

# Jefferson-Madison Regional Library

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## APPROVED

### MINUTES OF THE DECEMBER 19, 2022 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Tony Townsend (Albemarle)  
Meredith Cole (Charlottesville)  
Wendy Wheaton Craig (Louisa)  
Michael Powers (Albemarle)  
Lisa Woolfork (Charlottesville)

Vice President Aleta Childs (Nelson)  
Martha Ledford (Greene)  
Thomas Unsworth (Albemarle)  
Kathy Johnson Harris (Charlottesville)

#### OTHERS PRESENT

David Plunkett, Library Director  
Ginny Reese, Staff Reporter & Greene Manager  
AJ Mosley, Business Manager

Krista Farrell, Assistant Library Director  
Sierra Hammons, Collection Specialist

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#### 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, December 19, 2022 at 3:00 PM, at the Northside Library (705 West Rio Rd, Charlottesville, VA 22901), and live streamed using videoconferencing software. (A recording of the meeting is available at:

[https://www.youtube.com/watch?v=\\_1Qs9H4zLEY](https://www.youtube.com/watch?v=_1Qs9H4zLEY).) Trustee Childs moved that President Townsend's and Trustee Unsworth'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 and Trustee Woolfork's request to attend today's meeting remotely due to a personal matter, specifically family vacation, be approved. Motion passed unanimously. Trustee Ledford moved to accept the minutes for the November 28, 2022 Board Meeting as presented. The motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

NA

#### TRUSTEE CONTINUING EDUCATION

Ginny Reese, JMRL's Greene Branch Manager, presented to the Board Greene County's Dolly Parton Imagination Library (DPIL) program. DPIL mails books free of charge to children from birth to age five. Funding in Greene is provided by the Dolly Parton Foundation, the State of Virginia, and local fundraising from the Greene County Friends of the Library. Ginny Reese announced that Greene County currently has 243 signups, so far, since October 2022.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Regional Agreement Review Committee Report*

Director Plunkett reported that the Regional Agreement Review Committee met for the second time on Friday, December 16th. The Committee primarily focussed on JMRL's Out of Area fee (which was written into the Regional Agreement in 2012) and its potential removal. Director Plunkett has been tasked with gathering more data by recalculating previous JMRL Budgets to show the financial impact of removing the Out of Area fee from the regional shared costs, which would primarily impact Charlottesville and Albemarle, and presenting findings to the Regional Agreement Review Committee.

##### *2. Policy Committee Report*

Trustee Powers reported that the Policy Committee met prior to the Board Meeting and discussed Policies 1.261 (Public Comment at Library Board Meeting) and Policy 2.1 (Public Employee's Code of Ethics), which are still undergoing revisions. No new drafts were ready to recommend to the full Board at this time.

### **NEW BUSINESS**

1. *Potential First Reading of JMRL Policy 1.261 (Public Comment at Library Board Meetings)*

NA

2. *FY24 Budget Update*

Director Plunkett reported that he is in the process of arranging meetings with all five JMRL jurisdictions, which will occur in January. Director Plunkett also reported that he has not heard back yet from the jurisdictions regarding the JMRL FY24 Budget draft. The City of Charlottesville has released a draft 5-year Capital Improvement Program Budget that covers FY24-28, which does not include a renovation project for the Central Library.

3. *Donation for the Crozet Library for the Crozet Library Fund at the CACF*

Trustee Ledford moved that the \$1000 gift from patron Robert Hunter to the Crozet Library be added to the Crozet Library Fund in the Friends Family of Funds at the Charlottesville Area Community Foundation. Motion passed unanimously.

### **OLD BUSINESS**

1. *Vote to Accept and Expend Friends Endowment and Library of Virginia Funding*

Trustee Cole moved that JMRL accept the Library of Virginia's granted allocation from ARPA funding of \$101,459 and authorize the expenditure of that funding for holds lockers, networking equipment, and downloadable content. Motion passed unanimously. Trustee Harris moved that JMRL accept the Friends of the Library Family of Funds granted allocation of \$37,187.30 for holds lockers and authorize the expenditure of that funding. Motion passed unanimously.

### **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that the elevator is back up and running at Northside Library, with special thanks to Lance Stewart, Bill Strothers, and Bruce Jones of Albemarle County for working so diligently to make this happen. Director Plunkett reminded the Board of the upcoming holiday schedule: JMRL will be closed December 24-27, Central will be closed Sunday, January 1st, and all JMRL will be closed Monday, January 2nd. The Library of Virginia also provided hearing assist loops, for interested libraries in the state. JMRL has hearing assist loops for each branch, with the first now available at the Central Library and the rest to be installed by JMRL IT at all other branches over the next few months. Director Plunkett announced that JMRL is adding a Plus subscription package to Kanopy, JMRL's digital media provider, which includes select titles that are credit free to watch and also BBC content, starting January 1, 2023. Due to the extra available content, the available Kanopy monthly credit allotment will be reduced from 10 credits to 7 credits. Director Plunkett shared with the Board JMRL's top circulating titles of 2022, courtesy of Meredith Dickens, JMRL's Collection Manager. JMRL's blog has been updated, as part of the Digital Migration Project. JMRL has reinstated a "freeze holds" functionality for patrons, which will allow patrons to pause their hold(s) while away on vacation, so as not to miss them.

### **OTHER MATTERS**

NA

### **FUTURE AGENDA ITEMS**

Possible future agenda items include a report from the Library Name Working Group, a FY24 Budget Update, and a possible continuing education from Hayley Tompkins, Crozet Branch Manager, regarding JMRL's Training Committee initiatives and updates. The next Board Meeting will be January 23, 2023 at the Northside Library.

### **ADJOURNMENT**

The meeting adjourned at 3:54pm.

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