JEFFERSON-MADISON
REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – MAY 23, 2022

Monday – 3:00 pm

HYBRID MEETING

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

VIRTUAL via ZOOM or

PHONE NUMBER 888 788 0099 (Toll Free)

(Webinar ID: 871 4268 2215 Passcode: 186572)

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. Five Year Plan Committee Report
   2. Nominating Committee Report

3:25   **New Business**
   1. FY23 Board Meeting and Budget Schedule

3:35   **Old Business**
   1. Vote to Remove Policies 2.61 (Vehicle Use) and 2.7 (Parking Reimbursement for Central Staff)
   2. Vote on Policy 4.8 (Website)
   3. Vote on FY23 IT Equipment Purchase from FY22 Operating Funds

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

4:10   **Other Matters**

4:15   **Future Agenda Items**

4:20   ****Closed Session for Annual Director Evaluation****

5:00   **Proposed Adjournment followed by Optional Tour of the Greene County Library**

grow. learn. connect.

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 APRIL 25, 2022 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

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, April 25, 2022 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=ezg09MaHQEQ&t=1s.) Trustee Powers moved to adopt the minutes as amended for the March 28, 2022 Board Meeting. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett reported that the Friends of the Library Spring Booksale made over $127,000 in ten days, making this the busiest and most successful sale in many years.

TRUSTEE CONTINUING EDUCATION

Brittany Eversberg, JMRL's Circulation Manager, introduced Poem in Your Pocket Day (PIYPD), which is a day-long celebration of poetry during the month of April (National Poetry Month). Programs honoring PIYPD will include Dial-a-Story, an afternoon chat with local poet Laura Shovan at 2pm, and Poetry in the Park at 7pm on Thursday, April 28.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

The Policy Committee met prior to the full Board meeting, and discussed four policies: Policy 4.8 (Website), Policy 4.235 (Suggestions, Feedback, and Complaints), Policy 2.61 (JMRL Vehicle Use), and Policy 2.7 (Parking Reimbursement for Central Library Staff). Policy 4.235 will potentially be brought to the full Board for a first reading during the June 27, 2022 meeting. Trustee Powers informed the Board that Policy 2.61 and Policy 2.7 are now covered in JMRL's Employee Handbook and are therefore marked for potential removal. Both policies will have first readings in New Business.

2. Budget/Finance Committee Report

The Budget/Finance Committee met a couple weeks ago and discussed making some IT Equipment purchases for FY23, using FY22 operating funds. Trustee Townsend and Director Plunkett stated the committee recommends appending the Equipment Budget to JMRL's adopted Budget, which will be voted on in June.

NEW BUSINESS

1. Resolution Recognizing Service of JMRL Employee Stella Pool

President Unsworth read a resolution recognizing the service of JMRL employee Stella Pool, who retires May 01, 2022 after 40 years of dedicated service. The Board extended appreciation to Stella for all of her hard work.

2. *First Reading of Policy 4.8 (Website)*

Trustee Powers presented a revised draft of Policy 4.8 to the Board. Policy 4.8 will be presented to the Board next month for a vote.

3. *First Reading of Policy 2.61 (JMRL Vehicle Use) proposed for Removal*

Director Plunkett presented Policy 2.61 to the Board and pointed to where the policy is now covered in JMRL's Employee Handbook. Director Plunkett also stated JMRL's current auto insurance automatically covers all employees that have a valid driver's license. Policy 2.61 will be presented to the Board next month for a vote for removal.

4. *First Reading of Policy 2.7 (Parking Reimbursement for Central Library Staff) proposed for Removal*

Director Plunkett presented Policy 2.7 to the Board and noted that JMRL's Employee Handbook now covers parking information for Central staff. Director Plunkett stated that, going forward, JMRL will solely use the City's Parking Reimbursement program for Central staff; the few staff currently participating in JMRL's previous parking reimbursement policy will not be affected. Policy 2.7 will be presented to the Board next month for a vote for removal.

5. *FY23 Equipment Purchase from FY22 Operating Funds*

President Unsworth informed the Board that the Budget/Finance committee recommends using remaining FY22 operating funds for FY23 equipment purchases. Director Plunkett reported the equipment request to purchase 35 new computers totals $31,500. This will be presented to the Board next month for a vote.

6. *Naming of Board Nominating Committee*

President Unsworth reported that Trustee Craig has offered to spearhead the Nominating Committee this year.

OLD BUSINESS

1. *Vote on Policy 5.4 (Schedule of Library Closings)*

Trustee Childs made a motion to approve the Schedule of Library Closings. The motion passed unanimously.

2. *Vote on One-Time Pay Adjustment*

Trustee Craig presented an amended motion for the Library Board to approve an expenditure in fiscal year 2022 from JMRL's General Fund of up to $372,000 ($2500 net for full time employees, and $1250 net for part time employees) for one-time payments to staff employed at JMRL since January 2022. The motion passed unanimously.

3. *FY23 Budget Update*

Director Plunkett reported all jurisdictions continue to recommend full funding for JMRL's FY23 Budget. Charlottesville and Louisa have both passed for full funding. Other jurisdictions will vote over the next two months.

LIBRARY DIRECTOR'S REPORT

Director Plunkett invited all Board members and attendees to an unveiling of a State Historical Marker, commemorating the Swanson Case, at the Central Library on May 19, 2022 at 2pm. The City of Charlottesville is moving forward with a salary study, which will include JMRL staff. Director Plunkett stated he is seeking a volunteer from the Board to help review applications for the NAACP Scholarship. Following the March 16th State of Emergency ending, the County Ordinance states there are six months to return to normal governance, meaning full in-person meeting attendance, with limited remote participation in compliance with State bylaws. Director Plunkett stated JMRL will need a motion from the Board to authorize expenditure of funds up front to purchase remote access lockers, which will be reimbursed by the State Library and the Friends of the Library.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include votes on removing Policy 2.61 (JMRL Vehicle Use) and Policy 2.7 (Parking Reimbursement for Central Staff), votes on Policy 4.8 (Website) and JMRL Equipment Purchases from FY22 operating funds, potential nominations from the Nominating Committee, committee reports from the Technology Committee and the Five Year Plan Committee, and a closed session for Director Plunkett's evaluation. Next meeting will be held at Greene County Library.

ADJOURNMENT

The meeting adjourned at 4.25PM

Replace:

Goal #2:   Technology: JMRL will improve infrastructure and expand technology-related services in order to provide high-quality digital and technological resources that the community needs for school, work and life.

Objective #1: Meet all the objectives described in JMRL's three-year Technology Plan (See Appendix A). A subsequent Technology Plan will be appended in FY22 that will encompass FY22-FY24.

And

APPENDIX A
JMRL Technology Plan

FY20

Infrastructure

- Develop a formalized strategy for centralizing management of digital library resources as a "digital branch"
- Develop and implement website redesign project plan including guidelines for strategy, accessibility, mock-ups, and content management system
- Assess system-wide bandwidth needs and budget for increased baseline costs
- Implement new servers and backups for remote PC management
- Evaluate and update technology security manual; implement cyber-security training for all staff
- Implement new VOIP configuration for Gordon Avenue phone system using JMRL's call manager and evaluate phone systems of Scottsville, Greene, Louisa, and Nelson
- Identify and evaluate emergency alert or all-staff communication solutions
- Develop a formalized system for conducting and maintaining regular technology inventory
- Explore viability of TV White Space (TVWS) equipment or similar signal-boosting internet coverage for library WiFi access in rural areas
- Develop a formalized system for gathering and interpreting data on public PC usage
- Continue annual replacement of approximately fifty PCs per year while evaluating this system's success and exploring other possible solutions
- Formalize IT agreement with Albemarle Charlottesville Historical Society and Friends of JMRL
- Evaluate wireless controller and budget for replacement if necessary
- Budget for a second full-time IT Support Specialist position

Programming Support

- Acquire virtual reality hardware and software and implement public-facing programming to demonstrate virtual reality technology

- Upgrade audio-visual capabilities for meeting rooms at Greene, Louisa, and Gordon Avenue branches
- Pilot technology-enabled on-the-spot language translation service at Central library
- Explore acquisition of additional Makerspace equipment and provide more training for related programming
- Explore and expand technology supplies for circulating home digitization and oral history kits

Public Resources
- Explore logistics of implementing linked data within current ILS
- Explore search engine optimization and an added discovery layer for catalog, programming, services offered, and other digital content
- Evaluate accessibility of all public-facing digital resources and technologies; explore new solutions for patron-facing, ADA compliant software and hardware as needed
- Explore offering circulating streaming media (Goal 4, Objective 4)
- Explore solutions for patron access to video conferencing
- Implement online library card signup for in-area patrons
- Implement expansion of WiFi hotspot lending program; develop an evaluative plan for assessing program success
- Evaluate the possibility of expanding signal range of WiFi access points at all branches; implement and/or budget for signal expansion if possible
- Implement broadcast WiFi from the Bookmobile
- Review time limits and availability of all public computers at all branches
- Explore installation of an "email express" PC station at all branches

FY21

Infrastructure
- Formally and permanently establish a digital library branch
- Investigate alternatives to public PC management software system
- Inventory and assess all laptops, tablets, and other portable devices
- Explore options for receiving credit card payments and phone-based payment systems at all branches in-person
- Streamline equipment budget request system to allow for better regional coordination and communication
- Expand training of tech liaisons at branches and explore possibility of compensation
- Investigate collaborative online work solutions including remote PC access from outside the JMRL network
- Develop new workflow solutions using application programming interface (API) within an integrated library system framework

Programming Support
- Evaluate WiFi hotspot lending program; explore new hotspot and service vendors
- Explore other library-specific solutions for hotspot lending program

Public Resources
- Determine feasibility for any technological solutions for secure public-facing phone access
- Explore community outreach capabilities using library-branded broadcasted WiFi for access to library content
- Explore incorporating application programming interfaces (APIs) from consumer and/or vendor platforms into online public access catalog (OPAC)
- Develop and offer a forum for the public to request and suggest enhancements to the library's technology offerings

FY22

Infrastructure
- Evaluate potential new ILS solutions including solutions hosted in-house
- Perform comprehensive technology assessment including hardware and software
- Explore desktop virtualization of both staff and public PCs
- Develop a new solution for self-check machines
- Evaluate all goals from FY20 and FY21 in crafting the next Technology Plan

Programming Support
- Evaluate all audio-video equipment system-wide and identify any upgrade needs
- Continue offering technology workshops and other public programming on an as-needed basis

Public Resources
- Explore hosting a platform for local writers and streaming media
- Explore offering film digitization services

APPENDIX B
JMRL Technology Plan (FY22-24)

JMRL incorporates two separate three year technology plans into every five year strategic plan, in order to remain flexible for changes in technology and the needs of the Library's patrons.

The focus for JMRL's FY20-22 Technology Plan was on digitization, expanded audio-visual capacity, and increased communication capabilities. The most significant accomplishments from the FY20-22 plan included adding new phone systems to three library branches (Gordon Avenue, Louisa, and Scottsville), upgrading audio-visual capabilities for staff and the public at all locations, overhauling the public catalog, adding circulating streaming media, implementing online library card sign-up, and adding credit card acceptance at service desks.

Several goals from the FY20-22 plan need to be carried over into the FY22-24 plan, especially the completion of a new jmrl.org website, adding email express machines to every branch, and expanding IT security and tech liaison training for staff. A few projects were shelved for the time being, either due to capacity issues or because an internal assessment concluded that these goals were no longer necessary to streamline staff processes or to provide increased service to the public.
These projects include the need for library-branded wifi outside library buildings and new self-checkout systems at JMRL branches.

For the FY22-24 plan, JMRL's technological focus will be on access, modernizing tools for library staff, and exploring avenues to save resources on IT hardware spending. Highlights of this plan include the projected completion of JMRL's website redesign, a desktop virtualization project, and expanded technology training for library staff.

This technology plan seeks to improve access for the public to JMRL offerings in a variety of ways, such as further integrating catalog searching into a new public website, exploring solutions for contactless pickup of materials post-pandemic, adding archival tools to allow for digital access to local historical information, and improving technological capacity for virtual programming and meetings. JMRL's FY22-24 technology plan will modernize tools for library staff, including adding a virtual leave tracking system, evaluating the tools used to print and make reservations for public computers, and expanding tech training. In order to efficiently spend public resources, JMRL will explore a desktop virtualization system that will allow for more efficient hardware replacement over time, as virtual tools will be used for maximum hardware flexibility.

FY22

Infrastructure

1. Explore a desktop virtualization solution for all staff PCs including budgeting and evaluating hardware purchases
2. Formally and permanently establish a digital library branch
3. Plan a full replacement of current phone system at Central, Northside, Gordon Avenue, Bookmobile, & Crozet branches
4. Develop a formal process for acquiring and deploying staff laptops
5. Perform a cost and needs analysis for acquiring a cell phone for each branch
6. Gather information needed for JMRL to potentially pay for employee cell phone plans proportionate to work use
7. Implement digital employee hours and leave tracking system
8. Explore a digital platform for training staff on FOIA requirements for government employees
9. Initiate, along with managers and administrators, the incorporation of technology skills into job competencies
10. Explore the incorporation of technology skills into cross-training plans
11. Explore a replacement for current print-and-mail notifications system
12. Explore an improved managed credentialing system such as Active Directory or an LDAP system
13. Explore a new backup/archival system
14. Evaluate tech liaison system
15. Evaluate and update technology security manual; implement cyber-security training for all staff

Programming Support

1. Conduct a training needs assessment
2. Work with the training committee to offer new technology training
3. Continue offering technology workshops to staff on a rotating and as-needed basis
4. Acquire and support archival software for use by the Historical Librarian
5. Explore creation or interest in web-based resource center with mini-tutorials for common technology questions from a staff perspective
6. Evaluate all teleconferencing and remote desktop control systems

Public Resources

1. Complete website redesign and proactively collect feedback, followed by website launch
2. Explore desktop virtualization for all public PCs
3. Explore new remote printing software

4. Explore and begin implementation of technology solutions to allow for hybrid physical-digital meetings and programming

5. Explore installation of an "email express" PC station at all branches
6. Continue offering technology workshops and other public programming on an as-needed basis
7. Explore hosting a platform for local writers and media creators
8. Evaluate hotspot lending program and explore other service providers for individual branch lending programs
9. Evaluate all audio-video equipment system-wide and identify any upgrade needs
10. Explore creation or interest in public web-based resource center with mini-tutorials for common technology questions
11. Assess curbside service technology needs
12. Explore installing PA systems in branches

FY23
Infrastructure
1. Explore a new phone system at all JMRL branches that allows for better inter-branch communication
2. Implement branch cell phones
3. Investigate alternatives to public PC management software system
4. Streamline equipment budget request system to allow for better regional coordination and communication
5. Implement findings from FY22 tech liaison system evaluation
6. Explore and assess email, storage, and productivity software alternatives to G-Suite
7. Explore and assess the production of a JMRL app (both Android/iOS)
8. Explore replacements for library programming scheduling platform
9. Create digital alternatives to all paper-based JMRL forms
10. Evaluate and update technology security manual; implement cyber-security training for all staff

Programming Support
1. Explore and encourage broad application of API tools
2. Assess all technology-related committees and subcommittees
3. Explore augmented reality technologies
4. Work with programming staff to assess augmented and virtual reality programming needs
5. Explore the feasibility of offering public library programming using Unity as a tool

Public Resources
1. Explore new notification system that includes email, text, and phone

2. Assess alternatives to the current JMRL wiki
3. Develop a formalized system for gathering and interpreting data on public PC usage; evaluate current time limits and login systems and implement changes as needed
4. Explore technologies that would be required to implement a JMRL Open Library location

FY24

Infrastructure

1. Evaluate all goals from FY22 and FY23 in crafting the next Technology Plan
2. Explore needs for an additional Digital Branch FT position
3. Explore needs for an additional Collections FT position focusing on API integration and digital librarianship
4. Perform comprehensive technology assessment including hardware and software
5. Evaluate surveillance cameras in each branch and make recommendations for changes

Programming Support

1. Continue offering technology workshops and other public programming on an as-needed basis
2. Implement system-wide Unity subscription and related library programming

Public Resources

1. Evaluate all audio-video equipment system-wide and identify any upgrade needs
2. Explore the idea of publicly-accessible lockers for contactless hold retrieval and checkout
3. Evaluate the technological needs for establishing library branch stations that provide holds pickups and dedicated WiFi
4. Explore offering film digitization services
5. Explore the efficacy of library book vending machines at strategic community locations and/or at branches for after-hours lending service

With:

Goal #2:   Technology: JMRL will improve infrastructure and expand technology-related services in order to provide high-quality digital and technological resources that the community needs for school, work and life.

Objective #1: By the end of FY23, JMRL will improve IT infrastructure and raise cybersecurity awareness among staff. Priorities include managed credentialing and a comprehensive technology assessment of hardware and software.

Objective #2: By the end of FY24, JMRL will evaluate the current public computing setup and provide a formal recommendation for the future and total number of public PCs available in the library. Potential proposals could include desktop virtualization.

Objective #3: (Ongoing) The JMRL IT Department will support continuing education and staff training needs. Considerations will be given to incorporating a virtual training platform with video storage options.

Objective #4 (Ongoing) The JMRL IT Department will support programming initiatives of library staff. These may include digitization services, augmented and virtual reality programming, and assisting patron content creation with technology-driven services.

Objective #5 (Ongoing) The JMRL IT Department will explore improvements to branch facility, phone, and networking infrastructure. Expanded wireless, secure after-hours hold lockers, and book vending machines are some ideas to increase access to library services.

Objective #6 (Ongoing) Digital Services will update JMRL's digital presence and offer new technological services for the community. This includes launching a complete website redesign reflecting the guidance of JMRL Website Policy 4.8, establishing a digital branch, and improving the mobile user experience.

Replace: Goal #5, Objective #6: In FY22, run fiscal analysis to determine the impact of a fine-free library. Findings will be reported to the Library Board.

With: **Goal #5, Objective #6:** In FY23, restructure deposit transmittal forms and procedures to isolate revenue received exclusively from fines. In FY24, run fiscal analysis to determine the impact of a fine-free library. Findings will be reported to the Library Board.

And

Replace: Goal #5, Objective #2: In FY21, create a workgroup comprised of trustees, staff, Friends of the Library, community members, and Charlottesville and Albemarle staff to plan and advocate for the renovation of the Central Library.

With: **Goal #5, Objective #2:** In FY23, create a workgroup comprised of trustees, staff, Friends of the Library, community members, and Charlottesville and Albemarle staff to plan and advocate for the renovation of the Central Library.

FY2023 Library Board Meeting and Budget Schedule

July 25, 2022	**Board Meeting (Northside Library)**
August 22, 2022	**Board Meeting (Northside Library)** - Library Board self-evaluation
September 16, 2022	Department and Branch Managers submit personnel and operational (non-equipment) budget requests
September 26, 2022	**Board Meeting (Northside Library)** - Library Board sets budget objectives/guidelines
Early October	Personnel Committee meets to discuss personnel requests from library staff
October 24, 2022	**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 2023/24 proposed budget and sends draft to Library Board
November 28, 2022	**Board Meeting (Central Library)** - Proposed budget adopted by Library Board
December 28, 2022	**Board Meeting (Northside Library)**
Dec 2020- Jan 2022	Library Trustees and Library Director meet with City/County officials to discuss proposed budget
January 15, 2023	Deadline for submitting proposed budget to jurisdictions
January 23, 2023	**Board Meeting (Northside Library)**- Library Director mid-year goals update, if requested
February 24, 2023	Department and Branch Managers submit equipment requests with justifications to Business Manager
February 27, 2023	**Board Meeting (Louisa County Library)**
March/April 2023	Budget work sessions with Albemarle, Charlottesville, Greene, Louisa and Nelson
March 27, 2023	**Board Meeting (Greene County Library)**
April 7, 2023	Department and Branch Managers submit Friends' budget requests to Library Director
April 24, 2023	**Board Meeting (Nelson Library)** - Library Board reviews Five Year Plan
May/June 2023	Budget adoption by jurisdictions
May 22, 2023	**Board Meeting (Northside Library)** - Library Director Annual Evaluation
Early June 2023	Library Board Budget Committee drafts Final Budget and sends draft to Library Board
June 26, 2023	**Board Meeting (Northside Library)** - Library Board adopts Final Budget

grow. learn. connect.

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

JMRL VEHICLE USE

Library vehicles are for official use only and are to be operated within the strict confines of the law. Any summons for illegal operation received while driving a Library vehicle will be the sole responsibility of the operator. All operators of library vehicles shall have a valid Virginia driver's license and complete an "Authorization to Obtain Motor Vehicle Request" for insurance purposes.

Revised 3/28/11

PARKING REIMBURSEMENT FOR CENTRAL LIBRARY STAFF

Central Library staff regularly working 20 hours per week or more will be reimbursed for one-half of their monthly parking fee. Central library staff is not to leave during the work day to move their vehicles, except at break times.

Adopted 8/96
Rev. 5/20/02
(Revised 12/19/11)

WEBSITE

JMRL's website is a key organizational resource that serves as a gateway to the library system and provides access to the JMRL catalog and other Library offerings.

Staff will develop and implement procedures for maintaining a website that:

- Focuses on providing information about the Library and access to its offerings
- Is functional, simple, and elegant: meets the needs of the audience, is well-organized, easy to navigate, and adheres to current User Experience design principles
- Is visually appealing and conveys a positive and professional impression of the Library
- Is stylistically consistent and follows JMRL's style manual
- Maintains timely and up to date content
- Incorporates accessibility considerations, informed by the standards of the World Wide Web Consortium (W3C)
- Incorporates privacy considerations and communicates those to the public

Content Considerations:

- JMRL's website will include information about JMRL and services provided, including links to third-party applications and sites which provide information curated by the Library.
- JMRL may include links to external partner websites when providing information about Library offerings.
- JMRL may offer links to internet resources that have been curated by the Library.
- JMRL may post information on the activities and initiatives of Albemarle, Charlottesville, Greene, Louisa, and Nelson.
- JMRL will include links to information about the regional Friends of the Library and other local Friends groups, boosters, or fundraising groups associated with JMRL.
- No items for sale will be listed on the JMRL website.
- No advertising for outside organizations will be on the JMRL website.
- JMRL's Staff Web Committee will receive, review, and determine approval of any outside web content requests that are in-line with JMRL's Mission and Values.

Although the JMRL website may include links providing direct access to other Internet resources, including websites, JMRL is not responsible for the accuracy or content of information contained in these sites. Links from JMRL to third-party sites do not constitute an endorsement by JMRL of the parties or their products and services.

Requests for reconsideration of specific portions of JMRL's website will be accepted using JMRL Form: 4.24 in accordance with JMRL's Reconsideration Policy: 4.24.

Jefferson-Madison Regional Library

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

MOTION: That the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.2-3711, subsection A.1, to discuss the performance evaluation of the Library Director.

MEETING DATE: 05/23/2022

RESOLUTION NO.: 1

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Jefferson-Madison Regional Library's Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by this Jefferson-Madison Regional Library's Board of Trustees that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson-Madison Regional Library's Board of Trustees hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Jefferson-Madison Regional Library's Board of Trustees.

VOTE:

AYES	NAYES

ABSENT DURING VOTE:

ABSENT DURING MEETING:

Thomas Unsworth, President
Jefferson-Madison Library's Board of Trustees