

# Jefferson-Madison Regional Library

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

## APPROVED

### MINUTES OF THE MAY 23, 2022 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Thomas Unsworth (Albemarle) (in person)	Michael Powers (Albemarle) (in person)
Aleta Childs (Nelson) (in person)	Lisa Woolfork (Charlottesville) (virtual)
Vice President Wendy Wheaton Craig (Louisa) (in person)	Tony Townsend (Albemarle) (virtual)
	Meredith Cole (Charlottesville) (virtual)

#### TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)	James West (Greene)
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#### OTHERS PRESENT

David Plunkett, Library Director (in person)	Sierra Hammons, Collection Specialist (in person)
Ginny Reese, Staff Reporter & Greene Manager (in person)	Myra Anderson, public attendee (in person)
AJ Mosley, Business Manager (in person)	LeVonne Yountz, public attendee (in person)
Krista Farrell, Assistant Library Director (virtual)	Martha Ledford, public attendee (in person)
	Ginny Bixby, public attendee (in person)

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#### 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, May 23, 2022 at 3:00 PM using videoconferencing software, at the Greene County Library (222 Main Street Suite 101, Stanardsville, VA 22973). (A recording of the meeting is available at: <https://www.youtube.com/watch?v=RkbiA2j2RBo&t=1s>.) Trustee Craig moved to accept the minutes for the April 25, 2022 Board Meeting. The motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Ginny Reese, Greene County Library Branch Manager, welcomed everyone in attendance to the Greene County Library and informed all attendees about upcoming summer programs. Director Plunkett announced that Trustee James West will be stepping down from the Library Board. Greene County will appoint a new representative to the Library Board. Public guest Myra Anderson, president of Reclaimed Roots Descendants Alliance, spoke about the name of Jefferson-Madison Regional Library and made a formal request to the Board for the Library to change its name. The Board will include a discussion regarding the request for a potential name change of JMRL on next month's agenda.

#### TRUSTEE CONTINUING EDUCATION

NA

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Five Year Plan Committee Report*

The Five Year Plan Committee met a few weeks ago and recommended the Board approve three changes made to the current Five Year Plan. Director Plunkett presented to the Board the revisions made to Goal #2 Object #1, Goal #5 Objective #6, and Goal #5 Objective #2. The major change was adding specific objectives to Goal #2 Technology, and removing the previous Technology Plan appendices. Revisions will be voted on by the Board next month.

##### *2. Nominating Committee Report*

Trustee Craig reported that Trustee Townsend will be a nominee for Board President and Trustee Childs will be a nominee for Vice President for FY23. Nominees will be presented to the Board next month for a vote.

## **NEW BUSINESS**

### *1. FY23 Board Meeting and Budget Schedule*

Director Plunkett presented the FY23 Board Meeting and Budget Schedule to the Board. Trustee Townsend recommended changing the proposed December 28th meeting date to December 19th. The Board will take a vote on this schedule next month.

## **OLD BUSINESS**

### *1. Vote to Remove Policies 2.61 (Vehicle Use) and 2.7 (Parking Reimbursement for Central Staff)*

Trustee Townsend moved that the Board remove Policies 2.61 (Vehicle Use) and 2.7 (Parking Reimbursement for Central Staff) from the Policy Manual. Motion passed unanimously.

### *2. Vote on Policy 4.8 (Website)*

Trustee Woolfork moved that the Board accept the new Website Policy. Motion passed unanimously.

### *3. Vote on FY23 IT Equipment Purchase from the FY22 Operating Funds*

Trustee Powers moved that the Board authorize staff to expend \$31,500 to purchase new computers from operating costs in FY22. Motion passed unanimously.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that JMRL's Central Library hosted an event Thursday, May 19, 2022 to unveil the new Swanson vs UVA Historical Marker. Director Plunkett updated the Board on the status of the new JMRL website: JMRL is seeking a new vendor to host all web assets. JMRL hopes to work out details with the winner of this process this week and can then begin the migration process. Director Plunkett, Trustee Childs, and Sylvia Elder (NAACP Education Committee) met and reviewed NAACP scholarship applications and selected a scholarship winner; an announcement will hopefully be made soon. JMRL was excited to welcome the How-To festival back to the Central Library. Director Plunkett and Kayla Payne, JMRL's Collection and IT Manager, tagged along with Nelson Memorial Library staff during Nelson's Staff Training Day to visit a 24-hour "vending machine" library in Franklin County. Nelson Memorial Library expressed interest in a similar setup using funding from the Grow Nelson renovation project. Director Plunkett, Trustee Childs, and Susan Huffman (Nelson Memorial Library Branch Manager) met with representatives from Nelson County to have a very preliminary discussion regarding interest. Director Plunkett reported that JMRL staff would begin to work on what the budget would look like for this project and will present the idea to the Nelson Board of Supervisors before FY24 budget season begins. JMRL Summer Reading kickoff begins June 1st and the Beanstack Summer Reading Challenge is currently live.

## **OTHER MATTERS**

NA

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a discussion regarding the request for a potential name change of JMRL, a potential vote to adopt the FY23 budget, a potential vote on new Board officers, a potential vote on the Five Year Plan update, a potential vote on the Board Meeting & Budget Schedule with the change suggested, and a Policy Committee Meeting report.

## **CLOSED SESSION FOR ANNUAL DIRECTOR EVALUATION**

Trustee Childs read the motion to enter a Closed Session. Motion passed unanimously. In Open Session: President Unsworth read the Certification of Closed Meeting Resolution. Trustee Childs motioned to adopt the Resolution. All Trustees voted "yes," with Trustee West and Trustee Harris being absent. Once Open Session resumed: Trustee Craig moved that the Board renew Director Plunkett's contract as written at his current salary with a 3 year term, a 2% cost of living adjustment and authorizing a one-time payment adjustment recently approved for staff. Motion passed unanimously.

## **ADJOURNMENT**

The meeting adjourned at 5:32pm

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**MOTION:** That the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.2-3711, subsection A.1, to discuss the performance evaluation of the Library Director.

**MEETING DATE:** 05/23/2022

**RESOLUTION NO.:** 1

## **CERTIFICATION OF CLOSED MEETING**

*WHEREAS*, the Jefferson-Madison Regional Library’s Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

*WHEREAS*, Section 2.2-3711 of the Code of Virginia requires a certification by this Jefferson-Madison Regional Library’s Board of Trustees that such closed meeting was conducted in conformity with Virginia law;

*NOW, THEREFORE, BE IT RESOLVED* that the Jefferson-Madison Regional Library’s Board of Trustees hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Jefferson-Madison Regional Library’s Board of Trustees.

**VOTE:**

AYES

NAYES

**ABSENT DURING VOTE:**

**ABSENT DURING MEETING:**

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Thomas Unsworth, President  
Jefferson-Madison Library’s Board of Trustees

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### VOTE:

AYES

NAYES

Tony Townsend  
Meredith Cole  
Lisa Woolfink  
Aleta Childs  
Michael Powers  
Wendy Wheaton Craig  
Thomas Unsworth

### ABSENT DURING VOTE:

James West  
Kathy Johnson Harris

### ABSENT DURING MEETING:

James West  
Kathy Johnson Harris



Thomas Unsworth, President  
Jefferson-Madison Library's Board of Trustees