



LIBRARY BOARD'S AGENDA – FEBRUARY 27, 2023

Monday – 3:00 pm

LOUISA COUNTY LIBRARY (881 Davis Highway, Mineral, VA 23117) and

PRESENTED VIRTUALLY or via

TELEPHONE at 888 788 0099 (Toll Free)

(Webinar ID: 856 8302 5114)

- 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. Holds Lockers (Kayla Payne, Collections and Technology Manager)
- 3:50 Committee Appointments and Reports**
1. Library Name Working Group Report
 2. Five-Year Plan Committee Report
 3. Policy Committee Report
- 4:20 New Business**
1. Potential First Reading of Policy 1.261 (Public Comment at Library Board Meetings)
- 4:25 Old Business**
1. NAACP/JMRL Scholarship Update
 2. Budget Update
- 4:35 Library Director's Report**
- 4:45 Other Matters**
- 4:55 Future Agenda Items**
- 5:00 Proposed Adjournment Followed by an Optional Tour of the Louisa County Library**



Jefferson-Madison Regional Library

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

DRAFT

MINUTES OF THE DECEMBER 19, 2022 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Tony Townsend (Albemarle)
Meredith Cole (Charlottesville)
Wendy Wheaton Craig (Louisa)
Michael Powers (Albemarle)
Lisa Woolfork (Charlottesville)

Vice President Aleta Childs (Nelson)
Martha Ledford (Greene)
Thomas Unsworth (Albemarle)
Kathy Johnson Harris (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
AJ Mosley, Business Manager

Krista Farrell, Assistant Library Director
Sierra Hammons, Collection Specialist

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, December 19, 2022 at 3:00 PM, at the Northside Library (705 West Rio Rd, Charlottesville, VA 22901), and live streamed using videoconferencing software. (A recording of the meeting is available at:

https://www.youtube.com/watch?v=_1Qs9H4zLEY.) Trustee Childs moved that President Townsend's and Trustee Unsworth'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 and Trustee Woolfork's request to attend today's meeting remotely due to a personal matter, specifically family vacation, be approved. Motion passed unanimously. Trustee Ledford moved to accept the minutes for the November 28, 2022 Board Meeting as presented. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

NA

TRUSTEE CONTINUING EDUCATION

Ginny Reese, JMRL's Greene Branch Manager, presented to the Board Greene County's Dolly Parton Imagination Library (DPIL) program. DPIL mails books free of charge to children from birth to age five. Funding in Greene is provided by the Dolly Parton Foundation, the State of Virginia, and local fundraising from the Greene County Friends of the Library. Ginny Reese announced that Greene County currently has 243 signups, so far, since October 2022.

COMMITTEE APPOINTMENTS AND REPORTS

1. Regional Agreement Review Committee Report

Director Plunkett reported that the Regional Agreement Review Committee met for the second time on Friday, December 16th. The Committee primarily focussed on JMRL's Out of Area fee (which was written into the Regional Agreement in 2012) and its potential removal. Director Plunkett has been tasked with gathering more data by recalculating previous JMRL Budgets to show the financial impact of removing the Out of Area fee from the regional shared costs, which would primarily impact Charlottesville and Albemarle, and presenting findings to the Regional Agreement Review Committee.

2. Policy Committee Report

Trustee Powers reported that the Policy Committee met prior to the Board Meeting and discussed Policies 1.261 (Public Comment at Library Board Meeting) and Policy 2.1 (Public Employee's Code of Ethics), which are still undergoing revisions. No new drafts were ready to recommend to the full Board at this time.

NEW BUSINESS

1. *Potential First Reading of JMRL Policy 1.261 (Public Comment at Library Board Meetings)*

NA

2. *FY24 Budget Update*

Director Plunkett reported that he is in the process of arranging meetings with all five JMRL jurisdictions, which will occur in January. Director Plunkett also reported that he has not heard back yet from the jurisdictions regarding the JMRL FY24 Budget draft. The City of Charlottesville has released a draft 5-year Capital Improvement Program Budget that covers FY24-28, which does not include a renovation project for the Central Library.

3. *Donation for the Crozet Library for the Crozet Library Fund at the CACF*

Trustee Ledford moved that the \$1000 gift from patron Robert Hunter to the Crozet Library be added to the Crozet Library Fund in the Friends Family of Funds at the Charlottesville Area Community Foundation. Motion passed unanimously.

OLD BUSINESS

1. *Vote to Accept and Expend Friends Endowment and Library of Virginia Funding*

Trustee Cole moved that JMRL accept the Library of Virginia's granted allocation from ARPA funding of \$101,459 and authorize the expenditure of that funding for holds lockers, networking equipment, and downloadable content. Motion passed unanimously. Trustee Harris moved that JMRL accept the Friends of the Library Family of Funds granted allocation of \$37,187.30 for holds lockers and authorize the expenditure of that funding. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the elevator is back up and running at Northside Library, with special thanks to Lance Stewart, Bill Strothers, and Bruce Jones of Albemarle County for working so diligently to make this happen. Director Plunkett reminded the Board of the upcoming holiday schedule: JMRL will be closed December 24-27, Central will be closed Sunday, January 1st, and all JMRL will be closed Monday, January 2nd. The Library of Virginia also provided hearing assist loops, for interested libraries in the state. JMRL has hearing assist loops for each branch, with the first now available at the Central Library and the rest to be installed by JMRL IT at all other branches over the next few months. Director Plunkett announced that JMRL is adding a Plus subscription package to Kanopy, JMRL's digital media provider, which includes select titles that are credit free to watch and also BBC content, starting January 1, 2023. Due to the extra available content, the available Kanopy monthly credit allotment will be reduced from 10 credits to 7 credits. Director Plunkett shared with the Board JMRL's top circulating titles of 2022, courtesy of Meredith Dickens, JMRL's Collection Manager. JMRL's blog has been updated, as part of the Digital Migration Project. JMRL has reinstated a "freeze holds" functionality for patrons, which will allow patrons to pause their hold(s) while away on vacation, so as not to miss them.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include a report from the Library Name Working Group, a FY24 Budget Update, and a possible continuing education from Hayley Tompkins, Crozet Branch Manager, regarding JMRL's Training Committee initiatives and updates. The next Board Meeting will be January 23, 2023 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 3:54pm.

Jefferson-Madison Regional Library

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DRAFT

MINUTES OF THE JANUARY 23, 2023 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Tony Townsend (Albemarle) (v)
Meredith Cole (Charlottesville)
Wendy Wheaton Craig (Louisa) (v)
Michael Powers (Albemarle) (v)

Vice President Aleta Childs (Nelson)
Martha Ledford (Greene)
Thomas Unsworth (Albemarle)
Lisa Woolfork (Charlottesville) (v)

TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
AJ Mosley, Business Manager

Krista Farrell, Assistant Library Director
Sierra Hammons, Collection Specialist
Hayley Tompkins, Crozet Branch Manager

**NO QUORUM WAS OBTAINED FOR THE REGULAR MONTHLY BOARD MEETING OF JANUARY 23, 2023.
THE MEETING CONVENED BUT NO BUSINESS WAS TRANSACTED.**

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, January 23, 2023 at 3:00 PM, at the Northside Library (705 West Rio Rd, Charlottesville, VA 22901), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=LPMAG4AubTU>.) No quorum present. In the absence of a quorum, no action was taken on remote participation confirmation or on the minutes of the previous meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS

One public comment was made asking the status of JMRL's name review. Trustee Woolfork announced that she would be stepping down from the JMRL Board of Trustees. President Townsend thanked Trustee Woolfork for her years of service on the Board. The Director announced five books, one for each year of service on the JMRL Board of Trustees, to be added to the JMRL collection, at the Gordon Avenue Library, in honor of Trustee Woolfork's service as Board Trustee. Trustee Craig reported that the Friends have a rescheduled meeting happening at the end of January.

TRUSTEE CONTINUING EDUCATION

Hayley Tompkins, JMRL's Crozet Branch Manager, shared a presentation on the development and make-up of JMRL's Staff Training Committee (started in 2019), to the Board. The Training Committee consists of 12 members from different branches/departments over three subcommittees: Training Resources Subcommittee, Training Events Subcommittee, and Cross-Training Subcommittee.

COMMITTEE APPOINTMENTS AND REPORTS

1. Library Name Working Group Report

Director Plunkett reported that the Library Name Working Group met last week and are finishing up gathering data from public and staff input in order to make a presentation to the Board. The Group is currently working on a procedure to adopt should the jurisdictions ever ask JMRL to review the name of the Library. The Group anticipates two or three more

meetings before being able to make a presentation to the Board. With Trustee Woolfork stepping down, there is a vacancy for another Trustee if there is any interest in serving on the Library Name Working Group.

2. Five-Year Plan Committee

Director Plunkett reminded the Board that JMRL's Five-Year Plan expires June 30, 2024. Trustee Cole will be stepping in as chair of the Five-Year Plan Committee, for now, as Trustee Woolfork steps down. Director Plunkett suggested regular monthly or bimonthly meetings for the Committee between now and next June to draft a new Five-Year Plan for the Board to vote on.

NEW BUSINESS

1. JMRL/NAACP Scholarship Update

Director Plunkett announced that mid-April is the deadline for the JMRL/NAACP Scholarship. Trustee Childs stated she would be willing to assist again this year in selecting the Scholarship recipient. Director Plunkett suggested a potential subcommittee be formed to create a specific rubric for scholarship candidate selection.

2. JMRL FY22 Audit

Director Plunkett reported that the FY22 Audit showed no findings of any fund balance exceeding JMRL's 5% threshold, and no deficiency in internal control that could be considered a material weakness. Director Plunkett stated that an auditor could be scheduled to appear before the Board to discuss FY22 Audit findings, if the Board is interested. The Board expressed no concerns at this time.

OLD BUSINESS

1. FY24 Budget Update

Director Plunkett announced that JMRL has met with three of five jurisdictions (Charlottesville, Albemarle, Louisa) to discuss the Library's annual budget, with plans to meet with Nelson and Greene this week. Director Plunkett reported that, so far, all jurisdictions have been supportive of JMRL's Year 2 Minimum Wage Adjustment Plan, changes in health insurance, and the 2% cost of living wage increase for staff. Director Plunkett stated that they are now preparing to discuss the Library's proposed FY24 Budget with any elected officials that have questions. The Director also reported that with both the City of Charlottesville and Albemarle County the Central Library Renovation came up as a major topic of discussion, where staff expressed interest in getting further information about this process. Director Plunkett also listed important dates for all five jurisdictions regarding when staff will release their recommended budgets to their elected officials and dates for final budget approval.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that JMRL is partnering with the Virginia Festival of the Book again this year for the Same Page Community Reads initiative, which features author Ross Gay's "Book of Delights." The Same Page Community Reads event will be March 25th. Director Plunkett also reminded the Board that next month's Board Meeting will be held at the Louisa Library. Director Plunkett took a moment to thank all JMRL volunteers and spotlighted Melissa Dickens who has repaired 1762 books for Central and Gordon in 2022, saving over \$25,000 in funds. Book repair volunteers at Northside have also saved JMRL over \$30,000. On January 11th, Melissa Dickens and JMRL's Collection Manager Meredith Dickens, hosted a Home Book Repair Workshop at Northside Library. Director Plunkett announced that he has been selected by the City of Charlottesville to be on the Downtown Mall Committee.

OTHER MATTERS

President Townsend reported that a Crozet patron expressed thanks for the new JMRL lockers service.

FUTURE AGENDA ITEMS

Possible future agenda items include committee reports from the Policy Committee, the Five-Year Plan Committee, a Library Name Working Group Report, and a motion to approve minutes from the December Board Meeting. The next Board Meeting will be February 27, 2023 at the Louisa Library.

ADJOURNMENT

The meeting adjourned at 3:46pm.

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 regardless of format. 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. 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.
5. Commenters may request at least twenty four hours in advance that a written statement submitted to the Library Director be read aloud during Public Comment.
6. Members of the public audience shall 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.
7. 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.
8. The Board will not respond to speakers during Public Comment. However, the Board may direct staff to follow up with information or to provide further research to the Board:

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.