



**LIBRARY BOARD'S AGENDA – JULY 22, 2019**

Monday – 3:00 pm  
**Northside Library**  
**705 West Rio Road**  
**Charlottesville, VA 22901**

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

- 3:00 p.m. Call to Order & Disposition of the Minutes of the Previous Meeting**
- 3:05 Announcements & Public Comments**
- 3:10 Trustee Continuing Education-**
1. Friends of the Library Endowment of Funds at the Charlottesville Area Community Foundation (CACF)
- 3:10 New Business-**
1. Nelson Foundation Grant
  2. Trustee Contact Info
- 3:30 Committee Appointments and Reports-**
1. None Scheduled
- 3:50 Old Business-**
1. Mission Statement Discussion and Possible Vote
  2. Safe Child Policy (4.234) and Staff Training and Development Policy 2.2 Discussion and Possible Vote
  3. Update on McIntire Library Basement
- 4:20 Library Director's Report**
- 4:25 Other Matters**
- 4:30 Future Agenda Items**
- 4:35 Proposed Adjournment**



# Jefferson-Madison Regional Library

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

## DRAFT

### MINUTES OF THE JUNE 24, 2019 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Marcia McDuffie (Nelson)  
Wendy Wheaton Craig (Louisa)  
Carla Mullen (Charlottesville)  
James West (Greene)

Vice President Jane B. Kulow (Albemarle)  
Kathy Johnson Harris (Charlottesville)  
Michael Powers (Albemarle)  
Brian LaFontaine (Albemarle)  
Lisa Woolfork (Charlottesville)

#### TRUSTEES ABSENT

(none)

#### OTHERS PRESENT

David Plunkett, Library Director  
Ginny Reese, Staff Reporter & Greene Manager  
Thomas Unsworth, incoming Albemarle Board Trustee

Zach Weisser, Specialist  
Krista Farrell, Assistant Library Director  
Jerry Carchedi, Business 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 called to order on Monday, June 24, 2019 at 3:04 PM in the meeting room of Northside Library, 705 West Rio Road, Charlottesville, VA 22901, President McDuffie being in the chair. Trustee LaFontaine motioned for the approval of the May 20, 2019 minutes. The motion passed unanimously, Trustees Woolfork and Kulow being absent for the vote.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett reported that the terms of Trustees Powers and LaFontaine will expire at the end of the month. Erica Younglove and Thomas Unsworth will occupy those seats. Collection materials had been purchased and donated to the outgoing Trustees' respective home libraries, one book for each year of service.

No public comments.

#### TRUSTEE CONTINUING EDUCATION

None scheduled.

#### NEW BUSINESS

##### *1. McIntire Library Basement Discussion*

Director Plunkett reported that the original McIntire Public Library building, shared between the Albemarle County Historical Society (ACHS) and JMRL, was recently leased to the ACHS by the City of Charlottesville for a term of three years. Director Plunkett and ACHS are negotiating over use of the basement space.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Policy Committee Report*

Chair Powers reported that the Committee reviewed policies for inclusion of "hands-free" directives and decided to modify Safe Child Policy (4.234) and Staff Training and Development Policy 2.2. After a discussion and minor changes, Director Plunkett presented the final versions of both Policies, to be voted on at the July 2019 Board meeting. The committee also recommended the creation of an overarching policy to guide staff in public service.

Chair Powers presented the Mission Statement draft to discuss. President McDuffie indicated that the final formal draft will be distributed before the July 2019 Board meeting so that it can be voted on at that meeting.

Trustee Harris requested to see more people of color in the images included with the proposed FY2020 Budget.

## *2. Nominating Committee Report*

Trustee Mullen recommended nominating President McDuffie to continue as President, and Trustee Craig to serve as Vice President for FY20. President McDuffie distributed the Committee membership for FY20. Trustee LaFontaine motioned to approve the Board officer nominations as presented. The motion passed unanimously.

## **OLD BUSINESS**

### *1. Hands-Free Policies and Procedures Follow Up*

Director Plunkett reported that the Staff Compensation Committee will draft competencies on equity and diversity for all staff to be evaluated on annually. Senior Staff will create a new centralized staff orientation, which will include customer service and implicit bias training elements. Director Plunkett intends to book Project Implicit to present at JMRL In-Service Day. He is seeking to collaborate with the Curry School of Education, City of Charlottesville Human Resources Department, and the Charlottesville Office of Human Rights to create training modules for staff. President McDuffie noted the importance of Strategic Plan Goal #3, Objective #8, to address diverse hiring at JMRL.

### *2. FY20 JMRL Budget Discussion and Planning Schedule and Vote*

Director Plunkett presented the proposed Budget Planning Schedule for the FY21 budget. Trustee LaFontaine motioned to accept the Schedule. The motion passed unanimously.

Director Plunkett presented the FY20 Budget. Trustee LaFontaine motioned to accept the Budget. The motion passed unanimously.

### *3. JMRL Five Year Plan Discussion and Vote*

Vice President Kulow motioned to accept the Five Year Plan with the ability to swap in the new Mission Statement as adopted in 2019. The motion passed unanimously.

### *4. Library Director Annual Objectives Discussion*

Director Plunkett presented his objectives and visions for the current year based on goals from the JMRL Strategic Plan, and highlighted (i) creation of a customer service committee and guiding statement, with an emphasis on equitable service for a diverse population, (ii) expanding the Nelson Memorial Library, (iii) redesigning the public website. He clarified the yearly schedule to revisit Director objectives: set goals and objectives for the following year in June, conduct a mid-year discussion in December, and have the yearly evaluation in May.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that Virginia will publish a new Board Trustee Handbook. The State Library is also publishing an updated "Planning for Library Excellence" with state standards for public libraries. The Bookmobile will add two stops (Crescent Hall and Midway Manor) and lose one (The YMCA at McIntire Park).

## **OTHER MATTERS**

Trustee Woolfork reported on an email she received from a patron asking for clarification regarding wet and dry food possession and consumption in the library; she will forward the email to Director Plunkett.

## **FUTURE AGENDA ITEMS**

Future agenda items include votes on the JMRL Mission Statement, Safe Child Policy and Staff Training and Development Policy. The next Board meeting will take place on July 22nd, 2019, at Northside Library, at 3 pm.

## **ADJOURNMENT**

Vice President LaFontaine moved to adjourn. The motion passed unanimously and the meeting adjourned at 4:15 PM.

(MM:DP:zw)

**Mission Statement:**

**JMRL fosters personal growth and life-long learning for all by connecting people with ideas, information, and each other.**

**Values:**

**WE SERVE OUR COMMUNITY.** Our goal is to deliver exceptional service and honor our place at the center of the communities we support. We are committed to offering you qualified and well-trained staff equipped to meet your information needs. We appreciate diversity and are mindful of the culture and history of our organization, our region, and our communities.

**WE PROVIDE FREE, EQUITABLE, OPEN ACCESS TO INFORMATION.** We carefully curate a collection of physical and electronic materials that reflects our community. We believe public libraries play a critical role in fostering a democratic society, and we embrace our responsibility to amplify a full spectrum of voices. We advocate for intellectual freedom and make your privacy a priority.

**WE INSPIRE LIFELONG LEARNING.** We provide education and experiences to community members at every stage of life. We strongly promote reading and writing, and teach critical skills that help you navigate the world of information and technology. We offer free recreational and educational events for kids, teens, and adults where you can indulge your curiosity, explore your interests, and discover new passions.

**WE CULTIVATE A WELCOMING ENVIRONMENT FOR COMMUNITY ENGAGEMENT.** We want our libraries to be comfortable, inviting, accessible spaces where you can work and play. We create opportunities for people to connect, exchange ideas, and discover community resources. Our libraries are inclusive spaces for people of all backgrounds, where everyone is welcomed and respected. We promote kindness and believe in service to the community.

## STAFF TRAINING AND DEVELOPMENT

The Library shall support the training and development of staff based on the following:

1. The Library's needs and priorities for development of specific expertise to meet future growth of services
2. Staff members' individual needs to develop specific competencies in their positions
3. The Jefferson-Madison Regional Library's role in support of statewide library activities
4. The Library's need for staff to meet minimum competencies in the use of new technology
5. The need for staff to meet JMRL standards when providing service to the public, including in areas of equity, diversity and inclusivity.

The Jefferson-Madison Regional Library supports Virginia Library Association membership for staff with ~~a seventy-five per cent reimbursement of dues.~~

Adopted 8/2001  
Reviewed 3/2011

Minor Update

## SAFE CHILD

The Jefferson-Madison Regional Library welcomes children of all ages to use its facilities and services, but does not accept responsibility for their safety and supervision. The Library strives to provide a safe environment, but safety cannot be guaranteed. The Library does not act *in loco parentis*.

For the safety and well-being of children:

Children age 9 or under must be adequately supervised, defined as a parent/guardian or assigned caregiver in the immediate vicinity (within sight and conversational distance). Older children 10 and up may use the library unattended provided they maintain proper behavior. Children 12 years of age or older may act as caregivers for younger children.

Staff is authorized to contact appropriate authorities if a situation appears to be dangerous or neglectful to a child, or if a parent/guardian or caregiver cannot be located or contacted within 30 minutes or if a child is suspected to be truant. The library cannot be held responsible for children not picked up by library closing time. Failure to comply with this policy may result in suspension of library privileges.

In addition, library employees and volunteers who work with children and youth (under age 18) should observe the two-person rule or the open-door policy. The two-person rule requires that employees shall make every reasonable effort to avoid situations where an employed or volunteer worker is alone with a child or youth in a closed room with no outside visual contact. The open-door policy requires any solid panel door be open at all times an employee or volunteer worker is alone with a child or youth. Under no circumstances will a staff member give a child or youth a ride home, or take a child or youth outside the building except on official library business such as a teen volunteer work assignment, or remain in a building alone with an unattended child. **Library staff should never make physical contact with any patron without prior consent from the individual or their caretaker, unless that patron is exhibiting behaviors dangerous to themselves or others.**

In order for library staff and volunteers to be easily identified, designated JMRL badges must be worn at all times when representing the library.

Revised 3/25/2013

Minor Update

C'ville Albemarle Louisa Nelson Greene Out of area Staff Use TOTAL

|                        |         |         |        |        |         |        |        |           |
|------------------------|---------|---------|--------|--------|---------|--------|--------|-----------|
| Central                | 138,599 | 143,783 | 8,406  | 9,003  | 12,911  | 6,718  | 8,986  | 328,406   |
| Gordon                 | 86,611  | 72,141  | 3,092  | 3,814  | 3,870   | 2,272  | 4,537  | 176,337   |
| Northside              | 86,467  | 337,394 | 10,958 | 7,842  | 31,300  | 11,261 | 8,247  | 493,469   |
| Scottsville            | 4,036   | 29,229  | 664    | 1,875  | 1,008   | 9,753  | 1,337  | 47,902    |
| Crozet                 | 23,354  | 217,080 | 2,686  | 12,714 | 5,925   | 2,021  | 5,302  | 269,082   |
| Bookmobile             | 2,903   | 11,001  | 599    | 419    | 1,130   | 583    | 274    | 16,909    |
| Louisa                 | 3,796   | 10,618  | 58,917 | 1,096  | 1,611   | 1,324  | 1,354  | 78,716    |
| Nelson                 | 2,220   | 7,240   | 643    | 38,303 | 804     | 925    | 1,552  | 51,687    |
| Greene                 | 4,617   | 15,900  | 1,043  | 906    | 56,492  | 2,208  | 1,747  | 82,913    |
| Downloadable materials | 36,815  | 98,312  | 10,941 | 5,890  | 10,550  | 3,441  | 2,200  | 168,149   |
| TOTAL                  | 389,418 | 942,698 | 97,949 | 81,862 | 125,601 | 40,506 | 35,536 | 1,713,570 |

|                                      | C'ville | Albemarle | Louisa | Nelson | Greene  | Out of area | Staff Use | Total     |
|--------------------------------------|---------|-----------|--------|--------|---------|-------------|-----------|-----------|
| Circ for same period last FY         | 345,023 | 836,638   | 92,983 | 76,760 | 119,624 | 35,820      | 31,779    | 1,675,672 |
| % change from same period of last FY | 12.9%   | 12.7%     | 5.3%   | 6.6%   | 5.0%    | 13.1%       | 11.8%     | 2.3%      |

Note: Jurisdiction circulation totals do not include downloadable materials for last FY.



# Nelson Memorial Library

FY2019

## USAGE



81,862

Items Checked out by  
Nelson residents

61,228

Visitors



## INTERNET SIGNUPS



6,225



## PROGRAMS

Number of Programs

402



Program Attendance

8,976

## REFERENCE HELP



3,240

Questions Answered







# Louisa County Library

## FY2019

### USAGE



97,949

Items Checked out by  
Louisa residents

79,007

Visitors



### INTERNET SIGNUPS



8,638



### PROGRAMS

Number of Programs

514



Program Attendance

11,573

### REFERENCE HELP



4,680

Questions Answered





# Greene County Library

FY2019

## USAGE

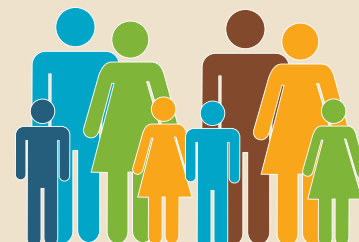


125,601

Items checked out by  
Greene Residents

60,541

Visitors



## INTERNET SIGNUPS



5351



## PROGRAMS

Number of Programs

411



Program Attendance

11,569

## REFERENCE HELP



5,856

Questions Answered

