

# Jefferson-Madison Regional Library

201 East Market Street | Charlottesville, Virginia 22902 | (434) 979-7151 | FAX (434) 971-7035

## APPROVED

### MINUTES OF THE OCTOBER 26, 2020 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Marcia McDuffie (Nelson)

Vice President Wendy Wheaton Craig (Louisa)

James West (Greene)

Kathy Johnson Harris (Charlottesville)

Michael Powers (Albemarle)

Thomas Unsworth (Albemarle)

Lisa Woolfork (Charlottesville)

#### TRUSTEES ABSENT

Carla Mullen (Charlottesville)

#### OTHERS PRESENT

David Plunkett, Library Director

Ginny Reese, Staff Reporter & Greene Manager

Jerry Carchedi, Business Manager

Zach Weisser, Specialist

Krista Farrell, Assistant Library Director

Sarah Hamfeldt, Reference and Adult Services Manager

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#### CALL TO ORDER, CONFIRMATION OF RESOLUTION ADOPTING PROCEDURES FOR PUBLIC MEETINGS, & 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, October 26 28, 2020 at 3:00 PM using videoconferencing software. (A recording of the meeting is available here: [pending]). The minutes for the September 28, 2020 Board Meeting and October 5 Board Special Session were approved unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

None.

#### TRUSTEE CONTINUING EDUCATION

*1. The JMRL Budgeting Process (David Plunkett, JMRL Director and Jerry Carchedi, JMRL Business Manager)*

Director Plunkett and Manager Carchedi provided context on the yearly budgeting process. Director Plunkett stated that, as regards Covid, all pertinent expenses are coded as a Covid cost, so that if Covid-specific reimbursement or funding becomes available, JMRL can more easily apply for that funding.

#### NEW BUSINESS

*1. JMRL Customer Service Committee and Customer Service Statement*

Director Plunkett reported in January 2020 the Committee met and chose a Statement (the "proposed Statement") from among four options. They have not met since Tier 4 service began, and the next meeting is scheduled for November. Creating a Customer Service Manual is a future goal for the Committee. Trustees McDuffie, Powers, and Craig asked that the Committee revisit the proposed Statement keeping in mind brevity, positivity, and the importance of the patron experience.

#### COMMITTEE APPOINTMENTS AND REPORTS

*1. Personnel Committee Report*

Director Plunkett reported that State changes to minimum-wage laws mandate higher wage floors. The first mandate which will require JMRL to raise the minimum wage to be in compliance goes into effect January 1, 2021. He stated that a 2% Cost of Living raise in FY22 was a priority for the Committee, followed by a Nelson County position and then the full-time regional IT position and substitute hours at Northside Library. He recommended that the Board ask the Budget Committee to remove the IT position from consideration. A position at Mont Ave will be reconfigured and partially reassigned to meet that need for the short-term.

*2. Policy Committee Report*

Trustee Powers reported that the Committee needs to add language to cover specific cases of gifting in Policy 1.6 Unsolicited Gifts of Non-Library Materials. He reported that, as regards Policy 4.33 Printing and Copying the Committee recommends that specific fees for printing, copying, and faxing be removed from the Policy Manual and added to the Schedule of Fees. Library Managers should discuss at their next meeting; if there are no objections, the proposal will be read at the November Board meeting for the Board to vote on in December. He reported that there was interest in creating a separate Employee Manual, which would integrate with that of the City of Charlottesville.

## **OLD BUSINESS**

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

Director Plunkett reported that Crozet and Scottsville branches will transition to Tier 3 next week. Press releases and social media posts will mention the upcoming changes. All current Tier 3 branches will add hours and possibly services soon. JMRL will work with the City of Charlottesville to open the city area branches (Central, Gordon, Northside), hopefully before December 25, 2020.

### *2. Re-approval for Purchase of Box Truck (Originally Approved in December, 2019)*

President McDuffie reported that for FY20 a Fund Balance expenditure of \$65,000 was approved to purchase a new box truck for delivery purposes, but the truck could not be procured in time, and that Director Plunkett desired that approval be renewed for FY21. Trustee West moved that a Fund Balance expenditure of \$65,000 be re-approved for purchase of a box truck. The motion passed unanimously.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that the dedicated Working Group recommended renaming the McIntire Room to the Swanson Case Courtroom. Feedback was positive, with over 50 responses. Two responses asked the Board to similarly address "Jefferson" and "Madison" in the name of the Library. JMRL and UVa are discussing a joint celebration of JMRL's 100-year anniversary providing service to the community. Delegates met at the State level to approve a budget including all proposed increases in State Aid (\$1.5 million statewide, with JMRL to receive approximately \$30,000 into the Materials Budget) pending approval by the Governor. Finally, Trustee Younglove resigned from the Board, and a new Trustee will be sought for Albemarle County.

## **OTHER MATTERS**

President McDuffie urged everyone to test the new searchable catalog (<https://hestia.jmrl.org/findit>).

## **FUTURE AGENDA ITEMS**

Future agenda items include: a report from the Budget Committee, reviewing the Customer Service Statement, and Continuing Education on the Compensation Committee.

## **ADJOURNMENT**

The meeting adjourned at 4:22 pm.

(MM:DP:zw)