J-MRL staff participating in the game show (Marianne Ramsden, Meredith Dickens and Kathy Judge). The Technology Committee’s next meeting is scheduled for May 19th, directly following the May Board meeting.

BIG READ FOLLOW-UP REPORT – The Assistant Library Director gave a brief report on the Big Read. J-MRL had a lot of great publicity for the Big Read. All the planned events have been well received by the public, beginning with the March 1st Free Speech Wall program to the closing event scheduled for May 1st at the Paramount Theater with two showings of the movie To Kill a Mockingbird. Some of the highlights included Gravity Lounge special readings, book discussions, and the inclusion in the Dogwood Parade (with Robert Bjoring dressed as Scout's Ham, David Plunkett with a hand-held sign, and Melissa Dickens and Heather Pehnec holding a Big Read banner). Pictures have been posted on J-MRL's website and include a picture of Beta Bridge.

ADOPTION OF BOARD POLICIES – During the March Board meeting, the Board received two revised policies and a draft of the 2008-2009 Schedule of Library Closings to review prior to the Board adopting them at the April meeting. A motion was made by Ms. Dickens and seconded by Ms. Murray “that the Board adopt the new Smoke-Free Library Policy (Section 4.236), the revised Conduct in the J-MRL Policy (Section 4.232), and the 2008-2009 Schedule of Library Closings (Section 5.4).” The motion was unanimously approved.

LIBRARY BOARD'S APPOINTMENT OF A NOMINATING COMMITTEE – Vice President Brown asked for volunteers to serve on the Nominating Committee to select officers for the coming year. The Nominating Committee will consist of Ms. Dickens, Mr. Townsend, and Ms. Willenborg. The Nominating Committee plans to announce their recommended slate of officers (President and Vice President) at the May Board meeting and the election of officers will occur at the June Board meeting.
**FY 2009 BUDGET UPDATE** – Mr. Lyons, Jr. distributed copies of the 2008-2009 equipment fund requests by location, along with the anticipated year-end revenue balance and the anticipated income (received from fines and fees). In addition, certain expenses are taken from the equipment fund for service contracts, data lines, debt collection (paid for Unique Management services), and the branch discretionary fund. Mr. Lyons, Jr. pointed out that data lines have gone up but he is hopeful the data lines will be going down in the next year following 2008-2009. The biggest expense is for computer equipment - $182,652 requested by Technical Services for the entire library system. Mr. Lyons, Jr. anticipates the equipment fund budget will end up with approximately $50,000 at the end of the year. The Equipment Fund Budget is adopted in June along with the rest of J-MRL's budget for next fiscal year. At the May meeting, the Library Director plans to give a report on Unique Management, comparing the cost for their services with what Unique Management collects for J-MRL. The Library Director reported regarding the operating budget that J-MRL has heard from four of the five jurisdictions. Nelson has not responded yet. Charlottesville and Greene are funding 100% of J-MRL’s request. Louisa and Albemarle are funding J-MRL basically enough for J-MRL to maintain the status quo. Considering the economic conditions, J-MRL is doing well although some cuts will have to be made to next year's budget. The Board’s initial list of ranking budget priorities will be used when drafting the final budget in May. The Board adopts next year’s budget at the June meeting. Next year’s state aid is still a very big issue. The Governor approved a budget amendment requiring localities to address the state’s $50 million shortfall. The state sent out a draft menu to the localities listing approximately 24 programs to be considered for reduction in state aid (3.94% reduction in FY 2009 and 3.89% reduction in FY 2010). The Library of Virginia was included in the list. J-MRL receives the second highest amount of state aid in the state and the state’s shortfall could have a disastrous result for J-MRL. The localities are to look at the menu and make a decision on what to reduce or cut by either cutting proportionately across the board, by cutting disproportionately, or by paying the state to keep state aid at the current level. Cutting across the board would result in another decrease in J-MRL's book budget. The state aid budget is approximately 10% of J-MRL's budget. The state has requested the localities respond in August 2008 with their decisions for next year, two months after the fiscal year begins. The Board plans to continue their discussion on state aid at the May Board meeting.

**LIBRARY DIRECTOR'S REPORT** – Crozet Library Planning Committee – President Tolson, Crozet Branch Manager Wendy Saz, and the Library Director will serve on a Crozet Library Planning Committee. Demolition has already started at the new Crozet Library site. The Crozet Planning Committee will begin meeting in May to discuss plans for the new Crozet Library. New Routers – New routers and telecom lines are being installed and there will be wireless at all the branches by the end of May. Latest BIG READ Local Celebrity Poster – The Board was shown Jacqueline Lichtman’s latest great poster depicting City Manager Gary O’Connell reading. Video – The Library Director showed the Board a brief video ad showing Julie Andrews in support of libraries for ALA National Library Week.

**FUTURE AGENDA ITEMS** – Future agenda items: report on out-of-area use at J-MRL’s libraries, report on Unique Management (comparing costs to collections), continue discussion on state aid, FY 2008-2009 budget update, report from the Policy Committee, report from the Nominating Committee, and a Closed Meeting to go over the Library Director’s Evaluation.

**ADJOURNMENT** – Motion for adjournment was made by Ms. Rice and seconded by Ms. Rosenthal. The Board meeting adjourned at 2:00 p.m.

The June Board meeting will be in Nelson County at the Nelson County Memorial Library.

Timothy F. Jost Tolson, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, May 19, 2008 at 1:00 p.m. in the Central Library’s Jefferson Room, the President being in the chair. On motion for approval, made by Ms. Rosenthal and seconded by Mr. Townsend, the April 28, 2008 Minutes were unanimously approved as presented. President Tolson and Ms. Troy abstained as they were not present at the April meeting.

ANNOUNCEMENTS - The Library Director briefly discussed Kindle electronic hand-held readers that can hold up to 200 books. The Library Director announced Jacqueline Rice's resignation from the Library Board. Albemarle County's Board of Supervisors will have to decide if the next replacement will be a representative from Northside or from Scottsville. This year the ALA meeting is being held in Anaheim, California from June 26th - July 2nd. Library Trustees should notify the Library Director if they plan to attend.

BIG READ REPORT - David Plunkett has been the spokesperson for the Goodwill Committee’s BIG READ event. Attendance totaled 1,294, beginning with the March 1st Free Speech Monument and ending with the screenings of To Kill a Mockingbird and a panel discussion at the Paramount Theater on May 1st. Mr. Plunkett showed Board members an outline of the 2008 BIG READ attendance by location, date and event. Funding for the BIG READ came from the J-MRL Friends and the Endowment Fund (approximately $4,785). Next year the Virginia Foundation for the Humanities plans to use Zora Neale Hurston’s novel, Their Eyes Were Watching God, for the BIG READ event. Mr. Plunkett hopes to move next year’s BIG READ a month ahead so that it would include Black History Month in February. The Board was very complimentary about the program, public relations for J-MRL, and was pleased with the public’s response. The Library Board thanked the GoodWill Committee for all their hard work over this year to make the BIG READ such a success. The Library Board adjourned briefly at 1:13 p.m. for light refreshments to honor and show their appreciation to the library staff who participated in the success of the BIG READ. The Board reconvened at 1:20 p.m.

POLICY COMMITTEE’S REPORT - The Policy Committee met on April 28th. To accommodate Friends of the Library groups, J-MRL’s Website Policy (Section 4.8) includes a new section 4. B. (d) stating: Each legally established [501(c)(3)] Friends of the Library group supporting a Branch Library may maintain a website on the J-MRL server using up to 20MB of space. This change in policy was presented to the Board at their May meeting. The policy change will be on the Board’s agenda for future consideration.

APPROVED
MINUTES OF THE MAY 19, 2008 MEETING OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT
Perri Brown-Vice President
Faye Rosenthal
Gail Troy
Melissa Dickens
Timothy Tolson-President
Anthony Townsend
Sara Murray
Deborah Willenborg

LIBRARY STAFF PRESENT
Meredith Dickens-Young Adult Librarian-Crozet Library
Noelle Funk-Reference Support Staff Supervisor-Central Library
DonnaLee Grossman-Asst. to Library Director
John Halliday-Library Director
Jacqueline Lichtman-Web/Marketing Librarian-Central Library
Joyce MacDonald-Staff Recorder
David Plunkett-Branch Manager-Gordon Avenue
Stella Pool-Community Network Coordinator-Monticello Avenue

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changes were recommended; therefore, the form on Fines will not be presented to the Board for review and approval. The committee reviewed extension of the borrowing period for beyond one week for the Teaching Company DVDs. Upon the Library Director's recommendation, the committee decided not to change the circulation policy for Teaching Company DVDs at this time.

**NOMINATING COMMITTEE'S REPORT** – The Nominating Committee (Ms. Dickens, Mr. Townsend, and Ms. Willenborg) presented their slate of Library Board Officers for the coming fiscal year: Perri Brown as President and Timothy Tolson as Vice President. Election of the new officers will take place at the June Board meeting.

**FY 2009 BUDGET UPDATE** – The Library Director distributed the list of Budget Requests for FY2009 (the list was reviewed and discussed in October 2007). The items represent what was tentatively included in J-MRL's FY2009 budget requests to the jurisdictions. The list was ranked in order of priority and basically consisted of additional personnel requests/hours other than for the consulting services for Linux Servers. The highlighted items represent a rating of 3.4 or higher and will be adopted in conjunction with the amount each jurisdiction has approved. Four of the five jurisdictions have reported their budget decisions for FY2009. Charlottesville and Greene decided on full funding, Albemarle and Louisa are status quo, and Nelson has not notified J-MRL yet regarding their decision. J-MRL's FY2009 Budget is tentative pending a report from Nelson County. The only change to the distributed Equipment Fund Budget for FY2009 was the addition of a microfiche reader printer.

**FY2009 STATE AID** – Continuing the April Board meeting discussion regarding FY2009 State Aid, the Library Director sent a letter to the Governor and has not received a response yet. The Library Director showed the Board an April 25th letter addressed to the President of the Virginia Library Association from Jody Wagner, Secretary of Finance and representing the Commonwealth's Office of the Governor. "Accordingly, you need to advise the affected local governing bodies of the issues you raise so that they can consider them as they make local decisions" was underlined on page 2 in the letter to the VLA President. J-MRL plans to send letters out to the jurisdictions asking them not to cut funding for libraries. The timing is very important and J-MRL plans to wait until all the jurisdictions' budgets are done before sending out letters. The Library Director will draft a letter for the Board's review at their June Board meeting. The letters will be signed by the Library Director and the local Trustee for each jurisdiction.

**LIBRARY DIRECTOR'S REPORT** – Crozet Library – The Library Director showed the Board a Channel 29 news clip of President Tolson discussing the new Crozet Library. It is estimated that Crozet Library will cost approximately $325 per square foot, making the total cost approximately $6.5 million. J-MRL along with many special local efforts is gearing up to fundraise $1.2 million for the Crozet Library. Two library representatives will be serving on the Steering Committee (President Tolson with Mr. Townsend selected as backup). 2011 is the anticipated opening for Crozet Library. 

**FUTURE AGENDA ITEMS** – Future agenda items: Closed Session in June for the Director’s evaluation, Endowment Committee’s report, Technology Committee’s report, FY2009 budget update and adoption, nomination of Board Officers, Web Site Policy approval, and a draft of the letter going to the jurisdictions (budget directors and county administrators) regarding State Aid.

**ADJOURNMENT** – Motion for adjournment was made by Vice President Brown and seconded by Ms. Troy. The Board meeting adjourned at 2:04 p.m.

The June Board meeting will be in Nelson County at the Nelson Memorial Library. **NOTE:** Board members should meet for lunch at the Lovingston Café prior to the Board meeting.
MINUTES OF THE JUNE 23, 2008 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT
Perri Brown-Vice President Timothy Tolson-President
Sara Murray Gail Troy
Faye Rosenthal Deborah Willenborg

TRUSTEES ABSENT
Melissa Dickens Anthony Townsend

LIBRARY STAFF PRESENT
Krista Farrell-Assistant Library Director
John Halliday-Library Director
Tanith Knight – Nelson 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, June 23, 2008 at 1:30 p.m. in the Nelson Memorial Library meeting room, the President being in the chair. On motion for approval, the May 19, 2008 Minutes were unanimously approved as presented.

ANNOUNCEMENTS – At a luncheon preceding the Board meeting the Trustees acknowledged Gail Troy for her 6 years of service on the Library Board. This was Ms. Troy’s final meeting. Trustee Faye Rosenthal of Louisa will represent J-MRL at the American Library Association Conference in Anaheim, CA. Tim Tolson has been reappointed to the Library Board, representing Albemarle County, for 4 more years.

WELCOME BY BRANCH MANAGER - Tanith Knight thanked Gail Troy for her service as the Nelson Library Trustee. Ms. Knight welcomed the Board and explained some special features of the Nelson Library. There is a Nelson Library Advisory Committee, appointed by the Nelson Board of Supervisors. Over the years, this committee has been supportive of the library in times of budget deficits. Nelson Library has a unique role as an art exhibit venue for local artists. The library maintains a close relationship with the Historical Society and Garden Club, and supports several book groups. Planning for Nelson’s building addition is underway; a meeting to select the architect is scheduled on June 26. Funding in Nelson has been disappointing this year; the library had to be closed for a week in May because of budget shortages. As a result, Nelson’s circulation declined 16% during May.

TECHNOLOGY COMMITTEE’S REPORT – Sara Murray reported on the meeting of May 19. The committee decided to re-visit the issue of audiobook downloads in 6 months. The committee is concerned about the potential cost of adding the audiobook download service at a time of reductions in state aid and the lack of compatibility of most audiobooks with iPods. The committee encouraged staff to proceed with plans for E-commerce, allowing library patrons to pay fines and make donations online. This service will begin in late fall or early winter. The Library Director reported that network connectivity is still inadequate and the problem is likely caused by the library’s service provider. The City and the library are working to alleviate the problem. The Bill & Melinda Gates Foundation has awarded J-MRL funding for 30 new computers.
ADOPTION OF REVISED WEBSITE POLICY - The revised policy, allowing Library Friends Groups to have space on J-MRL's website, was adopted.

ADOPTION OF FY2009 LIBRARY BUDGET - The Business Manager and Library Director presented the proposed budgets for FY2009. The operating budget includes much-needed substitute hours for Gordon Avenue Library and Louisa Library, and Support and Shelver staff for Northside Library. Nelson Library's substitute hours were reduced, again. Mr. Lyons distributed the "local jurisdictions projected cost allocation" chart—the overall average percent change is 3.85%. The total revenue increase is $197,958. The Board adopted the budgets—operating, equipment fund, state aid, and Friends as presented.

STATE AID UPDATE - FY2009 state aid to J-MRL which covers books and materials will continue to decrease this year by approximately 4%. The Library Director showed that state funding has been reduced from a high of $843,725 in 2000 to the present $632,000. Under the state's funding formula, J-MRL should be receiving $979,000. The status of the state across-the-board budget cuts continues to confound. Mr. Halliday had a printout of an email from state budget staff stating that a regional entity, such as a jail, would be treated separately from localities. Therefore, how the regional library system will fare under these reductions is still undetermined. In March, Mr. Halliday had written to the Governor asking about the problems associated with cutting funds to the regional library system. So far, he has not had a response. He recently sent a copy of the letter directly to the state's Director of Planning and Budgeting.

ENDEMAENT REPORT - The Friends of J-MRL Endowment Committee met on June 4 with representatives from the Library Board, the Friends of the Library, and the Charlottesville Area Community Foundation. Mr. Halliday asked for continued funding of summer interns, J-MRL scholarships, the Big Read and new funding for security equipment for the Greene County Library (along with JABAlalt were approved. The Committee requested that future publicity for the Big Read include recognition of support by the Art & Jane Hess Fund of the Library Endowment.

LIBRARY DIRECTOR'S REPORT - Mr. Halliday distributed a copy of Images, the annual magazine of the Charlottesville Chamber of Commerce, that featured J-MRL. He also distributed a graphic from Unique Management Services (the Collection Agency) showing that, as of June 2008, J-MRL had recovered a total of $279,115 at a cost of $52,640 over 4 years.

FUTURE AGENDA ITEMS - In July, the Board will have news from the Crozet Library Steering Committee meeting and a report from the ALA Conference. Sara Murray said that at a future meeting she would like the Trustees to discuss the possibility of expanding bookmobile service.

ELECTION OF FY2009 BOARD OFFICERS - Perri Brown of Charlottesville was elected President and Tim Tolson of Albemarle was elected Vice-President.

ANNUAL EVALUATION OF LIBRARY DIRECTOR - Mr. Tolson moved 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 seconded by Ms. Brown and approved. Following 20 minutes in closed session, Mr. Tolson read in open session a Certification of Closed Meeting Resolution to the Trustees and their votes were recorded. On motion by Mr. Tolson, seconded by Ms. Brown, 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).

ADJOURNMENT - The Board meeting adjourned at 3:20 p.m.

Timothy F. Jost Tolson, 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 Tim Tolson, seconded by Perri Brown.)

MEETING DATE: June 23, 2008
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, Murray, Rosenthal, Troy, Tolson, Willenborg
NAYES: None

(For each nay vote, the substance of the departure from the requirements of the Act should be described.)

ABSENT DURING VOTE:
ABSENT DURING MEETING: Dickens, Townsend
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 2007-2008 has been highly-proficient, and

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

NOW THEREFORE BE IT RESOLVED, that John Halliday’s salary for 2008-2009 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 2008-2009 budget.

This motion was made by Tim Tolson, seconded by Perri Brown, and unanimously approved by the Board of Trustees.

June 23, 2008