

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE AUGUST 26, 2019 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)
Carla Mullen (Charlottesville)
James West (Greene)
Thomas Unsworth (Albemarle)
Kathy Johnson Harris (Charlottesville)

Jane B. Kulow (Albemarle)
Erica Younglove (Albemarle)
Lisa Woolfork (Charlottesville)
Vice President Wendy Wheaton Craig (Louisa)

TRUSTEES ABSENT

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
Josh Howard, Collections and Technology Manager
Megan England, Scottsville Manager
Brittany Eversberg, Circulation Manager

Zach Weisser, Specialist
Jerry Carchedi, Business Manager
Krista Farrell, Assistant Library Director
Ophelia Payne, Louisa Manager

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 called to order on Monday, August 26, 2019 at 3:00 PM in the meeting room of Northside Library, 705 West Rio Road, Charlottesville, VA 22901. Trustee Younglove motioned for the approval of the July 22, 2019 minutes. The minutes were approved, President McDuffie abstaining and Trustee Kulow absent for the vote.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Vice President Craig stated that the grand re-opening of the renovated Louisa Library will take place on October 6, 2019, and formal invitations will be forthcoming. Trustee Unsworth stated that the Friends of JMRL will staff a display at the upcoming September 14th Scottsville Community Fair. President McDuffie reported the Grow Nelson Library Fund total had reached \$175,000 and had accepted a challenge grant from the Perry Foundation for \$150,000 to be met by June 1 2020.

TRUSTEE CONTINUING EDUCATION

1. *JMRL's Courier Routes and Operations- Brittany Eversberg, Circulation Manager*
Manager Eversberg reported on the delivery schedule, which serves all nine active branches seven days of the week.

NEW BUSINESS

1. *Introduction of New Scottsville Branch Manager, Megan England*
Director Plunkett introduced Manager England, previously at the Crozet branch, but a resident of Scottsville and in a good position to work closely with the Town of Scottsville and introduce a new slate of programming for Juveniles, Young Adults, and Adults.

COMMITTEE APPOINTMENTS AND REPORTS

1. *Policy Committee Report*
The Policy Committee reported through Chair Mullen that Policies 4.224 Confidentiality of Patron, with amendments, 4.21 Availability of Library Services, and 1.23 JMRL Board Committees would be sent to staff for review before being recommended to the Board. The Committee will next meet before the October 28 2019 Board Meeting.

2. *Public Relations Workgroup Report*

Director Plunkett reported that the workgroup recommended the following to the Public Relations department: the region-wide and jurisdictional newsletters will be changed; distribution will require a vendor, selection of which will take place through September 2019; content will be written by the end of October. The Public Relations specialist will also (i) develop localized Public Relations guidelines, (ii) draft a guide on the proper representation on branches and age groups for social media posting, (iii) advertise a volunteer job to delivery print materials to community centers (iv) develop scripts and guidelines for news interviews. The workgroup may not meet again; if it does it will report to the board through the Director.

OLD BUSINESS

1. Trustee Contact Information on JMRL's Website

After discussion, Trustee Woolfork summarized that unless a Trustee contacted Director Plunkett with changes to their contact information, the current information would stay as it was. Director Plunkett believed that Friends funding could provide P.O. Boxes for those Trustees wishing to provide a physical address other than the one listed.

2. Vote on Amended Bylaws (adding JMRL's revised Mission Statement)

Trustee Kulow moved to accept the revised Bylaws. The motion was adopted unanimously.

3. Library Board Self-Evaluation

President McDuffie reported that the results indicated that most Trustees wished for a greater emphasis on advocacy for both marginalized groups as users of the Library, as well as for the Library itself at the state and federal level.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that In-Service training day for all staff will take place on October 14, 2019 at Louisa branch, shortly after renovations to the building are complete. Representatives from the Racial Equity Institute based in Greensboro, North Carolina will provide racial equity training. Staff training for newly hired staff will now include a half-day of JMRL orientation to complement the City of Charlottesville orientation. The Smithsonian/Library Association Makerspace Initiative National Science Foundation grant was not awarded. The Budgeting Office liaison at the city is now Krisy Hammill, and Mike Murphy is the primary liaison. Personnel requests from branch managers for FY21 are due September 13, 2019.

OTHER MATTERS

Trustee Woolfork reported a recent event at Central branch during which a Big Sister had been unable to sign her charge up for a library card, not being the child's guardian. Director Plunkett reported that JMRL signed a three-year lease with Albemarle-Charlottesville Historical Society under which JMRL pays a share of rent and utilities.

FUTURE AGENDA ITEMS

Future agenda items include: continuing education on FOIA, Manager England reporting on Young Adult volunteer programs, a review of the Five-Year Plan in order to set budget objectives for FY21, and reconsideration of the tabled self-evaluation discussion of advocacy. The next Board meeting will take place on September 23rd, 2019, at Northside Library, at 3 pm.

ADJOURNMENT

Trustee Kulow moved to adjourn. The meeting adjourned at 4:53 PM.

(MM:DP:zw)