



LIBRARY BOARD'S AGENDA – DECEMBER 19, 2022

Monday – 3:00 pm

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

**PRESENTED VIRTUALLY or via
TELEPHONE at 888 788 0099 (Toll Free)
(Webinar ID: 872 1326 8219)**

- 3:00 p.m. Call to Order, Remote Participation Confirmation, & Disposition of the Minutes of the Previous Meeting**
- 3:05 Announcements & Public Comments**
- 3:35 Trustee Continuing Education**
1. Greene County's Dolly Parton Imagination Library (Ginny Reese, Greene County Library Branch Manager)
- 3:50 Committee Appointments and Reports**
1. Regional Agreement Review Committee Report
 2. Policy Committee Report
- 4:05 New Business**
1. Potential First Reading of JMRL Policy 1.261, Public Comment at Library Board Meetings
 2. FY24 Budget Update
 3. Donation for the Crozet Library for the Crozet Library Fund at the CACF
- 4:25 Old Business**
1. Vote to Accept and Expend Friends Endowment and Library of Virginia Funding
- 4:35 Library Director's Report**
- 4:45 Other Matters**
- 4:55 Future Agenda Items**
- 5:00 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 28, 2022 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Tony Townsend (Albemarle)
Meredith Cole (Charlottesville)
Kathy Johnson Harris (Charlottesville)
Michael Powers (Albemarle)

Vice President Aleta Childs (Nelson)
Martha Ledford (Greene)
Thomas Unsworth (Albemarle)

TRUSTEES ABSENT

Lisa Woolfork (Charlottesville)

Wendy Wheaton Craig (Louisa)

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
AJ Mosley, Business Manager
Megan Smead, Children's Services Manager

Krista Farrell, Assistant Library Director
Sierra Hammons, Collection Specialist
Abby Davis, Central Reference Librarian
Willie Gentry, Louisa Board of Supervisors member

CALL TO ORDER, REMOTE PARTICIPATION CONFIRMATION, & 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 on Monday, November 28, 2022 at 3:00 PM, at the Central Library (201 East Market St, Charlottesville, VA 22902), and live streamed using videoconferencing software. (A recording of the meeting is available at:

https://www.youtube.com/watch?v=_y5QSOqZiDs.) Trustee Unsworth moved that President Townsend's request to attend today's meeting of the JMRL Board remotely due to temporary or permanent disability or other medical condition that prevents their physical attendance be approved. Motion passed unanimously, with Trustee Childs not yet present. Trustee Cole moved to accept the minutes for the October 24, 2022 Board Meeting as written. The motion passed unanimously, with Trustee Childs not yet present.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett introduced Megan Smead as the new regional head of Children's Services at JMRL. No public comments.

TRUSTEE CONTINUING EDUCATION

Abby Davis, JMRL's Central Reference Librarian, presented to the Board "Starting and Scaling Passive Programming for Adults," which was presented at the VLA Conference in Norfolk earlier this year.

COMMITTEE APPOINTMENTS AND REPORTS

1. Library Name Working Group Report

Director Plunkett reported that the Library Name Working Group met November 17th to review the results of the JMRL staff survey that went out on JMRL's All Staff Training Day, and to discuss takeaways from the public meeting last month with local experts from UVA, Blue Ribbon Commission in Charlottesville, and Albemarle County Public Schools.

Director Plunkett stated that the goal of the Working Group is to synthesize the information and present it to the full Board in early 2023.

2. Regional Agreement Review Committee Report

The Regional Agreement Review Committee is made up of one representative from each jurisdiction that partners JMRL. Director Plunkett reported that the Regional Agreement Review Committee met November 3, 2022 and discussed the hard number written into the Regional Agreement for insurance liability limits that JMRL is responsible for, the 5% fund balance carryover amount, potential flexibility in the dates for the budget delivery schedule, regional representation on the

library board, and JMRL's Out of Area fee. Representatives will take discussions back to their home jurisdictions and will meet again December 16th, where they will make a decision on whether to begin drafting amendments to address any issues or to close the current review.

3. Budget Committee Report

Director Plunkett reported that the Budget Committee met November 17th and discussed recommendations for the FY24 Budget from the Personnel Committee. The Budget Committee, after much discussion, came to the decision to not include two new part time positions for Northside in the proposed FY24 Budget. The Budget Committee also discussed year two costs of JMRL's minimum wage adjustment plan, a 2% cost of living increase for staff, a 5% increase in healthcare cost, an increase in Defined Benefit retirement costs, a sizeable increase in the Northside Library's rent, and other potential prioritized personnel requests, which include a new part time position for the Drive Up at Gordon Avenue Library and the option of adding Bookmobile services to Nelson and Louisa Counties.

NEW BUSINESS

1. Vote on Proposed FY24 Budget

Trustee Childs moved to accept the FY24 Budget as presented. The motion passed unanimously.

2. Adoption of City of Charlottesville's Shared Leave Category

Director Plunkett announced that the City of Charlottesville has adopted a new set of Personnel Policies, which includes a new Shared Leave category. JMRL, per an administrative agreement with the City of Charlottesville, uses all of the City's Personnel Policies, unless explicitly stated otherwise in JMRL's Policies or Employee Handbook. Director Plunkett presented the City's new Shared Leave Category. Trustee Powers moved that the Board endorse staff's implementation of JMRL's Shared Leave procedure along the lines of Charlottesville's new HR policies. Motion passed unanimously.

OLD BUSINESS

1. Central Library Capital Improvement Program Discussion

Director Plunkett reviewed President Townsend's letter to the Charlottesville City Council and Albemarle Board of Supervisors describing the need and history of the Central Library Renovation Project. The City's FY23 submission for this CIP request has already been submitted, and the County's is due this week.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Northside elevator has been out of service for 5 months, which has been a tremendous detriment to library services. JMRL is working with Albemarle County to fix the elevator, but is waiting for a new circuit board. In the meantime, Northside will have signage changed out front of the building to make all parking spots directly in front of the library "mobility friendly" spots. Director Plunkett announced that JMRL made a change, along with colleagues in Southwest Virginia Overdrive Consortium, to move digital magazines into the consortium's Libby/Overdrive service, which has nearly doubled circulation. JMRL has over 4000 magazine titles from around the world; checkouts are in over 9 different languages. JMRL's Food Drive resulted in 1927 pounds of donated food, which went to the Blue Ridge Food Bank and the Louisa County Resource Council. Director Plunkett reported that over 10,000 patrons a month have opened JMRL's Monthly E-Newsletter this FY, which has generated thousands of clicks to other JMRL resources and offerings.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include a Policy Committee report and a FY24 Budget Update. The next Board Meeting will be December 19, 2022 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 4:17pm.

PUBLIC COMMENTS AT LIBRARY BOARD MEETINGS

The Library Board wishes to provide an opportunity for the public to comment on regional library business. In addition to Public Hearings held for receiving comments on specific issues, the Board has established a Public Comment period at each regularly scheduled Library Board meeting. The following serves to support this process:

1. There will be a Public Comment period at each regularly scheduled Board meeting.
2. Speakers will have a maximum of five minutes for their comments.
3. Speakers are requested to pre-register with the Library Director; however, if there are available public comment slots open at the time of a Board meeting, the remaining slots may be filled by individuals registering at the meeting.
4. Board members will not question nor respond to speakers.

The Chairperson is responsible for the orderly conduct of the meeting and shall rule on the appropriateness of speakers' presentations in light of the purpose of Public Comment periods. The Library Board as a whole shall have the final decision on such rulings. Comments on the performance of specific Library employees should be addressed to the Library Director. Comments about the performance of specific employees will be addressed by the Board of Trustees in Closed Meetings when requested by the Library Director.

DECEMBER 2022 DRAFT- Public Comments at Library Board Meetings

The Library Board welcomes citizen participation concerning regional library service, as discussed in Policies 4.231 (Suggestions, Feedback, and Complaints), and 4.24 (Reconsideration). The Board may also hold public hearings on specific topics as described in 1.262 (Public Hearing Policy).

As an additional venue for feedback, a Public Comment period will be held at each regularly scheduled Library Board meeting. The following guidelines apply:

1. Public Comment will be scheduled as an agenda item early in each regularly scheduled Board meeting and up to one hour will be allowed for the comment period. If, at the conclusion of one hour there are remaining commenters who wish to speak, Public Comment will resume after all other agenda items have been completed.
2. Speakers will have a maximum of five minutes for their comments. Each individual may speak only once during a meeting. Speakers may not "yield" time to other individuals.
3. Individuals speaking are requested to state their name and jurisdiction of residency.
4. Speakers are requested to pre-register with the Library Director in advance or shortly before the meeting and the order of pre-registrations will determine the order of speakers. However, once pre-registered speakers have completed, the Library Board President will open the floor for other public speakers.
5. When a Library Board meeting is held in a hybrid (in-person and remote) format, commenters may speak either in person or via tele- or video conference.
6. Commenters may submit written statements to the Library Director in advance of a meeting, to be read aloud during Public Comment whether or not the commenter is present.
7. The same guidelines of speaker order and comment length will apply to in-person, remote, or written comments.
8. Members of the public audience should refrain from applause and other forms of approval or disapproval, as a courtesy to each speaker. Signs are permitted in the meeting room so long as they are not attached to any stick or pole and do not obstruct the view of persons attending the meeting.
9. The Library Board does not directly supervise any library employees except for the Library Director, who is responsible for the management of library staff. The best mechanism to provide feedback on the performance of specific Library employees is to contact the Library Director. Comments about the performance of specific employees will be addressed by the Board of Trustees in Closed Meetings when requested by the Library Director.
10. The Board will not respond to speakers during Public Comment. However, the Board may direct staff to follow up with information, to provide further research to the Board, or to place an issue presented on a future Board agenda.

The Library Board President is responsible for monitoring time and ensuring the orderly conduct of the meeting, and may take steps to maintain order if the speaker or crowd becomes unruly, derogatory or personally abusive toward specific individuals, or in general disruptive of the conduct of the Board's business.