



LIBRARY BOARD'S AGENDA – MARCH 27, 2023

Monday – 3:00 pm

GREENE COUNTY LIBRARY (222 Main Street, Stanardsville, VA 22973) and

**PRESENTED VIRTUALLY or via
TELEPHONE at 888 788 0099 (Toll Free)
(Webinar ID: 818 3323 6744)**

- 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. Patron Feedback (David Plunkett, JMRL Director)
- 3:50 Committee Appointments and Reports**
1. Library Name Working Group Report
 2. Five-Year Plan Committee Report
- 4:10 New Business**
1. Potential Vote on Policy 1.261 (Public Comment at Library Board Meetings)
 2. Review and Potential Vote on Policy 4.225 (Circulation Fines and Fees)
- 4:25 Old Business**
1. 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 Greene County Library**



Jefferson-Madison Regional Library

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DRAFT

MINUTES OF THE FEBRUARY 27, 2023 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

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

Vice President Aleta Childs (Nelson)
Martha Ledford (Greene)
Thomas Unsworth (Albemarle)

TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
AJ Mosley, Business Manager
Kayla Payne, Collections & Technology Manager

Krista Farrell, Assistant Library Director
Sierra Hammons, Collection Specialist
Ophelia Payne, Louisa Branch Manager
Willie Gentry, Louisa Board of Supervisors Liaison

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, February 27, 2023 at 3:00 PM, at the Louisa County Library (881 David Highway, Mineral, VA 23117), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=dzW1SPikeqY>.) Trustee Unsworth moved to accept the minutes for both the December 19, 2022 Board Meeting and the January 23, 2023 Board Meeting. The motion passed unanimously, with Trustee Craig not yet present.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett announced that applications for the open City of Charlottesville seat on the Board are due by March 10, 2023 to the City of Charlottesville. Trustee Cole announced that she will be moderating the crimewave panel (No Ordinary Crimes: A Thriller Hour) during the Virginia Festival of the Book on March 25, 2023, at 11 am, at the Central Library. No public comments were made.

TRUSTEE CONTINUING EDUCATION

Kayla Payne, JMRL's Collections and Technology Manager, presented to the Board information on JMRL's new holds lockers. Patrons are now able to pick up holds after normal JMRL business hours using the Locker pickup locations at Crozet, Gordon, Louisa, Greene, Nelson, and Scottsville libraries.

COMMITTEE APPOINTMENTS AND REPORTS

1. Library Name Working Group Report

Director Plunkett reported that the Board can expect a full report during the March 27, 2023 meeting. The Library Name Working Group is finishing up a synthesis of feedback and a recommended procedure for JMRL to use should the Library's funding jurisdictions request JMRL to review the Library Name, or should the jurisdictions cede that authority directly to JMRL in the Regional Agreement.

2. Five-Year Plan Committee Report

Trustee Cole reported that the Five-Year Plan Committee had its first meeting, with a second meeting scheduled for March 8th. Trustee Cole announced that a suggestion was made to match the July 2024-June 2029 Five-Year Plan goals to JMRL's

values, rather than use the six goals from previous plans. The Committee may divide into smaller groups after the next meeting to do more intensive work on defining plan goals. The Board will need to vote on the adopted July 2024-June 2029 Five-Year Plan during the June 2024 Board meeting.

3. Policy Committee Report

Trustee Powers reported that the Policy Committee met prior to the full Board meeting and discussed three topics: a Policy 1.261 (Public Comment at Library Board Meetings) draft, Policies 2.1 and 2.11 (Public Employees' Code of Ethics and Library Employees' Code of Ethics), and Policy 4.224 (Patron Confidentiality). Policy 1.261 will be presented to the Board for a first reading in New Business. Discussion and revisions for Policies 2.1 and 2.11 are ongoing and drafts will potentially be presented to the Board in June for a first reading. Policy 4.224 will potentially be presented to the Board for a first reading in April.

NEW BUSINESS

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

Trustee Powers presented Policy 1.261 (Public Comment at Library Board Meetings) to the Board. Trustee Powers noted that the major change to Policy 1.261 was proposing a limit of "up to one hour" for public comments during the Public Comments agenda item at each Board meeting, with additional time for public comments at the end of the meeting for remaining commenters who wish to speak. Policy 1.261 will potentially be presented to the Board next month for a vote, with rewording of the last paragraph.

OLD BUSINESS

1. NAACP/JMRL Scholarship Update

Director Plunkett announced that he met with Trustee Childs to create parameters for scholarship candidate selection. April 14th is the due date for scholarship applications.

2. Budget Update

Director Plunkett announced that Albemarle County has recommended full funding of JMRL's FY24 budget requests, although this does not include a Central Library renovation at this time. Director Plunkett will be attending the Louisa County Board of Supervisors budget meeting Monday, March 6th to discuss JMRL's budget requests for FY24 and the proposal for Bookmobile services next year.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that JMRL's "Computer Use Only" cards will change to "In-House Use Only" cards, which gets JMRL in compliance with Policy 4.221 (Library Card Eligibility). The Gordon Avenue Library Drive-Up Window project begins construction this week. The construction is expected to be completed by the end of May 2023, although the window delivery will be delayed until the end of summer due to supply chain issues. Director Plunkett updated the Board on the progress of Director's major projects: advancing the Central Library renovation project, providing a transparent process for JMRL communities to provide feedback on the name of the library, and focusing on expanding services to "meet people where they are" (such as holds lockers). Director Plunkett also reported that Charlottesville recently participated in a community survey and the results showed 88% of responses rated public library service as "excellent" or "good." JMRL is participating in the SamePage program again this year with the Virginia Festival of the Book, featuring author Ross Gay.

OTHER MATTERS

Ophelia Payne, Louisa Branch Manager, will be giving a tour of the Louisa County Library, including the holds locker, after the Board meeting.

FUTURE AGENDA ITEMS

Possible future agenda items include a committee report from the Five-Year Plan Committee, a potential vote on Policy 1.261 (Public Comment at Library Board Meetings), a review of JMRL's Fines and Fees Schedule, a final report from the Library Name Working Group, and a continuing education from Director Plunkett regarding JMRL's new feedback forms. The next Board Meeting will be March 27, 2023 at the Greene County Library.

ADJOURNMENT

The meeting adjourned at 4:09pm.

Resolution

*Recognizing Tim Carrier, Angelina Crews, EJ Dowling, Brittany Eversberg, and Megan Smead
for Extraordinary Service to JMRL and the Community at Large*

March 27, 2024

WHEREAS

the Jefferson Madison Regional Library wishes to recognize extraordinary efforts and achievements by members of library staff; and

WHEREAS

on Saturday, February 25, 2023 staff members Tim Carrier, Angelina Crews, EJ Dowling, Brittany Eversberg, and Megan Smead worked together to manage an emergency health crisis incident at the Central Library involving a member of the public; and

WHEREAS

the first-aid actions of these staff members amounted to life-saving efforts on this day, recognized as such by the Charlottesville Fire Department

NOW, THEREFORE, BE IT RESOLVED

on this 27th day of March, 2024, that the Jefferson Madison Regional Library Board hereby recognizes and extends their appreciation to Tim Carrier, Angelina Crews, EJ Dowling, Brittany Eversberg, and Megan Smead for their dedicated service to JMRL and to the patrons of Charlottesville, Albemarle, Greene, Louisa, and Nelson.

Tony Townsend, Chair
JMRL Board

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.~~

The Library Board President is responsible for monitoring time and ensuring the orderly conduct of the meeting. The Library Board President may take steps to maintain order in circumstances that generally disrupt the Board's business, such as behavior by speaker or crowd that becomes unruly, derogatory or personally abusive toward specific individuals.

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 10.
- 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, **toy library kits, maker kits, 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.