

Jefferson-Madison Regional Library

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APPROVED

MINUTES OF THE FEBRUARY 28, 2022 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

<u>President</u> 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)
<u>Vice President</u> Wendy Wheaton Craig (Louisa) (in person)	Aleta Childs (Nelson) (in person)

TRUSTEES ABSENT

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)	Willie Gentry, Louisa Board of Supervisors member (in person)
AJ Mosley, Business Manager (virtual)	Michael Lupton, Robinson, Farmer, Cox Associate (virtual)
Sierra Hammons, Collections 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, February 28, 2022 at 3:00 PM using videoconferencing software, at the Northside Library (705 West Rio Road, Charlottesville, VA 22901). (A recording of the meeting is available at: <https://www.youtube.com/watch?v=JMumGEJUDQw>) Trustee Woolfork moved to adopt the minutes for the January 24, 2022 Board Meeting. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Craig introduced Willie Gentry, Louisa County Board of Supervisors member, and Louisa's liaison to JMRL's Board of Trustees. Mr. Gentry announced that the Louisa County Board of Supervisors had its first budget meeting and recommended for approval JMRL's budget request for FY23, totalling \$391,956 for Louisa County. Trustee Cole announced she would be on two panels this year for the Virginia Festival of the Book (VFOB): a writing speed-critique on March 13th and a detective fiction panel on March 19th. Trustee Woolfork mentioned she too would be speaking at a VFOB event, interviewing author Jocelyn Johnson, on March 18th.

TRUSTEE CONTINUING EDUCATION

Catherine Fae, JMRL's Reference & Adult Services Manager, was introduced by Director Plunkett to discuss JMRL's Same Page Community Read. Catherine Fae announced this year is the 28th annual VFOB (March 16-20), which is the largest community based book event in the mid-Atlantic region, attended by more than 20,000 participants each year. JMRL works with the Friends of the Library and VFOB annually to bring a celebrated author to town and distribute free copies of one of the author's books throughout JMRL's service area for the Same Page Community Read. Last year's event, featuring Jacqueline Woodson, was listed as a New York Times Calendar Events "Virtual Events to See." This year's 2022 Same Page Community Read features "We are Not Free" by Traci Chee, with an author discussion and book signing event on March 17th at 7pm. JMRL's Same Page kick-off event was held February 28th, and was a great success. Catherine Fae announced JMRL anticipates distributing 800 free books to patrons for the Same Page Community Read.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

The Policy Committee met prior to the full Board meeting, and discussed Policy 4.8 "Website Policy." Trustee Powers informed the Board that Policy 4.8 is still under review and the committee expects that it will be brought to the Board for a first reading in April.

NEW BUSINESS

1. JMRL's FY21 Audit (Michael E. Lupton, Robinson, Farmer, Cox Associates)

Director Plunkett introduced Michael E. Lupton, with Robinson, Farmer, Cox Associates, to present JMRL's FY21 Audit findings. Michael Lupton reported that Robinson, Farmer, Cox Associates did not discover any significant deficiencies or material weaknesses while performing the audit.

OLD BUSINESS

1. FY23 Budget Update

Director Plunkett informed the Board that Albemarle County reported they are currently recommending full funding of JMRL's budget request. Greene County will be presenting their proposed FY23 budget on March 1st. Conversations with the City of Charlottesville remain positive in support of a minimum wage increase; the City will release their budget on March 7th. Louisa's Finance Committee's first review of JMRL's budget request was positive; their official budget will be presented March 21st. Nelson County presents their budget later in the Spring. Director Plunkett also mentioned that the Budget Committee will meet in March.

2. Second Reading and Potential Vote on Policy 4.32 "Interlibrary Loan"

Trustee Woolfork moved to adopt Policy 4.32 "Interlibrary Loan". The motion passed unanimously.

3. Update on Director's Annual Goals

Director Plunkett provided a mid-year update to the Board of the four Director's goals set for FY22. 1. JMRL's COVID response plan remains ongoing. Director Plunkett reported FY23 will see the first implementation of JMRL's Cross Training Plan. 2. The Library Board has approved the Minimum Wage Adjustment Plan, and the FY23 Budget for JMRL reflects the first year of building this into operational budgeting. 3. Progress has been made on JMRL's Diversity Plan; an outline with draft language is ready, which will be presented to the Board by the end of FY22. 4. Director Plunkett stated the Central Library Renovation (estimated costs around \$13 million) will not happen in FY23.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that JMRL will be returning to Tier 1 of the COVID Response Plan starting March 1st, which will make masks recommended for patrons, but not required, and allow for in-person programming. Director Plunkett stated the Personnel Committee will be called to meet in the next couple of weeks, followed by the Budget/Finance Committee, in order to be able to present recommendations to the full Board before the March meeting regarding the current FY, and potential changes to job titles and the Defined Contribution retirement plan. Director Plunkett, Trustee Powers, and Trustee Childs participated in the Friends of the Library trivia fundraiser, which had 30 total participants. A press release for JMRL's joint scholarship with the Charlottesville/Albemarle NAACP went out last week, and information is now available on the JMRL website.

OTHER MATTERS

Trustee Woolfork mentioned a news article regarding a library system that loaned out sewing machines to patrons, and suggested this might be a useful service JMRL could provide to patrons in the future. The Technology Committee will meet before the March 28th Board meeting.

FUTURE AGENDA ITEMS

Possible future agenda items include committee reports from the Technology Committee, the Personnel Committee, and the Budget/Finance Committee, and a review of FY23 JMRL Schedule: Section 5.4 "Schedule of Library Closings" and Policy 4.225 "Circulation Fines and Fees."

ADJOURNMENT

The meeting adjourned at 4:13pm.
