

Jefferson-Madison Regional Library

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

APPROVED

MINUTES OF THE OCTOBER 25, 2021 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Thomas Unsworth (Albemarle) (in person)	Michael Powers (Albemarle) (in person)
Meredith Cole (Charlottesville) (virtual)	Lisa Woolfork (Charlottesville) (virtual)
Kathy Johnson Harris (Charlottesville) (virtual)	Tony Townsend (Albemarle) (virtual)

TRUSTEES ABSENT

Vice President Wendy Wheaton Craig (Louisa)
Aleta Childs (Nelson)
James West (Greene)

OTHERS PRESENT

David Plunkett, Library Director (in person)	Krista Farrell, Assistant Library Director (virtual)
Ginny Reese, Staff Reporter & Greene Manager (in person)	Sierra Hammons, Specialist (virtual)
AJ Mosley, Business Manager (virtual)	Susan Huffman, Nelson Branch Manager (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, October 25, 2021 at 3:00 PM using videoconferencing software, at the Nelson Memorial Library (8521 Thomas Nelson Highway, Lovingson, VA 22949-0321). (A recording of the meeting is available at: <https://www.youtube.com/watch?v=MbjZKmZAvn8>.) Trustee Woolfork moved to accept the minutes for the September 27, 2021 Board Meeting. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Powers reported that he attended the Friends of the Library warehouse book sale, at the Albemarle Square shopping Center, and was impressed with the volume of books. Trustee Powers also thanked all of the volunteers that assisted at the book sale. Director Plunkett introduced Susan Huffman, Nelson Memorial Library's branch manager, who encouraged those attending virtually to visit the newly renovated library when next they are able.

TRUSTEE CONTINUING EDUCATION

Susan Huffman, Nelson branch manager, introduced and proposed JMRL's Cross Training Plan to the Board. This Cross Training Plan will require all JMRL staff to complete 2 hours each year of cross training in different departments, with the first year focusing on circulation training. Susan Huffman reported that this would allow for better organization, better collaboration, and improve efficiency among all staff. The program is scheduled to begin in July of 2022.

COMMITTEE APPOINTMENTS AND REPORTS

1. Personnel Committee Report

The Personnel Committee met last week and discussed the JMRL Operational Budget Requests for FY23. The proposed requests, in order of priority, are: increase the JMRL part time Courier position from 16 hours to 30 hours, create an additional 20 hour Bookmobile specialist position, upgrade the Gordon Avenue's Childrens Specialist position to Young Adult Librarian, increase the Louisa branch support position from 19 hours to 20 hours, increase the Scottsville branch support position from 20 hours to 25 hours, and increase Gordon Avenue's Substitute Circulation Support position from 400 hours to 500 hours. The Board expressed no problems or concerns with proposed budget requests or proposed priority.

2. Policy Committee Report

The Policy Committee met prior to the full Board meeting, and discussed three policies: Policy 2.2 "Staff Training and Development," Policy 4.231 "Group Visits," and Policy 5.2 "Emergencies." Policy 2.2 "Staff Training and Development" was presented to the Board for a first reading, and will be brought to the Board again in November for a vote.

NEW BUSINESS

1. JMRL Employee Handbook Resolution

Trustee Powers and Director Plunkett presented the final draft of the JMRL Employee Handbook to the Board for a vote of endorsement. Trustee Townsend made a motion to endorse the JMRL Employee Handbook. The motion passed unanimously.

OLD BUSINESS

1. FY23 Budget Discussion

Director Plunkett informed the Board that the FY23 Budget will be sent out to the Board for review after the Budget Committee meets on November 10, with the hope to have the Board adopt the budget during the November meeting. Director Plunkett mentioned that the JMRL \$15/hour minimum wage plan was brought to the jurisdictions, including JMRL's use of its own general fund to help fund the first few years of this. Jurisdictions expressed an interest in seeing the results of a JMRL salary study, to see the full costs of funding a minimum wage plan and the subsequent compression adjustment that will be needed in the years to come. Jurisdictions were unsurprised by JMRL's planning around minimum wage, and several reported that personnel costs were likely to be a focus of their own FY23 budgeting.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that JMRL's COVID Response Plan is holding steady, though EPC has decided to alter the policy for patron masking. Due to jurisdictions presenting different rates of COVID positivity percentage, if at least 2 jurisdictions show a 7 day average over 10% positivity, masking will be required again for all JMRL patrons. The film "Free and Open to the Public" premiered last week at the Paramount Theater. Director Plunkett thanked trustees for attending the premiere. A virtual showing of the film and a brief discussion will be online December 9. DVDs of the film will also be added to the collection at each Branch when made available. Director Plunkett informed the Board that JMRL will be losing both full time IT staff members next week, though this shouldn't interfere with library services. Trustee Childs, Director Plunkett, and Susan Huffman will be attending the VLA conference to accept an award for the Grow Nelson project; the plaque will be housed at the Nelson Memorial Library.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include an introduction the JMRL Training Plan as continuing education, committee reports from the Budget Committee, a possible vote on Policy 2.2 "Staff Training and Development," a possible first reading of Policy 4.231 "Group Visits" and Policy 5.2 "Emergencies," and a possible vote to adopt JMRL's proposed FY23 Budget.

ADJOURNMENT

The meeting adjourned at 3:54pm.
