



LIBRARY BOARD'S AGENDA – DECEMBER 13, 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: 899 6395 2121

Passcode: 653080)

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. NA

3:10 Committee Appointments and Reports

1. Technology Committee Report
2. Policy Committee Report

3:30 New Business

1. NA

3:30 Old Business

1. Vote on Policy 4.231 (Group Visits)
2. Vote on Policy 5.2 (Emergencies)

3:40 Library Director's Report

3:50 Other Matters

3:55 Future Agenda Items

4:00 Proposed Adjournment



Jefferson-Madison Regional Library

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

DRAFT

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

TRUSTEES PRESENT

President Thomas Unsworth (Albemarle) (virtual)
Vice President Wendy Wheaton Craig (Louisa)
(virtual)
Meredith Cole (Charlottesville) (in person)
Kathy Johnson Harris (Charlottesville) (virtual)

Michael Powers (Albemarle) (in person)
James West (Greene) (virtual)
Lisa Woolfork (Charlottesville) (virtual)
Aleta Childs (Nelson) (virtual)

TRUSTEES ABSENT

Tony Townsend (Albemarle)

OTHERS PRESENT

David Plunkett, Library Director (in person)
Ginny Reese, Staff Reporter & Greene Manager (in
person)
AJ Mosley, Business Manager (in person)

Krista Farrell, Assistant Library Director (virtual)
Meredith Dickens, Collection Manager (in person)
Sierra Hammons, Collections Specialist (virtual)

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, November 22, 2021 at 3:00 PM using videoconferencing software, at the Northside Library (705 West Rio Rd, Charlottesville, VA 22901). (A recording of the meeting is available at: <https://www.youtube.com/watch?v=j0Tzp9WiPGA>). Trustee West moved to approve the minutes for the October 25, 2021 Board Meeting. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

No public comments or announcements. President Unsworth thanked everyone for attending.

TRUSTEE CONTINUING EDUCATION

Director Plunkett invited Meredith Dickens, JMRL's Collection Manager, to introduce the new Staff Training Plan, which was devised by the Training committee, formed in 2019. The Staff Training Plan corresponds with Goal #3 of JMRL's 5-Year Plan: "assess current training needs and update the staff training plan." Meredith Dickens explained the Staff Training Plan will encourage training consistency across all branches, as well as provide one central location for all training information, including links to procedures and forms. The Staff Training Plan also includes a course catalog, detailing each training offered through JMRL. Meredith Dickens reported that the Staff Training Plan will be continuously updated as needed to include new training opportunities as they become available. Staff also have the opportunity to suggest new trainings not currently offered by JMRL.

COMMITTEE APPOINTMENTS AND REPORTS

1. Budget Committee Report

The Budget Committee met two weeks ago to discuss the proposed budget for FY23. Trustee Woolfork stated that the Budget Committee approved the proposed budget and is ready to bring it to the Board for review.

NEW BUSINESS

1. Discussion and Potential Vote on JMRL's Fiscal Year 2023 Proposed Budget

Director Plunkett explained that the proposed budget accomplishes JMRL's goals for FY23. The percent of circulation per jurisdiction has shifted heavily toward Albemarle, causing a percentage discrepancy among the jurisdictions. Director Plunkett reported the statistical lean was directly impacted by COVID, increasing the usage percentage in FY21 by the jurisdiction; this includes the circulation increase of downloadable materials. Trustee Woolfork moved to accept the FY23 Proposed Budget. Roll call vote. Motion passed unanimously.

OLD BUSINESS

1. Vote on Policy 2.2 (Staff Training and Development)

Trustee Childs moved to adopt Policy 2.2 (Staff Training and Development). Motion passed unanimously.

2. Reading of Policy 5.2 (Emergencies)

Trustee Powers presented Policy 5.2 (Emergencies) to the Board. Policy 5.2 was sent to Branch managers for review; no changes needed. Policy 5.2 will be presented to the Board next month for a vote.

3. Reading of Policy 4.231 (Group Visits)

Trustee Powers presented a revised draft of Policy 4.231 (Group Visits) to the Board. The policy committee and managers chose to decrease the number in a "group" from "ten or more people" to "five or more people." Director Plunkett reiterated that this type of "Group Visit" is for those that require dedicated services during a visit. There was also a change to make advance notifications for Group Visits a "request" rather than a "requirement." Policy 4.231 will be presented to the Board next month for a vote.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that JMRL has been accepted into the Virginia Department of Health's pilot program to hand out rapid COVID tests. This program was modelled after a similar program in Ohio. JMRL distributed 2000 tests among all branches to be handed out to patrons via contactless, curbside pickup. The rapid tests do require a telehealth component and access to the internet. The pilot program goes through December, with the hope to make it a full time program starting in January. JMRL will be having a virtual screening of Lorenzo Dickerson's film "Free and Open to the Public" on December 9, 2021, followed by a brief Q&A; this will be uploaded to JMRL's YouTube page. JMRL also received DVD copies of the film, which will be added to the library collection for circulation. Director Plunkett announced that he has recently been added to Virginia Public Library Directors Association's Executive Board, representing the Mountain Six group. Director Plunkett stated the VPLDA Executive Board is working on a statement about censorship, given recent raised awareness in the news. The Board was reminded that JMRL has a robust reconsideration policy, with a thorough procedure, in case Trustees receive calls or emails regarding reconsideration of JMRL material.

OTHER MATTERS

President Unsworth encouraged Trustees to redirect people his way, or to their elected local officials, if they ever feel the need. Director Plunkett reminded the Board that next month's meeting will be held two weeks early, on December 13, 2021, as a hybrid meeting, at Northside Library.

FUTURE AGENDA ITEMS

Possible future agenda items include final review and vote on Policy 4.231 (Group Visits) and Policy 5.2 (Emergencies), and committee reports from the Policy Committee and Technology Committee.

ADJOURNMENT

The meeting adjourned at 4:31pm.

EMERGENCIES

In any emergency, the first goal is to ensure the safety of patrons and staff. The second goal is to preserve the collection and other materials that will provide for continued operation. **Library administration shall maintain and annually review branch Emergency Action Plans, and ensure that staff are trained on local Emergency Action Plans.**

Adopted August 27, 2001
(Reviewed 10/24/11)

GROUP VISITS

Jefferson-Madison Regional Library welcomes visits by groups. Group visits may include library tours, registering for library cards, library instruction, storytimes, and/or attendance at special programs.

To ensure a positive library experience the library ~~requires~~ requests advance notification of group visits and requires adequate supervision during the visit. When a group (generally five or more people) requires dedicated services from library staff during a visit, ~~is visiting that may require dedicated services from library staff, then~~ JMRL asks that the group fill out the library's [group visits form](#) or contact their local library branch.

~~(defined as 10 or more people)~~. The library reserves the right to schedule group visits and to limit the length and number of visits by any one group to be compatible with staffing and programming. Group attendance at special public programs may be restricted due to space limitations.

Clean Version:

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