



LIBRARY BOARD'S AGENDA – DECEMBER 28, 2020

Monday – 3:00 pm

VIRTUAL MEETING ([LINK](#))

or

PHONE NUMBER 888 788 0099 (Toll Free)

(webinar ID= 852 4637 1106)

[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 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-

1. JMRL Staff Committees (David Plunkett, Library Director)

3:30 New Business-

1. Introduction of New Albemarle Trustee, Tony Townsend

3:40 Committee Appointments and Reports

1. Policy Committee Report

4:00 Old Business-

1. JMRL's COVID Response Plan Update
2. Customer Service Statement
3. Proposed FY22 Budget

4:30 Library Director's Report

4:45 Other Matters

5:00 Future Agenda Items

5:05 Proposed Adjournment



Jefferson-Madison Regional Library

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

[DRAFT v.02]

MINUTES OF THE NOVEMBER 23, 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)

Michael Powers (Albemarle)
Thomas Unsworth (Albemarle)
Lisa Woolfork (Charlottesville)
Kathy Johnson Harris (Charlottesville)

TRUSTEES ABSENT

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 Hamfeldt, Reference and Adult Services Manager

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, November 23, 2020 at 3:00 PM using videoconferencing software. (A recording of the meeting is available here: [pending]). The minutes for the October 26, 2020 Board Meeting were approved unanimously after amending to add Trustee Harris's name to those present.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee West stated his appreciation for the thorough job that Trustee Unsworth did as Chair of the Budget Committee.

TRUSTEE CONTINUING EDUCATION

1. JMRL Compensation Committee Report (Krista Farrell, Assistant Library Director)

Manager Farrell delineated some of the duties of the Compensation Committee, including: maintain title consistency, review reclassification requests, monitor trends in library evaluation systems, implement a new, simpler system by the end of 2023 in accordance with the current Five-Year Plan, implement adherence to new Virginia minimum wage requirements, review JMRL leave accrual rates, and update the Assessment Manual.

NEW BUSINESS

1. Staff Leave Accrual Discussion

Director Plunkett reported that the Compensation Committee recommended aligning JMRL vacation leave accruals with the City of Charlottesville leave accruals. He presented the different systems, including Albemarle County's and UVA's system. He reviewed responses to a survey he had sent to other library systems in Virginia: of 18 responses, 13 said they do not make a change until year 5; the others were very varied. Most systems are broadly similar to JMRL's. There would not be a direct budgetary impact; the impact would be in work-hours such that managers would have to adjust schedules to achieve full coverage. Managers reported to him that they believed it would be achievable. If JMRL would make this change it would affect 24 employees in the 3-5 year bracket, and 13 employees in the 10-15 year bracket, totalling about 1,100 vacation hours. That would equal about \$23,000 in additional liabilities. President McDuffie said a specific Committee should look at this, particularly with an eye to staff retention. Trustee Unsworth said that many of the flexible hours were used for extra programming now, and asked if recategorized shelvers would be able to cover tasks. Director Plunkett confirmed that they would. Trustee Powers asked what the service trade-off would look like. Trustee Mullen asked if the impact of the changes could be looked at branch-by-branch, and said the Personnel Committee would discuss this.

2. Acceptance of All of Us Book Club Kit grant from the Network of the National Library of Medicine

Director Plunkett reported that staff are seeking a motion from the Library Board to accept this grant from the Network of the National Library of Medicine for up to \$300 for the purchase of Book Club Kit books. Trustee West so moved, and the motion passed unanimously.

3. Removal of Policy 4.33, Printing and Copying

Trustee Powers motioned to remove Policy 4.33 Printing and Copying from the Policy Manual. The motion passed unanimously.

COMMITTEE APPOINTMENTS AND REPORTS

1. Budget Committee Report

Director Plunkett presented the Proposed Library Budget for FY22. The budget includes a 2% COLA raise for staff, a new position at Nelson, increased costs for retirement for the defined benefits plan, and 9 positions going to \$11 minimum wage step. The total increase to the budget is 2.4%. The percent of circulation per jurisdiction has shifted; Greene, Louisa, and Nelson's share of regional costs went down.

OLD BUSINESS

1. Potential Vote on JMRL's Proposed FY22 Budget

Thomas Unsworth moved to accept the Proposed FY22 Budget as presented. The motion passed unanimously.

2. JMRL's COVID Response Plan Update

Director Plunkett said that Crozet and Scottsville opened for Tier 3 service. He presented data on appointments scheduled. Monday December 14 is a "target planning date" for Gordon, Central, and Northside to move to Tier 3. A full two weeks of travel data will be available by that point. Protocols are still holding strong; there has been 100% compliance from the public. Last week, full Interlibrary Loan (ILL) services became available. The Trustees discussed increasing outreach efforts to see larger usage numbers. Trustee Woolfork reminded the Trustees that low usage numbers could equally be a result of changing habits due to the pandemic.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported a date for a virtual Customer Service Committee joint work session with trustees, staff, and members of the public; the Committee will white-board the Board's comments at that meeting. The Friends of the Library are open at Gordon Avenue for donations again Mondays through Saturdays 10-4. JMRL is taking on a partnership with the Office of Diversity of Inclusion at UVA on a community read of Dr. Martin Luther King's book *Where do we go from here?* and distribution of physical copies to members of the public. A zoom discussion for the entire community will take place January 25, 2021.

OTHER MATTERS

None.

FUTURE AGENDA ITEMS

Future agenda items include a report from the Policy Committee and Continuing Education on all JMRL Committees. The next regularly scheduled Board Meeting will take place on December 28, 2020 with the meeting format and location to be determined.

ADJOURNMENT

The meeting adjourned at 4:30pm.

(MM:DP:zw)

STAFF COMMITTEE ASSIGNMENTS

The following list includes staff committees only. For membership of Library Board committees, use [About JMRL](#). A star (*) indicates chair.

Adult Services Committee

Megan England
Margarete Gillette
Sarah Hamfeldt*
Susan Huffman
Ophelia Payne
Ginny Reese
Evan Stankovics
Camille Thompson
Hayley Tompkins

Children's Committee

Corey Bauer
Jolyn Bullock
Angela Critics*
Jacqui Dempsey-Cohen
Karen Gillaspie
Holly Huffman
Susan Huffman
Rhonda Johnson
Peggy Kerl
Anne Lindberg
Cathy Metallo
Ginny Reese
Glynis Welte
Heather Wilk
Whitney Zhang

Circulation Committee

Linn Browning
Megan England
Brittany Eversberg*
Susan Huffman
Ophelia Payne
Ginny Reese
Latasha Richards

Compensation Committee

Krista Farrell*
Lindsay Ideson
Mary Lamb
Dakota Marsh
Anne-Marie Parish
Heather Pehnec
Zach Weisser

Customer Service Committee

Anne Lindberg
Brittany Eversberg *
Heather Pehnec
Latasha Richards
Nancy Toms

Sadie Evergreen
Tim Carrier
Yulita Ellis

Emergency Planning Committee

[Meeting Minutes](#)

Brittany Eversberg
Hayley Tompkins
Jerry Carchedi
Krista Farrell*
Lindsay Ideson
Peggy Kerl

Equity Committee

Abby Cox
Angela Critics
David Plunkett
Jessica Moore
Margarete Gillette
Ophelia Payne*
Rachel Neff
Sarah Hamfeldt*

Goodwill Committee

Jessilane Braswell
Abby Cox*
Angela Critics
Meredith Dickens
Krista Farrell
Sarah Hamfeldt
Jess Moore
Heather Pehne
Evan Stankovics

Poem in your Pocket Day Committee

Tasha Birckhead
Tim Carrier*
Brittany Eversberg*
Karen Gillaspie
Tim Kirwan
Wyn Schell
Chris Smith
Alan Van Clief

Programming Committee

Tim Carrier
Angela Critics
Sarah Hamfeldt*
Susan Huffman
Margaret Lake
Hayley Thompson

Summer Reading Program Committee

Tim Carrier*
Angela Critics
Abby Davis
Karen Gillaspie
Margarete Gillette
Sarah Hamfeldt
Susan Huffman
Whitney Zhang

Social Media Committee

Tasha Birckhead
Jessilane Braswell*

Miranda Burnett
Megan England
Michelle Ehrich
Sadie Evergreen
Krista Farrell
Mary Noble-Ellis
Anne-Marie Parrish
Karen Rodgers
Camille Thompson
Jennifer Whitley

Technology Advisory Committee

Meredith Dickens
Jess Edington
Megan England
Sadie Evergreen
Josh Howard*
David Oxford
Stella Pool
Cindy Ritter
Chris Smith
Maddie Smith

Training Committee

Anne-Marie Parrish
Hayley Tompkins*
Krista Farrell
Meredith Dickens
Megan England
Megan Reid
Neda Defibaugh
Sierra Hammons
Susan Huffman
Tasha Birckhead

Web Committee

Jessilane Braswell
Tim Carrier
Angela Critics
Meredith Dickens
Katherine Perdue*
Stella Pool
Hayley Tompkins

Young Adult Services Committee

Tasha Birckhead
Tim Carrier*
Neda Defibaugh
Michelle Ehrich
Yulita Ellis
Sadie Evergreen
Anne Lindberg
Jess Moore
Mary Noble-Ellis
Anne-Marie Parrish

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UNSOLICITED GIFTS OF NON-LIBRARY MATERIALS

The acceptance of unsolicited gifts of money or other non-library materials may be subject to approval by the Library Board of Trustees, **at the discretion of the Director**. Donors of these gifts may suggest **uses limited to** a specific purpose or location prior to acceptance, **but any restrictions must be acknowledged in advance by a written agreement between the donor and the Library**. Once accepted, the gifts become the property of the Library. Undesignated gifts will be used by the Library Board in any way it deems appropriate.

In order to ensure alignment with JMRL priorities, gifts that are solicited on behalf of the Library by staff, Friends of the Library, or fundraising organizations should be approved in advance by the Library Director.



JEFFERSON-MADISON
REGIONAL LIBRARY

JMRL CUSTOMER SERVICE STATEMENT

Original Draft- Serving the patron is JMRL's top priority. Positive library experiences connect JMRL with the communities we serve, fostering personal growth and lifelong learning.

New Draft- Libraries are for **everyone**. We're pleased to offer you library service with kindness, respect, and understanding.

grow. learn. connect.





JEFFERSON-MADISON REGIONAL LIBRARY

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JMRL Prioritized Director Objectives for FY21:

1. Guide JMRL through the Library's 5 Tiered COVID-19 response plan.
2. In FY21, work with the Board Policy Committee and JMRL Equity Committee to craft an anti-racism policy for JMRL.
3. Update the staff training plan (JMRL Five Year Plan Goal 3, Objective 5).

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Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County