

# Jefferson-Madison Regional Library

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## A P P R O V E D

### MINUTES OF THE MAY 18, 2020 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

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

Erica Younglove (Albemarle)  
Jane B. Kulow (Albemarle)  
Vice President Wendy Wheaton Craig (Louisa)  
Kathy Johnson Harris (Charlottesville)

#### TRUSTEES ABSENT

#### OTHERS PRESENT

David Plunkett, Library Director  
Ginny Reese, Staff Reporter & Greene Manager  
Jerry Carchedi, Business Manager  
Michael Powers

Zach Weisser, Specialist  
Krista Farrell, Assistant Library Director  
Tony Townsend  
Mike Hatz

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#### 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 **VIRTUALLY WITH NO TRUSTEES PHYSICALLY CONGREGATED** on Monday, May 18, 2020 at 3:00 PM using videoconferencing software. President McDuffie read into the record a "Resolution adopting the procedures for public meetings under Nelson County's ordinance to ensure the continuity of government during the Covid-19 disaster and Governor's amendment to the budget bill." (See attached pages; and find original original text of ordinance here: <http://www.nelsoncounty-va.gov/wp-content/uploads/Signed-Emergency-Ordinance-2020-01-1.pdf>) Trustee West moved to adopt the resolution, and the motion passed unanimously. The minutes for the February 24, 2020 Board Meeting were approved unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

The Trustees thanked staff for their continued work during Tier 5. Vice President Craig reported that Louisa Manager Payne had been sending books to school children through the local lunch program. Mr. Townsend thanked Director Plunkett and library staff for "keeping the lamps burning."

#### TRUSTEE CONTINUING EDUCATION

None.

#### NEW BUSINESS

##### *1. COVID-19 and JMRL Update*

Director Plunkett reported on the five-tier process used to shut down JMRL in March. JMRL will move to Tier 4 on May 26, 2020, with the eventual goal to move to Tier 1 in tandem with State regulations. Tier 4 will include limited curbside service, mandatory cloth masks, staggered staffing, and social distancing.

##### *2. Officer Nominations*

Trustee Mullen asked the Trustees to consider who they would nominate, and clarified that both the President and Vice President were willing and able to serve another term. Ideally, the vote will take place in June 2020.

##### *3. Lift Every Voice Grant*

In keeping with grant procedures requiring a vote on accepted grants, Director Plunkett requested a vote on the Lift Every Voice grant, spearheaded by Librarian Birkhead to support African-American poetry. Trustee Woolfork moved to accept the grant; the motion passed unanimously.

##### *4. Vacation/Sick Leave Carryover Discussion*

Trustee Kulow voiced her support for the decision to bypass carryover conversion of vacation leave going into FY21, with resumption of typical carryover conversion to take place when closing FY21 and opening FY22, as well as the decision to leave the implementation in the hands of administration and management.

5. *Discussion of JMRL's Fines and Fees Schedule (4.225), Schedule of Library Closings (5.4)*

Vice President Craig moved to adopt Fines and Fees Schedule (4.225) and the Schedule of Library Closings (5.4); the motion passed unanimously.

6. *Discussion of FY20 Board Schedule*

After a brief discussion, Trustee Harris moved to retain the December 28, 2020 Board Meeting and move the Director Evaluation to the January 25, 2021 Board Meeting. The motion passed with all Trustees voting yes excepting Trustee Mullen, who voted no.

## **COMMITTEE APPOINTMENTS AND REPORTS**

None.

## **OLD BUSINESS**

1. *Reading of Policies 4.7 (Computer and Internet Access), 5.1 (Meeting and Conference Rooms), and 5.5 (Photography, Audio and Video Taping in Library Facilities)*

Trustee Mullen read revised Policies 4.7 (Computer and Internet Access), 5.1 (Meeting and Conference Rooms), and 5.5 (Photography, Audio and Video Taping in Library Facilities) to enable a vote at the June 22, 2020 Board Meeting.

2. *FY21 JMRL Budget Discussion*

Director Plunkett reported that in FY21 there will be no 2% increase to staff wages, but the 1% raise to the payscale will take effect, including any effect this has on year three of the compression adjustment, which will also take effect. Albemarle County passed its budget, but the other jurisdictions, including the City, have not yet passed theirs.

3. *Review of Library Director FY20 Goals*

Director Plunkett reviewed his three prioritized objectives: the customer service committee and statement will be brought before the Board at the June 22, 2020 meeting; the expansion of Nelson Memorial Library, for which physical materials had arrived, but the fund match amount had not been met; and the website redesign plan, which had been delayed because of Covid-19 and website efforts redirected to enable online library card registration.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reiterated his thanks to all that staff had been doing during Tier 5 in dedication to JMRL's mission. He thanked Trustee Mullen for bringing the Equity Challenge to his attention. The Summer Reading Program will still take place, though largely virtually. All regional summer programs will also transition to remote and virtual platforms. Peter Manno and the Friends of the Library have been instrumental in distributing food and books; additionally, not having the expected revenue from the Spring Booksale, they are looking for financial support from the endowment.

## **OTHER MATTERS**

Trustee Kulow asked President McDuffie to send a letter to each newspaper in the jurisdictions on behalf of the Board in order to reiterate Trustee support for staff and inform the readership of JMRL services. Director Plunkett reported that the third-floor renovations at Central Library rendered it unfit for public access, in which state it would remain until the middle of June 2020; consequently, Central may not move in lockstep with other branch libraries during Tier 3.

## **FUTURE AGENDA ITEMS**

Future agenda items include: a discussion on renaming the McIntire room at Central Library (postpone until in-person discussion is possible); votes on Policies 4.7 (Computer and Internet Access), 5.1 (Meeting and Conference Rooms), and 5.5 (Photography, Audio and Video Taping in Library Facilities); a vote on the FY21 Budget; an update on the Covid-19 response; a vote on Board Officers for FY21; and Director Plunkett's midyear evaluation. The next Board Meeting will take place on June 22, 2020 with the meeting format and location to be determined.

## **ADJOURNMENT**

Trustee Harris motioned to adjourn the meeting. The meeting adjourned at 4:17pm.