



LIBRARY BOARD'S AGENDA – JANUARY 25, 2021

Monday – 3:00 pm

VIRTUAL MEETING ([LINK](#))

or

PHONE NUMBER 888 788 0099 (Toll Free)

(webinar ID= 874 4714 0389)

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. Local Voices Collection (Meredith Dickens, Collection Manager)

3:30 New Business

1. Report on Employee Manual Working Group

3:40 Committee Appointments and Reports

1. Personnel Committee Report

4:00 Old Business-

1. JMRL's COVID Response Plan Update
2. Vote on Policy 1.6, Gifts of Non-Library Materials
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

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MINUTES OF THE DECEMBER 28, 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)
Tony Townsend (Albemarle)

TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene 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, December 28, 2020 at 3:00 PM using videoconferencing software. (A recording of the meeting is available here: [pending]). The minutes for the November 23, 2020 Board Meeting were approved unanimously, Trustee Townsend abstaining.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Powers had the opportunity to visit Nelson Memorial Library and thought it was a beautiful and enticing space and the results of the expansion were fantastic.

TRUSTEE CONTINUING EDUCATION

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

Director Plunkett provided continuing education [see attached handouts] regarding Staff Committees at JMRL.

NEW BUSINESS

1. *Introduction of New Albemarle Trustee, Tony Townsend*

Trustee Tony Townsend, replacement for former Trustee Erica Younglove's Albemarle County seat, was introduced to the Board.

COMMITTEE APPOINTMENTS AND REPORTS

1. *Policy Committee Report*

Chair Powers presented the final draft for Policy 1.6 Unsolicited Gifts of Non-Library Material, to be voted on during the January 2021 Board meeting. The Committee intends to have a draft of Policy 4.232 Conduct at JMRL after the February 2021 Policy Committee meeting to present at the February 2021 Board meeting. A working group, to consist of Trustees Powers and Townsend as well as JMRL staff, will be convened to compare JMRL's personnel policies and procedures to other Virginia library personnel manuals and identify omissions in JMRL's documents.

OLD BUSINESS

1. *JMRL's COVID Response Plan Update*

Director Plunkett reported that JMRL expects to remain in Tier 3 without changes until late January, at which time capacity and hours will be reevaluated. Some patrons are not getting their first choice of appointment times at Northside Library because of demand. Mask compliance among patrons is 100%. No infections among staff have occurred.

2. *Customer Service Statement*

Director Plunkett presented the most recent version of the Customer Service Statement which incorporated the Board's latest suggestions. Trustee Woolfork motioned to Accept the Customer Service Statement as presented for the Library. The motion passed unanimously.

3. *Proposed FY22 Budget*

Director Plunkett reported that Covid-related costs from FY20Q4 and FY21Q1 exceed \$50,000; the Library is no longer collecting fines and fees, so the Equipment Fund is effectively not receiving revenue. JMRL has not purchased any equipment approved for the FY21 budget other than Covid equipment. Because of the hiring freeze, the Operating Budget surpassed its allowed 5% carryover at the end of FY20 and JMRL will be crediting just under \$50,000 to the jurisdictions. As far as the Proposed Budget meetings with the jurisdictions, Louisa County would like to support a 2% raise. The City of Charlottesville may ask for flat funding.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported on progress for the top three Director goals, including guiding JMRL through the five-tier Covid response plan, working with an Equity Committee to craft an Anti-Racism Policy, and updating the staff training plan. JMRL signed a Memorandum of Understanding with Albemarle County public schools to house and maintain a Child Development collection with funding of \$3,000 annually to be provided by the County schools. JMRL is working with the Albemarle County Historical Society to produce a semi-permanent display focusing on the centennial of public library service in the community. Work is ongoing with filmmaker Lorenzo Dickerson to create a short film to confront and discuss the segregationist past of public library service and the growth of JMRL. JMRL is partnering with UVa on a book discussion of *Where Do We Go From Here?* by Martin Luther King, Jr. An upcoming gift of \$10,000 will seed the Scottsville Library Fund.

OTHER MATTERS

None.

FUTURE AGENDA ITEMS

Future agenda items include a Personnel Committee report, a vote on Policy 1.6 Unsolicited Gifts of Non-Library Material, and continuing education. The next regularly scheduled Board Meeting will take place on January 25, 2021 with the meeting format and location to be determined.

ADJOURNMENT

The meeting adjourned at 4:00pm.

(MM:DP:zw)

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.