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

APPROVED

MINUTES OF THE JANUARY 23, 2012 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

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

TRUSTEES ABSENT: Peter McIntosh (Charlottesville)

OTHERS PRESENT: Krista Farrell-Central Mgr.& Asst. Director  DonnaLee Grossman-Administration
John Halliday-Library Director  William Lyons, Jr.-Business Manager
Aaron Richardson-The Daily Progress  Matt Talhelm-NBC 29 News
Anthony Townsend-JMRL’s Representative to the Regional Agreement Committee  Dr. M. Rick Turner, President of local NAACP

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, January 23, 2012 at 1:00 p.m. in the Central Library’s Jefferson Room, President Tolson being in the chair. On motion for approval made by Ms. Coy and seconded by Mr. Plunkett, the December 19, 2011 Library Board Minutes were unanimously approved. Vice President Willenborg and Trustee Mr. LaFontaine abstained as they were not present at December’s meeting.

PUBLIC COMMENTS AND ANNOUNCEMENTS – The Library Director informed the Board that WINA’s representative Chris Callahan is planning an interview with the Library Director for later this afternoon. Ms. Coy was commended for her time slot appearance on WCHV’s News Talk in support of JMRL.

NAACP/JMRL SCHOLARSHIP & INTERNSHIP PROGRAM (DR. M. RICK TURNER, PRESIDENT OF THE LOCAL ALBEMARLE CHARLOTTESVILLE NAACP) – Dr. M. Rick Turner, President of the local Albemarle Charlottesville NAACP was introduced to the Library Board. JMRL is very pleased to announce the joining of forces with the local Albemarle Charlottesville NAACP to work towards encouragement of local African-American students to consider professional library work as a career option. Due to the generous grant received from the Friends of JMRL Endowment Fund, NAACP and JMRL have been able to create a library internship and scholarship program for African-American students in the Albemarle, Charlottesville, Greene, Louisa and Nelson area. The program includes: 200 annual hours of library work experience, a stipend of $2,000, and the ability for the intern to apply for an annual scholarship worth $1,000 which can be used to complete an Associate’s, Bachelor’s or Master’s degree. The total annual value of this program is $3,000. Dr. Turner conveyed his appreciation for the assistance received from University of Virginia staff member Carolyn Dillard, the Library Director and to the Friends for supporting and making this program possible for African-American students. This scholarship and internship sends a very positive message to our African-American young people. To make sure word gets out, a special brochure is being distributed throughout the community to the schools, churches, libraries, pastors, principals, school librarians, etc. Copies of the brochure were distributed to the Library Board. Applications must be submitted by 5:00 p.m. Friday, April 6, 2012. Electronic copies must include the subject “NAACP/JMRL Program” and must be submitted to halliday@jmrl.org. Paper copies should be mailed to: Library Director, Jefferson-Madison Regional Library, 201 East Market Street, Charlottesville, VA 22902.

ADVOCACY COMMITTEE’S REPORT – Mr. Grant reported on the Advocacy Committee’s January 17, 2012 meeting. Several items were discussed: (1) The committee discussed better ways to utilize the candidate survey information such as displaying their answers more prominently on the web page, providing copies of their answers at checkout locations throughout the library system, and using the Friends groups to get word out regarding the survey information. (2) The committee discussed ways to support and encourage restoration of full State Aid funding to public libraries in Virginia by encouraging JMRL’s Trustees to make phone calls and send emails to state lawmakers, particularly lawmakers serving on the “money” committees in the House and Senate in order to encourage them to support amendments for full State Aid funding for public libraries. The committee also recommended providing copies of Public Library State Aid bills along with lawmaker contact information at our library checkout locations. (3) The committee suggested activating JMRL’s Speaker’s Bureau for 2012 by sending out notices to local civic groups in the Charlottesville and Albemarle area to make them aware that JMRL is available for customized speaking engagements. There have been several responses. The Advocacy Committee encouraged Trustees representing the outlying
The JMRL area has two

— The Policy Committee met directly after the Library Board’s December 19, 2011 Meeting. The Committee suggested the following changes be made to the **Records Retention and Disposition Policy** (Section 1.7):

**DISPOSITION FOR ADMINISTRATIVE RECORDS** — Under Retain Permanently—Correspondence of Board Chairperson (add “email” to list of correspondence). Under Retain 3 Years—Correspondence of Board Members (add “email” to list of correspondence). Under General Administrative—Electronic Mail (Non-Records) (add cross reference for Board Chairperson and Board members, such as: Correspondence of Board Chairperson, including email, must be retained permanently. Correspondence of Board Members, including email, must be retained for at least 3 years.) Under General Administrative (add section for Photo Release Forms “Retain as long as administratively useful.”) To simplify retention of Trustee emails, each Trustee should be provided with an JMRL email address. The emails would be automatically saved on JMRL’s server, which has a large storage capacity. After the new Regional Agreement is finalized, the Committee plans to review the **Library Equipment Fund Policy** (Section 3.2) and the **Displays, Handouts and Signage Policy** (Section 4.51).

**FY 2012/13 PROPOSED LIBRARY BUDGET** — JMRL’s FY 2012/13 Proposed Budget has been delivered to all 5 jurisdictions. The meeting with Albemarle County was positive. Since assessments are going down Albemarle County may need to equalize the tax rate to accommodate funding for the Crozet Library project and other projects. Vice President Willenborg reported Greene County’s Administrator seemed positive regarding JMRL requesting increased hours for Greene particularly with PVCC moving into the building. Greene is proposing a 5% increase for their staff and JMRL’s request for a 2-1/2% increase falls well within that range. Louisa has not had a raise in 5 years and may not be as receptive to JMRL’s request. Charlottesville did not think JMRL was asking for anything unreasonable and they are considering a raise for their staff. The Nelson County Administrator agreed to pass on JMRL’s full request to the Nelson County Board of Supervisors. The FY 2012 Equipment Fund Budget Summary was distributed and reviewed with the Board along with JMRL’s Materials Budget for FY 2012 (which included a comparison with FY 2002 indicating the steady decline in state aid funding). President Tolson and the Library Director have been working on a special handout bookmark showing taxpayers “How Much Do You Spend Per Year?”

**LIBRARY BOARD PRESIDENT’S REPORT** — Crozet/Western Albemarle Library Update—By the end of February 2012 the request for bids should go out. The bids will be opened in March and a recommendation will be made to the Board of Supervisors hopefully by late March or in April. **May & December Board Meeting Change**—The May and December Board meetings this year will be changed to the 3rd Monday of those months.

**LIBRARY DIRECTOR’S REPORT** — Regional Agreement—Last week a draft of the Regional Agreement was sent out to the jurisdictions. Hopefully the final draft will be ready in time for the Board to review at their February Board meeting. The aim is to have the newly revised Regional Agreement in effect by July 1, 2012. Out-of-Area Fee—Daily Progress poll results were shown to the Board. The poll question was: Should residents outside of our local library jurisdictions be charged to use those services? 4/7% of those participating in the poll indicated YES and 53% indicated NO. JMRL charged an out-of-area fee up until 1996. Volunteers Repairing JMRL’s Books—Fortunately, JMRL has volunteers repairing JMRL’s damaged books. In 2011 over 5,200 books were repaired and returned back into circulation saving JMRL from having to purchase replacements. Central HVAC—HVAC upgrades at Central are almost completed. Staff has been kept well informed about this project. Northside Painting—The painting went well at Northside and the branch opened on schedule.

**FUTURE AGENDA ITEMS** — Future agenda items: Regional Agreement update, FY 2012/13 Proposed Budget update, BIG READ, adoption of updated **Records Retention and Disposition Policy** (Section 1.7), Board President’s report, Library Director’s report.

**ADJOURNMENT** — The meeting adjourned at 2:10 p.m. The Monday, February 27, 2012 Board meeting is scheduled for 1:00 p.m. at Albemarle-Charlottesville Historical Society, 200 Second Street, N.E., Charlottesville, VA.

Timothy F. Jost Tolson, President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, February 27, 2012 at 1:00 p.m. in the Albemarle-Charlottesville Historical Society meeting room at 200 Second Street in Charlottesville, VA President Tolson being in the chair. On motion for approval made by Ms. Rosenthal, the January 23, 2012 Library Board Minutes were unanimously approved. Mr. McIntosh abstained as he was not present at January’s meeting.

PUBLIC COMMENTS AND ANNOUNCEMENTS – President Tolson commended the Library Director for his appearance this morning on WCHV’s News Talk.

BIG READ PRESENTATION – Rudolfo Anaya’s Bless Me, Ultima is the subject of 2012’s The Big Read. Mr. David Plunkett distributed The Big Read program for March. The kickoff was held on February 25th at the Free Speech Monument on the downtown mall in Charlottesville. The reader’s guide was also distributed to the Board. The Big Read is an initiative of the National Endowment for the Arts in cooperation with Arts Midwest. Attendance at the first Big Read was approximately 264. Each year attendance has steadily increased and last year’s attendance was approximately 2,000. Mr. Plunkett discussed some of the special events outlined in the brochure. WINA AM 1070 plans to have a live interview with Rudolfo Anaya in March and those interested can check wina.com to listen to the podcast of the conversation. Several family programs are planned throughout the library system during The Big Read. Check your local library for updates and information sites at: jmrl.org/bigread, facebook.com/jmrlbigread, bigread@jmrl.org.

FY 2012 MID-YEAR BUDGET ADJUSTMENT – JMRL participated in a National IMPACT Survey of library users to determine patterns of usage and patron satisfaction with library computer services. Most individuals use computers for civic engagement, keeping up with news and current events, education and employment. The most frequent comment was preference for more computers and faster Internet service. More people are using computers and WiFi and response times are getting slower. JMRL asked Charlottesville to analyze JMRL’s bandwidth computer use compared to network capacity at the branches (Central was not included as Central has fiber). JMRL’s bandwidth problem needs to be addressed. JMRL’s Technology Plan calls for an upgrade of the telephone system and was budgeted this year for $54,000. One option being considered was VOIP which offers cost savings but would exacerbate the bandwidth problem. The Library Director recommended JMRL postpone an upgraded telephone system and reallocate those funds to do an upgrade of JMRL’s Internet network. The need for an Internet upgrade is more immediate and more important to JMRL’s public service. Later this week JMRL will be meeting with City IT to discuss implementation of an upgrade for the library’s Internet network. City IT already researched costs and estimate JMRL would need approximately $33,000 for the necessary equipment to upgrade the network. The Library Director recommended the Board approve a motion that JMRL postpone the upgrade to the library’s telephone system and use/reallocate the funds already in the Equipment Fund for the telephone system to move ahead with upgrading the library’s Internet network having an estimated cost of $30-$40,000.

Motion: As the Budget Committee Chair, Ms. Coy made a motion that the funds in the Equipment Fund allocated for a JMRL telephone system upgrade be reallocated so that the funds (approximately $30,000-
FY 2013 LIBRARY BUDGET DISCUSSION – The Library Director distributed the special bookmark President Tolson and the Library Director have been working on for distribution showing taxpayers “How Much Do You Spend Per Year” comparing the annual costs per year between a public school student in Virginia, a Netflix movie subscription, and the per capita tax support for JMRL. JMRL’s FY 2012/2013 Proposed Budget was distributed to the jurisdictions in January. JMRL emphasized the different needs of each jurisdiction and emphasized the need to financially cover pay raises and mandatory increases in medical premiums. JMRL staff has not received a pay raise since 2008 and pay for JMRL is among the lowest in their peer groups. Albemarle County administrative staff recommended no increase for the library and are assuming approximately $30,000 will be recouped when the out-of-area fees are coming in. JMRL has initiated several cost saving measures including increasing fines and fees, increasing self-service checkouts to decrease the need for additional staffing, having volunteers repair JMRL’s damaged books and returning them back into circulation saving JMRL from having to purchase replacements, and other overall economies such as in postage and offering employees only the Defined Contribution Retirement Plan (the lowest cost retirement plan). Additional cost savings will require reduced public services. President Tolson and the Library Director are scheduling a meeting with the library liaisons and Board of Supervisors Ann Mallek and Rodney Thomas. The Library Director is expecting to hear from Charlottesville within the next few days and from the other jurisdictions in March or April.

UPDATE ON JMRL RECORDS RETENTION AND DISPOSITION POLICY (Section 1.7) – The Policy Committee presented a one-page summary of proposed updates to the Records Retention and Disposition Policy (Section 1.7) to the Board.

Motion: Ms. Rosenthal made a motion that the Board approve the proposed updates and changes to the JMRL Records Retention and Disposition Policy (Section 1.7) as submitted by the Policy Committee. Mr. LaFontaine seconded the motion and the motion was unanimously approved by the Board members. As of the February 27, 2012 Board meeting, the Library Board approved changes include:

1) Under Retain Permanently (Page 2) Correspondence of Board Chairperson: Refers to documents of incoming and outgoing letters, email, memoranda, faxes, notes and their attachments, in any format.
2) Under Retain 3 Years (Page 4) Correspondence of Board Members: Refers to documents of incoming and outgoing letters, email, memoranda, faxes, notes, and their attachments, in any format. (Note: Except for Chairperson).
3) Under General Administrative (Page 9) Electronic Mail (Non-Records) Add: Correspondence of Board Chairperson, including email, must be retained permanently. Correspondence of Board members, including email, must be retained for at least 3 years.
4) Under General Administrative (Page 9) Add: Photo Release Forms: Retain until photos are no longer needed.
5) Under General Administrative (Page 10) Add: Publisher Permissions: Retain as long as administratively useful.

LIBRARY BOARD PRESIDENT’S REPORT – Crozet Library pre bid meetings were last Thursday and included 3-4 local firms. Bids will be opened at 3:15 p.m., March 28, 2012 at the county office building. Regarding the Trustee seminar, President Tolson plans to bring to the Personnel Committee suggestions for a form outlining expectations of new Board members.

LIBRARY DIRECTOR’S REPORT – Regional Agreement-Meeting was held January 25, 2012. New proposals were presented and Regional Agreement Committee will have another draft to do. Next meeting to be scheduled within next 1-2 weeks. If everybody agrees, Agreement goes to the Library Board and to the jurisdictions. Central Elevator-Board meeting held at Historical Society due to lack of elevator at Central. Bid deadline Friday and probably 10-12 weeks to get equipment so looking at July or later. New elevator to go into second shaft. Eventually plan to replace old one. State Aid-Senate proposes restoring funding and adding $1/2 million for on-line databases. Heard nothing from the House yet but hope they agree with the Senate. City Retirement Offering-City approved change to one Library retirement offering (Defined Contribution Plan) going into effect July 1, 2012. Darden MBA Student-Next month student David Solana will begin attending Board meetings. JMRL Style Manual-JMRL has issued a style manual to encourage uniformity throughout the library system. A link will be sent to Board members. Fire Marshal Inspection-Fire Marshal inspected Northside and Scottsville libraries and found only minor issues which were immediately cleared up.

FUTURE AGENDA ITEMS – Future agenda items include: budget update and Policy Committee report.

ADJOURNMENT – The meeting adjourned at 2:19 p.m. Meeting location to be announced for Monday, March 26, 2012 Board meeting.

Timothy F. Jost Tolson, President
Jefferson-Madison Regional Library
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MINUTES OF THE MARCH 26, 2012 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-WINA                              Krista Farrell-Central Mgr. & Asst. Library Director
DonnaLee Grossman-Administration                John Halliday-Library Director
William Lyons, Jr.-Business Manager             Virginia Reese-Staff Recorder/Greene County Mgr.
Aaron Richardson-The Daily Progress             David Solana-MBA Candidate – UVA
Anthony Townsend-JMRL’s Representative to the  Darden Graduate School
    Regional Agreement Committee

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, March 26, 2012 at 1:00 p.m. in Room 246 (at Albemarle County’s Office Building located at 401 McIntire Road), President Tolson being in the chair. On motion for approval made by Mr. McIntosh and seconded by Vice President Willenborg, the February 27, 2012 Library Board Minutes were unanimously approved as submitted and amended.

ANNOUNCEMENTS AND PUBLIC COMMENTS – Mr. David Solana, MBA candidate at UVA’s Darden Graduate School, was introduced to the Library Board. Mr. Solana will be attending Board meetings for the rest of the year to observe how a Board operates. President Tolson commended the Library Director for this morning’s radio session on the Joe Thomas Show. Mr. McIntosh announced the Friends of the Library Book Sale starting Saturday, March 31st and running through April 8th. Mr. Plunkett announced the Friends were planning to have a silent auction of Civil War documents during the length of the book sale. Ms. Coy announced that a meet and greet program is scheduled for Nelson County to answer any questions and provide information regarding library services and JMRL’s budget. The Nelson County Times will be attending. A meet and greet program is also being planned for Greene.

POLICY COMMITTEE’S REPORT – The Policy Committee met directly following the Library Board’s regular meeting on February 27, 2012. The Committee discussed:

Availability of Library Services Policy (Section 4.21) – The Committee did have some questions regarding when the Library Director would limit use of the Library due to excessive demands of groups/individuals. The Committee thought perhaps this decision could be made by branch managers as the need arose. The Committee also discussed item #4 regarding future maintenance of small rental collections that are purchased with non-state funds and the Committee decided not to make any changes.

Suggestions and Complaints Policy (Section 4.235) – Suggestions and complaints are regularly reviewed by the Library Director and addressed by the appropriate managers. The Committee reviewed this policy and noted that many comments, suggestions, and complaints are now made through email. Each Library branch still maintains a suggestion box on site. The Committee decided to leave the policy as it currently stands.

Reference and Information Services Policy (Section 4.31) – Changes have been occurring in the Reference area over the past several years and the Committee felt the policy should be updated to better reflect the changes that have been enacted. Reference Librarian Ms. Zanne Macdonald will be updating the policy to better reflect what the Reference area is currently providing.

The Committee mentioned that the online Policy Manual would benefit by linking the index. This is being addressed by the appropriate JMRL staff. The Committee felt that having a well-referenced Policy Manual online would be a tremendous assistance to new/incoming Trustees and would save on creating/copying a new Policy Manual each time a new Trustee is appointed to the Library Board.

TECHNOLOGY COMMITTEE’S REPORT – The Technology Committee met at 11:15 a.m. on March 26, 2012 prior to the Library Board’s 1:00 p.m. regularly scheduled meeting. The Committee did a brief review of JMRL’s Technology Plan objectives/goals (July 1, 2010-June 30, 2013). Most of the Technology Plan’s objectives have been met through 2012. City IT
representative Sunny Hwang was also present and distributed copies of the projected JMRL Network Upgrade. Mr. Hwang gave a very positive presentation regarding the proposed increased/updated bandwidth, gave a cost of the hardware upgrade as approximately $25,000-$26,000 (recommended a 10% contingency fund), and gave an estimated timeframe of approximately two months. Funding has already been reassigned and approved in order to finance the upgrade. Public WiFi is being transferred to Comcast.

PLA 2012 CONFERENCE REPORT (GARY GRANT) - Mr. Grant gave a very enthusiastic and impressive overview of his attendance at the PLA Conference in Philadelphia. Over a 4-day period Mr. Grant was able to attend at least ten workshops and heard several speeches. Mr. Grant wanted to attend additional workshops but most of the workshops consisted of smaller groups and were already packed. Betty White was the closing speaker at the conference. Mr. Grant shared with the Board pictures he took at the conference. Mr. Grant mentioned how impressed he was with the “young in attitude” and the enthusiasm of many of the librarians he encountered. Mr. Grant shared with the Board a puzzle that played on using the same words to derive different phrases. The basic idea of the puzzle was that people will pay for what they love or people who love libraries will pay for them. The next PLA Conference will be held in Indianapolis.

FY 2012/13 SCHEDULE OF LIBRARY CLOSINGS/HOLIDAYS – The Library Director distributed a draft of JMRL’s anticipated FY 2012/2013 Schedule of Library Closings and Holidays for the Board to review. The major change from the current year’s schedule is an unpaid staff holiday with JMRL closing Sunday, December 23, 2012 for Christmas. The FY 2012/2013 Closings/Holidays schedule will be brought back to the Library Board for their approval at April’s Board meeting.

FY 2012/13 BUDGET DISCUSSION – The State has not finalized a budget yet. So far, the budget process still includes stable funding with the Senate version including $500,000 for state-wide databases. The House is still out and hopes are that the House will agree with the Senate. Regarding JMRL’s budget, the City of Charlottesville is recommending full funding; Albemarle recommends a .9% decrease in funding. Albemarle is using out-of-area fees in their budgeting process for JMRL. The Board President will be sending Albemarle County’s Board of Supervisors a letter responding to the budget shortfall for JMRL. The out-of-area fees in connection to the Amended Regional Agreement (which has not been finalized) are not available for Albemarle to use for next fiscal year’s budget. The budget presentation to Greene County went well but nothing official has been heard from them yet. Nelson County did not adopt the new assessments but nothing official regarding the JMRL budget has been reported. Louisa County has not been giving pay raises for several years now but nothing official has been heard yet regarding the budget.

LIBRARY BOARD PRESIDENT’S REPORT/LIBRARY DIRECTOR’S REPORT – The Crozet Library Funding Committee met last month and plans to meet this month to kick off fundraising for the new library. In order to review the Library Director’s evaluation by April’s Board meeting, Trustees have until mid April to complete and submit their evaluation of the Library Director. President Tolson sent a letter to Chris Dumler, representing Scottsville on Albemarle County’s Board of Supervisors, requesting his support in keeping the Southern Albemarle plans for JMRL (Monticello/Scottsville area-Neighborhoods 4 & 5) in Albemarle County’s Comprehensive Plan & CIP.

REGIONAL AGREEMENT – The Library Director and Mr. Townsend met last Friday, March 23, 2012 with the 5 jurisdictions and legal representatives from Albemarle and Charlottesville to review Draft “C” of the Regional Agreement. The discussion included how local and regional costs should be determined/administered, jurisdictional control in how the Library’s budget is used, making Reference a Central operating cost vs. a Regional cost, out-of-area fees (the Library must be held financially harmless), and additional Trustees to serve on the Library Board. The legal representatives for Charlottesville and Albemarle plan to come up with a Draft “D” within the next month to present to the jurisdictions and eventually for review by the Library Board.

The Library Director received confirmation from the City of Charlottesville that effective July 1, 2012, the Library will move to offer only one retirement plan (Defined Contribution Plan) to new employees. The Endowment Brochure has been updated and the new brochure was shown to the Board. downloadable books continue to be very popular with over 3,100 downloaded in February. Kindle seems to be the favorite with the Nook running a close second. The Virginia Festival of the Book was very successful this year. For individuals unable to use the stairs at Central to attend the Virginia Festival of the Book programs, an audio/video feed was provided so individuals could see the programs on Central’s main level.

FUTURE AGENDA ITEMS – Agenda items include: budget update and approval of FY 2012/2013 Library Closings/Holidays.

ADJOURNMENT – The meeting adjourned at 2:17 p.m. Meeting location to be announced for the Monday, April 23, 2012 Board meeting.

Timothy F. Jost Tolson, President

(TT:JH:dlg)
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APPROVED

MINUTES OF THE APRIL 23, 2012 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mary Coy (Nelson) Gary Grant (Albemarle)
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)

OTHERS PRESENT:
Chris Callahan-WINA Krista Farrell-Central Mgr. & Asst. Library Director
DonnaLee Grossman-Administration John Halliday-Library Director
William Lyons, Jr.-Business Manager Virginia Reese-Staff Recorder/Greene County Mgr.
Aaron Richardson-The Daily Progress

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, April 23, 2012 at 1:00 p.m. in the City Space Meeting Room located at 100 5th Street NE, Charlottesville, VA. President Tolson being in the chair. On motion for approval made by Mr. McIntosh and seconded by Ms. Coy and Mr. Plunkett, the March 26, 2012 Library Board Minutes were unanimously approved as submitted.

ANNOUNCEMENTS AND PUBLIC COMMENTS – Mr. Plunkett’s term on the Library Board is up at the end of August 2012 and he has some suggestions regarding his replacement. Approximately $105,700 was raised from the Friends Spring Book Sale. Mr. Grant thoroughly enjoyed his participation in Scottsville’s Book Club. Central Library’s elevator is still out of commission. At the earliest, Central won’t have an elevator in operation until June. Mr. Grant resigned from the Advocacy Committee and Ms. Coy will be serving in his place.

TRUSTEES REPORTED ON THEIR “MEET & GREETS” – Library Trustees reported on the “Meet & Greets” held in their jurisdictions so that the public could meet their representatives, ask questions, find out more about JMRL and the services JMRL provides, and some received contact information to support JMRL in the future. Board members agreed this was a good start and thought the “Meet & Greets” were worth doing again.

POLICY REVIEWS/REVISIONS – The Library Director distributed a draft copy showing suggested revisions to the Availability of Library Services Policy (Section 4.21) and the Suggestions and Complaints Policy (Section 4.235). The Availability of Library Services Policy added to item #2 “or Branch Manager” directly following the words: The Library Director. The Suggestions and Complaints Policy added the second sentence: Comments, suggestions, and complaints may also be submitted online at https://aries.jmrl.org/suggest. The Library Board suggested the last sentence be changed to read: These comments will be regularly analyzed and addressed by the Library Director or appropriate Departments of the Library. Policy Committee Chair Ms. Rosenthal made a motion that the Board accept both policies with the suggested changes that were already made and the additional changes made today by the Board. Ms. Mullen seconded the motion and the motion was unanimously approved. The Library Director informed the Board that review of JMRL’s 2012-2013 Schedule of Library Closings Policy (Section 5.4) is being delayed until the May Board meeting.

FY 2012/13 BUDGET DISCUSSION – State funding looks stable for FY 2013. It currently looks like there will be some modest increases in JMRL’s local funding for FY 2013. Charlottesville is planning a 4% increase for JMRL, so far Greene is looking positive with potentially a 2.9% increase (not finalized yet), Louisa and Nelson counties have not been heard from yet, and Albemarle plans a 1% increase in funding. Since Albemarle is funding less that originally requested, the shortfall will require a lot of belt tightening by JMRL. The Library Director pointed out that JMRL staff has not received a salary increase for 4 years. The Library Director distributed a list comparing JMRL’s salaries with 8 other libraries. Albemarle used this list in their 2010 Report On the Jefferson-Madison Regional Library. Mr. McIntosh suggested that the Administrative staff budget the maximum of what is possible attempting to stick as closely to the pay increase as JMRL originally requested and present the results to the Board at the May meeting. Board members discussed several potential budget cutting measures such as: reduction of services at...
Northside Library, less staffing, less sub hours, less full-time staff hours, reduce open hours, close Sundays, and cut in other areas such as cutting back more on the training budget, taking another look at the FY 2013 Schedule of Library Closings, etc. Since many of JMRL’s branches are funded jointly by Charlottesville and Albemarle, JMRL may be forced to return some funding to Charlottesville. The Budget Committee will meet a week prior to the Board meeting to review what the Administrative staff has come up with for FY 2013.

**NOMINATING COMMITTEE FOR FY2013 BOARD OFFICERS** – President Tolson asked for volunteers to serve on the Nominating Committee to select officers for the coming year. The Nominating Committee will consist of Mr. Grant and Mr. McIntosh. The Nominating Committee will announce the recommended slate of officers at May’s Board meeting (May’s Board meeting is scheduled to be held a week earlier than normal on Monday, May 21, 2012).

**LIBRARY BOARD PRESIDENT’S REPORT** – MB Contractors, Inc. out of Roanoke, Virginia came in as the lowest bidder for the contract to build the new Crozet/Western Albemarle Library. President Tolson showed Board members a copy of the Downtown Crozet Streetscape Project-Phase 2A showing the new library and detailing the Main Street and alley improvements. Crozet’s Main Street is now called Library Avenue. Hopefully the contract will be approved in mid May and construction can begin in June with anticipated completion in approximately 12-13 months. After completion, there will be some space available downstairs that could be used for a commercial rental. If the space is commercially rented out the occupant would need to rent the space with the understanding that if in the future the library needed to expand that the occupant would have to vacate the space.

**LIBRARY DIRECTOR’S REPORT** – Public Relations Items: The Library Director distributed: a copy of a *Time Magazine* article on homeschooling showing a parent using library facilities in Charlottesville to home school her son, copies of the winning YA entries in JMRL’s annual summer reading logo contest, articles from April issues of *The Central Virginian* and the *Greene County Record* announcing April as National Poetry Month. Wendy Saz was on WINA this morning promoting National Poetry Month. “Poem in Your Pocket Day” is this Thursday, April 26th. Regional Agreement: The Albemarle and Charlottesville attorneys are working on a revised proposal for the Regional Agreement and plan to meet later this week. Hopefully there will be something to report at May’s Board meeting. Sunday Closings: JMRL will shortly be closing for Sundays. Louisa will be closing a week earlier to avoid any conflict with the Alan Jackson concert.

**CLOSED SESSION-ANNUAL PERFORMANCE REVIEW OF THE LIBRARY DIRECTOR** – President Tolson made a motion, seconded by Mr. Grant, that the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.1-344(A), subsection 1, to discuss the performance evaluation of the Library Director. The motion was unanimously approved and the Library Board went into a Closed Meeting at 2:05 p.m. The Library Board reconvened into open session at 2:13 p.m. and President Tolson read to the Library Trustees the Certification of Closed Meeting Resolution and their votes were duly recorded. (The Certification of Closed Meeting Resolution is attached to the Minutes.) Ms. Coy made a motion seconded by Mr. McIntosh that in view of the Library Director’s outstanding performance during the past year, and in keeping with the Library Director’s wishes, the Library Director shall be eligible for the same pay raise as other library staff performing at the highest level within the library’s pay plan. The motion was unanimously approved. President Tolson also added that in addition, during their Closed Meeting discussion the Board wants to convey that John is an excellent Director and that JMRL and the community are very fortunate and much the better for his leadership and efforts at JMRL. We thank John for his “absolutely superlative” service to JMRL. It has been a pleasure working with him.

**OUT-OF-AREA USER FEES** – JMRL’s Board of Trustees is concerned that an imposition of an out-of-area fee in an Amended Regional Agreement would negatively affect the economic benefits to our jurisdictions from out-of-area users of JMRL branches, impose a not insubstantial administrative burden on JMRL staff, and not be a neighborly approach. Therefore, the Library Board recommends to the Regional Agreement Revision Committee that an out-of-area fee not be imposed at this time. This was a motion made by Mr. McIntosh and seconded by Mr. LaFontaine. The motion was unanimously approved (See Attached).

**FUTURE AGENDA ITEMS** – Agenda items include: 2013 Holiday/Closing Schedule, budget update, Nominating Committee recommendations, Regional Agreement update, and a report from the Policy Committee.

**ADJOURNMENT** – Motion for adjournment was made by Mr. McIntosh and seconded by Mr. Plunkett. The meeting adjourned at 2:45 p.m. The May 21, 2012 Board meeting is scheduled at Rockfish Valley Community Center in Nelson County. There will be a 12:00-12:45 p.m. JMRL database presentation held prior to the Board meeting at 1:00 p.m.

Timothy F. Jost Tolson, President

Attachments: (1) Certification of Closed Meeting (2) Out-of-Area Fee Resolution
MOTION: That the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.1-344(A), subsection 1, to discuss the performance evaluation of the Library Director. (Motion made by President Tolson and was seconded by Mr. Grant.)

MEETING DATE: April 23, 2012

RESOLUTION NO.: #1

CERTIFICATION OF CLOSED MEETING

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

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

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

VOTE:

AYES: Mary Coy, Gary Grant, Brian LaFontaine, Peter McIntosh, Carla Mullen, Mike Plunkett, Faye Rosenthal, President Tolson, and Vice President Willenborg

NAYES: None

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

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

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Timothy F. Jost Tolson, President
(Jefferson-Madison Regional Library’s Board of Trustees)
Resolution of the Jefferson-Madison Regional Library
Board of Trustees
Regarding the Imposition of Out-of-Area Fees
April 23, 2012

The Board of Trustees of JMRL is concerned that an imposition of an out of area fee in an Amended Regional Agreement would
1. negatively effect the economic benefits to our jurisdictions from out of area users of JMRL branches,
2. impose a not insubstantial administrative burden on JMRL staff,
3. and not be a neighborly approach,

therefore the Board recommends to the Regional Agreement Revision Committee that an out of area fee not be imposed at this time.

I, Tim F. Jost Tolson, do hereby certify that the foregoing resolution was unanimously adopted by the Jefferson-Madison Regional Library board at its regular monthly meeting held April 23, 2012 by a motion made by Peter McIntosh and seconded by Brian LaFontaine. JMRL trustees present: Michael Plunkett, Carla Mullen, Tim F. J. Tolson, Brian LaFontaine, Faye Rosenthal, Gary Grant, Deborah Willenborg, Peter McIntosh, and Mary Coy.

Signed: Tim F. Jost Tolson
President, Board of Trustees
Jefferson-Madison Regional Library
TRUSTEES PRESENT:
Mary Coy (Nelson)  
Gary Grant (Albemarle)  
Brian LaFontaine (Albemarle)  
Peter McIntosh (Charlottesville)  
President Timothy F. Jost Tolson (Albemarle)  
Vice President Deborah Willenborg (Greene)

TRUSTEES ABSENT:
Carla Mullen (Charlottesville)  
Mike Plunkett (Charlottesville)  
Faye Rosenthal (Louisa)

OTHERS PRESENT:
Krista Farrell-Central Mgr. & Asst. Library Director  
DonnaLee Grossman-Administration  
John Halliday-Library Director  
William Lyons, Jr.-Business Manager  
Zanne Macdonald-Reference Librarian  
Guest: Nancy Kritzer, Representing the Eastern District, Nelson County Library Advisory Committee

On Monday, May 21, 2012 directly following a noon presentation on online databases given by Reference Librarian Zanne Macdonald and a special tour given between 12:40 p.m.-1:05 p.m., the regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was called to order at 1:07 p.m. in the Rockfish Valley Community Center, 190 Rockfish School Lane in Afton, Virginia with President Tolson being in the chair. On motion for approval made by Mr. McIntosh and seconded by Vice President Willenborg, the April 23, 2012 Amended Library Board Minutes were unanimously approved as submitted.

ANNOUNCEMENTS AND PUBLIC COMMENTS – Ms. Coy introduced Nancy Kritzer to the Board members present. Ms. Kritzer, representing the eastern district, serves on the Nelson County Library Advisory Committee. President Tolson commended the Library Director on his representation of JMRL on the Joe Thomas radio show. The Library Director did a great job discussing Northside and JMRL’s databases.

POLICY COMMITTEE’S REPORT AND ADOPTION OF POLICY UPDATES – The Policy Committee met on April 23, 2012 to review:

1) **Circulation Policies (Section 4.225)**. There was one change to the Circulation Policies. The second item under Special Notice was changed to read: Materials (except 7-day loan bestsellers and interlibrary loans) may be renewed twice if there are no outstanding holds.

2) **Reference and Information Services (Section 4.31)**. Reference staff proposed the policy be reworded as follows: The mission of the Adult Programming and Reference Services Department is to facilitate public access to available sources by providing assistance and instruction in order for patrons and staff to attain their informational needs. In addition, the Department develops programs designed to encourage life-long learning and to promote library services.

3) **2012-2013 Schedule of Library Closings (Section 5.4)**. The Library Board previously received a draft of the suggested 2012-2013 scheduled library closings. There was one additional change applying only to 2012 for closing on December 23, 2012 the Sunday before Christmas. This would only apply to Central, Louisa and Northside staff normally scheduled to work that Sunday and is not considered a staff paid holiday.

Ms. Coy recommended the Library Board adopt all the policies as submitted: the **Circulation Policies (Section 4.225)**, **Reference and Information Services (Section 4.31)** and the **2012-2013 Schedule of Library Closings (Section 5.4)**. Mr. McIntosh seconded Ms. Coy’s motion and the motion was unanimously approved by the Library Board.

The Committee discussed the **Meeting Rooms Policy (Section 5.1)** regarding local organizations using JMRL meeting rooms when the library is not open and there is no staff present. This is an issue for Greene, Louisa, and Nelson where buildings were designed to have a separate entrance to be used without entering the library itself. The Committee suggested adding an insurance liability section to the Meeting Room Registration Form, signed by a designated representative of the organization. The Library Director will consult with other local facilities regarding the wording to use.
NOMINATING COMMITTEE’S REPORT – On behalf of the Nominating Committee, consisting of Mr. Grant and Mr. McIntosh, Mr. Grant made the following recommendations: Deborah Willenborg nominated for President and Faye Rosenthal nominated as Vice President for the coming year. Mr. Grant made a motion for the Board to accept Deborah Willenborg as President and Ms. Rosenthal as Vice President, Ms. Coy seconded the Nominating Committee’s recommendations. The nomination of officers for 2012/13 has been closed. The official election of officers takes place at June’s Board meeting. The new officers will begin serving their terms July 2012.

BUDGET COMMITTEE’S REPORT & DISCUSSION OF FY 2013 LIBRARY BUDGET – The Budget Committee met on May 14, 2012. JMRL’s budget is composed of State Aid, the Equipment Fund, the Operating Budget, and the Friends of the Library’s budget. State Aid for 2013 will be almost the same as for this year. The Budget Committee highlighted the following issues:

- Even with level state funding and a transfer of $60,000 from fines and fees, the FY2013 materials (book) fund will decrease slightly due to the increased cost for book processing supplies.
- Increased costs for improved datalines will be charged to the Equipment Fund, resulting in less money for library equipment; the upgraded phone system and other equipment-related projects will be deferred.
- All requests for additional staffing, with the exception of Nelson Library, will be removed from the FY2013 operating budget.
- Increased operating costs will include medical, retirement, pay raises (first since 2008), and increased rent for Northside Library.

JMRL’s FY2013 budget would eliminate Sunday hours at Northside, provide some additional staff hours for Nelson, provide a modest pay raise effective July 2012 and raise the pay scale by 1%. The Library Director distributed a proposal to Eliminate Sunday Hours at Northside Library and a list of Average Annual Library Budget Increases since 2009/2010 showing high and lows along with budget increases by year for the jurisdictions. JMRL may be in a position of having to return money to one of the jurisdictions, Charlottesville, unless special projects/programs or some form of City outreach can be added into JMRL’s budget. Louise will not be approving their budget until June. JMRL has not heard from Nelson yet, and the Friends Budget should be available in June. The Library Board will adopt the FY2013 budget in June.

LIBRARY BOARD PRESIDENT’S REPORT – President Tolson will send out the Board self-evaluation in time for the Board to review it prior to June’s Board meeting. Groundbreaking for Crozet is scheduled for the last week in June (NOTE: Date has been moved up one day to: June 26, 2012 at 11:30 a.m.) on Crozet & Library Avenues across from the Crozet United Methodist Church and in the parking lot at the new site. Construction is expected to begin in July. A copy of an architectural drawing of the new Crozet Library was distributed to the Board. The reverse side of the drawing shows 12 color-coded areas in the new library. The Crozet Library’s Fundraising Group is gearing up with many fundraising/kickoff events planned beginning this June, a dinner event is being planned for the fall, a website is being set up for online donations, plans are in the works for having something in the Crozet Independence Day Parade, and meetings with special foundations are being set up. Albemarle County will be preparing invitations for the groundbreaking.

LIBRARY DIRECTOR’S REPORT – Nelson County Times-The Thursday, April 5, 2012 Nelson County Times showed Library Trustee Ms. Coy on the front page in an article discussing JMRL and Ms. Coy’s duties as a Nelson County representative to JMRL’s Board and outlining some of the statistics for the Nelson County Memorial Library. The Rural Virginian-The Wednesday, May 2, 2012 issue of The Rural Virginian discussed JMRL’s Library Board voting to recommend that a new Regional Agreement not include out-of-area user fees. Regional Agreement-Albemarle County and Charlottesville attorneys are still working on a draft Regional Agreement. The Library Director hopes to have a report on the Regional Agreement at the June Board meeting. Datalines-Crozet, Northside and Gordon Avenue are all connected to the new wireless Internet. Albemarle Planning Commission-Tomorrow Albemarle Planning Commission will discuss revisions to the Community Facilities Plan. One revision is that Albemarle wants to consider multi-storied libraries. A handout was distributed on Library Services – Specific Service Objectives. Page 19 outlines changes in Alternative Service Provision, Specific Locations, Site Size and Building Configuration. NAACP/ JMRL Internship-There were no applicants for the NAACP/JMRL Internship for this year. Hard Hat-A hard hat was provided to President Tolson to wear at the Crozet Library groundbreaking. Board Calendar-A copy of Mr. Grant’s recommended Annual JMRL Board Calendar was distributed and suggested for placement on June’s Agenda for further discussion.

FUTURE AGENDA ITEMS – Agenda items include: Annual JMRL Board calendar and review of annual objectives, budget update and adoption of the FY2013 budget, review of Board self-evaluation, and election of officers. There will be a Policy Committee meeting following the Board meeting.

ADJOURNMENT – The meeting adjourned at 2:17 p.m. The June 25, 2012 Board meeting is scheduled for 1:00 p.m. at the Gordon Avenue Library.

(TJH:dlg) Timothy F. Jost Tolson, President
MINUTES OF THE JUNE 25, 2012 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mary Coy (Nelson)  Gary Grant (Albemarle)
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)

OTHERS PRESENT:
Chris Callahan-WINA  Krista Farrell-Central Mgr. & Asst. Library Director
DonnaLee Grossman-Administration  John Halliday-Library Director
William Lyons, Jr.-Business Manager  Virginia Reese-Staff Recorder/Greene County Mgr.
Aaron Richardson-The Daily Progress  Donna Tolson-Spouse of President Tolson
Anthony Townsend-Prior Trustee and Board President

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, June 25, 2012 at 1:00 p.m. in the Century Meeting Room at Gordon Avenue Library (located at 1500 Gordon Avenue, Charlottesville, VA), President Tolson being in the chair. On motion for approval made by Vice President Willenborg and seconded by Mr. Grant, the May 21, 2012 Minutes were unanimously approved as amended. Mr. McIntosh was not present at the time the motion was made. Ms. Mullen, Mr. Plunkett, and Ms. Rosenthal abstained as they were not present at the May Board meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS – Gordon Avenue Manager Meredith Dickens welcomed the Library Board to Gordon Avenue Library and invited them to tour the library following today’s meeting. Library Director John Halliday presented a special poster to President Tolson (finishing his service as a JMRL Trustee serving from 2002-2012) holding the book, “Secrets of the Blue Ridge” by Phil James. Mr. Townsend presented President Tolson with two coffee mugs in honor of his service to JMRL. Special books were selected in honor of Tim F. Jost Tolson, JMRL Trustee, serving from 2002-2012:

- Motorcycle Journeys Through the Appalachians (Third Edition) by Dale Coynet
- The Things You Find on the Appalachian Trail (A Memoir of Discovery, Endurance and a Lazy Dog) by Ewan McGregor & Charley Boorman’s Long Way Down (The Complete TV Series)
- James M. McPherson’s The Negro’s Civil War – How American Blacks Felt and Acted During the War for the Union
- Richard M. Reid’s Freedom for Themselves – North Carolina’s Black Soldiers in the Civil War Era
- Images of America - Front Royal and Warren County – Thomas Blumer and Charles W. Pomeroy
- Fauquier Historical Society’s 250 Years in Fauquier County, A Virginia Story
- Journeys Around the World on Semester at Sea – Innocents Abroad Too by Michael Pearson
- The Jakes by Robert Hitt Neill

CHARLOTTESVILLE AREA BETTER BUSINESS CHALLENGE – Last fall Mr. LaFontaine brought to the Library Director’s attention a Better Business Challenge for conserving energy. Central Manager Ms. Farrell and the Library Director decided to try the program at Central Library. Recycling bins were placed on Central’s porch. During this time Central’s HVAC was upgraded and people were made more aware of power usage. Some staff decided to walk or bicycle to work to conserve energy. Thanks to Central Library’s efforts (Central Library staff, Krista Farrell, Rob Dillard and JMRL patrons) and due to installation of a new HVAC system, the Library Director received an energy “CHAMPION” award on JMRL’s behalf when he attended a community celebration at the
Paramount Theater. The award was commemorating JMRL (Central Library) for becoming more aware of ways to save energy. JMRL was one out of thirteen receiving the award.

**FY2013 LIBRARY BOARD CALENDAR** – The Library Board discussed the annual JMRL Board calendar and review of annual objectives. The 5-Year Plan should be updated twice each year at appropriate times, the Board’s evaluation should be included on the annual calendar, the Director’s evaluation should be done before the budget is approved in June. JMRL Trustees should talk with their state representatives before the legislature gets under way.

**ADOPTION OF FY 2013 LIBRARY BUDGET** – The Projected Cost Allocations for FY 2013 was distributed. There has been only one change since the Board’s discussion at their May meeting. Nelson County has increased their funding to JMRL; however, it is not sufficient to meet the additional staffing requests (staffing will remain the same as for FY 2012). Funding for Louisa is uncertain. Louisa passed a budget for the next 6 months but won’t know until January or February what they plan to do. It was the consensus of the Board to approve the budget as proposed and adjust the budget later in the fiscal year. The Library Director distributed the Friends of the Library Budget for FY 2013. The Poem in your Pocket program has been added. Special funding of $100,000 for the new Crozet Library has been included. JMRL’s final budget includes the Operating Budget, Equipment Fund, the Friends budget, and State Funding (basically the same as this current year). Ms. Coy made the motion that the Library Board approve the FY2013 budget as presented with the understanding the budget includes elimination of Sunday service hours at Northside Library, a 2% pay raise for the library staff with satisfactory performance evaluations effective the pay period including July 1st, an additional 1% pay raise for staff currently earning below $11.00 per hour, and provision of one retirement plan (a Defined Contribution Plan) for library staff hired after July 1, 2012. Mr. McIntosh seconded Ms. Coy’s motion. The motion was approved by the Board members with Mr. Grant opposing the motion. At the July 23, 2012 Board meeting Mr. Grant requested the June 25, 2012 Board Minutes include his written reasons outlining why he opposed the motion (see attachment).

**LIBRARY BOARD PRESIDENT’S REPORT** – Groundbreaking for the new Crozet Library is scheduled for 11:30 a.m. on Tuesday, June 26, 2012 at the new site across from the Crozet United Methodist Church. An Endowment meeting is scheduled for this Thursday and the Library Director will report back to the Board in July.

**LIBRARY DIRECTOR’S REPORT** – Sister City Commission-The Library Director announced that Krista Farrell has been appointed to the Sister City Commission. Summer Reading Program-JMRL’s Summer Reading Program got off to a good start and included kickoff events at all of the branches. The Summer Reading Program brochures were distributed to the Board members. ALA Report-The Director distributed an article on: U.S. Libraries Strive to Provide Innovative Technology Services Despite Budget Cuts” from an ALA Study on Public Libraries and Technology. Trustee Reappointment-The Library Director was pleased to report Nelson County representative Mary Coy was reappointed and will serve on the Board through June 2016. eBook Campaign-The Director distributed an article from New Jersey Listserv Members regarding public awareness and focusing on explaining to the public why eContent is so costly and difficult for libraries to provide to the public. At the July Board meeting Andrea Williams will be discussing the impact of publishers’ policies regarding eBooks. Book Light Handouts-Book lights were distributed to Board members.

**ELECTION OF BOARD OFFICERS** – The Nominating Committee recommended as next fiscal year’s slate of officers: Deborah Willenborg (President) and Faye Rosenthal (Vice President). Mr. McIntosh moved the slate of officers presented at May’s meeting be approved and Mr. Grant seconded the motion. The motion was unanimously approved.

**FUTURE AGENDA ITEMS** – Agenda items include: eBook presentation by Andrea Williams, Policy Committee report, Endowment Committee report, and Board self-evaluation.

**ADJOURNMENT** – The meeting adjourned at 1:50 p.m. The July 23, 2012 Board meeting is scheduled for 3:00 p.m. in Scottsville.

Deborah Willenborg, Board President
Trustee Gary Grant’s comments regarding “no” vote on JMRL’s FY2013 budget:

I will be voting "no" on JMRL's FY2012-2013 Budget at the Board of Trustees meeting on Monday. I wanted to make you aware in advance rather than surprise you at the meeting.

According to Jack Jouett District Supervisor Dennis Rooker on June 6th, "We [Albemarle County] are not doing our share in accomplishing this goal [bringing the JMRL pay scale up to market]." At this same meeting, Dennis lamented (my word) the impending loss of Sunday afternoon hours at Northside Library, again due to Albemarle not fully funding JMRL's new budget request.

I agree with Dennis that Albemarle County is not living up to its rightful share of JMRL's operating budget which, as we know, is based on a contractual regional agreement and Albemarle County residents' actual library usage data.

Coupled with (1) Albemarle County's negotiation of a disadvantageous lease for Northside Library and then passing the rising costs onto the JMRL Board of Trustees, (2) Albemarle County's lack of substantive progress toward an updated Regional Agreement, and (3) Albemarle County's imposition of a $30,000 cut to JMRL's budget because of an insistence on an out-of-area fees program which remains unapproved, I feel that I must cast a "no" vote on the new budget. It is the only way I can keep a clear conscience in my role as a trustee.

As I stated at our May 21st Board of Trustees meeting, I had reservations about imposing Albemarle County's budget cuts only on Northside Library. Those reservations have not gone away. By inflicting Albemarle's cuts on Northside only, the Board of Supervisors, in my opinion, escapes the full political weight of library constituencies in the Crozet/Western Albemarle and Scottsville areas.

Finally, I believe that the JMRL "family" worked diligently over the past several months to try to craft, explain, and defend a reasonable JMRL budget for FY2012-2013. My "no" vote on Monday should in no way be considered a negative reflection on you or your staff or the JMRL Budget Committee.

Gary Grant, Library Trustee (Albemarle)
TRUSTEES PRESENT:
Mary Coy (Nelson)    Gary Grant (Albemarle)    Jane B. Kulow (Albemarle)
Brian LaFontaine (Albemarle)    Peter McIntosh (Charlottesville)    Carla Mullen (Charlottesville)
Mike Plunkett (Charlottesville)    Vice President Rosenthal (Louisa)    President Willenborg (Greene)

OTHERS PRESENT:
Cynthia Bruce-Scottsville Chamber of Commerce    DonnaLee Grossman-Administration
John Halliday-Library Director    William Lyons, Jr.-Business Manager
Christopher Smith-Staff Recorder    Timothy F. Jost Tolson-Former Trustee
Andrea Williams-Collections Manager

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, July 23, 2012 at 3:00 p.m. in Scottsville Library’s Meeting Room (located at: 330 Bird Street, Scottsville, VA), President Willenborg being in the chair. On motion for approval made by Mr. McIntosh and seconded by Mr. LaFontaine, the June 25, 2012 Board Minutes were approved as submitted including Mr. Grant’s written reasons outlining why he opposed the motion to approve JMRL’s FY 2013 budget. The motion was unanimously approved. Ms. Mullen was not present at the time the vote was taken.

ANNOUNCEMENTS AND PUBLIC COMMENTS – JMRL’s newest Trustee was introduced to the Library Board. Ms. Jane B. Kulow represents Albemarle County and fills the vacancy left by outgoing Trustee Timothy F. Jost Tolson. Ms. Cynthia Bruce, representing the Scottsville Chamber of Commerce, was introduced to the Board. Trustee Faye Rosenthal, representing Louisa County, informed the Library Board that Louisa has changed the FY 2013 budget and it now looks like Louisa will give JMRL the same amount as JMRL received last year (in FY 2012). Reductions recommended include: repairs and maintenance, elimination of Sunday hours, and cutting substitute hours. The revised/amended budget for FY 2013 will be brought to the Library Board in August for their official vote.

ENDOWMENT COMMITTEE’S REPORT – The Endowment Committee met on June 28, 2012. In March 2012, the Endowment Fund was at the highest it has ever been - $1,024,116. The Endowment Committee approved funding for five proposals:
1) Continued funding of The Big Read ($7,000 - Art & Jane Hess Fund)
2) Continued funding of staff scholarships (Now up to $3,000 - Rachel Poole Fund)
3) Funding JMRL/NAACP Internship & Scholarship ($3,000 - Celia Martin Fund)
4) Matching grant for Daily Progress digitization project (Matching grant up to $20,000 - Celia Martin Fund)
5) Funding for flat screen TV monitor for Greene County (up to $2,400 – Greene Library Fund)

POLICY COMMITTEE’S REPORT – The Policy Committee met directly following the Library Board’s meeting on June 25, 2012. An intern from Charlottesville’s Community Attention Youth Summer Program is digitizing the Policy Manual. Library staff suggested creating two policies instead of having one Policy 4.51 on Displays, Handouts and Signage. Policy 4.51 would become the Displays and Handouts Policy. The Signage Policy would become Policy 5.6 and would include signage by library staff. The Committee also discussed creating two new policies (guidance to staff regarding what they share about JMRL work and patrons on social media and background checks for staff and volunteers who will be working with children and teens). The Committee will be obtaining additional information from other organizations, libraries, etc. to see how they handle these issues.

FY 2013 LIBRARY BOARD COMMITTEE ASSIGNMENTS – The FY 2013 Committee assignments are as follows:

** Budget/Finance: ** Mary Coy (Chair), Brian LaFontaine, Peter McIntosh, Vice President Rosenthal, President Willenborg
** Five-Year Plan: ** Gary Grant (Chair), Mary Coy, (new Charlottesville Trustee)
** Personnel: ** Peter McIntosh (Chair), Jane B. Kulow, Carla Mullen
** Policy: ** Vice President Rosenthal (Chair), Gary Grant, Carla Mullen
** Technology: ** Brian LaFontaine (Chair), Vice President Rosenthal, (new Charlottesville Trustee)
** Advocacy: ** Mary Coy (Chair), Jane B. Kulow
LIBRARY BOARD E-MAIL ACCOUNTS – Under the Records Retention Policy, Trustees’ correspondence including E-mails must be retained/stored for 3 years but the Board President’s account/correspondence must be kept in perpetuity. To effectively manage that, JMRL would like all Trustees to use JMRL E-mail accounts for all library business. Nine new E-mail accounts will be created for the Trustees to use. Once JMRL sets up the accounts, the Library Director will E-mail the Trustees with the necessary information and their passwords. Passwords will need to be changed each time there is a change in Trustees.

FY2013 LIBRARY BOARD CALENDAR – The Library Director distributed a draft of the Library Board and Budget Schedule for FY 2013. There was a lengthy discussion regarding when JMRL’s budget has to be submitted. As indicated on the draft of the FY 2013 Library Board Calendar, the legal deadline for submitting proposed budgets to jurisdictions is January 15th. The Trustees feel an earlier deadline may be helpful to JMRL’s jurisdictions and suggested the Regional Agreement should also indicate a budget deadline of December 15th. A meet and greet with patrons should be added to the calendar and scheduled for around October or November at the latest when the budget process is just beginning. The Advocacy Committee is scheduled to meet Wednesday, July 25th at 1:30 p.m. at Central and the Library Director suggested holding off on the budget schedule until the Advocacy Committee makes a suggestion.

DRAFT OF REGIONAL AGREEMENT POSITIONS REGARDING OUT-OF-AREA LIBRARY CARD FEES – Mr. McIntosh distributed a draft of Regional Agreement Positions opposing inclusion of an “Out-of-Area” Library Card Fee. Three reasons opposing an Out-of-Area Fee include: not in keeping with the best interests and current relationships with libraries and patrons in the surrounding counties, the fee would be contrary to the economic interests of our jurisdictions, and administration of such a fee carries an administrative cost with only very modest returns.

TRENDS IN eBook PUBLISHING (Andrea Williams) – Ms. Williams gave the Library Board a brief presentation on eBooks and Publishers followed by a question and answer period. November 2010 the Library Endowment awarded $20,000 to JMRL to join a consortium of Virginia libraries, OverDrive Southwest Virginia Public Libraries. Many publishers sold the rights to their eBooks to OverDrive who then leased them out to libraries. Downloading of eBooks became very popular causing publishers to reconsider their relationships with OverDrive and libraries. HarperCollins was among the first to place restrictions such as selling eBooks to OverDrive but within certain limits and having eBooks expire after 26 circulations. Penguin quickly followed deciding they would not sell eBook titles to OverDrive. Random House quickly followed the other publishers and restricted selling to libraries and selling eBooks to libraries at much higher prices. As a result of the restrictions and higher fees, some libraries are developing their own systems and another company developed a new product called the 3M Cloud Library.

LIBRARY BOARD’S ANNUAL SELF-EVALUATION – The Board’s self-evaluation has been postponed until August.

LIBRARY DIRECTOR’S REPORT – Special Check from Friends-The Friends gave a gift of $100,000 in support of the new Crozet Library and presented it at the groundbreaking ceremony. Charlottesville Business Journal-The July 16, 2012 cover of Charlottesville Business Journal showed the architectural drawing of the new Crozet Library and included an article on page 6 about the library. Teen Advisory Board (TAB)-Some of the branches created a new teen group called the Teen Advisory Board (TAB). The group helps plan events, suggests titles for the YA collections, and creates ideas for programming. Young Adult Librarian Allison Haddix sits on Crozet’s TAB and the members, area teens and Crozet volunteers, created an in-house publication they call the zine. VLA Conference-This year’s VLA Conference is being held October 25th-26th at Williamsburg. Unique Management Services, Inc.-A copy of Unique Management Services, Inc. recovery statistics for July 2011-June 2012 was distributed. Their FY 2012 report was positive recovering a gross amount of $60,950.29 prior to invoice charges. Central Elevator-The elevator installation at Central is almost done. Computer Network Upgrade-Wi-Fi is now on a separate line at most locations. Louisa has access to the Wi-Fi connection through Louisa’s school network. Upgrade of the main line is taking longer than anticipated due to bidding requirements.

FUTURE AGENDA ITEMS – Advocacy Committee report, Library Board’s self-evaluation, Valerie Gross guest speaker, Library Board & Budget Schedule Calendar for FY 2013, and FY 2013 budget adjustment-Louisa County.

ADJOURNMENT – The meeting adjourned at 4:42 p.m. The next Library Board meeting will be held at 1:00 p.m. on Monday, August 27, 2012 in the Jefferson Room at the Central Library.

Deborah Willenborg, Board President

DW/JH/dlg
cc:j.lichtman
MINUTES OF THE AUGUST 27, 2012 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Gary Grant (Albemarle)  Jane B. Kulow (Albemarle)  Brian LaFontaine (Albemarle)
Peter McIntosh (Charlottesville)  Mike Plunkett (Charlottesville)  Vice President Rosenthal (Louisa)
President Willenborg (Greene)

TRUSTEES ABSENT:
Mary Coy (Nelson)  Carla Mullen (Charlottesville)

OTHERS PRESENT:
Anne Chiles-Cataloging Librarian  Meredith Dickens-Gordon Avenue Mgr.
Joanna Duffett-Reference Librarian  Krista Farrell-Central Mgr./Asst.Library Director
Valerie Gross-CEO, Howard County Library  DonnaLee Grossman-Administration
John Halliday-Library Director  Jacqueline Lichtman-Web/Marketing Librarian
William Lyons, Jr.-Business Manager  David Plunkett-Circulation Manager
Virginia Reese-Recorder/Greene Library Mgr.  Anthony Townsend-JMRL’s Representative to the Regional Library Agreement Committee

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, August 27, 2012 at 1:00 p.m. in Central Library’s McIntire Meeting Room (located at 201 E. Market St., Charlottesville, VA), President Willenborg being in the chair. On motion for approval made by Trustee Peter McIntosh and seconded by Trustee Jane Kulow, the July 23, 2012 Board Minutes were approved as submitted. Including Mr. Grant’s request at July 23th’s Board meeting to attach to the June Minutes his written reasons outlining why he opposed the motion to approve JMRL’s FY 2013 budget. The motion was unanimously approved. Ms. Mullen was not present at the time the vote was taken.

ANNOUNCEMENTS AND PUBLIC COMMENTS – JMRL’s newest Trustee was introduced to the Library Board. Ms. Jane B. Kulow represents Albemarle County and fills the vacancy left by outgoing Trustee Timothy F. Jost Tolson. Ms. Cynthia Bruce, representing the Scottsville Chamber of Commerce, was introduced to the Board. Trustee Faye Rosenthal, representing Louisa County, informed the Library Board that Louisa has changed the FY 2013 budget and it now looks like Louisa will give JMRL the same amount as JMRL received last year (in FY 2012). Cutbacks recommended include: repairs and maintenance, elimination of Sunday hours, and cutting substitute hours. Staff changes now occurring at Louisa may assist JMRL in saving some of the funding for FY 2013. The revised/amended budget for FY 2013 will be brought to the Library Board in August for their official vote.

LIBRARY ADVOCACY PRESENTATION (Valerie Gross, CEO of Howard County Library) – The Endowment Committee met on June 28, 2012. In March 2012, the Endowment Fund was at the highest it has ever been - $1,024,116. The Endowment Committee approved funding for five proposals:
1) Continued funding of The Big Read ($7,000 - Art & Jane Hess Fund)
2) Continued funding of staff scholarships (Now up to $3,000 - Rachel Poole Fund)
3) Funding JMRL/NAACP Internship & Scholarship ($3,000 - Celia Martin Fund)
4) Matching grant for Daily Progress digitization project (Matching grant up to $20,000 - Celia Martin Fund)
5) Funding for flat screen TV monitor for Greene County (up to $2,400 – Greene Library Fund)

ADVISORY COMMITTEE’S REPORT – The Policy Committee met directly following the Library Board’s meeting on June 25, 2012. The Committee discussed involving more JMRL staff in Board activities. An intern from Charlottesville’s Community Attention Youth Summer Program is digitizing the Policy Manual. Library staff suggested creating two policies instead of having one Policy 4.51 on Displays, Handouts and Signage. Policy 4.51 would become the Displays and Handouts Policy. The Signage Policy would become Policy 5.6 and would include signage by library staff and the public. The Committee also discussed creating two new policies (guidance to staff regarding what they share about JMRL work and patrons on social media and if JMRL should prohibit staff members or volunteers from being or working alone with a child or teen and if JMRL should institute background checks for staff and volunteers who will be working with children and teens). The Committee will be obtaining additional information from other organizations, libraries, etc. to see how they handle these similar issues.

LIBRARY BOARD’S ANNUAL CALENDAR – The FY 2013 Committee assignments are as follows:
Budget/Finance:
Mary Coy (Chair), Brian LaFontaine, Peter McIntosh, Vice President Rosenthal, President Willenborg

Five-Year Plan:
Gary Grant (Chair), Mary Coy, (new Charlottesville Trustee)

Personnel:
Peter McIntosh (Chair), Jane B. Kulow, Carla Mullen

Policy:
Vice President Rosenthal (Chair), Gary Grant, Carla Mullen

Technology:
Brian LaFontaine (Chair), Vice President Rosenthal, (new Charlottesville Trustee)

Advocacy:
Mary Coy (Chair), Jane B. Kulow

FY 2013 BUDGET AMENDMENT – Under the Records Retention Policy, Trustees’ correspondence including E-mails must be retained/stored for 3 years but the Board President’s account/correspondence must be kept in perpetuity. To effectively manage that, JMRL would like all Trustees to use JMRL E-mail accounts for all library business. Nine new E-mail accounts will be created for the Trustees to use. Once JMRL sets up the accounts, the Library Director will E-mail the Trustees with the necessary information and their passwords. Passwords will need to be changed each time there is a change in Trustees.

LIBRARY BOARD’S SELF-EVALUATION – The Library Director distributed a draft of the Library Board and Budget Schedule for FY 2013. There was a lengthy discussion regarding when JMRL’s budget has to be submitted. As indicated on the draft of the FY 2013 Library Board Calendar, the legal deadline for submitting proposed budgets to jurisdictions is January 15th. The jail and library budgets have to be submitted by January 15th and everybody else has to submit their budget by December 15th. The Library Director plans to check with Albemarle to confirm the date when the library’s budget should be submitted. If the submission date is confirmed as a deadline of December 15th, the Regional Agreement should also indicate a budget deadline of December 15th. A meet and greet with patrons should be added to the calendar and scheduled for around October or November at the latest when the budget process is just beginning. The Advocacy Committee is scheduled to meet Wednesday, July 25th at 1:30 p.m. at Central and the Library Director suggested holding off on the budget schedule until the Advocacy Committee makes a suggestion.

UPDATE ON REGIONAL LIBRARY AGREEMENT – Trustee Mr. McIntosh distributed a draft of Regional Agreement Positions opposing inclusion of an “Out-of-Area” Library Card Fee. Three reasons opposing an Out-of-Area Fee include: not in keeping with the best interests and current relationships with libraries and patrons in the surrounding counties, the fee would be contrary to the economic interests of our jurisdictions, and administration of such a fee carries an administrative cost with only very modest returns. This week Wednesday, the Library Director has a meeting with the Charlottesville representative on the Regional Agreement Committee and will share with them the Library Board and Mr. McIntosh’s concerns.

LIBRARY DIRECTOR’S REPORT – Special Check from Friends - The Friends gave a gift of $100,000 in support of the new Crozet Library and presented it at the groundbreaking ceremony. Charlottesville Business Journal - The July 16, 2012 cover of Charlottesville Business Journal showed the architectural drawing of the new Crozet Library and included an article on page 6 about the library. Teen Advisory Board (TAB) - Some of the branches created a new teen group called the Teen Advisory Board (TAB) and the group will help plan events, suggest titles for the YA collections and create ideas for programming. Young Adult Librarian Allison Haddix sits on Crozet’s Teen Advisory Board. VLA Conference - This year’s VLA Conference is being held October 25th-26th at Williamsburg. Unique Management Services, Inc. - A copy of Unique Management Services, Inc. recovery statistics for July 2011-June 2012 was distributed. Their FY 2012 report was positive recovering a gross amount of $60,950.29 prior to invoice charges. Central Elevator- The elevator at Central is almost done. Computer Network Upgrade - Wi-Fi is now on a separate line. Louisa has access to the Wi-Fi connection through Louisa’s school network. Upgrade of the main line is taking longer than anticipated. JMRL receives Federal reimbursement for erate and has an impact on JMRL’s budget.

FUTURE AGENDA ITEMS – Policy Committee’s report,

Advocacy Committee report, Library Board’s self-evaluation, Valerie Gross guest speaker (see handout), Library Board & Budget Schedule Calendar for FY 2013, and FY 2013 budget adjustment-Louisa County.

ADJOURNMENT – The meeting adjourned at 4:42 p.m. The next Library Board meeting will be held at 1:00 p.m. on Monday, August 27, 2012 in the Jefferson Room at the Central Library.

Deborah Willenborg, Board President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, September 24, 2012 at 1:00 p.m. in Central Library’s Jefferson Meeting Room (201 E. Market St., Charlottesville, VA), President Willenborg being in the chair. On motion for approval made by Trustee Jane Kulow and seconded by Trustee Brian LaFontaine, the August 27, 2012 Board Minutes were approved as submitted. The motion was unanimously approved. Trustee Peter McIntosh was not present at the time the vote was taken.

ANNOUNCEMENTS AND PUBLIC COMMENTS – A brochure was distributed outlining the Proposed Constitutional Amendments being placed on the ballot for this November’s election. Trustee Jane Kulow informed the Board that around early October the MudHouse would be selling Crozet Library blend coffee and Crozet Library will receive a portion of the proceeds.

INTRODUCTION TO JMRL EMAIL AND INTRANET (ROBERT BJORING) – Robert Bjoring, JMRL’s Technical Support Specialist, gave the Board a brief overview/demonstration of Horde/Webmail. This included logging in to Library mail, setting options for the program, including Trustee names and signatures if so desired, reading and replying to messages, downloading attachments, writing new messages, and using the directory features to obtain email accounts in the library system, and browsing the Intranet to see circulation statistics, updated policies and procedures, the staff directory with addresses (some with photographs included), and JMRL’s staff newsletter. If the Board would like to make something available to library staff, it can be placed in the Intranet. Mr. Bjoring can be contacted at Central Library or on Ext. 249 if Board members need additional information or assistance.

PROPOSED REGIONAL AGREEMENT UPDATE (ANTHONY TOWNSEND) – The Library Director and Anthony Townsend, JMRL’s representative to the Regional Library Agreement Committee, gave the Board an update on how the Regional Agreement was progressing. Each Library Board member received a draft of the Proposed Agreement for Jefferson-Madison Regional Library which was sent to each jurisdiction for their review and approval. If the proposed agreement is approved by all the jurisdictions, it would be scheduled to go into effect on January 1, 2013. If the proposed agreement is not fully approved by all the jurisdictions, then the draft of the proposed agreement would go back to the Regional Agreement Committee for revisions and resubmission to the jurisdictions until the agreement meets with every jurisdiction’s approval. The 8/31/2012 draft proposal went out to the localities and will be reviewed for approval by:

Louisa County’s Board of Supervisors on October 1, 2012
Albemarle County’s Board of Supervisors on October 3, 2012
Nelson County’s Board of Supervisors on October 9, 2012
Charlottesville’s City Council-around mid October 2012
Greene County’s Board of Supervisors-Unknown at this time
The draft proposal sent to the jurisdictions still includes the out-of-area fee. An April 23, 2012 Resolution of the JMRL Board of Trustees regarding the imposition of out-of-area fees recommended fees not be imposed. The Library Board presented Mr. Townsend with a small token of appreciation for his work and for representing JMRL on the Regional Library Agreement Committee.

**FOLLOW-UP DISCUSSION OF AUGUST’S ADVOCACY PRESENTATION** – Board members agreed the August presentation by Valerie Gross of Howard County, Maryland was excellent and very informative. JMRL Board members were in agreement that JMRL should place more emphasis on the educational role JMRL plays in the community and along with the staff’s involvement should come up with specific recommendations/goals. Enacting specific educational language for JMRL was also discussed. Several Board members requested a copy of the August presentation. Trustee Peter McIntosh questioned the demographics of Howard County as compared with this area. Some of Howard County’s programs may be more difficult to apply here because of population differences. The Advocacy Committee will be following up on Valerie Gross’s recommendations to highlight JMRL’s educational role.

**UPDATE OF 5-YEAR PLAN AND FY 2014 BUDGET OBJECTIVES** – The Library Director distributed copies of the 5-Year Plan (Target Dates 2009-2014) and gave a brief update on the current status. Most objectives have been met, but some of the target dates have been put on hold due to lack of available funding and some are considered on-going projects.

**LIBRARY DIRECTOR’S REPORT** – Albemarle County’s Request-Earlier this year Albemarle County requested the Library Director do an updated JMRL hourly pay comparison (comparing the same seven libraries used from Albemarle County’s report on JMRL done in December 2010). JMRL used the following positions to compare hourly minimum/maximum pay: Support Staff, Specialists, Librarians, Branch and Department Managers. The Library Director distributed copies of his report to the Library Trustees. Library Card Signup Month-September is library card signup month. JMRL staff attends school events, a farmer’s market in Charlottesville, etc. Crozet Library-The new Crozet Library is on schedule. Staff is working with interior designers on selecting colors, fixtures, carpeting, etc. The Fundraising Committee and the Friends are doing very well and searches are out for grant money. The Friends have pledged $100,000. Some materials, furnishings, etc. could be donated instead of giving money. Copies of the Build Crozet Library brochure were distributed. Greene County Record-The Thursday, September 6, 2012 Greene County Record had a Letter to the Editor from JMRL’s President Deborah Willenborg encouraging parents to visit their local branch of JMRL and to encourage their children to sign up for library cards. A copy of the article was shown to the Board. Greene County Library/PVCC- PVCC has opened. Traffic has increased but there are no statistics yet. More people are attending the day-time classes. New Store/Albemarle Square Renovations-Around January a Fresh Market Grocery Store is opening in Albemarle Square. The mall owners plan to update the façade of the eastern side of the mall, including Northside Library, and plan to improve the lighting. Personnel Committee-A meeting of the Personnel Committee is scheduled for next Wednesday, October 3rd at 8:00 a.m. at the Omni. Annual Report-The Library Director distributed copies of the October BookPage including the annual report. Bookmark-“Reading is Wild” bookmarks were distributed to the Board members. In-Service Day Reminder-Library Trustees were invited to attend November 12th In-Service Day being held at the Doubletree.

**FUTURE AGENDA ITEMS** – October: FY14 staff budget requests, a Personnel Committee report, Advocacy Committee report, Policy Committee meeting; November: Proposed FY 14 Budget, report on JMRL Volunteer Program, Policy Committee’s report; December-Meet in Crozet.

State Library Consultant- review of Trustee Handbook (to be delayed).

**ADJOURNMENT** – Trustee Peter McIntosh made a motion for adjournment and Trustee Brian LaFontaine seconded the motion. The meeting adjourned at 2:50 p.m. The next Library Board meeting will be held at 1:00 p.m. on Monday, October 22, 2012 in Central Library’s Jefferson Room.

Deborah Willenborg, Board President
The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, October 22, 2012 at 1:00 p.m. in Central Library’s Jefferson Meeting Room (201 E. Market St., Charlottesville, VA), President Willenborg being in the chair. On motion for approval made by Trustee Kulow and seconded by Trustee McIntosh, the September 24, 2012 Board Minutes were approved as submitted. The motion was unanimously approved.

ANNOUNCEMENTS AND PUBLIC COMMENTS: Trustee Kulow reported that The Mudhouse had a launch party on October 21 for the Crozet Library Coffee Blend which can now be purchased in shops—each pound purchased generates $2 for the Crozet Library Fund. New Charlottesville Trustee Turner was not able to be at this meeting due to a family emergency. Monthly circulation statistics and the current financial report are now available on the JMRL webpage. From the main page, go to the “About JMRL” tab, and look at the bottom of the right hand pane for the link “Handouts for Board Meetings”. Starting in January, Board meetings will be in the McIntire Room. December’s meeting will be at Crozet Library on December 17. Trustee LaFontaine announced that The James River Brewery in Scottsville will have a “semi-celebrity” bartender, John Halliday, on Monday, November 19, from 6-8 pm. Every pint sold generates $1 which goes to the bartender’s charity of choice. Tips go to the same cause. Scottsville Library is the choice for November. Trustee Coy announced that on November 13th, 7:00 p.m., Nelson County Memorial Library will be presenting a one-woman play, SPINE, about a library that closed in the United Kingdom due to lack of funding, and at Rapunzel’s Coffeehouse on November 16th, at 8:00 p.m. They plan to use the play as a springboard for discussion of the future of libraries and funding. Trustee Grant is talking to audiences and participants at Northside Library this month, advocating for JMRL.

ADVOCACY COMMITTEE: Trustee Coy reported that the committee met on October 10th. Current members are: Trustee Coy, Trustee Kulow, Library Director John Halliday, Scottsville’s Branch Manager Noelle Funk, and Anne Hemenway. They are planning a brief presentation at the November Staff In-Service Day about rolling out the new language libraries are using to become better understood (and funded) by the public and local governments. They plan to furnish contact information for members of Boards of Supervisors on card stock for branch circulation and information desks, so that staff can give this information to patrons if they wish to contact those responsible for funding JMRL.

PERSONNEL COMMITTEE: Library Director John Halliday reported for Trustee Mullen that the Committee discussed and approved the reclassification of two positions: Library Cataloger to Supervising Librarian and the Central Maintenance position to Maintenance Support. They also discussed implications of the new Out-of-Area fee for employees of JMRL, and approved an updated vacation schedule. Lastly, they recommended an across-the-board FY2014 pay raise of 2.5% for all
JMRL staff approved for a raise. There was some discussion of the 2.5% raise by Board members and several points made including that a 2.5% raise would not raise JMRL’s ranking in salary standings compared to other libraries. Albemarle County is also considering a 2.5% raise. Trustee Rosenthal commented that Louisa County is unlikely to support the raise as they cannot afford to give their own employees a raise. It was moved by Trustee LaFontaine, seconded by Trustee Kulow, to affirm the 2.5% proposed pay raise and approve the updated vacation schedule and the reclassification of the two positions. The motion received unanimous approval.

**MANAGER’S OPERATING BUDGET REQUESTS:** Library managers presented 2-minute presentations on the following budget requests for FY2014:

- Gordon Avenue Library, additional hours for shelver, $4,200
- Crozet Library, additional staff to open new library, $76,000
- Louisa County Library, restore Sunday hours, $4,200
- Greene County Library, increase open hours to 48 per week, $14,000
- Scottsville Library, additional part-time position, $9,700
- Nelson County Memorial Library, additional Specialist hours, $11,400
- Northside Library, restore Sunday hours, $25,000
- Northside Library, additional hours for part-time Librarian, $6,000
- Northside Library, substitute position, $3,700
- Albemarle/Charlottesville Historical Collection, substitute Librarian, $7,400
- Bookmobile, additional hours for part-time staff, $9,300
- Bookmobile, half-time position for expanded service, $17,000
- Central Library, substitute hours for Children’s Department, $4,300

The Board decided to give all requests an equal rating, as was done last year, since it believes these are all reasonable requests that are all needed. Trustee McIntosh said the requests are all minimum needs to competently run the Library. The Library Director noted that Albemarle County is already expecting and prepared for the costs of adding additional staff to open the new Crozet Library.

**LIBRARY DIRECTOR’S REPORT:** Crozet is on track for a late summer opening in 2013. All were reminded of the Book Fair at Barnes and Noble on November 2, 3, and 4. The Perry Foundation has given a $100,000 matching grant, approved last week, for the new Crozet Library. The new Crozet Library will have a “giving tree” in the lobby—leaves will cost $1,000 each. The Friends of JMRL Booksale will run from November 10-18. JMRL’s Staff In-Service Day is November 12. Circulation statistics are down at Northside and Louisa due to the loss of the Sunday hours.

**FUTURE AGENDA ITEMS:** Budget, Circulation and other statistics, Policy Committee Report, and a presentation by Library of Virginia staff on the Library Trustee Handbook. The December meeting will include a report on Volunteers at JMRL.

**ADJOURNMENT:** Trustee Grant made a motion for adjournment and Trustee Kulow seconded the motion. The meeting adjourned at 2:25 p.m. The next Library Board meeting will be held at 1:00 p.m. on Monday, November 26th in Central Library’s Jefferson Room.

Deborah Willenborg, Board President

(DW:JH:KF/dlg)
TRUSTEES PRESENT:
Mary Coy (Nelson County)  Gary Grant (Albemarle County)
Jane B. Kulow – (Albemarle County)  Brian LaFontaine (Albemarle County)
Peter McIntosh (Charlottesville)  Carla Mullen (Charlottesville)
Vice President Faye Rosenthal (Louisa County)  President Deborah Willenborg (Greene County)

TRUSTEES ABSENT:
Tamyra Turner (Charlottesville)

OTHERS PRESENT:
Krista Farrell-Central Library Manager &  John Halliday-Library Director
   Assistant Library Director
William Lyons-Business Manager  Lindsay Ideson-Northside Branch Manager
Stella Pool-Community Network Coordinator  David Plunkett-Circulation Manager
Guest Speaker Kim Armentrout, Library of Virginia  Ginny Reese-Staff Recorder/Greene Branch Mgr.

ANNOUNCEMENTS AND PUBLIC COMMENTS: Trustee LaFontaine reported that the fund raiser at the James River Brewery was successful. The event raised $193 for the Scottsville Library. Trustee Coy reported good turnouts for the Spine production held at the Nelson County Memorial Library and Rapunzel’s Coffee and Books store. Trustee Kulow distributed copies of the Crozet Library direct marketing flyer that was sent to residents of the Crozet service area. Trustee McIntosh reported that the Friends had received 100 donations already as a direct result of the flyer. Vice President Rosenthal reported on the results of her “meet and greet” with the Quilting Group in Louisa County. The group’s suggestions were wider parking spaces, tablets, more books on Overdrive, coffee availability and more quilting magazines. President Willenborg discussed the Teen Advisory Board at Greene County. The Advisory Board conducted a Murder Mystery Night that included a County Supervisor and the County Sheriff. There was good interaction between the teens, the Supervisor and Sheriff. President Willenborg lauded Trustee Grant for inviting Albemarle County Supervisor Rodney Thomas to the recent In-Service Day. Trustee Grant reported on his Northside “meet and greet” in which he held seven events and met 116 patrons.

PROJECT “FRESH START” REPORT: Circulation Manager David Plunkett discussed the feasibility of using excess revenues from Charlottesville to clean the accounts of Charlottesville children who are presently blocked from using the library due to overdue fines and/or fees. The object is to get the children back into the libraries and tell them they have a fresh start. Mr. Plunkett has met with the City school librarians who wholeheartedly support the idea. The City schools will send letters home describing the program. There will also be a press release. The intent is for “Fresh Start” to occur December 12 to January 6, but some thought is also being given for a repeat during spring break. Trustee Kulow made a motion, seconded by Trustee McIntosh to approve the program using funds already budgeted. The motion was unanimously approved.
POLICY COMMITTEE’S REPORT: Vice President Rosenthal gave a report to the Library Board summarizing the Policy Committee’s recent meeting and their recommendations. The use of Social Media was discussed, but it was decided not to have a formal policy at this time. The use of social media was discussed at the recent In-Service Day. Voter Registration at libraries was another topic of discussion, with the consensus that the Voting Registrar may be added to the approved list of solicitors. A new signage policy has been drafted and is being evaluated by staff.

POLICY UPDATES: On motion for approval made by Trustee Grant and seconded by Trustee Coy, the newly revised policies Library Card Eligibility (Section 4.221) and Fines and Fees (Section 4.225) were unanimously approved.

ADOPTION OF PROPOSED FY 2014 LIBRARY BUDGET: Library Director Halliday presented the Proposed FY 2014 Budget to the Library Board. He mentioned that the fees for the data lines were estimates, but that a final cost was expected within the next few weeks. On motion from Trustee McIntosh, with the restriction that the data line fees may change, and seconded by Trustee LaFontaine the FY 2014 Proposed Library Budget was unanimously approved.

REVIEW OF VIRGINIA PUBLIC LIBRARY TRUSTEES HANDBOOK: Kim Armentrout from the Library of Virginia gave a review of the library trustee’s duties and responsibilities.

FALL 2012 PATRON SATISFACTION SURVEY: Stella Pool reported the results of the recently completed patron survey, developed by the TAC Committee. There were over 2,700 respondents. While more than 90% of the respondents were either very satisfied or satisfied with the library system, there was room for improvement, particularly in the physical condition of the libraries and the knowledge of the library’s databases. Additional areas to be addressed include restoring Sunday hours and shorter waits for holds. The entire survey result is posted on the JMRL’s website.

LIBRARY DIRECTOR’S REPORT: Library Director Halliday reported that he, Trustee Kulow and Trustee Grant participated in the recent VLA Conference. The Friends of the Library’s Fall Book Sale netted over $105,000. There is an AMAZON Wish List for anyone who wishes to purchase a book for the library. The Governor’s budget is expected out on December 17th. CAPWIZ has information on contacting your legislative representatives. The recent In-Service Day was successful, with positive feedback from staff. Library Director Halliday distributed inputs to the Teen Poetry Contest. As of last week, the Daily Progress has been digitized for the period 1892-1923. Publicity is forthcoming.


ADJOURNMENT: The Board meeting adjourned at 3:07 p.m. The Monday, December 17, 2012 Board meeting is scheduled for 1:00 p.m. at the Crozet Library.

Deborah Willenborg, Board President

(DW:JH:WL)
Jefferson-Madison Regional Library
201 East Market Street | Charlottesville, Virginia 22902 | (434) 979-7151 | FAX (434) 971-7035

APPROVED
MINUTES OF THE DECEMBER 17, 2012 MEETING
OF THE LIBRARY’S BOARD OF TRUSTEES

TRUSTEES PRESENT:
Mary Coy (Nelson County)  
Jane Kulow – (Albemarle County)  
Peter McIntosh (Charlottesville)  
Vice President Faye Rosenthal (Louisa County)  
Gary Grant (Albemarle County)  
Brian LaFontaine (Albemarle County)  
Carla Mullen (Charlottesville)  
Tamyra Turner (Charlottesville)

TRUSTEES ABSENT:
President Deborah Willenborg (Greene County)

OTHERS PRESENT:
John Halliday-Library Director  
DonnaLee Grossman-Administration  
William Lyons-Business Manager  
Wendy Saz-Crozet Library’s Manager  
Krista Farrell-Central Library Manager &  
Assistant Library Director  
Ginny Reese-Staff Recorder/Greene Branch Mgr.

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was held on Monday, December 17, 2012 at 1:00 p.m. at the Crozet Library (located at: 5791 Three Notch’d Road, Crozet, VA), Vice President Rosenthal being in the chair. On motion for approval made by Vice President Rosenthal and seconded by Trustee LaFontaine, the November 26, 2012 Library Board Minutes were approved. Trustee Turner abstained as she was not present at November’s Board meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS: Trustee Kulow shared how much Crozet Library means to the area residents and discussed December’s Crozet Gazette. The front page showed an article regarding “Build Crozet Library Fund Keeps Growing.” Page 2 displayed an article with a picture of Leonard Sandridge, Jr. reading to his grandchildren as part of a special thank you to the Perry Foundation for their generous $100,000 matching grant to help furnish the new Crozet Library. The Upcoming Community Events on page 19 showed that on December 8th photographer Angie Bremant hosted a Picture with Santa event at Trailside Coffee with the funds being raised this year to go to the Build Crozet Library Fund. Trustee Kulow encouraged Board members to pick up a copy of the Crozet Gazette before they left today’s meeting.

DRAFT POLICY UPDATES: Display, Handouts and Signage (Section 4.51)-Signage was originally part of the Displays, Handouts and Signage Policy (Section 4.51) and there will now be a separate policy: Signage Policy (Section: 5.6). The Library Director briefly reviewed the new policy with the Trustees. Meeting Rooms (Section 5.1)-To encourage people to register to vote, the current policy will be rewritten to include acceptance of meeting room use by local offices of Voter Registration. The policies will be reviewed by the Branch Managers and brought back to the Board for their approval in January 2013.

JMRL’S VOLUNTEER PROGRAM (Reference Librarian Linda Smoke): Reference Librarian Linda Smoke is the Regional Volunteer Coordinator and also oversees Central’s volunteers. A copy of the Independent Sector’s Value of Volunteer Time was given to the Board for review comparing 2010 dollar values of volunteers by state. There is a volunteer application on line and persons wishing to volunteer can sign up by completing an application. There also is a brief description of volunteer opportunities that are available. All branches use volunteers. A copy of JMRL’s volunteer website was distributed to the Trustees. JMRL has adult volunteers as well as teen volunteers. If teens are under 18, they have to have their parent’s approval. Some volunteer statistics for 2012: JMRL averaged 119 volunteers per month, averaged 8,319 hours last year and the value of 2010’s volunteer time was approximately $140,000. Some locations have started a teen advisory board and the teens suggest what they would like to see in the library. A list of how JMRL recognizes volunteers was distributed to the Board. Trustee Grant would like to see more information comparing JMRL’s volunteers, circulation and other statistics with other libraries. The Library Director will follow up on comparable statistics (how does JMRL’s use compare with other libraries) and report back to the Board.
REVIEW OF JMRL STATISTICS: The Library Director informed the Board: 2004 was the first year JMRL’s new computer system was fully implemented. Before that time, many electronic services didn’t exist at JMRL (holds from home, e-commerce, email notices, self check). Since 2004 population went up by 9.7%. The fastest growth was 17.9% in Louisa; over 10% for Albemarle and Greene; Charlottesville approximately 5.77%; Nelson increased about 2.9%. JMRL’s number of registered borrowers has kept pace with the increase in population. JMRL staffing (FTE’s) went up 9.2% from 2004-2008. There was a big jump of 8% in circulation from 2008-2010 due to the recession. Computer usage went up but would have been higher if JMRL had more computers. Computer usage should go up some when the new Crozet Library opens as they will have 30 computers. JMRL is finding that more people bring in their own computers. There has been a tremendous impact on Ill’s due to the $3.00 postage fee. There has also been an impact on the postage budget due to email notifications and telephone notifications. When funds were available, JMRL received good support from local governments (up over 40%) until the recession. People are placing more online holds from home. Online holds increased more than 3 times since 2004. This provides an excellent service but is very labor intensive. Attendance at programs increased 48% over the last 4 years basically due to increased programs for young adults and adults. All of JMRL’s branches have added more programs. JMRL is becoming more of a community center. Approximately 30,000 items per year are added to the collection. Overdue fines are used to supplement JMRL’s book budget. People want more books and more of the best sellers. JMRL’s book budget has been shrinking. In 2001 JMRL received full state funding but since then JMRL had to raise overdue fines in order to supplement the book budget. By adding more popular books, JMRL’s statistics would increase. A high priority for 2013 is to get the State to fully fund libraries.

FREADING AND ONLINE DAILY PROGRESS: Freading-Freading is a way to enjoy ebooks from JMRL. The service is offered by the Library of Virginia to public libraries statewide. Freading has 20,000 titles and more eBooks are being added each week. There is no waiting, no holds list and no late fees. Tokens are used as currency for downloads. When an item is chosen, tokens are used and the cost is deducted from patron accounts. To use this patrons have to have the Adobe Digital Edition. There is no waiting and Freading has a 2-week circulation period. The book disappears automatically when the 2 weeks are up. Digitizing the Daily Progress-Digitizing the Daily Progress is being done through collaborative efforts of JMRL and UVA. Phase One of the digitizing process to get the Daily Progress online has been done and 1893-1923 is now available from JMRL’s website. In early 2013 Phase Two will begin to add optical character recognition in order to be able to search the newspapers by name and/or subject. Phase Three is also planned to be done in 2013 to add newspapers from 1924 through 1964.

2012 PATRON SURVEY RESULTS: The Library Director informed the Board that the staff is already working on the survey and customer service comments. The Library Director plans to report back in January regarding the survey comments. Survey results have been posted on JMRL’s website. President Willenborg signed a letter which was sent out to the editors of local newspapers thanking the public for participating in the survey.

LIBRARY DIRECTOR’S REPORT: Virginia’s Governor is reviewing the 2-year budget today and Virginia’s General Assembly will hold public hearings on January 4, 2013 on the Governor’s proposed amendments to the 2012-2014 biennial state budget. The Board needs to contact local legislators-especially Senator Emmett Hanger and Delegate Steve Landes. Out-of-Area fees go into effect January 1, 2013. Questions with answers regarding the out-of-area fee were distributed. Posters, emails, and news coverage is being done to alert the public. An article in a December 2012 issue from a Richmond magazine mentioned that Richmond is in the midst of renovating their nine public libraries. Upon completion, circulation increased 40% at renovated branches. Mary St. John, one of the new shleers at Northside, found a ring in a book when she was shelving. Lindsay Ideson checked to see who the last patron was and left a message that they had found something in a book. December 3rd the patron came in and described her ring and her ring was returned. The patron was so thankful that she provided lunch for the staff.

FUTURE AGENDA ITEMS: Future agenda items: comparison statistics, delivery of JMRL’s Proposed FY 2013-14 Budget to jurisdictions, approval of Meeting Room Policy (5.1) and new Signage Policy (5.6), patron survey results, General Assembly and Virginia’s 2-year budget and contacting legislators.

ADJOURNMENT: Trustee LaFontaine made a motion for adjournment and Trustee Coy seconded the motion. The Board meeting adjourned at 3:10 p.m. The Monday, January 28, 2013 Board meeting is scheduled for 1:00 p.m. in Central Library’s Jefferson Room.

Faye Rosenthal, Board Vice President

(FR:JH:dlg)