



**LIBRARY BOARD'S AGENDA – OCTOBER 24, 2022**

Monday – 3:00 pm

**NORTHSIDE LIBRARY (705 West Rio Rd. Charlottesville, VA 22901) and**

**PRESENTED VIRTUALLY or via  
TELEPHONE at 888 788 0099 (Toll Free)  
(Webinar ID: 865 8834 5875)**

- 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. JMRL's Request for Reconsideration Procedure (Meredith Dickens, JMRL Collections Manager)
- 3:50 Committee Appointments and Reports**
1. Library Name Working Group Report
  2. Policy Committee Report
  3. Report on JMRL's Annual Pre-Budget Meeting with Jurisdictions
  4. Personnel Committee Report
- 4:15 New Business**
1. Discussion of FY24 Operational Budget Requests
  2. Upcoming Regional Agreement Review Committee Meeting
- 4:30 Old Business**
1. Potential Vote on Amended Policy 1.21 (Bylaws)
- 4:45 Library Director's Report**
- 4:50 Other Matters**
- 4:55 Future Agenda Items**
- 5:00 Proposed Adjournment**



# Jefferson-Madison Regional Library

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

## DRAFT

### MINUTES OF THE SEPTEMBER 26, 2022 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

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

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

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#### 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, September 26, 2022 at 3:00 PM, at the Northside Library (705 West Rio Rd, Charlottesville, VA 22901), and live streamed using videoconferencing software. (A recording of the meeting is available at:

<https://www.youtube.com/watch?v=zHQ4zuPnIco>.) Trustee Ledford moved that President Tony Townsend's request to attend today's meeting of the JMRL Board remotely due to temporary or permanent disability or other medical condition that prevents their physical attendance be approved. Motion passed unanimously, with Trustees Childs and Woolfork not yet present. Trustee Harris moved to accept the minutes for the August 22, 2022 Board Meeting as amended. The motion passed unanimously, with Trustees Childs and Woolfork not yet present.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Craig announced that the Friends of the Library fall book sale begins October 15, 2022, with members night being October 14th. One public comment was made regarding the request to change the name of the Regional Library System.

#### TRUSTEE CONTINUING EDUCATION

AJ Mosley, JMRL's Business Manager, presented to the Board JMRL's Funding Sources and Budget Cycle.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Technology Committee Report*

The Technology Committee met last week and were introduced to Michael Oden, JMRL's new Supervising Technology Services Librarian. The Technology Committee discussed JMRL's current process of migrating servers for the public website and staff intranet. The Committee also discussed Technology Goals within the Five Year Plan. Trustee Unsworth stated that the Technology Committee will meet again in December and will discuss the possibility of meeting three times next year. The Technology Committee also discussed JMRL's Beta Website ([beta.jmrl.org](http://beta.jmrl.org)), which Director Plunkett stated will go into a period of design review after JMRL's server migration process.

##### *2. Library Name Working Group Report*

Director Plunkett reported that the Library Name Working Group continues to work on a survey for library staff, with hopes for a release on JMRL's All-Staff Training Day, October 10th. The Working Group is also working on organizing meetings to invite experts to discuss background and process advice with the Working Group to be recorded and available live via Zoom for the public.

## **NEW BUSINESS**

### *1. JMRL's VLA Library of the Year Award*

President Townsend announced that the Virginia Library Association has awarded JMRL the "Library of the Year" award. Director Plunkett stated that the Award specifically mentions the Centennial Display, which is at the Central Library on the third floor, and Lorenzo Dickerson's film "Free and Open to the Public." This work was made possible by the support of the Albemarle-Charlottesville Historical Society, and the support of the Friends of the Library. Director Plunkett announced that the Award Ceremony will be in Norfolk at the annual VLA meeting on October 19, 2022 at 6pm.

### *2. First Reading of Amended Policy 1.21 (Bylaws)*

Director Plunkett presented Amended Policy 1.21 (Bylaws), pointing out changes made in Section 6 to reference JMRL's Library Board Remote Participation Policy. The Board will vote on Amended Policy 1.21 (Bylaws) next month.

### *3. FY24 Budget Objectives*

Director Plunkett announced that JMRL is currently working on the FY24 Budget and stated he will meet with representatives from each jurisdiction to talk about planning for the FY24 Budget. Director Plunkett presented suggestions for potential JMRL Board Budget Priorities for FY24, which included 1) Secure funding for Year 2 of JMRL's minimum wage adjustment plan, 2) Secure funding for a cost of living compensation increase, and 3) Secure funding for expansion of Bookmobile and Outreach services to jurisdictions that have expressed potential interest in these services. The Personnel Committee will present to the Board next month a suggested prioritized list of FY24 Operational Budget requests from JMRL staff.

## **OLD BUSINESS**

### *1. Potential Vote on Proposed Policy 4.235 (Suggestions and Complaints)*

Policy 4.235 (Suggestions and Complaints) was presented to the Board for a first reading last month. Trustee Woolfork moved to amend Policy 4.235 (Suggestions, Feedback, and Complaints). Motion passed unanimously.

### *2. Potential Vote on Proposed Policy 4.221 (Library Card Eligibility)*

Policy 4.221 (Library Card Eligibility) was presented to the Board last month for a first reading. Trustee Unsworth moved to amend Policy 4.221 (Library Card Eligibility). Motion passed unanimously.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that JMRL's hold lockers are officially up at each Library, except for Crozet and Gordon, which will be placed later this week. JMRL will do a PR push when all six lockers are operational. Nelson Memorial Library will be holding an open-house October 4th to celebrate 50 Years of Library Service to Nelson County. JMRL has exited its COVID Response Plan. Director Plunkett announced that a chapter of the Dolly Parton Imagination Library will be starting up in Greene County, meaning all children under age 5 in Greene County are eligible to have a book a month mailed to their home. Local Greene County Friends of the Library will be serving as the required 501C3 fundraising body. JMRL's All-Staff Training Day will be held Monday, October 10th at the CODE Building and at Central, and local author Jocelyn Johnson will be the featured guest speaker. JMRL's Teacher Card program has been updated to include homeschooling families that teach within JMRL service areas.

## **OTHER MATTERS**

Trustee Powers reminded the Board that they operate under Robert's Rules of Order "small meeting rules" which do not require the seconding of motions.

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a potential vote on Policy 1.21 (Bylaws) and committee reports from the Personnel Committee and the Policy Committee. The next Board Meeting will be October 24, 2022 at the Northside Library.

## **ADJOURNMENT**

The meeting adjourned at 4:14pm.

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# JEFFERSON-MADISON REGIONAL LIBRARY

## Prioritized FY24 Personnel Requests

### Top Priorities (New Services):

1. Bookmobile- Six additional hours per week to two Bookmobile Specialist positions (currently 26 and 20 hours per week)
2. Gordon Avenue- NEW 20 hour per week part time Branch Specialist.

### Recommended (To Support Existing Services):

3. Northside- NEW 300 hours per year Children's Specialist substitute position.
4. Scottsville- 20 more hours per week to Branch Support position (currently 20 hours).
5. Northside- NEW 20 hour per week Children's Specialist position.
6. Central Childrens- 200 additional sub hours per year for Children's Specialist Substitute positions.
7. Administration - 10 more hours per week to Courier position (currently 30 hours).
8. Crozet- 200 additional sub hours per year for Branch Specialist positions.
9. Northside- 2 more hours per week to Reference Librarian position (currently 28 hours).
10. Northside- NEW 20 hour per week Circulation Support position.

**BYLAWS  
FOR THE JEFFERSON-MADISON REGIONAL LIBRARY'S  
BOARD OF TRUSTEES**

**ARTICLE I: NAME AND MISSION**

- Section 1**            **The organization shall be called the Board of Trustees of the Jefferson-Madison Regional Library existing by virtue of the provisions of Section 42.1-35 and Section 42.1-39 of the Virginia Code and as outlined in the Regional Library Agreement.**
- Section 2**            **JMRL fosters personal growth and life-long learning for all by connecting people with ideas, information, and each other.**

**ARTICLE II: OFFICERS**

**Section 1                      Officers shall be elected once a year at the June meeting.**

- (a)                      A President and a Vice President shall be elected from the Board of Trustees.**
- (b)                      If desired, a Secretary shall be elected from the Board or appointed from the Library staff.**

**Section 2                      The Director of Finance of the City of Charlottesville and the Library's Business Manager handle the accounting of the Library system's expenditure of funds.**

**Section 3                      The duties of the officers shall be such as by custom and law devolve upon them in accordance with their names.**

- (a)                      If the Secretary is not present, the Minutes may be taken by any designated person.**
- (b)                      The President shall appoint all committees, and be a member, ex officio, of all standing committees.**

**ARTICLE III: MEETINGS**

- Section 1** Regular meetings shall be held once a month on an agreed upon date, hour, and place.
- Section 2** Special meetings may be called by the President or any three Trustees.
- Section 3** A quorum for the transaction of business at any meeting shall consist of a majority of the currently serving Trustees.
- Section 4** Proceedings of all meetings shall be governed by Robert's Rules of Order (small meeting rules), and any rule may be suspended for any length of time by a unanimous vote of Trustees present in person.
- Section 5** The minimum content of the Agenda at regular meetings shall include:
- (a) Call to order
  - (b) Disposition of the Minutes of the previous meeting
  - (c) Announcements and public comments
  - (d) Director's report
  - (e) Committee appointments and reports
  - (f) Old business
  - (g) New business
  - (h) Trustee continuing education
  - (i) Other matters
  - (j) Adjournment
- Section 6** Remote participation is allowed under the following conditions **set forth in JMRL's Library Board Remote Participation Policy**:
- ~~(a) A central physical location is available for members who wish to attend meetings in person.~~
  - ~~(b) Non members cannot participate in meetings remotely except by specific invitation of the Board.~~
  - ~~(c) Meetings must provide conditions of opportunity for simultaneous aural communication.~~

~~(d) All members participating remotely are treated as  
if they are actually present.~~



- Section 7**                    **Closed Meetings may be held for those purposes specified in Section 2.1-344 of the Virginia Code.**
- (a)            Attendance at Closed Meetings be limited to the Library's Board of Trustees, the Library Director, the Board's Attorney, and any others specially invited by the President with the concurrence of the Board to attend for specific reasons.**
  - (b)            Upon the duly adopted motion of any Trustee at any regular or special meeting, the Board may adjourn to Closed Meetings.**
- Section 8**                    **A Trustee shall notify the Library Director when unable to attend a Board meeting. Two consecutive absences without previous notice being given shall be reported by the President of the Board to the Trustee's respective jurisdiction.**
- Section 9**                    **Jurisdictions may appoint an alternate Trustee under the conditions of the JMRL Regional Agreement section 2B. Any proxy voting shall be in the form of an alternate as specified in the JMRL Regional Agreement section 2B.**

**ARTICLE IV: COMMITTEES**

**Section 1**                    **There shall be a standing Budget Committee whose responsibilities shall include:**

- (a)        Develop budget calendar with key dates for completion.**
- (b)        Review and present salary recommendations to the Board.**
- (c)        Review and evaluate programs to determine needed changes, establishing priorities.**
- (d)        Approve or amend draft budget including all library funds.**
- (e)        Support budget with appropriate authorities.**

**Section 2**                    **There shall be a standing Personnel Committee whose responsibilities shall include:**

- (a)        Review positions.**
- (b)        Review and evaluate City contract with the Department of Human Resources.**
- (c)        Act as consultant to the Director in matters of personnel.**
- (d)        Act as advisor from the Board to the Director for matters of personnel.**
- (e)        Review and take appropriate action on documented input of personnel concerns from individual Board members.**
- (f)        Act as advisory to the Budget Committee in matters of personnel.**
- (g)        Formulate and implement evaluation of the Director, or designate the President to carry out the evaluation.**
- (h)        Review Staff Training Manual.**

**Section 4**                    **Special committees may be created by the President and shall exist until completion of the work for which they were created.**

**Section 5**                    **The President shall appoint members of all committees, designating one member chairman.**

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**Section 6**

**The President, in creating special committees, may become an ex officio, voting member of such committee, subject to**

**approval of the Board.**

- Section 7**            **The President and Library Director shall be invited to all committee meetings at the time regular committee members are notified.**
- Section 8**            **The chairman of each committee shall on his/her own volition or when so instructed by the President or the Board call committee meetings, preside at these meetings, and report committee activities to the Board.**
- Section 9**            **Membership on a committee shall expire upon the election of new officers.**

**ARTICLE V: DUTIES AND RESPONSIBILITIES**

**The Library Board, representing all citizens of the region, is the policy-making body of the Library; the Library Director carries out the Board-established policies in the administration of the Library.**

**The Board may properly seek advice from and assign technical and research projects to the Library Director and staff to assist Trustees in setting policy, but it is done with the complete understanding that the final determination rests with the Board.**

**BOARD OF TRUSTEES**

**Section 1**

- (a) Employ and contract with a competent and qualified Library Director.**
- (b) Determine and adopt, after review by the Board's Attorney, written policies consistent with the Mission Statement to govern the operations of the Library.**
- (c) Secure adequate funds to carry out the operations of the Library.**
- (d) Know the program and needs of the Library in relation to the community; keep abreast of library standards and trends; develop and approve annual goals and objectives for the Library system.**
- (e) Establish, support, and participate in a planned public relations program.**
- (f) Support the Budget Committee in the preparation of the annual budget for approval by the Board; review monthly financial reports and contract for an annual audit by a CPA.**

- (g) **Know local and state laws germane to libraries; actively support library legislation in the state and nation.**
- (h) **Establish Library policies dealing with book and material selection.**
- (i) **Attend all Board meetings and see that accurate records are kept on file at the Library.**
- (j) **Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.**
- (k) **Be aware of the services of the state library.**
- (l) **Report regularly to the governing officials and the general public.**
- (m) **Approve new or deleted positions.**
- (n) **Approve all contracts in excess of \$10,000 that are changes from the approved budget.**

**LIBRARY DIRECTOR**

**Section 2**

- (a) **Employ and supervise all personnel, consistent with the City of Charlottesville Personnel Department policy.**
- (b) **Act as a technical advisor to the Board; recommend needed policies for Board action and carry out the policies of the Library as adopted by the Board.**
- (c) **Suggest and carry out plans for extending library services.**
- (d) **Prepare regular reports embodying the Library's current progress and future needs; cooperate with the Board to plan and carry out the annual goals and objectives of the Library.**

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- (e) Maintain an active program of public relations.**
- (f) Work with the Budget Committee to prepare an annual Library budget for Board approval; provide a current report of expenditures against the budget at each meeting.**
- (g) Know local and state laws germane to libraries; actively support library legislation in the state and nation.**
- (h) Select and order all books and other library materials.**
- (i) Attend all Board meetings other than those in which his/her own salary or tenure are under discussion.**
- (j) Affiliate with the state and national professional organizations and attend professional meetings and workshops.**
- (k) Make use of the services and consultants of the state library.**
- (l) Report regularly to the Library Board, to the officials of local government, and to the general public.**
- (m) Report significant gifts and donations to the Library Board.**
- (n) Refer all new or deleted positions to the Library Board for approval.**
- (o) All contracts in excess of \$10,000 that are changes from the approved budget should be brought to the Board for approval.**

**ARTICLE VI: AMENDMENTS**

- Section 1**            **Proposed amendments shall be read and discussed at a regular meeting and voted on at a subsequent regular meeting of the Board.**
- Section 2**            **All amendments must be approved by a two-thirds majority vote of the currently serving Trustees.**

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