



**LIBRARY BOARD'S AGENDA – AUGUST 24, 2020**

Monday – 3:00 pm

**VIRTUAL MEETING**

<https://us02web.zoom.us/j/85240838418>

or

**PHONE NUMBER 888 788 0099 (Toll Free)**

**(webinar ID= 852 4083 8418)**

**[The Library Board's Policy Committee will meet at 2:00 PM]**

**3:00 p.m. Call to Order, Confirmation of Resolution Adopting Procedures for Public Meetings, & Disposition of the Minutes of the Previous Meeting**

**3:05 Announcements & Public Comments.**

**\*Please consider leaving public comment in advance by emailing remarks to [director@jmrl.org](mailto:director@jmrl.org) to be read into the public record. Otherwise the comment period will be open via the above link or phone number.**

**3:10 Trustee Continuing Education- N/A**

**3:10 New Business-**

1. JMRL's COVID-19 Response Plan

**4:00 Committee Appointments and Reports**

1. Policy Committee Report

**4:15 Old Business-**

1. FY21 Schedule of Library Closings

**4:20 Library Director's Report**

**4:30 Other Matters**

**4:35 Future Agenda Items**

**4:40 Proposed Adjournment**



# Jefferson-Madison Regional Library

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

## DRAFT

### MINUTES OF THE JULY 31, 2020 SPECIAL SESSION OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Marcia McDuffie (Nelson)

Lisa Woolfork (Charlottesville)

Vice President Wendy Wheaton Craig (Louisa)

Thomas Unsworth (Albemarle)

Erica Younglove (Albemarle)

Michael Powers (Albemarle)

Kathy Johnson Harris (Charlottesville)

#### TRUSTEES ABSENT

James West (Greene)

Carla Mullen (Charlottesville)

#### OTHERS PRESENT

David Plunkett, Library Director

Ginny Reese, Staff Reporter & Greene Manager

Jerry Carchedi, Business Manager

Zach Weisser, Specialist

Krista Farrell, Assistant Library Director

Sarah Hamfelt, Reference and Adult Services Manager

Josh Howard, Collections and Technology Manager

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#### CALL TO ORDER, CONFIRMATION OF RESOLUTION ADOPTING PROCEDURES FOR PUBLIC MEETINGS & DISPOSITION OF THE MINUTES OF THE PREVIOUS MEETING

This special session of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was convened **VIRTUALLY WITH NO TRUSTEES PHYSICALLY CONGREGATED** on Friday, July 31, 2020 at 3:00 PM using videoconferencing software. A recording of the special session is available here: <https://www.youtube.com/watch?v=ofocgs54Oyw>.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Woolfork said that a patron had asked her to share their concern about the drive-through hours at Northside.

#### NEW BUSINESS

##### *1. Timing for JMRL's Move to Tier 3 of COVID-19 Response (In-building Appointment Service)*

Director Plunkett requested that the Board consider and vote on a proposal to move to Tier 3 on August 10, 2020, using the alterations to the plan voted on at the July 27, 2020 meeting (add a checklist for staff as they perform their wellness check; add quarantine carts to the stacks for materials touched while browsing; make gloves available for patrons; specify that masks need to be worn at all times by staff unless consuming food or drink).

The Tier 3 proposal includes but is not limited to providing fuller services by increasing hours and allowing patrons to visit the branches through an appointment system. Trustee Woolfork wondered how the mask requirements would be enforced for patrons without unduly burdening staff or jeopardizing their safety. Trustee Unsworth mentioned that no metrics exist outside of Virginia phase guidelines to provide guidance if staff or Trustees see the need to move "back" to Tier 4 or 5. Director Plunkett stated that any branch other than Northside or Central would probably shut down if a staff member there tested positive. Trustee Harris supported Tier 3, but did not approve of the August 10th implementation date, especially given the timing of the start of the University school year. Trustee Powers said he believed Tier 3 was the smallest incremental step, that the scope of the step was prudent, and the Tier 3 plan was well formed. Trustee Younglove pointed out that epidemiological models predicted a spike in cases in the next few weeks, and thought that if JMRL vacillated between Tiers it would be confusing for staff and the public. Trustee Woolfork asked who would be most hurt by not moving to Tier 3, and if 45 minute appointments would be sufficient to address that need. Director Plunkett said that patrons with less digital access would be, and that the sufficiency of the appointments was an open question. Director Plunkett reported that most other library directors in Virginia he had spoken with were operating at phase 2 (50%) occupancy, and that most of their patrons desired contactless service. Trustee Unsworth was in favor of delaying the August 10th date by 2 to 4 weeks, given the number of simultaneous openings, but did see the need for improved or increased service. President McDuffie read a statement from Trustee Mullen which expressed support for moving to Tier 3 on August 10th. President McDuffie said that

the move to Tier 3 should be attempted before UVA students returned. Trustees Unsworth, Woolfork, and Harris said that they felt unsafe moving to in-person Board meetings, and could not in good conscience make that request of staff; they therefore did not want to move to Tier 3 on August 10th. Trustee Powers moved that JMRL move forward with the revised Tier 3 guidelines starting on August 10th for a two-week period and then to be reconsidered at the regular Board of Trustees August 24th meeting. The motion did not pass, with Trustees Harris, Younglove, Woolwork, Unsworth, and Vice President Craig voting no, Trustees Powers and President McDuffie voting aye, and Trustees Mullen and West absent.

Director Plunkett said that staff would come up with revised curbside hours to start August 10th.

#### **OTHER MATTERS**

Trustee Unsworth reported that Scottsville had been awarded the grant for sidewalk rehabilitation from VDOT, but had to decide on matching the \$80,000 grant. He asked the Board to consider writing a letter of encouragement to the town.

#### **ADJOURNMENT**

The meeting adjourned at 4:07 pm.

(MM:DP:zw)

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## DRAFT

### MINUTES OF THE JULY 27, 2020 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Marcia McDuffie (Nelson)  
Carla Mullen (Charlottesville)

Vice President Wendy Wheaton Craig (Louisa)  
James West (Greene)

Erica Younglove (Albemarle)  
Michael Powers (Albemarle)  
Kathy Johnson Harris (Charlottesville)

#### TRUSTEES ABSENT

Thomas Unsworth (Albemarle)

Lisa Woolfork (Charlottesville)

#### OTHERS PRESENT

David Plunkett, Library Director  
Ginny Reese, Staff Reporter & Greene Manager  
Jerry Carchedi, Business Manager  
Katherine Perdue, Digital Services Coordinator

Zach Weisser, Specialist  
Krista Farrell, Assistant Library Director  
Sarah Hamfelt, Reference and Adult Services Manager  
Josh Howard, Collections and Technology Manager

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#### CALL TO ORDER & DISPOSITION OF THE MINUTES OF THE PREVIOUS MEETING

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was convened **VIRTUALLY WITH NO TRUSTEES PHYSICALLY CONGREGATED** on Monday, July 27, 2020 at 3:00 PM using videoconferencing software. (A recording of the meeting is available here: <https://www.youtube.com/watch?v=OCKDKd3PTsM>). The minutes for the June 22, 2020 Board Meeting were approved unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Craig welcomed Trustee Powers back to the Board. Director Plunkett read a statement from former Trustee Gary Grant in support of option "A" regarding a proposed change to JMRL's fiscal year 2021 schedule of library closings.

#### TRUSTEE CONTINUING EDUCATION

None.

#### NEW BUSINESS

##### *1. JMRL's COVID-19 Response Plan*

Director Plunkett reviewed JMRL's COVID-19 response so far. JMRL moved from Tier 5 to Tier 4 on May 26, 2020 to provide curbside and drive-up service. The public response has been very good. Originally, a move to Tier 3 was planned for July 6, which included limited in-building hours and 50% occupancy restrictions. This move was postponed for two weeks due to capacity constraints. The plan was then to move to Tier 3 on July 20. Staff responses expressed concern about the ability to limit exposure. Local trends for COVID positivity also increased during the same period. The Emergency Planning Committee (EPC) then revised the plan. Director Plunkett then requested Board input to address increased staff risk in opening buildings, and then presented Tier 3: Express Appointment Services & Curbside Driveup (see attachment).

Tier 3 allows members of the public to enter the library if they make an appointment, limited by length of stay and number of people present. President McDuffie expressed concern about browsing the stacks, and suggested providing "quarantine book carts" for any materials touched (but not checked out by the patrons) to be quarantined for 72 hours. She also asked that staff members be required to wear a mask at all times, regardless of whether or not they were in a closed room alone, except when eating and drinking. Director Plunkett said that according to the Department of Labor and Industry Standards, staff will be required to undergo training on safety precautions. President McDuffie requested that a log be maintained in which staff would indicate that they passed all requirements for entering the building. Trustees Younglove, Powers, and Harris suggested modifications so as to remain HIPAA compliant with respect to staff medical information.

Trustee Harris moved to approve the details of the Tier 3 plan, with the modifications: (1) add a checklist for staff as they perform their wellness check; (2) add quarantine carts to the stacks for materials touched while browsing; (3) make gloves available for patrons; (4) specify that masks need to be worn at all times by staff unless consuming food or drink. The motion passed unanimously.

President McDuffie asked Director Plunkett to notify the public and distribute an agenda for a Special Session of the Board to be held virtually, Friday July 31, 2020 to discuss timing for implementing the Tier 3 plan.

#### *2. Beta Website (Dr. Josh Howard, JMRL's Collections and Technology Manager)*

Manager Howard and Digital Services Coordinator Perdue then showed to the Trustees some of the salient features of JMRL's new website design, still in "beta" version. Features include a single page for all "digital" resources (such as online databases and electronic books and audio materials), an integrated content management system (CMS) for areas requiring staff input, a streamlined front page design, and a more thorough search engine and search user interface for both the catalog and the site. Manager Howard indicated his goal to solicit input from the public; strategies may include: information at the staff-public interface; informational bookmarks placed in checked out materials; Public Communications Specialist JessiLane Braswell including details in public communications.

### **COMMITTEE APPOINTMENTS AND REPORTS**

None.

### **OLD BUSINESS**

#### *1. Committee Assignments*

President McDuffie read the Committee assignments for FY21. **Budget:** Unsworth (chair), Craig, West, Woolfork, McDuffie. **Five-Year Plan:** Younglove (chair), Woolfork, McDuffie. **Personnel:** Mullen (chair), Unsworth, Harris. **Technology:** Craig (chair), West, Powers. **Policy:** Powers (chair), Harris, Younglove, Mullen. **Friends Liaison:** Craig.

#### *2. FY21 Schedule of Library Closings*

This item was not discussed due to time constraints.

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

Director Plunkett reported that thirty-year employee Geri Powell retired and Scottsville Manager Megan England gave birth. Tomorrow (July 28) at 11:am, in conjunction with the Virginia Festival of the Book, Librarian Tasha Birkhead will host a virtual talk with Kwame Alexander about an illustrated version of "The Undefeated." Lorenzo Dickerson continues to film his documentary about one-hundred years of library service in the region. Director Plunkett will be registering all Trustees for a United for Libraries Virtual Conference, which some staff will be attending as well, to take place August 4 through 6. Overdrive acquired Recorded Books, and their digital apps (Libby and RBDigital) will merge at some future point.

### **OTHER MATTERS**

None.

### **FUTURE AGENDA ITEMS**

Future agenda items include: Special Session of the Board on July 30, 2020, held virtually. The next regularly scheduled Board Meeting will take place on August 24, 2020 with the meeting format and location to be determined.

### **ADJOURNMENT**

The meeting adjourned at 5:19 pm.

(MM:DP:zw)

## **FRIENDS OF THE LIBRARY**

The Library Board recognizes and supports a region-wide role for a special category of volunteers, the Friends of the Jefferson-Madison Regional Library. The Board also supports the activities of local groups of Friends, which provide for needs and programs related to the specific Branches.

The Library Director shall encourage and appropriately facilitate the events and fund-raising activities of the Jefferson-Madison Regional Library Friends, such as book sales. Use of the funds raised through the Friends' activities must be consistent with the policies and mission of the Library and is determined by the Friends' Board in consultation with the Library Director.

The Board supports the efforts of the Friends to increase community awareness of the mission and services of the Library.

Adopted January 23, 1990  
Revised 12/20/10

**2020-2021 SCHEDULE OF LIBRARY CLOSINGS**

(p)	July 4, 2020	Saturday	Independence Day
(p)	September 7, 2020	Monday	Labor Day
	October 12, 2020	Monday	In-Service Day
(p)	November 11, 2020	Wednesday	Veterans Day
(p)	November 26, 2020	Thursday	Thanksgiving Day
(p)	November 27, 2020	Friday	Day after Thanksgiving
(p)	December 24, 2020	Thursday	Christmas Eve
(p)	December 25, 2020	Friday	Christmas Day
(p)	December 26, 2020	Saturday	Day after Christmas
(p)	January 1, 2021	Friday	New Year's Day
(p)	January 18, 2021	Monday	Martin Luther King, Jr. Day
(p)	February 15, 2021	Monday	Presidents' Day
	April 4, 2021	Sunday	Easter (Central Library)
(p)	May 31, 2021	Monday	Memorial Day
(p)	June 19, 2021	Saturday	Juneteenth

- (p) Indicates staff paid holidays.
- If a paid holiday falls on a staff member's non-work day, the staff member will be given compensatory time off to be used during the fiscal year at their supervisor's discretion.
- In addition to the above 13 paid holidays, eligible staff receive 2 personal days. New regular staff members are eligible for personal days after 90 days of service.
- Library closes at 5:00 p.m. on Thanksgiving Eve & New Year's Eve.
- **Central Sunday Openings:** September 13, 2020 thru May 23, 2021 (Sunday after Labor Day through Sunday before Memorial Day weekend).

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