



**LIBRARY BOARD'S AGENDA – MARCH 22, 2021**

Monday – 3:00 pm

**VIRTUAL MEETING ([LINK](#))**

or

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

**(Webinar ID: 858 5057 8122**

**Passcode: 636080)**

**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**

1. Bibliostat (David Plunkett)

**3:30 New Business**

1. Vote on Policy 4.232 (Conduct in JMRL)

**3:40 Committee Appointments and Reports**

1. Five Year Plan 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

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## MINUTES OF THE FEBRUARY 22, 2021 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

### TRUSTEES PRESENT

|  |                                 |
|--|---------------------------------|
| <u>President</u> Marcia McDuffie (Nelson)          | Michael Powers (Albemarle)      |
| Carla Mullen (Charlottesville)                     | Thomas Unsworth (Albemarle)     |
| <u>Vice President</u> Wendy Wheaton Craig (Louisa) | Lisa Woolfork (Charlottesville) |
| James West (Greene)                                | Tony Townsend (Albemarle)       |
| Kathy Johnson Harris (Charlottesville)             |                                 |

### TRUSTEES ABSENT

None.

### OTHERS PRESENT

|  |  |
|--|--|
| David Plunkett, Library Director             | Zach Weisser, Specialist                   |
| Ginny Reese, Staff Reporter & Greene Manager | 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 convened **VIRTUALLY WITH NO TRUSTEES PHYSICALLY CONGREGATED** on Monday, February 22, 2021 at 3:00 PM using videoconferencing software. (A recording of the meeting is available here: []). The minutes for the December 28, 2020 Board Meeting were approved unanimously.

### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Harris was mentioned in the *Daily Progress* for inspiring Alex Zan's work in Charlottesville on Black History Pathway. Trustee Woolfork's podcast "Stitch Please," which explores sewing and social justice, was covered in the *Cville Weekly*.

### TRUSTEE CONTINUING EDUCATION

1. *Poetry Programming (Tim Carrier, Young Adult Services Manager and Tasha Birkhead, Young Adult Librarian)*  
Manager Carrier and Librarian Birkhead presented on Poetry Programming. Though restrictions because of Covid have proven challenging, they hope to provide printed poems this year to the public during appointment visits. Lift Every Voice, a year-long celebration of 250 years of African poetry, takes place this year. *African American Poetry: 250 Years of Struggle & Song*, edited by Kevin Young, aims to highlight the diversity of African American poetry.

### NEW BUSINESS

1. *FY21 General Fund Expenditure (Budget/Finance Committee Report)*  
Trustee Unsworth recommended to the Board a potential motion to allocate General Fund savings from FY21 as a one-time payment to staff providing full-time staff with one-time net payments of \$1000 and other staff one-time net payments of \$500, with the remainder (approximate \$20,000) to supplement the Materials Budget. Trustee Mullen moved for the Library Board to approve an expenditure in FY21 from JMRL's General Fund's Fund Balance of up to \$158,000 for one time lump sum payments to staff, and up to \$20,000 to supplement the Library's materials budget. The motion passed unanimously.

### COMMITTEE APPOINTMENTS AND REPORTS

1. *Personnel Committee Report*  
Trustee Mullen reported that meetings with Albemarle County HR are taking place to discuss meeting the Virginia mandated \$15 minimum wage requirements. Regarding yearly leave accrual, Director Plunkett reported that many other comparable library systems offer an increase in the accrual rate at 10 years of service. JMRL only offers increases at 5 and 15 years. Trustee Mullen suggested that JMRL add this accrual rate bracket. Trustee Unsworth moved that JMRL add an annual leave

accrual period between ten and fifteen years of service. 40 hour employees between 10 and 15 years of service will accrue 140 vacation hours annually. 30-39 hour employees between 10 and 15 years of service will accrue 105 vacation hours annually. 20-29 hour employees between 10 and 15 years of service will accrue 70 hours annually, and 10-19 hour employees between 10 and 15 years of service will accrue 35 hours annually, and that such would be implemented beginning March 1 2021. All other leave accruals will remain unchanged. The motion passed unanimously.

2. *Employee Handbook Working Group Report*

Trustee Powers reported that a late version draft of the list of topics should be completed by the end of next week.

3. *Policy Committee Report*

Trustee Powers read a draft text of Conduct in the Jefferson-Madison Regional Library (JMRL Policy: Section 4.232) to be voted on at the next meeting. He read the draft text of Portraits in the Library (JMRL Policy: Section 2.81). Trustee Woolfork expressed an interest in the library preserving the ability to remove some of the existing portraits, as well as her concern that the new text of the policy would not allow the option for the library to add additional portraits in the future to help contextualize current portraits. Trustee Unsworth expressed support for Trustee Woolfork's objections, and her suggestions to change "will be restricted" to "may be restricted," and specifying that the policy applies only to unsolicited gifts of portraits rather than those chosen by the Library itself.

## **OLD BUSINESS**

1. *JMRL's COVID Response Plan Update*

Director Plunkett reported that staff are being vaccinated as 1B classified employees, but the progress is slow, as some are unable to schedule a first appointment yet. An Emergency Planning Committee meeting will be held tomorrow; hopefully JMRL will return to full service hours in April 2021. The next (distant) phase in Tier 3 involves allowing more patrons per appointment slot. Ideally Tier 2 would begin in the spring. He presented circulation and programming statistics for the last fiscal year.

2. *Proposed FY22 Budget*

Director Plunkett reported that the Albemarle County Board of Supervisors will receive the proposed County Budget this week. Over the next two weeks, other jurisdictions will review their proposed budgets, and a better understanding of funding will emerge.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that the FY20 Audit is complete; he will be distributing copies. The biggest change was the liability increase for the annual leave accrual due to the removal of the typical cap at the end of FY20; this liability will decrease at the end of FY21 when the cap is reinstated. Central and Northside have been providing virtual tech tutorials. JMRL was accepted in Community Web's Archive-It program, which provides three free years of *Archive-it*, an archival system for storing digital data. Historical Collection Librarian Burnett will undergo training specific to the program.

## **OTHER MATTERS**

None.

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a vote on JMRL's Conduct Policy and a potential presentation from the auditors. The next regularly scheduled Board Meeting will take place on March 22, 2021 with the meeting format and location to be determined.

## **ADJOURNMENT**

The meeting adjourned at 4:44pm.

## 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~~ welcoming and functional, 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 ~~not~~ 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.*

Date