

Jefferson-Madison Regional Library

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APPROVED

MINUTES OF THE MARCH 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)
Kathy Johnson Harris (Charlottesville)

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

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
AJ Mosley, Business Manager
EJ Dowling, Adult Programming & Reference Librarian

Krista Farrell, Assistant Library Director
Sierra Hammons, Collection Specialist
Brittany Eversberg, Circulation Manager
Tim Carrier, Young Adult Services Manager
Megan Smead, Children's Services Manager

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, March 27, 2023 at 3:00 PM, at the Greene County Library (222 Main Street Suite 101, Stanardsville, VA 22973), and live streamed using videoconferencing software. (A recording of the meeting is available at:

<https://www.youtube.com/watch?v=PDg6R5zquyM>.) Trustee Childs moved that 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 be approved. Motion passed unanimously, with Trustee Ledford not yet present. Trustee Powers moved to accept the minutes for the February 27, 2023 Board Meeting as presented. The motion passed unanimously, with Trustee Ledford not yet present.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett introduced and welcomed Anne Hemenway as the new Charlottesville Trustee Board Member. Trustee Craig reminded the Board that the Friends of the Library spring book sale begins April 1st, with members' night being Friday, March 31st. President Townsend announced a Resolution of Recognition to JMRL employees Tim Carrier, Angelina Crews, EJ Dowling, Brittany Eversberg, and Megan Smead for extraordinary service to JMRL, and the community at large. No public comments.

TRUSTEE CONTINUING EDUCATION

Director Plunkett introduced to the Board JMRL's new consolidation and analysis methods for public suggestions, feedback, and complaints. The new link on the JMRL webpage has been active since December. JMRL staff have a parallel form available to capture direct patron feedback they receive that is not submitted in the public form. Director Plunkett stated that these forms will allow JMRL to track feedback trends over time to assess Library needs, and that the aggregation of data will also be useful for strategic planning, budgeting, and service evaluation purposes.

COMMITTEE APPOINTMENTS AND REPORTS

1. Library Name Working Group Report

Director Plunkett reported that the Library Name Working Group will not be presenting their final report to the Board today due to a request from a jurisdictional partner to review the report first. The Library Name Working Group will present a final report to the Board, after gathering all JMRL jurisdictional input, later this spring.

2. Five-Year Plan Committee Report

Trustee Cole reported that the Five-Year Plan Committee met and looked at examples of other Five-Year plans for libraries throughout Virginia. The Committee also split into four subcommittees: 1) Community Engagement, 2) Technology and Facilities, 3) Access, Outreach, and Collections, and 4) Staffing and Finance. The subcommittees will meet every other month with the full Committee during the intervening months.

NEW BUSINESS

1. Potential Vote on Policy 1.261 (Public Comment at the Library Board Meetings)

Trustee Powers presented to the Board a final draft of Policy 1.261 (Public Comment at the Library Board Meetings).

Trustee Craig moved to accept the revised Public Comment at the Library Board Meetings policy, Policy 1.261. Motion passed unanimously.

2. Review and Potential Vote on Policy 4.225 (Circulation Fines and Fees)

President Townsend presented Policy 4.225 (Circulation Fines and Fees) to the Board, stating there is no change to the rates of fines. Director Plunkett announced that the proposed total DVD checkout limit will change from 5 to 10. No vote was taken. A revision of Policy 4.225 will be presented to the Board next month for a potential vote.

OLD BUSINESS

1. Budget Update

Director Plunkett reported that, so far, Charlottesville, Albemarle, and Louisa are all currently recommending full funding of JMRL's FY24 requests. Greene and Nelson are still working on proposed budgets. Expected dates for jurisdictions to finalize budgets are: Charlottesville - April 11th, Louisa - April 17th, Albemarle - May 3rd, Greene - May 9th, and Nelson - June 13th. JMRL's final FY24 Budget will be voted on during the June Board meeting. Director Plunkett also announced that JMRL equipment budget requests from its departments are in and the requests are currently being reviewed by staff. Once finalized, the Budget Committee will meet and review the requests before making a recommendation to the Board, which will be voted on in the June Board meeting.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Friends of the Library book sale is April 1-9th, with the members' only preview being Friday, March 31st. JMRL is working on a memorandum of understanding with the Friends of the Library for use of JMRL's surplus box truck. Director Plunkett hopes to report on this to the Board later this spring. Gordon Avenue Library's drive-up window construction has been delayed, but should still be completed by the end of May, with the glass window not arriving until July. JMRL's Monticello Avenue Computer Lab will undergo an expansion of services in the future to include specialized software and hardware, potentially including 3D Printing services, full Adobe Suite, and audio/visual editing software. Director Plunkett stated that reports will be made to the Board as these services become available. JMRL's Same Page program, with the Virginia Festival of the Book (VFoB), was highly successful on Saturday. Director Plunkett recognized Catherine Fae, JMRL's Reference & Adult Services Manager, for spearheading the Same Page event efforts. VFoB was a great success and the events at Central were well attended. JMRL's Poem in Your Pocket Day is April 27th. The Literacy Volunteers of Charlottesville and Albemarle's Wordplay trivia event will be held at the Paramount on Thursday; JMRL's team the Dewey Decimators will be competing.

OTHER MATTERS

President Townsend announced that he advocated for the Central Library renovation project with Albemarle County's "Let's Talk Albemarle" team at a pop-up community engagement event held at the Crozet Library.

FUTURE AGENDA ITEMS

Possible future agenda items include a potential vote on Policy 4.224 (Circulation Fines and Fees), first readings of the FY24 Board and Budget Schedule and the FY24 Schedule of Library Closings, a committee report from the Policy Committee, and a continuing education from Susan Huffman, Nelson Branch Manager, on Nelson Library's partnership memorandum of understanding with Nelson County Schools. The next Board Meeting will be April 24, 2023 at the Nelson Memorial Library.

ADJOURNMENT

The meeting adjourned at 3:55pm.
