



LIBRARY BOARD'S AGENDA – MAY 22, 2023

Monday – 3:00 pm

**NORTHSIDE LIBRARY (705 West Rio Road
Charlottesville, 22901)**

and

[Presented Virtually](#) or

via PHONE at 888 788 0099 (Toll Free)

(Webinar ID: 830 6651 3530)

- 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. Report on Interlibrary Loan Overdue Fine Data (David Plunkett, JMRL Director)
- 3:50 Committee Appointments and Reports**
1. Five Year Plan Committee Report
 2. Budget/Finance Committee Report
 3. Library Name Working Group Report
 4. Nominating Committee Report
- 4:40 New Business**
1. Proposed Central Library Renovation Working Group Discussion
- 4:45 Old Business**
1. Review and Potential Vote on Policy 4.224 (Confidentiality of Patron Records)
- 5:05 Library Director's Report**
- 5:10 Other Matters**
- 5:15 Future Agenda Items**
- 5:20 **Closed Session for Annual Director Evaluation****
- 5:50 Proposed Adjournment Followed by Individual Board Portrait Sessions**



Jefferson-Madison Regional Library

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

DRAFT

MINUTES OF THE APRIL 24, 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)
Anne Hemenway (Charlottesville)

TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
AJ Mosley, Business Manager

Krista Farrell, Assistant Library Director
Sierra Hammons, Collection Specialist
Susan Huffman, Nelson Branch Manager

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, April 24, 2023 at 3:00 PM, at the Nelson Memorial Library (8521 Thomas Nelson Highway, Lovingston, VA 22949), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=JYXgA7Z61jE>.) Trustee Ledford moved to accept the minutes for the March 27, 2023 Board Meeting as written. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

NA

TRUSTEE CONTINUING EDUCATION

Susan Huffman, Nelson Memorial Library Branch Manager, presented to the Board information on the JMRL/Nelson County Public Schools Partnership.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

The Policy Committee met prior to the Board meeting and discussed Policy 4.224 (Confidentiality of Patron Records), Policy 5.1 (Meeting and Conference Rooms), and Policies 2.1 & 2.11 (Public Employees Code of Ethics and Library Employees Code of Ethics). Trustee Powers reported that the major change in Policy 4.224 is the change of age at which confidentiality applies from "16" to "18," in order to be in compliance with state law. There will be a first reading of Policy 4.224 in New Business.

NEW BUSINESS

1. Potential First Reading of Policy 4.224 (Confidentiality of Patron Records), Policy 5.1 (Meeting and Conference Rooms), and Policies 2.1 and 2.11 (Public Employees Code of Ethics and Library Employees Code of Ethics)

Policy 4.224 (Confidentiality of Patron Records) was presented to the Board for a first reading and will be presented to the Board next month for a potential vote. Policies 5.1, 2.1, and 2.11 are still undergoing revision and will not be presented to the Board for a first reading at this time.

2. Review and Potential Vote on Motion to Accept and Expend State Aid Funds

Trustee Ledford moved that JMRL accept the Library of Virginia's granted allocation of State Aid funding of \$107,115 and authorize the expenditure of that funding for library materials. Motion passed unanimously.

3. *Review and Potential Vote on Motion to Accept and Expend Friends Family of Funds at the Charlottesville Area Community Foundation Grant Funds*

Trustee Cole moved that JMRL accept the Friends Family of Funds granted allocation of up to \$266,000 and authorize the pass-through expenditure of that funding for the support of library services. Motion passed unanimously.

4. *Review and Potential Vote on Schedule 5.4 (2023-2024 Schedule of Library Closings)*

Trustee Craig moved to accept the proposed Schedule 5.4 (2023-2024 Schedule of Library Closings). Motion passed unanimously.

5. *Review and Potential Vote on FY24 Library Board Meeting and Budget Schedule*

Trustee Childs moved to accept the proposed FY24 Library Board Meeting and Budget Schedule. Motion passed unanimously.

6. *Review and Potential Vote on Memorandum of Understanding with the Friends of the Library*

Director Plunkett introduced the agreement for the Friends of the Library's use of a Library box truck. Trustee Powers moved to authorize the Board President to sign and enact the Memorandum of Understanding with the Friends of the Library. Motion passed unanimously.

OLD BUSINESS

1. *Review and Potential Vote on Policy 4.225 (Circulation Fines and Fees)*

Trustee Ledford moved that the Board accept Option A of Policy 4.225 (Circulation Fines and Fees) with the changes that have been made. Motion passed unanimously.

2. *Budget Update*

Director Plunkett reported that Charlottesville has passed their budget for next fiscal year, which includes full funding for JMRL's requests. The Louisa Board has delayed their vote to gather more information. Albemarle will be meeting May 3rd, with the proposal including full funding for JMRL's requests for FY24. Nelson will most likely meet and vote in June. JMRL anticipates full funding from Greene, as well.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that JMRL is in discussion with Charlottesville Tomorrow about taking over management of Cvillepedia, working in partnership with the Albemarle Charlottesville Historical Society. JMRL has been part of the salary study that the City of Charlottesville commissioned last year. Director Plunkett reported that he will be meeting with the head of City HR next week to begin work on how JMRL is going to address the salary study results. Staff will begin working on calculations of any pay gap discrepancies to share with the Board's Budget/Finance Committee potentially later this summer, with the hope to at least begin to address this issue in JMRL's FY25 budgeting. Director Plunkett announced that Thursday, April 27th is JMRL's Poem in Your Pocket Day. The Friends of the Library (FotL) Spring Book Sale has been the most successful Book Sale for the FotL, earning \$149,317 over the 10-day sale. JMRL will be partnering with UVA Library Preservation Services Team next week during Preservation Week, which will allow patrons to bring one book per family to any JMRL branch, and JMRL will send the books to UVA to perform preservation work on them.

OTHER MATTERS

President Townsend reminded the Board that it is primary season in elections and to remind candidates to advocate for full library funding from the state. Trustee Powers also reminded the Board to help raise awareness for the Central Library renovation project. President Townsend announced it was time for the Board to form a Nominating Committee for FY24. Trustee Craig and Trustee Unsworth volunteered to be on the Board Nominating Committee. Trustee Cole announced that this week is National Library Week.

FUTURE AGENDA ITEMS

Possible future agenda items include a Budget update, a potential vote on Policy 4.224 (Confidentiality of Patron Records), the Library Director Annual Evaluation, and reports from the Library Name Working Group, the Five-Year Plan Committee, the Budget/Finance Committee, and the Nominating Committee. The next Board Meeting will be May 22, 2023 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 4:14pm.

**JEFFERSON-MADISON REGIONAL LIBRARY
EQUIPMENT FUND - Summary
FY2024**

Anticipated Year - End Fund Balance (6/30/2023)	\$385,496
Projected FY24 Revenue	\$170,141
Projected FY24 Expense	\$302,218
Anticipated Year - End Fund Balance (6/30/2024)	\$253,419

FY24 Equipment Budget Requests

Department	Branch	Item Name	Unit	Unit Cost	Item Cost	
Branches	Administration	Collection Fees	1	\$ 4,500	\$ 4,500	
		Credit Card Fees	1	\$ 2,000	\$ 2,000	
		Other Contractual Services	1	\$ 3,500	\$ 3,500	
		Other Miscellaneous Services	1	\$ 7,000	\$ 7,000	
		Service Contracts	1	\$ 37,000	\$ 37,000	
	Bookmobile	Cricut Maker 3	1	\$ 400	\$ 400	
		Full-spectrum daylight fluorescent lightbulbs 20/pack	2	\$ 100	\$ 200	
		Arlo Blinds Single Cell Light Filtering Cordless Cellular Shades	3	\$ 40	\$ 120	
Central	Dry Erase directional arrow	2	\$ 100	\$ 200		
	Flat dolly cart	1	\$ 90	\$ 90		
	Bulletin Board	1	\$ 380	\$ 380		
	2.25" Button Maker and supplies	1	\$ 431	\$ 431		
	Programming cart	1	\$ 145	\$ 145		
	Work Tables Comfy-ish patron chairs	2	\$ 780	\$ 1,560		
	10 pack Outreach: retractable banner stand for each branch	10	\$ 524	\$ 5,240		
	Outreach prize wheel for each	8	\$ 38	\$ 304		
	Demco® LibraryQuiet™ Single-Sided End-Of-Range Booktruck	1	\$ 440	\$ 440		
	Octagon Bookstore Table Octagon Display with Riser	1	\$ 2,952	\$ 2,952		
	Laminator	1	\$ 240	\$ 240		
	Laminator Roll	1	\$ 215	\$ 215		
	16 folding tables (72 x30) and 100 stacking chairs	1	\$ 14,100	\$ 14,100		
	60 x 40 mobile magnetic markerboard	1	\$ 275	\$ 275		
	Pop-up, all weather JMRL sign	1	\$ 500	\$ 500		
Central YA	Premier Café Wood Back Stool – Vinyl Seat	2	\$ 211	\$ 422		
Crozet	Replacement part for children's chair and replacement stool	1	\$ 1,366	\$ 1,366		
Gordon	Mobile Cart Display	1	\$ 430	\$ 430		
	Smith Carrel 1500 Series Computer Tables (Adjustable height 25-29"Hx60"Wx24"D)	1	\$ 440	\$ 440		
	Magazine/Newspaper slated wall holder	1	\$ 315	\$ 315		
	6 Pocket Wall Mount Magazine Acrylic Rack 36" x 10" x 5"SKU W12189320	1	\$ 259	\$ 259		
	Ergonomic Bundle: Team Plus Desk & Ergonomic Chair	2	\$ 996	\$ 1,992		
	Small Filing Cabinet	2	\$ 239	\$ 478		
	Picnic table 46" Round Green Uline H-10001	1	\$ 1,220	\$ 1,220		
	Task Stools (Inertia Mesh Stools allseating.com)	3	\$ 738	\$ 2,214		
Greene	24 in. x 24 in. Pub-Height Black Table with Sheesham Top	1	\$ 259	\$ 259		
	Uline 3-Shelf Utility Carts with Lipped Shelves	1	\$ 190	\$ 190		
	Savina Two-seat Bench, 60 in x 24 in. x 17.75 in.	1	\$ 1,800	\$ 1,800		
	Cricut model "Explore Air"	1	\$ 199	\$ 199		
Louisa	Portable DVD player (Demco p. 182) P135-7916	1	\$ 69	\$ 69		
	Box fans	2	\$ 30	\$ 60		
	Correll Flip Tables; Demco p. 438; P135—9007 Savannah Sand	10	\$ 489	\$ 4,890		
	MidBack Mesh Chairs P809681	1	\$ 293	\$ 293		
	Door Counter	1	\$ 3,500	\$ 3,500		
	Paragon Stand-up PAC station	2	\$ 476	\$ 952		
Nelson	GoCart (55-640- Teal)	1	\$ 31	\$ 31		
	Rainbow Round Seat Cushions with Rack	2	\$ 378	\$ 756		
	Literature Display Stand	1	\$ 281	\$ 281		
	"S" Display Stand	1	\$ 275	\$ 275		
	Dahle Professional Rotary Trimmer	1	\$ 271	\$ 271		
	Double Sided Sloping Book Truck with 6 dividers	1	\$ 646	\$ 646		
Nelson Total				\$ 2,260		
Northside	Kingsley DuraLight High Capacity Aluminum Book Cart	2	\$ 1,300	\$ 2,600		
	HPFI Accompany sofa with wooden legs	2	\$ 2,010	\$ 4,020		
	Spacesaver Book Supports	30	\$ 11	\$ 330		
Northside Total				\$ 6,950		
Scottsville	Vertical sign holder	10	\$ 16	\$ 160		
	Book series displays	5	\$ 24	\$ 120		
	Book display bin	1	\$ 120	\$ 120		
	Bookends	20	\$ 12	\$ 240		
	DVD displays	10	\$ 11	\$ 110		
	Book easels	10	\$ 2	\$ 20		
	Book easels - large	5	\$ 3	\$ 15		

Branches	Scottsville	Book easels - 4x3	20	\$	3	\$	60
		Counter display	1	\$	120	\$	120
		Display rack for flyers	4	\$	53	\$	212
		Risers (8x8x8)	3	\$	35	\$	105
		Accent chairs	2	\$	385	\$	770
		Reading haven	1	\$	1,189	\$	1,189
		Kiosk message board	1	\$	1,797	\$	1,797
		Scottsville Total					
Branches Total							\$ 117,388
Tech Services	Bookmobile	Webcams for Bookmobile Assistants	2	\$	75	\$	150
	Bookmobile Total						
Central	Central	Replacement Self-Check (Children's)	1	\$	2,500	\$	2,500
		Hotspot for Mobile Circ Unit	1	\$	200	\$	200
		Laptop for Mobile Circ Unit	1	\$	1,250	\$	1,250
		Second Square Terminal for Circulation Desk	1	\$	350	\$	350
		Adobe Acrobat Software for Jobs computers	2	\$	360	\$	720
		Chromebooks for public use	5	\$	400	\$	2,000
		Docking stations for reference laptops	4	\$	200	\$	800
		External CD Drives for public use	2	\$	40	\$	80
		Large Tray Scanner	1	\$	350	\$	350
		Mini SD Card Adapters for public use	2	\$	20	\$	40
		Mobile Hybrid Meeting Unit with Laptop	1	\$	2,000	\$	2,000
		Patron headphones for laptop use	10	\$	25	\$	250
		Phone charging Station	1	\$	600	\$	600
		Reference Staff Laptops for Outreach/Programming	4	\$	1,250	\$	5,000
		Security Camera Upgrade	1	\$	13,000	\$	13,000
		Central Total					
Crozet		iPad for Tech Tutorials and Programming	1	\$	450	\$	450
Crozet Total							\$ 450
General	General	Antivirus Maintenance (Annual Cost)	1	\$	10,500	\$	10,500
		Deep Freeze Maintenance (Annual Cost)	1	\$	1,500	\$	1,500
		Envisionware Maintenance (Annual Cost)	1	\$	5,600	\$	5,600
		Fortres (Annual Cost)	1	\$	500	\$	500
		Hardware Discretionary Fund	1	\$	5,000	\$	5,000
		Kajeet (Annual Cost)	1	\$	4,000	\$	4,000
		Ongoing Authority Control (Annual Cost)	1	\$	1,000	\$	1,000
		Online Program Registration System (Annual Cost)	1	\$	2,700	\$	2,700
		Rda Toolkit (Annual Cost)	1	\$	528	\$	528
		Smartnet Maintenance (Annual Cost)	1	\$	11,000	\$	11,000
		Software Discretionary Fund	1	\$	5,000	\$	5,000
		SSL Certificates (Annual Cost)	1	\$	1,000	\$	1,000
		T-Mobile (Annual Cost)	1	\$	1,500	\$	1,500
		Web Filter Maintenance (Annual Cost)	1	\$	2,800	\$	2,800
		Wireless Printing (Annual Cost)	1	\$	5,800	\$	5,800
		Google Workspace (Annual Cost)	1	\$	10,000	\$	10,000
		Knowbe4 - Cybersecurity Subscription (Annual Cost)	1	\$	3,822	\$	3,822
		Locker Support and Maintenance (Annual Cost)	1	\$	1,800	\$	1,800
		ManageEngine Endpoint Central (Annual Cost)	1	\$	6,500	\$	6,500
		Micro Computers	30	\$	800	\$	24,000
		Micro Stands and Monitors	30	\$	275	\$	8,250
		Microsoft Office Standard upgrade 2021 (Public Computers)	150	\$	36	\$	5,400
Mosio Reference Chat Software (Annual Cost)	1	\$	1,000	\$	1,000		
ManageEngine Servicedeskplus (Annual Cost)	1	\$	1,500	\$	1,500		
Website Hosting Platform (Monthly Cost ~\$1,700)	1	\$	20,400	\$	20,400		
General Total							\$ 141,100
Gordon	Gordon	iPads with wall mounts	2	\$	450	\$	900
		Wall Mounts for iPads	2	\$	100	\$	200
		Staff headphones and earbuds	4	\$	25	\$	100
Gordon Total							\$ 1,200
Louisa	Louisa	Large Tray Scanner	1	\$	350	\$	350
		Staff Laptop	1	\$	1,250	\$	1,250
		Coin Box	1	\$	3,000	\$	3,000
Louisa Total							\$ 4,600
Mont Ave	Mont Ave	Hardware Discretionary Fund	1	\$	1,000	\$	1,000
		Software Discretionary Fund	1	\$	1,000	\$	1,000
		Domain Name Registration, Network Solutions (Annual Cost)	1	\$	100	\$	100
		Virtualmin License Renewal (Annual Cost)	1	\$	120	\$	120
Mont Ave Total							\$ 2,220
Nelson		2 touchscreen micro computers (Children's)	2	\$	1,200	\$	2,400
Nelson Total							\$ 2,400
Northside		Adobe Acrobat PDF Editor Software	2	\$	360	\$	720
Northside Total							\$ 720

Tech Services	Scottsville	Third Circulation Computer	1	\$ 1,000	\$ 1,000
		Replacement public printer	1	\$ 850	\$ 850
		Outdoor projector	1	\$ 850	\$ 850
		Outdoor screen	1	\$ 150	\$ 150
Scottsville Total					\$ 2,850
Tech Services Total					\$ 184,830
Grand Total					\$ 302,218



JMRL NAME WORKING GROUP FINAL REPORT DRAFT

In the Spring of 2022, the Board of the Jefferson Madison Regional Library (JMRL) received a request from members of the public to change the name of the regional library system. The Library Board created a Working Group tasked with exploring this issue, and this document is the end product of that Working Group.

Timeline of Events:

- On May 23, 2022 representatives of the Reclaimed Roots Descendants Alliance requested that JMRL's Board rename the Jefferson Madison Regional Library.
- The Library Board tasked Director David Plunkett to research JMRL's legal capability to change the name of the regional library system, and to gain examples of processes followed by other local organizations that had undergone name reviews.
- Without developing a formal process of gathering public feedback JMRL staff and trustees received robust public input on the topic, including emails, telephone calls, letters, social media comments, and public comment at Board meetings.
- On June 7, 2022 the Louisa County Board of Supervisors adopted a resolution opposing a name change for JMRL. The Greene County Board of Supervisors adopted a similar resolution on June 14, 2022.
- At the June 27, 2022 Library Board meeting, Director Plunkett made a report including the information that the Library Board does not have the authority to change the name of JMRL. Plunkett reported that any name change would require a revision of the regional agreement between participating localities: Albemarle, Charlottesville, Greene, Louisa, and Nelson.
- After the June 27th, 2022 Library Board meeting, JMRL created a webpage (jmrl.org/libraryname) to publish the discussion to date, and provide a single point for members of the public to submit feedback.
- At the July 25, 2022 Library Board meeting, JMRL Board President Tony Townsend announced the creation of a Working Group to examine the issue of the regional library name. Trustees Lisa Woolfork and Michael Powers were named to the group, to join Director Plunkett and other staff representatives.
- The initial meeting of the Working Group was held on August 9, 2022, where Director Plunkett, Trustee Powers, and Trustee Woolfork were joined by JMRL's Business Manager AJ Mosley, as a staff member of the Working Group.
- At the early Working Group meetings, members agreed to begin by defining a process. The Working Group also agreed that every action and communication



JMRL NAME WORKING GROUP FINAL REPORT DRAFT

from the Working Group needed to be underlined with the information that the ability to change the name of JMRL lies with Charlottesville, Albemarle, Greene, Louisa, and Nelson.

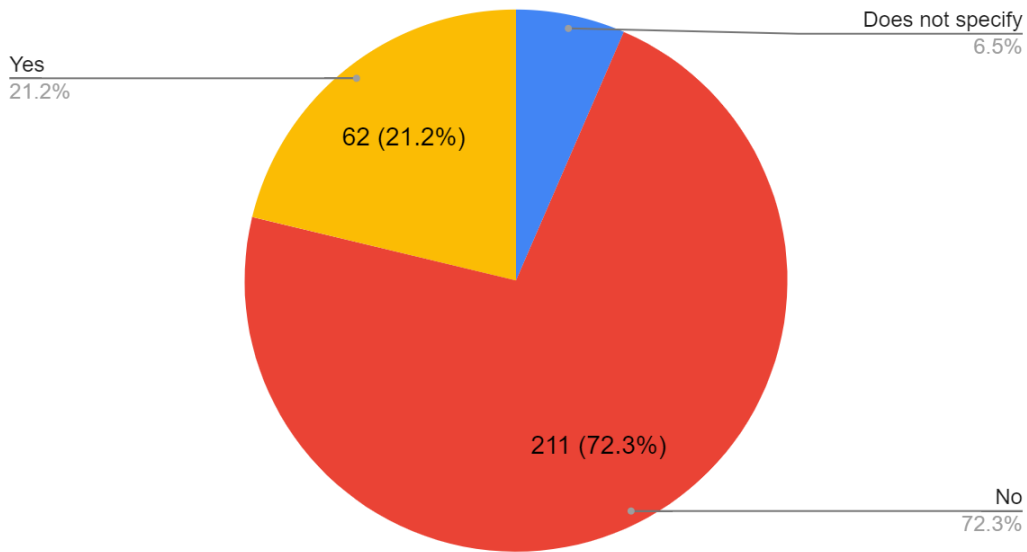
- The Working Group developed a goal, and reported this to the Library Board on August 22, 2022: "To synthesize public input on the name of JMRL, and to make a recommendation to the full Board on any particular action JMRL should take. Any solicitation of expertise or input needs to come with an upfront understanding that the authority to change the name of JMRL lies with Charlottesville, Albemarle, Greene, Louisa, and Nelson."
- The Working Group met again in September and October of 2022, and focused on two projects:
 - Gathering a public meeting with a panel of local experts on names, places, and memorials to learn from processes followed by other organizations.
 - Constructing a survey for JMRL staff, potentially to be used as a starting point for a public survey.
- At the same time, a regularly required five year review process for the Regional Agreement governing JMRL began. Jurisdictions involved in the initial review meetings did not take up the issue of the regional library name.
- On October 25, 2022, the Working Group held a public meeting with local experts on the process of reviewing names, places and memorials:
 - Dr. Phyllis Leffler, Consultant, UVA Naming and Memorials Committee
 - Dr. Frank Dukes, Member, Blue Ribbon Commission on Race, Memorials and Public Spaces
 - Karen Waters, Albemarle County Schools Director of Community Education, Name Review Committee Project Manager
- On November 17, 2022, the Working Group decided that a final output to the Library board will consist of:
 - A written summary of responses from a survey of JMRL staff, as well as a summation of public feedback to date.
 - A written set of recommended procedures (drawn from procedures described by panel members) available to be enacted at such time as JMRL's member jurisdictions request or authorize JMRL to begin a process of reviewing the name of the regional library.
- December 2022 through March 2023, the Working Group focused on those deliverables.



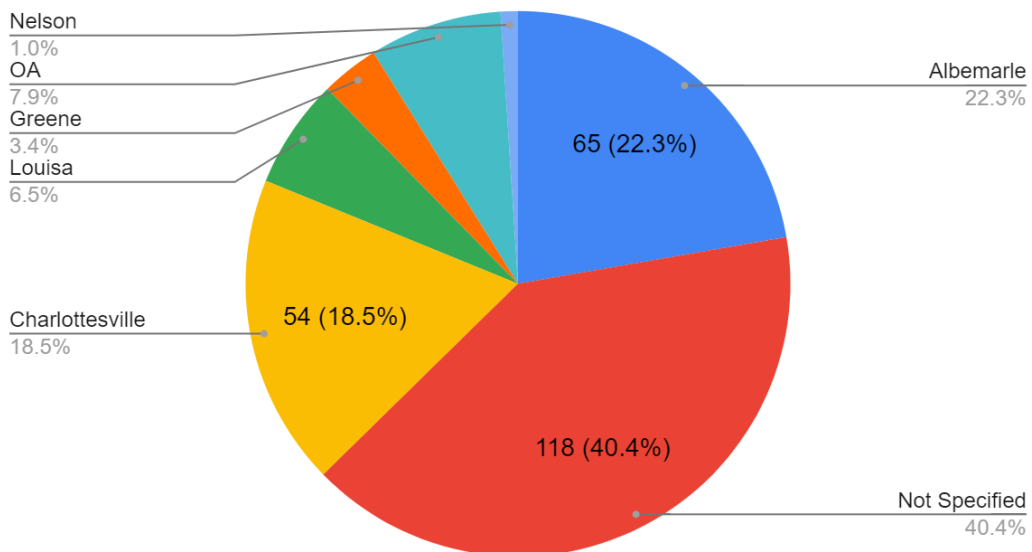
Summary of Feedback Received:

Overall themes **from the public** (292 total submissions):

Should JMRL be renamed?



Jurisdiction of Feedback, if available





JMRL NAME WORKING GROUP FINAL REPORT DRAFT

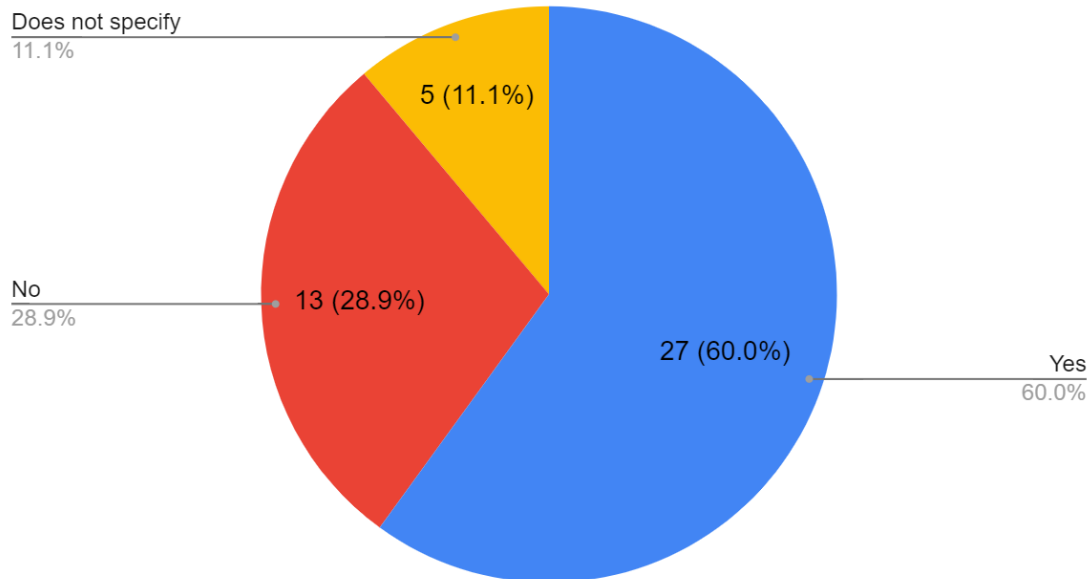
- Of the 72.3% of the public feedback opposing a name change, themes mentioned included:
 - Most commenters felt that Jefferson and Madison made key contributions to US history that continue to impact modern society, including their role in authoring founding documents, starting the Library of Congress, and establishing building blocks of freedom and equality.
 - Many commenters felt that changing the name of the library system would be erasing or revising history, and some viewed the request as an attempt to discredit established institutions.
 - Many commenters felt that today's moral standards can't be used to judge figures from the past.
 - Some commenters felt that changing the name of the library would alienate members of the community and present a barrier to their participation.
- Of the 21.2% of the public feedback supporting a name change, themes mentioned included:
 - Most commenters felt that the primary legacy of Jefferson and Madison is that of slaveholders and that this legacy should not be uplifted by our public library. Some commenters emphasized the ongoing effects that this legacy had on this specific area.
 - Many commenters felt that the current name of the library does not promote an inclusive or welcoming environment. Some commenters felt that the current name of the library conflicts with community values, and that the name should reflect better values.
 - Some commenters felt that not changing the name of the library would alienate members of the community and present a barrier to their participation.



JMRL NAME WORKING GROUP FINAL REPORT DRAFT

Overall themes **from staff** (45 of 125 total staff members responding):

Should JMRL be renamed?



- Of the 60% of staff respondents that supported a name change, themes mentioned included:
 - Most staff felt that the name of the library does not reflect JMRL's value that "Our libraries are inclusive spaces for people of all backgrounds, where everyone is welcomed and respected."
 - Many staff felt that the current name of the library may be a barrier to access for some, and as such should be removed.
 - Several staff felt that Madison had no direct connection to the JMRL service area.
- Of the 28.9% of staff respondents that did not support a name change, themes mentioned included:
 - Some staff felt that the names Jefferson and Madison do reflect JMRL's mission and values.
 - Several staff felt that changing the name of the library would incur prohibitive costs.



JMRL NAME WORKING GROUP FINAL REPORT DRAFT

- Most staff felt JMRL employees work hard to create a welcoming and inclusive environment.
- Many staff expressed that JMRL's collection strives to reflect the many voices in our community.
- Staff suggested several actions for JMRL, including:
 - The removal of library fines
 - A review of portraits in the library
 - A focus on the branding "JMRL"
 - The need to solicit community input
 - The most common suggestion for library names were geographic in nature



DRAFT LIBRARY NAME REVIEW PROCEDURES

If JMRL is given the ability to conduct a Library name change review and chooses to move forward, what would the procedure be?

Principles:

1. JMRL must pursue its mission as its primary responsibility and should consider a response when traditions, practices, or symbols may undermine that mission.
2. Conversations around changes to or recontextualization of the name of the regional library system should be transparent and aligned with JMRL's Mission and Values.
3. Conversations around changes to or recontextualization of the name of the regional library system should involve intentional engagement with all possible stakeholders including library staff, jurisdictional partners, and members of the public.
4. The decision to change or recontextualize the name of the regional library system should take into consideration public impressions and the perspectives of subject matter experts on the namesake's principal legacy.
5. Upon any decision to change or recontextualize the name of the regional library system, JMRL has the responsibility to document the process and preserve the reason for the change in a durable long-standing venue to ensure that it is clearly "change" and not "erasure."

Four specific tests, if one is failed a review should commence:

1. Is the person closely associated with JMRL or the municipalities of Charlottesville, Albemarle, Greene, Louisa, or Nelson?
2. Was the person's principal legacy contested in the moment of their lifetime?
3. Was the Library's intent at the moment of naming at odds with the then mission of the Library?
4. Is the person's principal legacy currently at odds with the mission of the Library?

Process:

- At such a time that the jurisdictional partners that form the Jefferson Madison Regional Library request that the Library Board consider the name of JMRL or



JMRL NAME WORKING GROUP FINAL REPORT DRAFT

transfer naming authority to the Library Board, the Library Board shall apply the principles and tests defined above. Should those tests determine that a name review is in order, the process defined below shall be engaged.

- The Library Board will define a timeline for this process, including benchmarks and a projected end date.
- The Library Board will establish procedures for creating a Naming Committee. These procedures should include parameters for notifying the entire JMRL service area about this opportunity, information on how to apply to the committee, application deadlines, and criteria for selection.
- The Naming Committee should include a broad representation of library staff, board members, and members of the public representing the entire JMRL service area.
- The Naming Committee should define a process of community engagement including:
 - An open survey for all members of the public in JMRL's service area.
 - A public report on the results of that survey.
 - A moderated town hall discussion of the name of JMRL.
 - A public report on that discussion.
 - A Public Hearing with the Library Board.
- The Naming Committee should then craft a recommendation on whether or not to change the name of the regional library system.
- The Library Board should then vote on whether or not to accept the Naming Committee's recommendation, and inform the Library's jurisdictional partners of the result.
- If the Board's vote is to change the name of the Library, then the Board will begin a process to determine a new name for the regional library system. The Naming Committee shall document the process and preserve the reason for any decision made in a durable long-standing venue to ensure that it is clearly "change" and not "erasure."

CONFIDENTIALITY OF PATRON CIRCULATION RECORDS

The Code of Virginia 2.2-3705(A)(10) (Virginia Freedom of Information Act) states that the following records are excluded from the provisions of the Freedom of Information Act:

“(8) Library records which can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such patron has borrowed.”

Patron circulation records exist for the sole purpose of maintaining and conserving public property and are generally deleted soon after the timely and proper return of materials. Therefore, it is the policy of the Library Board that the Library shall not provide to a third party the details, nature, or purpose of information pertaining to an individual patron, unless required by court order, subpoena from a governmental agency or as otherwise required by law, or as necessary to protect the Library's interests in pending litigation.

Therefore, to protect the privacy of individual Library patrons, the Library shall not reveal patron circulation records except as required by law or as necessary to protect the Library's interest in pending litigation. The parent or guardian who has signed a child's application accepting responsibility for materials charged on the account has full access to the child's account until age 16~~8~~, including borrowing records. Other adults may be granted full access according to standard permissions procedures. In the event that the Library is served with a discovery order or a subpoena requesting production of Library circulation records, or a court order directing that the Library provide such records, the Library Director shall inform legal counsel for the Library and the President of the Jefferson- Madison Regional Library Board of Trustees, and shall take appropriate action after having been advised by legal counsel as to the available options

An individual patron is not required to provide the Library with his/her Social Security number.

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