

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE OCTOBER 28, 2019 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)

Vice President Wendy Wheaton Craig (Louisa)

Carla Mullen (Charlottesville)

Thomas Unsworth (Albemarle)

Jane B. Kulow (Albemarle)

Erica Younglove (Albemarle)

Lisa Woolfork (Charlottesville)

Kathy Johnson Harris (Charlottesville)

James West (Greene)

TRUSTEES ABSENT

OTHERS PRESENT

David Plunkett, Library Director

Ginny Reese, Staff Reporter & Greene Manager

Zach Weisser, Specialist

Krista Farrell, Assistant Library Director

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, October 28, 2019 at 3:00 PM in the meeting room of Northside Library, 705 West Rio Road, Charlottesville, VA 22901. Trustee Harris motioned for the approval of the September 23, 2019 minutes. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Vice President Craig thanked anyone who attended Louisa Library's grand re-opening. Trustee Kulow praised the VLA presentation of the "Pilgrimage to Montgomery" by Librarians Tasha Birkhead, Abby Cox, and Josh Howard. President McDuffie announced the upcoming Grow Nelson Library auction and invited all attendees to come and help celebrate the upgrades to Nelson Memorial Library.

TRUSTEE CONTINUING EDUCATION

1. *FOIA Training, City of Charlottesville Attorney's Office*

John Blair from the City of Charlottesville presented on FOIA Act Basics.

NEW BUSINESS

1. *Proposal to Adjust the Scottsville Branch Schedule*

Vice President Craig motioned to approve an adjustment to the Scottsville Library schedule which will change Wednesday hours to 9am to 5pm, and Thursday hours to 9am to 9pm effective January 1, 2020. The motion passed unanimously.

COMMITTEE APPOINTMENTS AND REPORTS

1. *Personnel Committee Report*

Trustee Mullen reported that projections for the third year of compression adjustment will be taken to the Budget Committee. The Personnel Committee will recommend: a minimum 2% salary raise to those eligible; adding or modifying existing positions (itemized on handout); increasing the payscale by 1%.

2. *Policy Committee Report*

Vice President Craig reported that Policies 4.224 Confidentiality of Patron Circulation, 4.21 Availability of Library Service, and 1.23 JMRL Board Committees received edits. Director Plunkett read the edited text. Votes can be taken at the November 2019 Board Meeting. Director Plunkett read the list of Policies scheduled for review in FY20.

OLD BUSINESS

1. *Discussion of FY21 JMRL Budget*

Director Plunkett reported that the Budget Committee will meet at Northside at 3:30pm on November 14th 2019. The overall budget increase is projected to be just under 3% with respect to FY20. He recommended that the Board approve a budget in November, after which meetings with county officials would commence.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Friends of the Library biannual Book Sale will begin this weekend at Gordon Avenue Library. Circulation is slightly down this year to date excepting Charlottesville and Nelson; the greatest growth in circulation was in the digital content category. Circulation last fiscal year was the highest since 2003. In December, the Board will go into Closed Session to discuss the Director's evaluation. The director will propose three new staff committees: Training; Equity, Diversity, and Inclusivity; and Customer Service.

OTHER MATTERS

None

FUTURE AGENDA ITEMS

Future agenda items include: votes on Policies 4.224 Confidentiality of Patron Circulation, 4.21 Availability of Library Service, and 1.23 JMRL Board Committees; a report from the Budget Committee; continuing education regarding Internet Technology offerings.

ADJOURNMENT

Trustee Unsworth moved to adjourn. The meeting adjourned at 4:45 PM.

(MM:DP:zw)