



JEFFERSON-MADISON
REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – AUGUST 23, 2021

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: 825 9853 5919

Passcode: 874064)

[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 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. JMRL Employee Handbook Working Group

3:30 Committee Appointments and Reports

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

3:50 New Business

1. Vote on JMRL's Minimum Wage Adjustment Plan Strategy

4:10 Old Business

1. Vote on proposed JMRL Policy 2.12 (Religious Accommodations)
2. Board Self-Evaluation
3. Committee Assignments

4:40 Library Director's Report

4:50 Other Matters

4:55 Future Agenda Items

5:00 Proposed Adjournment

grow. learn. connect.



DRAFT

MINUTES OF THE JULY 26, 2021 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

<u>President</u> Thomas Unsworth (Albemarle) (in person)	Michael Powers (Albemarle) (in person)
Carla Mullen (Charlottesville) (in person)	Aleta Childs (Nelson) (in person)
<u>Vice President</u> Wendy Wheaton Craig (Louisa) (in person)	James West (Greene) (in person)
Kathy Johnson Harris (Charlottesville) (virtual)	Lisa Woolfork (Charlottesville) (virtual)

TRUSTEES ABSENT

Tony Townsend (Albemarle)

OTHERS PRESENT

David Plunkett, Library Director (in person)	Buck Smith, guest (President, Cville Pride Community Network) (in person)
Ginny Reese, Staff Reporter & Greene Manager (in person)	Krista Farrell, Assistant Library Director (in person)
AJ Mosely, Business Manager (in person)	

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, July 26, 2021 at 3:00 PM using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=zOPg29kKJ2Q&list=PL188X3z4fk1d5k0NCB4eM-TnvtvcEZxfz&index=2>. Trustee Powers moved to accept the minutes for the June 28, 2021 Board Meeting. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Mr. Buck Smith spoke in favor of the June 10 virtual Drag makeup program at the Library and strongly supported the Library continuing to have programs like this.

TRUSTEE CONTINUING EDUCATION

Trustees viewed a video that is part of a series "Short Takes for Trustees" by the American Library Association. Trustees viewed segment #9 on Board Self Evaluation.

NEW BUSINESS

1. Board Self-Evaluation Format

Trustee Unsworth noted the self-evaluation survey that the Board has been using in past years has been updated and responses have changed to a yes/no format. Director Plunkett explained that all other Virginia Public Library Boards doing a self-evaluation are using this updated form. A suggestion question at the end would be useful to develop a matrix of the most looked for skills in a Trustee useful in selecting future Trustees.

Discussion and Vote on FY22 Board and Budget Schedule

Suggestions for amendments to a Draft Schedule shared by the Director included moving locations of the September and October meetings to Scottsville Library and Nelson Memorial Library respectively,

moving the December Board meeting up to December 13, and moving the location of the March meeting to Louisa. Trustee James West moved to adopt the amended Board and Budget Schedule as amended and the motion passed with unanimous approval.

2. Reading of Religious Accommodations Policy

Trustee Powers, chair of the Policy Committee noted that JMRL is obligated to provide religious accommodations by Federal law, but the new policy, coming out of the Employee Handbook effort, is meant to convey to employees the intent of the Library to respect the need for religious accommodations.

COMMITTEE APPOINTMENTS AND REPORTS

1. Employee Handbook Working Group Report

Trustee Powers reported that all chapters are now present in draft form. The full version should be ready for review by staff and the Board by August or September.

OLD BUSINESS

1. ARPA Grant Application

Director Plunkett described the three funding requests that the American Rescue Plan Act Application will contain: Exterior Hold Pickup Lockers for most branches (\$59,991.00), Remaining 20% of costs for networking equipment after Erate Cat 2 reimbursement (\$18,726.94), and Digital Content (ebooks/audiobooks/streaming)(\$16,741.06).

2. Budget Committee Assignment

All jurisdictions must be represented, therefore Nelson Trustee Aleta Childs agreed to be added to the Committee. Trustee Townsend (not present) will be asked to join and chair the Committee due to his long experience on the Library and Friends of JMRL Boards. There are chair vacancies on two other Board Committees: 5-Year Plan and Personnel.

3. Vote on JMRL Policy 3.1 (Disposal of Library Equipment)

Trustee Craig moved to approve the revised version of Policy 3.1 “Disposal of Library Equipment”. The motion passed unanimously.

LIBRARY DIRECTOR’S REPORT

Director Plunkett reported that in Tier 1 the library is successfully offering most services and locations are at full hours. In programs, currently the Library is offering a mix of virtual, hybrid and some in-person indoor and outdoor programs. The Delta variant is increasing the difficulty of decision making regarding Fall programs. The recent 3-day Friends of the Library sale was a resounding success raising \$37,299.

OTHER MATTERS

None.

FUTURE AGENDA ITEMS

Possible future agenda items include introduction to the Employee Handbook as Continuing Education, Board Self Evaluations, Vote on Religious Accommodations Policy (2.3), and Policy Committee Report. The next Board Meeting will take place on August 23, 2021 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 4:32 pm.



DRAFT NONDISCRIMINATION POLICY, 2.13

Employees must not discriminate on the basis of sex, race, color, national origin, age, religion, disability, marital status, citizenship, genetic information, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, **military status** or any other legally protected characteristic, **when interacting with ~~other~~ staff or members of the public**. Equal employment opportunity is not just a set of words but a commitment by the Jefferson Madison Regional Library (“JMRL”) to take affirmative action to provide a workplace in which employee qualifications, merit, and fairness are the governing rules regarding hiring, promotion, compensation, benefits, educational opportunities, and disciplinary actions. Further, ~~the~~ JMRL will give reasonable accommodation for known limitations **related to protected status, as listed above, including but not limited to disability**, pregnancy, childbirth or related medical conditions.

An employee who feels they have experienced or witnessed discrimination **or sexual harassment** in the workplace is required to ~~immediately~~ report such incident **via the same process laid out in the City of Charlottesville Personnel Policy Section 3.2, EQUITY AND NONDISCRIMINATION**. **Complaints of discrimination, harassment, and retaliation will be addressed promptly**. Employees are required to report incidents to either: their immediate supervisor, their department head or any other department head, ~~the Human Resources and Administration Manager~~, or the Library Director. Employees are assured that concerns and reports can be made without fear of reprisal or retaliation.



DRAFT RELIGIOUS ACCOMMODATIONS POLICY, 2.12

In accordance with Title VII of the Civil Rights Act of 1964, JMRL will make good faith efforts to provide a reasonable accommodation of an employee's religious belief, **religious observance and/or** practices, unless such accommodation would cause undue hardship **or burden** for the library operations or **undue interference with the JMRL mission**. An accommodation may cause undue hardship **or burden** if it is costly, compromises workplace safety, decreases workplace efficiency, **would result in discrimination against coworkers or patrons, deprives other individuals of statutory rights**, infringes on the rights of other employees **generally**, or requires other employees to do more than their share of potentially hazardous or burdensome work.

Reasonable accommodations may include but are not limited to, the following:

- allowing individuals to use **paid or unpaid** leave for religious observances
- providing a time and/or place to pray
- providing the flexibility to wear religious attire
- permitting flexible scheduling and/or adjustments to work schedules

Reasonable accommodations will be determined on a case by case basis, based on an interactive process between the employee and management. **JMRL will make a "bona fide effort" to accommodate employee's religious observances**. Requests for using leave must be approved in advance by the Supervisor or Manager.