

Jefferson-Madison Regional Library

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

A P P R O V E D

MINUTES OF THE JANUARY 22, 2018 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Peter McIntosh (Charlottesville)
Michael Powers (Albemarle)
Brian LaFontaine (Albemarle)
Jane B. Kulow (Albemarle)

Vice President Marcia McDuffie (Nelson)
Wendy Wheaton Craig (Louisa)
Stephen Walls Mathis (Greene)

TRUSTEES ABSENT

Carla Mullen (Charlottesville)

Kathy Johnson Harris (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Krista Farrell, Assistant Library Director
Ginny Reese, Greene County Library Manager & Staff Reporter

Zach Weisser, Specialist
Bill Lyons, Business Manager
Ophelia Payne, Louisa County Library
Erica Younglove, Reference Librarian
Abby Cox, Reference Librarian

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was called to order on Monday, January 22, 2018 at 3:00 PM in the meeting room of Northside Library (705 West Rio Road, Charlottesville, VA 22901), President McIntosh being in the chair. Trustee LaFontaine moved for the approval of the December 18, 2017 minutes. The December 18, 2017 minutes were approved as presented without opposition.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee LaFontaine mentioned an article on the Southside Library project. He had also been contacted by one Dr. Dolores Dwyer about potential library services in the building which formerly housed Yancey Elementary. President McIntosh reported concerns on the part of Scottsville residents that a Southside Library in the locations currently being considered would reduce Board support for Scottsville Library.

POLICY COMMITTEE'S REPORT

Trustee Mathis reported that the Policy Committee had reviewed two policies. Minor changes were recommended for both policies (Excessive Absenteeism Policy (2.42) and Disciplinary Actions (2.43)). The policies, incorporating recommended changes, would be sent to Trustees, to be voted on at the next regular Board meeting. Director Plunkett suggested a thorough review of the organization of the entire policy manual. The next Policy Committee meeting, to take place 26 March 2018 at Northside Library, would include review of the Smoke-Free Library Policy (4.236) and the Damages Materials Procedure (4.226), as well as continued review of the Social Media Policy (4.81).

REPORT ON JMRL PODCAST

Reference Librarians Cox and Younglove reported on JMRL's official podcast, called "On the Same Page," which they host, record, edit, produce, and publish on a weekly schedule, with streaming and downloadable files to be found on the JMRL homepage under "What's New." A diversity of guests can be heard on the podcast, including JMRL staff, "Sisters in Crime" (a local mystery authors' group), and several Central Virginia authors. The podcast offers a number of benefits to JMRL, including library publicity, information about library services and promotions, access to programs and presenters for those unable to attend, book recommendations, and getting to know library staff.

DISCUSSION OF FY2019 JMRL LIBRARY BUDGET

Director Plunkett reported that all jurisdictions had been presented with the FY2019 Library Budget, which received a positive response universally. Louisa County had the largest percentage increase. Greene County requested that Director

Plunkett attend their budget workshops. Albemarle County's and Charlottesville's budget meetings will take place in mid-February 2018. He reported that every jurisdiction understood the need to address salary compression, and all but one the almost universal increases to health insurance costs. Albemarle County avoided these increases largely by a gradual transfer of costs to employees. Director Plunkett asked that the Board give JMRL permission to allocate \$50,000 from the operations budget to the book budget, and permission to spend \$41,973 on the hosted ILS system for FY2018. Vice President McDuffie so moved. The motion passed unanimously. Director Plunkett also asked that the Board revisit the book budget annually, as state aid funds -- not fully funded since 2005 -- provided nearly the entirety of the book budget funding.

NAMING OF CENTRAL LIBRARY CHILDREN'S ROOM

President McIntosh reported an estimate for the brushed aluminum lettering from Frontrunner Sign Studios, which would total \$2,900 (\$2300 for the lettering, \$400 for labor, and \$200 for double backings for re-installation). Trustee Kulow suggested that additional estimates be sought, which President McIntosh committed to report on at the next regular Board meeting in February.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported his new membership in the VLA Legislative Committee and their intent to support an amendment to increase state financial aid to libraries. He asked that, once the bill number became known, any willing Trustees send letters to their local legislators advocating support of said bill. The Winter Reading Program, for ages 0 to 5, and spearheaded by the Children's Committee staff, will take place from February 1 until March 2 and focus on early literacy and educational initiatives. Director Plunkett reported that the recent media attention to the Southside Library Project was due to a citizen-led push. That Southside Library Project group so far had only spoken to their specific Supervisor, but had not appeared before or spoken to the Albemarle County Board of Supervisors. However, Director Plunkett had gone to the Scottsville Town Council meeting to reassure Scottsville residents that a new Southside Library would not be in competition with Scottsville Library.

The deadline for applications to the Collections and Technology Manager position was removed, with the position to remain open until filled. The position of Business Manager, currently occupied by Mr. Lyons, would become vacant with Mr. Lyons's retirement at the end of June 2018. Director Plunkett recommended hiring a replacement as soon as possible in order to facilitate training and transfer of institutional knowledge. He also reported that the construction bid for Gordon Avenue Library's Children's Room and restrooms was due to be awarded on 14 February 2018, with construction itself to begin 12 April 2018 (a few days after the end of the Friends Spring Booksale), and completion projected for 20 May 2018. He reported that no similar timeline exists for the planned renovations at Louisa County Library. Regarding the Nelson renovation, Director Plunkett and Branch Manager Huffman will shortly convene a meeting with an architect for initial planning.

FUTURE AGENDA ITEMS

Future agenda items include : discussion and update of the FY 2019 Budget, review of the bids for signage to rename the Central Library Children's Room, and reports on digital circulation statistics and individual branch statistics by Director Plunkett. The next meeting will take place on February 26, 2018 at the Northside Library at 3:00 PM.

ADJOURNMENT

Vice President McDuffie moved to adjourn. The motion passed unanimously, and the meeting adjourned at 4:10 PM.

(PM:DP:zw)