



LIBRARY BOARD'S AGENDA – MARCH 28, 2022

Monday – 3:00 pm

HYBRID MEETING

LOUISA COUNTY LIBRARY (881 Davis Hwy. Mineral, VA 23117) or

[VIRTUAL via ZOOM](#) or

PHONE NUMBER 888 788 0099 (Toll Free)

(Webinar ID: 830 6233 4812

Passcode: 095945)

[The Library Board's Technology Committee will meet at 2:00 PM]

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.**

3:10 Trustee Continuing Education

1. NA

3:10 Committee Appointments and Reports

1. Technology Committee Report
2. Personnel Committee Report
3. Budget/Finance Committee Report

3:40 New Business

1. FY22 One Time Pay Adjustment as a General Fund Expenditure
2. Discussion of Library Board Meeting Format

4:00 Old Business

1. Review of Policy 4.225 (Circulation Fines and Fees)
2. Review of Policy 5.4 (Schedule of Library Closings)
3. FY23 Budget Update

4:15 Library Director's Report

4:25 Other Matters

4:30 Future Agenda Items

4:35 Proposed Adjournment (Optional Tour of Louisa Library to Follow)

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Jefferson-Madison Regional Library

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

DRAFT

MINUTES OF THE FEBRUARY 28, 2022 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

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

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)	Willie Gentry, Louisa Board of Supervisors member (in person)
AJ Mosley, Business Manager (virtual)	Michael Lupton, Robinson, Farmer, Cox Associate (virtual)
Sierra Hammons, Collections Specialist (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, February 28, 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=JMumGEJUDQw>) Trustee Woolfork moved to adopt the minutes for the January 24, 2022 Board Meeting. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Craig introduced Willie Gentry, Louisa County Board of Supervisors member, and Louisa's liaison to JMRL's Board of Trustees. Mr. Gentry announced that the Louisa County Board of Supervisors had its first budget meeting and recommended for approval JMRL's budget request for FY23, totalling \$391,956 for Louisa County. Trustee Cole announced she would be on two panels this year for the Virginia Festival of the Book (VFOB): a writing speed-critique on March 13th and a detective fiction panel on March 19th. Trustee Woolfork mentioned she too would be speaking at a VFOB event, interviewing author Jocelyn Johnson, on March 18th.

TRUSTEE CONTINUING EDUCATION

Catherine Fae, JMRL's Reference & Adult Services Manager, was introduced by Director Plunkett to discuss JMRL's Same Page Community Read. Catherine Fae announced this year is the 28th annual VFOB (March 16-20), which is the largest community based book event in the mid-Atlantic region, attended by more than 20,000 participants each year. JMRL works with the Friends of the Library and VFOB annually to bring a celebrated author to town and distribute free copies of one of the author's books throughout JMRL's service area for the Same Page Community Read. Last year's event, featuring Jacqueline Woodson, was listed as a New York Times Calendar Events "Virtual Events to See." This year's 2022 Same Page Community Read features "We are Not Free" by Traci Chee, with an author discussion and book signing event on March 17th at 7pm. JMRL's Same Page kick-off event was held February 28th, and was a great success. Catherine Fae announced JMRL anticipates distributing 800 free books to patrons for the Same Page Community Read.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

The Policy Committee met prior to the full Board meeting, and discussed Policy 4.8 "Website Policy." Trustee Powers informed the Board that Policy 4.8 is still under review and the committee expects that it will be brought to the Board for a first reading in April.

NEW BUSINESS

1. JMRL's FY21 Audit (Michael E. Lupton, Robinson, Farmer, Cox Associates)

Director Plunkett introduced Michael E. Lupton, with Robinson, Farmer, Cox Associates, to present JMRL's FY21 Audit findings. Michael Lupton reported that Robinson, Farmer, Cox Associates did not discover any significant deficiencies or material weaknesses while performing the audit.

OLD BUSINESS

1. FY23 Budget Update

Director Plunkett informed the Board that Albemarle County reported they are currently recommending full funding of JMRL's budget request. Greene County will be presenting their proposed FY23 budget on March 1st. Conversations with the City of Charlottesville remain positive in support of a minimum wage increase; the City will release their budget on March 7th. Louisa's Finance Committee's first review of JMRL's budget request was positive; their official budget will be presented March 21st. Nelson County presents their budget later in the Spring. Director Plunkett also mentioned that the Budget Committee will meet in March.

2. Second Reading and Potential Vote on Policy 4.32 "Interlibrary Loan"

Trustee Woolfork moved to adopt Policy 4.32 "Interlibrary Loan". The motion passed unanimously.

3. Update on Director's Annual Goals

Director Plunkett provided a mid-year update to the Board of the four Director's goals set for FY22. 1. JMRL's COVID response plan remains ongoing. Director Plunkett reported FY23 will see the first implementation of JMRL's Cross Training Plan. 2. The Library Board has approved the Minimum Wage Adjustment Plan, and the FY23 Budget for JMRL reflects the first year of building this into operational budgeting. 3. Progress has been made on JMRL's Diversity Plan; an outline with draft language is ready, which will be presented to the Board by the end of FY22. 4. Director Plunkett stated the Central Library Renovation (estimated costs around \$13 million) will not happen in FY23.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that JMRL will be returning to Tier 1 of the COVID Response Plan starting March 1st, which will make masks recommended for patrons, but not required, and allow for in-person programming. Director Plunkett stated the Personnel Committee will be called to meet in the next couple of weeks, followed by the Budget/Finance Committee, in order to be able to present recommendations to the full Board before the March meeting regarding the current FY, and potential changes to job titles and the Defined Contribution retirement plan. Director Plunkett, Trustee Powers, and Trustee Childs participated in the Friends of the Library trivia fundraiser, which had 30 total participants. A press release for JMRL's joint scholarship with the Charlottesville/Albemarle NAACP went out last week, and information is now available on the JMRL website.

OTHER MATTERS

Trustee Woolfork mentioned a news article regarding a library system that loaned out sewing machines to patrons, and suggested this might be a useful service JMRL could provide to patrons in the future. The Technology Committee will meet before the March 28th Board meeting.

FUTURE AGENDA ITEMS

Possible future agenda items include committee reports from the Technology Committee, the Personnel Committee, and the Budget/Finance Committee, and a review of FY23 JMRL Schedule: Section 5.4 "Schedule of Library Closings" and Policy 4.225 "Circulation Fines and Fees."

ADJOURNMENT

The meeting adjourned at 4:13pm.

CIRCULATION FINES AND FEES

(EFFECTIVE JUNE 1, 2020)

Fines (for library users 16 and up)*

Most items	\$	0.25 per day
Interlibrary loans and wireless hotspots		1.00 per day
DVDs, audio books, and 7-day loan bestsellers		0.50 per day
Maximum fine per item		10.00
Maximum fine per item for interlibrary loans		30.00
Maximum fine if paid in full		35.00

*The library does not charge overdue fines to juvenile accounts

Replacing Lost or Damaged Materials (for all library users)

*A \$5.00 processing fee will be applied to all lost or damaged materials

Most materials	List Price
Magazines	\$ 3.00
Materials with no list price	15.00
Fiction paperbacks with no list price	5.00
Replacement for Audio Visual parts	10.00 per disc
Replacement of lost or damaged Book Club Kit title	10.00
Replacement of lost or damaged Book Club Kit bag	10.00
Replacement of lost or damaged wireless hotspot	100.00
Replacement of entire Book Club Kit	150.00

Special Notice

- Out-of-Area (non-resident) annual library card fee is \$30.00
- Remote orders for 3d printing service fee to offset costs is \$0.10 per gram. Onsite and program related 3d printing is free of charge.
- Interlibrary loan fee to offset postage costs is \$3.00
- Most materials circulate for three weeks. 7-day loan bestsellers circulate for one week.
- Book Club Kits circulate for six weeks with no renewals.
- Materials (except 7-day loan bestsellers and interlibrary loans) may be renewed twice if there are no outstanding holds.
- Per patron limits: Total Items: 75; DVDs: 5.
- An additional five dollar (\$5.00) nonrefundable service fee will be charged on lost or damaged items. If lost and paid items are returned in good condition within three months of payment, only the replacement fee will be refunded.
- Additional fees may be assessed for loss or damage of in-house and special items such as meeting room equipment, keys, Kill-a-Watts, nature backpacks, et al.
- Accounts with fines in excess of \$20.00 will be blocked until 50% of balance is paid.
- Accounts with items 60 days overdue or fines of \$35.00 or more will be given to a collection agency and a \$10.00 collection fee will be added to the account. Accounts will remain in collections until the balance is paid in full.

DRAFT 2022-2023 SCHEDULE OF LIBRARY CLOSINGS

(p)	July 4, 2022	Monday	Independence Day
(p)	September 5, 2022	Monday	Labor Day
	October 10, 2022	Monday	In-Service Day
(p)	November 11, 2022	Friday	Veterans Day
(p)	November 24, 2022	Thursday	Thanksgiving Day
(p)	November 25, 2022	Friday	Day after Thanksgiving
(p)	December 24, 2022	Saturday	Christmas Eve
	December 25, 2022	Sunday	Christmas Day
(p)	December 26, 2022	Monday	Day after Christmas
(p)	December 27, 2022	Tuesday	Second Day after Christmas
	January 1, 2023	Sunday	New Year's Day
(p)	January 2, 2023	Monday	Day after New Year's Day
(p)	January 16, 2023	Monday	Martin Luther King, Jr. Day
(p)	February 20, 2023	Monday	Presidents' Day
	April 9, 2023	Sunday	Easter (Central Library)
(p)	May 29, 2023	Monday	Memorial Day
(p)	June 19, 2023	Monday	Juneteenth

- (p) Indicates staff paid holidays.
- If a paid holiday falls on a staff member's non-work day, the staff member will be given compensatory time off to be used during the fiscal year at their supervisor's discretion.
- In addition to the above 13 paid holidays, eligible staff receive 2 personal days. New regular staff members are eligible for personal days after 90 days of service.
- Library closes at 5:00 p.m. on Thanksgiving Eve & New Year's Eve.
- **Central Sunday Openings:** September 11, 2022 thru May 21, 2023 (Sunday after Labor Day through Sunday before Memorial Day weekend).