

# Jefferson-Madison Regional Library

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

## APPROVED

### MINUTES OF THE APRIL 24, 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)  
Anne Hemenway (Charlottesville)

#### TRUSTEES ABSENT

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  
Susan Huffman, Nelson Branch Manager

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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, April 24, 2023 at 3:00 PM, at the Nelson Memorial Library (8521 Thomas Nelson Highway, Lovingson, VA 22949), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=JYXgA7Z61jE>.) Trustee Ledford moved to accept the minutes for the March 27, 2023 Board Meeting as written. The motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

NA

#### TRUSTEE CONTINUING EDUCATION

Susan Huffman, Nelson Memorial Library Branch Manager, presented to the Board information on the JMRL/Nelson County Public Schools Partnership.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Policy Committee Report*

The Policy Committee met prior to the Board meeting and discussed Policy 4.224 (Confidentiality of Patron Records), Policy 5.1 (Meeting and Conference Rooms), and Policies 2.1 & 2.11 (Public Employees Code of Ethics and Library Employees Code of Ethics). Trustee Powers reported that the major change in Policy 4.224 is the change of age at which confidentiality applies from "16" to "18," in order to be in compliance with state law. There will be a first reading of Policy 4.224 in New Business.

#### NEW BUSINESS

##### *1. Potential First Reading of Policy 4.224 (Confidentiality of Patron Records), Policy 5.1 (Meeting and Conference Rooms), and Policies 2.1 and 2.11 (Public Employees Code of Ethics and Library Employees Code of Ethics)*

Policy 4.224 (Confidentiality of Patron Records) was presented to the Board for a first reading and will be presented to the Board next month for a potential vote. Policies 5.1, 2.1, and 2.11 are still undergoing revision and will not be presented to the Board for a first reading at this time.

##### *2. Review and Potential Vote on Motion to Accept and Expend State Aid Funds*

Trustee Ledford moved that JMRL accept the Library of Virginia's granted allocation of State Aid funding of \$107,115 and authorize the expenditure of that funding for library materials. Motion passed unanimously.

3. *Review and Potential Vote on Motion to Accept and Expend Friends Family of Funds at the Charlottesville Area Community Foundation Grant Funds*

Trustee Cole moved that JMRL accept the Friends Family of Funds granted allocation of up to \$266,000 and authorize the pass-through expenditure of that funding for the support of library services. Motion passed unanimously.

4. *Review and Potential Vote on Schedule 5.4 (2023-2024 Schedule of Library Closings)*

Trustee Craig moved to accept the proposed Schedule 5.4 (2023-2024 Schedule of Library Closings). Motion passed unanimously.

5. *Review and Potential Vote on FY24 Library Board Meeting and Budget Schedule*

Trustee Childs moved to accept the proposed FY24 Library Board Meeting and Budget Schedule. Motion passed unanimously.

6. *Review and Potential Vote on Memorandum of Understanding with the Friends of the Library*

Director Plunkett introduced the agreement for the Friends of the Library's use of a Library box truck. Trustee Powers moved to authorize the Board President to sign and enact the Memorandum of Understanding with the Friends of the Library. Motion passed unanimously.

## **OLD BUSINESS**

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

Trustee Ledford moved that the Board accept Option A of Policy 4.225 (Circulation Fines and Fees) with the changes that have been made. Motion passed unanimously.

2. *Budget Update*

Director Plunkett reported that Charlottesville has passed their budget for next fiscal year, which includes full funding for JMRL's requests. The Louisa Board has delayed their vote to gather more information. Albemarle will be meeting May 3rd, with the proposal including full funding for JMRL's requests for FY24. Nelson will most likely meet and vote in June. JMRL anticipates full funding from Greene, as well.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that JMRL is in discussion with Charlottesville Tomorrow about taking over ownership and administration of Cvillepedia, working in partnership with the Albemarle Charlottesville Historical Society. JMRL has been part of the salary study that the City of Charlottesville commissioned last year. Director Plunkett reported that he will be meeting with the head of City HR next week to begin work on how JMRL is going to address the salary study results. Staff will begin working on calculations of any pay gap discrepancies to share with the Board's Budget/Finance Committee potentially later this summer, with the hope to at least begin to address this issue in JMRL's FY25 budgeting. Director Plunkett announced that Thursday, April 27th is JMRL's Poem in Your Pocket Day. The Friends of the Library (FotL) Spring Book Sale has been the most successful Book Sale for the FotL, earning \$149,317 over the 10-day sale. JMRL will be partnering with UVA Library Preservation Services Team next week during Preservation Week, which will allow patrons to bring one book per family to any JMRL branch, and JMRL will send the books to UVA to perform preservation work on them.

## **OTHER MATTERS**

President Townsend reminded the Board that it is primary season in elections and to remind candidates to advocate for full library funding from the state. Trustee Powers also reminded the Board to help raise awareness for the Central Library renovation project. President Townsend announced it was time for the Board to form a Nominating Committee for FY24. Trustee Craig and Trustee Unsworth volunteered to be on the Board Nominating Committee. Trustee Cole announced that this week is National Library Week.

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a Budget update, a potential vote on Policy 4.224 (Confidentiality of Patron Records), the Library Director Annual Evaluation, and reports from the Library Name Working Group, the Five-Year Plan Committee, the Budget/Finance Committee, and the Nominating Committee. The next Board Meeting will be May 22, 2023 at the Northside Library.

## **ADJOURNMENT**

The meeting adjourned at 4:14pm.

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