



**LIBRARY BOARD'S AGENDA – AUGUST 26, 2019**

Monday – 3:00 pm  
**Northside Library**  
**705 West Rio Road**  
**Charlottesville, VA 22901**

**[The Library Board's Policy Committee will meet at 2:00 PM]**

- 3:00 p.m.            Call to Order & Disposition of the Minutes of the Previous Meeting**
- 3:05                    Announcements & Public Comments**
- 3:10                    Trustee Continuing Education-**  
1. JMRL's Courier Routes and Operations- Brittany Eversberg, Circulation Manager
- 3:20                    New Business-**  
1. Introduction of New Scottsville Branch Manager, Megan England
- 3:25                    Committee Appointments and Reports-**  
1. Policy Committee Report  
2. Public Relations Workgroup Report
- 3:40                    Old Business-**  
1. Trustee Contact Information on JMRL's Website  
2. Vote on Amended Bylaws (adding JMRL's revised Mission Statement)  
3. Library Board Self-Evaluation
- 4:20                    Library Director's Report**
- 4:25                    Other Matters**
- 4:30                    Future Agenda Items**
- 4:35                    Proposed Adjournment**



### **AVAILABILITY OF LIBRARY SERVICES**

State law, Code of Virginia 42.1-55, requires that, "The service of books in library systems and libraries receiving state aid shall be free and shall be made available to all persons living in the county, region, or municipality."

1. Circulation privileges are available only to those individuals holding current Jefferson-Madison Regional Library cards. (See Section 4.221 "Library Card Eligibility.") **Library card holders over the age of 16 have full access to all JMRL services, except where prohibited by law.**
2. The Library Director or Branch Manager may limit the use of the Library or its services when excessive demands of groups or individuals tend to curtail service to the general public. Such demands may include those made by students and others whose demands for staff time, available materials, or space would prohibit attention and service to other individuals and groups.
3. The use of the Library or its services may be denied for due cause. Such cause may be failure to return materials or pay penalties, destruction of Library property, disturbance of other patrons, or other objectionable or illegal conduct on Library premises. (See Section 4.232 "Conduct in the Jefferson-Madison Regional Library.")
- ~~4. Libraries may maintain small rental book collections purchased with non-state funds.~~

## CONFIDENTIALITY OF PATRON CIRCULATION RECORDS

The Code of Virginia 2.2-3705(A)(10) (Virginia Freedom of Information Act) states that the following records are excluded from the provisions of the Freedom of Information Act:

“(8) Library records which can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such patron has borrowed.”

Patron circulation records exist for the sole purpose of maintaining and conserving public property and are generally deleted soon after the timely and proper return of materials. Therefore, it is the policy of the Library Board that the Library shall not provide to a third party the details, nature, or purpose of information pertaining to an individual patron, unless required by court order, subpoena from a governmental agency or as otherwise required by law, or as necessary to protect the Library's interests in pending litigation.

Therefore, to protect the privacy of individual Library patrons, the Library shall not reveal patron circulation records except as required by law or as necessary to protect the Library's interest in pending litigation. ~~A parent or guardian of a child under 18 may have access to their own child's circulation records.~~ **The parent or guardian who has signed a child's application accepting responsibility for materials charged on the account has full access to the child's account until age 16, including borrowing records. Other adults may be granted full access according to standard permissions procedures.** In the event that the Library is served with a discovery order or a subpoena requesting production of Library circulation records, or a court order directing that the Library provide such records, the Library Director shall inform legal counsel for the Library and the President of the Jefferson- Madison Regional Library Board of Trustees, and shall take appropriate action after having been advised by legal counsel as to the available options

An individual patron is not required to provide the Library with his/her Social Security number.

**BYLAWS  
FOR THE JEFFERSON-MADISON REGIONAL LIBRARY'S  
BOARD OF TRUSTEES**

**ARTICLE I: NAME AND MISSION**

- Section 1**            **The organization shall be called the Board of Trustees of the Jefferson-Madison Regional Library existing by virtue of the provisions of Section 42.1-35 and Section 42.1-39 of the Virginia Code and as outlined in the Regional Library Agreement.**
- Section 2**            **JMRL fosters personal growth and life-long learning for all by connecting people with ideas, information, and each other.**

**ARTICLE II: OFFICERS**

- Section 1**            **Officers shall be elected once a year at the June meeting.**
- (a)        A President and a Vice President shall be elected from the Board of Trustees.**
  - (b)        If desired, a Secretary shall be elected from the Board or appointed from the Library staff.**
- Section 2**            **The Director of Finance of the City of Charlottesville and the Library's Business Manager handle the accounting of the Library system's expenditure of funds.**
- Section 3**            **The duties of the officers shall be such as by custom and law devolve upon them in accordance with their names.**
- (a)        If the Secretary is not present, the Minutes may be taken by any designated person.**
  - (b)        The President shall appoint all committees, and be a member, ex officio, of all standing committees.**

**ARTICLE III: MEETINGS**

- Section 1** Regular meetings shall be held once a month on an agreed upon date, hour, and place.
- Section 2** Special meetings may be called by the President or any three Trustees.
- Section 3** A quorum for the transaction of business at any meeting shall consist of a majority of the currently serving Trustees.
- Section 4** Proceedings of all meetings shall be governed by Robert's Rules of Order (small meeting rules), and any rule may be suspended for any length of time by a unanimous vote of Trustees present in person.
- Section 5** The minimum content of the Agenda at regular meetings shall include:
- (a) Call to order
  - (b) Disposition of the Minutes of the previous meeting
  - (c) Announcements and public comments
  - (d) Director's report
  - (e) Committee appointments and reports
  - (f) Old business
  - (g) New business
  - (h) Trustee continuing education
  - (i) Other matters
  - (j) Adjournment
- Section 6** Remote participation is allowed under the following conditions:
- (a) A central physical location is available for members who wish to attend meetings in person.
  - (b) Non members cannot participate in meetings remotely except by specific invitation of the Board.
  - (c) Meetings must provide conditions of opportunity for simultaneous aural communication.
  - (d) All members participating remotely are treated as if they are actually present.

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J-MRL Policy: Section 1.21

- Section 7**            **Closed Meetings may be held for those purposes specified in Section 2.1-344 of the Virginia Code.**
- (a)            Attendance at Closed Meetings be limited to the Library's Board of Trustees, the Library Director, the Board's Attorney, and any others specially invited by the President with the concurrence of the Board to attend for specific reasons.**
  - (b)            Upon the duly adopted motion of any Trustee at any regular or special meeting, the Board may adjourn to Closed Meetings.**
- Section 8**            **A Trustee shall notify the Library Director when unable to attend a Board meeting. Two consecutive absences without previous notice being given shall be reported by the President of the Board to the Trustee's respective jurisdiction.**
- Section 9**            **Jurisdictions may appoint an alternate Trustee under the conditions of the JMRL Regional Agreement section 2B. Any proxy voting shall be in the form of an alternate as specified in the JMRL Regional Agreement section 2B.**

**ARTICLE IV: COMMITTEES**

- Section 1**                    **There shall be a standing Budget Committee whose responsibilities shall include:**
- (a)            Develop budget calendar with key dates for completion.**
  - (b)            Review and present salary recommendations to the Board.**
  - (c)            Review and evaluate programs to determine needed changes, establishing priorities.**
  - (d)            Approve or amend draft budget including all library funds.**
  - (e)            Support budget with appropriate authorities.**
- Section 2**                    **There shall be a standing Personnel Committee whose responsibilities shall include:**
- (a)            Review positions.**
  - (b)            Review and evaluate City contract with the Department of Human Resources.**
  - (c)            Act as consultant to the Director in matters of personnel.**
  - (d)            Act as advisor from the Board to the Director for matters of personnel.**
  - (e)            Review and take appropriate action on documented input of personnel concerns from individual Board members.**
  - (f)            Act as advisory to the Budget Committee in matters of personnel.**
  - (g)            Formulate and implement evaluation of the Director, or designate the President to carry out the evaluation.**
  - (h)            Review Staff Training Manual.**
- Section 4**                    **Special committees may be created by the President and shall exist until completion of the work for which they were created.**
- Section 5**                    **The President shall appoint members of all committees, designating one member chairman.**
- Section 6**                    **The President, in creating special committees, may become an ex officio, voting member of such committee, subject to**



approval of the Board.

- Section 7**            **The President and Library Director shall be invited to all committee meetings at the time regular committee members are notified.**
- Section 8**            **The chairman of each committee shall on his/her own volition or when so instructed by the President or the Board call committee meetings, preside at these meetings, and report committee activities to the Board.**
- Section 9**            **Membership on a committee shall expire upon the election of new officers.**

**ARTICLE V: DUTIES AND RESPONSIBILITIES**

**The Library Board, representing all citizens of the region, is the policy-making body of the Library; the Library Director carries out the Board-established policies in the administration of the Library.**

**The Board may properly seek advice from and assign technical and research projects to the Library Director and staff to assist Trustees in setting policy, but it is done with the complete understanding that the final determination rests with the Board.**

**BOARD OF TRUSTEES**

**Section 1**

- (a) Employ and contract with a competent and qualified Library Director.**
- (b) Determine and adopt, after review by the Board's Attorney, written policies consistent with the Mission Statement to govern the operations of the Library.**
- (c) Secure adequate funds to carry out the operations of the Library.**
- (d) Know the program and needs of the Library in relation to the community; keep abreast of library standards and trends; develop and approve annual goals and objectives for the Library system.**
- (e) Establish, support, and participate in a planned public relations program.**
- (f) Support the Budget Committee in the preparation of the annual budget for approval by the Board; review monthly financial reports and contract for an annual audit by a CPA.**
- (g) Know local and state laws germane to libraries; actively support library legislation in the state and nation.**

- (h) **Establish Library policies dealing with book and material selection.**
- (i) **Attend all Board meetings and see that accurate records are kept on file at the Library.**
- (j) **Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.**
- (k) **Be aware of the services of the state library.**
- (l) **Report regularly to the governing officials and the general public.**
- (m) **Approve new or deleted positions.**
- (n) **Approve all contracts in excess of \$10,000 that are changes from the approved budget.**

#### **LIBRARY DIRECTOR**

#### **Section 2**

- (a) **Employ and supervise all personnel, consistent with the City of Charlottesville Personnel Department policy.**
- (b) **Act as a technical advisor to the Board; recommend needed policies for Board action and carry out the policies of the Library as adopted by the Board.**
- (c) **Suggest and carry out plans for extending library services.**
- (d) **Prepare regular reports embodying the Library's current progress and future needs; cooperate with the Board to plan and carry out the annual goals and objectives of the Library.**
- (e) **Maintain an active program of public relations.**
- (f) **Work with the Budget Committee to prepare an annual Library budget for Board approval;**

**provide a current report of expenditures against the budget at each meeting.**

- (g) Know local and state laws germane to libraries; actively support library legislation in the state and nation.**
- (h) Select and order all books and other library materials.**
- (i) Attend all Board meetings other than those in which his/her own salary or tenure are under discussion.**
- (j) Affiliate with the state and national professional organizations and attend professional meetings and workshops.**
- (k) Make use of the services and consultants of the state library.**
- (l) Report regularly to the Library Board, to the officials of local government, and to the general public.**
- (m) Report significant gifts and donations to the Library Board.**
- (n) Refer all new or deleted positions to the Library Board for approval.**
- (o) All contracts in excess of \$10,000 that are changes from the approved budget should be brought to the Board for approval.**

**ARTICLE VI: AMENDMENTS**

- Section 1**            **Proposed amendments shall be read and discussed at a regular meeting and voted on at a subsequent regular meeting of the Board.**
  
- Section 2**            **All amendments must be approved by a two-thirds majority vote of the currently serving Trustees.**