

Jefferson-Madison Regional Library

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

****APPROVED****

MINUTES OF THE FEBRUARY 23, 2009 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

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

TRUSTEES ABSENT

Mike Plunkett	Timothy Tolson-Vice President
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OTHERS PRESENT

Krista Farrell-Assistant Library Director	Willow Gale-Bookmobile Manager
DonnaLee Grossman-Administration	John Halliday-Library Director
Jacqueline Lichtman-Web/Marketing Librarian	William Lyons, Jr.-Business Manager
Joyce MacDonald-Staff Recorder	Stella Pool-Community Network Coordinator

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, February 23, 2009 at 1:00 p.m. in the Central Library's Jefferson Room, President Brown being in the chair. On motion for approval made by Mr. Townsend and seconded by Ms. Willenborg, the January 26, 2009 Board Minutes were unanimously approved.

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

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

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

CROZET LIBRARY UPDATE - The Library Director reported on the Albemarle County Planning Commission's well-attended open house held last week for the public to review the architect's drawings for the new Crozet Library. Last week Vice President Tolson and the Library Director met with the Crozet fundraisers and Representative Tom Perriello.

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

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

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

LIBRARY DIRECTOR'S REPORT - TV Advertisements for The Big Read-The Library Director showed the Board two television spots (Channel 19 and Channel 29) promoting The Big Read. Security-The Library Director discussed J-MRL's procedures for dealing with security issues. The 5-year average indicates approximately 54 incidents are reported each year (4-6 a month). 24%-27% are medical problems or serious facility problems and the rest represent undesirable or illegal behavior. J-MRL has a list of banned patrons who have been banned for six months or up to one year and 3-4 patrons who have been permanently banned. At Central Library, Ms. Farrell encourages consistent enforcing of J-MRL's policies and filling out of incident reports. Ms. Farrell attends Precinct 34 meetings at City Headquarters, reviews police reports and checks the surveillance cameras, addresses conduct issues and concerns, ensures the meeting rooms are locked, and requested installation of locks on the 3rd floor bathrooms. Staff has been instructed to call the police when a banned patron comes back in and they are considered to be trespassing. Central already has three interior surveillance cameras and one exterior camera and would like additional cameras that are accessible through computers. Mr. Lyons, Jr. will get an updated estimated cost from Vector Security for the additional security requested and report back to the Board. Budget Committee-The Budget Committee should meet in late March or in the first week of April. President's Stimulus Package-There are a number of items of interest to libraries in the stimulus package: funding to states, broadband for rural areas, senior community services, and rural community service development. Gates Grant-J-MRL received the first payment of \$31,200 from the Gates Foundation and should shortly be receiving \$18,200 more. The grant money will be used to purchase 30 computers for distribution to Gordon Avenue, Louisa County, Nelson County, Northside and Scottsville. Telecommunications-Updated telecommunications should be installed in the next few weeks sometime in March.

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

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