



LIBRARY BOARD'S AGENDA – OCTOBER 28, 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. FOIA Training, City of Charlottesville Attorney's Office
- 3:40 New Business-**
1. Proposal to Adjust the Scottsville Branch Schedule
- 3:50 Committee Appointments and Reports-**
1. Personnel Committee Report
2. Policy Committee Report
- 4:10 Old Business-**
1. Discussion of FY20 JMRL Budget
- 4:25 Library Director's Report**
- 4:30 Other Matters**
- 4:35 Future Agenda Items**
- 4:40 Proposed Adjournment**



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.

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 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.~~

JMRL BOARD COMMITTEES

1. Standing Committees Roles and Responsibilities

- A. Budget/Finance Committee
 - See JMRL policy 1.21 (Bylaws) Article IV, Section 1
- B. Personnel Committee
 - See JMRL policy 1.21 (Bylaws) Article IV, Section 2
- C. Policy Committee
 - Review JMRL policies to ensure they are in compliance with State and Federal laws.
 - Review the JMRL policies to keep it in compliance with updated American Library Association recommendations.
 - Advise the JMRL Board of Trustees when revisions need to be made in JMRL policy.
 - Draft new policies and policy revisions when requested to do so by the JMRL Board of Trustees and/or the Director of the Library.
 - Review all proposed policies from other JMRL Board Committees.
 - Keep JMRL policies up-to-date with changes and new policies approved by the Board of Trustees.
- D. Technology Committee
 - Promote technological vision for JMRL.
 - Ensure that operational decisions regarding technology are delegated.
 - Work with staff to draft and update JMRL's Technology Plan as part of JMRL's Strategic Plan.
- E. Strategic Plan Committee
 - Advise the Library Board and Library Director on JMRL's long range planning process.
 - Review and revise long-range vision and plans; advocate vision and plans to Library Board.
 - 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 attendance at Library Board 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.

NEW PERSONNEL REQUESTS FOR FISCAL YEAR 2020-2021

(Based on JMRL's Current Pay Scale)

	BASE SALARY	FICA	DEF. CONT.	LIFE INS.	MEDICAL	TOTAL
1) NELSON COUNTY (New) 40-Hour Branch Support (Band 1, Stage 2)	\$ 23,962	\$ 1,833	\$ 1,917	\$ 240	\$ 9,072	\$ 37,024
2) CENTRAL CHILDRENS (New) 350 Hours Substitute Shelver (Band 1, Stage 1)	\$ 3,605	\$ 276	\$ -	\$ 40	\$ -	\$ 3,921
3) LOUISA COUNTY 100 Hours Substitute Branch Support (Band 1, Stage 2)	\$ 1,152	\$ 88	\$ -	\$ 20	\$ -	\$ 1,260
4) TECHNICAL SERVICES (New) 40-Hour Technical Support Specialist (Band 2, Stage 1)	\$ 39,208	\$ 2,999	\$ 3,137	\$ 400	\$ 9,072	\$ 54,816
5) TECHNICAL SERVICES (Reassignment) Collection Specialist from (Band 1, Stage 3) to a new position in (Band 2, Stage 1) (Amt. of Increase)	\$ 5,200	\$ 398	\$ 416	\$ 50	\$ -	\$ 6,064
6) SCOTTSVILLE (New) 20-Hour Branch Support (Band 1, Stage 2) OR add 250 Substitute Hours to Branch Specialist (Band 1, Stage 3)	\$ 11,981	\$ 917	\$ 958	\$ 120	\$ 4,536	\$ 18,512
	\$ 3,803	\$ 291	\$ 304	\$ 40	\$ -	\$ 4,438
7) NORTHSIDE: (New) 20-Hour Circulation Support (Band 1, Stage 2)	\$ 11,981	\$ 917	\$ 958	\$ 120	\$ 4,536	\$ 18,512
(New) 20-Hour Reference Specialist (Band 1, Stage 3)	\$ 15,818	\$ 1,210	\$ 1,265	\$ 160	\$ 4,536	\$ 22,990
Add 3 Hrs. (156 Hrs. Yr.) to Ref.Librarian (Band 2, Stage 2)	\$ 3,229	\$ 247	\$ 258	\$ 40	\$ -	\$ 3,775
(New) 300 Hours Substitute Circ.Support (Band 1, Stage 2)	\$ 3,456	\$ 264	\$ -	\$ 40	\$ -	\$ 3,760
(New) 300 Hours Substitute Ref.Librarian (Band 2, Stage 2) (9-17-19 dlq)	\$ 5,949	\$ 455	\$ -	\$ 60	\$ -	\$ 6,464