



**LIBRARY BOARD'S AGENDA – JANUARY 24, 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: 899 1528 8440**

**Passcode: 772484)**

**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. Beanstack Reading Challenge Software (Tim Carrier, JMRL Young Adult Services Manager)

**3:20 Committee Appointments and Reports**

1. NA

**3:20 New Business**

1. First Reading of Policy 4.32 Interlibrary Loan
2. Potential Vote on Acceptance of [#PlantWildflowers Grants](#) for Scottsville and Central Libraries
3. Realigning Director's Contract Term with Director's Evaluation Cycle

**3:50 Old Business**

1. FY23 Budget Update

**4:00 Library Director's Report**

**4:15 Other Matters**

**4:20 Future Agenda Items**

**4:30 Proposed Adjournment**



# Jefferson-Madison Regional Library

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## DRAFT

### MINUTES OF THE DECEMBER 13, 2021 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

Vice President Wendy Wheaton Craig (Louisa)  
(in person)  
Meredith Cole (Charlottesville) (in person)  
Kathy Johnson Harris (Charlottesville) (virtual)  
James West (Greene) (virtual)

Michael Powers (Albemarle) (in person)  
Lisa Woolfork (Charlottesville) (virtual)  
Tony Townsend (Albemarle) (virtual)  
Aleta Childs (Nelson) (in person)

#### TRUSTEES ABSENT

President Thomas Unsworth (Albemarle)

#### OTHERS PRESENT

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

Sierra Hammons, Collections Specialist (in person)  
AJ Mosley, Business Manager (in person)

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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, December 13, 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=Ku7Yn39pTfg>.) Trustee Powers moved to adopt the draft minutes for the November 22, 2021 Board Meeting. The motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

NA

#### TRUSTEE CONTINUING EDUCATION

NA

#### COMMITTEE APPOINTMENTS AND REPORTS

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

The Technology Committee met last week to discuss the updates and general overview for JMRL's Technology Plan and new website (beta.jmrl.org). Sara Elizabeth, JMRL's Digital Services Coordinator, presented a timeline for the new website with Summer 2023 being the goal for a soft launch. Sara Elizabeth mentioned that software updates and server backups are still needed to maintain the new website, and JMRL hopes to hire a consultant to assist in this process. JMRL also has two full-time IT positions currently being filled. Kayla Payne, JMRL's Collections and Technology Manager, provided updates for the Technology plan, which is an addendum to the Five-Year Plan. The Technology Committee reported that the Technology Plan is going to be reviewed to separate Board goals and staff tasks. Kayla Payne reported JMRL is working toward instituting contactless lockers as an alternative method for patrons to pick up holds. New hotspots have been purchased as a way to provide more wifi coverage for patrons. The IT department is also exploring desktop virtualization for public computers, as well as the implementation of tech solutions for hybrid meetings/programs. The Technology Committee aims to meet in February to further discuss the priorities set forth in the Technology Plan.

##### *2. Policy Committee Report*

The Policy Committee met prior to the full Board meeting, and discussed two policies: Policy 4.32 "Interlibrary Loan" and Policy 4.8 "Website Policy." Trustee Powers reported the Policy Committee is choosing to defer the review of a few policies in favor of a reorganization project of the Policy Manual. Trustee Powers informed the Board this project would allow the public to have access to pertinent information up front, with other supporting documents, such as the "Regional Agreement", shifted to the end of the Policy Manual as appendices. Trustee Powers also stated that policies that do not directly involve the public (such as Employee Parking) will be presented to the Board in the future with the hope to deprecate them and relegate them procedurally to JMRL's Employee Handbook. Regarding Interlibrary Loans, Trustee Powers informed the Board that JMRL has chosen, over time, not to invest resources in listing JMRL's holdings for other libraries to request. No recommendation was made/requested by Trustee Powers at this time; the Board was also informed a reconsideration could be made in future if needed.

### **NEW BUSINESS**

NA

### **OLD BUSINESS**

#### *1. Vote on Policy 4.231 (Group Visits)*

Trustee Woolfork moved to vote for the revised Policy 4.231 (Group Visits). Motion passed unanimously to accept the revised policy.

#### *2. Vote on Policy 5.2 (Emergencies)*

Trustee Woolfork moved to adopt Policy 5.2 (Emergencies). Motion passed unanimously.

### **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported JMRL's 2021 Food Drive collected 1,452lbs of donated food, providing 1,188 meals to families in the community. JMRL has been involved with two local programs: Albemarle County's Community Read, available for view on the County website, and UVA's Office of Diversity of Equity and Inclusion's Martin Luther King Community Read (Jan 20, 6pm), JMRL will have a limited supply of Dr. King books to distribute at Charlottesville and Crozet branches. Due to the increase in COVID percent positivity data, JMRL updated the masking policy and is now requiring masking for all patrons and staff. Trustee Woolfork expressed concern over employee safety if enforcement of this rule is not supported. Director Plunkett reported JMRL has distributed 1,895 rapid COVID tests to patrons so far. JMRL is going to be using Beanstack, a software technology provided by the state, to track participation in reading programs and other challenges throughout the year. Virginia State Library is preparing training from a Richmond Law firm regarding social media, which will be free for Board members. Director Plunkett mentioned that AJ Mosley, JMRL's Business Manager, took delivery of the historic highway marker commemorating the Swanson v UVA case, which will be placed out front at the Central Library. JMRL would like to coordinate an event with the City, the County, and UVA Law School to commemorate placing the marker in the ground. JMRL hosted an online viewing of Lorenzo Dickerson's film "Free and Open to the Public," which is now available to watch on JMRL's YouTube page; DVDs have also been added to JMRL's collection.

### **OTHER MATTERS**

Director Plunkett asked the Board to consider accepting a \$500 Institute of Museum and Library Services (IMLS) grant from Washington School of Information, for the virtual teen program "Misinformation Escape Room". Trustee Harris moved to accept the \$500 IMLS grant as a Board. Motion passed unanimously.

### **FUTURE AGENDA ITEMS**

Possible future agenda items include a committee report from the Budget Committee and a possible first reading of Policy 4.32 "Interlibrary Loan." The next Board meeting will be held January 24, 2021, at Northside Library.

### **ADJOURNMENT**

The meeting adjourned at 4:13pm.

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## INTERLIBRARY LOAN

Interlibrary loan (ILL) requests to other libraries are made for Jefferson-Madison Regional Library cardholders. Likewise, the Library lends materials to other libraries upon request, except for those items restricted to local use. Restricted items include reference works, audiovisual materials, and current best sellers. The policies and procedures established for interlibrary loan through the Jefferson-Madison Regional Library follow **all relevant State of Virginia codes and guidelines** ~~the Virginia Interlibrary Loan Code of 1989 and Guidelines~~. When resources within the state have been exhausted, loan requests from out-of-state libraries will then conform to the American Library Association's **"National Interlibrary Loan Code for the United States , 2004."**

The Library will offer interlibrary loan services for a **per item** fee ~~of \$3.00 per item~~ to offset ~~postage~~ costs, payable when picking up requested item. **Fees are set annually by the Library Board in Circulation Fees and Fines**. Individual patrons may request up to three items at any given time. No requests will be sent to libraries which charge lending fees for interlibrary loan transactions unless materials cannot be obtained from any other source. In the case of requests which can be filled only by libraries that charge, however, the patron is required to approve and pay the lending fee up to a maximum cost specified, prior to the sending of the request.

If any interlibrary loan material is damaged or lost while being used by a Library patron, the patron will pay whatever damage or replacement costs are specified by the lending library. **Because JMRL relies on good relationships with its lending partners, a patron's repeated failure to follow JMRL's ILL procedures may result in the loss of ILL borrowing privileges. Examples include patrons not returning items in good condition and on time, and not picking up requested items on time.**

~~When materials are lost or are returned late, the borrowing privileges of both the patron and JMRL are jeopardized. Patrons who abuse interlibrary loan borrowing privileges (e.g. lose or damage items, keep items overdue, do not pick up requested items) will find their interlibrary loan borrowing privileges suspended after a warning.~~