

Jefferson-Madison Regional Library

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

APPROVED

MINUTES OF THE MARCH 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)	Tony Townsend (Albemarle) (virtual)
<u>Vice President</u> Wendy Wheaton Craig (Louisa) (in person)	Aleta Childs (Nelson) (in person)

TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)	Lisa Woolfork (Charlottesville)
James West (Greene)	

OTHERS PRESENT

David Plunkett, Library Director (in person)	Krista Farrell, Assistant Library Director (virtual)
Ginny Reese, Staff Reporter & Greene Manager (virtual)	Sierra Hammons, Collections Specialist (in person)
AJ Mosley, Business Manager (virtual)	Ophelia Payne, Louisa Branch Manager (in person)
Willie Gentry, Louisa Board of Supervisors member (p)	

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, March 28, 2022 at 3:00 PM using videoconferencing software, at the Louisa County Library (881 Davis Highway, Mineral, VA 23117). (A recording of the meeting is available at: <https://www.youtube.com/watch?v=vkb2C7LySFI>.) Trustee Craig moved to approve the minutes for the February 28, 2022 Board Meeting. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

President Unsworth introduced Ophelia Payne, Louisa County Library Branch Manager, who welcomed everyone in attendance to the Louisa County Library. Trustee Craig welcomed Willie Gentry, Louisa County Board of Supervisors member, and Louisa's liaison to JMRL's Board of Trustees. Trustee Craig praised the Smithsonian's Museum on Main Street Exhibit "Crossroads: Change in Rural America" presented at the Nelson Memorial Library.

TRUSTEE CONTINUING EDUCATION

NA

COMMITTEE APPOINTMENTS AND REPORTS

1. Technology Committee Report

The Technology Committee met prior to the full Board meeting and discussed the JMRL Technology Plan revisions. Trustee Craig reported that the revisions are still underway. A draft will be presented at the next 5-Year Plan Committee meeting, before being presented to the full Board for a first reading.

2. Personnel Committee Report

The Personnel Committee met two weeks ago and are recommending a one-time pay adjustment for staff in FY22, along with a title change for the Community Network Coordinator position to Technology Services Librarian.

3. Budget/Finance Committee Report

The Budget/Finance Committee met on March 16 and are recommending the Board make a one-time pay adjustment for staff in FY22, for a total cost of around \$370,000. Trustee Townsend reported that there is funding currently available in FY22's operational budget to support such a one-time payment due to high personnel turnover and salary savings. Trustee

Townsend informed the Board this one-time pay adjustment would not affect the 5% carryover fund balance for FY23, which JMRL has earmarked for a minimum wage adjustment.

NEW BUSINESS

1. FY22 One-Time Pay Adjustment as a General Fund Expenditure

Director Plunkett informed the Board the one-time pay adjustment for staff consists of \$2500 for full-time staff and \$1250 for part-time staff, including substitutes. The Board decided to wait until April's Board meeting to vote on this agenda item. Trustee Townsend recommended the Board possibly add a future agenda item that would consider a one-time payment adjustment for Director Plunkett, as a separate allocation, as he is ineligible for the one-time pay adjustment for staff.

2. Discussion of Library Board Meeting Format

President Unsworth reported that Albemarle County will be moving to in-person meetings in April. Albemarle County's ordinance 20-A(16) allows for local government to have up to at least six months, potentially twelve months, to reconfigure, in order to meet state FOIA (Freedom of Information Act) laws regarding in-person meetings. FOIA law allows for three remote participations per year, per individual, for personal reasons that must be specified. The Board discussed meeting options moving forward and when to make the shift back to in-person meetings. A decision was not made at this time and will be further discussed at the next Board meeting.

OLD BUSINESS

1. Review of Policy 4.225 (Circulation Fines and Fees)

Director Plunkett reported that JMRL's Circulation Manager, Brittany Eversberg, recommended no changes be made to Policy 4.225 (Circulation Fines and Fees). Trustee Townsend made a motion to accept the recommendation to keep the fines and fees the same as they have been in the past two years going forward. The motion passed unanimously.

2. Review of Policy 5.4 (Schedule of Library Closings)

The Board will vote on this next month, after hearing feedback from JMRL managers.

3. FY23 Budget Update

Director Plunkett shared with the Board that Albemarle, Charlottesville, Greene, and Louisa are all recommending full funding of JMRL's FY23 Budget Request. Director Plunkett stated the Budget/Finance committee will need to meet in April to review the Equipment Budget for FY23.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that JMRL's COVID Response Plan is currently in Tier 1, making masking recommended for patrons and staff, though not required. JMRL's Goal for Summer programming is to offer a variety of options for attendance, including in-person, hybrid, virtual and outdoor programming. JMRL's Same Page event was highly successful. The Friends of the Library Book Sale runs April 2-10 at Albemarle Square Shopping Center. Poem in your Pocket Day will be April 28. Smithsonian Institute's Museum on Main Street Exhibit "Crossroads: Change in Rural America" is currently at the Nelson Memorial Library. Director Plunkett provided an update on the Holds Locker Project and stated JMRL will need a motion from the Board to expend the funds up front, which will be reimbursed by the State Library and the Friends of the Library.

OTHER MATTERS

President Unsworth informed the Board that, given his new role with Albemarle County, he will not be looking to extend his role as President of the Board next year.

FUTURE AGENDA ITEMS

Possible future agenda items include a vote on a one-time pay adjustment for staff in FY22 and a vote on Policy 5.4 (Schedule of Library Closings), a potential vote on an appropriation for Holds Lockers, and committee reports from the Policy Committee, the Budget/Finance Committee, and potentially the 5-Year Plan Committee.

ADJOURNMENT

The meeting adjourned at 4:05pm.
