MINUTES OF THE JANUARY 24, 2011 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
- Mary Coy (Nelson County)
- Gary Grant (Albemarle County)
- Peter McIntosh (Charlottesville)
- Hope V. Payne (Charlottesville)
- Mike Plunkett (Charlottesville)
- Faye Rosenthal (Louisa County)
- Timothy F. Jost Tolson (Albemarle County)
- President Anthony Townsend (Albemarle County)

OTHERS PRESENT:
- Krista Farrell-Assistant Library Director
- John Halliday-Library Director
- Jacqueline Lichtman-Web/Marketing Librarian
- William Lyons-Business Manager
- Virginia Reese-Staff Recorder

The regular meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, January 24, 2011 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. McIntosh and seconded by Ms. Rosenthal, the December 20, 2010 Board Minutes were unanimously approved.

PUBLIC COMMENTS/ANNOUNCEMENTS - Mr. Grant stated that as part of the Library’s continuing outreach efforts, he had e-mailed all the political representatives in the area. Mr. Grant received responses from Delegate David J. Toscano, Delegate Watkins M. Abbitt Jr., and Delegate Robert B. Bell, as well as Senator R. Creigh Deeds and Senator R. Edward Houck. Mr. Grant also raised the issue of scheduling more Library Board meetings at branches other than the Central Library, in keeping with the Five-Year Plan. Mr. Tolson stated that he had attended a meeting that included Delegate R. Steven Landes. They had discussed the need for a new Crozet Library.

JMRL WEBSITE REPORT (Ms. Lichtman) - Ms. Lichtman presented a short history of JMRL’s website and her recent use of Google Analytics. The new software provides the ability to track usage on JMRL’s website, online catalog and E-newsletter. It keeps track of such data as bounce rates, service providers used and mobile carriers used.

TECHNOLOGY COMMITTEE’S REPORT (Mr. Plunkett) - The Technology Committee’s January 18, 2011 Minutes were received. JMRL’s Technology Plan objectives were reviewed for completion or ongoing status.

FY 2012 BUDGET UPDATE - The Library Director stated that copies of JMRL’s upcoming year’s budget had been delivered to all the jurisdictions. He provided handouts which indicated the increased use of the JMRL libraries. Mr. Plunkett stated that he had been impressed by the comments of the Charlottesville City Manager and was encouraged by the City Manager’s positive attitude towards JMRL’s budget. Ms. Payne inquired as to why JMRL was asking for a 1% increase when the City was looking at a 2% increase for its employees. The Library Director replied that JMRL submitted 1% because Albemarle County had suggested that amount. Ms. Rosenthal stated that Louisa County had requested that no raises be included. President Townsend was encouraged with the meetings with Albemarle County representatives. All seemed receptive towards JMRL’s budget and willing to work with the library. Ms. Coy felt it was too early to ascertain Nelson County’s position towards JMRL’s budget.

ALBEMARLE CIP REFERENDUM - The Library Director informed the Library Board that Albemarle County was considering the possibility of a CIP Referendum that would include funding for libraries. Albemarle County was considering the referendum as one of many possibilities. Because of the legal procedures involved, the Library Director stated that the referendum was unlikely to provide CIP funding for 2011. The Library Director distributed handouts that showed the
library’s CIP projects for FY2009/10. He also distributed information regarding library referendums throughout the country (a March 15, 2010 Library Journal article by Beth Dempsey on Voters Step Up: Library Referenda 2009). Referendums do well when they include funding requests for libraries. The question was raised as to whether the Library Board should take any position regarding the referendum. Mr. Plunkett recommended that an informal approach approving the idea be taken at this time, with a more formal recommendation by the Library Board as the issue matured. The Library Board concurred on that approach. The Library Director stated that the Albemarle County Supervisors would meet with the Library Board on February 9, 2011 to discuss the library study that Albemarle County conducted.

**LIBRARY DIRECTOR’S REPORT** - Business Manager Mr. Lyons distributed copies of JMRL’s year ended June 30, 2010 annual audit report from Cherry, Bekaert & Holland. The Library Director described the library’s special activities and displays for Martin Luther King Day and Black History Month; distributed an annual statistical sheet showing library visits and computer use region-wide; and reported that the new JMRL Speaker’s Bureau already has two engagements planned for February. During 2010, library volunteers mended and returned to circulation 4,784 books, a value to JMRL of approximately $95,680. President Townsend will send a letter of thanks to the volunteers. The Daily Progress ran a one-week poll asking readers if they supported construction of brick-and-mortar libraries: over 90% of respondents favored building new libraries with 88% saying “Absolutely.” The kickoff for The Big Read is scheduled for Saturday, February 26th at 2:00 p.m. at the Downtown Mall Free Speech monument. Several events have been scheduled in March and April and 125 copies of this year’s book, The Maltese Falcon by Dashiell Hammett, have been sent to JMRL’s branches. David Plunkett and the Library Director will be on television throughout February to promote The Big Read and all five jurisdictions will adopt formal resolutions supporting the annual reading program. The Friends of the Library Book Sale will run April 2nd through April 10th and there will be a reception for book sale volunteers on April 21st. President Townsend will represent the Library Board at the reception to formally thank the Friends for their support of JMRL. All Trustees are invited to attend the reception. Assistant Library Director Krista Farrell will be representing JMRL as part of Charlottesville’s delegation visiting Sister City Winneba, Ghana. The trip is planned for early May. The Friends of the Library will pay for Ms. Farrell's travel expenses and will provide children’s books to be distributed in Winneba by members of the Charlottesville delegation. The Library Director will have materials regarding state aid for Library Trustees planning to meet with state legislators. The Library Director will be on vacation from January 28th through February 6th and Assistant Library Director Ms. Farrell will be Acting Library Director during that time. On February 7th, the Library Director and President Townsend will have their bi-monthly meeting with the Albemarle County Board of Supervisors.

**FUTURE AGENDA ITEMS** - Future agenda items include: approval of the January 2011 Board Minutes, Policy Committee’s Report, review of selected policies, FY2011/2012 JMRL Budget Update and an Outreach Report.

**ADJOURNMENT** - Motion for adjournment was made by Mr. Plunkett and seconded by Ms. Coy. The motion was unanimously approved and the Board adjourned at 2:29 p.m. February’s Board Meeting will be held at 1:00 p.m. on Monday, February 28, 2011 at the Louisa County Library (881 Davis Highway, Mineral, Virginia).

Anthony Townsend, President
Joint Meeting with Albemarle County Board of Supervisors and JMRL Board, February 9, 2011, at Albemarle County Office Building

Minutes prepared by Albemarle County staff.

LIBRARY BOARD MEMBERS PRESENT: Ms. Mary Coy (Nelson County), Mr. Gary Grant (Albemarle County), Mr. Peter McIntosh (Charlottesville), Mr. Mike Plunkett (Charlottesville), Ms. Faye Rosenthal (Louisa County), Mr. Timothy F. Jost Tolson (Albemarle County), Mr. Anthony Townsend (Albemarle County), and Ms. Deborah Willenborg (Greene County).

ABSENT: Hope Payne (Charlottesville).

ASLO PRESENT: Library Director, John Halliday, and Ms. Roxanne White.

Item No. 2a. Work Session: Regional Library Study.

Mr. Elliott reported that he would review some findings and data related to the Jefferson-Madison Regional Library analysis the Board requested staff undertake last year. He said that he would review the scope of work the Board authorized staff to move forward on, consider some of the County’s contractual obligations of the current agreement, review operating models for library systems across Virginia, identify the peer group of counties and cities utilized in the analysis, offer an assessment of the JMRL services and a peer review related to those communities, offer some of the challenges the County would face in transitioning to a County-owned system, and consider recommendations for the Board of Supervisors.

Mr. Elliott said that the Library Analysis Scope of Work was released several weeks ago for the Board and the Library Board. The staff has reviewed the current JMRL agreement; the County’s contractual obligations; federal, state and local mandates relative library services; and a review of peer counties. He stated that the analysis also includes an overview of the CIP and operating budget impacts of the proposed library projects that have put in and out of the CIP. Mr. Elliott acknowledged the work done by Ms. White in preparing the analysis and conducting the peer review, and Mr. Halliday for his assistance and time.

He reported that the County is operating in a version of the Library Agreement that was established in 1991, which is a multi-jurisdictional agreement with the City of Charlottesville, and Albemarle, Nelson, Greene and Louisa Counties. Mr. Elliott stated that in terms of financial obligations for the County, there are three specific categories: The first is regional costs allocated based on each member’s percentage of circulation for financial management, system costs and reference services. For Charlottesville and Albemarle, there is also a cost allocation based on circulation for the operation of Central Library, Gordon Avenue Library and Northside Library. The County is also responsible for 100% of the local costs of the operations of Crozet and Scottsville. Second, the County is required to participate in the Bookmobile, Monticello Avenue, and the McIntire Library. Per the agreement, these three elements are to be contracted separately with the City; however, in the course of the analysis nothing in writing was found to set forth those responsibilities and financial obligations.

Mr. Elliott stated that Albemarle currently provides approximately 59% of total operating funds for JMRL based on circulation and financial obligations listed above. Translating to actual dollars, in FY10 and carried forward to FY11, the County’s financial obligations totaled approximately $3.17 million done through one appropriation, with Albemarle’s share of management and related system costs were 58% or $847,000; reference services were 34%; and in Central and Gordon Avenue Libraries, the County’s share was 61% and 55% respectively, followed by Northside where the share is 86%. He said that Northside’s obligation is the greatest at $856,000 a year followed by the management and system costs.

Mr. Rooker asked what is included in reference services.
Mr. Halliday stated that there are the central reference services provided from the Central Library, where there is a team of reference librarians offering support to any branch of the Library. They also manage all online databases and select all needed reference materials for the system. He stated that reference services are broken out as a separate cost in the 1991 regional agreement, and a separate statistic is used by jurisdiction, with Charlottesville paying about 66% of those costs.

Mr. Elliott reported that the Bookmobile is allocated based on circulation and based on the latest data, with Albemarle constituting about 74% of the Bookmobile circulation. He said that Monticello Avenue, which is the website and technology aspect of JMRL, is split 50/50 with the City, as well as the operation of the McIntire Library, which houses the historical collection for both the City and the County.

He said that the research and analysis points to four models in existence in Virginia: a regional approach similar to JMRL with costs split based on circulation and member jurisdictions responsible for local-only libraries; a regional system where the locality pays directly for the maintenance and upkeep of buildings, i.e., custodial, painting, general maintenance, etc., with a little bit of cost-share in the case of Scottsville and Crozet, and some CIP projects to maintain those libraries and costs split for Central and Gordon Avenue; single-county library systems that operate like any other local government department; and a single-library system with the IT platform for circulation being shared by a number of jurisdictions in that area, i.e., Roanoke County. In terms of peer group, Mr. Elliott stated that Roanoke, Henrico, Fauquier, and Chesterfield all operate county standalone systems, with Hanover, James City County, Stafford and Spotsylvania operating in a regional system.

He said that even though the county libraries listed have county-department structures they also have a policy-making board or an advisory board. In Fauquier, he said, they have a policy-making board that submits their annual budget to the Board of Supervisors and has an operating budget of $1.9 million annually with one central library and two branches. Mr. Elliott reported that Roanoke has an advisory board system jointly funded with the IT, but has a central library and five branches and operates for approximately $2.9 million each year. He said that Henrico’s library system is about $15 million per year with Chesterfield at about $7.3 million per year. Mr. Elliott mentioned that the overall operating costs of the Rappahannock Regional Library system is $12.0 million per year, with Stafford providing $4.8 million annually in allocations. He said that Hanover allocates about $2.8 million per year to the 10-library Pamunkey Library system; Williamsburg is in a jurisdiction with James City County that operates under an agreement that has nine member libraries, and it is based on circulation. Mr. Elliott reported that some systems have inter-library agreements with adjoining jurisdiction citizens able to use the libraries at no costs, or a small $10.00 to $15.00 annual fee for library use – as in Henrico with New Kent County and in Fauquier for some Northern Virginia libraries.

Mr. Elliott said that when they looked at the assessment of the JMRL level of service for this region, they concluded that based on statewide data and information Albemarle is getting good value for the dollars that it is investing in JMRL. JMRL delivers an efficient and effective library system when compared to other localities. He also said that in per capita spending, James City County leads with $64.00 per person per year in library services, followed by Henrico at $53.00 and Stafford at $36.00, with Albemarle at $33.00 ahead of Roanoke, Spotyslvania, Fauquier, Hanover and Chesterfield.

Mr. Thomas asked about the low per-capita staff and use of volunteers in the JMRL library system. Mr. Halliday responded that there are more volunteers than paid staff, which helps keep costs down.

Mr. Elliott reported that the JMRL system has a low number of staff per-capita, low staff expenditures relative to the overall budget, a low operating budget and one of the highest levels of state aid. He said that the state favors regional systems, and because Albemarle, and some of the other localities, is rural in nature it gets additional credit from the state for coming together as a regional system. Mr. Elliott noted that the Library systems receives between $500,000 and $600,000 per year in state aid but the state has been cutting back on that funding level in recent years, so the ability of the library system to purchase new books and materials has been hampered.

Mr. Halliday asked if he was going to address the rent at Northside.
Mr. Elliott responded that the rent at Northside is about $250,000 per year, and taking that out of per-capita spending takes that down to $31.00 per capita. He said that the state does not consider debt service as part of per-capita spending, and he did not feel the rent should be discounted because without that they would be paying debt service. Mr. Elliott stated that the borrowing has to be paid off with taxpayer dollars, and even at the $31.00 Albemarle would be ahead of Hanover, Chesterfield and Fauquier.

Mr. Thomas asked if that was comparable to the School Board’s CIP being in County government’s operating budget. Mr. Elliott said he was looking at it in total, the total localities investment in library services. He added that if that was considered everyone’s bar would be raised.

Mr. Thomas asked how the other localities handle construction. Mr. Elliott commented that Albemarle is unique in having the rental agreement which it has been paying for almost 20 years, as most localities pay for construction out of the CIP or borrow money.

Mr. Thomas commented that Northside is always a busy library. Mr. Elliott responded that Northside is the largest in the entire system with 500,000 volumes in circulation.

Ms. Mallek said that some localities are covering custodial operational costs with part of County government, and Albemarle assigns that to JMRL on their side. She added that they need to be careful when comparing apples to apples.

Mr. Elliott said that in Chesterfield, they are not necessarily fully allocating costs over to the library system and there are some functions of local government that do not charge an inter-service fee, which could be depressing the reported per-capita figure.

Mr. Rooker commented that a library has not been built in this community for quite some time. Mr. Halliday noted it had been three decades. Mr. Rooker asked who takes title to the real estate when a library is built. Would it be funded through the Library Board or directly by the County?

Mr. Elliott responded that the Northside facility has been programmed for funding in the past through the County’s CIP, even though it is a joint City-County operation. He said that there would be a cost share with the City as far as capital investment and additional operating expenses, noting that Albemarle residents generate about 86% of Northside circulation today. You would assume that the City would contribute 14% of the cost at this time.

Mr. Rooker asked if the title of a property would be held by the Library Board in the case of a shared facility. Mr. Davis replied that the Downtown Library is jointly titled with the City and the County; Gordon Avenue was acquired by the City prior to the regional system and is held in their name although the County has contributed substantially to the building over the years. The agreement is not clear on the title issue. Mr. Davis said that if a joint library were purchased with both localities contributing to the cost, it would likely be jointly titled.

Mr. Elliott reported that JMRL maintains comparable service levels with its peers in library visits, collection size, print materials, computer usage, and the number of libraries in the system.

Ms. Mallek added that it is important to note that that is with fewer resources.

Mr. Elliott said that data showed that JMRL falls significantly below the median in several areas when compared to peer localities: video and audio materials, downloadable books, reference transactions, library programs, program attendance, number of computer terminals, and money spent on material collection. He stated that it could be said that what is depressing the performance relative to these indicators is the availability of space, as the system simply does not have the space of other peers to run certain programs. Mr. Elliott said that in the case of downloadable books, JMRL put that into place in November and has seen an explosion in the use of that service since it has been operable.
Mr. Rooker asked if the books are downloadable through the website.

Mr. Halliday explained that audio books or eBooks can be downloaded through the Library’s website to computer, iPod, MP3 Player, Sony Reader, etc., but not Kindle because their technology is currently proprietary, and will not allow someone to read free books on their product. Mr. Halliday said that JMRL has several thousand books available but this is expected to grow and the use is very heavy. He added that the busiest downloadable service day was Christmas, as people likely got devices they could use for eBooks.

Mr. Grant pointed out that the program was all funded through a grant from Friends of the Library, not through operating funds.

Mr. Elliott reported that it is possible that JMRL lags in the reference material area because UVA has such a renowned collection nearby. He also reported that almost 46% of the circulation at JMRL is attributable to children’s books, and because of the limited space may not be able to have as many programs in this area as peer localities. Mr. Elliott said that historically JMRL has used state aid to purchase materials for the collection rather than turn to the localities, which could drive some of the per-capital data.

Mr. Elliott stated that all peer library systems have reduced their library budgets utilizing different methodologies with some having specific targets, some imposing across-the-board reductions, some having specific service level changes such as closing the library early on a low-demand day. He said that as of yet the State has not reduced funding to jurisdictions because of those cuts.

Mr. Halliday noted that the State cut the library funding to Nottoway and Craig Counties due to disproportionate cuts to their library’s budget. Mr. Halliday also said that this would likely happen to one of JMRL’s peer localities with the key being proportionate cutting in relation to other jurisdictional cuts.

Mr. Boyd asked how much of the library’s budget comes from the state. Mr. Halliday responded that it is about $600,000, or 10%.

Mr. Townsend said that if the State were to fully fund it, it would be approximately $1.0 million per year.

Mr. Elliott stated that the Board had asked what it would take for Albemarle to withdraw from the system, but based on the data from peer localities the County is currently getting a very good deal from the dollars it invests in JMRL. He added they could not find at the present time a case that would say it would be less expensive on an operating basis to move forward with that. Mr. Elliott said that the challenges in such a transition include the agreement stating that a committee would be formed to determine the value of assets a jurisdiction would be entitled to if it were to withdraw, and there is no specificity as to how that would work. Mr. Elliott said that the asset disposition would have to consider that the Central Library is assessed at $3.2 million with one-half shared by the City, Gordon Avenue had a foundation donate the land so the County’s share is more complicated to ascertain, and there is no methodology in the agreement regarding the division and payout of the County’s interest in furniture, equipment, assets, etc. He added that there is also great uncertainty with the start-up costs, as JMRL already has a standing IT infrastructure and the County would have to develop its own IT services and reference services. Mr. Elliott said that the space factor is also an issue, with Northside at 15,000 square feet and if the County were to withdraw from JMRL it would only be able to offer citizens 21,000 square feet of space for a population of 90,000, with .2 square feet per capita, far below the state recommendation of .6 or .7 square feet.

Mr. Elliott said that there were some recommendations in the report. The report indicates that economically, the County is getting a good value for its dollars, and based on the lack of facilities and challenges, there does not appear to be an argument for the County to pursue its own library system at this time. One item uncovered in the report was the outer area assessment. It is staff’s recommendation that staff take a closer look at how this is done. A number of years ago it was determined that the County
would take responsibility for all of the out-of-area circulation so use of those facilities by adjoining county residents would be tabbed to Albemarle. If another jurisdiction that is not in the system uses a City/County facility, the County is also responsible for that circulation. It was also a handshake agreement that the City was determined to be responsible for any circulation attributable to UVA students, and no data indicates that there is much growth in the UVA use, unlike the growth in outer areas.

Mr. Halliday clarified that if someone from Waynesboro uses the Greene County Library, the usage is counted toward that particular library. If somebody from Waynesboro uses Louisa County Library, that usage is counted towards Louisa.

Mr. Rooker asked what if someone from Waynesboro uses the Downtown Library. Mr. Halliday responded that that is counted towards Albemarle.

Mr. Snow asked for a number as to how many out of area students use the libraries.

Mr. Halliday responded that about 3,000 out-of-area college and private school students use the library system, and those are credited to Charlottesville.

Mr. Grant pointed out that there are 4,450 outsiders that come to JMRL but there are 4,510 Albemarle residents that use outside libraries.

Mr. Rooker noted that he is aware that some people use the Orange Library.

Mr. Halliday said the report is excellent and he agrees that out-of-area should be looked at.

Mr. Dorrier said the users in the Scottsville area are some of the poorest of the poor, who use the computers to work on their resumes and job applications. He suggested contacting Mr. Don Weaver, whose Fluvanna constituents use the Scottsville Library to see about their allocating some funds for their citizen’s usage.

Ms. Mallek noted that about 30% of Scottsville’s circulation is Fluvanna and Buckingham.

Mr. Elliott stated that the County and JMRL should come to some written understanding with the City that stipulate roles, responsibilities and financial obligations, and at the same time look at the out-of-area assessment and how it can be more equitable. He added that it may be determined that it is fair the way it is, but at least it could be documented, and not just based on a handshake.

Mr. Rooker asked how a UVA student who lives in the County and uses the Downtown Library would be counted. Mr. Halliday replied that they would be counted as a County resident, and if they are a dorm resident they are counted as City. Mr. Rooker commented that most of the dorms are located in the County. Mr. Halliday said he still thinks they are counted as City, but can look at that.

Mr. Elliott said that the study did not find any jurisdiction that was doing anything much different than what JMRL is doing. He stated that the City and County shares are included in the existing JMRL agreement, but the out-of-area libraries are not covered.

Mr. Rooker noted that if JMRL asks for contributions from outside users, those localities could come in and do the same thing, i.e., Orange County has asked Albemarle. He added that there is a precedent for Albemarle not doing that in reverse.

Ms. Mallek commented that perhaps some other localities could be enticed to join the regional system, especially those that have had large population growth and commuters working in Charlottesville.

In terms of improving budget and performance information, Mr. Elliott said the report recommends developing performance measures for key performance indicators consistent with peer communities and implement a quarterly reporting system. Mr. Halliday has indicated that the Library Board already tracks
on a pretty consistent basis a number of these indicators and it is just a matter of asking to have this shared with the County on a quarterly basis. Another recommendation is that the Board may consider making appropriations by functional area versus one lump sum, and have it mirror what the agreement specifically says so there is a better track of where those dollars are going, i.e. regional services, City/County services, local services, or other side agreements.

Mr. Elliott said that the budget document from JMRL to the County is made by January 15 of each year. If the document mirrored the County's format, it could perhaps include a breakdown of staffing level by functional area or branch; actual expenditures for expenditures for the previous year, as the current document submitted to OMB has a budget-to-budget current year to proposed budget.

Mr. Rooker stated that is very important, because it is valuable to see what has been spent and not just what was budgeted.

Mr. Elliott said that they may also want more detailed description of any major budget variances, adding that from FY05-09, the Board did allocate additional funding for expanded services. He stated that the Board could possibly request from JMRL how those dollars are spent and what the result of that is, such as expanded operating hours and how many additional patrons were served because of the change. Mr. Elliott noted that when the JMRL budget is submitted to the County, the Library does not know what they will be getting from the State or allocations from Friends of the Library, and that information is left blank.

He stated that one of the recommendations related to the Library Board structure would require an amendment to the agreement because the County provides 60% of the funds to the system but only has one-third representation on the Board. This Board may want to consider how it might get greater representation on the Library Board for the dollars invested. Mr. Elliott said that within the next two years the Board would have some pretty significant decisions to make on key leadership appointees to JMRL, as Mr. Townsend and Mr. Tolson would have their terms expire and will not be eligible to renew them. As the Board begins to vet interested parties to serve on the Library Board, it needs to consider attributes, roles and responsibilities to carry forward.

Mr. Grant commented that he is eligible for another term, but his current term expires in June 2011.

Ms. Mallek asked if most of the decisions the Library Board has made have been somewhat unanimous, and if any of them have been detrimental to the County in any way.

Mr. Townsend responded that in the eight years he has been on the Board, he can count on one hand the number of decisions that were not unanimous, and those were usually because of an abstention due to absence.

Ms. Coy stated that when she joined the Board as a representative from Nelson County, it was made clear that she was charged with considering regional needs, not just that County's.

Mr. Elliott reported that one frustration factor for everyone in the room, and one they do not have much control over, is the County's inability to move forward with capital investment in libraries. He noted that the timing of what was previously in the CIP was locked and loaded to go during the five year period, and many peer jurisdictions were ahead of that curve and have expanded their facilities. With a reduction in the CIP of over $100.0 million, Albemarle had to unfortunately put a break on a number of library projects. Mr. Elliott said that in looking at the five library projects that were included in previous CIPs, there was an investment of approximately $42.0 million over a 10-year period, including Crozet, Northern, Central Library renovations, the Southern Urban Library project, and the Scottsville renovation. Mr. Elliott noted that this would mean about $4.2 million in debt service on top of the $3.0 million invested today plus additional operating costs for the new facilities.
Mr. Thomas asked if there is any money in the maintenance budget to deal with the roof at the Central Library.

Mr. Elliott responded that there are projects in the CIP that are maintenance only that address libraries over the next few years, but he is not sure of the scope.

Mr. Letteri stated that there are no major funds for the Central Library at this time.

Mr. Thomas expressed concern about leaks ruining the books.

Mr. Halliday stated that there are no leaks at this point that have not been repaired.

Mr. Elliott said that this is a good opportunity to evaluate what impact things such as downloadable books and self-checkout might have on operations and facilities. He is not suggesting peeling back the two previous planning studies, but to monitor how, over the next several years, and look at CIP projects again. He added that thought should also be given to take a look at the County’s urban ring and evaluate what effect Crozet, Northside, and the Southern Urban Library will have on the County’s investment of facilities within the City limits. He stated that the Neighborhood Model suggests that County facilities be put into neighborhoods, so future County use of libraries within City limits might shift outward.

Mr. Rooker commented that many school systems are going to IPads instead of textbooks and kids coming along are computer-screen oriented, and he asked how the Library is viewing this trend.

Mr. Halliday responded that while people are using more electronic devices, they are still using books. The book circulation over the past two years is the highest in JMRL history.

Mr. Dorrier said that there is a massive shift in focus from books to computers. Albemarle is poised in a unique position, adding that everything the Library Board is focusing on align with the County’s Economic Vitality Action Plan. He added Albemarle County can be a leader in the State in this process.

Mr. Halliday noted that in 1991 when the regional agreement was struck there were very few personal computers, but it is now a big part of the library business and computers should be worked into a performance measure when looking at libraries. The libraries are doing a great deal for economic development in the community.

Mr. Boyd asked if the Library was beginning to accumulate data on these trends, and wondered if there were more users or just more books.

Mr. Halliday responded that library registrations went from 50,000-55,000 twenty years ago, with 90,000-95,000 ten years ago, and 100,000-105,000 now. He said that he thinks that is what is driving the circulation, not a few people checking out more books.

Mr. Boyd commented that he went into Alderman Library a couple of days ago, and saw a sea of terminals. He did not find many people wondering around the book aisles. Mr. Tolson said that there are people sitting in the stacks in Alderman studying. The reading room is downstairs on the second floor, and it is usually packed.

Mr. Halliday added that 17% of people coming through the doors use the internet, but in Crozet that figure is 8%, so if there were more computers perhaps people would come in and use them.

Mr. Snow asked if that might be a function of broadband availability throughout the County.
Mr. Halliday responded that it may be a factor, and also many residents see the library as a third place outside of work and home where they can do some research, emails, etc. There are still some people who cannot afford computers, but it is a combination of things.

Ms. Mallek said that almost one-half of the users are children and parents who are getting things for their children, and a Kindle does not replace holding a book in your hand when you are a struggling reader because of illustrations and format, etc. She noted that the wrap-up party for the summer reading program in Crozet had about 300 kids.

Mr. Dorrier commented that the great thing about libraries is it covers everyone from kindergartners to seniors.

Mr. Halliday mentioned that computer use is not included in circulation, but if the regional agreement is updated it should be incorporated to ensure that every jurisdiction is paying its fair share of computer usage.

Mr. Townsend noted that since he has been on the Board, money has been spent on increasing bandwidth to the branches, which continues to get saturated. He said that there needs to be some caution with replacing paper books with eBooks, as that type of thing has been tried before and does not usually work out, such as Betamax vs. VHS tapes. Mr. Townsend added that you want to make sure that you are not jumping ahead of the technology too.

Mr. Rooker asked about the copyright arrangement with downloadable books.

Mr. Halliday explained that JMRL provides the service through a vendor, who works out the contracts with the publishers and authors. It varies from author to author as far as limitations.

Mr. Tolson noted that there is often a limit to the number of downloads and two weeks after your checkout period the book disappears from your machine, and you can only have two downloads at a time. He added with the technology, they limit what is available. Also, people can get on a waiting list for downloadable books the same as they would for a paper copy.

Ms. Rosenthal said that people also come to the library to get help from the Librarian, i.e., email and job searches.

Mr. Halliday commented that there are people who come into the library and have not used a mouse before.

Ms. Coy mentioned that the local schools count on the library for a project or things teachers have assigned and to be there when they are closed in the summer or on weekends. When you support the school system, it is also important to support the library system.

Mr. Plunkett emphasized that the point has been made this is a public library, which serves everybody.

Mr. Tolson mentioned that they had done a study of community leaders on trends in library space, and one need that has continued is meeting space for clients because it is free. He stated that it helps them get their business up and running. Nationally the space needs of libraries continue to increase for that reason. He added that books are not dead; their publication continues.

Mr. Elliott said that regarding recommendations related to next steps, he would suggest that the County Executive in conjunction with the JMRL Library Director convene meetings with the City Manager and other County Administrators in the Library system to review the study and develop recommendations regarding any amendments for consideration by their governing bodies. At the same time, he said, the recommendation is for the County Executive in conjunction for the City Manager and the JMRL Library
Director to develop specific agreements related to the operation of the Bookmobile, Monticello Avenue and McIntire Library, then present those agreements to the Board and City Council for adoption.

In regards to the first recommendation, Ms. Malley asked about a formal commission type group to do a vision of regional wishes before a lot of staff time is spent.

Mr. Townsend said that was a good point, noting that there has not been a formal review of the entire regional agreement in almost 20 years. When Mr. Peter McIntosh came back on the Board he provided a good historical overview of the agreement. Originally every five years the agreement was looked at by each jurisdiction. He stated that the JMRL Board would welcome a formal process to sit down with all the jurisdictions to review the regional agreement through a commission, task force, etc. They would then draft a new regional agreement.

Mr. Dorrier commented that the new agreement could provide for funding from all the localities.

Mr. Elliott said that the question for the Board is whether that would be a staff-led initiative with the JMRL Director, as the study team suggests for simplicity purposes that the Director, County Executive, City Manager and County Administrators, work on it with input from the Library Board, with recommendations coming back to the respective governing bodies.

Mr. Rooker stated that the staff approach would be better and faster, given the number of jurisdictions involved. The staffs could report back to their respective governing bodies periodically.

Mr. Townsend said that he would be happy to serve as a facilitator, since his term expires in June, and would like to see the Library Trustees involved, with the project having a definite deadline. He agreed that having staff involved will make it a quicker process.

Mr. Foley suggested that staff work with Mr. Halliday as a starting point to set out a process.

Mr. Halliday suggested having County staff coming up with a proposed process for reviewing the regional agreement which he would take to the Library Board, so that it does not look like Albemarle is driving this.

Mr. Foley agreed, adding that even getting a first step done would be helpful. He reiterated that this process would be driven by timelines, staff, with broader input from elected officials and Library Trustees.

Mr. Townsend said that one of the report recommendations is to define the Library Board members roles and responsibilities overall in the regional agreement.

Mr. Dorrier asked about using the TJPDC. Mr. Townsend said that they could be used for demographic information about the region.

Mr. Boyd said that what spurred this whole discussion was how monies are spent, and that needs to be zeroed in on as Albemarle felt that it did not have control over its $3.0 million investment. This Board feels that, as elected officials, it should have some control over how County money is spent.

Mr. Snow said that that was one of the recommendations in the study that was led by Ms. White, to have a clear picture of all incoming revenues and all expenditures, by line item.

Mr. Rooker emphasized that it needs to be understood that the Library Board is a separate, independent board, and the County will never direct their line-by-line expenditures under the current system. He said that there are counties that are not part of regional systems and operate libraries as departments.

Mr. Snow said that the County can make suggestions though, such as closing early on certain days and times that are slow.
Mr. Rooker said that is different than looking at their budget line by line.

Mr. Tolson stated that they do deliver detailed budgets to County staff.

Mr. Foley said that staff has been asked to address performance indicators as part of that process.

Ms. Mallek commented that there are lots of different jurisdictions represented here, and it cannot be expected that the library have six different budgets. She does not quite support telling them to modify their budget to suit Albemarle.

Mr. Townsend stated that the Library Board Trustees are appointed by the Board of Supervisors, and he is charged with representing Albemarle’s needs within the regional system.

Mr. Dorrier said it is also important to recognize that this is the first joint meeting of the Board and Library Board in 20 years.

Mr. Rooker said that anytime there are jurisdictions under budget stress, actions and their intentions can be misunderstood. He commented that the County should probably make better use of their appointees in that regard, having them come in periodically and address the Board.

Mr. Dorrier commented that Mr. Grant has been active in seeking out public forums to discuss libraries.

Mr. Boyd also stated that people may not realize whether they live in the City or County in terms of circulation.

Mr. Halliday explained that the library double-checks stated residence, noting that it is likely that more County people live in the City than vice versa.

Mr. Foley clarified the process moving forward, stating that he and Mr. Halliday should meet and discuss the report, then get together with representatives from the other jurisdictions get together to develop a process that assures Board members and Trustees are involved. He added that, along with the other County Administrators, they could get together and agree on a process as to how to move forward.

Mr. McIntosh said he hopes they do not lose this opportunity to make an overture to Fluvanna County. Fluvanna was part of the regional agreement for the first 18 years. There is a lot of overflow from Fluvanna going to Scottsville.

Mr. Snow asked about Buckingham.

Mr. Halliday responded that Buckingham County is part of another regional system.

Mr. Tolson commented that the Mont-Avenue, McIntire Library and Bookmobile Agreement would also have to be presented to the JMRL Board, not just the Board and City Council.

Ms. Mallek said she would like to receive quarterly reports on the progress.

Mr. Boyd stated that any inter-jurisdictional agreement would have to be approved by all the localities in order to move forward.

Mr. Snow asked for everyone to introduce themselves, and participants did so.
Mr. Bill Schrader, a member of Friends of the Library, said that the TRAIN report and the previous joint City/County report should be included as appendices to this study in order to provide some context and background information. This information will give an indication of the future of Crozet and the new Northside Library. He added that this was a well done report.

Ms. Mallek thanked everyone for coming.

At 10:36 a.m., the Library Board formally adjourned its meeting.
MINUTES OF THE FEBRUARY 28, 2011 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

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

TRUSTEES ABSENT:
Timothy F. Jost Tolson (Albemarle County)

OTHERS PRESENT:
Noelle Funk - Reference Librarian  DonnaLee Grossman - Administration
John Halliday - Library Director  Jimmy LaRoue - Representing The Central Virginian
William Lyons - Business Manager  Zanne Macdonald - Reference Librarian
B. Gail Ott - Branch Manager, Louisa Library  Virginia Reese - Staff Recorder

The regular meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, February 28, 2011 at 1:00 p.m. in Louisa County Library’s meeting room, President Townsend being in the chair. On motion for approval made by Mr. McIntosh and seconded by Vice President Willenborg, the January 24, 2011 Board Minutes were unanimously approved. Trustees Mr. Grant and Ms. Payne were not present at the time the vote was taken.

PUBLIC COMMENTS & ANNOUNCEMENTS - Last weekend’s Big Read kickoff on the downtown mall had a very good turnout, the news coverage was great and President Townsend was superb. Krista Farrell, Willow Gale and David Plunkett are to be commended on the excellent job they did in making the kickoff a success. Directly following approval of the January Board Minutes, at 1:05 p.m. the Library Board was given a tour of Louisa County Library by Branch Manager B. Gail Ott. The regular meeting was reconvened at approximately 1:16 p.m.

POLICY COMMITTEE’S REPORT - The Library Board received the Policy Committee’s January 24, 2011 Minutes. The Conduct in the JMRL Policy (Section 4.232) was discussed and the Committee recommended a second sentence be added to #7: In addition, animals may not be left unattended or tethered to library property for more than 10 minutes and then only in designated areas that do not obstruct public walkways/entrances. Before a change is made to this policy, JMRL should check with Animal Control/SPCA to see if they will cooperate with JMRL’s policy for animal control and bring their findings back to the Board next month. The Committee plans to review the Website Policy (Section 4.8) and a newly proposed Social Media Policy (Section 4.81) at their next meeting in March. As recommended, there were no changes to the Staff Training and Development Policy (Section 2.2) or to the Group Visits Policy (Section 4.231). The Committee recommended adding to the last sentence in the JMRL Vehicle Use Policy (Section 2.61): All operators of Library vehicles shall have a valid Virginia driver’s license and complete an “Authorization to Obtain Motor Vehicle Request” for insurance purposes. The Committee suggested adding three words to the first paragraph in the Disposal of Library Equipment Policy (Section 3.1). The first paragraph should read: Equipment purchased with State or Federal funds or other grants must be disposed of using the process specified by the applicable funding agency. By the end of the year, the Policy Committee should reach the goal of reviewing all of JMRL’s policies every ten years. The next Policy Committee meeting is scheduled for after the Library Board’s meeting on Monday, March 28, 2011.

FY 2011/2012 JMRL BUDGET UPDATE - February 25th Albemarle County released their budget for the coming year. They have recommended a 1% increase for JMRL, approximately $94,916 less than JMRL requested. The budget request included additional staff hours and a 1% raise. JMRL truly appreciates this increase but needs still go unmet, particularly in Crozet.
The Library Director described the state aid’s requirement clause of a “maintenance of effort” to encourage jurisdictions to maintain local library funding in order for them to be eligible for state aid. There is a waiver process to the “maintenance of effort” clause and many jurisdictions might be asking for waivers using the economic downturn as a reason for disproportionate cuts to their libraries. JMRL would like to send a letter to Mr. Kozlowski, Chairman of the Library of Virginia Board, in support of the Library of Virginia Board holding strong in maintaining past state aid requirements, to look at each waiver and make a decision on a case-by-case basis (encourage them to sparingly grant waivers), and deny waivers to jurisdictions that have failed to make a “good faith effort” to maintain local funding and have made disproportionate cuts to their library budgets. On motion for approval made by Mr. McIntosh, seconded by Mr. Plunkett, the Library Board unanimously approved sending a letter to Mr. Kozlowski, Chairman of the Library of Virginia Board.

Nelson County’s budget proposal should be out March 8th. The Library Director and Vice President Willenborg plan to do a presentation to Greene County on March 9th and by late March JMRL should know something definite from Greene County. JMRL should officially know by March 7th what Charlottesville is budgeting. Louisa County has a new County Administrator starting March 1st. JMRL should know some time in April what Louisa is proposing for next year. It is more than likely that Bookmobile service to Louisa may not be continuing after July 1, 2011. The State Budget for FY 2012 is a status quo budget with no decreases in State Aid and no decreases in State Library funding. As an instrument showing the educational role of libraries, to support not cutting State Aid to libraries and in support of full funding, JMRL along with Central Rappahannock created a brochure with the intent of distributing it to delegates in the Senate, to the House Committee and to lobbyists supporting libraries. By mid to late April 2011, JMRL should have a good idea how the FY 2011/2012 budget is shaping up. Shortly thereafter, JMRL’s Budget Committee should meet to finalize the budget and to review the Equipment Fund Budget for next year.

**JMRL SPEAKERS BUREAU REPORT** - Board members and staff are getting positive results in visiting and doing presentations at local community organizations. Ms. Coy and Nelson County Branch Manager Tanith Knight spoke to the Massies Mill Ruritans and received a $250 check from them. Ms. Coy and Ms. Knight are also planning an engagement with the Rockfish Ruritans and the Nelson Rotary Club in March. Last week Mr. Tolson and the Library Director did a presentation to the Whitehall Ruritans. The meeting was very positive and they were very interested in the Crozet Library project. JMRL staff will be doing a presentation at the Senior Center in March. Mr. Grant sent out more invitations to other groups/organizations encouraging their participation.

**JMRL SOCIAL MEDIA NETWORKING OUTREACH** - Reference Librarians Noelle Funk and Zanne Macdonald gave the Library Board a demonstration showing the social media networking sources that are available for JMRL and patrons to use to communicate with each other.

**LIBRARY DIRECTOR’S REPORT** - Fines & Fees - Looking at records and comparing July-December 2009 with July-December 2010 (when new rates and the fines and fees schedule went into effect), the first 6 months in FY 2010 show JMRL received approximately $118,000, which is roughly a 55% increase over the $76,000 received for the first 6 months in FY 2009. Meet with Albemarle County Staff - On March 1st JMRL will meet with Albemarle County staff to discuss the process for reviewing and updating the Regional Agreement. The Big Read - The Big Read was a “big” hit. JMRL’s Library Board President Anthony Townsend, City Councillor Holly Edwards, and Albemarle County Supervisor Ann Mallek read proclamations at the February 26th Big Read Kickoff. The Greene County Record, Central Virginian, and the Nelson County Times included articles on the Big Read. Fundraisers - Sister City Winneba, Ghana - There are two fundraisers for Charlottesville’s Sister City Winneba, Ghana: “Bartender Night” (with Board President Tony Townsend behind the bar) at Slips Wine Bar on March 3rd from 5:30-7 p.m. and a “Wine for Winneba” fundraiser on March 12th at the Main Street Arena from 8–10 p.m. Proceeds are to support the development of Winneba’s first public library. Virginia Festival of the Book - The annual Virginia Festival of the Book is scheduled for March 16-20, 2011. The beginning event is held at the Central Library on March 16th.

**FUTURE AGENDA ITEMS** - Future agenda items include: approval of February 9th and February 28, 2011 Board Minutes, FY 2012 budget update, Policies, and report from Regional Library Study Group.

**ADJOURNMENT** - Motion for adjournment was made by Ms. Payne and seconded by Mr. McIntosh. The motion was unanimously approved and the Board adjourned at 2:32 p.m. The March Board Meeting will be held at 1:00 p.m. on Monday, March 28, 2011 at the Greene County Library (222 Main Street, Stanardsville, Virginia).

Anthony Townsend, President

(AT:JH:dlg)
The regular meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, March 28, 2011 at 1:00 p.m. in Greene County Library’s meeting room, President Townsend being in the chair. On motion for approval made by Mr. McIntosh and seconded by Mr. Plunkett, the February 28, 2011 Board Minutes were unanimously approved. Ms. Rosenthal was not present at the time the vote was taken and Mr. Tolson abstained from voting as he was not present at the February 28, 2011 Board meeting.

PUBLIC COMMENTS & ANNOUNCEMENTS - Vice President Willenborg and Greene County Library’s Branch Manager Ginny Reese gave a JMRL Speaker’s Bureau presentation last Wednesday at the Four Seasons in Greene County. At 1:07 p.m. the Library Board was given a tour of the Greene County Library by Branch Manager Ginny Reese. The regular meeting reconvened at approximately 1:19 p.m.

POLICY COMMITTEE’S REPORT - The following JMRL policies were reviewed/revised and given final approval by the Library Board:

1. Staff Training and Development (Section 2.2)-No changes were made to the policy. Ms. Rosenthal made a motion, Mr. McIntosh seconded it, to approve the reviewed policy with no changes recommended. The motion was unanimously approved.

2. JMRL Vehicle Use (Section 2.61)-Vice President Willenborg made a motion, Mr. McIntosh and Ms. Rosenthal seconded it, for Board approval of the policy as amended to change the last sentence to read: All operators of library vehicles shall have a valid Virginia driver’s license and complete an “Authorization to Obtain Motor Vehicle Request” for insurance purposes. The motion was unanimously approved.

3. Group Visits (Section 4.231)-No changes were made to the policy. Ms. Rosenthal made a motion, Mr. McIntosh seconded it, for approval of the reviewed policy with no changes recommended. The motion was unanimously approved.

4. Conduct in the JMRL (Section 4.232)-The Assistant Library Director checked with the police and they fully supported the policy as drafted. Mr. Tolson made a motion, Mr. McIntosh and Ms. Rosenthal seconded it, for approval of the policy as amended to add an additional sentence to item #7: In addition, animals may not be left unattended or tethered to library property for more than 10 minutes and only in areas that do not obstruct public walkways/entrances. The motion was unanimously approved.

5. Disposal of Library Equipment (Section 3.1)-Mr. Plunkett made a motion, Ms. Rosenthal seconded it, for Board approval of the policy as amended to change the first sentence to read: Equipment purchased with State or Federal funds “or other grants” must be disposed of using the process specified by the applicable funding agency.

FY 2011/2012 JMRL BUDGET UPDATE - The Library Director informed the Board members that Charlottesville is granting JMRL approximately a 1.8% increase. Albemarle County had planned to fund JMRL a 1% increase but has changed it to a 1.5% increase to provide for additional staff in Crozet Library. This coming Wednesday, March 30th at 6:00 p.m. at the Albemarle County Office Building the Albemarle County Board of Supervisors will hold a public hearing to discuss their FY2012 budget. JMRL is thankful for Greene County’s plan to provide JMRL with just over a 4% increase; however, it still is not sufficient to add additional open hours at Greene. JMRL has not heard officially from Nelson but Nelson is budgeting approximately $50,000 to
replace the heating and cooling system at Nelson County Memorial Library. A March 17, 2011 *Nelson County Times* article, about the Nelson County Memorial Library receiving building upgrades, was shown to the Library Board. JMRL has not officially heard yet from Louisa County. JMRL should hear from Louisa and Nelson by JMRL’s next Library Board meeting. After April’s Board meeting, the Budget Committee should plan to meet in early May. The Personnel Committee has scheduled a meeting for Monday, April 18th at 9:15 a.m. at Central Library to review pay raises and JMRL’s 2011-2012 Schedule of Library Closings (Section 5.4).

**REVIEW OF REGIONAL LIBRARY AGREEMENT** - Albemarle County’s Board of Supervisors indicated they would like the Library Director to work with their staff to initiate a review of the Regional Library Agreement. The Library Director distributed a copy of a suggested motion for the Library Board to review and edit and make a motion on. Mr. McIntosh made a motion for approval of the draft motion as amended and Mr. Tolson seconded the motion. The motion was unanimously approved:

Based on the fact that the Regional Library Agreement was adopted in 1991 and the Library Board of Trustees and at least one of the Library’s five jurisdictions see the need to review and update the agreement, it is moved that the Library Board initiate a review process including the following elements:

- A committee of 7 members including the Library Director, the President of the Library Board, and CEO of each jurisdiction or their designee.
- A process of approximately 6 months with the first meeting scheduled for late April or May 2011.
- An agenda that will include discussion of the composition of the Library Board, the Regional Library budget format, Regional Library key performance indicators, out-of-area library use, and any other library concerns brought by committee members.
- A discussion of non-Regional agreements for library services provided through the Bookmobile, Albemarle-Charlottesville Historical Society, and Monticello Avenue Community Network.

**LIBRARY DIRECTOR’S EVALUATION PROCESS** - The evaluation process will be done the same as was done in prior years. There will be an on-line process to evaluate the Library Director. Mr. Tolson created a website format for the Board to use. The Library Director does a self-evaluation and meets with the Board President to review the evaluation. When Board evaluations are done, they are summarized and presented to the Board members who go into a Closed Meeting to discuss in detail the Library Director’s evaluation. Mr. Grant requested that 5-Year Plans be included in the evaluation process. Evaluations should be submitted in time for the May 23rd Board meeting so that the Board’s agenda can include a Closed Meeting for the Director’s evaluation.

**LIBRARY DIRECTOR’S REPORT** - Patron’s E-Mail Response-The Library Director shared with the Board a patron’s e-mail response to the HarperCollins Publishers announcement regarding the changes they are making to their e-book policy (making them available but limiting checkouts per year). JMRL will continue to buy hard cover books from HarperCollins but not their e-books. Maintenance of Effort & Granting of Waivers-Board President Townsend and the Library Director shared with the Library Board the reply they received to the letter sent to Ronald S. Kozlowski, Chairman of the Library of Virginia’s Board. Mr. Kozlowski plans to share JMRL’s valid concerns with the Library Board’s Public Library Development Committee and their full Board at their April 11th meeting. Mr. Kozlowski assured JMRL that they have granted very few waivers, for any reason. The Big Read-The Big Read and the Book Festival are going along very successfully. Friends Book Sale-The big Friends Book Sale begins this Saturday, April 2nd and runs through Sunday, April 10th. All their sale day hours will be 10 a.m.-7 p.m. April 9th and 10th are their half-price days. Mr. McIntosh updated the Library Board regarding parking issues and possible solutions or alternatives for during the Friends Book Sales. Endowment Campaign-As a way to encourage donations to JMRL’s Endowment Fund, Board members suggested ways of targeting potential donors as a standard part of the Endowment’s annual agenda when they meet in the spring/early summer. Crozet-Mr. Tolson informed the Board that on April 4th at 1 p.m. Albemarle County’s Architectural Review Board will do a preliminary approval of Crozet Library’s design. The parking lot is also up for final approval. Library Avenue is the proposed name for the street running by the Crozet Library.

**FUTURE AGENDA ITEMS** - Reports from the Personnel Committee and Policy Committee and a FY 2012 budget update. Mr. Grant requested the Bookmobile be placed on the Board’s May agenda to discuss the demographics of Bookmobile stops.

**ADJOURNMENT** - Motion for adjournment was made by Mr. Tolson and seconded by Mr. Plunkett. The motion was unanimously approved and the Board adjourned at 2:14 p.m. *April’s Board Meeting will be held at 1:00 p.m. on Monday, April 25, 2011 at the Central Library.*

Anthony Townsend, President
The Personnel Committee presented an employee’s request to increase compensatory hours (Section 4.51) as submitted and recommended acceptance as presented. Ms. Coy was not present at the time the vote was taken.

The estimated total would be approximately $12,000 and would come from savings JMRL has generated during the fiscal year 2011. The Personnel Committee was presented with an employee’s request to increase compensatory hours for ¾ time employees to equal what is allotted to full-time staff for working Sunday shifts. By consensus, the Personnel Committee decided to take no action on the employee’s request. Mr. Plunkett made a motion for Board approval of $1,000 net bonuses for JMRL’s full-time staff with a pro-rated bonus to regular part-time staff. The bonuses would be scheduled for June 2011. Ms. Coy and Ms. Hope seconded the motion. The motion was unanimously approved. On motion for approval made by Mr. Grant and seconded by Mr. McIntosh, the Board unanimously approved the 2011-2012 Schedule of Library Closings as proposed.
FY 2012 LIBRARY BUDGET – The Library Director discussed the current status of JMRL’s FY 2012 budget. Increases include: Albemarle-1.5%, Charlottesville-1.8 %, Greene-4.1%, and Nelson-3.6%. Louisa’s budget is still in the discussion stage. The Library Director anticipates Louisa will be contacting JMRL within the next week to confirm what they will be contributing to JMRL. In recent years JMRL has experienced budget constraints and Board members discussed ways of dealing with the issue of less funding. Removing the FY2012 1% pay raise should help JMRL balance next fiscal year’s budget. However, even by doing that, JMRL will still require additional budgetary constraints. Once the figures are in from all the jurisdictions, the Budget Committee should meet in order to finalize the budget for presentation to the Library Board for their approval.

NEW SELF-CHECKOUT UNIT - The Library Director informed the Board that new self-checkout units will soon be installed at several branches (Crozet, Scottsville, Louisa and Nelson). Ms. Reese mentioned Greene’s self-checkout unit is processing approximately 25% of their circulation. Northside and Central have larger self-checkout units already in place. Patrons are pleased with the new units and staff time has been freed up so they can finish other projects and assist more patrons.

LIBRARY DIRECTOR’S REPORT – Review of JMRL Regional Agreement-The Library Director has contacted all the jurisdictions. A formal letter was sent to each County Executive and the City Manager outlining the review process with a follow-up email done to suggest potential meeting dates in May. To begin the review process, all 5 jurisdictions (each County Executive and the City Manager) should be present for the first meeting. Thereafter, a representative from their jurisdiction can be sent. A luncheon meeting will be scheduled, Board President Townsend will welcome the executives and Mr. McIntosh will give the jurisdictions an educational/informational history on how JMRL has done the Regional Agreement in the past. Crozet Library-Mr. Tolson met with Albemarle County’s Architectural Review Board. Final approval has been given to the parking lot. Preliminary approval was given to the library’s design as there were two concerns regarding: the look and feel of the bricks to be used for the building and the windows/reflectivity of the glass. The design is moving forward and hopefully it will be done in time to get cost estimates and get it out to bid so that some cost savings can be realized. Hopefully there will be some cost estimates for the Board of Supervisors before they have their June meetings. Next week the Library Director and JMRL staff will be meeting with the architect. Friends’ Book Sale-The Friends’ Spring Book Sale took in $115,000 and $90,000 was received from their Fall Book Sale. Including other income, the Friends had an all-time record of approximately $215,000 for the year. The Big Read-The Big Read is coming to a close and was very successful. The NEA (National Endowment of the Arts) website featured JMRL’s program. Poem in Your Pocket Day-Poem in Your Pocket Day was very successful with approximately 7,125 poems distributed. VOYA-Page 17 in the April 2011 issue of VOYA (Voice of Youth Advocates) included a winning poem by Dana Rigg from Albemarle County that was entered in JMRL’s YA Poetry Contest in October. This is the 3rd time in 4 years that someone from one of our jurisdictions has been represented among the poetry winners in the National Poetry Contest sponsored by VOYA. Central’s McIntire Room-Starting next week the McIntire Room at Central will be receiving a major upgrade-new carpeting, AV equipment, etc. Trip to Ghana-In early May Krista Farrell will be joining City of Charlottesville representatives visiting Sister City Winneba, Ghana. Channel 29’s Henry Graf will be periodically reporting on their visit.

NOMINATING COMMITTEE – President Townsend asked for volunteers to serve on the Nominating Committee to select officers for the coming year. Ms. Coy made a motion and Mr. Tolson seconded it for Board approval of Ms. Rosenthal and Mr. Plunkett serving as the Nominating Committee. The motion was unanimously approved. The Nominating Committee will announce their recommended slate of officers at the May Board meeting. New officers take office on July 1, 2011.

CLOSED MEETING (Annual Evaluation of Library Director) – On motion for approval made by President Townsend and seconded by Mr. Grant, the Library Board unanimously approved 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 Library Board went into a Closed Meeting at 2:03 p.m. and reconvened into open session at 2:30 p.m. President Townsend 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 April 25, 2011 Minutes.)

FUTURE AGENDA ITEMS – Future agenda items include: the Regional Agreement, the Budget Committee’s Report, the Nominating Committee’s report, and adoption of JMRL’s FY 2012 Budget.

ADJOURNMENT – Motion for adjournment was made by Mr. Plunkett and seconded by Ms. Coy. The meeting adjourned at 2:33 p.m. The Monday, May 23, 2011 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
The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, May 23, 2011 at 1:00 p.m. in Central Library’s Jefferson Room, President Townsend being in the chair. On motion for approval made by Mr. Grant and seconded by Mr. McIntosh, the April 25, 2011 Library Board Minutes were unanimously approved as presented. Ms. Rosenthal abstained as she was not present at April’s Board meeting.

PUBLIC COMMENTS & ANNOUNCEMENTS - President Townsend showed the Board members the JMRL staff letters thanking the Board for their much appreciated bonuses. Mr. Grant informed the Board that Albemarle County has extended the deadline for receiving applications to serve on boards and commissions from the end of April to the end of May.

SUMMER READING PROGRAMS - The Library Director distributed Jacqueline Lichtman’s publicity folder for this year’s Big Read. JMRL’s Summer Reading Programs are funded by the Friends of JMRL. The Summer Reading Programs run from June 13th - July 30, 2011. Nancy Cook briefly discussed the Summer Reading Club and Programs called One World, Many Stories for children covering ages 2-11. The young children’s Summer Reading brochure was distributed to the Board members. Timothy Carrier distributed copies of the Teen Summer Reading Program called You Are Here for ages 11-18. Library branches select from what is available and can also add their own programs. Ms. Farrell spoke about the Adult Summer Reading Programs. The theme for the Adult Summer Reading Program is called Novel Destinations and runs concurrently with JMRL’s children’s and teen programs from June 13th - July 30, 2011. The programs are done branch by branch and by checking the branch site patrons can see what the participating branches are planning. Each week there is a drawing for a prize and there is a special drawing at the end of summer for a gift certificate to the New Dominion Book Shop. On June 11th from 11:00 a.m.-2:00 p.m. is Central Library’s Summer Reading kickoff. Part of Second Street will be shut down for the kickoff party outside the library.

ADOPTION OF THE WEBSITE AND SOCIAL MEDIA POLICIES - The drafts for the new Social Media Policy (new Section 4.81) and related changes to the Website Policy (Section 4.8) were distributed to Board members at April’s Board meeting with the understanding the Policy Committee would come back to the Board at today’s meeting for adoption of both policies. On motion for approval made by Mr. Grant and seconded by Ms. Rosenthal, both policies were unanimously approved as submitted.

BUDGET COMMITTEE’S REPORT - Mr. McIntosh briefly summarized the 11:00 a.m. May 23rd Budget Committee’s meeting held prior to today’s Board meeting. Three items were distributed for the FY 2011/2012 budget: the estimated Local Jurisdictions Only Projected Cost Allocations, the estimated Library Collections Budget, and the Equipment Fund Budget. The Budget Committee recommended approval by the Library Board but JMRL is still waiting for Louisa County’s budget input for next fiscal year. JMRL should have Louisa’s input in time for the June Board meeting, when the Library Board can officially adopt the proposed FY 2011/2012 budget. The FY 2011/2012 proposed budget is essentially a status quo budget with no anticipated pay raises, an increase in the Defined Benefit Retirement Plan, no added staffing except the 20 hours a week for Crozet, and some additional sub hours for Greene and Nelson counties. JMRL has set aside approximately $25,000 of Charlottesville funding to use for
Charlottesville’s 250th anniversary next year. The Equipment Fund Budget indicates the Fund Balance for June 30, 2011 will be short by approximately $50,000. It was suggested that if funds are available, the $50,000 amount of next year’s estimated shortage be taken from this fiscal year’s operating costs so that it would come off the list for next fiscal year. This would have to be done in this fiscal year so that JMRL would have a balanced Equipment Fund Budget for next fiscal year. JMRL will be experiencing additional belt tightening with cuts made to postage, education, etc. To be more cost effective, JMRL has begun to rent copiers instead of buying them. Listed as an expense from the Equipment Budget, approximately $60,000 under Library materials will be transferred into the book budget for next year. JMRL’s estimated $517,942 in State Aid may increase as some localities did not fully fund their libraries, leaving additional funds to be distributed amongst the fully funded libraries. On the last page in the Equipment Fund Budget, there is a placeholder of approximately $54,000 for a phone system upgrade for all of JMRL’s locations. In case the new branch is not built soon, a placeholder of $6,900 has been set aside for AV equipment for Crozet. On motion for approval made by Mr. McIntosh and seconded by Vice President Willenborg, the Equipment Fund Budget for FY 2011/2012 was unanimously approved as submitted. Mr. McIntosh made a motion for Board approval of the $602,942 for the estimated FY 2011/2012 Library Collections Budget. Ms. Payne seconded the motion. The Library Board unanimously approved the motion. It was suggested an additional line be added to the Projected Cost Allocations grid sheet so that what JMRL asks for can be compared with funding received from the jurisdictions. This could be used as an additional tool when JMRL asks for funding. It was suggested JMRL put together a spreadsheet more similar to what the jurisdictions are using.

**REGIONAL LIBRARY AGREEMENT REVIEW PROCESS** - This week at 12:30 p.m. on Thursday, May 26th is the beginning of the review process of JMRL’s Regional Library Agreement with the County Executives and City Manager representing our jurisdictions. This is basically a 1-1/2 hour introductory meeting with President Townsend officially welcoming the representatives, Mr. McIntosh will be discussing the history behind the Regional Library Agreement and the Library Director will be outlining some of the services provided in the Regional Library Agreement. The representatives from Albemarle County plan to give a PowerPoint presentation showing the results of the study they requested on JMRL in 2010. Some items up for discussion include: the number of Board representatives based on population, charging out-of-area user fees, and the sharing of some of the costs among the jurisdictions. The Library’s Regional Agreement was last reviewed well over 20 years ago and should be looked at on a more regular basis to keep it current and to include any agreements or understandings made by or among the jurisdictions that have not already been integrated into the Regional Library Agreement. More public input may be sought after the May 26th introductory meeting has taken place. After the introductory meeting, the County Executives and City Manager may choose to designate a representative to attend future meetings.

**NOMINATING COMMITTEE’S REPORT** - On behalf of the Nominating Committee, Ms. Rosenthal made the following recommendations: Mr. Tolson has been nominated for President serving for one year and Vice President Willenborg will remain as Vice President until Mr. Tolson’s term ends. The Library Board unanimously approved the Nominating Committee’s recommendations. Election of officers takes place at June’s Board meeting. The new officers will begin serving their terms July 2011.

**LIBRARY DIRECTOR’S REPORT** - Board Reappointment-Ms. Rosenthal has been reappointed to serve an additional term on the Library Board, serving from July 1, 2011 to June 30, 2015. ALA Handout-The Library Director distributed an ALA fact sheet handout. Some facts to note include: 96.5% of Virginia’s public libraries help people access and use employment resources, 86.9% of Virginia’s public libraries offer IT and other technical training, 96.7% of Virginia’s public libraries act as a bridge between government and its services, and 58.9% of Virginia’s public libraries are often the only free source of Internet access in their communities. VLA Legislative Committee-The Library Director reported VLA’s Legislative Committee’s agenda includes a 3-year plan to bring back Library State Aid to 100%. Crozet Library-The Library Director and JMRL staff met with the architect to finalize plans for the new Crozet Library in time to get cost estimates for Albemarle’s Board of Supervisors to review as they have to approve construction. Policy Committee Meeting-There will be a Policy Committee meeting directly following adjournment of today’s Board meeting. The Committee is planning to review JMRL’S Circulation Policies (Section 4.225) for Fines and Fees. JMRL wants to treat DVDs like audiobooks-circulating/loan period of 3 weeks and overdues would come down to $.50.

**FUTURE AGENDA ITEMS** - Future agenda items include: adoption of JMRL’s FY 2011/2012 Budget, reports from the Policy Committee, the Regional Library Agreement study group, election of officers, and Assistant Library Director Farrell’s report on her trip to Winneba, Ghana. Since at least 2 new Trustees will be appointed shortly, Mr. Grant suggested reviewing the best time to hold Board meetings. The next Board Meeting will be held at 1:00 p.m. on Monday, June 27, 2011 in the Jefferson Room at Central Library.

**ADJOURNMENT** - Motion for adjournment was made by Mr. McIntosh. The motion was unanimously approved and the Board meeting adjourned at 2:03 p.m.

(At: JH:dlg)

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 JUNE 27, 2011 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:  
Gary Grant (Albemarle County)  Peter McIntosh (Charlottesville)  
Hope Payne (Charlottesville)  Mike Plunkett (Charlottesville)  
Faye Rosenthal (Louisa County)  Timothy Tolson (Albemarle County)  
President Anthony Townsend (Albemarle County)

TRUSTEES ABSENT:  
Mary Coy (Nelson County)  Vice President Deborah Willenborg (Greene County)

OTHERS PRESENT:  
Chris Callahan-Representing WINA  Krista Farrell-Central Library Mgr. & Asst. Library Director  
DonnaLee Grossman-Administration  John Halliday-Library Director  
William Lyons, Jr.-Business Manager  Ann Mallek-Chairman of the Albemarle County  
Virginia Reese-Staff Recorder  Board of Supervisors  
Elizabeth Swistock-Northside Children’s Librarian  Philip Williams-Technical Services Manager

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, June 27, 2011 at 1:00 p.m. in Central Library’s McIntire Room, President Townsend being in the chair. On motion for approval made by Mr. McIntosh, the May 23, 2011 Library Board Minutes were unanimously approved as submitted. Mr. Plunkett and Mr. Tolson abstained as they were not present at May’s Board meeting.

PUBLIC COMMENTS & ANNOUNCEMENTS - Staff notes of appreciation were shown to the Board to thank them for their support. Mr. Grant has been reappointed to serve a 4-year term covering: July 1, 2011-June 30, 2015. Ann Mallek, Chairman of the Albemarle County Board of Supervisors, was in attendance at today’s Board meeting to read a special Resolution honoring JMRL’s outgoing President and Board member Anthony Townsend. President Townsend served two terms (for a total of 8 years) on JMRL’s Library Board. Eight books were selected representing each of his 8 years of service and special bookplates were inserted in honor of President Townsend for his service to JMRL and the local community. President Townsend also received an engraved pewter bowl, 2 cups (a JMRL cup and a Big Read cup), a JMRL t-shirt, and a framed Big Read poster. Ms. Payne announced that July’s Board meeting will be her last meeting as she is relocating to Louisa and will no longer be able to represent the City of Charlottesville.

POLICY COMMITTEE’S REPORT - The Policy Committee met directly following the May 23rd Board meeting. The Committee reviewed and updated JMRL’s Circulation Policies-Fines and Fees (Section 4.225). DVD circulation was changed from 1 week to 3 weeks (same as for books), overdue DVD fines were changed from $1.00 down to $.50, bestsellers are to be checked out for 1 week, rental books were deleted and will be replaced by the 7-day loan bestsellers, and 6-week vacation loans were deleted. In the last paragraph, the number of days items in accounts are overdue changed from 45 days to 60 days. When the revised draft of the Circulation Policies goes before the Library Board for approval in June, the date the new Circulation Policies go into effect will be determined. The Policy Committee has scheduled their next meeting for August 22, 2011 directly following the Board meeting on that date. After a brief discussion regarding when the revised policy should go into effect, Ms. Rosenthal made a motion for Board approval of the Circulation Policies-Fines and Fees (Section 4.225) as presented and with an effective date of August 1, 2011. The motion was seconded by Ms. Payne and the policy was unanimously approved.

FRIENDS OF THE LIBRARY ENDOWMENT REPORT - The Friends of the JMRL Endowment Committee met on June 6, 2011. Since March 2011, the Endowment Fund has nicely rebounded from approximately $719,901 to $1,012,243. The current economy has had a strong influence on the Endowment Fund. There were four requests presented for the Endowment Committee’s consideration:

1. Continued funding of The Big Read ($7,000 from the Art and Jane Hess Fund)  
2. Continued funding of scholarships ($3,000 from the Rachel Poole Fund - an addition of a scholarship for Hayley Tompkins)  
3. Funding for a JMRL/NAACP Internship and Scholarship ($3,000 from the Celia Martin Fund- $2,000 for the internship and $1,000 for the scholarship - a project to encourage local students to pursue librarianship as a career)  
4. Digitization of The Daily Progress (matching grant up to $20,000 from the Celia Martin Fund)
All of the requests were approved by the Endowment Committee. The next Endowment Committee meeting will be scheduled for May or June 2012. Mr. Grant asked if JMRL is reaching out to lawyers and others in the community to let people know about the Endowment Fund. Between now and May 2012, plans are underway to send an updated Endowment brochure out to the attorneys. The brochure would include a description of JMRL’s project to encourage students to apply for a scholarship/internship which would be awarded in May.

**JMRL/ALBEMARLE COUNTY SCHOOLS REPORT (Elizabeth Swistock)** - The Library Director introduced Elizabeth Swistock, Northside’s Children’s Librarian. Ms. Swistock has been in contact with several of the local schools and their school librarians in a push for children or their parents to sign children up for library cards. Ms. Swistock has emailed information about databases that the schools and JMRL have in common. Ms. Swistock hopes to set up arrangements with the schools to notify JMRL in advance of any large assignments. Plans are being made to have another card push before the schools let out and another one in the fall. Approximately 220 cards have been distributed to elementary school children, 38 to middle schoolers, and 4 to high schoolers.

**ADOPTION OF FY 2011/2012 LIBRARY BUDGET** - Mr. Lyons distributed copies of JMRL’s Projected Operating Revenues, Equipment Fund Budget, and the Library Collections Budget for FY 2011/2012 for the Board’s review and adoption. Crozet has added an additional part-time Branch Support Staff position and additional substitute hours. Greene, Louisa and Nelson have added some substitute hours. A 1% pay raise has been withdrawn. Some savings will be realized through reduction of the postage by approximately $10,000 and use of a new telephone notification system to start July 5th. JMRL plans to replace mailed notices with less expensive telephone notifications. Caller ID will identify the call is from JMRL. Mr. Tolson made a motion for approval of JMRL’s FY 2011/2012 Budget as presented and Mr. McIntosh seconded the motion. JMRL’s FY 2011/2012 Budget was unanimously approved as submitted.

**CROZET UPDATE** - Mr. Tolson gave a brief update on the new Crozet Library’s progress. The parking lot should be finished by the end of August 2011. Mr. Tolson showed the Board a picture of the Library Avenue sign.

**LIBRARY DIRECTOR’S REPORT** - Summer Reading Program—The Summer Reading Program is off to a good start with approximately 3,500 participants so far. Building Improvements—Central Library’s McIntire Room is being completely renovated and Nelson’s HVAC system is being replaced. Nelson may have to close when the HVAC replacement is being done. 5-Year Plan—Regional Coordination of Volunteers—To improve recruitment, training, etc. of volunteers for JMRL, Reference Librarian Linda Smoke will be expanding her duties to include coordination of volunteers. The managers have been successfully handling volunteer work already being done at branch level. Linda will be enhancing what is currently being done. VLA—The Library Director referred to the handout outlining VLA’s legislative agenda for 2012. VLA’s agenda proposes a 3-year plan to increase State Aid to 100% (full funding) by 2015. In-Service Day—JMRL’s In-Service Day will be held at the Omni Hotel on Friday, November 11, 2011. The In-Service Planning Committee is hopeful that our Trustees will again participate the way they did in 2010. Advocacy Committee—A tentative meeting date has been scheduled for this summer on July 7th. Regional Library Study Group—The Regional Library Study Group met on May 26th. The original plan was to go to 5-6 meetings but it now appears the majority prefers fewer meetings. Last week the Library Director asked the participants to submit to him by July 15th their issues, ideas or proposals they wish discussed or reviewed. The Study Group should plan to meet late in July to discuss the submissions. After the late July meeting, a subcommittee will meet to draft an agreement for discussion this fall. Mr. McIntosh asked about inserting a line item for legal bills in JMRL’s budget. Mr. McIntosh made a motion to approve appointment of outgoing President Townsend as a representative to the Regional Library Study Group representing this Board of Trustees; Ms. Rosenthal seconded the motion. The motion was unanimously approved. Winneba Report—Assistant Library Director Farrell reported on her visit to Winneba and showed the Board pictures of her trip.

**ELECTION OF BOARD OFFICERS** - The Nominating Committee recommended the slate of officers for 2011/2012: Serving one year as President-Timothy F. Jost Tolson and serving one year as Vice President-Deborah Willenborg. Mr. Plunkett moved for approval of the Nominating Committee’s recommendations and Mr. McIntosh seconded the motion. The motion was unanimously approved. President Tolson will be appointing officers to committee assignments at July’s meeting and asked that Trustees submit their suggestions to him beforehand. President Tolson emphasized confidentiality as he distributed the evaluation summary on the Library Director. President Tolson is planning to send out the Board’s self evaluations.

**FUTURE AGENDA ITEMS** - Future agenda items include: Board committee assignments, scholarship recipient Hayley Tompkins from Northside, report from the Advocacy Committee, the Board’s self-evaluation, and a Technology Committee meeting in August. Mr. Grant was reappointed (term ending 2015), new Trustee Brian LaFontaine from Scottsville starts July 2011, and July’s meeting will be Trustee Hope Payne’s farewell meeting. The next Board Meeting will be held at 1:00 p.m. on Monday, July 25, 2011 in the Jefferson Room at Central Library.

**ADJOURNMENT** - President Townsend adjourned the Board meeting at 2:38 p.m.

Anthony Townsend, President
MINUTES OF THE JULY 25, 2011 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

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

TRUSTEES ABSENT:
Peter McIntosh (Charlottesville)

OTHERS PRESENT:
Krista Farrell-Central Library Manager & Asst. Library Director  John Halliday-Library Director
William Lyons, Jr.-Business Manager  Willoughby Parks-Administration
Virginia Reese-Staff Recorder

GUESTS:
Hayley Tompkins- Northside Library Scholarship Recipient  Anthony Townsend- Regional Agreement Committee

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, July 25, 2011, at 1:00 p.m. in Central Library’s Jefferson Room, President Tolson being in the chair. On motion for approval made by Mr. Plunkett and seconded by Mr. Grant, the June 27, 2011 Library Board Minutes were unanimously approved as submitted. Ms. Coy and Vice President Willenborg abstained as they were not present at June’s Board meeting.

PUBLIC COMMENTS & ANNOUNCEMENTS - President Tolson introduced and welcomed Brian LaFontaine, JMRL’s newest Trustee representing Albemarle County. Mr. LaFontaine replaces departing Library Trustee Mr. Townsend. On behalf of the Library Board, President Tolson expressed the Board’s appreciation to outgoing Trustee Ms. Payne for her time on the Board and presented her with an engraved bowl. Ms. Payne thanked the Board and expressed her regret at leaving before her term is over due to her moving. The City of Charlottesville is advertising Ms. Payne’s position.

FY 2012 SCHOLARSHIP RECIPIENT (Hayley Tompkins) - The Library Director introduced Ms. Tompkins, currently an MLS student and a Library Shelver at Northside who in mid-August will be promoted to Reference Librarian. Ms. Tompkins presented the Board with her resume and talked of her professional plans and interests. She thanked the Board for her scholarship, which is funded by JMRL and the Endowment Fund. She answered questions from the Board about how she got started in her interest in library work, which was from a posting at the College of William and Mary; about her class attendance in this program, which is for 3 days at the beginning of the year at JMU and then online; and about her blog, which expresses her many interests including library work.

ADVOCACY COMMITTEE’S REPORT - The July 7, 2011 meeting Minutes were received from the Advocacy Committee. Chairman Grant presented to the Library Board 5 topics the Committee addressed at their July 7th meeting:

1. The Committee recommended once a year (possibly in December) contacting organizations in JMRL localities to remind them of the JMRL Speaker’s Bureau.

2. The Committee recommended having monthly interviews on Charlottesville’s radio station WCHV to promote awareness of Library Board meetings. The Board is interested in pursuing this and President Tolson, the Library Director and other Board members would do the interviews on a rotating basis.

3. For In-Service Day on November 11th, the Advocacy Committee will be on the morning agenda presenting for the second consecutive year another aspect of advocacy for libraries.

4. Creation and publishing of a political candidate questionnaire regarding public libraries. The Committee would like approval from the Library Board for the Committee to prepare, disseminate and publish answers from a two-question candidate survey related to support for public libraries. The survey would be sent to all state and local candidates within JMRL jurisdictions in August, candidate responses would be gathered in September, and made public via JMRL website and other means one month before the election. Responsibility for the questions to be asked would be as follows: the Library Director for statewide candidates, Vice President Willenborg for Greene County candidates and Mr. Grant for Albemarle County candidates. Mr. Grant will work with JMRL Trustees on questions for candidates in Charlottesville, Louisa and Nelson. The Board will review the questions at their
August Board meeting. It was agreed that the first question should be general and the second specific to the area concerned. For example Albemarle County’s second question might concern funding for the new Crozet/Western Albemarle Library.

5. The Committee made no recommendation regarding Board meeting time. Research showed that the Library Board has traditionally met afternoons. The current meeting time of 1:00 p.m. has been in place since 1997. The Committee would like to hear Trustees’ preferences regarding meeting time and recommends that the Board consider holding night meetings whenever a public hearing or special topic appears to be generating significant community interest. The Trustees were requested to contact Mr. Grant before the next Board meeting if they have a preferred meeting time. The Advocacy Committee is also reviewing the informational brochure currently in use by the JMRL Endowment Fund. The brochure will be reprinted and redistributed later this year by the JMRL Endowment Committee.

FY 2012 LIBRARY BOARD COMMITTEE ASSIGNMENTS AND COMMITTEE CHAIRS - President Tolson appointed the FY 2012 Committees as follows:

**Budget/Finance:** Mary Coy (Chair), Brian LaFontaine, Peter McIntosh, Faye Rosenthal, Deborah Willenborg  
**Five-Year Plan:** Deborah Willenborg (Chair), Mary Coy, Gary Grant  
**Personnel Committee:** Peter McIntosh (Chair), Mike Plunkett  
**Policy Committee:** Faye Rosenthal (Chair), Gary Grant  
**Technology Committee:** Mike Plunkett (Chair), Brian LaFontaine, Faye Rosenthal  
**Advocacy Committee:** Gary Grant (Chair), Deborah Willenborg

INTRODUCTION OF FY 2012 LIBRARY BOARD SELF-EVALUATION - Due to technical difficulties President Tolson will present the Library Board Self-Evaluation at the August Board meeting.

LIBRARY DIRECTOR’S REPORT - Regional Library Study Group - Mr. Townsend, representative to the Regional Library Study Group, presented his report. He reviewed the agenda items. One item of common concern is out-of-area fees. The group favors re-instatement of fees similar to those discontinued in 1996. The group sees out-of-area fees as a revenue enhancement that could be used to develop JMRL’s technology. Since many of the agenda items concern only Albemarle and Charlottesville, Mr. Townsend and the Library Director will meet with their representatives in August. It is hoped an updated agreement can be completed in the fall for consideration by JMRL’s 5 jurisdictions. Construction of the Crozet/Western Albemarle Library Parking Lot - Construction will begin soon. The Library Steering Committee - The Library Steering Committee is tentatively scheduled to meet in Crozet in August. Nelson Improvements - Nelson Memorial Library will be closed in early August while the HVAC system is being replaced. Telephone Notification of Overdue Items - Telephone notification of overdue items has been underway for 3 weeks and seems to be running smoothly with no comments. This new service will reduce the library’s postage and supply costs. Dvd Fine and Fee Changes - DVD fine and fee changes passed by the Board in June and will become effective on August 1st—DVD’s will be checked out for 3 weeks with a $.50 per day overdue fee. Promotional Posters - Promotional posters for Library Card Sign-up Week were distributed. November’s In-Service Day - In-Service Day will be November 11th at The Omni. Next Policy Committee Meeting - The Library Board’s Policy Committee will meet immediately following the August 22nd Board meeting.

FUTURE AGENDA ITEMS - Future agenda items include: Report from the Technology Committee which will meet in mid-August, update from the Regional Library Study Group, consideration of questions for political candidates, consideration of the Board meeting time, review of the FY2013 Budget Schedule, and the Library Board’s self-evaluation. Mr. Grant suggested, and the Board agreed, it would be beneficial to hold a future meeting at the PVCC Job Center. Concern was expressed that meetings outside Central Library need to be well-publicized to minimize any confusion about meeting locations. President Tolson suggested there be a Trustee Night at each branch where people can discuss library-related ideas and concerns. The next Library Board Meeting will be held at 1:00 p.m. on Monday, August 22, 2011 in the Jefferson Room at Central Library.

ADJOURMENT - Motion for adjournment was made by Ms. Coy and seconded by Ms. Rosenthal. The motion was unanimously approved and the Board meeting adjourned at 2:00 p.m.

Timothy Tolson, President
MINUTES OF THE AUGUST 22, 2011 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

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

TRUSTEES ABSENT:
Mike Plunkett (Charlottesville)  Trustee Opening (Charlottesville)

OTHERS PRESENT:
Chris Callahan-Representing WINA  Krista Farrell-Central Library Mgr. & Asst. Library Director
DonnaLee Grossman-Administration  John Halliday-Library Director
William Lyons-Business Manager  David Plunkett-Circulation Manager
Virginia Reese-Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, August 22, 2011 at 1:00 p.m. in Central Library’s Jefferson Room, President Tolson being in the chair. The July 25, 2011 Library Board Minutes were unanimously approved as amended. Ms. Coy was not present when the vote was taken and Mr. McIntosh abstained as he was not present for July’s Board meeting.

PUBLIC COMMENTS & ANNOUNCEMENTS - Mr. LaFontaine distributed a 2-paged flyer which included an entry form for “Run for Reading” promoting Scottsville’s Riverbone Run 5K Run/Walk scheduled for 9:00 a.m. on Saturday, October 8th. The course starts at the Scottsville Farmers’ Market on Valley Street. Proceeds from the 5K Run/Walk will benefit the Friends of the Scottsville Library and the Literacy Volunteers of Charlottesville/Albemarle. Prizes and a post-race awards ceremony will take place around 10:00 a.m.

ADVOCACY COMMITTEE’S UPDATE - Chairman Grant gave a progress report on the Advocacy Committee’s recommendations presented at July’s Board meeting. Earlier today President Tolson was on radio station WCHV promoting awareness of JMRL and JMRL’s Library Board meetings. The Library Director is scheduled to do a similar interview on WCHV in September and Mr. Grant is scheduled to do one in October. The plan is to do interviews on a rotation basis and include Librarians, etc. in the interviews. For the time being due to a minimal response in support of changing the Board’s meeting time, Board meetings will remain at 1:00 p.m. The Library Board reviewed the drafts of the political candidate survey/questionnaire relating to support of public libraries. The Library Director came up with the first question regarding State Aid asking what it would take for the candidates to support VLA’s 3-year phase-in plan returning State Aid for Virginia’s public libraries to the 100% level mandated by the Code of Virginia. The second question is based more specifically on the area/jurisdiction concerned. The consensus by all was to include the 1st question on all of the surveys. Greene County representative Vice President Willenborg approved the 2nd question relating to Greene being left in; Louisa County representative Ms. Rosenthal requested Louisa County receive the general question, which was the 1st question and the question proposed for the City of Charlottesville as Louisa’s 2nd question; Nelson County representative Ms. Coy requested Nelson County receive only the general question, the 1st question and not the 2nd question. A cover letter will be accompanying the questionnaires and they should be mailed out by August 31st. When the questionnaires are returned, copies of candidates’ responses will be available in the branches and posted on JMRL’s website. Chairman Grant thanked Chris Callahan for his support and assistance.

TECHNOLOGY COMMITTEE’S REPORT - The Technology Committee met earlier today. Ms. Rosenthal gave a brief report to the Board. JMRL is entering the second year in the 3-year Technology Plan. Upon reviewing the plan outlined for 7/1/11-6/30/2012, most of the items have already been done. The Technology Committee added to their list a way for mobile registration - a way to register people and give out cards when at special events such as parades, fairs, etc.; an evaluation should be done of Central’s digital signage to see if it should be installed at the other branches (after evaluation and if approved, implement digital signage to branches in 2012-2013); having public stations for Overdrive downloads in JMRL’s branches (licensing issues would need to be addressed). Using Survey Monkey, Stella Pool is working on a survey to patrons evaluating patron usage, what patrons prefer at JMRL including technology and what they could do without. At the end of 2012 or beginning in 2013, the Technology Committee will be starting a new 3-year plan.
FY 2013 BUDGET SCHEDULE - The Library Director distributed the FY 2012/2013 Budget Development Schedule. The Library Director pointed out two underlined sections (shown in Early November and in Early June 2012) adding: and sends draft to Library Board. The Library Director informed the Board that the Budget Committee should consist of one representative from each jurisdiction. JMRL should complete the proposed budget for submission to the jurisdictions around mid November 2011.

LIBRARY BOARD’S SELF-EVALUATION - Trustees will have 2 weeks to complete and return their self-evaluations in time for President Tolson to summarize and present the results to the Board at their next meeting in September. Mr. McIntosh will check with the League of Women Voters to see if they would be willing to send a representative as an outside evaluator of JMRL’s Board.

CIRCULATION DEPARTMENT’S REPORT (David Plunkett) - Circulation Manager David Plunkett distributed a 3-page handout prior to giving his Circulation Report. Two of the pages summarized Unique Management Services, Inc. reporting on their All-time Recovery Summary for JMRL starting from June 2004 through July 2011. There were 10,985 accounts submitted to Unique Management in that time period totaling $915,548.89. Of that amount, Unique Management showed a cash recovery of $432,120, a material recovery of $77,386, and waived $9,672 indicating a recovery total of $519,177.47. Unique Management’s report indicates a return of $5.32 for every $1.00 invested. The 3rd page was taken from JMRL’s Circulation Manual. Mr. Plunkett reviewed JMRL’s and Unique Management’s procedures outlined on the 3rd page. JMRL is receiving a better return by using Unique Management Services. The new Telephone Notification System was recently activated and eventually will pay for itself as it replaces JMRL’s postage and print messages sent to patrons. With Telephone Notifications now in place, JMRL may eventually be able to reduce the time items are kept on “hold” shelves. More email addresses are being collected and patrons now receive “welcome” emails from JMRL. JMRL is looking into adding an e-commerce feature to self-check machines.

LIBRARY DIRECTOR’S REPORT - Regional Library Study Group - Mr. Townsend, representative to the Regional Library Study Group, along with the Library Director will meet with Charlottesville and Albemarle County representatives next Monday, August 29th. The other jurisdictions in JMRL’s Regional Library System (Greene, Louisa and Nelson counties) are fine with the way the Regional Agreement already is. The Regional Library Study Group will be meeting again in September or October and a revised Regional Agreement should be ready later this fall. Nelson County’s HVAC - Nelson County Memorial Library now has their new HVAC system fully installed. Central Library HVAC Upgrade - Beginning next week in late August the Central Library will have their HVAC upgraded. The upgrade process will mainly affect the 3rd floor as the air conditioning will be shut down while the system is being replaced. Parking Lot - Construction has begun on the Crozet/Western Albemarle Library’s parking lot. Virginia Library Association’s (VLA) Legislative Agenda for 2012 - VLA is proposing a 3-year plan to bring Virginia public libraries up to full funding. VLA will support the Library of Virginia and oppose any budget cuts for the Library of Virginia in FY2013. The State Library will include $2.5 million (for FY2013) and $5 million (for FY2014) to the Governor in their bi-annual requests for State Aid. In-Service Day Agenda - A draft of the November 11th In-Service Day Agenda was distributed outlining the schedule of events planned for the day. It will be held at The Omni Hotel beginning with registration, coffee and tea at 9:00 a.m. 14 Peer Libraries - JMRL was compared to statistics from a FY2009 Public Libraries Survey done by the Institute of Museum and Library Services. Statistics included: the names of the libraries, population of their service areas, total staff per 1,000 of population, total operating expenditures per capita, total circulation per capita and the number of public Internet terminals. JMRL was in 13th place for the number of public Internet terminals. JMRL needs to find more space for library services and include more computer access for patrons. The Library Board asked for comparison statistics showing just Virginia. 2011 VLA Annual Conference - The VLA Annual Conference will be held October 27th-28th in Portsmouth, Virginia at the Portsmouth Renaissance Hotel. Trustees should notify the Library Director by September 9th if they plan to attend in order to have JMRL cover registration cost in advance. Trustees should make their own hotel reservations. Reasonable expenses for travel, food, and lodging are reimbursable with receipts. Seattle Public Library Newsletter - The Library Director showed a newsletter announcing the library closure of the Seattle Public Library. The Seattle Public Library closed August 29th - September 5th. They closed because they did not have enough money to keep the library open.

FUTURE AGENDA ITEMS - Future agenda items include: Library Board’s self-evaluation, general goals for the upcoming budget year (check the 5-year plan), report from the Policy Committee, Regional Library Agreement update. The next Library Board Meeting will be held at 1:00 p.m. on Monday, September 26, 2011 at the Stultz Center located at the beginning of the entrance to PVCC.

ADJOURNMENT - The Board meeting adjourned at 2:21 p.m.
TRUSTEES PRESENT:
Mary Coy (Nelson County)                  Brian LaFontaine (Albemarle County)
Peter McIntosh (Charlottesville)          Carla Mullen (Charlottesville)
Mike Plunkett (Charlottesville)           Faye Rosenthal (Louisa County)
President Timothy F. Jost Tolson (Albemarle County)  Vice President Deborah Willenborg (Greene County)

TRUSTEES ABSENT:
Gary Grant (Albemarle County)

OTHERS PRESENT:
Chris Callahan-Representing WINA          Krista Farrell-Central Mgr. & Asst. Library Director
Dr. Frank Friedman, President of PVCC    DonnaLee Grossman-Administration
John Halliday-Library Director           Virginia Reese-Staff Recorder
Anthony Townsend-JMRL’s Representative to the Regional Agreement Committee

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, September 26, 2011 at 1:00 p.m. in the Stultz Center located at Piedmont Virginia Community College, President Tolson being in the chair. On motion for approval made by Mr. McIntosh and seconded by Mr. LaFontaine, the August 22, 2011 Library Board Minutes were unanimously approved. Ms. Mullen and Mr. Plunkett abstained as they were not present at the August Board meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS - Mr. LaFontaine informed the Board of Scottsville’s Riverbend Run - 5K Run/Walk scheduled to begin at 9:00 a.m. on Saturday, October 8th on Valley Street. The entrance fee is $20 and the proceeds benefit the Friends of Scottsville Library and Literacy Volunteers of Charlottesville/Albemarle. Mr. Plunkett has suggested the Library Board hold a meeting at UVA’s Special Collections Library. Mr. McIntosh reported to the Board regarding the League of Women Voters sitting in at Board meetings and doing an evaluation. There would be a fee of approximately $1,000.

PVCC’S PLANS FOR GRENE CAMPUS - Dr. Friedman, President of PVCC, welcomed JMRL’s Library Board to PVCC’s Stultz Center. For the last 1-1/2 years the Stultz Center has been serving as PVCC’s Workforce Development Center housing classrooms and labs for instruction purposes in upgrading job skills, preparing individuals for new jobs vocationally, etc. PVCC was approached by Greene County’s Board of Supervisors to establish an educational center in Stanardsville, Virginia to offer an educational resource to Greene’s residents to educate them to be more eligible for positions and for adults to be able to go back to college. PVCC has signed a 25-year lease for the upper level and agreed to Greene's request that PVCC cover all costs of finishing this level off. The second level is approximately 14,000 square feet of unfinished space. PVCC is already in the process of obtaining funding for this project and hiring an architect to furnish a design to PVCC in January. PVCC anticipates being able to offer classes in the fall of next year starting with approximately 200 students per semester and adding more students later on. For adult convenience, classes will be held in the evenings. Dr. Friedman would like Greene County Library’s hours expanded and be more in line with PVCC’s.

POLICY COMMITTEE’S REPORT - The Board received the Policy Committee’s Minutes from their August 22, 2011 meeting. Committee members reviewed the following policies: Library Programs (Section 4.38), Emergencies (Section 5.2) and Emergency Closing (Section 5.3). The Committee suggested one change be made and that was insertion of: (or designee) directly following “Library Director” in the Emergency Closing Policy (Section 5.3). The other two policies are to remain the same. Interlibrary Loan Policy (Section 4.32) - Pending inclusion of the Board’s adjustments to the
Committee’s suggested addition, the revised policy will be brought back in October for the Board’s approval. There are some changes to JMRL’s Fixed Asset Procedure (Section 3.11) in order to bring it in line with City of Charlottesville procedures and auditor requirements.

**LIBRARY BOARD’S SELF-EVALUATION** - The Board’s Self-Evaluation has been postponed until their next meeting.

**LIBRARY BUDGET GOALS FOR FY 2013** - JMRL has done well in meeting objectives outlined in the Five-Year Plan (July 2009–June 2014), The Library Director distributed JMRL Budget Goals listing Operating Budget objectives remaining to be met: staff compensation study, a full-time Children’s and/or Young Adult Librarian or Specialist for each library, 1% allocation to continue education and staff development (currently .6% or $20,000 short), at least minimum user-oriented service hours at all branches (adjustments need to be made for Greene from 40 to 48, Nelson from 42 to 48, Northside from 55 to 60), a full-time Outreach Coordinator position in Bookmobile, and each Trustee will annually attend at least one continuing education program/conference sponsored by: JMRL, Library of Virginia, VLA, Public Library Association, or ALA. JMRL staff will be making their budget presentations at October’s Board meeting.

**LIBRARY DIRECTOR’S REPORT** - Statistics-The Library Director distributed statistics comparing 10 Virginia Peer Libraries (includes JMRL), populations of each legal service area, total staff per 1,000, total operating expenditures per capita, total circulation per capita, and number of public Internet terminals. Mainly due to lack of space, JMRL is very low on the number of public Internet terminals. Earthquake Damage to Louisa-Minor damage was done to Louisa Library. Books flew off the shelves and local volunteers helped reshelve them. The local high school suffered structural damage and Louisa Library offered them library space for their DVDs and computers installed by the school for students to use. HVAC-Central-HVAC improvements are continuing and should be done by October or November. Crozet-The parking lot should be finished in the next few weeks. Gordon Avenue-A handicapped parking spot is being added and will be placed near Gordon Avenue’s book drop. Bookmobile-A new bookmobile schedule was distributed. Each fall the schedule is reviewed to make sure the bookmobile is being used most effectively. The new schedule added Southwood and Rosewood Village. The new schedule goes into effect October 17th. Daily Progress-JMRL met with the publisher of The Daily Progress about digitizing The Daily Progress so that it is available to patrons and staff for searching online. JMRL is trying to find funding for digitizing the newspaper and the Friends will match this up to $20,000. JMRL Impact Study-JMRL is participating in a National Impact Survey. The Library Board received a copy of the questions being asked on the Impact Study which runs from September 26 through October 12th. The survey was coordinated by the University of Washington with support from the Bill and Melinda Gates Foundation. Better Business Challenge-JMRL is participating in the Charlottesville Area Better Business Challenge which is an effort to save energy and water. The challenge will start with an audit of Central Library’s energy and water use. Banned Book Week-Banned Book Week starts September 24th and runs through October 1st. JMRL is working with The Jefferson Center for Free Expression on a display at the Free Speech Wall. The Jefferson Center obtained a grant from ALA for this project. Friends Library Week-Friends of the Library Week begins October 16th. During that week as books are being checked out, JMRL staff will be including an invitation to join the Friends. Downloadables-Beginning last Friday, people can download Kindle. The Kindle download is very easy to do. Trustee Training Opportunity-A half-day Trustee Workshop is coming up October 20-21st. The workshop runs from 9:00 a.m.-12:30 p.m. VLA Annual Conference is scheduled for October 27-28 at the Portsmouth Renaissance Hotel in Portsmouth, VA. Trustees should notify the Library Director if they wish to attend and he will register them. Regional Agreement Update-The Library Director and Mr. Townsend, JMRL’s representative, met with Charlottesville and Albemarle on August 29th. Some items discussed included: out-of-area fees, additional Trustees for Charlottesville and Albemarle, a review of the Regional Agreement every 5 years, and instead of using a 2-year average use a 3-4 year average of circulation when doing the budget, Hopefully a new agreement will be in place by July 2012 in order to be included in next year’s plan for 2013/2014.

**FUTURE AGENDA ITEMS** - Future agenda items include: report from Personnel Committee, adoption of JMRL policy updates presented at September’s meeting, Board’s self-evaluation, presentation of JMRL’s Operating Budget Proposals for FY 2013.

**ADJOURNMENT** - The Board meeting adjourned at 2:50 p.m. The Monday, October 24, 2011 Board meeting is scheduled for 1:00 p.m. in the Central Library’s Jefferson Room.

Timothy Tolson, President
The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, October 24, 2011 at 1:00 p.m. in the Central Library’s Jefferson Room, President Tolson being in the chair. On motion for approval made by Mr. McIntosh and seconded by Ms. Rosenthal, the September 26, 2011 Library Board Minutes were unanimously approved. Mr. Grant abstained as he was not present at September’s Board meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS - Ms. Coy gave a very positive report on the Trustee Workshop she just attended. Ms. Cynthia Neff was introduced to the Board members and she gave a brief summary of her personal history and voiced her strong support of libraries including JMRL.

PERSONNEL COMMITTEE’S REPORT - Mr. Plunkett gave a report to the Library Board summarizing the Personnel Committee’s recent meeting and their recommendations. Due to certain economic conditions beyond the Board’s control, JMRL’s staff has experienced a freeze of their salaries since 2008. Trying to help alleviate this situation and in order to show the Board’s support of JMRL’s fine staff, the Board recommended 3 additional holidays be given to employees in 2009. In addition, due to certain savings in JMRL’s budget the Board was able to approve bonuses to most of the staff in 2010 and 2011. The Personnel Committee compared 5 other systems to JMRL and found that JMRL is approximately 5%-12% below average on all of JMRL’s positions. On behalf of the Personnel Committee, Mr. Plunkett and Mr. McIntosh recommended to the Board that JMRL staff receive a 2.5% raise for FY 2013, in order to stay competitive. The Personnel Committee recommended a $500 net bonus be given out this year to JMRL’s eligible staff (with the bonus to be pro-rated out to eligible part-time staff). On motion for approval made by Mr. Plunkett and seconded by Mr. McIntosh, the Board unanimously approved taking out approximately 1% of JMRL’s budget to fund the bonuses.

ADOPTION OF 4 JMRL POLICY UPDATES - 4 JMRL policies were distributed and briefly discussed at September’s meeting. The additional paragraph to the Interlibrary Loan Policy (Section 4.32) was reviewed by the Board and included with the: Library Programs Policy (Section 4.38), Emergencies Policy (Section 5.2), and Emergency Closing Policy (Section 5.3) for Board approval at October’s meeting. On motion for approval made by Mr. Grant and seconded by Ms. Coy, the 4 JMRL policies were unanimously approved by the Board.
JMRL OPERATING BUDGET REQUESTS FY 2013 - Branch/Departmental Personnel Budget requests for FY 2013:

- Albemarle/ Charlottesville Historical Collection: Substitute Librarian position (400 hours/year)
- Central Children’s Department: Substitute Children’s Specialist position (330 hours/year)
- Greene County Library: Children’s Specialist position (16 hours/week)
- Northside Library: Add 5 hours to Ref. Librarian (from 25 to 30 hours/week)
- Scottsville Library: Substitute Circ. Support Staff position (350 hours/year)
- Crozet Library: Branch Support Staff position (16 hours/week)
- Nelson County Library: Add 8 hours to Branch Sup. position (from 32 to 40 hours/week)
- Bookmobile: Add 10 hours to Branch Specialist position (from 30 to 40 hours/week)
- Bookmobile Specialist position (20 hours/week)
- Gordon Avenue Library: Add 5 hours to Shelver position (from 19 to 24 hours/week)

President Tolson offered to put a ranking form online for Board members to use. Mr. Grant thought the requests were not unreasonable and wanted all of them included in JMRL’s FY 2013 budget requests sent out to the jurisdictions. The Library Board unanimously agreed to include all the requests with the exception of using just Bookmobile’s 2nd request for inclusion in JMRL’s FY 2013 budget. Mr. McIntosh said Crozet Library should be open 4 additional hours per week. The Library Director said he would provide a cost estimate for that change.

BOARD MEETING LOCATIONS - After discussing different meeting locations, the Library Board decided to meet at Gordon Avenue for their December 19th Board meeting.

BOARD’S SELF-EVALUATION AND PRESIDENT’S REPORT - President Tolson distributed the 2011 Board of Trustees Self-Evaluation results for the Board to review. President Tolson gave a brief update on Crozet library: a “Build Crozet Library” bookmark is being distributed; several media sites have been created (facebook.com/buildcrozetlibrary, Twitter@BuildCrozetLib, email found at BuildCrozetLibrary@gmail.com, and a soon to be available website located at www.BuildCrozetLibrary.org). Other grass roots efforts are also being explored. Since the present Crozet Library may have some serious safety issues, the Library Director has asked Albemarle County’s Fire Marshal to look at Crozet Library next week and report back. Trustee Carla Mullen is willing to serve on the Library Board’s Policy Committee and the Personnel Committee.

LIBRARY DIRECTOR’S REPORT - Central Virginian—The Board was shown a letter to the editor from the Louisa County High School librarian and it appeared on the Editorial/Opinion page of The Central Virginian commending Louisa County Library in their gracious accommodations and support for the local schools and Louisa County during their recovery from the recent earthquake. VLA-VLA recognized JMRL for their Banned Book Week. JMRL’s In-Service Day—JMRL’s November 11, 2011 In-Service Day brochure was distributed. The event is being held at the Charlottesville Omni Hotel. Trustees are more than welcome to attend. Regional Agreement—Mr. Townsend and the Library Director met last week with Albemarle County’s Assistant County Executive Bryan Elliott and the City’s Budget Director Leslie Beauregard to discuss out-of-area fees, how Central Reference is funded among the localities, regular reviewing of the Regional Agreement, and changing the average used for circulation when JMRL prepares their budget. Work is progressing in developing a revised draft of the Regional Agreement for review by the jurisdictions with the goal for completion no later than by July 2012 in time for JMRL’s FY 2013/2014 budget. Northside—Northside Library will close around Christmas time for repainting. JMRL Impact Survey Results—Almost 1,000 National Impact Survey responses were received. Copies of the survey were distributed to the Board. JMRL will use the survey to make future plans for JMRL. JMRL already realizes the need to find a way to add more computers.

FUTURE AGENDA ITEMS - Future agenda items: adoption of the Proposed FY 2013 Library Budget, Fire Marshal’s report on Crozet Library, and a Policy Committee report.

ADJOURNMENT - The Board meeting adjourned at 3:10 p.m. The Monday, November 28, 2011 Board meeting is scheduled for 1:00 p.m. in the Central Library’s Jefferson Room.

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

MINUTES OF THE NOVEMBER 28, 2011 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mary Coy (Nelson County)        Gary Grant (Albemarle County)
Brian LaFontaine (Albemarle)    Peter McIntosh (Charlottesville)
Carla Mullen (Charlottesville)    Mike Plunkett (Charlottesville)
Faye Rosenthal (Louisa)         President Timothy F. Jost Tolson (Albemarle)
Vice President Deborah Willenborg (Greene County)

OTHERS PRESENT:
Chris Callahan–Representing WINA
Krista Farrell–Central Mgr. & Asst. Library Director
DonnaLee Grossman–Administration
William Lyons, Jr.–Business Manager
Ted Strong–Representing The Daily Progress

Christopher Dumler–New Scottsville Representative–
on Albemarle County Board of Supervisors
John Halliday–Library Director
Ginny Reese–Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, November 28, 2011 at 1:00 p.m. in Central Library’s Jefferson Room, President Tolson being in the chair. On motion for approval made by Mr. McIntosh and seconded by Ms. Rosenthal, the October 24, 2011 Library Board Minutes were unanimously approved. Mr. LaFontaine and Vice President Willenborg abstained as they were not present at October’s Board meeting.

PUBLIC COMMENTS AND ANNOUNCEMENTS – The Library Board was introduced to Christopher Dumler, a representative from the Scottsville area and a new addition to Albemarle County’s Board of Supervisors. Mr. Dumler conveyed to the Library Board how vital the Scottsville Library is to the surrounding area’s residents offering them many functions, services, and valuable computer access to other resources.

POLICY COMMITTEE’S REPORT – The Policy Committee’s October 24, 2011 Minutes were received. Ms. Rosenthal reported that Library Board President Mr. Tolson asked the Policy Committee to review JMRL’s Records Retention and Disposition Policy (Section 1.7) in the near future. The Committee plans to discuss this policy at their next meeting. Committee members also discussed: the Parking Reimbursement Policy (Section 2.7), the Staff Memorials Policy (Section 2.8) and the Portraits in the Libraries Policy (Section 2.81). The Library Director plans to present the changes to Branch and Department Managers at their meeting in December for their review and recommendations. The policies will be presented to the Board members for their review/approval at their December 19th meeting. The Library Equipment Fund Policy (Section 3.2) will be reviewed later this fiscal year after the 5 jurisdictions finalize the new Regional Agreement.

FIVE-YEAR PLAN COMMITTEE’S REPORT – The Five-Year Plan Committee met at 11:00 a.m. today. Shortly after the Committee meeting the Library Board members assembled for their regular Board meeting. The Committee gave an update to the Board reviewing their distributed list of JMRL’s Goals and Target Dates covering a 5-year period from FY2009/10 through FY2013/14. With a few exceptions, most of the FY2009/10 goals have been met, are in progress or are considered ongoing. A Staff Strategic Planning Committee will be looking at library trends so that JMRL can incorporate them into the next Five-Year Plan for implementation. JMRL has established a goal to meet the Library of Virginia’s Double AA standard for our library system.

FIRE MARSHAL’S REPORT ON CROZET/WESTERN ALBEMARLE LIBRARY – Last year’s facilities assessment raised several safety issues regarding the Crozet Library. One major concern has been the dangerous parking situation and there have been other concerns regarding the inside safety at Crozet Library. To officially appraise these concerns, the Library Director asked Albemarle County’s Fire Marshal to arrange for an inspection of this facility. A copy of the inspection done by Robert Gilmer on October 26, 2011 was distributed to the Board members. The Library Board was shown a copy of the email sent by Jay Schlothauer, Director of Inspections/Building Official for Albemarle County’s Department of Community Development, and directed to Robert Gilmer. Based on Mr. Gilmer’s report on his October 26, 2011 inspection of Crozet Library, Mr. Schlothauer indicated that the determined maximum occupancy load...
for Crozet Library building was 50 persons. The occupancy restriction will have a direct impact on Crozet’s circulation and on their programs. To meet the International Building Code (Chapter 27), installation of a power system will be necessary to provide continuous illumination of Exit signs at all times and Crozet Library should have continued illumination for at least 90 minutes in cases of primary power loss. Storage should be kept at least 2 feet or more below ceiling level; there should not be storage over the top of the stove; extension cords should not be used as a substitute for permanent wiring (extension cords should be used only with portable appliances) and flexible cords should not be affixed to structures, ceilings, floors; the computer beside the front counter should not be next to the microwave; all objects or decorative materials hanging from the ceiling must be removed; the front door must be free of obstructions to allow for a means of egress (this would include the inside shelving and the outside book drop); the breaker box and attic access are blocked in the rear storage room; maintenance and use of temporary temporary heating devices should be labeled in accordance with the International Mechanical Code or International Fuel Gas Code. An earlier outside assessment of the library identified the parking lot as a potential danger zone (there have been several accidents). All of the issues will be addressed. Crozet Library is making the best of a bad situation while waiting for a new library to be built.

**JMRL/NAACP SCHOLARSHIP & INTERNSHIP UPDATE** – President Tolson and the Library Director will be meeting with Dr. Rick Turner and Carolyn Dillard of the NAACP to discuss an internship ($2,000) and scholarship ($1,000) for the local JMRL area to encourage African-American students (high school seniors and college students) interested in considering or seeking professional library work as a career. The brochure should be ready in December and the application deadline will be in early April 2012. The Friends of the Library Endowment Fund made this possible.

**JMRL’S PROPOSED FY 2012/2013 BUDGET** – JMRL’s FY 2012/2013 Proposed Budget includes added staff hours at Greene County Library in order to expand their open hours to 48 per week to meet the 5-Year Plan goal and to provide additional open hours for PVCC’s satellite campus to be located in the library building. The proposed budget reflects the on-going belt tightening in operational expenses. This budget does provide for some modest increases in personnel expenses, includes mandated increases in the medical and retirement rates and includes a proposed wage increase of 2.5% for eligible library staff. A sample letter was distributed to the Board members to review and approve prior to submission to JMRL’s jurisdictions. On motion for approval made by Mr. LaFontaine and seconded by Mr. McIntosh, the Library Board unanimously approved JMRL’s FY 2012/2013 Proposed Budget as presented. Mr. Plunkett left the meeting at 2:00 p.m. Ms. Mullen requested a per capita expense breakdown based on this budget.

**BOARD PRESIDENT’S REPORT** – Digitization-Next week President Tolson and the Library Director will be meeting with a representative from UVA to discuss the digitization of The Daily Progress to make it available to patrons and staff for searching online. The Friends offered a matching grant up to $20,000. Mentoring New Trustees-As part of a mentoring program for new Trustees, Mr. McIntosh will be Carla Mullen’s mentor. Former Library Trustee Melissa Dickens will be taking Mr. LaFontaine and Ms. Mullen on a tour of our libraries. Crozet Building Project-To encourage moving ahead on the Crozet Library, President Tolson and the Library Director will be meeting with Albemarle County’s Board of Supervisors. Award Winner-John Halliday-The Daily Progress mentioned Library Director John Halliday received the Elizabeth Lewis Award at VLA’s Annual Conference acknowledging his enthusiasm, love of libraries, and his work in the advancement of public libraries in Virginia.

**LIBRARY DIRECTOR’S REPORT** – In-Service Day-The November 11th In-Service Day was a success. Mr. Grant in costume was well received by staff. Friends Book Sale-The Friends Book Sale made close to $100,000 and approximately 30% came from credit cards. Northside-The Northside Library will be closed for painting December 12th through December 22nd. Some of the staff will still be there to handle holds, etc. for patrons. VLA Legislative Agenda-The Library Director distributed VLA’s Legislative Agenda 2012 pocket-sized brochures “New Age, New Library” indicating libraries are not just books. VLA’s 2012 agenda opposes any budget cuts for the Library of Virginia in FY 2013 and proposes a 3-year plan to bring Virginia’s public libraries up to full funding. Library Trustees are encouraged to talk to state legislators to encourage full state aid funding of public libraries.

**FUTURE AGENDA ITEMS** – Future agenda items include: implement email system so Trustees have JMRL email addresses, policies, update of Regional Agreement, and creation of a budget bookmark.

**ADJOURNMENT** – Motion for adjournment was made by Mr. Grant and seconded by Mr. McIntosh. The meeting adjourned at 2:25 p.m. The Monday, December 19, 2011 Board meeting is scheduled for 1:00 p.m. at Gordon Avenue Library.

Timothy F. Jost Tolson, President
MINUTES OF THE DECEMBER 19, 2011 MEETING OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mary Coy (Nelson County)
Peter McIntosh (Charlottesville)
Mike Plunkett (Charlottesville)
President Timothy F. Jost Tolson (Albemarle)
Gary Grant (Albemarle County)
Carla Mullen (Charlottesville)
Faye Rosenthal (Louisa)

TRUSTEES ABSENT:
Brian LaFontaine (Albemarle)

Vice President Deborah Willenborg (Greene County)

OTHERS PRESENT:
Chris Callahan-Representing WINA
Krista Farrell-Central Mgr. & Asst. Library Director
John Halliday-Library Director
Virginia Reese-Staff Recorder/Greene County Manager
Anthony Townsend-JMRL’s Representative to the Regional Agreement Committee
Meredith Dickens-Gordon Avenue Branch Manager
DonnaLee Grossman-Administration
William Lyons, Jr.-Business Manager
Ted Strong-Representing The Daily Progress

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, December 19, 2011 at 1:00 p.m. in the Century Meeting Room at Gordon Avenue Library, President Tolson being in the chair. On motion for approval made by Ms. Coy and seconded by Mr. Plunkett, the November 28, 2011 Library Board Minutes were unanimously approved. Mr. McIntosh was absent when the motion was taken.

PUBLIC COMMENTS AND ANNOUNCEMENTS – JMRL’s Advocacy Committee is scheduled to meet on Tuesday, January 17th at 10:00 a.m. at Panera Bread located in the Hollymead Town Center. The Library Director shared with the Board the holiday card Crozet Library staff sent out: Hoping your holidays are FULL… and showing a picture (photo credit: Roanoke Public Library) of an extremely overcrowded library with a caption underneath (did we really need the Fire Marshal to tell us we’re overcrowded?). Under What’s New on JMRL’s website is a section encouraging patrons to help grow the JMRL collection by going through amazon.com and buying a book on the JMRL Amazon wish list. NBC29 will also be promoting this wish list. Branch Manager Meredith Dickens gave Board members a brief tour of the Gordon Avenue Library.

POLICY REVIEW/UPDATES – 3 JMRL policies were distributed and discussed at the November Library Board meeting: Parking Reimbursement for Central Library Staff (Section: 2.7); Staff Memorials (Section: 2.8); Portraits in the Libraries (Section: 2.81). Ms. Rosenthal made the motion for the Board to accept the changes to these policies that were submitted at November’s Board meeting and the motion for approval was seconded by Mr. McIntosh. The motion was unanimously approved.

FY 2012/13 PROPOSED LIBRARY BUDGET – Copies of JMRL’s FY2012/13 Proposed Budget were distributed to the Board. The Library Director will be confirming dates and times with each Trustee so that the budget can be delivered to each jurisdiction before January 13th. A copy of JMRL’s FY 2012/2013 Proposed Budget request is online. The Library Director briefly enumerated some of the changes integrated into next year’s budget requests. JMRL continues looking for ways to reduce operating expenses, making economies whenever and wherever possible. The previous year JMRL had approximately a 6.9% reduction in operating expenses with only minor increases in personnel expenditures. Due to the steadily increasing population and patron usage at Greene County Library, JMRL’s FY 2012/2013 Proposed Budget includes an increase in staffing hours to provide adequate coverage for their expanded open hours (going to 48 hours a week). JMRL’s FY 2012/2013 Proposed Budget includes requests for additional substitute hours for the Albemarle/Charlottesville Historical Collection, the Central Library’s Children’s Department and for Northside Library;
in addition to Greene County Library’s request, additional staffing hours have been requested for the Crozet, Northside, Scottsville, Nelson County, Gordon Avenue Libraries and the Bookmobile; next fiscal year’s budget includes mandated changes in the retirement plans and medical insurance rates; a 2-1/2% wage increase for library staff has been proposed. The Board discussed the letter they plan to submit to the jurisdictions when JMRL’s FY 2012/2013 Proposed Budget is delivered. In order to get word out, the Board plans to provide the public with a special bookmark to help patrons/taxpayers understand and be more aware of JMRL’s statistics and budget requests. President Tolson and the Library Director will work on the special bookmark for distribution. To aid the public in communicating directly with their Library representatives, plans are underway for JMRL to set up email addresses for the Board. The Library Director distributed an outline of JMRL’s Per Capita Local Funding FY 2012 which compared jurisdiction populations, their share of the library budget and their per capita local support.

UPDATE ON REGIONAL AGREEMENT REVIEW PROCESS – Mr. Townsend, JMRL’s representative to the Regional Agreement Committee, gave a brief update on the Regional Agreement review process. Albemarle and Charlottesville are still ironing out some of the details. Albemarle County’s Legal Department will be vetting the agreement and after everything is reviewed and resolved, the final revision will be sent out to all the jurisdictions for their approval. A meeting is planned for January 2012. In the near future, JMRL may begin charging out-of-area users for using JMRL. The charge to out-of-area users would be in the area of $30.00. Projections from other library systems indicate that when JMRL begins charging the out-of-area fee, out-of-area users will drop to around 30%. One of the handouts included the Proposed Budget Impact of a 30/30 Proposal showing current FY 2012 distribution of costs for Regional Reference along with the local costs for each jurisdiction. Included on the same form was the Impact of the 30/30 Proposal showing Regional, Local and Out-of-Area anticipated credits and indicating an adjusted new total share for each jurisdiction and projecting the jurisdictional savings. Also being discussed is making the reference cost a Central operating cost. This would mean a reduction to the jurisdictions in regional costs. Monticello Avenue and the Bookmobile will be added to the Regional Agreement. Hopefully the jurisdictions will sign off on the new Regional Agreement before the next budget year begins so that in FY 2012/2013 JMRL can begin collecting the out-of-area fees. Any projected savings would not be realized or result in a credit to the localities until FY2013/2014.

LIBRARY BOARD PRESIDENT’S REPORT – Last week the Daily Progress ran an article submitted by President of the Friends Fran Feigert thanking Albemarle County Board of Supervisors for showing their support by voting to go out to bid on the Crozet/Western Albemarle Library.

LIBRARY DIRECTOR’S REPORT – Tour for New Trustees-Prior Trustee Melissa Dickens gave Brian LaFontaine and Carla Mullen a grand tour of the branches. Crozet Fire Marshal Inspection-Albemarle County’s Fire Marshal completed a follow-up inspection of Crozet Library and Crozet Library passed the inspection. Albemarle County Board of Supervisors-The Board of Supervisors voted unanimously to solicit bids in January or February for the new Crozet Library. A February meeting is planned with an interior designer to begin selecting furniture for the new library. Additional Handouts-: JMRL Computer Use First Third of FY2011/FY 2012, James Patterson’s article “We Can Get Our Kids Reading” first published on CNN.com, JMRL’s Top Books of 2011 (number following author’s name represents the number of checkouts), copy of Tim Carrier’s email regarding the Teen Poetry Contest Winners, copies of JMRL’s Annual Audit Report, Virginia Library Association’s Legislative Agenda 2012, Celebrate 205 Charlottesville 1762-2012 calendar, November 2011 newsletter “Multi-Cultural Brief” by Zhuoma (Tibet).

FUTURE AGENDA ITEMS – Future agenda items include: presentation of NAACP/JMRL Scholarship and Internship Program, report from Advocacy Committee, report from Policy Committee, update on Crozet/Western Albemarle Library, budget update.

ADJOURNMENT – The meeting adjourned at 2:57 p.m. The Monday, January 23, 2012 Board meeting is scheduled for 1:00 p.m. in the Central Library’s Jefferson Room.

Timothy F. Jost Tolson, President