

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 NOVEMBER 28, 2016 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)
Gary Grant (Albemarle)
Stephen Walls Mathis (Greene)
Jane B. Kulow (Albemarle)

Vice President Peter McIntosh (Charlottesville)
Marcia McDuffie (Nelson)
Wendy Wheaton Craig (Louisa)
Carla Mullen (Charlottesville)

TRUSTEES ABSENT

Kathy Johnson Harris (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
Angela Critics, Children's Services Manager

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, November 28, at 3:00 p.m. in the meeting room of the Northside Library (705 West Rio Road, Charlottesville, VA), President LaFontaine being in the chair. Trustee Mathis made a motion for the approval of the October 24, 2016 Minutes. The October 24, 2016 Minutes were approved as presented without opposition. Trustee Mullen abstained.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee McDuffie lauded the new staff member and frequency of use for two new computers at Nelson Memorial Library. Vice President McIntosh mentioned the success of the Friends of the Library book sale (November 5 to 13), which raised \$115,000. He also praised the retirement celebration held for William Davis of the Friends of the Library. Trustee Grant mentioned his attendance at the Virginia Library Association (VLA) Conference in Hot Springs, VA from October 26 to 28. He thought that too few sessions focused on Trustee education and development. Trustee Kulow concurred, and attributed the problem to conference planners' dependence on submissions for content. Director Halliday distributed the program from the VLA Conference, and celebratory pens from Gordon Avenue Library's 50th "birthday" the weekend of November 19. Trustee Mathis, looking ahead to the holiday season, mentioned the Greene County Singers' annual concert, to be held on Sunday, December 4 in Stanardsville, VA.

REVIEW OF THE PROPOSED BYLAW CHANGES

Trustee Mathis reviewed the proposed bylaw changes of the October 24, 2016 Policy Committee meeting, focusing on the alteration of the amendment process. In summary, the current bylaws require all Trustees to be present to vote on a change to the bylaws; whereas the proposed amendment would reduce the quorum to two-thirds of all Trustees, but would also require that the proposed changes had been discussed previously at two regularly scheduled meetings.

BUDGET COMMITTEE'S REPORT

Trustee McDuffie presented the report of the November 14 Budget Committee meeting. The committee adjusted its commitment to two new hires in light of the additional funding requests for salary adjustments. Other changes included a multi-year transfer of expenses from the equipment budget to the operating budget for the purposes of computer services. The committee noted the comparatively large increases for retirement expenses and medical insurance.

PROPOSED LIBRARY BUDGET FOR FY2018

Director Halliday presented the proposed Library Budget for FY2018, and Administrator Lyons presented the rate-of-change percentages for major budget categories from FY2017 to FY2018. Trustee Mathis did not see a line-item to

account for a salary evaluations study. Director Halliday pointed out that it showed up in a \$6,000 increase in the "Professional Services" line item.

The Board discussed whether or not to adopt the budget at the current meeting, or at the meeting on December 19. Trustee Kulow felt that, with representation available from every jurisdiction, it might be a good time to proceed with a vote. Trustee Mathis moved to adopt the FY2018 library budget as presented. President LaFontaine opened the floor for discussion. Trustee Grant asked if the percentage salary increase would be cause for concern when compared with COLA and Bureau of Labor Statistics average salary increases over the last decade. Director Halliday said that World of Work projections for the coming year were comparable to those requested in the budget. Trustee McDuffie said that the library generally followed the lead of the jurisdictions, and that, considered as a portion of the overall budget, health insurance and retirement increases far outweighed the salary increase. Following discussion of the 2.7% salary increase proposal, President LaFontaine called for a vote. The Library Budget for FY2018 was approved as presented without opposition.

PRESENTATION ON 1,000 BOOKS BEFORE KINDERGARTEN

Manager Critics presented a new initiative to encourage parents to aid their children in reading a thousand books before kindergarten, and demonstrated a number of tools designed to facilitate that initiative, coupled with user prizes attendant on achieving certain milestones. Trustee McDuffie inquired as to the support for parents who did not speak English; Manager Critics assured her that connections existed with translators and the International Rescue Committee (IRC), but that a translatable draft was not yet completed. Trustee Mathis asked how prizes would be funded; Manager Critics explained that a portion of a Children's Services budget fund from the Friends of the Library had been so allocated.

LIBRARY BOARD CONTINUING EDUCATION

Director Halliday played a video produced by the American Library Association on Board advocacy. This was the fourth part of a nine part series, to be played at subsequent Board meetings, in keeping with the Board's decision to pursue continuing education. Trustee Grant asked for clarification regarding pursuance of public advocacy. President LaFontaine said that advocacy methods to address new issues should be decided on by the Board. Director Halliday said that proper advocacy included proactive meetings between each Trustee and his or her jurisdiction to discuss the budget, and being prepared to speak on new topics and cultivate closer relationships with members of local government, neighborhood and community leaders, jurisdiction supervisors, and members of the public.

LIBRARY DIRECTOR'S REPORT

Director Halliday distributed the latest JMRL welcome brochure. He brought news that the state library had recently laid off eighteen employees and reduced reading room hours. He updated the Board on the state of the collaborative program between the Bookmobile and Meals On Wheels, for which a number of users had signed up in the past month. Director Halliday said that interviews had taken place, and a final decision made, to fill the Branch Manager position at Louisa County Library. Regarding In-Service Day on November 11, 2016, staff had filled out surveys intended to gauge receptiveness to the idea of replacing Thomas Jefferson's Birthday with Veteran's Day as a paid holiday.

Assistant Director Farrell, speaking on behalf of the Virginia Library Association License Plate Committee, encouraged the Board to purchase or recommend for purchase library vehicle license plates by the end of December.

FUTURE AGENDA ITEMS

Future agenda items include a vote on the proposed amendments to the bylaws at the December Board meeting, the Policy Committee Report (after the Policy Committee meeting at 2:00 p.m. December 19, 2016), and continuing education videos. The next meeting will take place on December 19, 2016 at Northside Library.

ADJOURNMENT

Trustee McDuffie proposed adjournment, and the meeting ended at 4:04 p.m.