



LIBRARY BOARD'S AGENDA – SEPTEMBER 27, 2021

Monday – 3:00 pm

HYBRID MEETING

SCOTTSVILLE LIBRARY (330 Bird Street, Scottsville, VA 24590)

[VIRTUAL via ZOOM](#) or

PHONE NUMBER 888 788 0099 (Toll Free)

(Webinar ID: Webinar ID: 815 8757 5444

Passcode: 648903)

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 or phone number.**

3:10 Trustee Continuing Education

1. Short Takes for Trustees Video- What It Means To Be A Trustee

3:20 Committee Appointments and Reports

1. NA

3:20 New Business

1. Set Budget Objectives
2. JMRL Centennial Events

3:50 Old Business

1. Vote on Proposed JMRL Policy 2.13 (Nondiscrimination)
2. Board Self-Evaluation
3. Committee Assignments

4:30 Library Director's Report

4:45 Other Matters

4:55 Future Agenda Items

5:00 Proposed Adjournment

Optional Tour of Scottsville Library Directly Following Adjournment

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Jefferson-Madison Regional Library

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

DRAFT

MINUTES OF THE AUGUST 23, 2021 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

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

TRUSTEES ABSENT

None

OTHERS PRESENT

David Plunkett, Library Director (in person)	Meredith Cole, Incoming Charlottesville Trustee
Ginny Reese, Staff Reporter & Greene Manager (in person)	Krista Farrell, Assistant Library Director (virtual)
AJ Mosely, Business Manager (in person)	Sierra Hammons, Specialist (in person)

CALL TO ORDER & DISPOSITION OF THE MINUTES OF THE PREVIOUS MEETING

The regular monthly meeting of the Jefferson Madison Regional Library's (JMRL) Board of Trustees was convened **AS A HYBRID MEETING WITH SOME TRUSTEES PRESENT VIRTUALLY AND SOME PHYSICALLY CONGREGATED** on Monday, August 23, 2021 at 3:05 PM using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=lxawCuk8JMg>). Trustee West moved to accept the minutes for the July 26, 2021 Board Meeting. The motion passed with majority vote.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Unsworth introduced and welcomed Meredith Cole, who will be replacing Trustee Mullen as Charlottesville representative to the Board. Trustee Unsworth reported the Scottsville Town Council voted last Monday to enter into a contract agreement with VDOT for sidewalk improvements in town; project should include connections to and from the Scottsville Library, hopefully within 2-5 year timeline. Scottsville Library was one of the larger organizations to endorse the project with the town. Director Plunkett congratulated Trustee Mullen on 10 years of service as Trustee member. The Director presented several books to be donated to the Central Library in honor of Trustee Mullen's service as Board Trustee. No public comments.

TRUSTEE CONTINUING EDUCATION

Trustee Powers and Director Plunkett presented goals and an outline of the JMRL Employee Handbook. Director Plunkett reported that the Employee Handbook Working Group (WG) aspires to share with the Board and staff for comments by the end of the week, with a future goal to share the final product with the City HR Department. Director Plunkett proposes Personnel Committee review annually. Trustee Powers proposes the Board add a Resolution of Endorsement upon completion.

COMMITTEE APPOINTMENTS AND REPORTS

1. *Policy Committee Report*

The Policy Committee met prior to the full Board meeting, and discussed three policies: A review of new Policy 2.13 “Nondiscrimination Policy”, Policy 4.231 “Group Visits,” and an updated Policy 2.2 “Staff Training.” Policy 2.13 “Nondiscrimination Policy” was presented to the Board for a first reading.

2. *Budget/Finance Committee Report*

Trustee Townsend reports the Budget/Finance Committee met last week to discuss three proposed scenarios for a move to \$15/hour minimum wage for all JMRL employees, and compression issues. Committee makes a recommendation for scenario three, which would change minimum wage to \$15/hr starting FY23, with supplementary assistance from the General Fund over three years.

NEW BUSINESS

1. *Vote on JMRL’s Minimum Wage Adjustment Plan Strategy.*

Trustee Craig moved to accept the committee’s recommendation for plan number three. The motion passed unanimously.

OLD BUSINESS

1. *Vote on Policy 2.12 (Religious Accommodations Policy)*

Trustee Childs makes motion to adopt the Religious Accommodations Policy. The motion passed unanimously.

2. *Board Self-Evaluation Responses*

Trustee Unsworth opts to extend time until the Board receives more responses and can discuss. Item will remain on future agenda.

3. *Committee Assignments*

Trustee Unsworth makes a decision to retain item on future agenda and discuss at the next meeting. Trustee Unsworth will reach out to members of the Board before the next meeting.

LIBRARY DIRECTOR’S REPORT

Director Plunkett reported that the Staff Emergency Planning Committee (EPC) met two weeks ago and made a change in JMRL’s Tier 1 guidelines for all staff in JMRL’s COVID Response Plan: all staff are required to wear masks again, as well as in person program attendees. Teacher library cards are now officially available, which will allow educators to check out materials for their classroom. The Scottsville Library was damaged in a recent storm that resulted in a tree puncturing the roof of the building, causing water damage to roughly 200 books, and a week of closure. Scottsville Branch Manager, Anne Lindberg, and staff have worked hard to provide library service to patrons, via curbside, while damage was repaired. Director Plunkett reported on staff position changes: Jenner MacAdam-Miller is the new PR Specialist, she most recently worked doing Public Relations for International Neighbors in Charlottesville; and Kayla Payne will be the new Collections and Technology Manager, starting September 20. Kayla is currently the Technology Services Librarian at Staunton Library. Sierra Hammons is introduced as HR and Collections Specialist, former Branch Support staff at Crozet Library. The City of Charlottesville appointed a new liaison for JMRL, Ashley Marshall, Deputy Director for Racial Equity, Diversity and Inclusion. Director Plunkett talked with the City Manager and liaison about a Central Renovation Project. No updates on the InterLibrary Loan program with UVA.

OTHER MATTERS

None.

FUTURE AGENDA ITEMS

Possible future agenda items include discussions of Board Self-Evaluations and Committee Assignments, discussion and possible vote on Policy 2.13 “Nondiscrimination Policy,” and update on Scottsville sidewalk project. The next Board Meeting will take place on September 27, 2021 at the Scottsville Library.

ADJOURNMENT

The meeting adjourned at 4:23pm



DRAFT (v3) NONDISCRIMINATION POLICY, 2.13

JMRL is committed to making our libraries discrimination-free zones.

- ~~Employees must~~ JMRL **does** not discriminate on the basis of sex, race, color, national origin, age, religion, disability, marital status, citizenship, genetic information, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, military status or any other legally protected characteristic. **Employees must not discriminate in any such manner**; when interacting with staff or members of the public.
- JMRL follows all Equal Employment Opportunity Commission and Americans with Disabilities Act laws and guidance. ~~Equal employment opportunity is not just a set of words but a commitment by the Jefferson Madison Regional Library (“JMRL”) to take~~ **and takes** affirmative action to provide a workplace in which employee qualifications, merit, and fairness are the governing rules regarding hiring, promotion, compensation, benefits, educational opportunities, and disciplinary actions.
- ~~Further, the~~ JMRL will give reasonable accommodation for known limitations **related to protected status, as listed above, including but not limited to disability, pregnancy, childbirth or related medical conditions.**

An employee who ~~feels they have~~ **has** experienced or witnessed discrimination **or sexual harassment** in the workplace is required to ~~immediately~~ report such incident **via the same process laid out in the City of Charlottesville Personnel Policy Section 3.2, EQUITY AND NONDISCRIMINATION.** **Complaints of discrimination, harassment, and retaliation will be addressed promptly.** Employees are required to report incidents to either: their immediate supervisor, their department head or any other department head, ~~the Human Resources and Administration Manager,~~ or the Library Director. Employees are assured that concerns and reports can be made without fear of reprisal or retaliation.

Patrons who witness discrimination or harassment are encouraged to report such instances to library supervisors or department heads.

LIBRARY BOARD COMMITTEES

Budget/Finance Committee

Thomas Unsworth, Chair
Wendy Craig
James West
Lisa Woolfork
Staff: Lindsay Ideson, Jerry Carchedi
Meets as needed

Technology Committee

Wendy Craig, Chair
James West
Michael Powers
Staff: Anne Chiles, Josh Howard,
Stella Pool, David Plunkett
Meets as needed

5-Year Plan Committee

Lisa Woolfork
Tony Townsend
Staff: Meredith Dickens, Krista Farrell,
Josh Howard, Susan Huffman,
David Plunkett, Stella Pool, Evan Stankovics
Friends of the Library: Proal Heartwell
Meets as needed

Policy Committee

Michael Powers, Chair
Carla Mullen
Tony Townsend
Kathy Johnson Harris
Staff: Krista Farrell, Ophelia Payne, Ginny Reese
Meets before the Board meeting usually every other month

Personnel Committee

Carla Mullen, Chair
Thomas Unsworth
Kathy Johnson Harris
Staff: Margarete Gillette, Chris Smith
Meets as needed

Liaison to Friends Advocacy Committee

Wendy Craig

Known needed changes:

- Budget- replace Jerry Carchedi with AJ Mosley
- Budget- add Aleta Childs
- Budget- add Tony Townsend as Chair
- Policy- potentially replace Ophelia Payne with Camille Thompson
- Policy- remove Carla Mullen
- Personnel- remove Margarete Gillette
- Personnel- remove Carla Mullen
- Technology- remove Josh Howard, add Kayla Payne

Current Chair vacancies:

- 5-Year Plan
- Personnel