

# Jefferson-Madison Regional Library

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## A P P R O V E D

### MINUTES OF THE JULY 27, 2020 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Marcia McDuffie (Nelson)  
Carla Mullen (Charlottesville)

Vice President Wendy Wheaton Craig (Louisa)  
James West (Greene)

Erica Younglove (Albemarle)  
Michael Powers (Albemarle)  
Kathy Johnson Harris (Charlottesville)

#### TRUSTEES ABSENT

Thomas Unsworth (Albemarle)

Lisa Woolfork (Charlottesville)

#### OTHERS PRESENT

David Plunkett, Library Director  
Ginny Reese, Staff Reporter & Greene Manager  
Jerry Carchedi, Business Manager  
Katherine Perdue, Digital Services Coordinator

Zach Weisser, Specialist  
Krista Farrell, Assistant Library Director  
Sarah Hamfelt, Reference and Adult Services Manager  
Josh Howard, Collections and Technology Manager

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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, July 27, 2020 at 3:00 PM using videoconferencing software. (A recording of the meeting is available here:

<https://www.youtube.com/watch?v=OCKDKd3PTsM>). The minutes for the June 22, 2020 Board Meeting were approved unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Craig welcomed Trustee Powers back to the Board. Director Plunkett read a statement from former Trustee Gary Grant in support of option "A" regarding a proposed change to JMRL's fiscal year 2021 schedule of library closings.

#### TRUSTEE CONTINUING EDUCATION

None.

#### NEW BUSINESS

##### *1. JMRL's COVID-19 Response Plan*

Director Plunkett reviewed JMRL's COVID-19 response so far. JMRL moved from Tier 5 to Tier 4 on May 26, 2020 to provide curbside and drive-up service. The public response has been very good. Originally, a move to Tier 3 was planned for July 6, which included limited in-building hours and 50% occupancy restrictions. This move was postponed for two weeks due to capacity constraints. The plan was then to move to Tier 3 on July 20. Staff responses expressed concern about the ability to limit exposure. Local trends for COVID positivity also increased during the same period. The Emergency Planning Committee (EPC) then revised the plan. Director Plunkett then requested Board input to address increased staff risk in opening buildings, and then presented Tier 3: Express Appointment Services & Curbside Driveup (see attachment).

Tier 3 allows members of the public to enter the library if they make an appointment, limited by length of stay and number of people present. President McDuffie expressed concern about browsing the stacks, and suggested providing "quarantine book carts" for any materials touched (but not checked out by the patrons) to be quarantined for 72 hours. She also asked that staff members be required to wear a mask at all times, regardless of whether or not they were in a closed room alone, except when eating and drinking. Director Plunkett said that according to the Department of Labor and Industry Standards, staff will be required to undergo training on safety precautions. President McDuffie requested that a log be maintained in which staff would indicate that they passed all requirements for entering the building. Trustees Younglove, Powers, and Harris suggested modifications so as to remain HIPAA compliant with respect to staff medical information.

Trustee Harris moved to approve the details of the Tier 3 plan, with the modifications: (1) add a checklist for staff as they perform their wellness check; (2) add quarantine carts to the stacks for materials touched while browsing; (3) make gloves available for patrons; (4) specify that masks need to be worn at all times by staff unless consuming food or drink. The motion passed unanimously.

President McDuffie asked Director Plunkett to notify the public and distribute an agenda for a Special Session of the Board to be held virtually, Friday July 31, 2020 to discuss timing for implementing the Tier 3 plan.

#### *2. Beta Website (Dr. Josh Howard, JMRL's Collections and Technology Manager)*

Manager Howard and Digital Services Coordinator Perdue then showed to the Trustees some of the salient features of JMRL's new website design, still in "beta" version. Features include a single page for all "digital" resources (such as online databases and electronic books and audio materials), an integrated content management system (CMS) for areas requiring staff input, a streamlined front page design, and a more thorough search engine and search user interface for both the catalog and the site. Manager Howard indicated his goal to solicit input from the public; strategies may include: information at the staff-public interface; informational bookmarks placed in checked out materials; Public Communications Specialist JessiLane Braswell including details in public communications.

### **COMMITTEE APPOINTMENTS AND REPORTS**

None.

### **OLD BUSINESS**

#### *1. Committee Assignments*

President McDuffie read the Committee assignments for FY21. **Budget:** Unsworth (chair), Craig, West, Woolfork, McDuffie. **Five-Year Plan:** Younglove (chair), Woolfork, McDuffie. **Personnel:** Mullen (chair), Unsworth, Harris. **Technology:** Craig (chair), West, Powers. **Policy:** Powers (chair), Harris, Younglove, Mullen. **Friends Liaison:** Craig.

#### *2. FY21 Schedule of Library Closings*

This item was not discussed due to time constraints.

### **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that thirty-year employee Geri Powell retired and Scottsville Manager Megan England gave birth. Tomorrow (July 28) at 11:am, in conjunction with the Virginia Festival of the Book, Librarian Tasha Birckhead will host a virtual talk with Kwame Alexander about an illustrated version of "The Undefeated." Lorenzo Dickerson continues to film his documentary about one-hundred years of library service in the region. Director Plunkett will be registering all Trustees for a United for Libraries Virtual Conference, which some staff will be attending as well, to take place August 4 through 6. Overdrive acquired Recorded Books, and their digital apps (Libby and RBDigital) will merge at some future point.

### **OTHER MATTERS**

None.

### **FUTURE AGENDA ITEMS**

Future agenda items include: Special Session of the Board on July 30, 2020, held virtually. The next regularly scheduled Board Meeting will take place on August 24, 2020 with the meeting format and location to be determined.

### **ADJOURNMENT**

The meeting adjourned at 5:19 pm.