

Jefferson-Madison Regional Library

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

APPROVED

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

TRUSTEES PRESENT

President Tony Townsend (Albemarle)
Meredith Cole (Charlottesville)
Kathy Johnson Harris (Charlottesville)
Michael Powers (Albemarle)

Vice President Aleta Childs (Nelson)
Martha Ledford (Greene)
Thomas Unsworth (Albemarle)

TRUSTEES ABSENT

Lisa Woolfork (Charlottesville)

Wendy Wheaton Craig (Louisa)

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
AJ Mosley, Business Manager
Megan Smead, Children's Services Manager

Krista Farrell, Assistant Library Director
Sierra Hammons, Collection Specialist
Abby Davis, Central Reference Librarian
Willie Gentry, Louisa Board of Supervisors member

CALL TO ORDER, REMOTE PARTICIPATION CONFIRMATION, & 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 on Monday, November 28, 2022 at 3:00 PM, at the Central Library (201 East Market St, Charlottesville, VA 22902), and live streamed using videoconferencing software. (A recording of the meeting is available at:

https://www.youtube.com/watch?v=_y5QSOqZiDs.) Trustee Unsworth moved that President Townsend's request to attend today's meeting of the JMRL Board remotely due to temporary or permanent disability or other medical condition that prevents their physical attendance be approved. Motion passed unanimously, with Trustee Childs not yet present. Trustee Cole moved to accept the minutes for the October 24, 2022 Board Meeting as written. The motion passed unanimously, with Trustee Childs not yet present.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett introduced Megan Smead as the new regional head of Children's Services at JMRL. No public comments.

TRUSTEE CONTINUING EDUCATION

Abby Davis, JMRL's Central Reference Librarian, presented to the Board "Starting and Scaling Passive Programming for Adults," which was presented at the VLA Conference in Norfolk earlier this year.

COMMITTEE APPOINTMENTS AND REPORTS

1. Library Name Working Group Report

Director Plunkett reported that the Library Name Working Group met November 17th to review the results of the JMRL staff survey that went out on JMRL's All Staff Training Day, and to discuss takeaways from the public meeting last month with local experts from UVA, Blue Ribbon Commission in Charlottesville, and Albemarle County Public Schools.

Director Plunkett stated that the goal of the Working Group is to synthesize the information and present it to the full Board in early 2023.

2. Regional Agreement Review Committee Report

The Regional Agreement Review Committee is made up of one representative from each jurisdiction that partners JMRL. Director Plunkett reported that the Regional Agreement Review Committee met November 3, 2022 and discussed the hard number written into the Regional Agreement for insurance liability limits that JMRL is responsible for, the 5% fund balance carryover amount, potential flexibility in the dates for the budget delivery schedule, regional representation on the

library board, and JMRL's Out of Area fee. Representatives will take discussions back to their home jurisdictions and will meet again December 16th, where they will make a decision on whether to begin drafting amendments to address any issues or to close the current review.

3. Budget Committee Report

Director Plunkett reported that the Budget Committee met November 17th and discussed recommendations for the FY24 Budget from the Personnel Committee. The Budget Committee, after much discussion, came to the decision to not include two new part time positions for Northside in the proposed FY24 Budget. The Budget Committee also discussed year two costs of JMRL's minimum wage adjustment plan, a 2% cost of living increase for staff, a 5% increase in healthcare cost, an increase in Defined Benefit retirement costs, a sizeable increase in the Northside Library's rent, and other potential prioritized personnel requests, which include a new part time position for the Drive Up at Gordon Avenue Library and the option of adding Bookmobile services to Nelson and Louisa Counties.

NEW BUSINESS

1. Vote on Proposed FY24 Budget

Trustee Childs moved to accept the FY24 Budget as presented. The motion passed unanimously.

2. Adoption of City of Charlottesville's Shared Leave Category

Director Plunkett announced that the City of Charlottesville has adopted a new set of Personnel Policies, which includes a new Shared Leave category. JMRL, per an administrative agreement with the City of Charlottesville, uses all of the City's Personnel Policies, unless explicitly stated otherwise in JMRL's Policies or Employee Handbook. Director Plunkett presented the City's new Shared Leave Category. Trustee Powers moved that the Board endorse staff's implementation of JMRL's Shared Leave procedure along the lines of Charlottesville's new HR policies. Motion passed unanimously.

OLD BUSINESS

1. Central Library Capital Improvement Program Discussion

Director Plunkett reviewed President Townsend's letter to the Charlottesville City Council and Albemarle Board of Supervisors describing the need and history of the Central Library Renovation Project. The City's FY23 submission for this CIP request has already been submitted, and the County's is due this week.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Northside elevator has been out of service for 5 months, which has been a tremendous detriment to library services. JMRL is working with Albemarle County to fix the elevator, but is waiting for a new circuit board. In the meantime, Northside will have signage changed out front of the building to make all parking spots directly in front of the library "mobility friendly" spots. Director Plunkett announced that JMRL made a change, along with colleagues in Southwest Virginia Overdrive Consortium, to move digital magazines into the consortium's Libby/Overdrive service, which has nearly doubled circulation. JMRL has over 4000 magazine titles from around the world; checkouts are in over 9 different languages. JMRL's Food Drive resulted in 1927 pounds of donated food, which went to the Blue Ridge Food Bank and the Louisa County Resource Council. Director Plunkett reported that over 10,000 patrons a month have opened JMRL's Monthly E-Newsletter this FY, which has generated thousands of clicks to other JMRL resources and offerings.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include a Policy Committee report and a FY24 Budget Update. The next Board Meeting will be December 19, 2022 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 4:17pm.
