

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE FEBRUARY 24, 2020 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)
Carla Mullen (Charlottesville)
Lisa Woolfork (Charlottesville)
James West (Greene)

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

TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)

Thomas Unsworth (Albemarle)

OTHERS PRESENT

David Plunkett, Library Director
Jerry Carchedi, Business Manager
Megan Argenbright of Brown, Edwards & Company,
L.L.P.

Zach Weisser, Specialist
Krista Farrell, Assistant Library Director
Tim Carrier, Young Adult Services 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 convened on Monday, February 24, 2020 at 3:00 PM in the meeting room of Northside Library, 705 West Rio Road, Charlottesville, VA 22901. The minutes for the January 27, 2020 Board Meeting were approved unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Craig asked if it would be possible to feature the Friends of the Library more prominently on the jmrl.org homepage.

TRUSTEE CONTINUING EDUCATION

1. *JMRL Teen Volunteers and Teen Advisory Boards, Tim Carrier (JMRL Young Adult Services Manager)*

Manager Carrier presented on Teen Volunteers and Teen Advisory Boards. Future developments include a general intake document containing guidelines pertinent to all volunteers.

NEW BUSINESS

1. *FY19 Audit Update, Megan Argenbright (Brown, Edwards & Company, L.L.P)*

M. Argenbright presented the findings of the FY19 Audit. The content of the report most pertinent to the Board could be found in the "Management Discussion and Analysis" section. Two considerations were that the auditors "did not identify any deficiencies in internal control that [they] consider to be material weaknesses" and "the results of [their] tests disclosed no instances of noncompliance or other matters that are required to reported under *Government Auditing Standards*." There will be new Government Accounting Standards Board (GASB) lease standards for FY21 which will impact both lessee and lessor.

COMMITTEE APPOINTMENTS AND REPORTS

1. *Five-Year Plan Committee Report*

Trustee Younglove reported that the Committee reviewed FY20's goals. Most goals are on-track to be completed in keeping with the schedule; however, due to staffing shortages or retirements, a few will not and will be re-prioritized appropriately. Director Plunkett reminded everyone that it had been agreed that a revised draft would be delivered to the Board in April or May. (This includes the Policy Committee's discussion about reorganizing the Policy Manual.) Those changes will be reported to the state by email.

OLD BUSINESS

1. FY21 JMRL Budget Discussion

Director Plunkett reported that Albemarle County's proposed budget provided funding for all requests in JMRL's proposed budget except the 40-hour IT position. Specifically, it provided funding for third year of compression adjustment and two more open hours at Northside Library per week. The county is "moving toward" a \$15 minimum wage. Trustee Kulow suggested pursuing partial funding of the IT position.

2. State Aid Advocacy

Director Plunkett reported that the Virginia House and Senate passed bills to increase state aid by at least one million dollars. Wording in the Senate bill further implied that full funding is the eventual goal.

3. JMRL Policy 2.6 - Travel Regulations Discussion and Potential Vote

Trustee Mullen motioned to accept Policy 2.6: Travel Regulations Discussion and Potential Vote into the policy manual as current policy. The motion carried unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett extended an invitation to the Same Page event on Wednesday, March 18 2020 at the Piedmont Dickinson Theater at 6:00pm. He reported that the Customer Service Committee is working on a draft of the Customer Service Statement which will be displayed behind service desks. JMRL staff recommended the removal of the \$1 fine for replacement patron cards. The Central Library "chiller" project was delayed, and the restroom renovation project will begin in April. Public Relations sent out the first of the revised-format e-newsletters.

OTHER MATTERS

None.

FUTURE AGENDA ITEMS

Future agenda items include: a Policy Committee report; presenting the updated Schedule of Fines and Fees to be voted on in April 2020; an update on jurisdictional budgets, and continuing education on weeding problematic juvenile materials The next Board Meeting will take place at Northside Library on March 23, 2020.

ADJOURNMENT

Trustee Kulow motioned to adjourn the meeting. The meeting adjourned at 4:19pm.

(MM:DP:zw)