



LIBRARY BOARD'S AGENDA – JULY 26, 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: 859 4086 5804

Passcode: 027886)

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.**

3:20 Trustee Continuing Education

1. Short Takes for Trustees- Board Self Evaluation

3:30 New Business

1. Board Self-Evaluation Format
2. Discussion and Vote on FY22 Board and Budget Schedule
3. Reading of Religious Accommodations Policy

4:00 Committee Appointments and Reports

1. Employee Handbook Working Group Report

4:10 Old Business

1. ARPA Grant Application
2. Budget Committee Assignment
3. Vote on JMRL Policy 3.1 (Disposal of Library Equipment)

4:40 Library Director's Report

4:50 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 JUNE 28, 2021 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson) (in person)
Carla Mullen (Charlottesville) (in person)
Vice President Wendy Wheaton Craig (Louisa)
(in person)
Kathy Johnson Harris (Charlottesville) (virtual)

Michael Powers (Albemarle) (in person)
Thomas Unsworth (Albemarle) (virtual)
Tony Townsend (Albemarle) (virtual)
James West (Greene) (in person)
Lisa Woolfork (Charlottesville) (virtual)

TRUSTEES ABSENT

None

OTHERS PRESENT

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

Aleta Childs, Incoming Nelson Trustee
Krista Farrell, Assistant Library Director

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, June 28, 2021 at 3:00 PM using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=Nrqc66bQbmM>). Trustee West moved to accept the minutes for the May 24, 2021 Board Meeting. The motion passed unanimously. Trustee Mullen moved to accept the minutes for the closed meeting for the Director evaluation earlier in May with one change from draft minutes in that the Director was not present. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee McDuffie reported that she and Trustee Unsworth had discussed the comments from the Director's evaluation with the Director. He was recommended for the 2% raise that all JMRL staff are receiving and the Board appreciated his excellent work in keeping the Library moving forward safely in the past year. Trustee McDuffie introduced Aleta Childs, an member of the Grow Nelson campaign, who will be the new Nelson representative to the Board. Trustee Craig attended a webinar on advocacy for library trustees. Director Plunkett introduced and welcomed AJ Mosley, JMRL's new business manager. Manager Mosley has over a decade of experience in leadership in the non-profit sector. The Director presented several books to be donated to the Nelson Memorial Branch in honor of Trustee McDuffie's service as Board President.

TRUSTEE CONTINUING EDUCATION

NA

NEW BUSINESS

1. FY22 Officer Voting

Trustee Mullen, Officer Nominations Committee Chair thanked outgoing Board President Trustee McDuffie and Board Vice President Craig for their years of service and leadership to the JMRL Board. She then presented the new slate of officers who have agreed to serve: Trustee Unsworth as Board President, and Trustee Craig for another term as Board Vice President. Trustee Harris moved to elect Thomas Unsworth as Board President and Wendy Wheaton Craig as Vice President. The motion passed unanimously. Trustee McDuffie turned the meeting over to President Unsworth.

2. Director Goals - FY22

Director Plunkett summarized his FY22 goals to steer JMRL through the Library's Covid Response Plan, to secure Board approval for JMRL's Minimum Wage Adjustment Plan, and to present JMRL's Diversity Plan (Strategic Plan Goal #3, Objective #8) to the Board for review. Trustee Powers asked if there was interest from the Board in adding a Director goal about moving a Central renovation forward. After discussion, Trustees agreed to add Strategic Plan Goal #6, Objective #2 to the Director's FY22 goals.

3. ARPA Funding

Director Plunkett summarized the upcoming opportunity to apply for ARPA funding from the Library of Virginia. Director Plunkett is proposing that JMRL treat this as a grant, and focus the application on networking equipment, exterior hold lockers, and digital materials for the public.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

The Policy Committee met prior to the full Board meeting, and discussed three policies: A potential new "Discrimination Policy", new "Religious Accommodations" policy, and an updated Policy 3.1 "Disposal of Library Equipment Policy." Policy 3.1 "Disposal of Library Equipment" was presented to the Board for a first reading.

OLD BUSINESS

1. Vote on Policy 2.81 (Portraits in the Library)

Trustee McDuffie moved to accept the revised version of Policy 2.81 "Portraits in the Library". The motion passed unanimously.

2. Vote on FY22 Budget

Vice President Craig moved to adopt JMRL's FY22 Budget. Trustee West seconded. The motion passed unanimously.

3. JMRL's COVID Response Plan Update

Director Plunkett informed the Board that JMRL would be moving to Tier 1 of the Library's COVID 19 response plan on July 6, 2021. The major changes included adding meeting room and notary services at all branches, and returning all locations to pre-pandemic schedules. Staff are working on plans for indoor, outdoor, virtual, and hybrid programming. Staff masking guidelines will match guidelines for the public.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Grow Nelson Library fundraising committee has been chosen as the winner of the Virginia Library Association's George Mason award, presented to organizations whose activities have contributed to the development, growth, and extension of library and information services in the local community. Grow Nelson will be honored with a plaque at the VLA conference this fall. Over 95 patrons participated in the virtual Forgotten History of Pen Park: Unmarked Graves of Enslaved Persons program hosted by Northside staff, and more than 30 people attended an outdoor storytime in Market Street Park. The Friends of the Library are hosting a warehouse book sale on July 9-11 at the Albemarle Square shopping center. The City of Charlottesville has named Trustee Mullen's replacement. Meredith Cole will join the Library Board in September. Finally, the City of Charlottesville has changed auditing firms, so JMRL's FY21 audit will be performed by Robinson Farmer, Cox and Associates.

OTHER MATTERS

Trustee Mullen brought up the issue of upcoming Board committee assignments. President Unsworth asks that Trustees consider potential assignments for future discussion. Trustee McDuffie reminded the Board of the upcoming Board self-assessment, and the Board's interest in potentially changing formats for that process.

FUTURE AGENDA ITEMS

Possible future agenda items include discussion of ARPA funding and a vote on JMRL's Disposal of Library Equipment policy (3.1). The next Board Meeting will take place on July 26, 2021 with format and location to be determined.

ADJOURNMENT

The meeting adjourned at 4:05pm.

(TU:DP:gr)



2021 JMRL Board of Trustees Self-Evaluation

Introduction

Successful board teams pay attention to the process of how they operate. Just as we evaluate the progress of our library, we should also assess the operation of the board team and determine how we can do the job better.

It's up to us to hold ourselves accountable for good performance. To do that correctly, we should take time every year to formally evaluate the board's and our own individual performance.

The purpose of the evaluation is not to find fault with board members or the full board, but to examine strengths, weaknesses, and opportunities for improvement. The formal self-evaluation should be followed with a plan to improve board performance.

Thinking back over the last fiscal year (July 2020 to June 2021) answer the following questions as honestly as you can. Take a minute on each to recall the past year's meetings and events to help you arrive at an accurate assessment.

All responses are anonymous and all will be shared with the full board at the next meeting.

Your Trustee's Handbook was used as the basis for this survey.

Note: Please contact David at dplunkett@jmrl.org if you have any questions or problems with the evaluation.



2021 JMRL Board of Trustees Self-Evaluation

Board Preparation

Think back to when you started and to when the most recent board member joined. Think back over the last year and answer the following questions thinking about the Board of Trustees as a whole body.

1. Does our Board prepare to do its job by:

	Yes	No
conducting a thorough orientation for all new board members?	<input type="radio"/>	<input type="radio"/>
integrating new members into the team as quickly as possible?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
participating in continuing education?	<input type="radio"/>	<input type="radio"/>
providing regular board development activities for all board members?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
performing an annual self-evaluation of board operations?	<input type="radio"/>	<input type="radio"/>
providing all board members with copies of the mission statement, bylaws, ordinance, plan, library laws, and all other important documents of the library?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
touring all facilities at least once a year?	<input type="radio"/>	<input type="radio"/>

Anything else you'd like to tell us about this topic or question?



2021 JMRL Board of Trustees Self-Evaluation

Meetings

Think back over the past year as you answer these questions.

2. Does our Board ensure good meetings by:

	Yes	No
limiting most meetings to two hours or less?	<input type="radio"/>	<input type="radio"/>
providing a comfortable meeting room conducive to business?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
convening and adjourning on time?	<input type="radio"/>	<input type="radio"/>
having the board president lead the meetings?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
sticking to the prepared agenda?	<input type="radio"/>	<input type="radio"/>
ensuring the board has enough information to make decisions?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
working for consensus rather than fighting for a majority?	<input type="radio"/>	<input type="radio"/>
discussing issues cordially, avoiding personal attack?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
following a business-like system of parliamentary rules?	<input type="radio"/>	<input type="radio"/>
including the director as a resource for all deliberations?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
confining all discussion to policy issues and avoiding management issues?	<input type="radio"/>	<input type="radio"/>
encouraging all board members to participate in discussion and not letting one or two persons dominate?	<input checked="" type="radio"/>	<input checked="" type="radio"/>

Anything else you'd like to tell us about this topic or question?



2021 JMRL Board of Trustees Self-Evaluation

Individual Trustees

Do individual Board members:

3. Do individual Board members:

	Yes	No
Attend at least 90% of all Board meetings and committee meetings to which they are assigned?	<input type="radio"/>	<input type="radio"/>
come to meetings prepared?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
come to meetings on time?	<input type="radio"/>	<input type="radio"/>
feel free to express even dissenting viewpoints?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
leave meetings with a feeling of accomplishment?	<input type="radio"/>	<input type="radio"/>
see themselves as part of a team effort?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
act as advocates for the library?	<input type="radio"/>	<input type="radio"/>
know their responsibilities as board members of the library?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
attempt to exercise authority only during official meetings of the board?	<input type="radio"/>	<input type="radio"/>
represent the broad interests of the library and all constituents, not special interests?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
understand that the most effective way to govern is to delegate management to the director?	<input type="radio"/>	<input type="radio"/>

Anything else you'd like to tell us about this topic or question?



2021 JMRL Board of Trustees Self-Evaluation

Planning

Think about how the Board plans for the future.

4. Does the Board plan for the future of the library by

	Yes	No
annually reviewing and approving the mission statement?	<input type="radio"/>	<input type="radio"/>
annually reviewing yearly objectives/work plan?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
annually reviewing progress toward the long-range plan and modifying the long-range plan?	<input type="radio"/>	<input type="radio"/>
having board committees work and produce results?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
operating from opportunity rather than crisis to crisis?	<input type="radio"/>	<input type="radio"/>

Anything else you'd like to tell us about this topic or question?

5. In which of the major categories above does the board show real strengths?

6. In which of the major categories above does the board need improvement?

7. List any other questions or comments in the space provided below.

FY2021 Library Board Meeting and Budget Schedule

July 26, 2021	Board Meeting (Northside Library)
August 23, 2021	Board Meeting (Northside Library) - Library Board self-evaluation
September 17, 2021	Department and Branch Managers submit personnel and operational (non-equipment) budget requests
September 27, 2021	Board Meeting (Northside Library) - Library Board sets budget objectives/guidelines; Trustees contact City Council and Boards of Supervisors about JMRL services
Early October	Personnel Committee meets to discuss personnel requests from library staff
October 25, 2021	Board Meeting (Northside Library) - Library Director presents branch and department budget requests to the Library Board; Library Board discusses and ranks budget requests, using recommendations from Personnel Committee
Early November	Budget Committee meets to draft 2022/23 proposed budget and sends draft to Library Board
November 22, 2021	Board Meeting (Northside Library) - Proposed budget adopted by Library Board
December 20 or 28, 2021	Board Meeting (Scottsville Library)
Dec 2020- Jan 2022	Library Trustees and Library Director meet with City/County officials to discuss proposed budget
January 15, 2022	Legal deadline for submitting proposed budget to jurisdictions
January 24, 2022	Board Meeting (Northside Library) - Library Director Mid-Year Evaluation, if requested
February 18, 2022	Department and Branch Managers submit equipment requests with justifications to Business Manager
February 21, 2022	Board Meeting (Northside Library)
March/April 2022	Budget work sessions with Albemarle, Charlottesville, Greene, Louisa and Nelson
March 28, 2022	Board Meeting (Northside Library)
April 15, 2022	Department and Branch Managers submit Friends' budget requests to Library Director
April 25, 2022	Board Meeting (Louisa County Library) - Library Board reviews Five Year Plan
May/June 2022	Budget adoption by jurisdictions
May 23, 2022	Board Meeting (Greene County Library) - Library Director Annual Evaluation
Early June 2022	Library Board Budget Committee meets to draft Final Budget and sends draft to Library Board
June 27, 2022	Board Meeting (Nelson Memorial Library) - Library Board adopts Final Budget, Setting of Library Director Goals for FY23



RELIGIOUS ACCOMMODATIONS

JMRL will make good faith efforts to provide a reasonable accommodation of an employee's religious belief or practices, unless such accommodation would cause undue hardship for the library operation or interfere with its mission. An accommodation may cause undue hardship if it is costly, compromises workplace safety, decreases workplace efficiency, infringes on the rights of other employees, 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 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. Requests for using leave must be approved in advance by the Supervisor or Manager.

Instructions: Please complete the budget template and contact information to submit with your application.
 Add the three letter designation for your locality with your Library name.
 Answer "Yes" in the first column if you have attached a quote for the budget line item.
 Group similar items - Cleaning Supplies (50 Lysol wipe containers, 100 16oz. bottles of hand sanitizer).
 Fill in the total for each line item in the "Total per line item" column.
 The spreadsheet will sub-total for you.

Project Title: American Rescue Plan Act
Library Name: Jefferson Madison Regional Library
Library Address: 201 East Market Street Charlottesville, VA 22902
Contact Name: David Plunkett
Contact Phone: 434.979.7151 x 6670
Contact Email: dplunkett@jmrli.org
DUNS:

Quote Attached?	Budget Item - Description	Total per line item	Sub-Total
Section 1	Supplies/Materials (includes equipment less than \$5,000)		
	1	-	
	2	-	
	3	-	
	4	-	
	5	-	
	6	-	
	7	-	
	8	-	
	9	-	
	10	-	
	Total Supply/Materials		-
Section 2	Equipment (\$5,000 or more)		
	1 (3) Exterior Hold pickup lockers	59,991.00	
	2 Remaining 20% of costs for 16 new POE switches, after Erate Cat 2 reimbursement	18,726.94	
	3	-	
	4	-	
	5	-	
	6	-	
	7	-	
	Total Equipment		78,717.94
Section 3	Service Activities provided by a third party or vendor - provide dates of service, prorate if extending beyond 9/30/2022		
	1		
	2		
	3	-	
	4	-	
	5	-	
	6	-	
	7	-	
	Total Service Activities		-
Section 4	Other Expenses		
	1 Digital content (ebooks/audiobooks/streaming)	16,741.06	
	2	-	
	3	-	
	4	-	
	5	-	
	6	-	
	Total Other Expenses		16,741.06
	Total Request		95,459.00

LIBRARY BOARD COMMITTEES

Budget/Finance Committee

Thomas Unsworth, Chair
Wendy Craig
James West
Lisa Woolfork
Staff: Lindsay Ideson, Jerry Carchedi
Meets as needed

5-Year Plan Committee

Lisa Woolfork
Tony Townsend
Staff: Meredith Dickens, Krista Farrell,
Josh Howard, Susan Huffman,
David Plunkett, Stella Pool, Evan Stankovics
Friends of the Library: Proal Heartwell
Meets as needed

Personnel Committee

Carla Mullen, Chair
Thomas Unsworth
Kathy Johnson Harris
Staff: Margarete Gillette, Chris Smith
Meets as needed

Technology Committee

Wendy Craig, Chair
James West
Michael Powers
Staff: Anne Chiles, Josh Howard,
Stella Pool, David Plunkett
Meets as needed

Policy Committee

Michael Powers, Chair
Carla Mullen
Tony Townsend
Kathy Johnson Harris
Staff: Krista Farrell, Ophelia Payne, Ginny Reese
Meets before the Board meeting usually every other month

Liaison to Friends Advocacy Committee

Wendy Craig

Upcoming known changes:

- Budget- replace Jerry Carchedi with AJ Mosley
- Budget- add Aleta Childs
- Policy- potentially replace Ophelia Payne with Camille Thompson
- Policy- remove Carla Mullen
- Personnel- remove Margarete Gillette
- Personnel- remove Carla Mullen
- Technology- remove Josh Howard

Current Chair vacancies:

- Budget
- 5-Year Plan
- Personnel

DISPOSAL OF LIBRARY EQUIPMENT

Equipment purchased with State or Federal funds or other grants must be disposed of using the process specified by the applicable funding agency.

Equipment ~~that is not subject to a specified disposal process~~ purchased with other than State or Federal funds will be disposed of through the City of Charlottesville's **Equipment Disposal Procedures** ~~Equipment Sale~~. Any income derived from the sale of such equipment will accrue to the Library Equipment Fund.