



LIBRARY BOARD'S AGENDA – SEPTEMBER 26, 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: 839 5028 6697)**

- 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 Funding Sources and Budget Cycle (AJ Mosley, JMRL Business Manager)
- 3:50 Committee Appointments and Reports**
1. Technology Committee Report
 2. Library Name Working Group Report
- 4:05 New Business**
1. JMRL's VLA Library of the Year Award
 2. First Reading of Amended Policy 1.21 (Bylaws)
 3. FY24 Budget Objectives
- 4:30 Old Business**
1. Potential Vote on Proposed Policy 4.235 (Suggestions and Complaints)
 2. Potential Vote on Proposed Policy 4.221 (Library Card Eligibility)
- 4:45 Library Director's Report**
- 4:50 Other Matters**
- 4:55 Future Agenda Items**
- 5:00 Proposed Adjournment**



Potential Motion for Trustee Remote Participation

I move that (Trustee name)'s request to attend today's meeting of the JMRL Board remotely due to:

- A. a temporary or permanent disability or other medical condition that prevents their physical attendance
- B. a family member's medical condition that requires them to provide care for such family member
- C. the distance between their principal residence and the meeting location
- D. a personal matter, specifically _____

be approved.

Jefferson-Madison Regional Library

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

DRAFT

MINUTES OF THE AUGUST 22, 2022 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

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

Vice President Aleta Childs (Nelson) (in person)
Martha Ledford (Greene) (in person)
Thomas Unsworth (Albemarle) (virtual)
Kathy Johnson Harris (Charlottesville) (in person)

OTHERS PRESENT

David Plunkett, Library Director (in person)
AJ Mosley, Business Manager (in person)

Krista Farrell, Assistant Library Director (in person)
Sierra Hammons, Collection 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 22, 2022 at 3:00 PM using videoconferencing software, at the Northside Branch (705 W Rio Rd, Charlottesville, VA 22901). (A recording of the meeting is available at: <https://www.youtube.com/watch?v=3AsjVNngzb-Q&t=2s>) Trustee Ledford moved to accept the minutes for the July 25, 2022 Board Meeting. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Craig announced that she attended two webinars and found them instructive. Trustee Woolfork congratulated and thanked Trustee Harris for her work with the film "Raised/Razed." President Townsend stated that JMRL's Summer Reading Program, Ocean of Possibilities, appeared to be very well attended at the Crozet Branch. President Townsend reminded attendees that Board Policy is to give public commenters five minutes each to speak and that is not in the Board's authority to change the Library's name, it is the responsibility of JMRL's member jurisdictions. Three public comments were made regarding the request to change the name of the Regional Library System.

TRUSTEE CONTINUING EDUCATION

NA

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

The Policy Committee met August 18th and discussed four policies: Policy 1.211 (Library Board Remote Participation Policy), Policy 4.235 (Suggestions and Complaints), Policy 4.221 (Library Card Eligibility), and Policy 1.261 (Public Comments at Library Board Meetings). Policy 1.211 will have a first reading and a potential vote in New Business. Policy 4.235 and Policy 4.221 will also have a first reading in New Business. Policy 1.261 is still under review.

2. Library Name Working Group Report

Director Plunkett shared the group's goal: 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 will organize informational meetings, inviting experts to share background, process, and advice with the Working Group. Director Plunkett reported that such informational meetings will be recorded and available live via Zoom for the public. The Working Group will also survey the Library staff.

NEW BUSINESS

1. Library Board Self Evaluation

President Townsend presented the results of the Board Self-Evaluation, stating the Board is doing a good job overall, communicates well, and has good relationships with the Library staff as well as with the public. Director Plunkett stated he will make a personal note to facilitate Continuing Education agenda items to the Board. Trustee Powers expressed interest in adding a possible Continuing Education topic regarding the importance and benefits of regionalization.

2. *Potential Vote on Proposed Policy 1.211 (Library Board Remote Participation Policy)*

Director Plunkett presented Policy 1.211 to the Board, which discusses remote participation for Library Trustees in accordance with new state law. There are three exemptions to allow for Trustee remote participation: 1) Medical, 2) Distance, or 3) Personal Matters. A request for remote participation for personal matters must be voted on by the Board, and Board minutes should reflect the reason in specificity. At least five Trustees must be physically present at the Board meeting in order for a quorum to be met. If Trustees need to participate remotely, they must notify the President of the Board and the Library Director, in advance. Trustees are allowed up to 2 exemptions, or 25% of meetings (whichever is higher), for remote participation during the fiscal year; there is no limit to the amount of Medical or Distance exemptions. Up to 3 all-virtual meetings for the Board will be allowed per year, though they cannot be consecutive, and public notification for the meetings must indicate that they will be all-virtual. These same rules apply to Committees. Committees have the options to meet virtually up to 2 times per year. President Townsend stated that voting on Policy 1.211 would be an exception to the Board's common practice. Furthermore, the Board is not locking off debate on Policy 1.211 going forward, but that JMRL needs to have Policy 1.211 in place prior to a September Board meeting. In the future, the Board will attempt to adhere to the practice of having a first reading of all policies at least one month before taking a vote. Trustee Unsworth moved to adopt Policy 1.211 as Remote Participation Policy for the Board. Trustee Powers abstained; all other Trustees voted "aye." Motion passed. Trustee Powers proposed adding a reference to Policy 1.211 in the Bylaws.

3. *Potential First Reading of Policy 4.235 (Suggestions and Complaints)*

Director Plunkett presented a revised draft of Policy 4.235 (Suggestions and Complaints) to the Board, with a change of the Policy name to "Suggestions, Feedback, and Complaints." Policy 4.235 will be presented to the Board next month for a potential vote.

4. *Potential First Reading of Policy 4.221 (Library Card Eligibility)*

Director Plunkett presented to the Board a revised draft of Policy 4.221 (Library Card Eligibility), with the addition of information concerning JMRL Teacher Cards. Policy 4.221 will be presented to the Board next month for a potential vote.

OLD BUSINESS

1. *Vote to Remove Policy 4.31 (Adult Programming and Reference Services Department)*

Trustee Cole moved to remove Policy 4.31 (Adult Programming and Reference Services Department) from the Policy Manual. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that JMRL's new Cross-Training Program has received good feedback. Director Plunkett thanked the Friends of the Library, especially Treasurer Peter McIntosh, who worked hard with AJ Mosley to create a system of Debit Cards for Friends expenditures. The first Holds Pickup Lockers will be delivered tomorrow to Louisa County Library. Louisa County Library will also receive its Privacy Pod for patrons tomorrow. Friends Endowment Advisory Committee expressed interest in funding a few more Privacy Pods for JMRL. Director Plunkett reminded the Board that all Trustees are invited to JMRL's Staff Training Day (previously In-Service Day) on October 10, 2022, which will be held at the Code Building in Charlottesville and at the Central Library.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include a second reading and potential vote on Policy 4.235 (Suggestions and Complaints) and Policy 4.221 (Library Card Eligibility), a second report from the Library Name Working Group, a first reading of the Bylaws change, a vote by the Board for any remote participation by Trustees, potential Continuing Education, and potential committee reports from the Technology Committee and the Personnel Committee. The next Board Meeting will be October 26, 2022 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 4:16pm.

**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.~~

approved 08/27/2018
MM.DP.zw
minor update
8/26/19 MM.DP.zw

- 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.**

approved 08/27/2018
MM.DP.zw
minor update
8/26/19 MM.DP.zw

Section 6

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

approved 08/27/2018
MM.DP.zw
minor update
8/26/19 MM.DP.zw

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.**

- (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.**

approved 08/27/2018
MM.DP.zw
minor update
8/26/19 MM.DP.zw

Potential JMRL Board Budget Priorities for FY24

1. Secure funding for Year 2 of JMRL's minimum wage adjustment plan (related to Five Year Plan Goal #3, Objective #10).
2. Secure funding for a cost of living compensation increase (related to Five Year Plan Goal #3, Objective #10).
3. Secure funding for expansion of Bookmobile and Outreach services to jurisdictions that have expressed potential interest in these services (related to Five Year Plan Goal #1, Objective #8).

Current- SUGGESTIONS and COMPLAINTS

Each service location has a box for comments, suggestions, and complaints regarding Library services. Comments, suggestions, and complaints may also be [emailed to feedback@jmrl.org](mailto:feedback@jmrl.org). These comments will be regularly analyzed and addressed by the Library Director or appropriate Departments of the Library.

Requests for the reclassification or reconsideration of specific library materials or resources will be accepted using JMRL Form: 4.24 in accordance with JMRL's Reconsideration Policy: 4.24.

Proposed Draft: SUGGESTIONS, **FEEDBACK** AND COMPLAINTS

JMRL values public input and feedback and provides convenient methods for submission. Each service location has a physical box for comments, suggestions, and complaints regarding Library services. Digital submissions are also welcomed, either by [email to feedback@jmrl.org](mailto:feedback@jmrl.org) or via a web form on JMRL's website.

Feedback will be shared with and addressed by the applicable Library departments, and will also be consolidated at a regional level for analysis of trends by the Library Director. **Feedback may be shared with the Library Board or the general public at the discretion of the Library Director.**

Suggestions Requests for additions to the Library collection can also be submitted on paper at each location or **electronically** ~~via a web form linked from the Library catalog.~~

Requests for the reclassification or reconsideration of specific library materials or resources will be accepted using JMRL Form: 4.24 in accordance with JMRL's Reconsideration Policy: 4.24.

Revised 4/2012

Minor Update 4/22/19

LIBRARY CARD ELIGIBILITY

1. All residents of and/or real property owners in Albemarle County, City of Charlottesville, Greene County, Louisa County, and Nelson County are eligible to obtain free library cards.

Library cards for residents of the area served by the Jefferson-Madison Regional Library (Charlottesville, Albemarle, Greene, Nelson, and Louisa) will be renewable every three (3) years.

Library cards for residents not in the area will be designated as Out-of-Area (OA) cards and will be issued for an annual fee of \$30.00. OA cards are renewable annually for a fee of \$30.00. ~~Teacher cards are not subject to OA fees~~ are waived for Teacher Cards. Teacher Cards are for local educators working within the JMRL service area, and allow for extended borrowing privileges.

2. Visitors and/or persons who, for whatever reason, are not eligible for a library card may request a guest pass or a Computer Access Only card in order to use the JMRL public access computers. Such cards do not allow borrowing privileges.

- ~~3. Institutional cards are not issued.~~

~~There are no age requirements for obtaining a library card; however, unfiltered Internet access is granted on the basis of patron's date of birth as stated on Jefferson-Madison Regional Library's Card Registration Form. Materials charged checked out to minors are considered to be the responsibility of the parents or guardians whose signature is on the child's card application. Failure to return materials or to pay fines or fees result in loss of borrowing privileges and may result in referral to a collection agency.~~