The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, July 28, 2008 at 1:00 p.m. in the Central Library's Jefferson Room, President Brown being in the chair. On motion for approval, made by Vice President Tolson and seconded by Mr. Townsend, the June 23, 2008 Minutes were unanimously approved as presented. Ms. Dickens, Mr. Grant and Mr. Townsend abstained as they were not present at the June meeting.

ANNOUNCEMENTS - The Library Director announced that Mary Coy is the new Nelson County Trustee, replacing Ms. Troy, which was reported in the Nelson County Times; and Gary Grant is the new Albemarle County Trustee, replacing Ms. Rice, which was reported in The Daily Progress. The Library Director showed the Board copies of the news clippings.

CROZET LIBRARY UPDATE - Vice President Tolson reported that the first meeting of the Steering Committee was held on July 1, 2008. There are 14 committee members representing different facets of the Crozet community. Later today the Steering Committee will meet to continue the schematic design phase for the new library. In approximately six months the Steering Committee plans to present their recommendations to the Albemarle County Board of Supervisors. As planning, etc. moves forward, there will be many opportunities for public input. The residents plan to leave in late 2009, thereby freeing up the building site so that the building process can begin. The Library Director pointed out that J-MRL is the third busiest library for its size in the United States and has the smallest number of staff. Additional staffing should be kept in mind when making plans for the new library as there probably won't be sufficient staffing for second floor coverage.

STATE AID UPDATE - The Library Director, per Ms. Murray's suggestion of looking at the budget in terms of inflation, presented a State Aid Funding Table which shows the decreased buying power of State Aid. Adjusted for inflation, J-MRL is receiving less aid than in 1998 and consequently purchases 20,000 fewer new books per year. Under the state's funding formula, J-MRL should be receiving $300,000 more than is expected this year. The Library Director suggested the State legislators be contacted and either invited to a Board meeting or visited individually to discuss the state funding problem. It was agreed that the Library Director will contact the legislators and set up interviews. The Library Director received a July 1, 2008 letter from Richard D. Brown, Director of the Virginia Department of Planning and Budget, suggesting that regional libraries could be treated separately from localities for determining current state budget reductions, but all regional libraries would need to be polled before July 16th to make that change. Since polling could not be done under that time constraint, the Library Director, in consultation with the State Librarian, suggested waiting to see what happens in 2009 and if necessary, undertake polling for the 2010 budget. The current plan of having localities determine cuts in state aid to libraries could be damaging to regional libraries if their different localities do not act uniformly. J-MRL will need to make budget revisions in September or October to reflect what J-MRL's localities decide to do about reductions in state aid.
AMERICAN LIBRARY ASSOCIATION (ALA) CONFERENCE REPORT - Ms. Rosenthal represented J-MRL at the 2008 ALA Conference in Anaheim, California and gave a comprehensive report on the sessions she attended and their relevance to J-MRL. In particular, Ms. Rosenthal reported on information she gathered about programs for young adults, services for library patrons who are blind and/or deaf, and formal training for library trustees.

REQUEST TO APPROVE LOUISA LIBRARY GRANT APPLICATIONS - The Library Director introduced Clare Howell, from Louisa County Library, who presented a grant proposal to the Italo Scanga Foundation for $4,000 for the library to acquire original art by local artists to decorate the Louisa County Library. A committee of local residents would decide what type of art to be acquired (paintings, quilts, etc.). The committee members would include Clare Howell; Sarah Swanlund, a local artist and member of the Scanga Foundation Board; Rebecca Massie, a long-time art teacher; Thomas Whitlock, former J-MRL Trustee and current President of J-MRL Friends of the Library; and a representative of the Arts Council. Ms. Rosenthal moved to accept the proposal and Ms. Dickens seconded it. The motion was unanimously approved.

LIBRARY DIRECTOR’S REPORT - The Library Director reported that the summer J-MRL intern, Sheneatha Frison from St. Louis, will be here from August 18th through September 19th. She is a graduate library school student at the University of Missouri, lives and works in St. Louis, and is a professional singer. Her internship is funded by the Friends of the Library in cooperation with the ALA Spectrum Scholars Diversity Program. The Library Director distributed copies of the Adopted 2008/09 Library Budget and reminded the Trustees that pending State Aid reductions would require budget revisions. September is National Library Card Sign-up Month and the Library Director asked several Trustees to send letters to their local newspapers to highlight the occasion. The Library Director distributed an article about the Bill and Melinda Gates Foundation funded study of support for public libraries in the United States. Another article, from the Philadelphia Inquirer, described Unique Management’s technique of using seminarians to contact people regarding overdue library fines. The Library Director said J-MRL is having good results with Unique Management.

FY 2009 COMMITTEE ASSIGNMENTS - President Brown suggested the following Library Board Committee assignments:

- **Budget and Finance**: Mary Coy, Sarah Murray, Faye Rosenthal, Vice President Tolson, and Deborah Willenborg. (A Library Trustee representing each jurisdiction is appointed to the Budget and Finance Committee.)

- **Five-Year Plan**: Mary Coy, Gary Grant, and Deborah Willenborg

- **Technology**: Vice President Tolson and Anthony Townsend

- **Personnel**: Gary Grant and Sara Murray

- **Policy**: Faye Rosenthal and Anthony Townsend

There were no objections to the new committee assignments and the assignments will be finalized in August or September. President Brown pointed out that as she is not assigned to committees, she is an *ex officio* member and will be glad to help out where needed.

FUTURE AGENDA ITEMS - Albemarle County staff would like to attend the August Board meeting to update the Trustees on Crozet and plans for Northside Library. The discussion on Northside Library may require a Closed Meeting as it deals in real estate matters. Zanne MacDonald from Central Reference will give a 20-minute presentation on the library catalog. President Brown reminded everyone to bring in their old Policy Manuals to assure they are updated and uniform.

Mr. Grant thanked the Library Director and President Brown for his orientation. He also acknowledged his interest in the Virginia Freedom of Information Act and wanted to be sure everyone knew that anything the Board receives, including e-mails, is public record.

ADJOURNMENT - Motion for adjournment was made by Vice President Tolson and seconded by Ms. Murray. The motion was unanimously approved and the Board meeting adjourned at 2:10 p.m. The August Board Meeting will be Monday, August 25, 2008, 1:00 p.m. at the Central Library.

Perri Brown, President
**APPROVED**

MINUTES OF THE AUGUST 25, 2008 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
- Perri Brown- President
- Faye Rosenthal
- Deborah Willenborg
- Melissa Dickens
- Timothy Tolson-Vice President
- Gary Grant
- Anthony Townsend

TRUSTEES ABSENT
- Mary Coy
- Sara Murray

OTHERS PRESENT
- Bryan Elliott-Assistant County Executive for Albemarle County
- Sheneatha Frison-Summer Intern
- John Halliday-Library Director
- Jacqueline Lichtman-Web/Marketing Librarian
- William Lyons, Jr.- Business Manager
- Zanne Macdonald-Reference Librarian
- Andrea Williams-Collections Manager
- Krista Farrell-Assistant Library Director
- Donna Lee Grossman-Administration
- William Letteri-Director of Facilities Development for Albemarle County
- Joyce MacDonald-Staff Recorder
- David Norris-Mayor, Charlottesville

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, August 25, 2008 at 1:00 p.m. in the Central Library's Jefferson Room, President Brown being in the chair. On motion for approval, made by Ms. Rosenthal and seconded by Vice President Tolson, the amended July 28, 2008 Minutes were unanimously approved. Ms. Willenborg abstained as she was not present at the July meeting.

ANNOUNCEMENTS - Ms. Dickens complimented Ms. Farrell and Mr. Lyons, Jr. on Central Library's new main floor hallway carpeting. The Library Director introduced Ms. Frison, J-MRL's summer intern, who will be at J-MRL for five weeks through mid September. Ms. Frison is a graduate student at the University of Missouri and works in Youth Services at the St. Louis Public Library.

TOURING J-MRL'S ONLINE CATALOG (ZANNE MACDONALD) - Ms. Macdonald gave the Library Board an OPAC demonstration, viewing an actual account, and showing the Board how to search the online catalog. Patrons can review their account, bring up information about checkouts, check what they have read, put in a request for interlibrary loans, and place holds. A new feature has recently been added so that patrons can rate the books they read. Ms. Macdonald stressed the importance of making sure users log out of the system.

UPDATE ON ALBEMARLE COUNTY LIBRARY FACILITIES BY COUNTY STAFF - Mr. Elliott and Mr. Letteri gave a brief update on the Crozet Library project. The Crozet building project is well underway. A group of fourteen people are serving on a Steering Committee for the Crozet project. Grimm & Parker has been selected as the architectural firm. This evening will be the third meeting of the Steering Committee and at least another 6-7 additional meetings will probably be needed in order to complete the design for the new library. The Steering Committee is looking at library programs and what the space requirements are for the library so that the architect can build a floor plan that can work. The Steering Committee should be finished around January 2009 and then a presentation will be made to the Library Board and to Albemarle County's Board of Supervisors. It takes approximately one year for the design process (January 2009-2010) and approximately 16-16 months to build (Fall of 2011 for completion). There will be a public meeting the evening of September 24, 2008 at Western Albemarle High School, to give the public an update on Crozet Library.

CLOSED MEETING TO DISCUSS REAL ESTATE - President Brown made a motion that the Library Board go into a Closed Meeting to discuss Northside and Northern Albemarle Library pursuant to the Code of Virginia, under The Virginia Freedom of Information Act (Chapter 37 of Title 2.2-3711 (A), subdivision 3, for discussion of use of real property for library purposes which could affect the value of property. Vice President Tolson and Mr. Townsend seconded President
Brown's motion and the motion was unanimously approved by the Board members present. The Library Board went into a Closed Meeting at 1:33 p.m. and reconvened into open session at approximately 1:50 p.m. President Brown read the Certification of Closed Meeting to the Board of Trustees and their votes were recorded (the Certification of Closed Meeting is attached).

LIBRARY DIRECTOR’S REPORT - Library Card Sign-up Month - September is Library Card Sign-Up Month. Louisa was the first jurisdiction to have it on their website. Letters to the Editor went to the local papers and special posters were done depicting local officials holding up a library card. New Program at Central Library - The Assistant Library Director announced that Central Library has a new program: 2008 Documentary Film Series showing award-winning films on the 4th Thursday of the month (November is the 3rd Thursday) beginning August 28th with “Faubourg Treme” and ending with “My Country, My Country” on November 29th. Refreshments will be provided at each event. State Aid - The Library Director briefly discussed how some of our jurisdictions handled state aid for this fiscal year and some of the results it will have on our library system. Additional cuts in state aid are expected. Albemarle County Budget Request - The Mayor of Gordonsville (Orange County) asked the Albemarle County Board of Supervisors for a donation to the Gordonsville Library Building Fund. Gordonsville needs $300,000. If Albemarle County decides to give Gordonsville a donation, it would be setting a precedent. September's Board Meeting - President Brown and the Library Director thought that since J-MRL has several new Board members, the September meeting would basically be a Board training session. Charles Koutnik, Coordinator for Southside Virginia Non-Profit Resource Center in Hopewell, Virginia, will be at the Library Board's September meeting for a one-hour training session. Nelson County - Architects Train & Partners have been selected to do the feasibility study for the expansion of the Nelson County Library. The study is being funded by the Friends of the Library and the Torn Land Fund. In-Service Day - J-MRL’s In-Service Day, scheduled for November 11, 2008, will be held at the Louisa County Library from approximately 9:00 a.m. until 3:30 p.m. President Brown plans to attend and will be welcoming the staff and distributing service awards. Trustees are welcome to attend. Bill and Melinda Gates Foundation Grant for Computers - J-MRL could be eligible to receive funding for up to 30 computers from the Bill and Melinda Gates Foundation if the library complies with three grant requirements: Complete the ALA/FSU survey between September 2nd - November 7th, identify three people to attend the PLA Advocacy Symposium (at least one person must be a library trustee, member of Friends of the Library, or a community leader), and gather documentation for the matching funds. The PLA Advocacy Symposium will be November 10th and 11th at the Grandover Resort located in Greensboro, North Carolina. Vice President Tolson and Ms. Willenborg are planning to attend. November 9th should be designated as a travel day. All expenses will be covered by the grant. Eligible J-MRL branches include Gordon Avenue, Louisa County Library, Nelson Memorial Library, Northside Library and Scottsville Library. Meeting With Legislators - Library Trustees will be meeting with their legislators to discuss state aid. J-MRL's Budget Schedule - A draft of the FY 2009/2010 Budget Development Schedule was distributed to the Board members. 5-Year Plan Committee meets to discuss goals and objectives was added to the draft of the FY 2009/2010 Budget Development Schedule under Early October per a request made by Mr. Grant.

PRESENTATION BY CHARLOTTESVILLE’S MAYOR DAVID NORRIS - Mayor David Norris read the City of Charlottesville’s Proclamation honoring Melissa R. Dickens for her faithful representation of Charlottesville on J-MRL’s Board of Trustees (serving from November 1999 through August 2008), serving two terms as J-MRL’s Board President, and training and working along with J-MRL’s book repair volunteers. Congratulations, much appreciation and gratitude go to Ms. Dickens for her long and outstanding career in service to her community. Attached to the Board Minutes is a list of the books selected in honor of Ms. Dickens. A special bookplate has been inserted in each book in honor of Ms. Dickens and giving her years of service on the Library Board.

FUTURE AGENDA ITEMS - Future agenda items include: update on state aid and budget issues and a Board training session at the September meeting. Bring in your old Policy Manuals.

ADJOURNMENT - Motion for adjournment was made by Vice President Tolson and seconded by Mr. Townsend. The motion was unanimously approved and the Board meeting adjourned at 2:29 p.m. The September Board Meeting will be held on Monday, September 22, 2008 at 1:00 p.m. in the Jefferson Room at the Central Library.

Perri Brown, President

Attachments: 1) Certification of Closed Meeting 2) List of books honoring Melissa Dickens
MOTION: That the Library Board go into a Closed Meeting pursuant to the Code of Virginia, under The Virginia Freedom of Information Act (Chapter 37 of Title 2.2-3711 (A), subdivision 3, for discussion of use of real property for library purposes which could affect the value of property. (Motion made by: President Brown, seconded by Vice President Tolson and Mr. Townsend.)

MEETING DATE: August 25, 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: President Brown, Ms. Dickens, Mr. Grant, Ms. Rosenthal, Vice President Tolson, Mr. Townsend, Ms. Willenborg

NAYES: None

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

ABSENT DURING VOTE: Ms. Murray

ABSENT DURING MEETING: Ms. Murray

DonnaLee Grossman

(Recording Secretary for Jefferson-Madison Regional Library's Board of Trustees)
BOOKS AND CD IN HONOR OF MELISSA DICKENS

1) The Library at Night by Alberto Manguel
2) England’s Thousand Best Churches by Simon Jenkins
3) Cold Comfort Farm by Stella Gibbons
4) Annotated Pride and Prejudice by Jane Austen
5) All That Mighty Heart: London Poems edited by Lisa Russ Spaar
6) Editions and Impressions: Twenty Years on the Book Beat by Nicholas A. Basbanes
7) Royal Panoply: Brief Lives of the English Monarchs by Carolly Erickson
8) Peeps!: Recipes and Crafts to Make With Your Favorite Marshmallow Treat by Charity Ferreira
9) (CD) Marshmallow Peeps Singalong: 14 Sweet Tweets (Unknown)
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, September 22, 2008 at 1:00 p.m. in the Central Library’s Jefferson Room, President Brown being in the chair. Vice President Tolson made a motion for approval, Ms. Rosenthal seconded it, that the Board accept the August 25, 2008 Minutes as drafted. Mr. Grant requested that the Minutes reflect that the Closed Meeting topic was Northside and Northern Albemarle Library. The motion was unanimously approved with Mr. Grant’s addition to the Minutes.

ANNOUNCEMENTS - The Library Director informed the Board that in October 2008 the City of Charlottesville plans to appoint a Library Trustee to replace Melissa Dickens. Vice President Tolson mentioned that Willow Gale was shown on the cover and inside Virginia Libraries magazine. Central Library’s checkout machine is doing very well and the patrons like it.

LIBRARY TRUSTEE TRAINING PROGRAM - Because the Library Board has several new Trustees serving on the Library Board and the Board has not had any formal Board training in several years, one of President Brown’s goals was to have a special Library Trustee Training Program for the new Board members as well as to provide a review for senior Board members. The Library Director introduced guest speaker Chuck Koutnik, Coordinator, Southside Virginia Nonprofit Resource Center in Hopewell, Virginia. Mr. Koutnik reviewed with the Board members some of the important items for Library Trustees to be aware of as outlined in the Virginia Public Library Trustee Handbook. Mr. Koutnik reviewed page 3 which outlines duties and responsibilities of a governing library board. Although all the items are important, the first four items are the most important: 1) employ a competent and qualified library director; maintain an ongoing performance appraisal process for the director; 2) determine mission, goals, and objectives of the library and adopt written policies governing the library; periodically reviewing, revising, eliminating policies; 3) secure adequate per capita funding; know the financial picture long term and review it constantly; every year you have to determine the annual increase for salaries, local funding, and state aid; 4) the library should have a long-range planning process, implement it, and periodically evaluate it. Several points Mr. Koutnik also brought up: trustees choose a director and work with the director but trustees do not sign on to run the library every day and should not micromanage their director; trustees determine the mission, goals, as well as the policies but should do it as a team; new trustees should move slowly; the director keeps the chain of command when communicating problems including staff problems; trustees should keep well informed regarding the issues of the state and local funding, know the history, and the budget so that they are well prepared when visiting their localities/jurisdictions and representatives; the library board acts as a whole, unless a trustee is asked to represent the board, speaking as one voice, acting as a unit. Page 29 points out that the library director recommends policies, advises the board on the implications of decisions, and administers the policies-interpreting the policies to staff and to the public. At the back of the handbook is a list of ten Golden Rules for Board Members to review. Mr. Koutnik gave the trustees a quiz at the end of the training session.

FY 2010 BUDGET PRIORITIES AND BUDGET SURVEY SUGGESTIONS - The Library Director distributed a copy of a September 19, 2008 memo signed by Albemarle County Executive Robert Tucker and City Manager Gary O’Connell updating the library on the City’s and County’s evolving financial picture. The economic downturn will significantly impact state and local revenues this year and next. The City and County are expanding their hiring freeze and probably won’t support any requests for new positions; they are limiting non-personnel operational increases; department heads have
agreed to not submit any new programs or initiatives for funding consideration; and the City and County are preparing contingency plans in case of additional budget cuts from the state. It is anticipated that the Governor will probably cut state aid to libraries and is planning to release information about additional state cuts in October. J-MRL should plan for options to cut. All of these factors need to be taken into consideration as the Library prepares the FY 2009/2010 budget. The Library Director distributed a copy of the Budget Requests submitted for FY 2009. The highlighted items in the budget requests were included in the Library's final FY 2009 budget. Unless informed otherwise, Library managers are planning to make similar proposals this year. The Library Board confirmed that even with the economic downturn they would still like to hear the manager's budget requests at their October Board meeting. In early October the Personnel Committee meets to discuss wages and benefits changes for next year and the 5-Year Plan Committee meets to discuss goals and objectives. The Board hears J-MRL's budget proposals from J-MRL's managers in October, in early November the Budget/Finance Committee meets to review and rank budget proposals and after they meet the proposed FY 2009/2010 budget is compiled by Administration. The proposed budget is adopted by the Library Board at their November Board meeting.

ADDITIONAL BOARD COMMITTEE ASSIGNMENTS - Vice President Tolson was appointed to the 5-Year Plan Committee and Ms. Rosenthal was appointed to the Technology Committee. The Library Director will confirm by email the meeting time for the Personnel Committee. The Policy Committee is planning to meet directly following the October 2008 Board meeting. The final FY 2009 Committee assignments are:

**Budget/Finance:** Mary Coy, Sarah Murray, Faye Rosenthal, Vice President Tolson, and Deborah Willenborg. (A Library Trustee representing each jurisdiction is appointed to the Budget/Finance Committee.)

**Five-Year Plan:** Mary Coy, Gary Grant, Vice President Tolson, and Deborah Willenborg

**Technology:** Faye Rosenthal, Vice President Tolson and Anthony Townsend

**Personnel:** Gary Grant and Sara Murray

**Policy:** Faye Rosenthal and Anthony Townsend

LIBRARY DIRECTOR'S REPORT - 1) On page nine of September's Albemarle Family Living magazine is an article by Katherine Jenkins regarding *A Best Seller - Inside the Central Library's Programs for Children.* The article includes comments from J-MRL's Nancy Cook. 2) The Library Board was shown a September 14, 2008 Nelson County Times article written by Scott Marshall regarding *Advocates to seek library expansion - Lovingston branch is only half of state's minimum size.* 3) The Board was shown an article under *Library Matters* along with a photo of Vector Security installing camera security for Greene County Library (both on page A5 of the September 18th Greene County Record). 4) Mary Coy was introduced to the Board members as the new Library Trustee representing Nelson County. 5) Last week Ms. Coy and the Library Director attended a public meeting on Nelson Memorial Library's Feasibility Study. 6) The VLA Conference is scheduled for October 23rd and 24th in Williamsburg. 7) The Library Director distributed copies of the VLA 2009 Legislative Agenda. Items on the agenda include: no new funding requests, no additional cuts in State Aid to Public Libraries or the Library of Virginia, new approaches to use of funds by combining annual requests with the state-wide databases, and opposition to any legislative proposals restricting access to information or library resources. 8) Vice President Tolson gave the Trustees an update on the Crozet Library. Four schematic designs were presented at last week's meeting. The Board of Supervisors' March 2007 Resolution was for funding a 20,000 sq. ft. library. Vice President Tolson made a motion and Ms. Willenborg seconded the motion that while the Library is not opposed to a compatible nonprofit mixed use, in the case of the Crozet Library the Board feels that the program and the population require a 20,000 sq. ft. library. The Board motion was approved and Mr. Grant abstained as he was a new incoming Board member and was unfamiliar with the history leading up to this motion. 9) Albemarle County wants to extend the Northside Library lease to June 2014 so that there would be sufficient time to plan or build a new library. 10) Albemarle moved the Scottsville Library expansion to 600 sq. ft. The expansion plan timeframe is 2013/2014. 11) Telecommunications lines are very slow in the branches. The Virginia Information Technologies Agency (VITA) is investigating the problem with Verizon. To speed up telecommunications, a test line has been run to Gordon Avenue and one is planned for Northside. 12) The Policy Manual should be distributed at the October Board meeting.

FUTURE AGENDA ITEMS - Future agenda items include: the budget and the manager's proposals, a Personnel Committee report, and a 5-Year Plan Committee report.

ADJOURNMENT - Motion for adjournment was made by Mr. Townsend and seconded by Ms. Murray. The motion was unanimously approved and the Board meeting adjourned at 3:05 p.m. The October Board Meeting will be held at 1:00 p.m. on Monday, October 27, 2008 at the Central Library.

Perri Brown, President
**APPROVED**
MINUTES OF THE OCTOBER 27, 2008 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Perri Brown-President
Gary Grant
Faye Rosenthal
Anthony Townsend
Mary Coy
Mike Plunkett
Timothy Tolson-Vice President
Deborah Willenborg

TRUSTEES ABSENT
Sara Murray

OTHERS PRESENT
Carol Clark-Circulation Manager
Krista Farrell-Assistant Library Director
John Halliday-Library Director
Tanith Knight-Nelson County Branch Manager
Joyce MacDonald-Staff Recorder
David Plunkett-Gordon Avenue Branch Manager
Wendy Saz-Crozet Branch Manager
Nancy Cook-Children's Services Manager
DonnaLee Grossman-Administration
Lindsay Ideson-Northside Branch Manager
William Lyons, Jr.-Business Manager
Margaret O'Bryant-Historical Society Librarian
Marianne Ramsden-Scottsville Branch Manager
Andrea Williams-Collections Manager

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, October 27, 2008 at 1:00 p.m. in the Central Library's Jefferson Room, President Brown being in the chair. On motion for approval made by Vice President Tolson and seconded by Ms. Willenborg, the September 22, 2008 Minutes were unanimously approved. Mr. Plunkett abstained as today's meeting was his first Board meeting.

ANNOUNCEMENTS - The Library Board welcomed Mr. Plunkett, J-MRL's newly appointed Library Board member representing the City of Charlottesville. President Brown and Ms. Rosenthal are attending J-MRL's In-Service Day on November 11th. Mr. Grant, Mr. Townsend and the Library Director met with Rob Bell to discuss library funding and state aid. Mr. Plunkett has agreed to serve on the Library Board's Personnel Committee.

PERSONNEL COMMITTEE'S REPORT - Mr. Grant reported that the Personnel Committee accepted the Compensation Committee's recommendations on the pay plan and salaries for FY 2010. Included as part of the Personnel Committee's recommendation to the Library Board, the Personnel Committee unanimously agreed with the Library Director's recommendation that J-MRL contract for a salary survey in FY 2010 if funding is available. The Library Director presented a patron's suggestion to President Brown that the Personnel Committee consider that Central Library be open on President's Day. Concern was voiced about it not being system wide and would be setting a precedent that would possibly be harder to continue in tighter budget years. The committee plans to revisit this proposal when the economy improves.

FY 2010 BUDGET PROPOSALS - A copy of J-MRL's FTE Circulation Report by location was distributed to Board members. The Library Director distributed ranking sheets so that Board members can rank the budget proposals by indicating A, B or C. A summary of the rankings will be sent to the Library Director for use by the Budget Committee when they meet in early November to review and make suggestions for a FY 2010 draft budget which will be presented for the Board's approval at their November Board meeting. The Budget Committee plans to meet on Thursday, November 6th at 3:30 p.m. at Central Library in Administration's meeting room. J-MRL's managers presented their budget proposals for FY 2010:

1. Central Collections Librarian (increase hours from 20 to 25 a week)
2. Central Library Circulation (increase part-time Circulation Support position from 12 hours to 20 a week, which would also include a benefits package)
3. Central Library Children’s (Children’s Specialist substitute position with 330 substitute hours)
4. Gordon Avenue (a. increase part-time Shelver position from 19 hours to 21 a week, which would also include a benefits package and b. 100 substitute hours)

5. Northside Library (a. increase Children's Specialist position from 30 hours to full-time and b. increase substitute hours - 350 hours for Librarian, 400 hours for Circulation Support, and 100 hours for Shelver)

6. Albemarle-Charlottesville Historical Collection (Librarian substitute position with 400 substitute hours)

7. Bookmobile (Circulation Support position full-time - to be shared with Children's Department)

8. Crozet (Branch Support Staff position full-time)

9. Scottsville (Branch Support Staff position at 12 hours a week)

10. Nelson County (a. increase Branch Support substitute hours up to 500 hours and b. increase part-time Branch Specialist from 30 hours to full time)

11. Louisa County (increase Branch Support substitute hours by 155 hours)

LIBRARY DIRECTOR’S REPORT - The Big Read-J-MRL is already planning 2009’s The Big Read. The Big Read will be held in February and March 2009, earlier than in previous years. The Library Director showed Board members a poster picture of President Brown holding The Big Read book for 2009, Their Eyes Were Watching God by Zora Neale Hurston. The Big Read is supported by the Art and Jane Hess Fund of the Library Endowment, Virginia Foundation for the Humanities, and the Institute of Museum and Library Services. Cost Savings-The Library Director replied to a question asked at the September Board meeting regarding savings. J-MRL has saved by using self checkouts at Northside and Central and by using e-notifications and e-mails, J-MRL’s postage budget is approximately $10,000 less than it was eight years ago. In-Service Day (November 11th)-In-Service Day is the only time the entire staff is gathered in one place. President Brown and Ms. Rosenthal are attending. Board members are welcome to join staff at In-Service Day and should contact the Library Director if they decide to attend. VLA-The Library Director distributed VLA membership application forms to Board members. The next calendar year membership includes a magazine and newsletters to help keep Trustees informed of library issues throughout Virginia. Ms. Coy and the Library Director attended the VLA Conference in Williamsburg. Ms. Coy briefly discussed what she learned at VLA and dealing with legislators. Legislative committees are planning strategies for next session. A VLA bookmark was distributed outlining the 2009 Legislative Agenda. Annual Audit-The annual audit is now in progress. The auditors may decide to contact Board members. Discussion of J-MRL’s Budget in Detail-New Board members Ms. Coy, Mr. Grant and Mr. Plunkett should meet with Business Manager Mr. Lyons, Jr. and the Library Director to go over J-MRL’s budget in detail and to answer any questions. Any other Board members who want to can also attend. Friends of the Library Fall Book Sale-By 3:00 p.m. this past Sunday, the Friends had raised over $19,000, about $3,000 ahead of sales for last year. J-MRL would like to acknowledge the Friends in December. November BookPage-The Library Director distributed the November BookPage pointing out that on the back cover was the Library Director’s report for FY 2008 along with an annual summary of library statistics. The numbers are impressive. J-MRL has never been busier. Updated Policy Manuals-New Policy Manuals are available for Board members to pick up. Book Reading Lights-Ms. Farrell ordered book reading lights and nine of them were distributed to the Board members. Telecommunications-J-MRL plans to go out to bid for a new telecommunications provider.

FUTURE AGENDA ITEMS - Future agenda items include: reports from the Budget Committee and Policy Committee, an update on Crozet Library by Vice President Tolson, and adoption of the proposed budget for FY 2010. The 5-Year Plan Committee plans to meet November 17th and will have a report for the November Board meeting. Recognition of the Friends is planned for December.

ADJOURNMENT - Motion for adjournment was made by Vice President Tolson and seconded by Mr. Townsend. The motion was unanimously approved and the Board meeting adjourned at 2:45 p.m. The November Board Meeting will be held at 1:00 p.m. on Monday, November 24, 2008 at the Central Library.

Perri Brown, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, November 24, 2008 at 1:00 p.m. in the Central Library's Jefferson Room, President Brown being in the chair. On motion for approval made by Vice President Tolson and seconded by Ms. Willenborg, the October 27, 2008 Minutes were unanimously approved including an addition to the Library Director’s report that J-MRL plans to go out to bid for a new telecommunications provider. Ms. Murray abstained.

ANNOUNCEMENTS - Ms. Rosenthal reported that the Louisa Library Foundation is interested in having the Bookmobile come to Louisa County. Vice President Tolson reported that he and Ms. Willenborg attended the PLA Advocacy Symposium November 10th and 11th. Attendance by the Library Trustees was one of three requirements of the Bill and Melinda Gates Foundation Grant for Computers. By complying with three requirements (Trustee attendance at the PLA Advocates Symposium, completion of an ALA/FSU survey, and gathering of documentation for matching funds-J-MRL will be using equipment money to match funds), J-MRL would be eligible to receive funding for up to 30 computers. President Brown and Ms. Rosenthal enjoyed being present at the staff In-Service Day on November 11th. Staff evaluations of In-Service Day were very positive. Due to other commitments at Central Library on November 11th, Mr. Bjoring was presented with his 15-year service award by President Brown at today’s Board meeting. Ms. Coy confirmed that Nelson County decided to supplement the substitute fund for this year.

POLICY COMMITTEE’S REPORT - As the newly appointed chairperson of the Policy Committee, Ms. Rosenthal gave the Policy Committee’s report. The Policy Committee met on October 27th. In keeping with the practice of reviewing all policies at least once every 10 years, the Library Director presented a list of policies for the committee to review: the opening statement (at beginning of Policy Manual), J-MRL Board Committees (Section 1.23, #3), Public Comments at Library Board Meetings (Section 1.261, #1), Public Hearing Policy (Section 1.262), Policy Manual Policy (Section 1.28), J-MRL Travel Regulations (Section 2.6), and Circulation Policies, Fines and Fees (Section 4.225). The Library Director also mentioned other policies needing review or revisions: Website Policy (Section 4.8) and Photography, Audio and Video Taping in Library Facilities Policy (Section 5.5). The Computer and Internet Access Policy (Section 4.7) will have a procedural change, which will go into effect January 1, 2009. The change will allow only cardholders over the age of 16 whose account is up-to-date to use the public computers. The Policy Committee will begin their review of the policies at their next meeting directly following the January 2009 Board Meeting.
5-YEAR PLAN COMMITTEE'S REPORT - As the newly appointed chairperson of the 5-Year Plan Committee, Ms. Willenborg presented the 5-Year Plan Committee's report. The 5-Year Plan Committee met on November 17, 2008. The Library Director distributed a proposed meeting schedule. The committee reviewed the current 2004-2009 5-Year Plan. Although the current mission statement and goals don't necessarily need updating, the objectives and strategies do need updating. The Library Director showed statistics comparing J-MRL to other libraries of similar size and structure located in Virginia and around the United States. The committee would like to publicize the 5-Year process, get public input by doing a website survey, distribute fact sheets, leave paper surveys for the public to complete at the Friends' Book Sale and at the public desks at J-MRL's libraries, use city and counties web pages, etc. Other suggestions include book lending ATMs, delivering books to businesses, and drive-thrus. The 5-Year Plan Committee's next meeting is scheduled for December 22, 2008, directly following December's Board meeting.

BUDGET COMMITTEE'S REPORT & ADOPTION OF PROPOSED FY 2010 LIBRARY BUDGET - Newly appointed chairperson Vice President Tolson reported on the Budget Committee's meeting and their recommendations to the Board for J-MRL's proposed FY 2010 budget. Albemarle and Charlottesville have already submitted a letter requesting no new programs or costs for next year. Louisa has asked J-MRL to plan for cuts amounting to 5%, 10% and 15%. Comparable to other library systems, J-MRL is running lean to start with and there is an increasing demand for library services due to the economy. The committee considered staff requests and ranked them in order of priority with a ranking of 3 or more representing the highest priorities. The committee then looked at the requests and decided to include in next year's budget all requests with a ranking of 3 or more with the exception of the Branch Support position for Crozet. Included in J-MRL's proposed FY 2010 budget: (1) Gordon Avenue increase substitute hours for Circulation Support Staff position, (2) Gordon Avenue increase in hours for Shelver position, (3) Northside increase in substitute hours for Circulation Support Staff position, (4) Northside increase in substitute hours for Librarian position, (5) Scottsville Branch Support Staff position, (6) Louisa increase in substitute hours for Branch Support Staff position, (7) Nelson increase in hours for Branch Specialist position, and (8) Nelson increase in substitute hours for Branch Support Staff position. There will be some additional regional costs-a 2% increase in Northside's rent for next year and an increase in the cost of utilities for next year. The Budget Committee approved the changes and recommendations. Administrative staff will prepare the budget and present the projected cost allocations for the jurisdictions for FY 2010 in time for the Board meeting in November. The bottom line percentage increase for each jurisdiction is: Albemarle-5.75%, Charlottesville-7.23%, Greene-5.49%, Louisa-4.41% and Nelson-9.97%. On motion for approval made by Ms. Murray and seconded by Vice President Tolson, the motion was approved that the Library Board adopt the proposed FY 2010 Library budget as recommended. Mr. Grant abstained.

CROZET LIBRARY UPDATE - Vice President Tolson gave a brief update on the new Crozet Library. The Steering Committee is continuing to meet but due to the economic downturn in the economy, it is possible the opening of the new Crozet Library could be delayed a few years or until 2013.

LIBRARY DIRECTOR'S REPORT - New Welcome Brochure - The Library Director showed the Board J-MRL's new welcome brochure. 2009 Calendar - The Library Director distributed new J-MRL 2009 calendars. Wireless Project - As of last week the wireless project was completed. All of Central's meeting rooms have wireless. VLA Legislative Committee - The Library Director has been appointed to VLA's Legislative Committee. The 2009 Legislative Agenda bookmark was distributed to the Library Board. The agenda includes making sure State Aid won't get reduced any more, encourages sustained support of State Aid to public libraries and the Library of Virginia and making sure legislators oppose censoring of library materials. Legislative strategy is to contact 17 of the most influential legislators (such as Senator Houck). Legislative Day will be in January or February. Other Ways to Fund Libraries - Ms. Coy suggested that the Board look at different ways for the state to fund libraries. Budget Orientation - J-MRL's newest Trustees have now had their budget orientation.

FUTURE AGENDA ITEMS - Future agenda items include: December - recognition of the J-MRL Friends for their outstanding assistance to J-MRL; January - an update on Charlottesville's retirement plans and medical plans and an update on Northside and Crozet from Albemarle County (Bryan Elliott and William Letterl); February - an update on Bookmobile/Outreach (Willow Gale).

ADJOURNMENT - Motion for adjournment was made by Mr. Townsend and seconded by Ms. Murray. The motion was unanimously approved and the Board meeting adjourned at 2:23 p.m. The December Board Meeting will be held at 1:00 p.m. on Monday, December 22, 2008 at the Central Library.

Perri Brown, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, December 22, 2008 at 1:10 p.m. adjacent to Michie Tavern’s cafeteria/dining area, President Brown being in the chair. On motion for approval made by Mr. Townsend and seconded by Vice President Tolson, the November 24, 2008 Minutes were unanimously approved.

ANNOUNCEMENTS - On behalf of J-MRL and the Library Board, Friends President Mr. Whitlock was presented with a framed Certificate of Appreciation for the Friends of Jefferson-Madison Regional Library in appreciation for their outstanding support of public library services. J-MRL could not have done as well as they have without the ongoing support from the Friends for more than 40 years. A special J-MRL cup and t-shirt were given to each of the Friends who were present. The Library Director distributed a newly revised Trustee’s roster. The only change to the roster was Vice President Tolson’s email address. Ms. Coy thanked Ms. Rosenthal and Mr. Townsend for giving her tours of all the libraries.

TECHNOLOGY COMMITTEE’S REPORT - The Technology Committee met directly following the regular Library Board meeting on November 24, 2008. Mr. Townsend was elected as the Technology Committee’s Chair for this fiscal year. A request for bids went out for a new telecommunications carrier. The City determined the first bids were non-responsive and decided that the bid would have to go out again. The new bid deadline is January 21st. J-MRL is upgrading the Internet piping to give J-MRL more bandwidth/more room for growth. The committee reviewed the first 2 years of Technology Objectives outlined in the 3-year Technology Plan and determined that most of the objectives have already been met. On the agenda of the Technology Committee’s next meeting (directly following the February Board meeting), the Technology Committee plans to brainstorm about a new 3-year Technology Plan, discuss allowing patrons to download books, and review bandwidth. Technical Services will give a report on separating Web traffic for staff and the public and give a progress report on how credit card payments of fines, fees, and donations is proceeding.
CROZET LIBRARY UPDATE - Vice President Tolson gave a brief update on the new Crozet Library. The Design Committee met on December 8th. Items discussed included having one or two entrances, layout for inside the building and the location/placement of the elevator. Funding for the library is still a concern. It was suggested having monthly (January/February/March) ongoing meetings with the Albemarle County representative(s) and a representative and/or advocate from J-MRL to keep the Crozet Library on track and not push it back or delay it 1-2 years (with a delayed opening of around 2013). Mr. Grant asked to be notified of the meeting schedules so that he can attend.

FY 2010 LIBRARY BUDGET - The Library Director distributed J-MRL’s Proposed Budget for FY 2009/2010 approved by the Library Board in November. The next step is the delivery of the budget to J-MRL’s jurisdictions and to be available to explain what is in the budget and to answer any questions the jurisdictions might have. The Library Director distributed two fact sheets to the Board members so they could decide which one they would like distributed along with the budget to the jurisdictions. The Board selected the 7-point fact sheet. The budget should be delivered to the jurisdictions next week or no later than by mid January 2009.

LIBRARY DIRECTOR'S REPORT - Donation From Dumbarton Properties - Dumbarton Properties donated $1,000 for an external defibrillator for Northside Library. There will be training for the Northside staff on how to use it. Nelson County Trustee Makes Local News - Ms. Coy made Nelson County’s local news when she succeeded in getting extra funding for the Nelson County Library for the current year. Presentation of Feasibility Study - On January 12th Architect Kirk Train will present his feasibility study for the expansion of the Nelson County Library Building. Potential Bookmobile Sites in Louisa County - The Library Director and Bookmobile Manager Willow Gale are planning to visit Louisa County in January to look at possible Bookmobile sites. They are planning to develop a proposal for potential Bookmobile stops in Louisa 1-2 times a month (probably schedule stops for Fridays or Saturdays). January 2009 Library Board Meeting - A City of Charlottesville representative will be attending the January meeting to discuss retirement and medical benefits. An Albemarle County representative will be giving the Library Board an update on Albemarle County building projects. State Library Reception - The Virginia State Library is planning a reception for Legislators at 5:00 p.m. on Thursday, January 29th. Ms. Rosenthal and the Library Director are planning to attend. Public Hearing on Governor’s Budget - On January 8th at 12:00 noon in PVCC’s Dickinson Center there will be a public hearing on the Governor’s budget cuts. Library Director’s Vacation - The Library Director announced that he will be gone on vacation during the first week of January and Ms. Farrell, the Assistant Library Director, will be in charge while he is away.

FUTURE AGENDA ITEMS - Future agenda items include: January - an update on Charlottesville’s retirement plans and medical plans, an update on Northside and Crozet from Albemarle County (Bryan Elliott and William Letteri), 5-Year Plan Committee Report; February - an update on Bookmobile/Outreach (Willow Gale).

ADJOURNMENT - Motion for adjournment was made by Vice President Tolson and seconded by Ms. Willenborg. The motion was unanimously approved and the Board meeting adjourned at 1:58 p.m. The January 2009 Board Meeting will be held at 1:00 p.m. on Monday, January 26, 2009 at the Central Library.

Perri Brown, President
Jefferson-Madison Regional Library
201 East Market Street | Charlottesville, Virginia 22902 | (434) 979-7151 | FAX (434) 971-7035

**APPROVED**

MINUTES OF THE JANUARY 26, 2009 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Perri Brown- President
Gary Grant
Mike Plunkett
Timothy Tolson- Vice President
Deborah Willenborg
Mary Coy
Sara Murray
Faye Rosenthal
Anthony Townsend

LIBRARY STAFF PRESENT
Krista Farrell-Assistant Library Director
William Lyons, Jr.-Business Manager
Willoughby Parks- Administration
Wendy Saz-Crozet Library Manager

John Halliday-Library Director
Joyce MacDonald-Staff Recorder
David Plunkett-Gordon Avenue Library Manager

OTHERS PRESENT
Galloway Beck- Director of Human Resources for the City of Charlottesville
Bryan Elliott-Assistant County Executive for Albemarle County
William Letteri-Director of Facilities Development for Albemarle County

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, January 26, 2009 at 1:00 p.m. in the Central Library's Jefferson Room, the President being in the chair. On motion for approval, made by Mr. Tolson and seconded by Mr. Townsend, the December 22, 2008 Minutes were unanimously approved as amended (Ms. Rosenthal noted PVCC's Dickerson Building should be changed to PVCC’s Dickinson Center).

ANNOUNCEMENTS/PUBLIC COMMENTS - Mr. Tolson will be out of the country from August to December 2009 accompanying Mrs. Tolson who will be the UVA Librarian for the Semester at Sea and they will be traveling from Halifax to San Diego with ten stops along the way. They will have a blog during their trip. Mike Plunkett stated that the Rare Books and Manuscripts section of the American Library Association will be meeting in Charlottesville at the Omni Hotel from June 16th through the 19th, with over 400 attendees. Mary Coy showed a Proclamation from the Nelson County Board of Supervisors endorsing The Big Read.

5-YEAR PLAN COMMITTEE’S REPORT - Deborah Willenborg submitted the 5-Year Plan Committee's December 22, 2009 Minutes. At its December meeting, the committee discussed the vision statements, goals, and demographics of the five jurisdictions served by J-MRL. Ms. Willenborg said that staff members on the committee provided thoughtful input to the discussion. At its next meeting (not yet scheduled) the committee will hear a report on local demographic trends from the Weldon Cooper Center for Public Service and discuss ideas for a possible public survey.

MEDICAL/RETIREMENT PLAN UPDATES (City of Charlottesville) - Mr. Beck, Director of Human Resources for the City of Charlottesville, pointed out that the City retirement plan has been impacted by the economy, but the impact will probably show up more next year since there is a time lag. There have been no medical insurance increases this year. There are no medical plan enhancements or changes anticipated for next fiscal year. Retirees have the option to move to Medi-Gap, and that plan is working well. It costs the retirees less and the City less. The City continues to focus on wellness. City Schools are giving early retirement incentives but the City has no intention of doing that at this time. The City offers defined contribution and defined benefit retirement plans. Mr. Beck said the City, at this time, expects to continue its health insurance coverage for retirees because it helps with recruiting and retaining employees. There may be more cost sharing in the future for retiree health insurance. The cost of the Library’s benefit package is approximately 35% of salary.

ALBEMARLE COUNTY CIP UPDATES (Albemarle County) - Mr. Letteri, Director of Facilities Development for Albemarle County, reported that the Crozet Library Steering Committee is a lively and productive group. The design for the Crozet Library is emerging with 18,000 square feet on the main floor and room for expansion downstairs. Later this year the plans will be presented to the Board of Supervisors and the Planning Commission. Construction will likely be delayed until late 2011 with opening in 2013. The Library Director said Mr. Letteri has done an outstanding job of leading the Crozet
Library project. Mr. Grant brought up the necessity for written agreements and leases showing the Library’s permanent right to expand into the downstairs spaces. Mr. Letteri assured him that would happen if and when the downstairs is leased.

CLOSED MEETING - Ms. Rosenthal made a motion, which was seconded by Mr. Tolson, that the Library Board go into a Closed Meeting pursuant to the Code of Virginia, under The Virginia Freedom of Information Act, Chapter 37 of Title 2.2-3711 (A), subdivision 3, for discussion of use of real property for library purposes in Northern Albemarle County which could affect the value of property. The motion was unanimously approved and the Library Board went into Closed Meeting. The Board meeting was reconvened into open session five minutes later and President Brown read to the Library Trustees a Certification of Closed Meeting Resolution and their votes were duly recorded. (The Certification of Closed Meeting Resolution is attached to the Minutes.)

DISCUSSION OF FY 2010 LIBRARY BUDGET - The Library Director reported that budget meetings had been held with four of the jurisdictions and the fifth would be held later this week. All jurisdictions, so far, have said they will not be funding pay increases for next year. The Library Director said meetings have been very positive in terms of appreciation for JMRL’s services, but the jurisdictions are facing a year of tight budgets due to the economic downturn. Mr. Townsend pointed out that the City and the University won’t be getting pay raises either. The Board discussed possible ways to reward staff in lieu of pay raises. The Library Director recommended discussing specific ideas later in the budget process, in the Personnel and Budget committees.

LIBRARY DIRECTOR’S REPORT - The Library Director said that business is up throughout the library system: December 2008 circulation of materials was up 12.3% compared to December 2007. That was the largest monthly increase since the previous economic recession in 2001. People seem to be staying closer to home, reading more, and attending the library’s programs. Former Trustee Melissa Dickens reported 1,707 items were repaired by volunteers in 2008, a savings for J-MRL equivalent to $34,000. The Library Director urged all to email, fax, or write their state representatives on behalf of libraries. State Aid for libraries is only at 67% of what it should be. There is a Library Reception for Legislators on Thursday, January 29th, at the Library of Virginia. The Library Director and Ms Rosenthal will attend to represent J-MRL. The Big Read kickoff is this Saturday. The Library Director and Assistant Director will be on WNRN this Sunday morning. The Library Director showed the public service announcement that will be aired on TV and David Plunkett gave a presentation for The Big Read showing the literature created for the 2-month program. David Plunkett also reported that he had prepared a grant application to the BAMA Works Foundation to provide jazz CD’s for Gordon Avenue Library. Mr. Grant moved that the Library Board support the proposed grant project. The motion was seconded and approved. The Library Director reported the death of employee John Rothwell stating that this was a big loss; Mr. Rothwell worked at Central Library for ten years and did a great job for J-MRL. Board President Brown has sent a letter to his family on behalf of the Board. The Library Director showed the new feature on the J-MRL website where people can calculate the monetary value of their library usage. So far in one week there have been 40 replies, which go to the Library Director. J-MRL and the City of Charlottesville have submitted an application for an ICMA/Bill and Melinda Gates grant for $26,000 for computers at Carver Recreation Center. The Library Director will report on the grant at a future meeting pending initial feedback from ICMA/Gates. The Library Director also brought the good news that there had been a successful bid opening for obtaining a new telecommunications provider. Under the new contract, Gordon Avenue and Northside libraries will have two T1 connections, other branches will have T1 connections. This should provide much improved service. The Library Director reported that a feasibility study for expansion of Nelson County Library has been completed by Train & Partners Architects. Construction funding is not yet available for the Nelson project.

FUTURE AGENDA ITEMS - Willow Gale will present an update on Bookmobile/Outreach services. Ms. Murray suggested that Bookmobile service might be considered to meet library needs where library buildings might be impractical or delayed. The Library Director will provide detailed costs on Bookmobile service. Ms. Murray would also like to look at security issues in the library. Related to security, Ms Murray said it is important to have the Bookmobile cell phone on at all times. The Policy Committee meets after today’s meeting and will have a report in February. The Library Board’s Technology Committee will meet immediately following the Board’s February 23rd meeting.

ADJOURNMENT - Motion for adjournment was made by Ms. Rosenthal and seconded by Mr. Townsend. The Board meeting adjourned at 2:47 p.m. The February Board Meeting will be held at 1:00 p.m. on Monday, February 23, 2009 at the Central Library.

Perri Brown, President

Attachment: Certification of Closed Meeting
MINUTES OF THE FEBRUARY 23, 2009 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT
Perri Brown-President
Gary Grant
Faye Rosenthal
Deborah Willenborg
Mary Coy
Sara Murray
Anthony Townsend

TRUSTEES ABSENT
Mike Plunkett
Timothy Tolson-Vice President

OTHERS PRESENT
Krista Farrell-Assistant Library Director
DonnaLee Grossman-Administration
Jacqueline Lichtman-Web/Marketing Librarian
Joyce MacDonald-Staff Recorder
Willow Gale-Bookmobile Manager
John Halliday-Library Director
William Lyons, Jr.-Business 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 23, 2009 at 1:00 p.m. in the Central Library's Jefferson Room, President Brown being in the chair. On motion for approval made by Mr. Townsend and seconded by Ms. Willenborg, the January 26, 2009 Board Minutes were unanimously approved.

ANNOUNCEMENTS - Ms. Rosenthal announced that in memory of Earl Dickinson, the Farm Bureau wives are giving Louisa County Library a special bookshelf built in the form of a barn.

5-YEAR PLAN COMMITTEE'S REPORT - Ms. Willenborg submitted the 5-Year Plan Committee's report. The 5-Year Plan Committee met on February 9, 2009. The Library Director distributed copies of the proposed schedule for the 5-Year planners. Representatives from the Weldon Cooper Center for Public Service distributed to the committee members charts and graphics and research the Weldon Cooper Center had completed indicating population trends for the area. Charlottesville's population is declining while the populations in Louisa and Greene have been steadily rising. Most of the growth movement occurs from the surrounding areas inside Virginia and not from out of state. Populations in the 65 and older group are expected to increase as the baby boomers begin to steadily enter that age group. The 5-Year Plan Committee is trying to put together a survey. A subcommittee has been suggested to initially work on the survey. Vice President Tolson could coordinate the survey comments and use Google docs. When the survey is developed, the survey can be placed on J-MRL’s web page. J-MRL staff should also be surveyed.

POLICY COMMITTEE’S REPORT - Ms. Rosenthal gave the Policy Committee’s report. The Policy Committee met on January 26th, directly following the Library Board meeting. The Library Director planned to review the committee's suggestions/changes to the Website Policy (Section 4.8) with the Branch and Department Managers prior to presenting the policy to the Board for their review and approval. The Managers reviewed the policy at their meeting in early February. Since the adoption in 2007 of the Photography, Audio and Video Taping in Library Facilities Policy (Section 5.5), there have been several articles in professional journals recommending no photography without prior written approval by the subjects. The Library Director sent the articles and J-MRL’s current policy to the Albemarle County Attorney’s Office and they recommended changes to J-MRL’s policy. After additional revisions were discussed and made, both of the revised policies were distributed to the Library Board to review in time for approval at their March Board meeting. Ms. Farrell will get the Central Library’s Meeting Room Procedure updated. Allowing only patrons whose cards are in good standing to use public access computers has been implemented. The Policy Manual (Section 1.28) should include that the Policy Manual is available online. The Policy Committee will hold their next meeting directly following the Library Board’s March meeting.
CROZET LIBRARY UPDATE - The Library Director reported on the Albemarle County Planning Commission's well-attended open house held last week for the public to review the architect's drawings for the new Crozet Library. Last week Vice President Tolson and the Library Director met with the Crozet fundraisers and Representative Tom Perriello.

FY 2008 AUDIT REPORT - Business Manager William Lyons, Jr. distributed Cherry, Bekaert & Holland's audit cover letter along with their June 30, 2008 review of J-MRL's Financial Statements. The year-end General Fund Balance was $189,841 and the Equipment Fund Balance was $272,791 for a combined Total Ending Fund Balance of $462,632. The audit cover letter recommended J-MRL improve capital asset records and J-MRL's Business Manager is working on this. If Board members have any questions regarding the audit, they can email the Library Director or the Business Manager.

FY 2010 LIBRARY BUDGET UPDATE - The Library Director reported that Charlottesville has suggested a small increase of approximately 2.49% and Albemarle has suggested level funding with no raises, resulting in a deficit of approximately $33,000-$34,000 so far for J-MRL. After hearing from J-MRL's other jurisdictions, the Library Director would like to develop a proposal (for making up some of the deficits) for the Budget Committee to review at their next meeting (late March or early April). J-MRL should try to hold the line on services in 2009, see what additional economies can be made and prepare for 2011.

BOOKMOBILE/OUTREACH SERVICES REPORT - Bookmobile Manager Willow Gale informed the Board that Bookmobile's "hold" shelves are overflowing and there has been a steady increase in the number of people waiting for the Bookmobile. Because of the economy and in order to conserve more, people are trying to drive less and are finding J-MRL's Bookmobile service very convenient for them. This month Ms. Gale's new employee has started Charlottesville's after school stops. After reviewing and evaluating the Bookmobile's scheduled stops, Ms. Gale added a HeadStart MACAA stop. The Bookmobile is receiving more requests for stops and a few of the requests include: Trinity Mission, Rosewood Village, The Laurels, Jefferson Heights at Pantops Mountain, Four Seasons, and several preschools, etc. Louisa County is interested in having Bookmobile service in their area. The Bookmobile hopes to add visits to Louisa County (twice a month on Fridays) making up to four stops - going to the far east and far west sides of Louisa County with a few additional stops for preschools and seniors. Including stops to Louisa County would result in an increase in hours for Ms. Gale's new employee. Jacqueline Rice, J-MRL's Young Adult/Reference Librarian at Central, is spearheading a new Teens Give Program. Teens will be trained in March to do volunteer work and some of them will be used on the Bookmobile. The Board briefly discussed the increase in requested stops, increased staffing and hours, use of volunteers, using grants and other resources to obtain additional funding for the Bookmobile services and staff.

LIBRARY DIRECTOR'S REPORT - TV Advertisements for The Big Read-The Library Director showed the Board two television spots (Channel 19 and Channel 29) promoting The Big Read. Security-The Library Director discussed J-MRL's procedures for dealing with security issues. The 5-year average indicates approximately 54 incidents are reported each year (4-5 a month). 24%-27% are medical problems or serious facility problems and the rest represent undesirable or illegal behavior. J-MRL has a list of banned patrons who have been banned for six months or up to one year and 3-4 patrons who have been permanently banned. At Central Library, Ms. Farrell encourages consistent enforcing of J-MRL's policies and filling out of incident reports. Ms. Farrell attends Precinct 34 meetings at City Headquarters, reviews police reports and checks the surveillance cameras, addresses conduct issues and concerns, ensures the meeting rooms are locked, and requested installation of locks on the 3rd floor bathrooms. Staff has been instructed to call the police when a banned patron comes back in and they are considered to be trespassing. Central already has three interior surveillance cameras and one exterior camera and would like additional cameras that are accessible through computers. Mr. Lyons, Jr. will get an updated estimated cost from Vector Security for the additional security requested and report back to the Board. Budget Committee-The Budget Committee should meet in late March or in the first week of April. President's Stimulus Package-There are a number of items of interest to libraries in the stimulus package: funding to states, broadband for rural areas, senior community services, and rural community service development. Gates Grant-J-MRL received the first payment of $31,200 from the Gates Foundation and should shortly be receiving $18,200 more. The grant money will be used to purchase 30 computers for distribution to Gordon Avenue, Louisa County, Nelson County, Northside and Scottsville. Telecommunications-Updated telecommunications should be installed in the next few weeks sometime in March.

FUTURE AGENDA ITEMS - Agenda items include: reports from the Technology Committee and the 5-Year Plan Committee, update on FY 2010 Budget, estimate for additional security at Central, approval of Website Policy (Section 4.8) and Photography, Audio and Video Taping in Library Facilities Policy (Section 5.5).

ADJOURNMENT - Motion for adjournment was made by Mr. Grant and seconded by Mr. Townsend. The motion was unanimously approved and the Board meeting adjourned at 3:12 p.m. The March Board Meeting will be held at 1:00 p.m. on Monday, March 23, 2009 at the Central Library.
MINUTES OF THE MARCH 23, 2009 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT
Perri Brown-President
Gary Grant
Mike Plunkett
Timothy Tolson-Vice President
Mary Coy
Sara Murray
Faye Rosenthal
Anthony Townsend

TRUSTEES ABSENT
Deborah Willenborg

OTHERS PRESENT
Krista Farrell-Assistant Library Director
John Halliday-Library Director
DonnaLee Grossman-Administration
Andrea Williams-Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, March 23, 2009 at 1:00 p.m. in the Central Library’s Jefferson Room, President Brown being in the chair. On motion for approval made by Mr. Grant and seconded by Mr. Townsend, the February 23, 2009 Board Minutes were unanimously approved. Ms. Coy was not present during the vote. Mr. Plunkett and Vice President Tolson abstained as they were absent from the February meeting.

PUBLIC COMMENTS/ANNOUNCEMENTS - Vice President Tolson would be happy to share the PLA Advocacy Symposium materials. If any of the Library Trustees are interested, there is a website where the Trustees can register and get many of the materials Vice President Tolson and Ms. Willenborg received.

TECHNOLOGY COMMITTEE’S REPORT - On February 23, 2009, the Technology Committee met directly following the regular Library Board meeting. Mr. Townsend, Chairman of the Technology Committee, reported that the committee tabled their discussion of the next 3-Year Technology Plan and rescheduled it for their next meeting on April 27th, directly following the Board meeting. Collections Manager Ms. Williams reported on the possibility of downloading books to patrons’ iPods or MP3 players. The cost for this service (Overdrive) is high. Ms. Williams checked a list of approximately 150 new titles and none of them were downloadable to iPods. Ms. Williams researched Playaways, which is basically a book on a small MP3 player with flash memory running on one AAA battery and using earbuds. A lengthy discussion ensued about whether the Technology Committee should recommend that J-MRL start a collection of Playaways. Patrons would have to supply the batteries and provide their own earbuds. The Technology Committee concluded not to recommend Playaways at this time. Ms. Williams will be checking with other library systems to see how they handle the batteries and earbuds for Playaways. A sample Playaway was shown to the Board members. The Library Director informed the committee that T-1 lines (telecommunications contract with nTelos) should be up and running by March 5th. At today’s Library Board meeting, the Library Director informed the Trustees that the T-1 lines are all done now and are working well. E-Commerce should be following shortly now that the T-1 lines are up.

ADOPTION OF WEBSITE POLICY & PHOTOGRAPHY, AUDIO AND VIDEO TAPING IN LIBRARY FACILITIES POLICY - At the February 23rd Board meeting, the Library Board was given two policies to review (Website Policy-Section 4.8 and the Photography, Audio and Video Taping in Library Facilities Policy-Section 5.5) for their approval at the March 23rd Board meeting. Mr. Grant made a motion that the Board adopt the revised Website Policy (Section 4.8) as presented and Ms. Rosenthal seconded the motion. The motion was unanimously approved. Vice President Tolson made a motion for adoption of the revised Photography, Audio and Video Taping in Library Facilities Policy (Section 5.5) and Ms. Murray seconded the motion. The motion was unanimously approved.

FY 2010 LIBRARY BUDGET - All five of J-MRL’s jurisdictions are planning to at least give J-MRL level funding for FY 2010. Charlottesville, Greene County and Louisa County are planning to give J-MRL small increases for FY 2010, enough
to maintain current staffing and service levels but not enough to fund pay raises for next year. FY 2010 will be a status quo year. The Budget Committee should plan to meet in late April or early in May to draft a final budget. The final budget includes the Operations Budget, Equipment Fund Budget, State Aid and the Friends Budget. In the Equipment Budget for next year, the Library Director plans to ask for additional security cameras for the Central Library.

LIBRARY BOARD'S APPOINTMENT OF A NOMINATING COMMITTEE - President Brown asked for volunteers to serve on the Nominating Committee to select officers for the coming year. The Nominating Committee will consist of: Vice President Tolson and Mr. Plunkett. The Nominating Committee will announce their recommended slate of officers at the May Board meeting. The election of officers will occur at the June Board meeting. The Library Director noted that due to Memorial Day being celebrated on Monday, May 25th, the Board meeting will be held a week earlier on Monday, May 18th. The Library Board decided to hold the early May 18th meeting at Greene County Library.

CROZET LIBRARY UPDATE - Vice President Tolson gave a brief update on the Crozet Library. The project is steadily progressing.

LIBRARY DIRECTOR'S REPORT - Northside Plumbing Problems - The Library Director gave a brief rundown of the plumbing problems Northside has been experiencing. Bookmobile Visits to Louisa - Ms. Rosenthal, the Library Director, and Bookmobile Manager Willow Gale have been meeting with the Louisa Foundation to discuss a two-year pilot project to bring the Bookmobile to Louisa County. The first two years the Foundation plans to pay for the Bookmobile service to Louisa County and thereafter Louisa County would consider picking up the funding for it. 5-Year Plan Committee - The 5-Year Plan Committee will be meeting on Thursday, March 26th at 3:30 p.m. to discuss public and staff surveys and how J-MRL compares to the new state standards. Personnel Committee - The Personnel Committee needs to meet to discuss the closing schedule for FY 2010. The Personnel Committee will be discussing staff holidays and other compensation issues related to this coming year when there will be no staff pay raises. The Personnel Committee will meet on Monday, April 13th at 3:30 p.m. at Gordon Avenue Library. (Note: Due to the Book Sale at Gordon Avenue, the meeting location has been changed to the Northside Library.) National Teen Poetry Contest - Young Adult Services Manager Timothy Carrier informed the Library Director that two of J-MRL's teens were winners in the National Teen Poetry Contest sponsored by VOY A Magazine, a well-known publication for public libraries. There are only five winners nationwide. The winners were: Irene Newman of Charlottesville High School and Lauren Kaminski of Western Albemarle High School. The Big Read - The Big Read is finishing up this week. Since January, J-MRL has circulated Their Eyes Were Watching God 224 times. As of Friday, 859 people attended The Big Read programs. Bill and Melinda Gates Foundation - J-MRL received the first of two payments from the Bill and Melinda Gates Foundation and 16 new computers were purchased and installed at Gordon Avenue, Louisa and Nelson. The Library Director showed Board members two articles in the local newspapers regarding the Bill and Melinda Gates Foundation Grant for computers. Friends Book Sale - The Friends Book Sale runs for a straight two weeks from April 4th thru April 19th. Library Director's Vacation - The Library Director announced that he will be gone on vacation April 2nd - April 9th. Ms. Farrell and Mr. Williams will be in charge while the Library Director is away. Book Recommendations - If any of the Board members would like to share a good book they have read, they can recommend it at the Board meeting and the recommendation will be given to Jacqueline Lichtman for J-MRL's website. Library Director's Evaluation - Board members can do the Library Director's evaluation on the website or Vice President Tolson can distribute paper copies to the Board members.

FUTURE AGENDA ITEMS - Future agenda items include: Policy Committee Report, 5-Year Plan Committee Report, Personnel Committee Report, and Adoption of Schedule of Library Closings for FY 2009-2010. May - Nominating Committee's recommended slate of officers and the May Board meeting will be held a week early on May 18th at Greene County Library.

ADJOURNMENT - Motion for adjournment was made by Mr. Townsend and seconded by Ms. Rosenthal. The motion was unanimously approved and the Board meeting adjourned at 1:46 p.m. The April Board Meeting will be held at 1:00 p.m. on Monday, April 27, 2009 at the Central Library.
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, April 27, 2009 at 1:00 p.m. in the Central Library's Jefferson Room, President Brown being in the chair. On motion for approval made by Vice President Tolson and seconded by Ms. Murray and Mr. Plunkett, the March 23, 2009 Board Minutes were unanimously approved. Ms. Willenborg abstained as she was absent from the March meeting.

PUBLIC COMMENTS/ANNOUNCEMENTS - Ms. Coy mentioned the Nelson County Memorial Library staff had a great In-service Day. Ms. Rosenthal informed the Board that Louisa received a Scanga Foundation Art Grant and Louisa bought artwork with the grant money. Louisa is planning a special reception in May to show off their new artwork. Ms. Murray mentioned that last week some of the classes at her school, Greenbrier Elementary, had a field trip to the downtown area and the trip included a visit to J-MRL. The children had a great time at the Library.

5-YEAR PLAN COMMITTEE’S REPORT - The 5-Year Plan Committee’s report was submitted outlining their March 26, 2009 meeting. Special appreciation was given to Vice President Tolson for all the survey work he has done for J-MRL. Currently, at least 200-250 individuals have responded to the public survey. The survey was posted on J-MRL’s website and went out to the local jurisdictional websites as well as to CNE, UVA’s and PVCC’s libraries and to WINA (Deborah Willenborg with Jackie Lichtman) and local jurisdictional newspapers. The survey has been extended one week and will now run through the first week in May. The next 5-Year Plan Committee meeting is scheduled for Thursday, May 14th at 3:30 p.m. in Administration’s Meeting Room at the Central Library, when the Committee will be reviewing the survey results and will be discussing state standards for public libraries.

POLICY COMMITTEE’S REPORT - The Policy Committee’s report was received covering their March 23, 2009 meeting. The Library Director distributed policies for the Committee's review in accordance with J-MRL's ten-year renewal/review procedure. The Committee reviewed the Policy Statement Introduction, J-MRL Board Committees (Section 1.23), Public Comments at Library Board Meetings (Section 1.231), Public Hearing (Section 1.252), Policy Manual (Section 1.28), J-MRL Travel Regulations (Section 2.6), and Fines and Fees (Section 4.225). The next Policy Committee meeting is scheduled for 1:00 p.m. on Wednesday, May 13, 2009 in the Administration Meeting Room at the Central Library.

PERSONNEL COMMITTEE’S REPORT - The report on the Personnel Committee’s April 13, 2009 meeting was received. The Library Director distributed a draft of J-MRL’s 2009-2010 Schedule of Library Closings (Section 5.4) for the Personnel Committee’s review. Other areas (Federal, State, Post Office, Nelson County, Albemarle, Charlottesville and other libraries) were surveyed to find out how many and what holidays were given to their employees. To show appreciation to all of the J-MRL staff, two additional paid holidays (Columbus Day and the day after Thanksgiving) along with a 3rd day (Thomas Jefferson’s Birthday) were added to the schedule for the Committee’s review. The consensus of the Personnel Committee was to recommend to the Library Board adding the three additional paid holidays with the understanding that the additional paid holidays will be reconsidered by the Committee next year. The Committee’s draft recommendation of the 2009-2010 Schedule of Library Closings was presented to the Library Board at today’s Board Meeting. The Library
Board is scheduled to vote on the Personnel Committee's recommendations at their May Board Meeting. The Compensation Committee recommended to the Board's Personnel Committee that J-MRL's pay scale be raised increasing the minimum wage from $9.25 per hour to $9.50 per hour and having all entry positions adjusted 2%. Approximately 25 employees would be affected, most of them substitutes. In light of the budget restraints of J-MRL's funding jurisdictions, the Personnel Committee decided to table discussion of the Compensation Committee's recommendations and revisit it later in the year when/or if J-MRL's jurisdictions have addressed pay raises for their own employees.

FY 2010 LIBRARY BUDGET - No new budget information has been received since the Library Director's last report to the Library Board. There will be modest increases received from Charlottesville, Greene County and Louisa County. Albemarle County and Nelson County plan to give J-MRL level funding. Therefore, the Operating Budget to be presented to the Library Board for adoption will basically be the same as this current year's budget. The Equipment Fund Budget will need some discussion. The Library Director mentioned the need for $25,000 to purchase additional security hardware for the Central Library. The Board plans to finalize next year's budget (FY 2009-2010) at the regular Board meeting on May 18th being held at the Greene County Library, and plans to adopt the budget in June.

POEM IN YOUR POCKET DAY - Crozet Branch Manager Wendy Saz gave the Library Board an overview of her success in initiating Crozet Library, the other J-MRL branches, patrons, and the public to participate in celebration of April as National Poetry Month with April 30th designated as "Poem in Your Pocket Day." Scrolled poems were located at all the branches and patrons, students, children, etc. could help themselves to a poem and enjoy it for the day, share it with a friend, co-workers, etc. People were encouraged to browse J-MRL libraries for favorite poets or visit www.poets.org, www.poetryfoundation.org, or www.poems.com as sources for free poetry to enjoy. Volunteers throughout Charlottesville and Albemarle, students from Henley Middle School, members of UVA's University Program's Council, seniors at the Senior Center helped assemble the poem scrolls. Volunteers from UVA's Area Program in Poetry Writing (APPW), University Program's Council, and community volunteers assisted with the distribution of poem scrolls. APPW volunteers taught 32 classes at Henley Middle School. The Library Director shared an enthusiastic response from Lisa Russ Sparr, Director of the Area Program in Poetry Writing and Associate Professor of Creative Writing at the University of Virginia. The Library Board commended Ms. Saz on the program's great success and said how pleased the Board was with her efforts at getting J-MRL out into the community.

LIBRARY DIRECTOR'S REPORT - Crozet Library - Later today Vice President Tolson and the Library Director will be attending a meeting in Crozet regarding the external part of the new library - roofing, outside design, parking, etc. Virginia Public Library Directors' (VPLD) Meeting - Later this week the Library Director plans to attend a VPLD meeting which will include a legislative session. Northside Library - Albemarle County is actively pursuing options for more space for Northside Library. Louisa County Library Foundation - The Louisa Library Foundation approved funding for a two-year Bookmobile pilot project serving other areas of Louisa County (4 stops in Louisa County every other Friday). The details are currently being worked out and the Library Director hopes to be able to give a complete report at the May meeting. Cheap Thrills - The Library Director showed the Board the winning artwork for the Cheap Thrills Teen Summer Reading Program cover. Friends' Book Sale - The Friends of the Library Book Sale received over $143,000. E-Commerce - The Library Director announced that E-Commerce, where J-MRL customers can pay fines online, will probably be brought online next week. Patron Requests - Ms. Williams reported to the Library Director that March was the busiest month ever for patron requests. In March, J-MRL received 387 total requests. Virginia Public Library Directors' Association - Special thanks goes to Jackie Lichtman. J-MRL received the Outstanding Website for 2009 award.

THE BIG READ - Gordon Avenue Manager David Plunkett briefly summarized this season's The Big Read program. Approximately 979 attended The Big Read program this year. This figure doesn't include some of the UVA tours. The Corey Harris event at the Gravity Lounge was the single most attended event - 93 people attended and the children's programs were heavily attended. The Big Read committee included Robert Bjoring, Krista Farrell, Noelle Funk, Sarah Hamfeldt, Jackie Lichtman, Heather Pehnec, and David Plunkett.

FUTURE AGENDA ITEMS - Future agenda items include: Nomination Committee's recommended slate of officers, Library Director's annual evaluation (Closed Session), finalize FY 2010 Budget, vote on Personnel Committee's recommendation on the J-MRL 2009-2010 Schedule of Library Closings (Section 5.4), Policy Committee Report and the 5-Year Plan Committee Report

ADJOURNMENT - Motion for adjournment was made by Mr. Townsend and seconded by Vice President Tolson. The motion was unanimously approved and the Board meeting adjourned at 2:11 p.m. The May Board meeting will be held a week early on May 18, 2009 at Greene County Library.

Perri Brown, President
MINUTES OF THE MAY 18, 2009 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT
Mary Coy
Sara Murray
Faye Rosenthal
Anthony Townsend
Gary Grant
Mike Plunkett
Timothy Tolson-Vice President
Deborah Willenborg

TRUSTEES ABSENT
Perri Brown-President

OTHERS PRESENT
Krista Farrell-Assistant Library Director
John Halliday-Library Director
Andrea Williams-Collections Manager/Staff Recorder
DonnaLee Grossman-Administration
William Lyons, Jr.-Business Manager

Directly following a tour of the Greene County Library, the regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, May 18, 2009 at 1:17 p.m. in Greene County Library’s Meeting Room, Vice President Tolson being in the chair. On motion for approval made by Ms. Willenborg and seconded by Mr. Grant, the April 27, 2009 Board Minutes were unanimously approved.

PUBLIC COMMENTS/ANNOUNCEMENTS - Ms. Willenborg mentioned that earlier this spring at the Greene County Pageant, Brandy Estes won the title of Miss Greene County. Ms. Estes has been a teen volunteer at the Greene County Library for several years and she used J-MRL as her platform in the pageant. This summer (July/August) Ms. Estes will be doing storytime for two different age groups at the Greene County Library (check Greene’s summer schedule). Vice President Tolson showed Board members a news article regarding Arlington libraries looking to close some of their branches. Vice President Tolson pointed out how lucky J-MRL is in not having to be closed. The Library Board was shown a picture of Mr. & Ms. Rosenthal attending the Library Legislative Day Reception at the State Library.

5-YEAR PLAN COMMITTEE’S REPORT - The 5-Year Plan Committee met earlier this month and reviewed the results of J-MRL’s Patron Survey. Over 700 people took the survey. Vice President Tolson did an excellent job with the survey monkey. The site is open this week until Wednesday morning. Each Trustee should read the survey results and check to see what the input was for their areas. The 5-Year Plan Committee is scheduled to meet on Thursday, June 4, 2009 at 3:30 p.m. in Administration’s meeting room at the Central Library. The 5-Year Plan Committee members should plan to come to their next meeting with 10 goals/objectives for J-MRL’s 5-Year Plan. The 5-Year Plan Committee will be using the state’s list of standards as a guideline.

NOMINATION COMMITTEE’S REPORT - The Nominating Committee (Vice President Tolson and Mr. Plunkett) presented their slate of Library Board Officers for the coming fiscal year: Mr. Townsend as President and Ms. Willenborg as Vice President. The Trustees will vote on the slate of officers at the June meeting.

POLICY COMMITTEE’S REPORT - The Policy Committee met last week to review policies that were 10 years old and up for renewal/review and discussed what is coming up next fiscal year. The Library Director distributed a packet of policies highlighting in red the changes the Policy Committee is recommending to the Board (J-MRL Policy Statement Introduction (Section 1.0), J-MRL Board Committees (Section 1.23), Public Comments at Library Board Meetings (Section 1.261), Public Hearing (Section 1.262), Policy Manual (Section 1.28), J-MRL Travel Regulations (Section 2.6), and Fines and Fees and Circulation Policies (Section 4.225). The Library Director briefly discussed the changes in the fines and fees going into effect July 2009. The Policy Committee recommends the Library Board adopt the policies as presented. After the Board has time to review the policies submitted, the Board plans to approve them at their June Board meeting.

ADOPTION OF FY 2009-2010 SCHEDULE OF LIBRARY CLOSINGS (HOLIDAYS) - A draft of the proposed 2009-2010 Schedule of Library Closings was reviewed by the Board. After a brief discussion by the Board, Mr. Townsend made a
motion seconded by Ms. Murray that as a token of appreciation to the staff the Board adopts the 2009-2010 Schedule of Library Closings as presented." The 2009-2010 Schedule of Library Closings was unanimously approved.

**FY 2010 LIBRARY BUDGET -** J-MRL's final budget includes J-MRL's Operations Budget, Equipment Fund Budget, the State Aid Budget and the Friends' Budget. J-MRL should have the Friends' budget for J-MRL in time for the June Board meeting. The Library Director distributed a copy of J-MRL's proposed Operating Budget dated November 24, 2008 indicating Projected Cost Allocations for our Local Jurisdictions for next fiscal year along with the current revised projections dated May 14, 2009. The Library Director briefly discussed both of the projections pointing out that the November 2008 projections included additional staff hours and additional substitute hours for Gordon Avenue, Northside, Louisa, and Nelson and also included pay raises and medical increases. The medical increases ended up being removed. The May 14, 2009 projections represent the total dollar FY 2010 allocation J-MRL expects to receive for next fiscal year. May 2009 projections reflect no pay raises, no medical increases, and no additional regular hours. However, Gordon Avenue and Northside's additional substitute hours remain in the budget and substitute hours were increased for Louisa and Nelson. Mr. Lyons, Jr. distributed and briefly reviewed the Equipment Fund Budget for FY 2010. Ms. Williams distributed and discussed the State Aid Budget (Library Collections Budget) for next fiscal year. J-MRL's FY 2010 budget, along with the Friends' budget, will be adopted by the Library Board at their June meeting.

**LIBRARY DIRECTOR'S REPORT - Crozet Library -** The Crozet project is progressing and things are looking very positive. Vice President Tolson and the Library Director are attending a Crozet meeting directly following today's Board meeting. The results should be presented to the Albemarle County Board of Supervisors in June for adoption and then it will go to the design staff. Bookmobile Stops in Louisa - The Library Director distributed a May 5th Bookmobile Pilot Project memo addressed to Doug Whitlock, Louisa Library Foundation. Beginning in July 2009, J-MRL’s Bookmobile service will be expanding to include stops in Louisa County every other Friday (the 1st and 3rd Fridays of each month). The May 5th letter indicates an agreement between J-MRL and the Louisa Library Foundation for this 2-year pilot project. The Louisa Library Foundation is funding the 2-year project for a total cost of $13,800 paid in two installments of $6,900 each (one installment in July 2009 and the other installment in July 2010). The $6,900 includes increased hours and benefits for the Bookmobile Driver. The Louisa Library Foundation will be provided with statistics of Louisa County's bookmobile usage. If at the end of the 2-year project the project is considered successful, a budget will be developed for continuation of the Louisa Bookmobile service dependent upon receiving funding to support continuation of this service. To promote this service, it was suggested that signs be put up at the stops giving the day and hours of service and that press releases be done throughout the Louisa County area. It was the consensus of the Library Board that the Library Director should go ahead with the pilot project. Summer Reading - The Library Director distributed copies of J-MRL's Summer Reading Program for children and briefly discussed other programs and events planned for the summer (Jackie Lichtman doing public relations on radio, Adult Summer Reading for ages 18 and older, and ice cream socials for children, etc.).

**FUTURE AGENDA ITEMS -** Future agenda items include: Election of the new Library Board Officers, new evaluation form for the Library Board of Trustees' evaluation, adoption of J-MRL's proposed FY 2009-2010 budget, approval of the policies previously submitted in May, and the 5-Year Plan Committee's report.

**ANNUAL EVALUATION OF THE LIBRARY DIRECTOR -** Vice President 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. Mr. Plunkett seconded the motion. The motion was unanimously approved. The Library Board went into a Closed Meeting at 2:40 p.m. and reconvened into open session at 3:06 p.m. Vice President Tolson read in open session the Certification of Closed Meeting and recorded the votes of the Trustees. (The Certification of Closed Meeting will be attached to the final Approved May 18, 2009 Minutes.) The Library Director's evaluation was very strong. During June's Board meeting, the May Minutes were amended to include: In addition, during the Board's Closed Meeting discussion, the Board stated that John is an excellent Director and that J-MRL and the community are very fortunate and much the better for his leadership and efforts at J-MRL. We thank John for his "absolutely superlative" service to J-MRL. Vice President Tolson made a motion regarding the Library Director's salary: "That in view of the Library Director's outstanding performance during the past year, and in keeping with the Library Director's wishes, the Library Director shall be eligible for the same pay raise as other library staff performing at the highest level within the library's pay plan." The motion was seconded by Ms. Rosenthal and Mr. Townsend. The motion was unanimously approved. President Brown was absent from the May meeting. Vice President Tolson added that he knows "there are no raises this year, but he thought it important that this be done for the record." The Board is very pleased by the Library Director's service to J-MRL and to the staff. The Library Director will be meeting separately with President Brown and Vice President Tolson for a detailed analysis of the evaluations.

**ADJOURNMENT -** Motion for adjournment was made by Mr. Townsend and seconded by Mr. Grant. The motion was unanimously approved and the Board meeting adjourned at 3:11 p.m. The June Board meeting will be held at 1:00 p.m. on Monday, June 22, 2009 in the Jefferson Meeting Room at the Central Library.

Perri Brown, 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 made by Vice President Tolson and seconded by Mr. Plunkett.)

MEETING DATE: May 18, 2009

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: Mary Coy, Sara Murray, Faye Rosenthal, Anthony Townsend, Gary Grant, Mike Plunkett, Vice President Timothy Tolson, and Deborah 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: President Perri Brown

Vice President Tolson in the absence of President Brown

(Jefferson-Madison Regional Library’s Board of Trustees)
TRUSTEES PRESENT: Perri Brown-President  
Mike Plunkett  
Timothy Tolson-Vice President  
Deborah Willenborg  

TRUSTEES ABSENT:  
Mary Coy  
Sara Murray  

OTHERS PRESENT:  
Robert Bjoring-Technical Support Specialist  
Donna Lee Grossman-Administration  
William Lyons, Jr.-Business Manager  
Heather Pehnec-Central Children’s Specialist  

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, June 22, 2009 at 1:00 p.m. in the Central Library’s Jefferson Room, President Brown being in the chair. Following Vice President Tolson’s amendments to the May 18, 2009 Minutes, Vice President Tolson made a motion for approval of the May 18, 2009 amended Minutes. The motion was seconded by Ms. Rosenthal and Mr. Townsend and the amended May 18, 2009 Minutes were unanimously approved. President Brown abstained as she was absent from May’s Board meeting. (May 18, 2009 Minutes include the amendments noted under the Annual Evaluation of the Library Director’s section.)

PUBLIC COMMENTS/ANNOUNCEMENTS - Ms. Rosenthal mentioned Louisa County Library’s artwork is really outstanding. Louisa received a grant (Scanga Foundation Art Grant) in the amount of $5,000 to pay for 25 pieces of artwork. Ms. Rosenthal mentioned there was an article in The Daily Progress about the barn bookshelf given to Louisa County Library by the Farm Bureau wives in memory of Earl Dickinson. Senator Houck attended the function honoring Earl Dickinson.

AWARDING OF FY 2010 J-MRL SCHOLARSHIP - The Library Director distributed a document from Heather Pehnec in support of her application for a scholarship to library school. $1,000 is available per year up to $4,000 over four years and it is matched by the Library Endowment Fund. The Endowment Committee already approved their $1,000. Mr. Grant made a motion that the Board approves a J-MRL 2010 scholarship for Ms. Pehnec and President Brown and Mr. Townsend seconded the motion. The motion was unanimously approved. Ms. Pehnec thanked the Board for their approval. The scholarship will assist her in obtaining a Masters degree from the School of Library and Information Studies at Texas Woman’s University. Ms. Pehnec chose the Texas Woman’s University based on tuition costs, programs they have available, and the flexible schedule. Ms. Pehnec is taking courses online and completed 21 credits so far. She should finish up next spring 2010.

E-COMMERCE DEMONSTRATION (ROBERT BJORING) - Technical Support Specialist Robert Bjoring gave a brief demonstration of E-Commerce to the Library Board. E-Commerce will give library patrons the ability to pay their fines and replacement costs online. Concern was voiced regarding patron privacy issues. The Library Director said privacy is waived if a patron has a fine because a legal recovery action is in process. The Board thanked Mr. Bjoring for the E-Commerce demonstration. The Library Director pointed out to the Library Board that Mr. Bjoring did most of the work on J-MRL’s value calculator.

5-YEAR PLAN COMMITTEE’S REPORT - Ms. Willenborg presented the Minutes from the 5-Year Plan Committee’s June 4, 2009 meeting. In order to draft a 5-Year Plan, the Committee has had a series of meetings since November 2008. The Committee is preparing a draft of the 5-Year Plan using input received from patrons, staff, and persons serving on the Committee. The next step will be for the Library Director to make some minor adjustments to the draft and then send it out to the Committee for a final pass through so that the Committee can present the 5-Year Plan at July’s Board meeting.
ADJOURNMENT - Motion for adjournment was made by Mr. Grant and seconded by Mr. Townsend. The motion was unanimously approved.

APPROVAL OF J-MRL POLICIES - The Library Director asked for the Board's approval on the seven policies previously submitted for the Board's review on May 18, 2009. Mr. Grant had several concerns regarding the policy on Public Comments at Library Board Meetings (Section 1.261) and requested the Library Director have this policy reviewed by at least a couple outside agencies. The Library Director will have the policy reviewed. The Library Director will bring the policy on Public Comments at Library Board Meetings (Section 1.261) back to the Library Board for their approval after the policy has been reviewed. Mr. Townsend made the motion that: "The Board adopts all the policies submitted today with the exception of Policy 1.261." Ms. Rosenthal seconded the motion and the motion was unanimously approved by the Board. The following six policies were adopted: J-MRL Policy Statement Introduction (Section 1.0), J-MRL Board Committees (Section 1.23), Public Hearing (Section 1.262), Policy Manual (Section 1.28), J-MRL Travel Regulations (Section 2.6), and Fines and Fees and Circulation Policies (Section 4.225).

ADOPTION OF FY 2010 LIBRARY BUDGET - The Library Director briefly discussed J-MRL's proposed FY 2009-2010 Budget. Louisa County's budget includes the gift of $6,900 for Louisa Bookmobile stops; Nelson County shows an increase of 1.07%, which represents the additional $2,600 Ms. Coy obtained for Nelson this current fiscal year; there are no pay raises in the budget this coming year; there are additional substitute hours for Gordon Avenue and Northside and an increase to some of the substitute hours for Nelson and Louisa. The FY 2009-2010 Projected Cost Allocations (Operating Budget), Equipment Fund Budget, Library Collections Budget (State Aid Budget), and the Friends' Budget were distributed to the Board members. There were no changes to the Equipment Fund Budget from the last submission and the Friends' Budget is similar to the current year's budget. There is a $16,100 Branch Discretionary fund for the branches. All the branches are doing additional programming. The Library Director distributed a Friends' Budget Narrative for FY 2009-2010 with items highlighted in yellow representing 57% going to Children's and Young Adult programs. The Friends' 2009-2010 Budget represents a 4% increase from the current year. The Projected Operating Revenues include a Budget Balance from the General Fund for funds carried over from one year to the next. Vice President Tolson made a motion that: "The Board adopt the FY 2009-2010 Budget as presented." President Brown, Mr. Grant, and Mr. Townsend seconded the motion and the motion was unanimously approved.

LIBRARY BOARD'S SELF-EVALUATION FORM - The Library Director distributed a Board Self-Evaluation form for Board members to complete. Vice President Tolson will insert the Self-Evaluation form into Survey Monkey and the Board members can use that for their evaluations. The results of the evaluations will be presented at July's Board meeting.

LIBRARY DIRECTOR'S REPORT - Louisa Bookmobile Stops-The Bookmobile stops in Louisa County start next week on July 3rd. There are four stops planned: Gum Spring at the Dairy Queen, 2 stops in Louisa-at the Town Hall and the Betty Queen Center, and the Visitor's Center at Zion Crossroads. Crozet-The Albemarle County Board of Supervisors approved the preliminary design for the new Crozet Library and it now goes back to the architect to do the design drawings and all the necessary preparations so that it can go out to bid. Now that the design has been approved, J-MRL's Friends' of the Library can go ahead with the fundraising in the fall. Northside-Albemarle County is considering the Circuit City Building as a possible Northside Library site. Endowment Fund-Last year there was over $1 million in the Endowment Fund. The Endowment Fund has been used to fund many things such as The Big Read and the summer internship program. Due to the economic downturn, the principal in the Endowment Fund has decreased to approximately $719,000-$720,000. J-MRL plans to go back next year to fund the summer internship program, when the Endowment increases. Summer Reading-Summer Reading is off to a great start.

ELECTION OF FY 2010 LIBRARY BOARD OFFICERS - The Nominating Committee's FY 2010 recommended slate of officers was: Anthony Townsend, President and Deborah Willenborg, Vice President. Vice President Tolson made a motion that: "This slate of officers be elected as Board Officers for FY 2010," Ms. Rosenthal seconded the motion and the motion was unanimously approved. On behalf of J-MRL and the Library Board and as a token of appreciation, engraved gavels were presented to President Brown and to Vice President Tolson in recognition of their service as J-MRL's Board President.

FUTURE AGENDA ITEMS - Future agenda items include: J-MRL's Trustees' self evaluation, Public Comments Policy (1.261), the 5-Year Plan Committee's report and first draft, and a survey of security and protection of historical materials, books, etc.

ADJOURNMENT - Motion for adjournment was made by Mr. Grant and seconded by Mr. Townsend. The motion was unanimously approved and the Board meeting adjourned at 2:24 p.m. The July Board meeting will be held at 1:00 p.m. on Monday, July 27, 2009 in the Jefferson Meeting Room at the Central Library.

Perri Brown, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, July 27, 2009 at 1:00 p.m. in the Central Library's Jefferson Room, President Townsend being in the chair. On motion for approval made by Mr. Plunkett and seconded by Mr. Tolson, the June 22, 2009 Library Board Minutes were unanimously approved. Ms. Coy abstained as she was absent from June’s Board meeting.

PUBLIC COMMENTS/ANNOUNCEMENTS - There were no public comments or announcements made.

40th ANNIVERSARY RECOGNITION OF PHILIP WILLIAMS - Mr. Williams was recognized by the Library Board for his 40 years of service to J-MRL. On behalf of the Library Board and J-MRL, President Townsend presented Mr. Williams with a plaque to honor him and in acknowledgement and appreciation for his many years of dedicated service to J-MRL.

5-YEAR PLAN COMMITTEE’S REPORT & PRESENTATION OF THE “DRAFT” 5-YEAR PLAN (July 2009-June 2014) - The Library Director gave a brief summary of the process in developing the “draft” 5-Year Plan. During an 8-month process, the Committee reviewed the prior 5-Year Plan and scanned the community and library needs. The development and implementation of the 5-Year Plan included staff and public surveys. The new minimum standards of the State Library were also incorporated. Goals and objectives were discussed by the Committee and developed by a subcommittee, which reported back to the main Committee. The Library Director received many favorable comments regarding the “draft” 5-Year Plan from Committee members, Library Trustees, and J-MRL’s managers. The Library Board discussed additions and revisions to the “draft” 5-Year Plan that will be incorporated by the Committee in time for presentation to the Library Board for final approval at the August Board meeting.

TRUSTEE’S SELF-EVALUATION - Mr. Tolson presented the results of the Trustee’s self-evaluation for the Board’s review. Discussion of the self-evaluation will be an agenda item for the August meeting.

FY 2010 LIBRARY BOARD COMMITTEE ASSIGNMENTS - President Townsend distributed a “draft” copy of the J-MRL Board Committees for FY 2009/2010 (J-MRL Policy: Section 1.23):
Personnel Committee (Meets as needed)
Sara T. Murray
Gary Grant
Mike Plunkett
Staff: Zanne Macdonald, Stella Pool

Policy Committee (Meets after Board meeting usually every other month)
Faye Rosenthal
(Open-Perri Brown's replacement)
Staff: Krista Farrell, Zanne Macdonald

Technology Committee (Meets as needed)
Timothy F. Jost Tolson
Faye Rosenthal
Mike Plunkett
Staff: Jackie Lichtman, Joyce MacDonald, Stella Pool, Philip Williams

The Library Director stated the Policy Committee would meet in September and every other month thereafter. The Technology Committee would meet in September to respond to the 5-Year Plan. The Personnel Committee would meet in October and the Budget/Finance Committee would meet in early November.

LIBRARY DIRECTOR'S REPORT - Adopted FY 2009/2010 Budget-The Library Director distributed copies of J-MRL's FY 2009/2010 Adopted Budget. Public Comment Policy-The Library Director will be contacting the Albemarle County Attorney's Office regarding J-MRL's Public Comment Policy (Section 1.261). Central Library Renovation-The Library Director and Assistant Library Director met with City Manager Gary O'Connell to discuss renovation of the Central Library. Mr. O'Connell related that due to the present economic climate, the renovation of the Central Library would not occur soon. Mr. O'Connell suggested J-MRL proceed with capital improvements. J-MRL's Library Director, Assistant Library Director, and Business Manager were to meet with representatives from the City of Charlottesville and Albemarle County to develop capital improvement requests. Louisa County Bookmobile Service-The new Bookmobile service to Louisa County started July 3rd. The grand opening is scheduled for September. The Louisa County Library Foundation is handling advertising of the new service. Summer Reading Programs-Summer Reading Programs are almost over. The events have been well attended. J-MRL had an Adult Summer Reading Program this year for the first time. There were over 500 participants region-wide.


ADJOURNMENT - Motion for adjournment was made by Mr. Grant and seconded by Mr. Tolson. The motion was unanimously approved and the Board meeting adjourned at 2:20 p.m. The August Board meeting will be held at 1:00 p.m. on Monday, August 24, 2009 in the Jefferson Meeting Room at the Central Library.

Anthony Townsend, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, August 24, 2009 at 1:00 p.m. in the Central Library's Jefferson Room, President Townsend being in the chair. On motion for approval made by Mr. Grant and seconded by Ms. Rosenthal, the July 27, 2009 Library Board Minutes were unanimously approved.

There were no public comments or announcements made.

Ms. Perri Brown has faithfully served on the Jefferson-Madison Regional Library Board for eight years (from September 2001 - August 31, 2009). In gratitude, appreciation and for her dedicated service to J-MRL and as the representative for the City of Charlottesville, City Council Member Satyendra Huja presented Ms. Brown with a framed Proclamation signed by Mayor Dave Norris on behalf of the City of Charlottesville thanking Ms. Brown for faithfully representing the citizens of Charlottesville on the Jefferson-Madison Regional Library Board of Trustees for eight years. As a token of the Library Board's appreciation for Ms. Brown's service, the Library Board presented Ms. Brown with an engraved silver bowl. The Library Director showed the Board eight books purchased in Ms. Brown's name. A special bookplate has been inserted in each book in appreciation of Ms. Brown's service as a Library Trustee from 2001-2009. The eight books included: *We Were There* - Voices of African American Veterans, from World II to the War in Iraq by Yvonne Latty with photographs by Ron Tarver; *The Library, An Illustrated History* by Stuart A. P. Murray; *A Young Dancer, The Life of an AILEY Student* by Valerie Gladstone with photographs by Jose’ Ivey; *In Our Mothers’ House* by Patrica Polacco; *Mufaro’s Beautiful Daughters*, An African Tale by John Steptoe; *Rhymes Round the World* by Kay Chorao; *Aida*, told by Leontyne Price and illustrated by Leo and Diane Dillon (Based on the opera by Giuseppe Verdi); and In Collaboration with Wilson Kimeli Naiyomah, *14 Cows for America* by Carmen Agra Deedy and illustrated by Thomas Gonzalez.

Mr. Grant informed the Board that he had been in contact with some of Albemarle County’s Board of Supervisors regarding the status on using the Circuit City space as the new site for Northside Library. The Supervisors Mr. Grant talked to indicated they really liked having the new Northside Library in that location (Northside’s circulation is up and it is a good location) and it still is a possibility but right now Albemarle County lacks the funding for the renovation. Albemarle County staff is working with Dumbarton Properties, Inc. The space is available for lease and Mr. Grant would like to see Dumbarton Properties, Inc. give a first right of refusal to Albemarle County so that they would get a chance at the site before someone else signs a lease for that space. The Library Director mentioned that J-MRL is due for a follow-up visit from the Albemarle County staff and he will check to see if they can be put on the Board’s agenda for some time in the fall.

Mr. Grant distributed two handouts to the Board members to review. One handout was an “Ability-to-Pay” based on Virginia’s Composite Index (C.I.) - 2008-2010. The handout included comparisons for J-MRL’s localities, for J-MRL’s peer library localities, “Ability-to-Pay” comparisons for
Albemarle County Board of Supervisors' "Competitive Market" and J-MRL's in-state peer library localities. Among J-MRL's peer library localities (Arlington, Loudoun, Central Rappahannock, Henrico, Richmond, Chesterfield, Chesapeake, Norfolk, and Newport News), J-MRL ranked third with an average of .5330. The “Ability-to-Pay” comparisons for Albemarle County Board of Supervisors' competitive market and J-MRL's in-state peer library localities includes Loudoun County ranks first at .8708, then in order of ranking: Albemarle (.6232), Charlottesville (.5091), Nelson (.5708), Louisa (.5398), Spotsylvania (.3695), Chesterfield (.3447), Greene (.3224) and Chesapeake (.3025).

The second handout was a Tax Rate/Library Support Comparison, 2009 that Mr. Grant had compiled for Board members to review. In comparing J-MRL to our Virginia peer libraries, out of 10 rankings J-MRL ranks 9th at $29.64 in per capita support. When comparing real estate tax rates (per $100) for J-MRL's localities and our peer libraries in Virginia, J-MRL ranks 9th at $.7104. Based on tax rate information from local government websites and figures provided in the draft J-MRL 5-Year Plan (2009-2014), the average per capita total operating expenditures for J-MRL and our nine in-state peers is $37.86 (J-MRL is 22% below this peer group average). Mr. Grant presented a listing of low and high tax rates with below average library funding in Virginia locations and low, moderate and high tax rates with above average library funding in Virginia locations. Comparing tax rates in both Albemarle County's approved "Competitive Market" and among J-MRL's peer libraries, the average tax rate is $.534 per $100.

**FY 2010/2011 BUDGET PLANNING SCHEDULE** - The Library Director distributed the FY 2010/2011 Budget Development Schedule to the Board. This schedule is basically the same as last year's schedule. To meet one of the objectives of the 5-Year Plan, J-MRL will be using a new form for Department and Branch Managers’ budget proposals.

**LIBRARY DIRECTOR’S REPORT** - New Library Trustee - The Library Director announced that Hope V. Payne has been appointed as the new Library Trustee from Charlottesville. Her first term begins September 2009 and runs through August 31, 2013.

5-Year Plan - The Library Director distributed changes to the "draft" 5-Year Plan for the Board to review in time for their approval in September. The changes discussed in July have been made to the draft. The draft was distributed to J-MRL's managers and the 5-Year Plan Committee members. There were a few suggestions and they were included on pages 7 and 9 of the draft. J-MRL's First E-Newsletter - J-MRL is moving along with J-MRL's first E-Newsletter. The Library Director checked with the attorney's office and they confirmed that J-MRL can use the e-mail database to distribute the newsletter with an opt-out option. J-MRL's library card registration form says J-MRL can use e-mail addresses for courtesy notices and a newsletter falls in that category. J-MRL plans to do E-Newsletters three times a year and the first E-Newsletter submission is scheduled for Friday, August 28th. Summer Reading - Participation In J-MRL's Summer Reading Program totaled 4,921 (4,123-children and 798-young adults). VLA Annual Conference - The Virginia Library Association's Annual Conference will be held in Williamsburg on October 29th and 30th at the Williamsburg Marriott. VLA is eliminating paper copies and access to their Preliminary Program for the conference is only online. VLA notified the Library Director that the Friends of J-MRL will be the recipient of this year's Friends of the Library Award. This award is given annually to an outstanding Friends group and will be presented at the VLA Conference in Williamsburg on October 30th. President Tom Whitlock will be present at VLA to receive this award on behalf of the Friends. The Library Director mentioned that an objective of the 5-Year Plan is to encourage Trustees to attend programs and conferences. If any Board member wishes to attend VLA in October, let the Library Director know by September 11th so that registrations can be submitted in time. Retirement - Carol Clark is retiring in September and there will be a retirement party for Carol the afternoon of September 30th. President Townsend will be attending and all Board members are invited. Library Card Sign-Up - The Library Director announced that September is Library Card Sign-Up Month. Board members were given a draft letter they could sign for submission to their local newspapers in support of Library Card Sign-Up Month. Article from Planning Commissioners Journal - The Library Director distributed an interesting article, "Libraries at the Heart of Our Communities" taken from the SUMMER 2009 issue of the Planning Commissioners Journal. Bookmobile - The Bookmobile stops on Fridays in Louisa are still running successfully. The Bookmobile has done the stops for three Fridays now. A grand opening is planned for October 2, 2009 in downtown Louisa at the Louisa Town Hall.

**FUTURE AGENDA ITEMS** - Future agenda items include: Review of J-MRL Trustees' Self Evaluations, Public Comments Policy (Section 1.261), adoption of the 5-Year Plan, Technology Committee meeting in October, reschedule the September Policy Committee meeting to October.

**ADJOURNMENT** - Motion for adjournment was made by Ms. Brown and seconded by Mr. Grant. The motion was unanimously approved and the Board meeting adjourned at 2:14 p.m. The September 28th Board meeting will be held at 1:30 p.m. in the Scottsville Library's Meeting Room. Lunch is scheduled for 12:30 p.m. - location to be decided later.

Anthony Townsend, President
MINUTES OF THE SEPTEMBER 28, 2009 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mary Coy
Sara Murray
Anthony Townsend-President
Gary Grant
Mike Plunkett
Deborah Willenborg-Vice President

TRUSTEES ABSENT:
Hope Payne
Timothy Tolson
Faye Rosenthal

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

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, September 28, 2009 at 1:20 p.m. in the Scottsville Library's meeting room, President Townsend being in the chair. On motion for approval made by Ms. Coy and seconded by Vice President Willenborg, the August 24, 2009 Library Board Minutes were unanimously approved. Ms. Murray and Mr. Plunkett abstained as they were not present at the August meeting.

PUBLIC COMMENTS/ANNOUNCEMENTS - This Friday, October 2nd at 12:00 noon is the special kickoff for J-MRL's Bookmobile stops in Louisa County (a 2-year project funded by Louisa Library Foundation). The event will be held at Louisa's Town Hall. Local dignitaries will be present and Library Board members are welcome to attend. Dr. Rowley, who was awarded the Medal of Freedom for her cancer research, gave a $20,000 donation to establish a popular reading garden at Greene County Library. For Veteran's Day and to assist Blue Star Families, for approximately the next two weeks Crozet Library along with our other libraries will be collecting postcards from our patrons. The postcards will be collected and forwarded on to our veterans and to our servicemen and personnel serving overseas. The Daily Progress had the wrong location for today's Board meeting.

VISITS TO OTHER LIBRARY SYSTEMS (MR. GRANT) - While on vacation, Mr. Grant toured libraries located in Wyoming, Colorado, and Nebraska. A small town library located in Wheatland, Wyoming allowed beverages inside and had five access computers placed along one wall and available to patrons for short-time use. Patrons stood up to use them. The library in Estes Park, Colorado had their computers on the second floor with a long row of public access computers. The library had a 15-minutes or less express use of some of their computers where patrons wanting a short time on a computer did not have to sign up and could just take an available computer. Patrons could sign up for 30 minute sessions and could use the computers until there are people waiting. Mr. Grant noticed the library had a House Calls Outreach Program. The library in Rushville, Nebraska gets most of their funding from a family trust fund set up by a couple who had no heirs. The library loans out cake pans and requests that when the patrons bring the cake pans back they bring them back clean or full of cake. In Kimball, Nebraska their Wednesdays are a fine-free day. The library charges a fee for interlibrary loans and still uses a card catalog. Their library received a Gates matching grant to replace three of their computers (dated from 1995) with new ones. When the new computers come in, their Town Council wants their old computers. There is a Nebraska Public Library Board Certification Program where 1-5 board members over a three-year period have to accumulate a total of 20 CEUs to get certification. Fort Morgan, Colorado has a library and museum combined. The library is open more hours than the museum. A huge Somali refugee group settled in Fort Morgan and the library has a brochure in the Somali language to aid them in settling in. The library there only allows cell phone use in their lobby. Every library Mr. Grant visited had a see-through donation jar placed at their main checkouts.

TOUR OF SCOTTSVILLE'S LIBRARY - At 1:30 p.m. Scottsville's Branch Manager Marianne Ramsden gave the Library Board a 10-minute tour of the Scottsville Library.

REVIEW OF TRUSTEE SELF-EVALUATION - Review of the Trustee self-evaluations revealed that Board members would like to set aside more time for Trustees to discuss their backgrounds and experience, have more team building and continuing education for Trustees, and visit more J-MRL branches. Mr. Grant suggested the Board review its mission and work plan and suggested the Board semi-annually take a look at the plans to check and see where J-MRL is and if they
ADJOURNMENT - Motion for adjournment was made by Mr. Grant and seconded by Ms. Murray. The motion was unanimously approved and the meeting adjourned at 2:20 p.m. The Monday, October 26, 2009 Board meeting will be held at 1:00 p.m. in the Jefferson Room at the Central Library.

Anthony Townsend, President
**APPROVED**
MINUTES OF THE OCTOBER 26, 2009 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mary Coy (Nelson County)
Sara Murray (Charlottesville)
Faye Rosenthal (Louisa County)
Vice President Deborah Willenborg (Greene County)
Gary Grant (Albemarle County)
Hope Payne (Charlottesville)
President Anthony Townsend (Albemarle County)

TRUSTEES ABSENT:
Mike Plunkett (Charlottesville)
Timothy Tolson (Albemarle County)

OTHERS PRESENT:
R. Timothy Carrier-Young Adult Services Manager
Krista Farrell-Assistant Library Director
John Halliday-Library Director
Tanith Knight-Manager, Nelson County Library
William Lyons, Jr.-Business Manager
Margaret O’Bryant-Historical Society Librarian
Marianne Ramsden-Manager, Scottsville Library
Andrea Williams-Collections Manager
Nancy Cook-Children's Services Manager
DonnaLee Grossman-Administration
Lindsay Ideson-Manager, Northside Library
Jacqueline Lichtman-Web/Marketing Librarian
Joyce MacDonald-Staff Recorder
David Plunkett-Circulation Manager
Wendy Saz-Manager, Crozet Library

DESIGN TEAM ASSIGNED TO J-MRL - REPRESENTATIVES OF THE SECOND ANNUAL DESIGN MARATHON:
William Culpepper
Marie Schacht-Project Manager
Alicia Dehart (Absent from Board Meeting)
Matt Thomas

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, October 26, 2009 at 1:00 p.m. in the Central Library’s Jefferson Room, President Townsend being in the chair. On motion for approval made by Ms. Coy, the September 28, 2009 Library Board Minutes were unanimously approved. Those abstaining included Trustees Ms. Payne and Ms. Rosenthal, as they were not present for September’s meeting.

PUBLIC COMMENTS/ANNOUNCEMENTS - Trustee Mr. Plunkett is attending an out-of-town conference. Vice President Willenborg shared a copy of the Greene County Record’s October 15, 2009 newspaper showing on the cover and back page coverage of some of the programs and services available and including pictures of the Greene County Library. President Townsend shared a card received from past President and Library Trustee Ms. Perri Brown thanking the Trustees and administrative staff for their support. Trustee Ms. Coy suggested including computer usage at each library to J-MRL’s statistics that are distributed to the Board each month. Ms. Coy also suggested J-MRL charge for postage for Interlibrary Loans.

DESIGN MARATHON REPORT (JACQUELINE LICHTMAN AND THE DESIGN TEAM) - J-MRL was selected as one of eleven beneficiaries of the second annual Design Marathon (October 22nd from 10 a.m. to 10 p.m.), J-MRL’s request was for the team to design a new library card and brochure. The team is still working on the brochure. The design team consisted of four people, a group of highly-qualified individuals: Project Manager Marie Schacht (2008 graduate from UVA School of Architecture, currently works for UVA Foundation’s Morven project as a graphic designer and student coordinator); Matt Thomas (of Matt Thomas Design & Illustration, 2002 graduate from JMU with a BFA with concentration in Graphic Design, freelances as a designer and illustrator working on a large variety of projects, serves as Charlottesville Business Outreach Director of AIGA Richmond); William Culpepper (2000 graduate with a BFA from Montana State University, Adjunct Professor teaching visual communications the past three years, currently working on an MFA in Graphic Design at the Academy of Art University); Alicia Dehart (Spring 2008 BFA in Studio Art with concentration in Metal and Jewelry and earned Teaching License from JMU, currently attending PVCC pursuing Career Studies Certificate in Graphic Design). The group came up with a key tag card as well as a regular library card. The Library Board was very enthusiastic and appreciative of the team’s work and the card they designed for J-MRL. The Library Board confirmed that J-MRL would like to use the design team’s library card design.

TECHNOLOGY COMMITTEE’S REPORT - The Technology Committee met on October 14, 2009. Trustee Mr. Plunkett was elected as chairperson for the committee. The committee reviewed J-MRL’s current use of Wi-Fi and began working on a 3-year Technology Plan for 2010-2013. The committee reviewed the current Technology Plan to confirm that the goals have been met and will not need to be carried over into the new 3-year plan. The Library Director plans to forward to committee members a preliminary plan based on the initial review and coordinate it with the new technology objectives recently adopted for the 5-Year Plan. The committee will come back to the Board early next year for their review and approval of the new 3-Year Technology Plan. The next meeting will be scheduled for early December and the committee will review recommendations from the
Trustees are planning to attend In-Service Day at the Doubletree Hotel on November 11th. The Fall Friends’ Book Sale—Avenue Library. Louisa County Library’s Branch Manager Clare Howell is retiring at the end of November. In-Service Day—Four July 2009—June 2014). Internal Changes—The Library Director announced that David Plunkett has been promoted to the Central Circulation Manager position and Meredith Dickens has been promoted to the position of Branch Manager of Gordon

Trustees include: constant advocacy for libraries, ask a lot of questions, take every opportunity to talk to your community about the library, establish relationships with government representatives, attend government meetings, keep up on community issues, include public comments at board meetings, be publicly active in fund raising and associate with community organizations that support the library, consider public ramifications when considering new/proposed library policies, planning is very important, do continuous evaluations and feedback, be familiar with the library’s budget, attend jurisdictional budget hearings with library supporters, staff should know how to give good customer service and put customers before routine duties, educate the public on how libraries are funded. There is a future for libraries and continued demand for books and technological information searches, etc. will continue. Trustee Mr. Grant distributed to the Board a more detailed summary of what was discussed in the chapters.

PRESENTATION OF FY 2011 OPERATING BUDGET REQUESTS—The Library Director gave Board members a brief overview of J-MRL’s yearly budget process. There are four parts to J-MRL’s budget: operating budget, equipment fund budget, state aid budget, and the Friends budget. The operating budget is done now as some of our jurisdictions need to have this information in November/December. The three remaining budget parts (equipment, state aid, and Friends) are addressed in the spring. There are twelve additional requests to the operating budget that staff would like the Library Board to consider. A budget ranking sheet was distributed to Board members to rank the budget requests. The following requests were presented by branch and department managers: (1) Central Young Adult—10 additional hours to the Young Adult Librarian position, from 20 to 30 hours each week; (2) Central Childrens—330 substitute hours for a Children’s Specialist substitute position; (3) Central Circulation—300 substitute hours for Circulation Support Staff substitutes; (4) Crozet—a full-time Branch Support Staff position; (5) Gordon Avenue—a half-time (20 hours/week) Young Adult/Reference Librarian position; (6) Historical Collection—400 substitute hours for a Librarian substitute position; (7) Northside—10 additional hours to the Children’s Specialist position, from 30 hours to full time; (8) Nelson—10 additional hours to the Branch Specialist position, from 30 hours to full time; (9) Nelson—600 substitute hours (keep the same number of substitute hours for next year) for Branch Support staff positions or a “new” Branch Support Staff substitute position; (10) Scottsville—a half-time (20 hours/week) Branch Support Staff position or (11) Scottsville—a 12-hours/week part-time Shelve position; and (12) Bookmobile—14 additional hours to the part-time Bookmobile Specialist position, from 22 hours to 36 hours each week. Trustee Mr. Grant requested a copy of the additional Bookmobile stops Ms. Gole would like to add to the Bookmobile’s schedule. The estimated total of all requests, without including the cost of benefits, is approximately $110,639. On behalf of the Library Board, Trustee Ms. Murray conveyed the Board’s appreciation for the staff’s hard work and dedication. The Board thanked the managers for coming to the meeting today to present their budget requests.

LIBRARY DIRECTOR’S REPORT—Personnel Committee—The Personnel Committee needs to schedule a meeting in early November. Budget Committee—The Budget Committee needs to meet mid-November. Policy Committee—The Policy Committee needs to meet to discuss overdue fines. The Library Director distributed copies of his graph showing libraries in Virginia serving between 150,000—300,000 residents and comparing their populations, total staffing, operating expenditures per capita and what they charge as a daily fine. 5-Year Plan—The Library Director distributed copies of J-MRL’s adopted 5-Year Plan (covering from July 2009—June 2014). Internal Managerial Changes—The Library Director announced that David Plunkett has been promoted to the Central Circulation Manager position and Meredith Dickens has been promoted to the position of Branch Manager of Gordon Avenue Library. Louisa County Library’s Branch Manager Claire Howell is retiring at the end of November. In-Service Day—Four July 2009 Through June 2009 and listed some of the highlights of the adopted 5-Year Plan. Additional Holidays—The Library Director informed the Board that J-MRL staff appreciates the two additional 2009 holidays they have been given.

FUTURE AGENDA ITEMS—Policy Committee’s Report, VLA Conference Report, Personnel Committee’s Report, adoption of the proposed FY 2010—2011 budget, Service Dogs of Virginia, discuss having December’s meeting at the Discovery Museum.

ADJOURNMENT—Motion for adjournment was made by Mr. Grant and seconded by Vice President Ms. Willenborg. The motion was unanimously approved and the meeting adjourned at 2:44 p.m. The Monday, November 23, 2009 Board meeting will be held at 1:00 p.m. in the Jefferson Room at the Central Library.

Anthony Townsend, President
MINUTES OF THE NOVEMBER 23, 2009 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mary Coy (Nelson County)
Sara Murray (Charlottesville)
Mike Plunkett (Charlottesville)
President Anthony Townsend (Albemarle County)
Gary Grant (Albemarle County)
Hope Payne (Charlottesville)
Faye Rosenthal (Louisa County)
Vice President Deborah Willenborg (Greene County)

TRUSTEES ABSENT:
Timothy Tolson (Albemarle County)

OTHERS PRESENT:
Krista Farrell-Assistant Library Director
John Halliday-Library Director
Joyce MacDonald-Staff Recorder
DonnaLee Grossman-Administration
William Lyons, Jr.-Business Manager

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, November 23, 2009 at 1:00 p.m. in the Central Library’s Jefferson Room, President Townsend being in the chair. On motion for approval made by Ms. Payne, the October 26, 2009 Library Board Minutes were unanimously approved. Mr. Plunkett abstained as he wasn’t present for the October Board meeting.

PUBLIC COMMENTS/ANNOUNCEMENTS - Ms. Murray thanked Crozet Manager Wendy Saz for putting out special boxes to collect postcards from library patrons and staff for forwarding on to veterans for Veteran’s Day. Blue Star received almost 200 postcards from J-MRL. Approximately 178 packages were mailed out and the postcards were included. The Library Director shared with the Board a postcard he received from Mr. Tolson. Mr. Tolson is currently participating in Semester-at-Sea. Ms. Coy was part of a theatrical production and her picture was in The Daily Progress.

SERVICE DOGS OF VIRGINIA (PEGGY LAW) - Guest speaker Peggy Law raises, trains and helps place dogs to assist people in Virginia with disabilities. Ms. Law is the Founder and Director of Training for Service Dogs of Virginia started in 2000. Service Dogs of Virginia places highly trained dogs to assist people with disabilities with numerous tasks. This in turn gives people with disabilities more freedom to go out in public. Dogs can be trained to be balance dogs, to sniff out when their owner’s sugar levels are dropping to dangerous levels, for children with autism, and for soldiers returning back from the war front. The dogs are taught to be quiet and unobtrusive, to be polite to people, and to lay down quietly when people are petting them. Ms. Law invited the Board to a one-hour reception to be introduced to their programs, staff, board, volunteers, clients, and the dogs. The Library Board was also invited to attend the Sunday, December 6th celebration being held at 1:00 p.m. at the Holiday Inn on Emmet Street, to honor the Service Dogs of Virginia’s 2009 graduating dogs.

VLA CONFERENCE IN WILLIAMSBURG - Trustees attending the VLA Conference in Williamsburg thought it well worthwhile. Some of the items discussed included: staff and their role as frontline advocates for the library; the library competing with public services in the community; promoting services the library provides to the public such as reference, reader’s advisory and customer service; writing grants (be sure to have sufficient staff to do the grant); create library buildings for less; the library produces knowledge and should sell knowledge; look for sweet spot in the community and go there to promote the library; combine with other businesses; buddy up with other organizations (many foundations like to give out “buddy” grants); libraries should have high speed printers available to the public, as well as kiosks, etc. Mr. Grant asked about creating a Board level Grant Committee. A team of Trustees and staff could serve on a Grant Committee but a specific format would need to be created. J-MRL could have free advertising on the Bookmobile and J-MRL could encourage funding for specific causes such as in memory of someone, etc. Some of these ideas/suggestions would be a great project for the Summer Intern.

POLICY COMMITTEE’S REPORT - The Library Director submitted J-MRL’s Policy on Public Comments at Library Board Meetings (Section 1.261) to the Albemarle County Attorney’s Office for their review. The concern was the public complaining about stuff or a personnel issue. It isn’t legal to tell people what they can or cannot talk about at a public meeting. The policy was given to the Board for their review and approval. A new Mission Statement (J-MRL Policy:
ADJOURNMENT - Motion for adjournment was made by Mr. Grant and seconded by Trustee Payne. The motion was unanimously approved and the meeting adjourned at 2:46 p.m. The Monday, December 21, 2009 Board meeting will be held at 1:00 p.m. at the Virginia Discovery Museum. At 11:30 a.m. prior to the Board meeting, there will be a buffet luncheon at the Omni.

Anthony Townsend, President

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FUTURE AGENDA ITEMS - Policy Committee’s report, Advocacy Committee’s report, Technology Committee’s report, FY 2010-2011 budget update,

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LIBRARY DIRECTOR’S REPORT - Technology Committee Meeting - The Technology Committee will meet at 10:00 a.m. on Thursday, December 17th at the Central Library. Discussing J-MRL’s FY 2011 Budget to the Jurisdictions - In December, Trustees Murray and Plunkett along with the Library Director will hand off J-MRL’s FY 2011 budget to Gary O’Connell; President Townsend and Trustee Grant will distribute J-MRL’s budget to Albemarle County; the first week in January 2010 Trustee Coy will distribute the budget to Nelson County; Vice President Willenborg is available to go to the Greene County Administrator and liaison; and Trustee Rosenthal is available to go to Louisa County the first week in January. The Big Read - UVA Athletic Director Craig Littlepage posed for a poster supporting The Big Read. The poster was shown to the Board. Homeless Shelter - On November 21st from 12:00 p.m.-4:00 p.m. several J-MRL staff attended The Haven at First & Market, a new shelter for the homeless. Handouts at In-Service Day November 11th - The Library Director distributed to Board members two handouts given to staff at In-Service Day: J-MRL 2010 pocket calendars and a J-MRL small pen and calculator set. Statistics - The Library Director distributed statistics showing October 2009 Internet sessions by location and a list of libraries in Virginia showing their FY 2008 population, operating expenses, and per capita expenditures.

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FY 2010/2011 BUDGET - The Library Director discussed J-MRL’s proposed budget for FY 2010/2011 with the Personnel Committee on November 12th. The budget includes a 3.5% increase in medical and approximately a 4.5% increase to the Defined Benefit Retirement Plan. The committee also discussed the 2% pay increase for library staff. The Personnel Committee recommended the 2% pay increase be added to the proposed budget. The committee will discuss contingency plans to reward staff if the pay increase is removed from J-MRL’s final budget. The committee also discussed and recommended that the Board submit a letter to the City requesting that only the Defined Contribution Retirement Plan be offered to new employees. The Budget Committee met at 11:30 a.m. prior to today’s Board meeting to review the Personnel Committee’s recommendations and review the budget ranking list supplied by the Library Director. The Budget Committee agreed to the 2% pay increase for the staff and to include 5 personnel requests having a ranking of 3 or higher: (1) Central Children’s hours, (2) Central Circulation’s hours, (3) Northside’s hours, (4) Nelson’s hours, and (5) Bookmobile’s hours. This represents an increase of approximately $43,000 between Albemarle, Charlottesville, and Nelson. The Board instructed the Library Director to write a letter to the City of Charlottesville’s Retirement Board to request J-MRL’s new employees only be offered one retirement plan - the 8% Defined Contribution Retirement Plan. Trustee Rosenthal made a motion that the Library Board approve the Budget Committee’s recommendations of a 2% pay increase, 3.5% increase in medical, 4.5% increase to the Defined Benefit Retirement Plan and include the 5 positions ranked 3 or higher. The motion was unanimously approved. President Townsend would like to create a Special Committee for Board Advocacy. Trustee Grant and Vice President Willenborg were asked to serve on the new Board Advocacy Committee. The committee would attend other meetings to support the library, generate new ideas, find new sources of funding, grants, brainstorm, make suggestions, and bring their ideas to the Board. Trustee Grant and Vice President Willenborg agreed to meet and report back to the Board at the December meeting.

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ADJOURNMENT - Motion for adjournment was made by Mr. Grant and seconded by Trustee Payne. The motion was unanimously approved and the meeting adjourned at 2:46 p.m. The Monday, December 21, 2009 Board meeting will be held at 1:00 p.m. at the Virginia Discovery Museum. At 11:30 a.m. prior to the Board meeting, there will be a buffet luncheon at the Omni.

Anthony Townsend, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, December 28, 2009 at 1:00 p.m. at the Virginia Discovery Museum, President Townsend being in the chair. On motion for approval made by Mr. Plunkett and seconded by Mr. Grant, the November 23, 2009 Library Board Minutes were unanimously approved. Mr. Tolson abstained as he was absent from the November meeting.

PUBLIC COMMENTS/ANNOUNCEMENTS - No public comments or announcements were made.

WELCOME TO VIRGINIA DISCOVERY MUSEUM (Executive Director Peppy Linden) - Ms. Linden welcomed the Library's Board of Trustees to the Virginia Discovery Museum and provided an introduction to the mission of the museum, with particular emphasis on the Freedom of Expression Exhibit.

POLICY COMMITTEE'S REPORT - Mr. Halliday submitted the Policy Committee Meeting Minutes of November 23, 2009. The Policy Committee recommended changes to the Safe Child Policy (Section: 4.234) regarding truancy, a change to the Computer and Internet Access Policy (Section 4.7) and changes to J-MRL's fines and fees under J-MRL's Circulation Policies (Section 4.225). Mr. Grant inquired about interlibrary loan costs. Mr. Halliday stated that interlibrary loan costs had been discussed, but the decision was made to revisit that matter later. Mr. Halliday stated that J-MRL's fines and fees were being raised to counteract the loss of funding for the book budget from the state. The Library Board briefly discussed the changes. The changes will be voted on by the Board at their January meeting.
TECHNOLOGY COMMITTEE'S REPORT & PRESENTATION OF JULY 1, 2010 THROUGH JUNE 30, 2013 TECHNOLOGY PLAN - Mr. Plunkett submitted the minutes of the Technology Committee meeting of December 17, 2009 and presented to the Library Board the draft Technology Plan for July 1, 2010 through June 30, 2013. The Library Board will vote for approval of the draft Technology Plan at their January meeting.

ADVOCACY REPORT - The Advocacy Committee met on December 10, 2009 to discuss the state of the new Crozet Library and the FY 2011 budget. The Committee recommended that Mr. Grant, Mr. Tolson and Mr. Townsend contact the Albemarle County Board of Supervisors regarding the new Crozet Library in an effort to push ahead on the construction. Mr. Grant and Albemarle County Supervisor Ann Mallek are organizing a meeting with an aide to Congressman Perriello to investigate the possibility of federal funding for the new Crozet Library. The Advocacy Committee will report back to the Board at the January meeting. It was agreed that Mr. Halliday would develop a one-page budget briefing points for use in discussions with county supervisors. The Advocacy Committee will meet again in January prior to the Board meeting.

LIBRARY DIRECTOR'S REPORT - Mr. Halliday stated that the Governors' budget would see a reduction in state aid to libraries. Full funding would be about $26 million. The proposed budget state wide is $15.6 million. This year's annual Legislative Day is scheduled for January 28th in Richmond. The proposed FY 2011 budget was forwarded to all the jurisdictions. The annual audit report for FY 2009 was distributed by Mr. Lyons. Mr. Halliday stated that the system registration figures normally show a decrease in December and January because that is the time the library purges inactive accounts. Louisa County Library has a new Branch Manager, B. Gail Ott. Ms. Ott has been with the library since 1978. Mr. Halliday reported that J-MRL was closed December 19th, 20th, and the 21st due to the recent snow storm.

FUTURE AGENDA ITEMS - Future agenda items include the approval of the Policy changes, the Technology Plan, a Budget update, a report by the Advocacy Committee, and a report in February by Willow Gale regarding Bookmobile operations.

ADJOURNMENT - Motion for adjournment was made by Mr. Tolson and seconded by Ms. Willenborg. The motion was unanimously approved and the Board meeting adjourned at 2:10 p.m.

Anthony Townsend, President
MINUTES OF THE JANUARY 25, 2010 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Gary Grant (Albemarle County)
Hope Payne (Charlottesville)
Faye Rosenthal (Louisa County)
President Anthony Townsend (Albemarle County)
Sara Murray (Charlottesville)
Mike Plunkett (Charlottesville)
Timothy Tolson (Albemarle County)
Vice President Deborah Willenborg (Greene County)

TRUSTEES ABSENT:
Mary Coy (Nelson County)

OTHERS PRESENT:
Chris Callahan-Representing WINA
Krista Farrell-Assistant Library Director
John Halliday-Library Director
Joyce MacDonald-Staff Recorder
Lena Fairless-Crozet Resident
DonnaLee Grossman-Administration
William Lyons, Jr.-Business Manager
Stots Reele-Scottsville Resident

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, January 25, 2010 at 1:00 p.m. in the Central Library's Jefferson Room, President Townsend being in the chair. On motion for approval made by Mr. Tolson and seconded by Mr. Plunkett, the revised draft of the December 28, 2009 Library Board Minutes was unanimously approved as presented.

PUBLIC COMMENTS/ANNOUNCEMENTS - Scottsville resident Mr. Stots Reele spoke on behalf of the Scottsville neighborhood concerned that the Scottsville Library be selected for budget cuts. Crozet resident Ms. Lena Fairless spoke on behalf of the Crozet neighborhood and hoped J-MRL would find other solutions rather than cutting or closing their branch. Trustee Ms. Coy was absent at today's meeting and will be absent for at least another month as she is teaching at New York University in Manhattan for a few months.

ADVOCACY COMMITTEE'S REPORT (GARY GRANT) - The Advocacy Committee did not meet in January. Since the December 28th Board meeting, the Advocacy Committee has been actively involved in many events in support of funding for J-MRL and the new Crozet Library (town hall meetings in Harrisonburg and Crozet, meeting with Delegate David Toscano, meeting with Albemarle County staff regarding funding and to discuss possibility of federal assistance, polling Albemarle County Supervisors regarding the new Crozet Library, meeting with Albemarle County Supervisor Ann Mallek and Congressman Perriello's staff to investigate and discuss the possibility of federal funding for the new Crozet Library, and assisted the Library Director and Library Board President for a press conference regarding the budget scenario).

ADOPTION OF REVISED POLICIES - One of the three revised policies scheduled for adoption (Circulation Policies, Section 4.225) needs to be referred back to the Policy Committee for discussion as a library card replacement fee has been requested and the effective date will have to be changed. The Safe Child Policy (Section 4.234) was previously reviewed by the Board. Ms. Rosenthal made a motion to accept the revised Safe Child Policy (Section 4.234) and Mr. Tolson seconded the motion. Mr. Grant requested a vote count on the motion. Seven Board members voted in the affirmative and one (Mr. Grant) in the negative. The affirmative has it and the motion was adopted. The Board previously reviewed the Computer and Internet Access Policy (Section 4.7). Mr. Grant moved to accept the revised Computer and Internet Access Policy (Section 4.7) and Mr. Plunkett seconded the motion. The motion was unanimously approved by the Board.
ADOPTION OF THE 2010-2013 TECHNOLOGY PLAN - The draft of the 2010-2013 Technology Plan was submitted to the Board for their review prior to the draft's adoption at their January meeting. Mr. Plunkett made a motion for Board approval of the 2010-2013 Technology Plan and Ms. Murray seconded the motion. The motion was unanimously approved by the Board.

FY 2011 BUDGET UPDATE - Charlottesville has recommended the approval of J-MRL's FY 2011 budget request without any pay raises. The Library Director met with Nelson County. Nelson County is just beginning their budget process. The Library Director will be contacting Greene and Louisa to set up a meeting with them. J-MRL's budget was submitted to Albemarle County in November. Albemarle's staff requested impacts of 5% and 10% cutbacks. The Library Director distributed copies of J-MRL FY 2011 Budget Summary: Albemarle and Charlottesville, outlining what portion of each cost, service and branch library that Albemarle and Charlottesville pays. The amount of the deficits based on Albemarle's FY 2011 budget request would be approximately: $83,934 for flat funding, $242,591 for a 5% cut, and $401,248 for a 10% cut. If local jurisdictions do not fund J-MRL to maintain support of their local libraries, it is likely that J-MRL would end up losing state funding. Further discussion ensued regarding the Board's budget concerns for J-MRL's FY 2011 budget.

CROZET LIBRARY UPDATE - The Board shared a letter sent to President Townsend from Congressman Tom Perriello regarding potential sources of federal funding for the new Crozet Library. The letter notified President Townsend of a funding opportunity through the United States Department of Agriculture (USDA) Rural Development. There is a Community Facilities (CF) program that seeks to fund community facilities essential to the quality of life to its rural residents. They have CF loans for constructing, enlarging or improving community facilities. This is one of the few federal programs providing for bricks and mortar projects and the single program that targets essential facilities in rural communities. CF loans currently are at 4% with loan terms for 40 years. Crozet Library is a linchpin of the Master Plan and an asset to Western Albemarle County citizens. The project would stimulate the local economy by providing construction jobs. J-MRL asked Albemarle County to accept the Federal Grant offer and is waiting for their reply.

LIBRARY DIRECTOR'S REPORT - The Big Read-This morning David Plunkett was on WINA discussing The Big Read events. On Saturday, January 30th at 2:00 p.m. The Big Read kickoff begins in downtown Charlottesville at the Free Speech Wall. President Townsend will be speaking at the kickoff and City Council Member Holly Edwards and Albemarle Supervisor Dennis Rooker will be presenting Proclamations. The Big Read through the National Endowment for the Arts (NEA) is sponsored by the Virginia Foundation for the Humanities. The Virginia Foundation for the Humanities will not be applying for a grant next year and J-MRL's staff serving on The Big Read Committee would like to try for a $5,000 grant of our own through NEA for next year. J-MRL Book Mending-Former Trustee Melissa Dickens coordinates J-MRL's book mending. Melissa and her Central and Gordon Avenue volunteers returned 1,019 books to circulation at Gordon Avenue and returned 1,240 to circulation at Central, for a total of 2,259 books returned to circulation. Legislative Reception-The Annual Legislative Reception in Richmond is scheduled for this Thursday, January 28th from 5:30-7:30 p.m. Any Trustees interested in attending should notify the Library Director. The Library Director is planning to leave from Northside Library at 4:00 p.m. Vacation-The Library Director will be on one-week of vacation beginning Friday, January 29th through February 5th. While he is away, Krista Farrell will be in charge. Future Meetings-The Personnel Committee should meet in early March and the Budget Committee should plan to meet in April.

FUTURE AGENDA ITEMS - Future agenda items include: Policy Committee's Report, FY 2011 budget update, and 6-month update on the 5-Year Plan. Mr. Grant suggested that the Library Board meeting be held at the Crozet Library in either February or March. (Note: It has been confirmed that the Monday, February 22, 2010 Board meeting will be held at 1:15 p.m. at the Crozet Library.)

ADJOURNMENT - The meeting adjourned at 2:05 p.m. The Policy Committee will meet immediately following this Board meeting.

Anthony Townsend, President
MINUTES OF THE FEBRUARY 22, 2010 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Gary Grant (Albemarle County)  Hope Payne (Charlottesville)
Mike Plunkett (Charlottesville)  Faye Rosenthal (Louisa County)
Timothy Tolson (Albemarle County)  President Anthony Townsend (Albemarle County)
Vice President Deborah Willenborg (Greene County)

TRUSTEES ABSENT:
Mary Coy (Nelson County)

OTHERS PRESENT:
Chris Callahan-WINA/WQMZ/WWW/WVAX  Krista Farrell-Assistant Library Director
DonnaLee Grossman-Administration  John Halliday-Library Director
Leslie Lepage-Crozet Library Patron  William Lyons, Jr.-Business Manager
Joyce MacDonald-Staff Recorder  Michael Marshall-Observer
Wendy Saz-Manager, Crozet Library  Margaret Schrader-Crozet Library Supporter
William Schrader-Crozet Fundraising Chairman

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, February 22, 2010 at 1:15 p.m. in Crozet Library’s Meeting Room, President Townsend being in the chair. On motion for approval made by Mr. Grant and seconded by Ms. Rosenthal, the January 25, 2010 Library Board Minutes were unanimously approved as presented.

PUBLIC COMMENTS/ANNOUNCEMENTS - Mr. Grant and the Library Director attended the Legislative Session and talked with Senators Houck, Deeds, and Hanger and Delegate Landes. So far, State Aid to public libraries is holding its own. Habitat for Humanity in Southwood would like to host the Library Board and suggested the April 26th Board meeting be held there. As April is the middle of the budget process, the Library Director suggested the Board hold their meeting at Southwood in June or July. Albemarle County Executive Robert Tucker will be presenting Albemarle County staff’s FY 2010/2011 budget proposal on Thursday, February 25th. The Library Board commended Krista Farrell for her success in her role as Acting Director while the Library Director was away on vacation.

POLICY COMMITTEE’S REPORT - The Policy Committee met on January 25, 2010. The increases in J-MRL’s fines and fees (Circulation Policies, Section 4.225) have been postponed until July 1st. There may be additional fees for color copies, ILL fees, and library card replacement fees. J-MRL’s Policy on Printing and Copying (Section 4.33) is currently under review as J-MRL may change the patron allowance of printing two free pages per day. Ms. Farrell will be researching the costs and statistics on ILL’s and other library policies on ILL’s, color printing and copying. The Policy Committee is also considering a change to J-MRL’s Policy on Meeting Rooms (Section 5.1) in order to allow for book and CD sales at library-sponsored programs. Ms. Farrell will be checking out how other libraries handle book and CD sales.

FY 2011 BUDGET DISCUSSION - The Library Director distributed statistics on Out-of-Area Library Users (February 2010) along with many news articles regarding the J-MRL budget. Charlottesville is planning to adopt J-MRL’s funding request for FY 2011 without any pay raises. Ms. Willenborg and the Library Director talked with Greene County’s Administrator and received a positive response but J-MRL still needs to hear from the Board of Supervisors. J-MRL is still waiting on Louisa County and Nelson County. A J-MRL FY 2011 Budget Summary: Albemarle and Charlottesville was distributed outlining what Albemarle and Charlottesville each pay for J-MRL’s Regional Costs, Regional Reference Service, Central Library, Gordon Avenue Library, Northside Library, the Bookmobile, Historical Library, and the Computer Lab. The amount for each jurisdiction is derived based on jurisdictional use/actual circulation. The Crozet and Scottsville libraries are solely funded by Albemarle County. If Albemarle gives J-MRL flat funding without a 2% pay increase, it would result in
a deficit of approximately $84,000 and would not cover next year’s increases in medical and retirement. A cut of 5% would result in a deficit of approximately $243,000 and 10% would result in a deficit of approximately $401,000. State funding is approximately $600,000. State Aid provides 100% of J-MRL’s book budget. Because of the unequal or disproportionate funding by the jurisdictions, J-MRL might be forced to ask for a waiver. Special Albemarle County budget dates:

Thursday, February 25th
6:00 p.m., Wednesday, March 3rd
6:00 p.m., Wednesday, March 31st

Mr. Tucker will present Albemarle County staff’s proposed budget for FY 2011.
First public hearing on Albemarle County’s budget will be held in Lane Auditorium at the Albemarle County Office Building located at 401 McIntire Road.
Board of Supervisors public hearing on the budget and on the 2010 calendar year’s tax rate, based on what type of funding they are asking for.

The Library’s Budget Committee will be meeting this Friday, February 26, 2010 at 3:30 p.m. at the Central Library.

CROZET LIBRARY UPDATE - President Townsend and the Library Director recently met with Mr. William Letteri, Director of Facilities Development for Albemarle County, to discuss alternate methods of funding the new Crozet Library. J-MRL has not received a reply from Albemarle County regarding Congressman Perriello’s suggestion of a Federal funding opportunity through USDA Rural Development for a Community Facilities (CF) program. Congressman Perriello’s suggestion was submitted to Albemarle County over a month ago as a good potential funding source for Crozet Library. Because of lack of funding, Albemarle County has moved the building for the new Crozet Library to 2016. When funding does becomes available, the new Crozet Library would be measured along with any other projects Albemarle has pending. On motion for approval made by President Townsend and seconded by Mr. Grant, the Library Board directed President Townsend to sign the letter to Congressman Tom Perriello supporting $1.6 million for the proposed Western Albemarle Crozet Library to provide: $616,000 for library books, $500,000 for library furnishings, $325,000 for AV equipment, and $159,000 for library computers. The deadline is soon (mid March 2010) and J-MRL should know before October, when the Federal fiscal year occurs. There is a website: www.savecrozetlibrary.webs.com that patrons, the public and staff can access to give their input regarding the new library.

FIVE-YEAR PLAN REPORT - A handout was distributed outlining Target Dates FY 2009-2014. The Library Director and Assistant Director discussed J-MRL’s progress on the FY 2010 goals and objectives.

LIBRARY DIRECTOR’S REPORT - Williamsburg Director - Library Director John Moorman of the Williamsburg Regional Library will be coming to J-MRL’s April Board meeting to report on J-MRL’s Facility Survey. New Library Card - J-MRL plans to move ahead with the new library card (around April). J-MRL will start using the new cards with the new patrons and current patrons will be able to exchange their old cards for a new one. House and Senate - The House and Senate Budget Committees have both adopted their budgets. The House adopted Governor McDonnell’s recommendation to increase from 10% to 15% the total amount of the cut for State Aid to Public Libraries. The Senate did not include any additional cuts to State Aid beyond Governor Kaine’s recommendation but did include across-the-board cuts to localities (approximately $50 million) which may impact local public libraries. Voter Voice - The Library Director distributed a handout outlining the steps to send emails through Voter Voice by going to: www.vla.org. Spring Book Sale - The Friends of the Library Book Sale will be April 3rd–April 11th. The renovation of the restrooms at Gordon Avenue should be completed before the Book Sale begins. Big Read - The Big Read is going very well. A large crowd attended the movie last night at the Paramount Theater. This Thursday, February 25th at 7:00 p.m. at Charlottesville High School’s Black Box Theater local celebrities will be reading passages from A Lesson Before Dying.

FUTURE AGENDA ITEMS - Future agenda items include: Bookmobile Report by Willow Gale, Advocacy Committee’s Report, Personnel Committee’s Report, Budget Committee’s Report and an update on the FY 2011 budget. (The Personnel Committee should meet in early March; the Advocacy Committee needs to set a time to meet in March; the Policy Committee will meet following the March Board meeting; the Budget Committee should plan to meet in April.)

ADJOURNMENT - Motion for adjournment was made by Mr. Tolson and seconded by Mr. Plunkett. The motion was unanimously approved and the meeting adjourned at 2:32 p.m. Board members were given a tour of Crozet Library.

Anthony Townsend, President
MINUTES OF THE MARCH 22, 2010 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Gary Grant (Albemarle County)  Sara Murray (Charlottesville)
Hope Payne (Charlottesville)    Mike Plunkett (Charlottesville)
Faye Rosenthal (Louisa County) Timothy Tolson (Albemarle County)
President Anthony Townsend (Albemarle County)  
Vice President Deborah Willenborg (Greene County)

TRUSTEES ABSENT:
Mary Coy (Nelson County)

OTHERS PRESENT:
Chris Callahan-Representing WINA  Joyce MacDonald-Staff Recorder
Willow Gale-Bookmobile Manager  Chris Stover-Charlottesville Newsplex
John Halliday-Library Director

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, March 22, 2010 at 1:00 p.m. in the Central Library’s Jefferson Room, President Townsend being in the chair. On motion for approval made by Mr. Tolson and seconded by Ms. Willenborg, the draft of the February 22, 2010 Library Board Minutes was unanimously approved as presented.

PUBLIC COMMENTS/ANNOUNCEMENTS - Mr. Grant announced that the June Library Board meeting will take place at Southwood.

BOOKMOBILE REPORT (WILLOW GALE) - Ms. Gale reported on the Bookmobile’s schedule and routes. She takes the Bookmobile out Mondays through Thursdays to senior communities, pre-schools, country stores, neighborhoods, and post offices in Albemarle County. Senior communities are the busiest stops. In Charlottesville, the Bookmobile stops at recreation centers after-school. Ms. Gale’s assistant takes the Bookmobile to Louisa County on 1st and 3rd Fridays. Ms. Gale expressed a desire to add a stop at Southwood Boys & Girls Club when scheduling permits. The Bookmobile travels about 6,000 miles each year. The current vehicle began service in 2006. Ms. Gale said stops are constantly being re-evaluated to assure maximum service. Ms. Payne suggested that circulation numbers not be the sole measure of success. She said the Bookmobile's presence in a neighborhood could be a valuable tool for reading promotion, even if the circulation numbers are not high. Other services Ms. Gale would like to pursue, if sufficient staff could be provided, are homebound service, books-by-mail, and deposit collections. April 14th is National Bookmobile Day. The JMRL Bookmobile will be included in the American Library Association’s Parade of Bookmobiles in Washington, D.C., this June.

FY 2011 BUDGET UPDATE -After several meetings, the Albemarle County Board of Supervisors recommended level funding for libraries. The Library Board attributes this decision to the public’s support and reaction to possible closings of libraries in Crozet and Scottsville, and several one-on-one sessions with Trustees and Supervisors. Mr. Townsend acknowledged Mr. Halliday for his vigilance and effective budget presentations. In the future, the Library Board will pursue establishing a formal liaison with the Albemarle Board of Supervisors to foster better understanding of JMRL budgets and the Regional Agreement. Mr. Halliday distributed copies of the Regional Agreement, highlighting the Library Board’s contractual responsibilities. City of Charlottesville is still planning a modest budget increase for JMRL in FY2011.
Willenborg reported on the positive response to the video used in Greene County's budget presentation. The Trustees will view the video at the April Library Board meeting. Mr. Halliday reported that he would be making recommendations in April to deal with projected deficits resulting from level funding and increases in retirement costs. Ms. Rosenthal said the Policy Committee would be discussing broadening the library's funding base by charging fees for library card replacements, interlibrary loans, and out-of-area users. Mr. Halliday distributed copies of a Library Journal article, "No Villains: Threatened Cuts and Partial Restorations Point Out Ambiguous Politics of Library Funding."

TRUSTEES' Q&A SESSIONS - During Albemarle's budget process, the Albemarle Trustees visited Crozet and Scottsville libraries to answer questions from patrons and staff. The visits were well-received and Mr. Townsend asked if the question and answer sessions should continue outside the budget process. The Trustees deferred the issue to the Policy Committee.

LIBRARY DIRECTOR'S REPORT - Mr. Halliday thanked Mr. Townsend, Mr. Tolson, and Mr. Grant for their time and effectiveness throughout the Albemarle budget process. During the process, the Trustees helped the public understand how public libraries are funded, and the greater understanding led to a surge in public support. The Friends of the Library Book Sale will be April 3 through April 11, 9:00 a.m. to 8:00 p.m. every day. The new JMRL Welcome brochure was distributed. The brochure was designed, for free, as part of the Design Marathon. New library cards, also designed for free during the Design Marathon, will be available starting in May. The BIG READ is drawing to a close—so far, about 1,700 people have attended programs. Nancy Cook (Children's Services Manager) and Krista Farrell (Assistant Director) are representing JMRL at the Public Library Association (PLA) Conference in Portland (OR). Ms. Farrell will report on the conference in April. Two new databases have been added to JMRL's online collection: Tumblebooks and BYKI (a foreign language instructional database). The databases are available at all branches, and from home, work, or school, for free to JMRL card holders. Coming soon: Patrons will be able to set up alternate IDs to avoid typing their 14-digit library card numbers.

FUTURE AGENDA ITEMS - Future agenda items include: Policy Committee's Report, Personnel Committee's Report, FY 2011 budget update, Report on JMRL's facility survey, the Greene County Library Budget video, and Ms. Farrell's PLA report. The Personnel Committee will meet Thursday, April 22, 3:30 p.m. at Central Library. The Budget Committee will meet immediately following the April 26 Library Board meeting.

ADJOURNMENT - The meeting adjourned at 2:38 p.m. The Policy Committee met immediately following this Board meeting.

Anthony Townsend, President
MINUTES OF THE APRIL 26, 2010 MEETING OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
- Sara Murray (Charlottesville)
- Mike Plunkett (Charlottesville)
- Timothy Tolson (Albemarle County)
- Vice President Deborah Willenborg (Greene County)
- Hope Payne (Charlottesville)
- Faye Rosenthal (Louisa County)
- President Anthony Townsend (Albemarle County)

TRUSTEES ABSENT:
- Mary Coy (Nelson County)
- Gary Grant (Albemarle County)

OTHERS PRESENT:
- Chris Callahan - Representing WINA
- Krista Farrell - Assistant Library Director
- John Halliday - Library Director
- William Lyons, Jr. - Business Manager
- Stella Pool - Community Network Coordinator
- Guest Speaker John A. Moorman - Director of Williamsburg Regional Library & Principal Consultant, Dominion Library Associates, LLC
- Nancy Cook - Children’s Services Manager
- Donna Lee Grossman - Administration
- Lindsay Ideson - Manager of Northside Library
- Joyce MacDonald - Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library’s (J-MRL) Board of Trustees was held on Monday, April 26, 2010 at 1:00 p.m. in the Central Library’s Jefferson Room, President Townsend being in the chair. On motion for approval made by Vice President Willenborg and seconded by Ms. Rosenthal, the draft of the March 22, 2010 Library Board Minutes was unanimously approved as presented.

PUBLIC COMMENTS/ANNOUNCEMENTS - Ms. Coy has been teaching at New York University in Manhattan. Mr. Grant is recuperating at home and can be reached on email. The Library Director showed Board members the newsletter from Literacy Volunteers of Charlottesville/Albemarle with a picture of J-MRL’s staff (Timothy Carrier, Willow Gale and Meredith Dickens) who won second place in the Wordplay 2010 game and the announcement of a new online program offered through J-MRL for English Language Learning and Other Languages by visiting www.imrl.org/databases and clicking on the “Language” link. President Townsend participated in the ceremony celebrating the 10th anniversary of the opening of the new Louisa County Library. Scottsville’s Friends group has reconvened and elected officers. President Townsend and Mr. Tolson attended a Scottsville Friends meeting. The Budget Committee will meet following today’s Board Meeting.

PROCLAMATION HONORING GARY O’CONNELL - On behalf of the Library Board, President Townsend read a Proclamation honoring Gary O’Connell and presented it to him at the Board meeting. Mr. O’Connell served as a Library Trustee from 1987 through most of 1995, the year he became Charlottesville’s new City Manager. Mr. O’Connell has always been a strong supporter of J-MRL. The Library Board wished Mr. O’Connell the very best in his future endeavor as the newly appointed Executive Director of the Albemarle County Service Authority, effective May 1st. Mr. O’Connell was also presented with a J-MRL mug.

LIBRARY FACILITY SURVEY (JOHN A. MOORMAN) - J-MRL contracted with Dominion Library Associates, LLC to provide assessments of the exteriors and interiors to Central Library, Gordon Avenue Library and Northside Library. John Moorman, Principal Consultant and Charles Koutnik, Associate along with J-MRL’s Library Director toured the three...
libraries on January 9th. Mr. Moorman summarized his findings and submitted a 9-page assessment with detailed suggestions.

POLICY COMMITTEE'S REPORT - The Policy Committee reviewed suggested changes in J-MRL's Circulation Policies (Section 4.225) and the Interlibrary Loan Policy (Section 4.32). The consensus is to charge $3.00 for interlibrary loans. The Board will vote on both policies at their May meeting. It was suggested that "draft" policies be included when sending out the Board's agenda.

PERSONNEL COMMITTEE'S REPORT - Five items were discussed/reviewed at the Personnel Committee's last meeting. J-MRL's FY 2010-2011 Library Closings (Section 5.4)-Branch/Department Managers requested Sunday, December 26, 2010 be treated as a non-paid holiday similar to Easter. This was the only addition to J-MRL's Schedule of Library Closings. Scheduling of a Salary Study-Originally scheduled for spring 2010 but in light of the current budget situation, it is unlikely any increases will be funded. The Committee will revisit this in spring 2011. Consideration of a Mid-year Salary Adjustment-Although mid-year salary adjustments would be favorable and help reduce compression of the pay scale, concern was voiced that it might have a negative impact on next year's budget. Library Director's Performance Evaluation-The Personnel Committee was charged with the responsibility of performing the Library Director's annual evaluation. The Personnel Committee has agreed to delegate the responsibility again this year to the Library Board President. Only Offer Defined Contribution Retirement Plan to New Hires at J-MRL-The City's Retirement Board reviewed J-MRL's proposal and plans to approve it at their April 28, 2010 meeting. After it is approved by the City, the request will go to the Library Board for final approval.

FY 2010-2011 BUDGET - Albemarle County level funded J-MRL for next year while the other jurisdictions plan to give J-MRL a slight increase. This means that J-MRL will be able to maintain current library services throughout the coming fiscal year (FY 2010-2011). J-MRL's Greene County budget presentation included a film of Greene County Library staff and patrons making supportive comments about their library. The Library Board enjoyed viewing the film that was very well-received at the budget presentation.

LIBRARY DIRECTOR'S REPORT - Gordon Avenue-Gordon Avenue is closed this week so that a new elevator can be installed. Book Sale-The Book Sale raised approximately the same amount as last year. American Library Association (ALA)-ALA will be held in Washington, D.C. in June of this year. To save approximately $100 on registration, Board members should notify the Library Director by May 7th if they are planning to attend. PLA Library Conference in Portland, Oregon-The Assistant Library Director attended the PLA Conference in Portland. One idea she brought back with her was that when new patrons register, those having an email address would be sent an email welcoming them to the library and informing them what J-MRL offers. Libraries need to keep pace by offering more services, programs, etc. to their patrons. The Assistant Library Director heard the author of the Black Belt Librarians (Warren Graham) and obtained copies of his book to distribute to Central staff for discussion at their May 19th In-Service Day. The Assistant Library Director also came back with ideas about outreach to the 20-30 age groups. New Library Cards-Samples of the new J-MRL cards were distributed to Board members and include a regular-sized card, a bookmark, and a key card. The cards went out beginning on May 1st. During May and June, patrons can exchange their older cards for the new ones for free. Patrons can still request a "classic" card. After July 1st, library card replacements will cost $1.00. June Board Meeting-June's Board meeting will be held at Southwood on June 28th.

FUTURE AGENDA ITEMS - Future agenda items include: Budget Committee's report; adoption of J-MRL's FY 2010-2011 budget; Board approval of three Policies (Circulation Policies-Fines & Fees, Interlibrary Loan and the FY 2010-2011 Schedule of Library Closings); Leadership Charlottesville will be attending the May Board meeting to discuss what they have in mind to encourage J-MRL library card signups.

ADJOURNMENT - Motion for adjournment was made by Mr. Tolson and seconded by Mr. Plunkett. The meeting adjourned at 2:40 p.m. The Budget Committee met directly following this Board meeting. The Monday, May 24, 2010 Board meeting will be held at 1:00 p.m. in the Jefferson Room on the 3rd floor of the Central Library.

Anthony Townsend, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, May 24, 2010 at 1:00 p.m. in Central Library's Jefferson Room, President Townsend being in the chair. On Vice President Willenborg’s motion for approval, the April 26, 2010 Library Board Minutes were unanimously approved as presented.

PUBLIC COMMENTS/ANNOUNCEMENTS - The Lake Anna Observer had an article about Jolyn Bullock’s 20 years of service and President Townsend was quoted in the article. The Nelson County Times had front page coverage of JMRL’s Summer Reading Program. Ms. Murray announced that JMRL’s employee Karen Gillaspie, Central Children’s Specialist, will be at Greenbrier Elementary School the 1st week in June. To welcome Mr. Grant back, the Library Director presented him with a mug from Floyd’s Barbershop. Ms. Rosenthal added to April’s Policy Committee Report that the Committee recommended four times a year the regular Library Board meetings be held at different locations other than at Central as meeting elsewhere would encourage more public input regarding JMRL’s policies and procedures and long-range planning.

BUDGET COMMITTEE’S REPORT - Chairman Tolson presented the Budget Committee’s Report. By consensus, the Committee approved the Library Director’s recommendations for FY2011 budget revisions with the exception of reducing the Staff Appreciation Fund. In another year without pay raises and with tight expenditures, the Committee felt even a small effort at staff appreciation is very important. Some of the revisions included: elimination of 2% pay raises, elimination of additional staff hours, reduced postage (reflecting new Interlibrary Loan fee), reduction in substitute hours (Central Library, Louisa and Nelson counties) and other decreases in JMRL’s Operating Expenses. Ms. Coy expressed concern about reduced substitute hours in the FY2011 proposed budget and the Library Director confirmed that the proposed staffing would be sufficient to maintain current services. The Committee finished their review and approved the proposed FY2011 Equipment Fund Budget and consented to the Library Director’s recommendation that, with a tight budget, some of the proposed FY2011 purchases be made with year-end FY2010 funds.

POLICY REVISIONS - A motion was made by Ms. Coy and seconded by Mr. Grant to approve the revised Circulation Policies (Section 4.225). The motion was unanimously approved and the adopted Circulation Policies (Section 4.225) will go in effect July 1, 2010. A discussion ensued regarding a $3.00 charge for Interlibrary Loan (ILL) services and concern that patrons would be unaware of the charge until they picked up their ILL item(s). If the Interlibrary Loan Policy (Section 4.32) is approved, advertising the change to the public would start immediately using JMRL’s website, placing signs in all locations at JMRL and inserting the notice on the ILL request form. Mr. Tolson made a motion to add the words “payable when picking up requested item” to the end of the sentence showing the $3.00 charge. If a patron’s ILL item is not picked up, the patron will have $3.00 charged to their account. Ms. Rosenthal made a motion seconded by Ms. Murray to approve the Interlibrary Loan Policy (Section 4.32) as amended. The motion was approved by seven of the Board members present and Mr. Grant opposed the motion. Mr. Grant opposed the motion as he thought the $3.00 charge would discourage library users, particularly students. The Interlibrary Loan Policy (Section 4.32) has been adopted and the $3.00 charge will become effective on July 1, 2010. Ms. Murray made the motion and Ms. Rosenthal seconded it for approval of the revised Printing and Copying Policy (Section 4.33). The revised policy includes charging a fee for color copying. The motion was
The Library Director asked the Library Board to approve the 2010-2011 Schedule of Library Closings (Section 5.4) as previously recommended by the Personnel Committee. The new schedule added the Sunday after Christmas as a closed non-paid day and the rest of the schedule is essentially the same as it was for 2009-2010. The Library Board unanimously approved the 2010-2011 Schedule of Library Closings (Section 5.4).

LEADERSHIP CHARLOTTESVILLE - Rachel Brozenske reported that the Charlottesville Chamber of Commerce’s 10-week Leadership Charlottesville Program has taken on a project to promote library card registrations. Ms. Brozenske presented an idea her team had to boost registrations by having a “10 for 10” plan having local businesses give 10% discounts to library cardholders during October (the 10th month). The Leadership Charlottesville team developed publicity materials and a list of 300 possible business partners in the JMRL region. Mr. Grant proposed that Leadership Charlottesville figure out the value in dollars of this community service so that the information may be shared with local government officials to show how much the community supports JMRL.

REFERENCE DEPARTMENT REPORT - Ms. MacDonald, Department Manager for Central Reference and Ms. Farrell, Assistant Library Director and Manager of Central Library, showed the Board the impact of JMRL’s Five Year Plan on Reference. Programming includes updated tutorials, emphasizing job planning; inclusion of a Brown Bagger’s Book Group and Thursday evening documentaries. The programs bring in new faces and energize JMRL and the Reference Department. Outside activities included booths at events, such as the Banned Books Display, which won 2nd place from the City. Reference has developed partnerships with other community agencies for: Central Library’s Jazz Program and art displays, the Architecture Week Program, and a tour by the Red Hat Society. Reference boosted public relations activities through a Reference web page, a library blog, and radio interviews. Ms. MacDonald reported on JMRL’s databases and showed comparative statistics. HeritageQuest is the most heavily used of JMRL’s databases. Ms. Farrell reported on recent changes in Central Reference improving organization of library computers and enhancing work space for patrons using WiFi.

NOMINATING COMMITTEE ELECTION - Mr. Tolson and Vice President Willenborg volunteered to be on the Board’s Nominating Committee. Motion for accepting Mr. Tolson and Vice President Willenborg to serve as this year’s Nominating Committee was made by Ms. Rosenthal and seconded by Ms. Payne. The motion was unanimously approved.

LIBRARY DIRECTOR’S REPORT - Albemarle’s Board of Supervisors - Lindsay Dorrier presented a request for a joint meeting between Albemarle’s Board of Supervisors and the Library Board. Library Trustees agreed it would be desirable to have a 60-90 minute meeting at Northside to focus on JMRL’s Five Year Plan, the Regional Agreement, and out-of-area library use. The Library Director will arrange the meeting. Charlottesville’s Retirement Board - JMRL requested only one retirement plan (Defined Contribution Plan) be offered to JMRL’s newly hired staff. Approval is contingent on a report from the City’s Actuary. Crozet Library Concerns - Mr. Tolson voiced his serious concerns regarding the lack of space for Crozet’s Summer Reading Programs and for the inadequate and unsafe parking conditions. Mr. Townsend suggested citizens may have to raise money for a new Crozet Library but it would still require a commitment from Albemarle County to staff it. Mr. Tolson said it is Albemarle County’s responsibility to build public buildings. The consensus was to have Mr. Tolson and the Library Director explore alternative location options for the Crozet Library. New Library Cards - The new cards have been well received with blue and green the favorite colors. The Endowment Committee - The Endowment Committee plans to meet in early June. How Libraries Stack Up: 2010 - OCLC, a non-profit library cooperative, conducted research in January inviting librarians to answer a questionnaire. The Library Director distributed copies of the results. Copies will also be mailed to locally elected officials. Library Director’s Performance Evaluation - Mr. Tolson distributed a draft evaluation form and asked Trustees to e-mail any additions and/or suggestions to him at rjTolson@gmail.com. There will be a Closed Meeting at June’s Board meeting, when the Library Director responds to the questions as part of his self-evaluation. Trustees will then complete their evaluations online. President Townsend and the Library Director will meet to discuss the results.

FUTURE AGENDA ITEMS - Future agenda items: Reports from the Policy Committee, Endowment Committee, and the Nominating Committee; Election of Officers; submission of JMRL’s FY 2010-2011 final budget for adoption.

ADJOURNMENT - Motion for adjournment was made by Vice President Willenborg and seconded by Mr. Tolson. The meeting adjourned at 2:40 p.m. The Policy Committee met directly following the Board meeting. The Monday, June 28, 2010 Library Board meeting will be held at 1:00 p.m. at the Southwood Habitat for Humanity Mobile Park Community Meeting Room, 387 Hickory Street, Charlottesville, VA. Hickory Street is by Covenant School, off Fifth Street Extended, south of I-64.
MINUTES OF THE JUNE 28, 2010 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mary Coy (Nelson County)
Sara Murray (Charlottesville)
Mike Plunkett (Charlottesville)
Timothy Tolson (Albemarle County)
Vice President Deborah Willenborg (Greene County)
Gary Grant (Albemarle County)
Hope Payne (Charlottesville)
Faye Rosenthal (Louisa County)
President Anthony Townsend (Albemarle County)

OTHERS PRESENT:
Krista Farrell-Assistant Library Director
John Halliday-Library Director
Joyce MacDonald-Staff Recorder
DonnaLee Grossman-Administration
William Lyons, Jr.-Business Manager

GUESTS:
Chris Callahan-Representing WINA
Guest Speaker Dan Rosensweig-Executive Director
Habitat for Humanity
of Greater Charlottesville
Marianne Ramsden-Scottsville Resident
Anne Ternes-Property Manager
Southwood Habitat for Humanity

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, June 28, 2010 at 1:00 p.m. in the Community Meeting Room at Southwood Habitat for Humanity (387 Hickory St., Charlottesville, VA), President Townsend being in the chair. On motion for approval made by Ms. Coy and seconded by Mr. Grant, the May 24, 2010 Board Minutes were unanimously approved.

PUBLIC COMMENTS/ANNOUNCEMENTS - Library Director Halliday showed Board members several recent news articles about JMRL’s Summer Reading Program, JMRL’s support of local literacy efforts, and the increase in Library fines. The Library Director showed the Board members a letter he received and his reply to the writer’s comments regarding the increase in Interlibrary Loan fees. Mr. Tolson shared a picture of a parking garage located in downtown Kansas City showing the outside walls painted to resemble the hinges on book bindings. While in Ohio last week, Mr. Tolson was approached by Holzheimer Bolek + Meenan, Architects (HB+M) who are planning to expand their business in Virginia. HB+M specialize in the planning and designing of libraries. Mr. Tolson shared the ALA brochure distributed by HB+M along with samples of some of their buildings.

Mr. Grant announced that the Albemarle County Board of Supervisors is having a small retreat this Wednesday and Mr. Grant and President Townsend plan to attend (President Townsend attending in the morning and Mr. Grant attending in the afternoon).

SOUTHWOOD HABITAT FOR HUMANITY PRESENTATION - On behalf of JMRL and the Library Board, the Library Director thanked the Habitat for Humanity for allowing JMRL’s Board to meet today at Southwood. In support of JMRL’s continuing efforts to reach out to the community, Mr. Grant introduced as today’s guest speaker: Mr. Dan Rosensweig, Executive Director of the Habitat for Humanity of Greater Charlottesville. Ms. Anne Ternes, Property Manager of the Southwood Habitat for Humanity was also introduced. Mr. Rosensweig gave a brief presentation outlining the Habitat for Humanity’s efforts in helping to make sure people are not homeless by building affordable housing in partnership with the community for people on low, fixed incomes. Over 700 families are waiting to get in their housing. Habitat for Humanity is in the process of planning the development of 60 acres of land at Southwood and plans are progressing to have Sunrise rezoned to a larger density to include mixed income development of houses, apartments, etc.

POLICY COMMITTEE’S REPORT - The Policy Committee met on May 24th. The Committee reviewed the Meeting Room Policy (Section 5.1) and discussed a policy to allow open sales in JMRL’s meeting rooms. When the Library Director and Assistant Library Director checked with other library systems, they were unable to find an example of a policy permitting open sales in library meetings. Suggested changes to the Meeting Room Policy (Section 5.1) were discussed with the Board. The Board will vote on the Meeting Room Policy (Section 5.1) at their July meeting. JMRL is in the process of adding additional security cameras at Central and the Library Director and Assistant Library Director suggested to the Committee that the Photography, Audio and Video Taping in Library Facilities Policy (Section 5.5) include a section regarding JMRL maintaining a safe environment for its staff and patrons and confirming cameras shall be used to protect and maintain the safety of patrons, employees, assets, etc. and reasonable efforts will be made to safeguard privacy of individuals and not place cameras where there is reasonable expectation of personal privacy. The Board decided that the Photography, Audio and Video Taping in Library Facilities Policy (Section 5.5) should be reviewed by the Albemarle County Attorney’s Office before video camera security is approved by the Board. The Library Director will have the policy reviewed by the County Attorney’s Office and come back to the Board for their approval.

ENDOWMENT COMMITTEE’S REPORT - The Endowment Committee met on June 10th. The Library Director gave a status report on the Endowment Fund. The June 2008 value of the Endowment Fund was $1,018,446; in 2009 the value fell to
ADDITIONS TO AGENDA - Andrea Williams to discuss Collections Development Plan. Mr. Grant mentioned JMRL's Regional Library Agreement. Joyce will stay on as the alternate staff reporter. Ms. Funk will be attending the July Board meeting. JMRL Retirement Plan - JMRL has asked the City to offer only one retirement plan (Defined Contribution Plan) to new staff hired by JMRL. City Council should approve this request this fall. The State Library Collections Budget is down. Albemarle County Board of Supervisors - There has not been an official response yet from the Board of Supervisors regarding a combined meeting with the JMRL Board and Albemarle County's Board of Supervisors and assigning someone as Albemarle's official liaison with JMRL. Flash Drives - The Library Director showed a sample of the flash drive that will be handed out to staff at November's In-Service Day. New Staff Members - Joyce MacDonald was recognized for her staff reporting and was given a JMRL cup. Ginny Reese will be taking over as the new staff reporter and Joyce will stay on as the alternate staff reporter.

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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 made by Mr. Tolson, seconded by Ms. Payne and Mr. Plunkett.)

MEETING DATE: June 28, 2010  
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: Coy, Grant, Murray, Payne, Plunkett, Rosenthal, Tolson, Townsend, and Willenborg

NAYES: None

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

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

Anthony Townsend, Library Board's President  
(Jefferson Madison Regional Library's Board of Trustees)

(dig)
The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, July 26, 2010 at 1:00 p.m. in Central Library’s Jefferson Room, President Townsend being in the chair. On motion for approval made by Mr. Plunkett and seconded by Mr. Grant, the June 28, 2010 Board Minutes were unanimously approved as amended.

PUBLIC COMMENTS/ANNOUNCEMENTS - Today’s Agenda was changed moving up the Board’s Closed Session to directly follow the JMRL scholarship award. September is library card sign-up month and the Board members were shown two posters (Tim Longo, Chief of Police for Charlottesville, with READ in the background and the other a poster announcing September as library card sign-up month at JMRL). The posters will be placed in City buses, in the schools and in JMRL’s libraries. The Library Director distributed an article by author Sarah Darer Littman that was printed in a Stamford, Connecticut newspaper. The article was titled, “You Can Borrow Library Books for Nothing, but They’re Not Free.”

FRIENDS OF JMRL ENDOWMENT FUND UPDATE - The Library Director distributed to the Library Board the Friends of the JMRL Endowment Fund brochure and a copy of the Agency Endowment Fund Agreement. This Endowment brochure has been sent out to local attorneys, investment firms, and financial advisors. The Endowment Fund began in 1992 to encourage private support of JMRL for strengthening library collections and for new and innovative projects considered beyond minimum library standards. The Endowment Fund was never intended to relieve local governments/jurisdictions of their responsibility to provide necessary basic funding for JMRL. The Library Director distributed a status report on the Friends of JMRL Endowment Fund including updates for each account/sub fund. Since 1992, six sub funds have been created: Art and Jane Hess Fund-no restrictions, Nerancy Fund—for libraries in City of Charlottesville, Celia Martin Fund—no restrictions, Rachel Poole Fund—for education and staff training, Scottsville Fund—to support Scottsville Library and Greene County Library Fund—to support Greene County Library. One of the on-going projects provided by the Endowment Fund is JMRL’s scholarship. Other projects included: staff education and scholarships, DVDs, Monticello Avenue, playaways, electronic books, and the new $20,000 Endowment funding for downloadable audiobooks. The Library Board would like the Endowment brochure updated and discussed ideas and ways to encourage more people to give money to JMRL through the Endowment Fund. Board member Mr. Grant offered to help get word out to the community.

AWARD OF JMRL SCHOLARSHIP - This year Noelle Funk has been selected to receive JMRL’s Endowment Fund Scholarship. The Library Director distributed copies of Noelle Funk’s cover letter and resume for the Board to review. Ms. Funk gave the Board a brief summary of her education and her employment with JMRL. Ms. Funk received a Bachelor’s of Arts in History from Rutgers University, received her Master’s of Arts in History from the University of Scranton and is currently enrolled in San Jose State University’s School of Library and Information Science’s distance education program (online program) and has already earned 6 credits towards her Master’s in Library and Information Science. Ms. Funk was first employed by JMRL on June 13, 2005 as a full-time Branch Specialist at Scottsville Library. In April of 2008, Ms. Funk relocated to the Reference Department at Central Library and became the new full-time Reference Support Staff Supervisor. Ms. Funk has just been offered a promotion to the position of Reference Librarian at Central Library effective in August 2010.

CLOSED MEETING - Ms. Coy made a motion, seconded by Mr. Grant, that “the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.1-344(A), subsection 1, to discuss the performance evaluation of the Library Director.” The motion was unanimously approved and the Library Board went into a Closed Meeting at 1:24 p.m. The Library Board reconvened into open session at 1:31 p.m. and Ms. Coy read to the Library Trustees the Certification of Closed Meeting Resolution and their votes were duly recorded. (The Certification of Closed Meeting Resolution is attached to the Minutes.) President Townsend made a motion and Mr. Tolson seconded it that “in view of the Library Director’s outstanding performance during the past year, and in keeping with the Library Director’s wishes, the Library Director shall be eligible for the same pay raise as other library people.” The motion was unanimously approved. President Townsend will be meeting separately with the Library Director to discuss his evaluation.
ADVOCACY COMMITTEE'S REPORT - The Advocacy Committee met on July 13, 2010. Reporting for the Advocacy Committee, Mr. Grant informed the Library Board the Committee discussed nine issues: regional nature of JMRL; a JMRL Speakers' Bureau; include advocacy education component at November's In-Service Day; status of present & future library facilities (Western Albemarle and Crozet); additional service hours for the Greene, Nelson and Northside libraries; maintenance of personal contacts with JMRL's local and state-elected officials regarding library usage and JMRL's budget; reach patron registration goal set in Five-Year Plan; adapt JMRL's collection to meet changing needs of JMRL's diverse population. The Committee came up with three ideas to present to today's Library Board: the Library Director should work with the Endowment Committee to do more to get donations for JMRL; the Advocacy Committee, Trustees, Library Director and staff should create a Speakers' Bureau and be primed to go out and tell the "JMRL story" and to present on-going educational programs about the JMRL system to interested clubs and organizations; advocacy training should be made a part of November's In-Service Day; and come up with a core presentation to be given at the Board meeting and give examples.

ADOPTION OF REVISED POLICIES - The Library Director presented revisions to the Library Board for adoption. Mr. Plunkett made the motion, Mr. Tolson seconded it, that the Meeting Rooms Policy (Section 5.1) be approved as proposed. The motion was unanimously approved. The Library Director informed the Library Board that the Albemarle County Attorney's Office reviewed the Photography, Audio and Video Taping in Library Facilities Policy (Section 5.5) and suggested a minor change. A motion was made by Ms. Payne, seconded by Mr. Plunkett, that the Library Board adopt the Photography, Audio and Video Taping in Library Facilities Policy (Section 5.5) with the proposed change from the Albemarle County Attorney's Office. The motion was unanimously approved.

FIVE-YEAR PLAN PROGRESS REPORT - The Library Director and Assistant Library Director gave a brief progress report/update on the 5-Year Plan. The Library Director distributed a report on JMRL Staffing Compared to Virginia Peer Libraries. Based on: Population served, the FY 2008 Expenditure Per Capita, and the FY 2008 Staff Per 1,000 Population, JMRL is considerably below average for Peer Libraries and considerably below average for 90 Virginia Libraries. The estimated JMRL per capita expenditure for FY 2011 is $31.42 and JMRL will still be below average as compared to peer libraries and Virginia libraries. One of the goals is to establish JMRL's own IT Department. Mr. Philip Williams distributed to the Board a report supporting an In-House Information Technology Department for J-MRL. JMRL is currently contracted to pay Charlottesville approximately $54,000 for IT services which include server hosting, daily data backups, and network maintenance and security. With increased public demand expected for the library's computer services, JMRL's computer network will continue to expand. Along with IT's other multiple obligations, it will become increasingly difficult for the IT Department to keep pace with JMRL's expanding needs. JMRL would need adequate physical space (approximately 2,000 sq. ft.) and additional staffing. Specialized electrical service, power backup devices, and a dedicated air conditioning system will be required. Staffing would include a systems engineer and two full-time technical support specialists. The first step would be for JMRL to acquire adequate space as JMRL does not presently have the space or infrastructure to support such an undertaking. Creating JMRL's own IT Department should be included in the planning of future facilities.

LIBRARY DIRECTOR'S REPORT - VLA Legislative Committee - The Library Director distributed VLA's Legislative Agenda approved by the VLA Council on June 11, 2010. The 2011 agenda is a status quo agenda maintaining the state funding we already have. Some agenda items included: no new General Assembly Funding requests; no additional cuts in State Aid to Public Libraries or the Library of Virginia; taking new approaches to the use of funds; when Virginia's economic condition improves and state funding is available, the state's contribution would commence to fund the partnership between local public libraries, K-12 public schools and the Commonwealth of Virginia to adequately fund Find It Virginia. Meeting with Secretary of Education - The Library Director met with Secretary of Education Gerard Robinson to discuss State Aid and to stress the importance of state support for public library databases for citizens not attending public schools such as adults and home schoolers. JMRL Retirement Plan - The Library Director has been informed by the City Retirement Board that their plans to recommend to City Council the change JMRL requested to their retirement plans. JMRL requested offering only one retirement plan, the Defined Contribution Plan, to new employees. A change to City Code needs to be done and they plan to do it at their September meeting. National Institute of Museums and Library Services (IMLS) and National Endowment for the Arts - 75 grants were awarded to public libraries for the 2011 Big Read Program. JMRL was awarded a $5,000 grant. Summer Intern - As part of the City of Charlottesville's Summer Youth Intern Program, Dominique Grady has been helping out at the Central Library. Leadership Charlottesville - Krista Farrell has been selected to participate in the "Leadership Charlottesville" program. Personnel Committee Meeting - The Personnel Committee Plans to meet at 3:00 p.m. on Wednesday, August 4th at the Central Library to discuss the redistributing of funds realized from a staff member's retirement.

FUTURE AGENDA ITEMS - Mr. Peter McIntosh to discuss the history of JMRL's Regional Library Agreement, Personnel Committee's Report. Policy Committee meeting directly following August's Board meeting, Board Committee assignments, Board self-evaluation, and building assessment report.

ADJOURNMENT - Motion for adjournment was made by Mr. Tolson and seconded by Mr. Grant. The motion was unanimously approved and the Board meeting adjourned at 2:29 p.m. The August Board Meeting will be held at 1:00 p.m. on Monday, August 23, 2010 at the Central Library.

Anthony Townsend, President

Attachment: Certification of Closed Meeting
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 made by Ms. Coy and seconded by Mr. Grant.)

MEETING DATE: July 26, 2010
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: Coy, Grant, Payne, Plunkett, Tolson and Townsend
NAYES: None

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

ABSENT DURING VOTE: None
ABSENT DURING MEETING: Murray, Rosenthal and Willenborg

______________________________
Anthony Townsend, President

(Jefferson Madison Regional Library’s Board of Trustees)
TRUSTEES PRESENT:

Mary Coy (Nelson County)
Peter McIntosh (Incoming-Charlottesville)
Faye Rosenthal (Louisa County)
President Anthony Townsend (Albemarle County)

TRUSTEES ABSENT:

Sara Murray (Charlottesville)
Hope Payne (Charlottesville)

OTHERS PRESENT:

Ellen Bouton-Nelson County Library
Advisory Committee
DonnaLee Grossman-Administration
William Lyons, Jr.-Business Manager
Virginia Reese-Staff Recorder

The Personnel Committee’s August 4, 2010 Minutes were received. At their early August meeting, the Personnel Committee discussed three major topics: (1) Beginning this fall, the City of Charlottesville plans to initiate JMRL’s request to offer one retirement option for new library employees. The Defined Contribution Plan will be the only retirement option offered to JMRL’s new library employees; (2) Plans for a salary study have been reactivated pending necessary funding (approximately $6,000-$7,000); (3) Reallocations of Central Reference funds. Early in this fiscal year, two full-time Central Reference employees left JMRL. Both positions can be refilled and leave a remaining balance for reallocation. After considering a proposal from Library staff, the Committee agreed to recommend to the Library Board at today’s meeting a request to use the remaining balance to increase the current Young Adult/Reference Librarian position from 20 hours to 30 hours a week. This request would be in line with JMRL’s goal/objective in the Five-Year Plan of moving towards full-time staffing for Young Adult Services. It was the consensus of the Library Board that this request would be funded within JMRL’s current operating budget and that the Library Director could proceed to increase this position to 30 hours each week.

HISTORY OF REGIONAL LIBRARY AGREEMENT (Peter McIntosh) - Incoming/returning Trustee Peter McIntosh summarized the historic evolution of the Regional Library Agreement. The first “regional” agreement was initiated in 1954 when the City Library Board expanded to include 5 members from the City, 2 members from Albemarle County, and 1 member from Fluvanna County. In the 1960’s three branches were added: Crozet, Scottsville and Gordon Avenue. In the 1960’s and early 1970’s State and Federal funding formulas were revised to encourage the economies and efficiencies of regional cooperation. In June 1972 Louisa County and Nelson County joined Albemarle County and Charlottesville to form Jefferson-Madison Regional Library. At that time, Albemarle and Charlottesville each had four Trustees, Louisa and Nelson each had one, and all of the Regional Library’s costs were assessed based on each jurisdiction’s overall percentage use (circulation) of library materials. In 1974 the Regional Agreement was revised to include Greene County. Under the 1974 agreement Albemarle and Charlottesville each had 3 Trustees while Greene, Louisa, and Nelson each had one—this arrangement has been retained. In 1982 the five jurisdictions (Albemarle, Charlottesville, Greene, Louisa, and Nelson) revised the Regional Agreement to separate operational costs into three categories: regional costs, Charlottesville/Albemarle costs, and local costs. Mr. McIntosh noted that the hierarchy of costs, with regional costs funded first, was intentionally established and is an essential feature of the Regional Agreement. In 1991 the five jurisdictions
revised the Regional Agreement to add the new Northside Library to Charlottesville/Albemarle costs, to create an Equipment Fund with overdue fines and fees for the purchase and replacement of library equipment, to reimburse Charlottesville for financial/personnel/computer services provided to the Regional Library, and to limit the Regional Library’s year-end balance to no more than 5% of the total annual operating budget. Also included was that all fund balances be invested and earnings accrued to each fund.

LIBRARY BUILDING ASSESSMENT REPORT - The consultant's final report from John A. Moorman, Principal, representing Dominion Library Associates, LLC of Williamsburg, Virginia was distributed to the Board members. The report was an assessment of JMRL’s Crozet, Scottsville, Louisa and Nelson libraries. It was an objective of JMRL’s Five-Year Plan to complete a review of library facility needs by June 2010. Most of the recommendations for Louisa, Nelson and Scottsville can be immediately addressed - improved signage, painting, etc. Crozet is a growing community. The current Crozet Library is approximately 1,700 sq. ft. and the facility is overcrowded and inadequate to meet current public service demands. The parking lot is insufficient for patrons and the entrance/exit area is hazardous. Crozet's staff is to be commended for making the best out of a very difficult situation. The report has already been shared with Albemarle County Supervisors Ann Mallek and Rodney Thomas. This report strongly supports the necessity to move ahead with the Crozet Building project.

LIBRARY BOARD COMMITTEE ASSIGNMENTS AND SELF-EVALUATION - New committee assignments:

BUDGET/FINANCE COMMITTEE
(Meets as needed)
Timothy F. Jost Tolson
Mary Coy
Peter McIntosh
Faye Rosenthal
Deborah Willenborg
Staff: Lindsay Ideson, Andrea Williams

5-YEAR PLAN COMMITTEE
(Meets as needed)
Timothy F. Jost Tolson
Deborah Willenborg
Mary Coy
Gary Grant
Staff: Krista Farrell, Sarah Hamfeldt, Jackie Lichtman, Joyce MacDonald, David Plunkett

PERSONNEL COMMITTEE
(Meets as needed)
Gary Grant
Peter McIntosh
Mike Plunkett
Staff: Gail Ott, Elizabeth Swistock

TECHNOLOGY COMMITTEE
(Meets as needed)
Mike Plunkett
Timothy F. Jost Tolson
Faye Rosenthal
Staff: Anne Chiles, Jackie Lichtman, Stella Pool, Phil Williams

POLICY COMMITTEE
(Meets after Board meeting, usually every other month)
Faye Rosenthal
Hope V. Payne
Staff: Krista Farrell, Zanne Macdonald

ADVOCACY COMMITTEE
(Meets as needed, usually bi-monthly)
Deborah Willenborg
Gary Grant

Please Note: The deadline for the Board’s self-evaluation is September 15th, in time for September’s Board meeting.

LIBRARY DIRECTOR’S REPORT - Trustee Roster-The Library Director distributed a revised Trustee listing to include the newest Board member, Peter McIntosh. Final Budget Document-Hard copies of JMRL’s adopted FY 2011 budget are available and the budget is also online. Monthly Statistics-Board members requested adding JMRL’s monthly statistics online. Budget Schedule for FY 2012-The Library Director distributed the FY 2011/2012 Budget Development Schedule to the Board. JMRL’s Security Cameras-Since the Board’s July 26, 2010 approval of the video security policy, JMRL’s security cameras have aided police in two incidents - one incident at Central and one at Louisa. “10 in 10”-The Leadership Charlottesville’s project is moving along. The team is attempting to boost library card registrations and is working to sign up participating merchants who will be offering discounts to library card holders during October (the 10th month). Friends of JMRL- The Gordon Avenue fall book sale is scheduled for November 13th-November 20th (eight days with just one weekend). New Scottsville Friends-A used book sale at the Scottsville Community Center is scheduled for October 9th. A “Run for Reading” with literacy volunteers and Friends of Scottsville Library is scheduled for October 2nd.

FUTURE AGENDA ITEMS - Future agenda items include: September Board Minutes, Policy Committee's Report, setting of JMRL's general budget objectives/guidelines for FY 2011/2012, and Board’s self-evaluation.

ADJOURNMENT - Motion for adjournment was made by Mr. Grant and seconded by Mr. Plunkett. The motion was unanimously approved and the Board meeting adjourned at 2:19 p.m. The September Board Meeting will be held at 1:00 p.m. on Monday, September 27, 2010 at the Gordon Avenue Library.

Anthony Townsend, President
Jefferson-Madison Regional Library
201 East Market Street | Charlottesville, Virginia 22902 | (434) 979-7151 | FAX (434) 971-7035

**APPROVED**
MINUTES OF THE SEPTEMBER 27, 2010 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Gary Grant (Albemarle County)  
Hope Payne (Charlottesville)  
Faye Rosenthal (Louisa County)  
President Anthony Townsend (Albemarle County)  

TRUSTEES ABSENT:
Mary Coy (Nelson County)

OTHERS PRESENT:
Chris Callahan-Representing WINA  
Krista Farrell-Assistant Library Director  
John Halliday-Library Director  
William Lyons, Jr.-Business Manager  
Sara Murray (Departing Trustee-Charlottesville)  
Marianne Ramsden-Scottsville Resident  
Peter McIntosh-(Charlottesville)  
Mike Plunkett (Charlottesville)  
Timothy Tolson (Albemarle County)  
Vice President Deborah Willenborg (Greene County)

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, September 27, 2010 at 1:00 p.m. in Gordon Avenue Library’s Basement Meeting Room, President Townsend being in the chair. On motion for approval made by Ms. Rosenthal and seconded by Vice President Willenborg, the August 23, 2010 Board Minutes were unanimously approved. Ms. Payne abstained as she was not present for the August meeting. Although Mr. McIntosh was present at the August meeting, he abstained as his term officially begins September 1, 2010.

PUBLIC COMMENTS/ANNOUNCEMENTS - Gordon Avenue Manager Meredith Dickens welcomed the Library Board to her branch and invited Board members to a tour of Gordon Avenue Library after their meeting adjourned. Ms. Ramsden distributed bookmarks announcing the October 9th Scottsville Community Center Book Sale sponsored by the Friends of the Scottsville Library. Some of the money collected from the Book Sale will be used to purchase children’s books and books out of print. Mr. Grant reported on several out-of-state libraries he visited while he was on vacation.

RECOGNITION OF DEPARTING TRUSTEE SARA MURRAY - A Letter of Appreciation from the City of Charlottesville was presented to Sara Murray in appreciation of her 7 years of service as Charlottesville’s representative as a Trustee serving on the Library Board. JMRL presented Ms. Murray with a specially inscribed bowl, a JMRL tote bag and coffee mug. Seven books will be added to JMRL’s children’s collection with special bookplates inserted honoring Sara Murray and indicating her term of service on the Library Board.

POLICY COMMITTEE’S REPORT - The Policy Committee’s August 23, 2010 Minutes were received. At their August meeting, the Policy Committee set their time schedule for the policies they are planning to review in FY 2010:

<table>
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<th>Month</th>
<th>Policy Areas</th>
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| October  | - Friends of the Library (Section 1.4)  
- Unsolicited Gifts of Non-Library Materials (Section 1.6)  
- Public Employees’ Code of Ethics (Section 2.1)  
- Library Employees’ Code of Ethics (Section 2.11) |
| December | - Staff Training and Development (Section 2.2)  
- JMRL Vehicle Use (Section 2.61)  
- Disposal of Library Equipment (Section 3.1)  
- Group Visits (Section 4.231) |
| February | - Library Programs (Section 4.38)  
- Displays, Handouts and Signage (Section 4.51)  
- Emergencies (Section 5.2)  
- Emergency Closings (Section 5.3) |
If Board members and/or staff have any additional requests for the Policy Committee to consider, the policies will be included in the Policy Committee’s review schedule. The next Policy Committee meeting is scheduled for Monday, October 25th, directly following adjournment of the Library Board’s regular meeting.

FISCAL YEAR 2012 BUDGET DISCUSSION - JMRL staff will be presenting their FY 2012 budget requests at the October 25th Board meeting, mostly the carryover requests remaining from FY 2011. Items/goals proposed from JMRL’s 5-Year Plan will also be included in the requests for FY 2012. JMRL hopes to increase hours for Greene, Nelson and Northside and increase the training budget for next year. Medical and retirement costs are expected to change. By late October, the City of Charlottesville will know the rates JMRL should use for medical and retirement. Following the October 25th budget presentation, Library Trustees will individually rank the budget proposals and then the Budget Committee should meet in early November to discuss the rankings and draft JMRL’s proposed budget for FY 2012.

LIBRARY BOARD’S SELF-ASSESSMENT - Board members received the compiled results of their 2010 Board of Trustees’ Self-Evaluation. Board members are to study the results of the survey and bring any questions or comments they might have to the October Board meeting. On behalf of the Library Board, President Townsend introduced and welcomed Ann Mallek, Chairman of the Albemarle County Board of Supervisors.

LIBRARY DIRECTOR’S REPORT - Trustee Workshop- A Trustee Workshop will be held this coming Wednesday at Gordon Avenue Library. Downloadable Services-JMRL is moving ahead with downloadable services and is joining a consortium with other Virginia libraries in the Shenandoah Valley to provide new books at less cost. The service should begin in October/November of this year. A downloadable service demonstration will be presented to the Board at their October meeting. New York Times Article-A company known as L.S.S.I. (Library Systems & Services) is a private company and has existed for almost 20 years. Basically, L.S.S.I. by outsourced contract is hired to take over mainly ailing libraries. The privatization of public libraries has been done in ailing cities located in California, Oregon, Tennessee and Texas. They have just been hired to run a library system in a relatively healthy city. Essentially L.S.S.I. offers cut-rate library services by reducing personnel, hiring personnel back at lower pay, reducing personnel costs such as retirements and other benefits. L.S.S.I. runs 14 library systems operating in 63 locations. Scottsville Library-Related Events-Two library-related events are planned in Scottsville: a 5K run on October 2nd and a Book Sale at the Scottsville Community Center on October 9th. “10 in 10”- The first “10 in 10” campaign begins October 1st. 31 local businesses are participating. A 10% discount is given if patrons show the merchants their JMRL card. The results will be reported in November. Library Card Sign-Up Month-September is Library Card Sign-Up Month. Special appreciation goes to Ms. Lichtman for the excellent coverage of Library Card Sign-Up Month. Preparation for this event begins in May. JMRL Receives National Attention-JMRL recently received national attention with a picture of employee Marien Villaman-Chodl appearing in Library Hotline. Ms. Villaman-Chodl was sitting in a children’s plastic swimming pool to promote JMRL’s The Big Read program. Library Bomb Threat-JMRL had a bomb threat at Louisa County Library Friday afternoon on August 20th. The police were called in and the building was cleared. The police viewed the security camera tape and took a CD of the tape. Louisa reopened around 4:15 p.m. Book Recommendations-Library Trustees were encouraged to send in their book recommendations. Advocacy Committee-The Advocacy Committee will be meeting directly following adjournment of today’s Board meeting. Other Tentative Committee Meetings -The 5-Year Plan Committee should meet in October. The Technology Committee should meet in early December or after November’s Board meeting.

FUTURE AGENDA ITEMS - Future agenda items include: Advocacy Committee’s report, the FY 2012 budget presentations, downloadable service presentation by Andrea Williams, Self-Evaluation for Trustees, and 5-Year Plan Committee’s report,

ADJOURNMENT - Motion for adjournment was made by Mr. McIntosh and seconded by Mr. Grant. The motion was unanimously approved and the Board meeting adjourned at 1:47 p.m. The October Board Meeting will be held at 1:00 p.m. on Monday, October 25, 2010 at the Central Library.

Anthony Townsend, President
MINUTES OF THE OCTOBER 25, 2010 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT:    Gary Grant (Albemarle County)
Mary Coy (Nelson County)  Mike Plunkett (Charlottesville)
Hope Payne (Charlottesville) Timothy Tolson (Albemarle County)
Faye Rosenthal (Louisa County)  Vice President Deborah Willenborg (Greene County)
President Anthony Townsend (Albemarle County)

TRUSTEES ABSENT:    Peter McIntosh (Charlottesville)

OTHERS PRESENT:    Meredith Dickens-Manager, Gordon Avenue Library
Chris Callahan-Representing WINA  DonnaLee Grossman-Administration
Krista Farrell-Assistant Library Director  Lindsay Ideson-Manager, Northside Library
John Halliday-Library Director  William Lyons, Jr.-Business Manager
Tanith Knight-Manager, Nelson County Library  Zanne Macdonald-Reference Librarian
Joyce MacDonald-Staff Recorder  David Plunkett-Circulation Manager
Margaret O'Bryant-Historical Society Librarian  Susan Scebro-Manager, Scottsville Library
Wendy Saz-Manager, Crozet Library
Andrea Williams-Collections Manager

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, October 25, 2010 at 1:00 p.m. in the Central Library's Jefferson Room, President Townsend being in the chair. On motion for approval made by Ms. Rosenthal and seconded by Mr. Plunkett, the September 27, 2010 Board Minutes were unanimously approved. Ms. Coy abstained as she was not present for the September meeting.

PUBLIC COMMENTS/ANNOUNCEMENTS - The Library Director showed Board members departing Trustee Sara Murray's thank you note acknowledging her gifts and her appreciation of the support she received from Trustees and JMRL staff. Krista Farrell told Board members that on behalf of JMRL, Zanne Macdonald received VLA's Banned Books award for JMRL's Banned Books display. Pictures were shown of the display at Central and the display on the downtown mall during Banned Books Week. Zanne Macdonald was interviewed on Newsplex. Several staff members did presentations at VLA.

ADVOCACY COMMITTEE'S REPORT - The Advocacy Committee’s September 27, 2010 Minutes were received. The Advocacy Committee discussed employee advocacy training and planned three short skits for the employee In-service Day on November 11th. The skits will demonstrate: how to create a positive and welcoming first impression with JMRL patrons, how to respond to a patron complaint, and how to use basic facts about JMRL to educate patrons about local funding. The Advocacy Committee is planning to present a 7-minute mock Speaker’s Bureau speech to Board members at either the November or December Board meeting. Around January 2011, Mr. Grant plans to contact community organizations in the region JMRL serves to announce availability of the JMRL Speaker’s Bureau for speaking engagements. Speaking engagements should include at least one Trustee and one JMRL staff member with the Library Trustee representing the matching locality of the requesting organization.

FIVE-YEAR PLAN COMMITTEE'S REPORT - The Five-Year Plan Committee's October 18, 2010 Minutes were received. At their October 18th meeting, the Five-Year Plan Committee did their annual evaluation of the Five-Year Plan checking to see if target dates are being met. For FY2010: the Collection Development Plan should be out in December 2010; creation of an IT department will require approximately 2,000 sq. ft. which isn’t feasible at this time (space and other special requirements needed to house an IT department would have to be located elsewhere); coordination of regional volunteers has not been done yet. Board self-evaluations have been started; assessment of needs and trends is ongoing; waiting period for new materials has been reduced; revision of budget request format will continue next year; Trustees meeting with government officials is ongoing; JMRL is trying to work with jurisdictions to meet “AA” funding; investigating alternative funding sources by raising overdue fines, etc. is ongoing; continue ongoing work with Friends (Friends gave JMRL over $100,000); Endowment Fund is funding downloadable audio books. FY2011: Library card signups are slowly increasing; job cross training has begun with Ms. Farrell and Mr. Pool; all branches will have self-checkout except Crozet; all branches have scanners, color printers, color copiers for the public; remote book returns needs to be discussed; upgrading of meeting rooms with audio/visual/technology systems is ongoing; 5% budget increase for music, DVDs and audio books; downloadable media will be starting late this fall. JMRL is ahead of schedule on many items.
ADJOURNMENT - Motion for adjournment was made by Ms. Payne and seconded by Mr. Tolson. The motion was unanimously approved and the Board meeting adjourned at 2:43 p.m. The November Board Meeting will be held at 1:00 p.m. on Monday, November 29, 2010 in the Jefferson Room at the Central Library.

Anthony Townsend, President
MINUTES OF THE NOVEMBER 29, 2010 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT:

Gary Grant (Albemarle County)
Hope Payne (Charlottesville)
Faye Rosenthal (Louisa County)
President Anthony Townsend (Albemarle County)
Peter McIntosh (Charlottesville)
Mike Plunkett (Charlottesville)
Timothy Tolson (Albemarle County)
Vice President Deborah Willenborg (Greene County)

TRUSTEES ABSENT:

Mary Coy (Nelson County)

OTHERS PRESENT:

Chris Callahan-Representing WINA
John Halliday-Library Director
Willoughby Parks-Administration
Krista Farrell-Assistant Library Director
William Lyons, Jr.-Business Manager
Ginny Reese-Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, November 29, 2010 at 1:00 p.m. in the Central Library's Jefferson Room, President Townsend being in the chair. On motion for approval made by Ms. Rosenthal and seconded by Mr. Plunkett, the October 25, 2010 Library Board Minutes were approved as presented. Mr. McIntosh abstained as he was not present for the October Board meeting.

POLICY COMMITTEE’S REPORT - The Policy Committee’s October 25, 2010 Minutes were received. The Library Director reviewed the Policy Committee’s suggestions/recommendations:

1) Friends of the Library Policy (Section 1.4): Three JMRL jurisdictions have local Friends groups. The only change is to the wording in the second paragraph from: “such as the Annual Book Sale” to: “such as book sales.”

2) Unsolicited Gifts of Non-Library Materials Policy (Section 1.6): After reviewing the policy, the Policy Committee decided not to make any recommended changes to the existing policy.

3) Public Employees’ Code of Ethics Policy (Section 2.1): The City no longer uses the Code of Ethics but the Policy Committee suggests changing the bottom of the policy from: [Adapted from the City of Charlottesville, Code of Ethics, 1988] and replace it with: [Adapted from City of Charlottesville Personnel Policies].

4) Library Employees’ Code of Ethics Policy (Section 2.11): The current policy was adapted from the A.L.A. Statement on Professional Ethics, 1981. The Library Director submitted to the Policy Committee a more recent version adapted from the A.L.A. Statement on Professional Ethics, 2008. After reviewing the 2008 version, the Policy Committee recommended adopting the 2008 version. Item #8 in the 2008 version deals with excellence in the profession and professional development. The Library Director will be reviewing the proposed changes with JMRL’s department and branch managers. The Trustees suggested the Policy Committee consider combining the Public Employees’ Code of Ethics Policy (Section 2.1) and the Library Employees’ Code of Ethics Policy (Section 2.11). The Policy Committee will meet following today’s Board Meeting.

RENEWAL OF ADMINISTRATIVE AND IT SERVICES AGREEMENT WITH THE CITY OF CHARLOTTESVILLE - The last agreement between JMRL and the City of Charlottesville expired on June 30, 2009. The agreement is essentially the same except for updates such as for JMRL’s holidays. The annual fee to the City of Charlottesville for IT services has gone down since JMRL will pay its own fee for connection to the Internet. This change will allow JMRL to apply for an e-rate discount of about 63% and will permit JMRL to upgrade the Internet service as needed. The renewed agreement will be in effect through June 30, 2013. Mr. Grant asked if JMRL wished to do so, could JMRL get out of the agreement before that date. The agreement allows either party to terminate this agreement during the term of the agreement upon giving six (6) months’ notice to the other party. Mr. Grant made the motion to accept the agreement as written and approved by the City of Charlottesville. The motion was unanimously approved.
LEADERSHIP CHARLOTTESVILLE REPORT (Krista Farrell) - Krista Farrell, Assistant Library Director, gave a PowerPoint Presentation outlining the 8-week training program she attended for Leadership Charlottesville. The program started with an opening reception and a day-long orientation at Westminster Canterbury. The following week participants had a day with the ropes course and other leadership training, followed by 6 more weekly meetings at various locations (Senior Center Inc., Albemarle High School, and the Charlottesville-Albemarle-Nelson Regional Jail and Detention Center). The program was very helpful for networking, future partnering with JMRL, as an invaluable tool in learning about the community and passing along information to relevant people at JMRL. The Assistant Library Director thanked the Board and JMRL for allowing her to attend the training.

BUDGET COMMITTEE’S REPORT - The Budget Committee’s November 16, 2010 Minutes were received. Committee Chairman Mr. Tolson informed the Library Board that the Budget Committee proposed that the anticipated year-end carryover be spent down on the following identified needs: $60,000 for library materials; $9,500 for a Millennium product that would replace mailed notices with telephone notifications to patrons for holds and overdues; and approximately $62,000 for a one-time bonus to eligible regular staff employed July 1, 2010. Mr. McIntosh made a motion that the proposed expenditures be approved. The motion was unanimously approved. The Budget Committee discussed the library's needs for FY2012 and recommended a budget that was essentially the same as the FY2011 budget but with several modest changes. The Library Director distributed a FY2012 budget summary showing the proposed changes from the current fiscal year: a 1% pay increase as recommended by two of Albemarle County’s Board of Supervisors; a 12% increase in medical premiums; a 3% increase in the retirement rate for the Defined Benefit Plan. The following personnel changes were also proposed: Nelson County-additional staff hours; Crozet Library-a full-time position; Central Children's-sub hours; Northside Library-additional Reference Librarian hours; Gordon Avenue Library-additional Shelves; Greene County-additional service hours as proposed in JMRL’s Five-Year Plan. Business Manager Mr. Lyons, Jr. distributed copies of the Projected Cost Allocations for Local Jurisdictions for FY2012. The Proposed Cost Allocations for FY2012 includes an interest deduction which lowers the cost for JMRL’s jurisdictions. Mr. McIntosh made a motion to accept the proposed FY2012 budget. The motion was approved with Mr. Grant abstaining.

LIBRARY DIRECTOR’S REPORT - downloadable AudioBooks-started November 22nd. 90 audiobooks and 30 eBooks have already been downloaded. The Library Director distributed a list of compatible devices for JMRL’s audiobook and eBook service (MAC, PC, iPod/iPhone, iPad-requires 3rd party app, Blackberry, Sony Reader, Barnes & Noble Nook, Zune, Windows Mobile, Android, and MP3 Players from Sandisk & Creative). Ms. Lichtman will do an email blast to 30,000+ library users. The Library Director will be on the radio next week advertising JMRL’s new service. This new service was funded with a $20,000 grant from the Friends of the Library Endowment Fund. Thank You Letter-from a patron “with mobility issues” regarding Gordon Avenue’s addition of an elevator and bathroom accessibility improvements. Shenandoah County Library Director-the Library Director will be reviewing applications at Shenandoah County Library’s request and will be on their interview committee. NAACP/Spectrum Scholarship-as an alternative to JMRL’s summer internships for ALA Spectrum Scholars, the Library Director is discussing with the NAACP of Charlottesville-Albemarle ways to provide scholarships for local students interested in librarianship as a career. In-Service Day-was a “big hit” with 79 people returning evaluations. High praise was given for Gary, Deborah and the Library Director’s skits and for President Townsend. December Meeting-the possibility of a recognition luncheon for the Friends of the Library Officers before the December meeting was discussed. Mr. McIntosh recommended that JMRL be part of the large April reception for all Friends. The consensus was that the JMRL Board would participate in the April event.

FUTURE AGENDA ITEMS - Future agenda items include: FY2012 Budget update and Policy Committee’s Report. Mr. Grant gave a brief report on his recent visit to three libraries in Minnesota and North Dakota.

ADJOURNMENT - Motion for adjournment was made by Mr. Tolson and seconded by Mr. McIntosh. The meeting adjourned at 2:20 p.m. The Monday, December 20, 2010 Library Board meeting will be held at 1:00 p.m. in the Jefferson Room on the 3rd floor of the Central Library.

Anthony Townsend, President
MINUTES OF THE DECEMBER 20, 2010 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mary Coy (Nelson County)
Peter McIntosh (Charlottesville)
Timothy Tolson (Albemarle County)
Vice President Deborah Willenborg (Greene County)
Gary Grant (Albemarle County)
Faye Rosenthal (Louisa County)
President Anthony Townsend (Albemarle County)

TRUSTEES ABSENT:
Hope Payne (Charlottesville)
Mike Plunkett (Charlottesville)

OTHERS PRESENT:
Donna Lee Grossman-Administration
William Lyons, Jr.-Business Manager
Virginia Reese-Staff Recorder
John Halliday-Library Director
Stella Pool-Community Network Coordinator

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, December 20, 2010 at 1:00 p.m. in the Central Library’s Jefferson Room, President Townsend being in the chair. Prior to a motion for approval of the November 29, 2010 Board Minutes, Mr. Grant requested the last sentence in the Budget Committee’s Report be stricken from the Minutes as it didn’t represent what he intended. On motion for approval made by Mr. Grant and seconded by Mr. McIntosh and Ms. Rosenthal, the November 29, 2010 Library Board Minutes were approved as amended. Ms. Coy abstained as she was not present for the November Board meeting.

POLICY COMMITTEE’S REPORT: The Policy Committee’s November 29, 2010 Minutes were received. The Policy Committee reviewed the Library Board’s suggestion that the Public Employees’ Code of Ethics Policy (Section 2.1) and the Library Employees’ Code of Ethics Policy (Section 2.11) be merged. After reviewing the Board’s suggestion, the Policy Committee recommended the two policies be left separate and that item #7 should be removed from the Public Employees’ Code of Ethics Policy (Section 2.1). The Library Board made the following motions:

1) Motion for adoption of the revised Friends of the Library Policy (Section 1.4) was made by Mr. Grant and seconded by Mr. McIntosh. The motion was unanimously approved.

2) Mr. Grant made a motion for approval, seconded by Mr. McIntosh, affirming the Policy Committee reviewed and did not make any recommended changes to the Unsolicited Gifts of Non-Library Materials Policy (Section 1.6). The motion was unanimously approved.

3) Motion for adoption of the revised Public Employees’ Code of Ethics Policy (Section 2.1) was made by Mr. Tolson and seconded by Ms. Willenborg removing item #7 from the policy and replacing (Adapted from the City of Charlottesville, Code of Ethics, 1988) with (Adapted from the City of Charlottesville Personnel Policies). The motion was unanimously approved.

4) Motion for adoption of the revised Library Employees’ Code of Ethics Policy (Section 2.11) was made by Mr. Grant and seconded by Mr. Tolson. The motion was unanimously approved.

The Policy Committee reviewed the following policies to see if they required updating:

1) Staff Training and Development (Section 2.2): The Library Director is amplifying the policy.
2) **J-MRL Vehicle Use (Section 2.61):** The Committee discussed drivers needing to be approved by the insurance company in advance. The Library Director will be checking with the insurance company and the Assistant Library Director will be checking to find out what other library systems do.

3) **Disposal of Library Equipment (Section 3.1):** The Committee suggested adding the words "or other grants" after "State or Federal funds" in the policy.

4) **Group Visits (Section 4.231):** After reviewing the policy, the Committee did not recommend any changes to the existing policy.

5) **Conduct in the Jefferson-Madison Regional Library (Section 4.232):** The Committee discussed dealing with the issue of patrons leaving their dogs tied up in front of the Central Library. The Assistant Library Director will be checking to find out what other library systems do.

The Policy Committee also discussed working on Social Media Policies under the **Website Policy (Section 4.8).** The next Policy Committee meeting is scheduled for directly after the Library Board's meeting on January 24th. The Policy Committee will be looking at extending the DVD loan period to 3 weeks.

**FY 2011/2012 BUDGET UPDATE - JMRL's FY 2011/2012 Proposed Budget was distributed to the Board.** Although the FY 2011/2012 budget process is just beginning, the Library Director has already been in contact with Albemarle, Charlottesville and Louisa. If the Library Board wishes to hand deliver JMRL's FY2011/2012 Proposed Budget, it should be done before the January 15, 2011 deadline. Library Trustees gave the Library Director their preferences for delivering JMRL's budget to the jurisdictions they represent. The FY 2011/2012 Proposed Budget is based on a 2-year running average with only a few items added: medical and retirement increases and a 1% base raise. Virginia's Governor unveiled his budget and he did not recommend any increases or decreases for State Aid to libraries.

**JMRL SPEAKER'S BUREAU PRESENTATION -** Mr. Grant and the Library Director gave a 7-minute speaker's presentation for use by some of JMRL's staff members and the Trustees for future speaking engagements. Mr. Grant prepared a special notebook as a reference guide including contact information for staff and Library Board Members to use. Mr. Grant plans to contact region-wide organizations to see if they would be interested in having JMRL come out and give a talk about our library system.

**LIBRARY DIRECTOR'S REPORT -** December's circulation statistics will include downloadables. A lump sum figure for downloadables will be added on the reported monthly statistics. At this time downloadables mainly contain fiction items with only a few hundred non-fiction and YA items included. The Technology Committee should plan to meet in January. The Library Director will be emailing the Technology Committee members. Crozet - At their December 3rd meeting Albemarle County's Board of Supervisors approved proceeding with designing Crozet Library and obtaining a more current economically-realistic cost estimate of what it would cost to build the Crozet Library. Regional Agreement - Mr. McIntosh suggested having included in the actual Regional Agreement that *every 5 years the Regional Agreement be reviewed.* The jurisdictions should be periodically reviewing JMRL's Regional Agreement and how it works and know how it affects them.

**FUTURE AGENDA ITEMS -** Future agenda items include: FY 2011/2012 budget update, a Website Report by Ms. Lichtman, and approval of December's Board Minutes.

**ADJOURNMENT -** Motion for adjournment was made by Ms. Coy and seconded by Mr. McIntosh. The motion was unanimously approved and the Board meeting adjourned at 2:17 p.m. The next Board Meeting will be held at 1:00 p.m. on Monday, January 24, 2011 in the Jefferson Room at Central Library.

Anthony Townsend, President