

Jefferson-Madison Regional Library

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

APPROVED

MINUTES OF THE APRIL 25, 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) (in person)	Tony Townsend (Albemarle) (in person)
<u>Vice President</u> Wendy Wheaton Craig (Louisa) (virtual)	Aleta Childs (Nelson) (virtual)

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 (in person)
Ginny Reese, Staff Reporter & Greene Manager (in person)	Sierra Hammons, Collections Specialist (virtual)
AJ Mosley, Business Manager (in person)	Brittany Eversberg, Circulation Manager (virtual)
Kayla Payne, Collections & Technology Manager (v)	Stella Pool, Community Network Coordinator (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, April 25, 2022 at 3:00 PM using videoconferencing software, at the Northside Library (705 West Rio Rd, Charlottesville, VA 22901). (A recording of the meeting is available at: <https://www.youtube.com/watch?v=ezg09MaHQEQ&t=1s>.) Trustee Powers moved to adopt the minutes as amended for the March 28, 2022 Board Meeting. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett reported that the Friends of the Library Spring Booksale made over \$127,000 in ten days, making this the busiest and most successful sale in many years.

TRUSTEE CONTINUING EDUCATION

Brittany Eversberg, JMRL's Circulation Manager, introduced Poem in Your Pocket Day (PIYPD), which is a day-long celebration of poetry during the month of April (National Poetry Month). Programs honoring PIYPD will include Dial-a-Story, an afternoon chat with local poet Laura Shovan at 2pm, and Poetry in the Park at 7pm on Thursday, April 28.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

The Policy Committee met prior to the full Board meeting, and discussed four policies: Policy 4.8 (Website), Policy 4.235 (Suggestions, Feedback, and Complaints), Policy 2.61 (JMRL Vehicle Use), and Policy 2.7 (Parking Reimbursement for Central Library Staff). Policy 4.235 will potentially be brought to the full Board for a first reading during the June 27, 2022 meeting. Trustee Powers informed the Board that Policy 2.61 and Policy 2.7 are now covered in JMRL's Employee Handbook and are therefore marked for potential removal. Both policies will have first readings in New Business.

2. Budget/Finance Committee Report

The Budget/Finance Committee met a couple weeks ago and discussed making some IT Equipment purchases for FY23, using FY22 operating funds. Trustee Townsend and Director Plunkett stated the committee recommends appending the Equipment Budget to JMRL's adopted Budget, which will be voted on in June.

NEW BUSINESS

1. Resolution Recognizing Service of JMRL Employee Stella Pool

President Unsworth read a resolution recognizing the service of JMRL employee Stella Pool, who retires May 01, 2022 after 40 years of dedicated service. The Board extended appreciation to Stella for all of her hard work.

2. *First Reading of Policy 4.8 (Website)*

Trustee Powers presented a revised draft of Policy 4.8 to the Board. Policy 4.8 will be presented to the Board next month for a vote.

3. *First Reading of Policy 2.61 (JMRL Vehicle Use) proposed for Removal*

Director Plunkett presented Policy 2.61 to the Board and pointed to where the policy is now covered in JMRL's Employee Handbook. Director Plunkett also stated JMRL's current auto insurance automatically covers all employees that have a valid driver's license. Policy 2.61 will be presented to the Board next month for a vote for removal.

4. *First Reading of Policy 2.7 (Parking Reimbursement for Central Library Staff) proposed for Removal*

Director Plunkett presented Policy 2.7 to the Board and noted that JMRL's Employee Handbook now covers parking information for Central staff. Director Plunkett stated that, going forward, JMRL will solely use the City's Parking Reimbursement program for Central staff; the few staff currently participating in JMRL's previous parking reimbursement policy will not be affected. Policy 2.7 will be presented to the Board next month for a vote for removal.

5. *FY23 Equipment Purchase from FY22 Operating Funds*

President Unsworth informed the Board that the Budget/Finance committee recommends using remaining FY22 operating funds for FY23 equipment purchases. Director Plunkett reported the equipment request to purchase 35 new computers totals \$31,500. This will be presented to the Board next month for a vote.

6. *Naming of Board Nominating Committee*

President Unsworth reported that Trustee Craig has offered to spearhead the Nominating Committee this year.

OLD BUSINESS

1. *Vote on Policy 5.4 (Schedule of Library Closings)*

Trustee Childs made a motion to approve the Schedule of Library Closings. The motion passed unanimously.

2. *Vote on One-Time Pay Adjustment*

Trustee Craig presented an amended motion for the Library Board to approve an expenditure in fiscal year 2022 from JMRL's General Fund of up to \$372,000 (\$2500 net for full time employees, and \$1250 net for part time employees) for one-time payments to staff employed at JMRL since January 2022. The motion passed unanimously.

3. *FY23 Budget Update*

Director Plunkett reported all jurisdictions continue to recommend full funding for JMRL's FY23 Budget. Charlottesville and Louisa have both passed for full funding. Other jurisdictions will vote over the next two months.

LIBRARY DIRECTOR'S REPORT

Director Plunkett invited all Board members and attendees to an unveiling of a State Historical Marker, commemorating the Swanson Case, at the Central Library on May 19, 2022 at 2pm. The City of Charlottesville is moving forward with a salary study, which will include JMRL staff. Director Plunkett stated he is seeking a volunteer from the Board to help review applications for the NAACP Scholarship. Following the March 16th State of Emergency ending, the County Ordinance states there are six months to return to normal governance, meaning full in-person meeting attendance, with limited remote participation in compliance with State bylaws. Director Plunkett stated JMRL will need a motion from the Board to authorize expenditure of funds up front to purchase remote access lockers, which will be reimbursed by the State Library and the Friends of the Library.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include votes on removing Policy 2.61 (JMRL Vehicle Use) and Policy 2.7 (Parking Reimbursement for Central Staff), votes on Policy 4.8 (Website) and JMRL Equipment Purchases from FY22 operating funds, potential nominations from the Nominating Committee, committee reports from the Technology Committee and the Five Year Plan Committee, and a closed session for Director Plunkett's evaluation. Next meeting will be held at Greene County Library.

ADJOURNMENT

The meeting adjourned at 4.25PM
