

Jefferson-Madison Regional Library

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

APPROVED

MINUTES OF THE MAY 24, 2021 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

<u>President</u> Marcia McDuffie (Nelson) (in person)	Michael Powers (Albemarle) (in person)
Carla Mullen (Charlottesville) (in person)	Thomas Unsworth (Albemarle) (virtual)
<u>Vice President</u> Wendy Wheaton Craig (Louisa) (in person)	Tony Townsend (Albemarle) (virtual)
	James West (Greene) (in person)

TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)	Lisa Woolfork (Charlottesville)
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OTHERS PRESENT

David Plunkett, Library Director (in person)	Zach Weisser, Specialist (virtual)
Ginny Reese, Staff Reporter & Greene Manager (virtual)	Krista Farrell, Assistant Library Director
Jerry Carchedi, Business Manager (virtual)	

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 **AS A HYBRID VIRTUAL/IN-PERSON MEETING** on Monday, May 24, 2021 at 3:00 PM using videoconferencing software. (Meeting recording: <https://www.youtube.com/watch?v=8wgDjobN3zQ>). The minutes for the April 26, 2021 Board Meeting were approved unanimously after slight revision.

ANNOUNCEMENTS AND PUBLIC COMMENTS

None.

TRUSTEE CONTINUING EDUCATION

None.

NEW BUSINESS

1. FY22 Officer Nominations

Trustee Mullen reported that Trustee Unsworth accepted a nomination for President, and Trustee Craig for Vice President, for FY22. No nominations emerged from the floor, and the vote will occur at the next regular Board meeting.

2. Director Goals - FY21

President McDuffie indicated that a Director's evaluation form will be distributed in the next few days. Director Plunkett presented his goals and progress thereof (see handout for details). (1) Guiding JMRL through the Covid response plan has been a collaborative effort with dedicated staff in order to combine safety and service. (2) Crafting an anti-racism policy involved looking at policies at other similar institutions, however, none were public libraries. Consequently JMRL's Equity Committee shifted focus to develop a diversity plan which the anti-racism policy could use as a foundation. (3) The staff training plan was complete, as are the structural changes made as a consequence of that plan.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

The Policy Committee met earlier today in a "bonus" session; Trustee Powers reported that the Committee finalized Policy 2.81: "Portraits in the Library" and are recommending the Board adopt it. As to Policy 4.81 "Social Media," legal advice recommended citing the organization's discrimination policy and provided draft language for such; this new "Discrimination Policy" will be presented next month to discuss. The Committee will draft and propose a "Religious Accommodations" policy.

2. Budget/Finance Committee

Trustee Unsworth reported that Equipment Fund (EF) Requests for FY22; expenses typically vary between requests and expenditures, rendering savings. The Committee proposes a large withdrawal from EF to approve a number of outstanding requests. Exceptions include a certain Nelson and Greene branch requests for which outside funding will be sought; if such is not found, the requests will be resubmitted to the Board.

3. Personnel Committee Report

Trustee Mullen reported that the Committee looked at strategies to meet requirements for a \$15 minimum wage by calendar year 2026 for employees; the Committee plans to achieve the goal by the end of FY25. The Board needs to discuss how and when to fund the plan. Director Plunkett discussed a plan to raise the minimum wage to \$15, and address compression up to \$17. The Committee evaluated using the General Fund (GF) balance to fund that adjustment as soon as possible while allowing the jurisdictions to amortize their share of the cost which was paid from the GF balance over the next three years.

OLD BUSINESS

1. FY22 Schedule of Library Closings

Director Plunkett reported on last meeting's open question regarding leave for Election Day. Managers believed that granting Election Day leave could be handled internally without loss of service hours.

2. Vote on Policy 2.8 (Staff Memorials and Commemorations)

Vice President Craig moved to accept the revised version of Policy 2.8 "Staff Memorials and Commemorations". The motion passed unanimously.

3. FY22-24 Technology Plan

Trustee Mullen motioned to accept the FY22-24 Technology Plan as presented. The motion passed unanimously

4. JMRL's COVID Response Plan Update

Director Plunkett reported that branches will display updated signage to reflect the absence of the state-level mask mandate and adjusting staff-patron interaction policies to that end as well; patrons will still be strongly encouraged to wear masks, and staff masking will be retained. Materials no longer need to be quarantined for 24 hours.

5. Proposed FY22 Budget

Director Plunkett reported that all funding jurisdictions approved JMRL's FY22 Budget requests.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported on position changes: Catherine Fae will be the new Adult Reference & Services Manager, Sara Elizabeth the new Digital Services Coordinator, Anne Lindberg promoted to Scottsville Manager. Jessilane Brasswell and Josh Howard will be departing. Mack McClellan is making a local web show about literacy in partnership with the Festival of the Book, and will be using the library as a filming location.

OTHER MATTERS

President McDuffie will be leaving the Board; an excellent applicant has been recommended for Nelson County's representative

FUTURE AGENDA ITEMS

Possible future agenda items include adoption of the FY22 Budget, an update on JMRL's COVID Response Plan, a vote on JMRL's Portraits in the Library policy (2.81), and a vote on the Board's FY22 slate of officers. The next regularly scheduled Board Meeting will take place on June 28, 2021 with the meeting format and location to be determined.

ADJOURNMENT

The meeting adjourned at 4:25pm.

(MM:DP:zw)