

# Jefferson-Madison Regional Library

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## APPROVED

### MINUTES OF THE FEBRUARY 27, 2023 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

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

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

#### TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)

#### OTHERS PRESENT

David Plunkett, Library Director  
Ginny Reese, Staff Reporter & Greene Manager  
AJ Mosley, Business Manager  
Kayla Payne, Collections & Technology Manager

Krista Farrell, Assistant Library Director  
Sierra Hammons, Collection Specialist  
Ophelia Payne, Louisa Branch Manager  
Willie Gentry, Louisa Board of Supervisors Liaison

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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, February 27, 2023 at 3:00 PM, at the Louisa County Library (881 David Highway, Mineral, VA 23117), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=dzW1SPikeqY>.) Trustee Unsworth moved to accept the minutes for both the December 19, 2022 Board Meeting and the January 23, 2023 Board Meeting. The motion passed unanimously, with Trustee Craig not yet present.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett announced that applications for the open City of Charlottesville seat on the Board are due by March 10, 2023 to the City of Charlottesville. Trustee Cole announced that she will be moderating the crimewave panel (No Ordinary Crimes: A Thriller Hour) during the Virginia Festival of the Book on March 25, 2023, at 11am, at the Central Library. No public comments were made.

#### TRUSTEE CONTINUING EDUCATION

Kayla Payne, JMRL's Collections and Technology Manager, presented to the Board information on JMRL's new holds lockers. Patrons are now able to pick up holds after normal JMRL business hours using the Locker pickup locations at Crozet, Gordon, Louisa, Greene, Nelson, and Scottsville libraries.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Library Name Working Group Report*

Director Plunkett reported that the Board can expect a full report during the March 27, 2023 meeting. The Library Name Working Group is finishing up a synthesis of feedback and a recommended procedure for JMRL to use should the Library's funding jurisdictions request JMRL to review the Library Name, or should the jurisdictions cede that authority directly to JMRL in the Regional Agreement.

##### *2. Five-Year Plan Committee Report*

Trustee Cole reported that the Five-Year Plan Committee had its first meeting, with a second meeting scheduled for March 8th. Trustee Cole announced that a suggestion was made to match the July 2024-June 2029 Five-Year Plan goals to JMRL's

values, rather than use the six goals from previous plans. The Committee may divide into smaller groups after the next meeting to do more intensive work on defining plan goals. The Board will need to vote on the adopted July 2024-June 2029 Five-Year Plan during the June 2024 Board meeting.

### *3. Policy Committee Report*

Trustee Powers reported that the Policy Committee met prior to the full Board meeting and discussed three topics: a Policy 1.261 (Public Comment at Library Board Meetings) draft, Policies 2.1 and 2.11 (Public Employees' Code of Ethics and Library Employees' Code of Ethics), and Policy 4.224 (Patron Confidentiality). Policy 1.261 will be presented to the Board for a first reading in New Business. Discussion and revisions for Policies 2.1 and 2.11 are ongoing and drafts will potentially be presented to the Board in June for a first reading. Policy 4.224 will potentially be presented to the Board for a first reading in April.

## **NEW BUSINESS**

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

Trustee Powers presented Policy 1.261 (Public Comment at Library Board Meetings) to the Board. Trustee Powers noted that the major change to Policy 1.261 was proposing a limit of "up to one hour" for public comments during the Public Comments agenda item at each Board meeting, with additional time for public comments at the end of the meeting for remaining commenters who wish to speak. Policy 1.261 will potentially be presented to the Board next month for a vote, with rewording of the last paragraph.

## **OLD BUSINESS**

### *1. NAACP/JMRL Scholarship Update*

Director Plunkett announced that he met with Trustee Childs to create parameters for scholarship candidate selection. April 14th is the due date for scholarship applications.

### *2. Budget Update*

Director Plunkett announced that Albemarle County has recommended full funding of JMRL's FY24 budget requests, although this does not include a Central Library renovation at this time. Director Plunkett will be attending the Louisa County Board of Supervisors budget meeting Monday, March 6th to discuss JMRL's budget requests for FY24 and the proposal for Bookmobile services next year.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that JMRL's "Computer Use Only" cards will change to "In-House Use Only" cards, which gets JMRL in compliance with Policy 4.221 (Library Card Eligibility). The Gordon Avenue Library Drive-Up Window project begins construction this week. The construction is expected to be completed by the end of May 2023, although the window delivery will be delayed until the end of summer due to supply chain issues. Director Plunkett updated the Board on the progress of Director's major projects: advancing the Central Library renovation project, providing a transparent process for JMRL communities to provide feedback on the name of the library, and focusing on expanding services to "meet people where they are" (such as holds lockers). Director Plunkett also reported that Charlottesville recently participated in a community survey and the results showed 88% of responses rated public library service as "excellent" or "good." JMRL is participating in the SamePage program again this year with the Virginia Festival of the Book, featuring author Ross Gay.

## **OTHER MATTERS**

Ophelia Payne, Louisa Branch Manager, will be giving a tour of the Louisa County Library, including the holds locker, after the Board meeting.

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a committee report from the Five-Year Plan Committee, a potential vote on Policy 1.261 (Public Comment at Library Board Meetings), a review of JMRL's Fines and Fees Schedule, a final report from the Library Name Working Group, and a continuing education from Director Plunkett regarding JMRL's new feedback forms. The next Board Meeting will be March 27, 2023 at the Greene County Library.

## **ADJOURNMENT**

The meeting adjourned at 4:09pm.

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