



LIBRARY BOARD'S AGENDA – FEBRUARY 22, 2021

Monday – 3:00 pm

VIRTUAL MEETING ([LINK](#))

or

PHONE NUMBER 888 788 0099 (Toll Free)

(Webinar ID: 892 6935 5109

Passcode: 603830)

[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. Poetry Programming (Tim Carrier, Young Adult Services Manager and Tasha Birckhead, Young Adult Librarian)

3:30 New Business

1. FY21 General Fund Expenditure (Budget/Finance Committee Report)

3:40 Committee Appointments and Reports

1. Personnel Committee Report
2. Employee Handbook Working Group Report

4:00 Old Business-

1. JMRL's COVID Response Plan Update
2. 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

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MINUTES OF THE JANUARY 25, 2021 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)
Kathy Johnson Harris (Charlottesville)

Michael Powers (Albemarle)
Thomas Unsworth (Albemarle)
Lisa Woolfork (Charlottesville)
Tony Townsend (Albemarle)

TRUSTEES ABSENT

None.

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, January 25, 2021 at 3:00 PM using videoconferencing software. (A recording of the meeting is available here: <https://youtu.be/ID-jeDK91Jw>). The minutes for the December 28, 2020 Board Meeting were approved unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

None.

TRUSTEE CONTINUING EDUCATION

1. *Local Voices Collection (Meredith Dickens, Collection Manager)*

Meredith Dickens provided continuing education regarding the [Local Voices Collection](#).

NEW BUSINESS

1. *Report on Employee Manual Working Group*

Trustee Powers reported that the Working Group (WG) is working on a draft outline for the working document; high-level topics will be expanded into detailed sections. A representative from the WG will attend an upcoming Personnel Committee Meeting to survey how those members would like to be involved. He expects to be able to provide a WG report every Board meeting, and bring a late draft outline to the Policy Committee at the February meeting.

COMMITTEE APPOINTMENTS AND REPORTS

1. *Personnel Committee Report*

Chair Mullen reported that the Committee is lacking enough staff representation, and the Committee will seek to add more staff members. The two topics being addressed are a \$15 living wage (and the difficulties avoiding salary compression) and increasing annual leave accrual by adding intermediate anniversary "steps" to the leave schedule. The Committee may present at the February Board meeting.

OLD BUSINESS

1. *JMRL's COVID Response Plan Update*

Director Plunkett reported that JMRL is in Tier 3, although in-person appointments were paused for seven days the prior week due to local percent positivity rates. In-person appointments paused at the Louisa branch for two days in late December

because several staff members were out for contact tracing. Regarding vaccinations, JMRL staff is classified as 1B, so vaccines are available in the current phase, although with low supply late winter is likely the soonest the phase will end. He provided statistics on programming and circulation numbers; December marked the first month since the pandemic that a branch (Nelson) came within 10% of pre-pandemic circulation. The Emergency Planning Committee will be examining the materials quarantine period and fine implementation at a meeting tomorrow..

2. *Vote on Policy 1.6, Gifts of Non-Library Materials*

Trustee Powers moved that the revisions to Policy 1.6, Gifts of Non-Library Materials be adopted. The motion passed unanimously.

3. *Proposed FY22 Budget*

Director Plunkett reported that jurisdictions are reviewing the Proposed Budget. Regarding the Equipment Budget, JMRL has held all requests from managers for FY21; purchases will begin now and extend until the end of the FY. Correcting a statement from last meeting (that JMRL had received no fine revenue, and had made no purchases except Covid related purchases), IT equipment and Covid related supplies are being purchased, and over \$20,000 revenue came in from online fine payments (for materials that were fined before fines were suspended). There have been unanticipated increases to various fund groups this year, including from salary savings, increases in state aid, and a retirement fund forfeiture from the City of Charlottesville.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Dial-A-Story program, active since last summer, changed systems to offer more flexibility, including providing more than one story at a time. The Daily Progress reported on the program, and local newscasters were so excited they offered to read stories for the program. The number is 434.443.2300. The Where Do We Go From Here panel meets this evening; JMRL helped distribute books for the program. Director Plunkett will speak with Lorenzo Dickerson on a program hosted by the Albemarle County Historical Society (ACHS) to speak about 100 Years of Library Service. JMRL is also working with ACHS to display panels on Central's third floor detailing the history of the library's services, a suggestion which emerged from the Swanson Case Courtroom Working Group. Gordon's Story Walk has received excellent attendance (the book is *Undefeated* by Kwame Alexander). Last week the Louisa County Board of Supervisors recognized 30 years of service for Jolyn Bullock. Sarah Hamfeldt will be leaving JMRL at the end of January 2021.

OTHER MATTERS

None.

FUTURE AGENDA ITEMS

Future agenda items include Committee reports, a WG report through the Policy Committee, and potentially the finished Audit for FY20. The next regularly scheduled Board Meeting will take place on February 22, 2021 with the meeting format and location to be determined.

ADJOURNMENT

The meeting adjourned at 4:05pm.

(MM:DP:zw)

CONDUCT IN THE JEFFERSON-MADISON REGIONAL LIBRARY

(EFFECTIVE JULY 1, 2014)

~~In order to provide an atmosphere conducive to the proper use of its services and facilities, the Jefferson-Madison Regional Library requires the public to comply with the following rules and regulations:~~

The Library is a public place shared by all. To ensure our spaces are functional and welcoming, JMRL asks that visitors respect others' use of the library by following these guidelines:

1. Improper or illegal conduct is prohibited. The following forms of conduct ~~shall be~~ **are** considered improper:
 - a. Disorderly conduct: **Behavior that disrupts the regular use of library services**
 - b. Obscene, abusive, or sexual language or acts
 - c. Presence in the library or on the library grounds while under the influence of any intoxicant, narcotic, or similar substance
 - d. Use of tobacco products or any smoking **or vaping** device
 - e. Mutilating or defacing any library property
 - f. Soliciting patrons or staff in library facilities
 - g. Use of library facilities for bathing, laundry, or personal grooming
 - h. Napping or sleeping that is inconsistent with ~~or disruptive of the normal use of library facilities~~ **the library.**
 - i. **Willful violation of copyright laws. Compliance with copyright laws in the use of Library equipment is the responsibility of the user.**
2. Shoes and shirts must be worn in the library.
3. Cellular phones and other audio devices must be used with consideration for others. Ringers must be turned off and conversations must not be disruptive to others.
4. Covered drinks are permitted. Dry snacks such as candy, cookies, and popcorn (e.g., food generally dispensed in vending machines) are allowed, but ~~hot~~ **other** foods are prohibited except in library meeting rooms.
5. ~~All library materials must be checked out in accordance with established procedures prior to removal from the library.~~ **All library materials must be properly checked out before being removed from the library.**
6. The library is not responsible for unattended items. Unattended possessions ~~are subject to search and disposal~~ **may be searched or disposed of** at the discretion of library staff. Personal possessions must be contained in an area that does not impede others.
7. Library staff may request ~~that visitors~~ **patrons to** provide proper identification if needed to provide service.
8. Animals, other than **trained** service animals, are not permitted in library buildings, except for programs approved by the Director, Department or Branch Manager. ~~In addition, a~~ **Animals outside the library** may not be left unattended or tethered to library property for more than 10 minutes, ~~and only in areas that do not~~ **must not** obstruct public walkways/entrances.

~~FAILURE TO COMPLY WITH ANY OF THE ABOVE RULES AND REGULATIONS MAY RESULT IN
SUSPENSION OF LIBRARY PRIVILEGES AND/OR REMOVAL FROM THE LIBRARY.~~

Visitors who do not follow these guidelines risk removal from the library and loss of future library privileges.