



**LIBRARY BOARD'S AGENDA – APRIL 25, 2022**

Monday – 3:00 pm

**HYBRID MEETING**

**NORTHSIDE LIBRARY (705 West Rio Rd. Charlottesville, VA 22901) or**

**[VIRTUAL via ZOOM](#) or**

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

**(Webinar ID: 816 3312 9285 Passcode: 949484)**

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

**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 and phone number, or physically in person.**

**3:10 Trustee Continuing Education**

1. Poem in Your Pocket Day- Brittany Eversberg (JMRL Circulation Manager)

**3:10 Committee Appointments and Reports**

1. Policy Committee Report
2. Budget/Finance Committee Report

**3:35 New Business**

1. Resolution Recognizing Service of JMRL Employee Stella Pool
2. First Reading of Policy 4.8 (Website)
3. FY23 IT Equipment Purchase from FY22 Operating Funds
4. Naming of Board Nominating Committee

**3:55 Old Business**

1. Vote on Policy 5.4 (Schedule of Library Closings)
2. Vote on One-Time Pay Adjustment
3. FY23 Budget Update

**4:20 Library Director's Report**

**4:25 Other Matters**

**4:30 Future Agenda Items**

**4:35 Proposed Adjournment**

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# Jefferson-Madison Regional Library

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

## DRAFT

### MINUTES OF THE MARCH 28, 2022 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Thomas Unsworth (Albemarle) (in person)      Michael Powers (Albemarle) (in person)  
Meredith Cole (Charlottesville) (virtual)      Tony Townsend (Albemarle) (virtual)  
Vice President Wendy Wheaton Craig (Louisa) (in person)      Aleta Childs (Nelson) (in person)

#### TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)      Lisa Woolfork (Charlottesville)  
James West (Greene)

#### OTHERS PRESENT

David Plunkett, Library Director (in person)      Krista Farrell, Assistant Library Director (virtual)  
Ginny Reese, Staff Reporter & Greene Manager (virtual)      Sierra Hammons, Collections Specialist (in person)  
AJ Mosley, Business Manager (virtual)      Ophelia Payne, Louisa Branch Manager (in person)  
Willie Gentry, Louisa Board of Supervisors member (p)

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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 **AS A HYBRID MEETING WITH SOME TRUSTEES PRESENT VIRTUALLY AND SOME PHYSICALLY CONGREGATED** on Monday, March 28, 2022 at 3:00 PM using videoconferencing software, at the Louisa County Library (881 Davis Highway, Mineral, VA 23117). (A recording of the meeting is available at: <https://www.youtube.com/watch?v=vkb2C7LySFI>.) Trustee Craig moved to approve the minutes for the February 28, 2022 Board Meeting. The motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

President Unsworth introduced Ophelia Payne, Louisa County Library Branch Manager, who welcomed everyone in attendance to the Louisa County Library. Trustee Craig welcomed Willie Gentry, Louisa County Board of Supervisors member, and Louisa's liaison to JMRL's Board of Trustees. Trustee Craig praised the Smithsonian's Museum on Main Street Exhibit "Crossroads: Change in Rural America" presented at the Nelson Memorial Library.

#### TRUSTEE CONTINUING EDUCATION

NA

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Technology Committee Report*

The Technology Committee met prior to the full Board meeting and discussed the JMRL Technology Plan revisions. Trustee Craig reported that the revisions are still underway. A draft will be presented at the next 5-Year Plan Committee meeting, before being presented to the full Board for a first reading.

##### *2. Personnel Committee Report*

The Personnel Committee met two weeks ago and are recommending a one-time pay adjustment for staff in FY22, along with a title change for the Community Network Coordinator position to Technology Services Librarian.

##### *3. Budget/Finance Committee Report*

The Budget/Finance Committee met on March 16 and are recommending the Board make a one-time pay adjustment for staff in FY22, for a total cost of around \$370,000. Trustee Townsend reported that there is funding currently available in FY22's operational budget to support such a one-time payment due to high personnel turnover and salary savings. Trustee

Townsend informed the Board this one-time pay adjustment would not affect the 5% carryover fund balance for FY23, which JMRL has earmarked for a minimum wage adjustment.

## **NEW BUSINESS**

### *1. FY22 One-Time Pay Adjustment as a General Fund Expenditure*

Director Plunkett informed the Board the one-time pay adjustment for staff consists of \$2500 for full-time staff and \$1250 for part-time staff, including substitutes. The Board decided to wait until April's Board meeting to vote on this agenda item. Trustee Townsend recommended the Board possibly add a future agenda item that would consider a one-time payment adjustment for Director Plunkett, as a separate allocation, as he is ineligible for the one-time pay adjustment for staff.

### *2. Discussion of Library Board Meeting Format*

President Unsworth reported that Albemarle County will be moving to in-person meetings in April. Albemarle County's ordinance 20-A(16) allows for local government to have up to at least six months, potentially twelve months, to reconfigure, in order to meet state FOIA (Freedom of Information Act) laws regarding in-person meetings. FOIA law allows for three remote participations per year, per individual, for personal reasons that must be specified. The Board discussed meeting options moving forward and when to make the shift back to in-person meetings. A decision was not made at this time and will be further discussed at the next Board meeting.

## **OLD BUSINESS**

### *1. Review of Policy 4.225 (Circulation Fines and Fees)*

Director Plunkett reported that JMRL's Circulation Manager, Brittany Eversberg, recommended no changes be made to Policy 4.225 (Circulation Fines and Fees). Trustee Townsend made a motion to accept the recommendation to keep the fines and fees the same as they have been in the past two years going forward. The motion passed unanimously.

### *2. Review of Policy 5.4 (Schedule of Library Closings)*

The Board will vote on this next month, after hearing feedback from JMRL managers.

### *3. FY23 Budget Update*

Director Plunkett shared with the Board that Albemarle, Charlottesville, Greene, and Louisa are all recommending full funding of JMRL's FY23 Budget Request. Director Plunkett stated the Budget/Finance committee will need to meet in April to review the Equipment Budget for FY23.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that JMRL's COVID Response Plan is currently in Tier 1, making masking recommended for patrons and staff, though not required. JMRL's Goal for Summer programming is to offer a variety of options for attendance, including in-person, hybrid, virtual and outdoor programming. JMRL's Same Page event was highly successful. The Friends of the Library Book Sale runs April 2-10 at Albemarle Square Shopping Center. Poem in your Pocket Day will be April 28. Smithsonian Institute's Museum on Main Street Exhibit "Crossroads: Change in Rural America" is currently at the Nelson Memorial Library. Director Plunkett provided an update on the Holds Locker Project and stated JMRL will need a motion from the Board to expend the funds up front, which will be reimbursed by the State Library and the Friends of the Library.

## **OTHER MATTERS**

President Unsworth informed the Board that, given his new role with Albemarle County, he will not be looking to extend his role as President of the Board next year.

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a vote on a one-time pay adjustment for staff in FY22 and a vote on Policy 5.4 (Schedule of Library Closings), a potential vote on an appropriation for Holds Lockers, and committee reports from the Policy Committee, the Budget/Finance Committee, and potentially the 5-Year Plan Committee.

## **ADJOURNMENT**

The meeting adjourned at 4:05pm.

## Resolution

*Recognizing Stella Pool for Her Years of Service to JMRL*

April 25, 2022

**WHEREAS**, Stella Pool began her career at JMRL in 1979 as a substitute and was hired as a full-time staff member in 1981; and

**WHEREAS**, Since 1979 Stella has worked at the McIntire Library, JMRL's Books by Mail Program, the Central Library, the Gordon Avenue Library, and the Northside Library; and

**WHEREAS**, Stella has been the Monticello Avenue Community Network Coordinator since 1998: and

**WHEREAS**, Stella has been an active participant of the library community in Virginia as a member and resource within the Virginia Library Association; and

**WHEREAS**, Stella has contributed to the growth and sustainability of JMRL as a contributor within management as one-time president of the JMRL Staff Association; and

**WHEREAS**, Stella has been a guiding hand in integrating new technologies into public library service in Central Virginia as the Community Network Coordinator, founding member of the JMRL Technology Advisory Committee, member of the JMRL Board Technology Committee, and member of the JMRL Strategic Plan Committee; and

**WHEREAS**, Stella's many contributions to the JMRL service area as a public service provider for over 40 years will be long appreciated by members of this community

**NOW, THEREFORE, BE IT RESOLVED** on this 25th day of April, 2022 that the Jefferson Madison Regional Library Board hereby recognizes and extends their appreciation to Stella Pool for her dedicated service to JMRL and the patrons of Charlottesville, Albemarle, Greene, Louisa, and Nelson.

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Thomas Unsworth, Chair  
JMRL Board



## DRAFT WEBSITE

JMRL's website is a key organizational resource that serves as a gateway to the library system and provides access to the JMRL catalog and other Library offerings.

Staff will develop and implement procedures for maintaining a website that:

- Focuses on providing information about the Library and access to its offerings
- Is functional, simple, and elegant: meets the needs of the audience, is well-organized, easy to navigate, and adheres to current User Experience design principles
- Is visually appealing and conveys a positive and professional impression of the Library
- Is stylistically consistent and follows JMRL's style manual
- Maintains timely and up to date content
- Incorporates accessibility considerations, informed by the standards of the World Wide Web Consortium (W3C)
- Incorporates privacy considerations and communicates those to the public

Content Considerations:

- JMRL's website will include information about JMRL and services provided, including links to third-party applications and sites which provide information curated by the Library.
- JMRL may include links to external partner websites when providing information about Library offerings.
- JMRL may offer links to internet resources that have been curated by the Library.
- JMRL may post information on the activities and initiatives of Albemarle, Charlottesville, Greene, Louisa, and Nelson.
- JMRL will include links to information about the regional Friends of the Library and other local Friends groups, boosters, or fundraising groups associated with JMRL.
- No items for sale will be listed on the JMRL website.
- No advertising for outside organizations will be on the JMRL website.
- JMRL's Web Committee will receive, review, and determine approval of any outside web content requests that are in-line with JMRL's Mission and Values.

Although the JMRL website may include links providing direct access to other Internet resources, including websites, JMRL is not responsible for the accuracy or content of information contained in these sites. Links from JMRL to third-party sites do not constitute an endorsement by JMRL of the parties or their products and services.

Requests for reconsideration of specific portions of JMRL's website will be accepted using JMRL Form: 4.24 in accordance with JMRL's Reconsideration Policy: 4.24.

**DRAFT 2022-2023 SCHEDULE OF LIBRARY CLOSINGS**

(p)	July 4, 2022	Monday	Independence Day
(p)	September 5, 2022	Monday	Labor Day
	October 10, 2022	Monday	In-Service Day
(p)	November 11, 2022	Friday	Veterans Day
(p)	November 24, 2022	Thursday	Thanksgiving Day
(p)	November 25, 2022	Friday	Day after Thanksgiving
(p)	December 24, 2022	Saturday	Christmas Eve
	December 25, 2022	Sunday	Christmas Day
(p)	December 26, 2022	Monday	Day after Christmas
(p)	December 27, 2022	Tuesday	Second Day after Christmas
	January 1, 2023	Sunday	New Year's Day
(p)	January 2, 2023	Monday	Day after New Year's Day
(p)	January 16, 2023	Monday	Martin Luther King, Jr. Day
(p)	February 20, 2023	Monday	Presidents' Day
	April 9, 2023	Sunday	Easter (Central Library)
(p)	May 29, 2023	Monday	Memorial Day
(p)	June 19, 2023	Monday	Juneteenth

- (p) Indicates staff paid holidays.
- If a paid holiday falls on a staff member's non-work day, the staff member will be given compensatory time off to be used during the fiscal year at their supervisor's discretion.
- In addition to the above 13 paid holidays, eligible staff receive 2 personal days. New regular staff members are eligible for personal days after 90 days of service.
- Library closes at 5:00 p.m. on Thanksgiving Eve & New Year's Eve.
- **Central Sunday Openings:** September 11, 2022 thru May 21, 2023 (Sunday after Labor Day through Sunday before Memorial Day weekend).

FY23 Equipment Budget Requests

Department	Branch	Item Name	Unit	Unit Cost	Item Cost	
Branches	Administration	Collection Fees	1	\$ 4,500	\$ 4,500	
		Credit Card Fees	1	\$ 2,000	\$ 2,000	
		Other Contactual Services	1	\$ 3,500	\$ 3,500	
		Other Miscellaneous Services	1	\$ 7,000	\$ 7,000	
		Service Contracts	1	\$ 37,000	\$ 37,000	
	<b>Administration Total</b>					<b>\$ 54,000</b>
	Central	Chairs On Main Floor Adult Reading Area	16	\$ 134	\$ 2,144	
		Placeholder For Finishing Off /Enclosing Mail Room Offices	1	\$ 5,000	\$ 5,000	
		Rectangular Wood End Panels, Double-Faced	14	\$ 294	\$ 4,116	
		Rectangular Wood End Panels, Single-Faced	8	\$ 212	\$ 1,696	
		Replace 4 Tables	4	\$ 1,750	\$ 7,000	
		Shelving For Audio Books On The Main Floor	1	\$ 3,240	\$ 3,240	
		Slatwall Wood End Panels, Double Face	3	\$ 432	\$ 1,296	
	<b>Central Total</b>					<b>\$ 24,492</b>
	Crozet	Wooden Shelving	1	\$ 1,115	\$ 1,115	
	<b>Crozet Total</b>					<b>\$ 1,115</b>
	Gordon	4-Station Computer Table	1	\$ 6,310	\$ 6,310	
	<b>Gordon Total</b>					<b>\$ 6,310</b>
	Greene	Replacement Chairs For Meeting Room (Programs)	52	\$ 59	\$ 3,068	
		Replacement Tables For Meeting Room (Programs)	4	\$ 635	\$ 2,540	
	<b>Greene Total</b>					<b>\$ 5,608</b>
	Northside	Demco Shelf Backstop Adapter Economy Model 4"X33.75"X5" W13790480	47	\$ 56	\$ 2,632	
		Demco Tablet Side Table --Mooreco W13745490	6	\$ 266	\$ 1,596	
		Inertia Mesh Stools Mesh Back: Sky Blue Seat Fabric: Oasis, Allseating.Com #77019-T2-7Sb-8-F-Kd-As-F-Odrift	2	\$ 738	\$ 1,476	
	<b>Northside Total</b>					<b>\$ 5,704</b>
	Scottsville	Gaylord Slatwall Panel Square 36" X 36" X 3/4"	2	\$ 550	\$ 1,100	
		Smith System® Buffalo Sloped Shelf Booktrucks	3	\$ 530	\$ 1,590	
<b>Scottsville Total</b>					<b>\$ 2,690</b>	
<b>Branches Total</b>					<b>\$ 99,919</b>	
Tech Services	Bookmobile	Laptop	1	\$ 1,250	\$ 1,250	
		<b>Bookmobile Total</b>				
	Central	Laptops	6	\$ 900	\$ 5,400	
		Large Format Poster Printer	1	\$ 2,500	\$ 2,500	
	<b>Central Total</b>					<b>\$ 7,900</b>
	Gordon	Touchscreen All-In-One Computers For Children'S Area	2	\$ 600	\$ 1,200	
		TSP10011 Model (With Automatic Cutter) Receipt Printers	5	\$ 300	\$ 1,500	
	<b>Gordon Total</b>					<b>\$ 2,700</b>
	IT	Antivirus Maintenance (Annual Cost)	1	\$ 4,500	\$ 4,500	
		Branch Manager Laptops	8	\$ 1,250	\$ 10,000	
		Deep Freeze Maintenance (Annual Cost)	1	\$ 1,500	\$ 1,500	
		Envisionware Maintenance (Annual Cost)	1	\$ 8,000	\$ 8,000	
		Fortres (Annual Cost)	1	\$ 450	\$ 450	
		Gsuite (Annual Cost)	1	\$ 7,000	\$ 7,000	
		Hardware Discretionary Fund	1	\$ 5,000	\$ 5,000	
		HR / Leave Software	1	\$ 5,000	\$ 5,000	
		Hybrid Programming Cameras + Mics (AG, CR, SC)	1	\$ 20,000	\$ 20,000	
		Jumpcloud / Active Directory (New - Annual Cost)	1	\$ 22,500	\$ 22,500	
		Kajeet (Annual Cost)	1	\$ 5,000	\$ 5,000	
		Knowbe4 - Cybersecurity Subscription (New - Annual Cost)	1	\$ 4,856	\$ 4,856	
		Locker Maintenance (New - Annual Cost Tbd) - \$10,000	1	\$ 10,000	\$ 10,000	
		Medc (Annual Cost)	1	\$ 6,500	\$ 6,500	
		Ongoing Authority Control (Annual Cost)	1	\$ 1,000	\$ 1,000	
		Online Program Registration System (Annual Cost)	1	\$ 2,700	\$ 2,700	
		Rda Toolkit (Annual Cost)	1	\$ 528	\$ 528	
		Server PC (Powers Up To 20 Receivers)	1	\$ 1,700	\$ 1,700	
		ServiceDeskplus (Annual Cost)	1	\$ 2,500	\$ 2,500	
Sip2 Licensing Costs For Six 36 Month Licenses That Renew Every 3 Years		1	\$ 5,400	\$ 5,400		
Smartnet Maintenance (Annual Cost)		1	\$ 5,500	\$ 5,500		
Software Discretionary Fund		1	\$ 5,000	\$ 5,000		
SSL Certificates (Annual Cost)		1	\$ 1,000	\$ 1,000		
T-Mobile (Annual Cost)	1	\$ 1,200	\$ 1,200			
Zero/Thin Client Trial	1	\$ 4,000	\$ 4,000			
Web Filter Maintenance (Annual Cost)	1	\$ 2,800	\$ 2,800			
Website Maintenance (New, Monthly Cost ~\$1,700)	1	\$ 20,400	\$ 20,400			
Wireless Printing (Annual Cost)	1	\$ 5,800	\$ 5,800			
<b>IT Total</b>					<b>\$ 169,834</b>	
Louisa	Expanded Security Camera System	1	\$ 5,000	\$ 5,000		
<b>Louisa Total</b>					<b>\$ 5,000</b>	
Mont Ave	Domain Name Registration, Network Solutions (5 Yrs)	1	\$ 1,855	\$ 1,855		
	Hardware Discretionary Fund	1	\$ 1,000	\$ 1,000		
	Software Discretionary Fund	1	\$ 1,000	\$ 1,000		
	SSL, Godaddy	1	\$ 150	\$ 150		
Virtualmin License Renewal	1	\$ 120	\$ 120			
<b>Mont Ave Total</b>					<b>\$ 4,125</b>	
Northside	Expanded Security Camera System	1	\$ 5,000	\$ 5,000		
<b>Northside Total</b>					<b>\$ 5,000</b>	
Scottsville	Large Format Laminator	1	\$ 1,700	\$ 1,700		
<b>Scottsville Total</b>					<b>\$ 1,700</b>	
<b>Tech Services Total</b>					<b>\$ 197,509</b>	
<b>Grand Total</b>					<b>\$ 297,428</b>	