

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE MARCH 26, 2018 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Peter McIntosh (Charlottesville)
Michael Powers (Albemarle)
Carla Mullen (Charlottesville)
Wendy Wheaton Craig (Louisa)

Vice President Marcia McDuffie (Nelson)
Kathy Johnson Harris (Charlottesville)
Brian LaFontaine (Albemarle)

TRUSTEES ABSENT

Stephen Walls Mathis (Greene)

Jane B. Kulow (Albemarle)

OTHERS PRESENT

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

Zach Weisser, Specialist
Bill Lyons, Business Manager
Abby Harris, Public Relations Specialist

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was called to order on Monday, March 26, 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 Mullen motioned for the approval of the February 22, 2018 minutes. The motion to approve the February 26, 2018 minutes passed unanimously, Trustees Craig and LaFontaine abstaining.

CHANGES TO AGENDA

President McIntosh asked to postpone the discussion of "Renaming of Central Library Children's Room" until he could gather further information. The "Adoption of JMRL Board Bylaws" was postponed until the next regular meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS

President McIntosh reminded everyone that the Friends of the Library Spring Book Sale would begin Friday (Member's Night) March 30, and end April 11. He extended thanks and congratulations to Trustee Kulow for her Directorship role in ensuring a successful Virginia Festival of the Book (VFOTB). Trustee Craig mentioned that she had listened to the VFOTB episode of JMRL's "On the Same Page" podcast, which had been hosted well and provided great suggestions, interviews with promoters, and excellent information about the Festival. Director Plunkett reported that Assistant Director Farrell had successfully recorded Mr. Englander during his presentation at Northside Library.

JMRL POLICY COMMITTEE REPORT

Trustee Craig (acting Chair) reported that a draft for JMRL Policy 4.81 (Social Media) will be presented at the April 23 Board Meeting. Regarding JMRL Policy 4.236 (Smoke-Free Library) the Committee would wait to present the policy until the wording could be made consistent with County ordinances and in compliance with any legal restrictions on the scope of smoking policies for the counties and jurisdictions of branch property ownership. Director Plunkett confirmed that he wished to ultimately pass and enforce a single smoke-free policy for all JMRL branches.

ADOPTION OF REVISED JMRL POLICIES:

2.42 (EXCESSIVE ABSENTEEISM) AND 2.43 (DISCIPLINARY ACTION)

President McIntosh asked that the specific JMRL Procedures linked with the JMRL Policies be referenced on JMRL Policies 2.42 and 2.43. He also requested that the grievance policy as set forth in the City of Charlottesville policy manual be referenced on JMRL Policy 2.43. Director Plunkett committed to make these additions and send drafts of the revised policies to the Board before the next regularly scheduled meeting on April 23.

SOCIAL MEDIA UPDATE

Specialist Harris presented an update on social media at JMRL. Representatives from three major departments, (Children's Young Adult, and Adult) meet three times a year and convene a workshop wherein themes and campaigns for the year are discussed. Subsequent meetings address and discuss specific content within those guidelines. The primary social media platforms are Facebook, Twitter, Instagram, and WordPress content management system for blogging.

DISTRIBUTION OF JMRL'S FY2017 AUDIT

Director Plunkett distributed the FY2017 Audit and summarized that no significant findings had been reported. He reminded the Board that they had agreed that unless otherwise specified, the auditors would be asked to present the findings only every other fiscal year, i.e. the "even" years.

DISCUSSION OF FY2019 LIBRARY BUDGET

Director Plunkett reported that all funding jurisdictions had reported to the Board. Charlottesville and Albemarle County budget submissions included full funding for JMRL requests. Greene County's budget was reported in the *Daily Progress*, but certain allocations regarding JMRL costs and building costs had yet to be specified. Nelson County budgeted the smallest increase for the coming fiscal year, and funding for Bookmobile service to the Rockfish Valley area was still uncertain. In their capital improvements listing, Nelson Memorial Library was ranked first. Director Plunkett still intended to meet with the Louisa County Board of Supervisors to discuss a budget figure approximately \$27,000 lower than JMRL's request. Dates to adopt the budgets: Louisa County: April 16; Nelson County: June 12; Greene County: May 8.

DISCUSSION OF PARKING AT CENTRAL AND NORTHSIDE LIBRARIES

Director Plunkett reported on the steps JMRL has been taking to ameliorate parking difficulties at Northside and Central Libraries. At Northside, 21 spots were rented by Albemarle County from The Daily Progress to share among JMRL staff, County staff, and County schools staff. JMRL is in continued talks to rent five additional JMRL-only spots. Public parking congestion could be addressed by other solutions, perhaps a front lot at the Sentara building. President McIntosh and Trustee Powers said that such an agreement would reinforce Sentara's community-forward policies. With regard to Central, Director Plunkett outlined current staff options, which were exactly the same as those offered to City of Charlottesville employees. He said that he would reiterate these options to staff at Central. He did not believe there was an easy fix, and remedies discussed so far did not address parking for patrons.

ADOPTION OF JMRL FY2019 SCHEDULE OF LIBRARY CLOSINGS

Director Plunkett presented three alternatives for FY2019 Schedule of Library Closings: (1) Close for staff In-Service day on the second Monday in October. Remove a "closed" day and replace with a third personal day for all accruing staff.; (2) Instead of a third personal day, retain the current number of "closed" days and select 12/26 for closure. All staff In-Service day would still be moved to the second Monday in October. (3) No substantial changes. Trustee LaFontaine motioned to adopt Option 2 as the FY2019 Schedule of Library Closings. The motion passed unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett mentioned the "Blood Drive" at the Louisa County library in February. The "On the Same Page" program will conclude for the year this week, and has been a successful replacement for the Big Read, especially insofar as VFOTB has worked in concert with the program and scheduled a presentation by a headlining author. Joshua Howard has accepted the position of Collection and Technical Services Manager. The position of Business Manager was posted, and will close after the first week of April 2018.

FUTURE AGENDA ITEMS & ADJOURNMENT

Future agenda items include: adoption of revised JMRL Policies 2.42 (Excessive Absenteeism) and 2.43 (Disciplinary Action), review of the draft of JMRL Policy 4.81 (Social Media), adoption of the Board Bylaws, a demonstration of 3-D printing, and a Five-Year Plan Committee report. The next meeting will take place on Apr 23, 2018 at the Northside Library at 3:00 PM. Trustee LaFontaine motioned to adjourn. The motion passed unanimously and the meeting adjourned at 4:22 PM.

(PM:DP:zw)