

# 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 22, 2017 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)  
Gary Grant (Albemarle)  
Marcia McDuffie (Nelson)  
Jane B. Kulow (Albemarle)

Kathy Johnson Harris (Charlottesville)  
Carla Mullen (Charlottesville)  
Wendy Wheaton Craig (Louisa)  
Stephen Walls Mathis (Greene)

#### TRUSTEES ABSENT

Vice President Peter McIntosh (Charlottesville)

#### OTHERS PRESENT

John Halliday, Library Director  
Krista Farrell, Assistant Library Director  
Zach Weisser, Collections and HR Specialist

Ginny Reese, Staff Recorder/Greene Manager  
Bill Lyons, Business Manager  
Heather Peh nec, JMRL Volunteer Coordinator

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, May 22, 2017 at 3:05 p.m. in the meeting room of the Northside Library (705 West Rio Road, Charlottesville, VA), President LaFontaine being in the chair. Trustee Mathis moved for the approval of the April 24, 2017 minutes. The April 24, 2017 minutes were approved as presented without opposition, Trustee Harris abstaining.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee McDuffie reported that the Nelson County Board of Supervisors approved four additional hours per week for Nelson Memorial Library for FY2018. Trustee Mathis reported that Summer Reading Kickoff Parties would begin in Greene County on Monday, June 5<sup>th</sup>.

#### ADOPTION OF REVISED OFFICIAL STATEMENTS POLICY (SECTION 1.3)

Director Halliday distributed the draft of the revised JMRL Policy: Section 1.3 "Official Statements." This draft added the wording: "Any trustees or library personnel wishing to express themselves on these topics must ensure that it is clear they are speaking as individuals and not on behalf of the library." Trustee McDuffie moved to adopt the official statements policy as presented. The policy was approved as presented without opposition.

#### VOLUNTEER PROGRAM REPORT

JMRL Volunteer Coordinator Peh nec reported on the status of the JMRL Volunteer Program, which oversaw 117 adult volunteers performing 4,327 hours of service to date in FY2017. The adult applicant webpage portal was changed to more clearly redirect teenage volunteers to a separate portal in order to reduce crossover confusion. Volunteer positions were defined more precisely, which in turn allowed for more creative positions, such as teen coding programs and "wiki" editors. Summer-only volunteers would soon be recognized with a catered event. Coordinator Peh nec had also advertised for volunteers at the Thomas Jefferson United Way volunteer site.

#### BUDGET DISCUSSION

Director Halliday reported that Albemarle County and the City of Charlottesville had approved budget outlays for expanded hours at Northside Library and the Part-time Shelver position at Crozet Library for FY 2018. However, Louisa County had indicated its intention to fund all outside agencies at the same amount as FY 2017. Director Halliday and Trustee Craig had met with Louisa County's Board of Supervisors Library Liaison, who indicated that the County would investigate paying Louisa Library's telephone bill in order to allow Louisa Library to operate without a shortfall despite level funding. Nelson County agreed to fund four additional hours per week for service at Nelson Memorial Library. Director Halliday indicated that a Budget Committee meeting should be scheduled for early June 2017 in order to draft the final budget.

#### CIRCULATION AND ATTENDANCE STATISTICS

President LaFontaine distributed a handout prepared for the Scottsville Town Council and Supervisor Randolph at their request. The handout showed year-over-year changes in program attendance, new membership, and circulation (both print and ebook). Overall community use of Scottsville Library was increasing, rather than declining, as might have been indicated if only print circulation were considered. Director Halliday suggested that such reports could be provided on a quarterly basis for the regional system, and on a yearly basis for the particular branches. Reports could be produced after July 1 in order to take advantage of a complete fiscal year's worth of data, and could be made available by the fall of each year.

### **TIMELINE FOR LIBRARY DIRECTOR SEARCH**

Director Halliday recommended against hiring an executive search firm to assist with the search for the next library director. He presented a timeline draft with suggestions for the Board to follow. Salient deadlines included May 22 for agreeing on a process for selecting the new director; early June for disseminating a public survey (in print and electronically); the July Board Meeting for approving and posting a final job description; and a September 15 application deadline. He suggested the creation of a Special Committee to perform the bulk of the work preparatory to actual interviews, including screening the applicants and selecting finalists. The actual interviews would be conducted by all Trustees. President LaFontaine appointed Trustees Mullen and Mathis to the Special Committee.

### **PEER LIBRARY SALARY STUDY REPORT**

Mr. Weisser presented the data from the salary study report, including: comparisons listing nominal salary ranges for thirteen key positions for ten regional Virginia libraries outside of northern Virginia, bar graphs comparing salary ranges, and a scatter-plot graph for each of the thirteen key positions graphing years of service at JMRL to current actual salary. Trustee Mullen reported on the outcome of an informal consulting meeting with Carolyn Fowler, President of HR Diversified Solutions, LLC. Three issues were raised. (i) Salary range maximums should be set at 160% of the salary minimums; some of JMRL's current salary maximums were only 150% of the minimums. (ii) The salary study did not provide information on competitiveness within the central Virginia labor market with respect to actual salaries, rather than nominal ranges; this information should be gathered and analyzed. (iii) The system for rewarding employees for longevity of tenure needed to be codified, improved, and made more consistent.

### **FY2018 LIBRARY BOARD OFFICERS NOMINATING COMMITTEE'S REPORT**

Trustees Mullen and Mathis presented their recommendation for FY2018 Library Board Officers: Current Vice President McIntosh as President, and Trustee McDuffie as Vice President, with the recommendation to be voted on at the June 26 2017 Board Meeting.

### **LIBRARY DIRECTOR'S REPORT**

Director Halliday distributed an infographic quantifying the success of the Big Read. He said that the new bookmobile vehicle was due to arrive Friday, May 26, 2017, that graphics would be designed and applied locally, and that the grand opening was scheduled for summer of 2017. A letter from the AARP thanked Northside Library for providing space for their yearly tax return assistance program, during which 700 tax payers were assisted at Northside Library, 205 at Nelson Memorial Library, and more than 2300 tax returns viewed overall. Director Halliday reported that the parking agreement with *The Daily Progress* had been finalized, and Northside Library staff had begun to park in the periodical's lot. The Southside Citizens Committee planned to report to the Albemarle Board of Supervisors during summer 2017 regarding a joint library with Piedmont Virginia Community College. Director Halliday presented without opposition alternative Board meeting locations for the summer months: Scottsville Library in July, Nelson Memorial in August, Louisa County in September, and Greene County in October. He reported that the winner of the NAACP scholarship-internship, Casey Alexander, would be interning at Crozet Library.

### **FUTURE AGENDA ITEMS**

Trustee Mathis suggested tasking the Personnel Committee with creating *in memoriam* recognitions for current or former employees. He also suggested that JMRL organize a program or display in connection with the 500<sup>th</sup> anniversary of the Protestant Reformation. Director Halliday said he would speak to Manager Hamfeldt. Future agenda items include voting for officers nominated by the Nominating Committee, voting to adopt the final budget (FY2018), drafting a job description for the Director position, a report by Librarian Younglove on the Digital Public Library of America, and a monthly report by the Special Committee. The next meeting will take place on June 26, 2017 at Northside Library.

### **ADJOURNMENT**

Trustee Mathis proposed adjournment, and the meeting adjourned at 4:35 p.m.

(BL:JH:zw)