

# Jefferson-Madison Regional Library

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

## APPROVED

### MINUTES OF THE AUGUST 23, 2021 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

<u>President</u> Thomas Unsworth (Albemarle) (in person)	Michael Powers (Albemarle) (in person)
Carla Mullen (Charlottesville) (virtual)	Tony Townsend (Albemarle) (virtual)
<u>Vice President</u> Wendy Wheaton Craig (Louisa) (virtual)	James West (Greene) (in person)
Kathy Johnson Harris (Charlottesville) (virtual)	Lisa Woolfork (Charlottesville) (virtual)
	Aleta Childs (Nelson) (in person)

#### TRUSTEES ABSENT

None

#### OTHERS PRESENT

David Plunkett, Library Director (in person)	Meredith Cole, Incoming Charlottesville Trustee
Ginny Reese, Staff Reporter & Greene Manager (in person)	Krista Farrell, Assistant Library Director (virtual)
AJ Mosley, Business Manager (in person)	Sierra Hammons, Specialist (in person)

---

#### 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 MEETING WITH SOME TRUSTEES PRESENT VIRTUALLY AND SOME PHYSICALLY CONGREGATED** on Monday, August 23, 2021 at 3:05 PM using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=lxawCuk8JMg> ). Trustee West moved to accept the minutes for the July 26, 2021 Board Meeting. The motion passed with majority vote.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Unsworth introduced and welcomed Meredith Cole, who will be replacing Trustee Mullen as Charlottesville representative to the Board. Trustee Unsworth reported the Scottsville Town Council voted last Monday to enter into a contract agreement with VDOT for sidewalk improvements in town; project should include connections to and from the Scottsville Library, hopefully within 2-5 year timeline. Scottsville Library was one of the larger organizations to endorse the project with the town. Director Plunkett congratulated Trustee Mullen on 10 years of service as Trustee member. The Director presented several books to be donated to the Central Library in honor of Trustee Mullen's service as Board Trustee. No public comments.

#### TRUSTEE CONTINUING EDUCATION

Trustee Powers and Director Plunkett presented goals and an outline of the JMRL Employee Handbook. Director Plunkett reported that the Employee Handbook Working Group (WG) aspires to share with the Board and staff for comments by the end of the week, with a future goal to share the final product with the City HR Department. Director Plunkett proposes Personnel Committee review annually. Trustee Powers proposes the Board add a Resolution of Endorsement upon completion.

#### COMMITTEE APPOINTMENTS AND REPORTS

1. *Policy Committee Report*

The Policy Committee met prior to the full Board meeting, and discussed three policies: A review of new Policy 2.13 “Nondiscrimination Policy”, Policy 4.231 “Group Visits,” and an updated Policy 2.2 “Staff Training.” Policy 2.13 “Nondiscrimination Policy” was presented to the Board for a first reading.

2. *Budget/Finance Committee Report*

Trustee Townsend reports the Budget/Finance Committee met last week to discuss three proposed scenarios for a move to \$15/hour minimum wage for all JMRL employees, and compression issues. Committee makes a recommendation for scenario three, which would change minimum wage to \$15/hr starting FY23, with supplementary assistance from the General Fund over three years.

**NEW BUSINESS**

1. *Vote on JMRL’s Minimum Wage Adjustment Plan Strategy.*

Trustee Craig moved to accept the committee’s recommendation for plan number three. The motion passed unanimously.

**OLD BUSINESS**

1. *Vote on Policy 2.12 (Religious Accommodations Policy)*

Trustee Childs makes motion to adopt the Religious Accommodations Policy. The motion passed unanimously.

2. *Board Self-Evaluation Responses*

Trustee Unsworth opts to extend time until the Board receives more responses and can discuss. Item will remain on future agenda.

3. *Committee Assignments*

Trustee Unsworth makes a decision to retain item on future agenda and discuss at the next meeting. Trustee Unsworth will reach out to members of the Board before the next meeting.

**LIBRARY DIRECTOR’S REPORT**

Director Plunkett reported that the Staff Emergency Planning Committee (EPC) met two weeks ago and made a change in JMRL’s Tier 1 guidelines for all staff in JMRL’s COVID Response Plan: all staff are required to wear masks again, as well as in person program attendees. Teacher library cards are now officially available, which will allow educators to check out materials for their classroom. The Scottsville Library was damaged in a recent storm that resulted in a tree puncturing the roof of the building, causing water damage to roughly 200 books, and a week of closure. Scottsville Branch Manager, Anne Lindberg, and staff have worked hard to provide library service to patrons, via curbside, while damage was repaired. Director Plunkett reported on staff position changes: Jenner MacAdam-Miller is the new PR Specialist, she most recently worked doing Public Relations for International Neighbors in Charlottesville; and Kayla Payne will be the new Collections and Technology Manager, starting September 20. Kayla is currently the Technology Services Librarian at Staunton Library. Sierra Hammons is introduced as HR and Collections Specialist, former Branch Support staff at Crozet Library. The City of Charlottesville appointed a new liaison for JMRL, Ashley Marshall, Deputy Director for Racial Equity, Diversity and Inclusion. Director Plunkett talked with the City Manager and liaison about a Central Renovation Project. No updates on the InterLibrary Loan program with UVA.

**OTHER MATTERS**

None.

**FUTURE AGENDA ITEMS**

Possible future agenda items include discussions of Board Self-Evaluations and Committee Assignments, discussion and possible vote on Policy 2.13 “Nondiscrimination Policy,” and update on Scottsville sidewalk project. The next Board Meeting will take place on September 27, 2021 at the Scottsville Library.

**ADJOURNMENT**

The meeting adjourned at 4:23pm

---