



LIBRARY BOARD'S AGENDA – NOVEMBER 25, 2019

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

- 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. JMRL's Wide Area Network, Josh Howard (JMRL Collections and Technology Manager)
- 3:40 New Business-**
1. Introduction of New Gordon Avenue Branch Manager, Camille Thompson
 2. Discussion of JMRL Fund Balance Expenditure in FY20
- 3:50 Committee Appointments and Reports-**
1. Budget Committee Report
- 4:10 Old Business-**
1. Discussion and Voting on Policies 4.224 (Confidentiality of Patron Circulation), 4.21 (Availability of Library Service), and 1.23 (JMRL Board Committees)
 2. Discussion and Adoption of Proposed FY21 JMRL Budget
- 4:25 Library Director's Report**
- 4:30 Other Matters**
- 4:35 Future Agenda Items**
- 4:40 Proposed Adjournment**



Jefferson-Madison Regional Library

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

DRAFT

MINUTES OF THE OCTOBER 28, 2019 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)

Vice President Wendy Wheaton Craig (Louisa)

Carla Mullen (Charlottesville)

Thomas Unsworth (Albemarle)

Jane B. Kulow (Albemarle)

Erica Younglove (Albemarle)

Lisa Woolfork (Charlottesville)

Kathy Johnson Harris (Charlottesville)

James West (Greene)

TRUSTEES ABSENT

OTHERS PRESENT

David Plunkett, Library Director

Ginny Reese, Staff Reporter & Greene Manager

Zach Weisser, Specialist

Krista Farrell, Assistant Library Director

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, October 28, 2019 at 3:00 PM in the meeting room of Northside Library, 705 West Rio Road, Charlottesville, VA 22901. Trustee Harris motioned for the approval of the September 23, 2019 minutes. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Vice President Craig thanked anyone who attended Louisa Library's grand re-opening. Trustee Kulow praised the VLA presentation of the "Pilgrimage to Montgomery" by Librarians Tasha Birkhead, Abby Cox, and Josh Howard. President McDuffie announced the upcoming Grow Nelson Library auction and invited all attendees to come and help celebrate the upgrades to Nelson Memorial Library.

TRUSTEE CONTINUING EDUCATION

1. *FOIA Training, City of Charlottesville Attorney's Office*

John Blair from the City of Charlottesville presented on FOIA Act Basics.

NEW BUSINESS

1. *Proposal to Adjust the Scottsville Branch Schedule*

Vice President Craig motioned to approve an adjustment to the Scottsville Library schedule which will change Wednesday hours to 9am to 5pm, and Thursday hours to 9am to 9pm effective January 1, 2020. The motion passed unanimously.

COMMITTEE APPOINTMENTS AND REPORTS

1. *Personnel Committee Report*

Trustee Mullen reported that projections for the third year of compression adjustment will be taken to the Budget Committee. The Personnel Committee will recommend: a minimum 2% salary raise to those eligible; adding or modifying existing positions (itemized on handout); increasing the payscale by 1%.

2. *Policy Committee Report*

Vice President Craig reported that Policies 4.224 Confidentiality of Patron Circulation, 4.21 Availability of Library Service, and 1.23 JMRL Board Committees received edits. Director Plunkett read the edited text. Votes can be taken at the November 2019 Board Meeting. Director Plunkett read the list of Policies scheduled for review in FY20.

OLD BUSINESS

1. *Discussion of FY21 JMRL Budget*

Director Plunkett reported that the Budget Committee will meet at Northside at 3:30pm on November 14th 2019. The overall budget increase is projected to be just under 3% with respect to FY20. He recommended that the Board approve a budget in November, after which meetings with county officials would commence.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Friends of the Library biannual Book Sale will begin this weekend at Gordon Avenue Library. Circulation is slightly down this year to date excepting Charlottesville and Nelson; the greatest growth in circulation was in the digital content category. Circulation last fiscal year was the highest since 2003. In December, the Board will go into Closed Session to discuss the Director's evaluation. The director will propose three new staff committees: Training; Equity, Diversity, and Inclusivity; and Customer Service.

OTHER MATTERS

None

FUTURE AGENDA ITEMS

Future agenda items include: votes on Policies 4.224 Confidentiality of Patron Circulation, 4.21 Availability of Library Service, and 1.23 JMRL Board Committees; a report from the Budget Committee; continuing education regarding Internet Technology offerings.

ADJOURNMENT

Trustee Unsworth moved to adjourn. The meeting adjourned at 4:45 PM.

(MM:DP:zw)

JMRL BOARD COMMITTEES

1. Standing Committees Roles and Responsibilities:
 - a. Budget/Finance Committee
 - i. See JMRL policy 1.21 (Bylaws) Article IV, Section 1
 - b. Personnel Committee
 - i. See JMRL policy 1.21 (Bylaws) Article IV, Section 2
 - c. Policy Committee
 - i. Review JMRL policies to ensure they are in compliance with State and Federal laws.
 - ii. Review the JMRL policies to keep it in compliance with updated American Library Association recommendations.
 - iii. Advise the JMRL Board of Trustees when revisions need to be made in JMRL policy.
 - iv. Draft new policies and policy revisions when requested to do so by the JMRL Board of Trustees and/or the Director of the Library.
 - v. Review all proposed policies from other JMRL Board Committees.
 - vi. Keep JMRL policies up-to-date with changes and new policies approved by the Board of Trustees.
 - d. Technology Committee
 - i. Promote technological vision for JMRL.
 - ii. Ensure that operational decisions regarding technology are delegated.
 - iii. Work with staff to draft and update JMRL's Technology Plan as part of JMRL's Strategic Plan.
 - e. Strategic Plan Committee
 - i. Advise the Library Board and Library Director on JMRL's long range planning process.
 - ii. Review and revise long-range vision and plans; advocate vision and plans to Library Board.
 - iii. Ensure that the Library Board, the municipalities that form JMRL, and the public are notified and engaged in JMRL's strategic planning process.
2. The JMRL Board of Trustees welcomes staff representation on standing committees and **encourages** attendance at Library Board **and committee** meetings, according to JMRL Procedure section 1.23.
3. The Jefferson-Madison Regional Library Board of Trustees supports the creation and maintenance of a Staff Association when organized by employees.

AVAILABILITY OF LIBRARY SERVICES

State law, Code of Virginia 42.1-55, requires that, "The service of books in library systems and libraries receiving state aid shall be free and shall be made available to all persons living in the county, region, or municipality."

1. Circulation privileges are available only to those individuals holding current Jefferson-Madison Regional Library cards. (See Section 4.221 "Library Card Eligibility.")
Library card holders 16 and older have full access to all JMRL services, except where prohibited by law.
2. The Library Director or Branch Manager may limit the use of the Library or its services when excessive demands of **by groups (see Section 4.231 "Group Visits")** or individuals ~~tend to curtail service to the general public. Such demands may include those made by students and others whose demands for staff time, available materials, or space would prohibit attention and service to other individuals and groups.~~
3. The use of the Library or its services may be denied for due cause. Such cause may be failure to return materials or pay penalties, destruction of Library property, disturbance of other patrons, or other objectionable or illegal conduct on Library premises. (See Section 4.232 "Conduct in the Jefferson-Madison Regional Library.")
4. ~~Libraries may maintain small rental book collections purchased with non-state funds.~~

CONFIDENTIALITY OF PATRON CIRCULATION RECORDS

The Code of Virginia 2.2-3705(A)(10) (Virginia Freedom of Information Act) states that the following records are excluded from the provisions of the Freedom of Information Act:

“(8) Library records which can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such patron has borrowed.”

Patron circulation records exist for the sole purpose of maintaining and conserving public property and are generally deleted soon after the timely and proper return of materials. Therefore, it is the policy of the Library Board that the Library shall not provide to a third party the details, nature, or purpose of information pertaining to an individual patron, unless required by court order, subpoena from a governmental agency or as otherwise required by law, or as necessary to protect the Library's interests in pending litigation.

Therefore, to protect the privacy of individual Library patrons, the Library shall not reveal patron circulation records except as required by law or as necessary to protect the Library's interest in pending litigation. ~~A parent or guardian of a child under 18 may have access to their own child's circulation records.~~ **The parent or guardian who has signed a child's application accepting responsibility for materials charged on the account has full access to the child's account until age 16, including borrowing records. Other adults may be granted full access according to standard permissions procedures.** In the event that the Library is served with a discovery order or a subpoena requesting production of Library circulation records, or a court order directing that the Library provide such records, the Library Director shall inform legal counsel for the Library and the President of the Jefferson- Madison Regional Library Board of Trustees, and shall take appropriate action after having been advised by legal counsel as to the available options

An individual patron is not required to provide the Library with his/her Social Security number.