

Jefferson-Madison Regional Library

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

APPROVED

MINUTES OF THE APRIL 26, 2021 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)

Michael Powers (Albemarle)
Thomas Unsworth (Albemarle)
Tony Townsend (Albemarle)
Lisa Woolfork (Charlottesville)

TRUSTEES ABSENT

Kathy Johnson Harris (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

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, April 26, 2021 at 3:00 PM using videoconferencing software. (Meeting recording: <https://youtu.be/6TlmMKhWJfs>). The minutes for the March 22, 2021 Board Meeting were approved unanimously (Trustees Craig and Harris absent).

ANNOUNCEMENTS AND PUBLIC COMMENTS

None.

TRUSTEE CONTINUING EDUCATION

1. *Teacher Cards (Brittany Eversberg, JMRL Circulation Manager)*

Manager Eversberg presented efforts to provide a new library card category of "Teacher Cards" for educators.

NEW BUSINESS

1. *FY22 Schedule of Library Closings*

Trustee Mullen motioned to approve the Schedule providing for vacation from December 24 through 27 inclusive. The motion passed (Trustee Craig present and voting aye), Trustee Powers voting no.

Trustee Unsworth motioned to close the Library at 5:00pm on Election Day (November 2nd). Trustee Woolfork inquired as to closing the Library for a full or half-day. After a discussion, voting on the motion was suspended until the subsequent Board meeting.

2. *FY22 Officer Nominations Process*

Trustee Mullen committed to head the Officer Nominating Committee.

COMMITTEE APPOINTMENTS AND REPORTS

1. *Technology Committee Report*

Trustee Craig reported that the Committee recommends the Plan to the Board as the next Three-Year Technology Plan. President McDuffie requested that the Plan be summarized for non-technical readers before review and vote.

2. *Employee Handbook Working Group (WG) Report*

Trustee Powers reported that Section 4 ("The Workplace") and other major sections will be shown to full Library staff in early June 2021.

3. *Policy Committee Report*

Finalized language for Policy 2.81 Portraits in the Library will be presented in May 2021. Title of Policy 2.8 Staff Memorials has been changed to "Memorials and Commemorations." The proposed "Staff Use of Social Media" Policy will be reviewed by the Committee in May after soliciting legal commentary.

OLD BUSINESS

1. JMRL's COVID Response Plan Update

Director Plunkett reported a large increase in usage during Tier 3 ascribable to expanded hours in April. The target date for Tier 2 is May 17, 2021. Tier 2 will mean: appointments will no longer be required, but a ratio of 8 patrons per public-facing staff will not be exceeded; a continued increase in service hours; materials quarantine has been reduced to 24 hours. Programming will remain virtual.

2. Proposed FY22 Budget

Director Plunkett reported that the City of Charlottesville approved JMRL's full request (including a 2% cost of living increase). It appears likely that JMRL will receive full funding for the proposed budget.

LIBRARY DIRECTOR'S REPORT

Poem in Your Pocket Day will be this Thursday, April 29. JMRL rejoined the Center for Nonprofit Excellence, which offers Board and Staff training. The Downtown Jobs Center and the Home to Hope program will relocate to City Space in FY22. The managers will test a "hybrid" virtual/in-person meeting format at the Managers Meeting in May at Northside branch.

OTHER MATTERS

Trustee Harris joined the meeting after technical difficulties.

FUTURE AGENDA ITEMS

Possible future agenda items include reports from the Policy and Personnel Committees, an update on the Technology Plan, officer nominations, and a discussion and vote on the suspended Schedule of Library Closings motion regarding Election Day. The next regularly scheduled Board Meeting will take place on May 24, 2021 with the meeting format and location to be determined.

ADJOURNMENT

The meeting adjourned at 4:48pm.

(MM:DP:zw)