

# Jefferson-Madison Regional Library

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## A P P R O V E D

### MINUTES OF THE DECEMBER 18, 2017 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Peter McIntosh (Charlottesville)  
Michael Powers (Albemarle)  
Brian LaFontaine (Albemarle)  
Jane B. Kulow (Albemarle)

Vice President Marcia McDuffie (Nelson)  
Wendy Wheaton Craig (Louisa)  
Kathy Johnson Harris (Charlottesville)

#### TRUSTEES ABSENT

Carla Mullen (Charlottesville)

Stephen Walls Mathis (Greene)

#### OTHERS PRESENT

John Halliday, Library Director  
Krista Farrell, Assistant Library Director  
Ginny Reese, Greene County Library Manager & Staff Reporter

Zach Weisser, Specialist  
David Plunkett, Collections & Technology Manager  
Bill Lyons, Business Manager

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The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was called to order on Monday, December 18, 2017 at 3:00 PM in the meeting room of Northside Library (705 West Rio Road, Charlottesville, VA 22901), President McIntosh being in the chair. Trustee LaFontaine moved for the approval of the November 27, 2017 minutes. The November 27, 2017 minutes were approved as presented without opposition.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Peter thanked the Trustees for making Director Halliday's farewell dinner such an enjoyable experience.

#### REVIEW OF LIBRARY BOARD'S SELF-ASSESSMENT

Director Halliday distributed copies of the Board's self-assessment responses. He said that the issue concerning most Trustees was Board advocacy. President McIntosh asked whether "reviewing circulation and collection reports monthly" should involve periodic distribution of physical copies for the Trustees. Trustee LaFontaine suggested generating and distributing quarterly jurisdictional reports on the model of the "enhanced" report produced for Scottsville earlier in 2017. President McIntosh exhorted the Trustees to once again review the results of the self-assessment and mention any new issues at future Board meetings.

#### LIBRARY BUDGET

Director Halliday reviewed the approved Library Budget Proposal for FY2019, including: (i) regional cost allocations derived from a moving three-year circulation average to smooth annual changes; (ii) cost distributions applied to both intrajurisdictional branches and jurisdictionally local branches; (iii) proposed increases assigned to specific items and the relative effect on jurisdictional costs for each item. Director Halliday clarified the schedule of meetings with the jurisdictions: Greene County on January 3, Albemarle County on January 5, City of Charlottesville on January 8, and Louisa County and Nelson County in early January.

Trustee Powers suggested employing a form of "baseline budgeting" so that consistent future budget proposal increases were expected by the jurisdictions, such that negative or positive deviations would be calculated with respect to those baseline increase percentages. Trustee McDuffie said that County budgeting was different from the federal government budgeting insofar as the Counties often started from a zero-dollar expectation of revenue. Trustee LaFontaine suggested calculating and displaying historical and proposed *per capita* increases for each jurisdiction. Trustee Craig said that historically the *per capita* rationale had not been well-received by Louisa County.

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

Director Halliday said that the *Scottsville Monthly* had reported on a proposed housing development to be built close to the Scottsville Library. He and Trustee Mullen had compiled a list of trust and estate attorneys and local financial advisors to whom would be distributed letters describing the merits of donating charitably to the Friends Endowment Fund. Regarding the Southside Library Project, the *Daily Progress* would be interviewing the Chair of the same, as well as Director Halliday and Director-elect Plunkett. NBC29 will air a report regarding Charlottesville public school participation in the Young Adult segment of the One Book program, for which JMRL is a co-sponsor. The Young Adult book chosen was the award-winning *The hate U give*, by Angie Thomas. Director Halliday congratulated Assistant Library Director Farrell and the In-Service Day Committee on a successful In-Service day held at the Nelson County Parks & Rec Department. He reported that transitioning to Director-elect Plunkett's directorship was proceeding smoothly. He thanked the Board for the lovely reception dinner on December 3, 2017, and informed the Board that Director-elect Plunkett would be assuming the Director role in future Board meetings.

### **NAMING OF CENTRAL LIBRARY CHILDREN'S ROOM**

President McIntosh reported that the Trustees had discussed naming the Central Library children's room after Director Halliday. A workup and proposal for signage had been sought from Fronrunner Sign Studios, with which JMRL had placed orders previously. The Trustees discussed questions of mobility, relocation integrity in the event of renovations, staff input, and stylistics regarding the signage, and Director-elect Plunkett agreed to have these parameters examined and brought before the Board.

### **FUTURE AGENDA ITEMS**

Future agenda items included: reports on the meetings with jurisdictional representatives regarding the FY2019 proposed budget; a presentation from Librarians Cox and Younglove on JMRL's podcast *On the same page*, and a report from the Policy Committee. The next meeting will take place on January 22, 2018 at the Northside Library at 3:00 PM.

### **ADJOURNMENT**

Trustee Kulow moved to adjourn. The motion passed unanimously, and the meeting adjourned at 3:48 PM.

(PM:JH:zw)