



JEFFERSON-MADISON
REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – JULY 25, 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: 839 3581 2919

Passcode: 152676)

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 and phone number, or physically in person.**

3:35 Trustee Continuing Education

1. NA

3:35 Committee Appointments and Reports

1. Policy Committee Report

3:40 New Business

1. Board Committee Assignments for FY23
2. Approval of ARPA and Friends Endowment Expenditures
3. First Reading for Removal of Policy 4.31 (Adult Programming and Reference Services Department)

4:00 Old Business

1. Library Name Working Group Discussion

4:30 Library Director's Report

4:40 Other Matters

4:45 Future Agenda Items

5:00 Proposed Adjournment

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Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County

Jefferson-Madison Regional Library

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

DRAFT

MINUTES OF THE JUNE 27, 2022 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

| | |
|--|---|
| <u>President</u> Thomas Unsworth (Albemarle) (in person) | Michael Powers (Albemarle) (virtual) |
| Meredith Cole (Charlottesville) (in person) | Lisa Woolfork (Charlottesville) (in person) |
| Kathy Johnson Harris (Charlottesville) (in person) | Tony Townsend (Albemarle) (virtual) |
| <u>Vice President</u> Wendy Wheaton Craig (Louisa) (in person) | Aleta Childs (Nelson) (virtual) |

TRUSTEES ABSENT

James West (Greene)

OTHERS PRESENT

| | |
|--|--|
| David Plunkett, Library Director (in person) | Krista Farrell, Assistant Library Director (virtual) |
| Ginny Reese, Staff Reporter & Greene Manager (in person) | Sierra Hammons, Collections Specialist (in person) |
| AJ Mosley, Business Manager (in person) | Willie Gentry, Louisa Board of Supervisors Liaison (in person) |

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 27, 2022 at 3:00 PM using videoconferencing software, at the Northside Library (705 West Rio Road, Charlottesville, VA 22901). (A recording of the meeting is available at: <https://www.youtube.com/watch?v=oPpSN9CApZc>.) Trustee Cole moved to accept the minutes for the May 23, 2022 Board Meeting. The motion passed with Trustee Harris abstaining.

ANNOUNCEMENTS AND PUBLIC COMMENTS

President Unsworth informed all in attendance of Board procedures stating no vote would be made during this meeting regarding the request to change the name of the Regional Library System. President Unsworth stated that Board Policy is to give public commenters five minutes each to speak. President Unsworth also informed attendees there would be future opportunities for comments. Director Plunkett announced that Trustee Woolfork has been reappointed for another four years to the Library Board. Twenty public comments were made regarding the request to change the name of the Regional Library System.

TRUSTEE CONTINUING EDUCATION

NA

COMMITTEE APPOINTMENTS AND REPORTS

NA

NEW BUSINESS

1. Discussion of the Request to Change the Regional Library System Name

The Board discussed the request to change the Regional Library System name. Over 100 unsolicited public comments were received via phone, mail, and email within the last month. Director Plunkett reported that the Library Board does not have the ability to change the name of JMRL without a revision of the regional agreement between Albemarle, Charlottesville, Greene, Louisa, and Nelson. The Board agreed to further discuss this agenda item next month. No decision was made.

2. Discussion of Administrative Services Agreement Renewal

Director Plunkett stated that the Administrative Services Agreement with the City of Charlottesville is up for review every three years. Director Plunkett reported that the only changes made to the Administrative Agreement were the dates, wording added by recommendation of JMRL's City attorney to include that the Regional Agreement supersedes the Administrative Agreement, and to strike the language regarding the annual schedule of the Library which is decided by the Board annually. Trustee Woolfork moved that the Board authorize the Board President to sign the renewal of the Administrative Services Agreement. The motion passed unanimously.

OLD BUSINESS

1. Vote to Approve FY23 JMRL Budget

Trustee Harris moved that the Board approve the FY23 Budget for JMRL. The motion passed unanimously.

2. Vote on Updated JMRL Five Year Plan

Trustee Childs moved that the Board approve the updated Five Year Plan. The motion passed unanimously.

3. Vote on FY23 Board Meeting and Budget Schedule

Trustee Woolfork motioned to approve the FY23 Board Meeting and Budget Schedule. The motion passed unanimously.

4. Vote on FY23 Library Board Officers

Director Plunkett read the proposal presented by the Nominating Committee last month for Trustee Townsend as President and Trustee Childs as Vice President. Trustee Craig moved to approve the FY23 Library Board officers. The motion passed unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported the State has additional funding from the ARPA act available for areas with low health outcomes, which included the Louisa County Library. Louisa County Library will be ordering a privacy pod, intended for patron use upon request. Director Plunkett reported that there is a change to the City's Defined Contribution Retirement Plan, which is the retirement plan for most JMRL staff. Currently, the Library pays 8% of an eligible employee's salary into a 401 plan; with this change, after five years of service this will become a 9% contribution, and after ten years of service it will go up to a 10% contribution. Director Plunkett stated that there are currently forfeiture funds available that JMRL has paid into the retirement plan to cover costs for FY23, but there will be a budgetary impact for FY24. Director Plunkett announced that Nhandi Hoge is the JMRL NAACP Scholarship winner; Nhandi starts tomorrow at the Gordon Avenue Library. The State Budget has been approved by the Governor which includes a \$2.5 million increase in State Aid for public libraries statewide. The increase of State Aid for JMRL is over \$100,000, which brings JMRL's new State Aid total to \$856,240; this is still under 75% of full funding. Gordon Avenue Library recently had a family of skunks under the brick staircase leading up to the Library, which have been successfully transported to the Wildlife Center by Gordon staff. JMRL is working with City IT for online payroll services. A salary study for JMRL staff has begun; the City and its consultants will come up with basic competencies and new salary suggestions, which should be completed by the end of next year. Director Plunkett informed the Board that he would be away from JMRL all next week.

OTHER MATTERS

Trustee Craig acknowledged Willie Gentry from the Louisa Board of Supervisors.

FUTURE AGENDA ITEMS

Possible future agenda items include further discussion of the Request to Change the Regional Library System Name, a report from the Policy Committee, and a potential report from the Technology Committee.

ADJOURNMENT

The meeting adjourned at 5:20pm.

JMRL FY23 Proposed Board Committees:

Budget/Finance Committee

~~Tony Townsend, Chair~~

Wendy Wheaton Craig, Chair

Aleta Childs

Thomas Unsworth

~~James West~~

Martha Ledford

Lisa Woolfork

Staff: Lindsay Ideson, AJ Mosley, David Plunkett

Meets as needed

Technology Committee

~~Wendy Wheaton Craig, Chair~~

Thomas Unsworth, Chair

Michael Powers

~~James West~~

Staff: Kayla Payne, Sara Elizabeth

Stella Pool, David Plunkett

Meets as needed

5-Year Plan Committee

Lisa Woolfork, Chair

Meredith Cole

~~Tony Townsend~~

Aleta Childs

Staff: Meredith Dickens, Krista Farrell,
Susan Huffman, Kayla Payne, David Plunkett,

~~Stella Pool, Evan Stankovics~~ Latasha Richards

Friends of the Library: Proal Heartwell

Meets as needed

Policy Committee

Michael Powers, Chair

Kathy Johnson Harris

Martha Ledford

~~Tony Townsend~~

Staff: Krista Farrell, David Plunkett,

Ginny Reese, Camille Thompson

Meets before the Board meeting
typically every other month

Personnel Committee

Kathy Johnson Harris, Chair

Aleta Childs

Meredith Cole


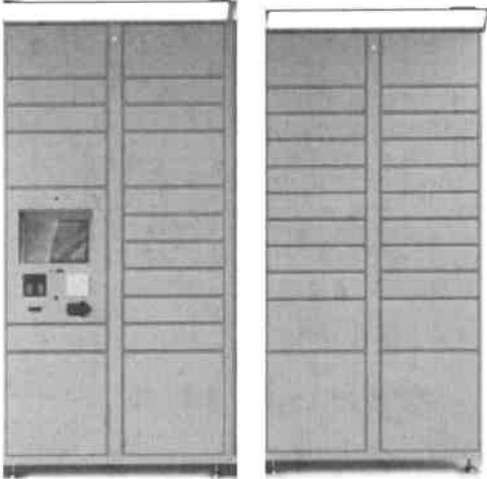
Staff: Krista Farrell, David Plunkett, Chris Smith

Meets as needed

Liaison to Friends Advocacy Committee

Wen

EXHIBIT A

| Configuration 1: Minimal tower capacity | Qty | Unit Price | Extended Price |
|---|--------------------------|-------------------|-----------------------|
| remoteLocker™ for exterior placement (17 lockers)  | 5 | \$11,999.00 | \$59,995.00 |
| Configuration 2: Maximum tower capacity | Qty | Unit Price | Extended Price |
| remoteLocker™ for exterior placement (17 + 22 lockers)  | 1 | \$20,688.30 | \$20,688.30 |
| remoteLocker™ Software License | Included in system price | | |
| libraryConnect™ devices, annual subscription for all 6 branches | \$1,733.00 | | |
| Training (remote) for all 6 branches | \$2,700.00 | | |
| Installation | Included in system price | | |
| Shipping & Handling to each location | \$10,500.00 | | |
| Total | \$95,616.30 | | |

ADULT PROGRAMMING AND REFERENCE SERVICES DEPARTMENT

The mission of the Adult Programming and Reference Services Department is to facilitate public access to available sources by providing assistance and instruction in order for patrons and staff to attain their informational needs. In addition, the Department develops programs designed to encourage life-long learning and to promote library services.

Adopted January 23, 1990
Revised 5/21/12