

Jefferson-Madison Regional Library

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

A P P R O V E D

MINUTES OF THE MAY 23, 2016 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)
Wendy Wheaton Craig (Louisa)
Jane B. Kulow (Albemarle)
Peter McIntosh (Charlottesville)
Tamyra Turner (Charlottesville)

Vice President Stephen Walls Mathis (Greene)
Gary Grant (Albemarle)
Marcia McDuffie (Nelson)
Carla Mullen (Charlottesville)

OTHERS PRESENT

John Halliday, Library Director
Krista Farrell, Assistant Library Director
Chris Suarez, Daily Progress

Ginny Reese, Staff Recorder/Greene Manager
David Plunkett, Technology & Collections Manager
Michael Powers, Citizen

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, May 23, 2016, at 3:00 p.m. in the meeting room of the Northside Library (705 W. Rio Road, Charlottesville, VA), President LaFontaine being in the chair. Trustee McIntosh made a motion for the approval of the April 25, 2016 Minutes. The April 25, 2016 Minutes were approved as presented without opposition. Trustee Kulow abstained, as she was not present at the April meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Craig attended the Louisa County library comic-con, which was a great success. The event was well attended, with participants of all age ranges. Trustee Craig thanked the Friends of the Library for their support of the program. Director Halliday circulated a Central Virginian article about that same event.

Michael Powers had the only public comment. Mr. Powers had previously submitted a letter to board members for their consideration in advance of Director Halliday's evaluation. Mr. Powers told the board that he was displeased with Director Halliday's approach to a display policy complaint last year.

BUDGET COMMITTEE'S REPORT

Trustee Mathis distributed JMRL's proposed budget, with highlighted changes. JMRL did not receive everything requested in the preliminary budget, most significantly added hours for the Northside library.

Trustee Mathis distributed personnel requests from JMRL managers, all previously approved by the library board and submitted in the preliminary 2017 budget. Director Halliday reviewed these requests for the board. Pay raises and increases in medical insurance and retirement payments are all included in the current proposed budget. Several personnel requests were not included, however, and added service hours in Greene and Nelson are not currently included. With savings realized from data line reorganization and staffing changes, the following personnel requests were included in the distributed budget: an additional 20 hours per week for a Technical Support position, an additional 10 hours for an IT position, an additional 10 hours for a Central Young Adult position, an additional 100 annual substitute hours for Gordon Avenue Library, and a new Children's Specialist at Northside Library. Additional open hours for the Nelson Memorial Branch are a possibility. The entire request for additional hours at Nelson cannot be funded, but JMRL may be able to add some more hours.

DISCUSSION OF FY2017 LIBRARY BUDGET

Trustee Grant asked if there is currently one full time Children's Librarian at Northside now, and was answered affirmatively. Trustee Mullen asked how many of the fulfilled requests were carry-overs from previous years, which they all were. Director Halliday reiterated that there have been very few changes to the budget from the one adopted in the fall. The library board will vote on the FY2017 Library Budget at the next meeting.

Director Halliday passed out the proposed FY2017 Equipment Fund budget. There was some discussion of moving Integrated Library Services (ILS) from the equipment budget into the operating budget in next year's budget, as those costs are really operating costs at this point. Moving ILS costs to the operating budget will be explored, potentially phasing changes over a multi-year period, as had previously been done with data line charges. Director Halliday reports that the JMRL Equipment Fund is healthy now, but that future funds will potentially not be as strong. Director Halliday

pointed out \$11,500 is included in the proposed Equipment Fund for costs related to the Scottsville Library ADA renovation. Trustee Grant asked if JMRL auditors had ever questioned ILS costs in JMRL's Equipment Fund, and learned from Director Halliday that they had not. Trustee Mathis mentioned the need to explore a future salary study, now that the last one will be completed with this budget.

ADOPTION OF REVISED CIRCULATION POLICY (SECTION 4.225)

Director Halliday handed out proposed circulation policies with changes discussed last month. No fines for juvenile users under the age of 16 was the main new entry. Trustee Mathis asked if it were possible to track which cards have fines now that will be waived, and their future usage. David Plunkett will look into this. Trustee Mathis suggested adding a line to clarify that lost and damaged fees will still be in effect for "all library users" regardless of age. Trustee Mullen motioned that the policy be adopted with Trustee Mathis' clarification, which was seconded by Trustee Kulow. The revised policy was passed with no opposing votes.

REPORT ON PEER LIBRARIES

Director Halliday reported on the twenty two libraries that JMRL uses as peers for purposes of creating and evaluating a Five Year Plan. JMRL uses 9 Virginia libraries serving populations between 150 and 350 thousand citizens. JMRL uses 13 out-of-state libraries serving areas within 15% of the population of JMRL's service area.

In summary, JMRL is in the middle of these libraries in terms of population served, in the low middle in terms of staffing and operating expenses, in the high middle in terms of visits per capita, circ per capita, and open hours. Trustee Grant asked Director Halliday to break out the statistics for Virginia-only comparisons for future study. Director Halliday acknowledged the extensive work performed on the report by staff member Shawn Hirabayashi.

NOMINATING COMMITTEE'S REPORT

Trustee Mullen reported that President LaFontaine was being nominated as board President, and Trustee McIntosh as board Vice President. No other names were offered in nomination. This will be voted on at the next board meeting.

LIBRARY DIRECTOR'S REPORT

Director Halliday commented that he had nothing to report regarding the library board's letter to Albemarle County Supervisors about the possibility of including JMRL projects in a potential bond referendum. Director Halliday stated that it seems unlikely that JMRL projects will be included in a bond, but the Central Library renovation, a new Southside Library, and renovations to the Scottsville Library are in the county's long-range capital improvement plan.

Director Halliday reported that the JMRL Summer reading program is set to kick off, and has been extended to include all of June, July and August. In the absence of a Children's Services Manager, Assistant Library Director Krista Farrell took the lead on booking children's programs.

Director Halliday reported that the collaborative digitization project between University of Virginia and JMRL has now brought the years 1924 through 1964 of the Daily Progress online. Previously only 1893 through 1923 had been digitized.

FUTURE AGENDA ITEMS

The following are planned for the June meeting: report from the policy committee on board goals, minutes, and meeting procedures; adoption of FY2017 budget; adoption of FY2017 meeting schedule (July at Central Library, August in Crozet, September at Gordon Avenue, and October at Scottsville); Five Year Plan review; and election of board officers. There will be a report on the JMRL Endowment in July or August.

CLOSED SESSION FOR ANNUAL EVALUATION OF LIBRARY DIRECTOR

A motion was made by Trustee Kulow for the board to go into a closed meeting for evaluation of the library director. The motion was seconded by Trustee McIntosh with all voting in favor.

OPEN SESSION

President LaFontaine read the Certification of Closed Meeting resolution and took the vote. Eight Trustees voted "aye," none voted "nay," Trustee Grant abstained because he did not attend the closed session. President LaFontaine announced that the Trustees had reviewed the performance of the library director and he would be meeting with the library director to discuss that review.

ADJOURNMENT

Trustee McIntosh moved for adjournment and the meeting ended at 4:33 p.m.

Brian LaFontaine, President