

# Jefferson-Madison Regional Library

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

**\*\*APPROVED\*\***

## **MINUTES OF THE JUNE 23, 2008 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES**

### **TRUSTEES PRESENT**

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

### **TRUSTEES ABSENT**

Melissa Dickens	Anthony Townsend
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### **LIBRARY STAFF PRESENT**

Krista Farrell-Assistant Library Director  
John Halliday-Library Director  
Tanith Knight – Nelson Branch Manager  
William Lyons, Jr.-Business Manager  
Joyce MacDonald-Staff Recorder

The regular monthly meeting of the Jefferson-Madison Regional Library's (J-MRL) Board of Trustees was held on Monday, June 23, 2008 at 1:30 p.m. in the Nelson Memorial Library meeting room, the President being in the chair. On motion for approval, the May 19, 2008 Minutes were unanimously approved as presented.

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

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

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

**ADOPTION OF REVISED WEBSITE POLICY** - The revised policy, allowing Library Friends Groups to have space on J-MRL's website, was adopted.

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

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

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

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

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

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

**ANNUAL EVALUATION OF LIBRARY DIRECTOR** – Mr. Tolson moved that the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.1-344(A), subsection 1, to discuss the performance evaluation of the Library Director. The motion was seconded by Ms. Brown and approved. Following 20 minutes in closed session, Mr. Tolson read in open session a Certification of Closed Meeting Resolution to the Trustees and their votes were recorded. On motion by Mr. Tolson, seconded by Ms. Brown, the Board resolution on Salary of the Library Director was unanimously approved. (The Certification of Closed Meeting and the Board resolution are attached to the approved minutes).

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

Timothy F. Jost Tolson, President

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MOTION: That the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.1-344(A), subsection 1, to discuss the performance evaluation of The Library Director. (Motion was made by Tim Tolson, seconded by Perri Brown.)

MEETING DATE: June 23, 2008

RESOLUTION NO.: #1

### CERTIFICATION OF CLOSED MEETING

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

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

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

### VOTE:

AYES: Brown, Murray, Rosenthal, Troy, Tolson, Willenborg

NAYES: None

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

### ABSENT DURING VOTE:

ABSENT DURING MEETING: Dickens, Townsend

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### **BOARD RESOLUTION ON SALARY OF LIBRARY DIRECTOR**

**WHEREAS**, the Board of Trustees of the Jefferson-Madison Regional Library finds that John Halliday's service as Library Director for 2007-2008 has been highly-proficient, and

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

**NOW THEREFORE BE IT RESOLVED**, that John Halliday's salary for 2008-2009 as Director of the Library shall be raised by a percentage within the range of percentages for salary increases applying to other Library staff in the Library's 2008-2009 budget.

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

June 23, 2008