

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE APRIL 23, 2018 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

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

Vice President Marcia McDuffie (Nelson)
Stephen Walls Mathis (Greene)
Brian LaFontaine (Albemarle)
Jane B. Kulow (Albemarle)

TRUSTEES ABSENT

OTHERS PRESENT

David Plunkett, Library Director
Krista Farrell, Assistant Library Director
Ginny Reese, Greene Manager & Staff Reporter
Neda Defibaugh, Young Adult Librarian

Zach Weisser, Specialist
Bill Lyons, Business Manager
Allison Wrabel, reporter for *The Daily Progress*
Corey Bauer, Children's Supervising Librarian

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was called to order on Monday, April 30, 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 McDuffie motioned for the approval of the March 26, 2018 minutes. The motion to approve the March 26, 2018 minutes passed unanimously, Trustee Mathis abstaining, and Trustees Kulow, Mullen, Powers, and Harris arriving after the vote.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Mathis reported that he would be stepping down as the Greene trustee at the end of his term in June 2018, and that Greene County was accepting applications to find his replacement. Trustee Craig thanked Director Plunkett and Branch Manager Payne for their hard work on Louisa County's FY2019 budget for JMRL.

JMRL 5 YEAR PLAN COMMITTEE REPORT/REVIEW

Trustee Kulow reported that the committee will propose rolling updates to the plan and move to a three year schedule so as to better align with the 3 Year Technology Plan. For the current plan (adopted April 28, 2014 and covering July 2014 through June 2019) almost all goals had been met, except for those not done for budgetary reasons. The committee hoped to have a draft of the new plan by January 2019, with adoption by June. This summer the Committee will write a survey for the public, to include specifically non-users of the library, soliciting responses regarding services which JMRL currently does not provide but might provide in the future. The Customer Service Taskforce will provide input to the new plan. The summer of 2018 will lay the groundwork to compose the surveys. In the fall of 2018 surveys and open houses. Winter of 2018 would see the drafting of the next 5 Year Plan (July 2019 - June 2024), and in January 2019 the draft will be presented to the Board, with formal presentation to take place April 2019, discussion in May 2019, and adoption in June 2019.

ADOPTION OF REVISED JMRL POLICIES 2.42 (EXCESSIVE ABSENTEEISM) AND 2.43 (DISCIPLINARY ACTION)

Trustee Powers moved for the adoption of JMRL Policy 2.42 (Excessive Absenteeism) as presented to the Board at the last regular meeting. The motion passed unanimously, Trustee Mullen being absent for the vote. Director McIntosh suggested modifying JMRL Policy 2.43 (DISCIPLINARY ACTION) second paragraph, third sentence to read "Supervisors should follow the steps laid out in JMRL's Disciplinary Actions Procedure manual when such actions are required." Trustee Powers moved to adopt Policy 2.43 as modified. The motion passed unanimously, Trustee Mullen being absent for the vote.

REVIEW OF JMRL POLICY 4.81 (SOCIAL MEDIA)

Trustee LaFontaine moved to adopt JMRL Policy 4.81 (Social Media). The motion passed unanimously. Trustee Powers praised Public Relations Specialist Abby Harris for her work in capturing the extensive committee discussions regarding the policy.

NORTHSIDE 3D PRINTING PROGRAM REPORT

Northside staff members Neda Defibaugh, Young Adult Librarian and Corey Bauer, Children's Supervising Librarian, delivered a presentation on Northside's 3D Printing Program. The current phase of this pilot project allows patrons to submit files for printing online, and pick up files as they are printed. Material costs so far are sustainable and involve mostly refills for the "spools" which contain the raw material filament. Personnel time required is not negligible, and involves determining estimated print time, and contacting patrons about their requests. A variety of patrons use the service. Traditional print materials at Northside supplement the pilot and provide a resource for patrons interested in the process.

ADOPTION OF JMRL BOARD BYLAWS

Director Plunkett reviewed the changes to the JMRL Board Bylaws which had originally been presented in October 2016. Trustee Mathis moved to adopt Bylaws on the condition that the Bylaws be reviewed at the upcoming Policy Committee meeting. Trustee McDuffie seconded the motion. The motion passed unanimously with all Board Trustees being present.

DISCUSSION OF FY2019 LIBRARY BUDGET

Director Plunkett reported that Louisa County approved their final budget on April 16, 2018 at the Board of Supervisors meeting. The amount approved would allow JMRL to cover FY2018's deficit, address salary compression and pay all regional costs, but would not allow for an expansion of hours at Louisa County Library, nor would it fund the upgrade of the Branch Support position to Young Adult Specialist. He reported that Nelson County was not interested in certain expansion opportunities, including capital improvements to the library building, and Bookmobile services in the Rockfish Valley Area. They approved level funding for JMRL. He said that JMRL would reiterate the need to expand in order to meet the service demand. Trustee McDuffie clarified that Nelson experienced specific issues this year to lead to that decision. Additionally, level funding at the current point in their budget process did not preclude additional funding in the final budget allocations. Furthermore, Nelson had never refused the library a significant request, and the budget would not be finalized until June.

QUARTERLY CIRCULATION REPORT

Director Plunkett distributed the monthly statistics. Total circulation counts were constant, largely due to the increase in circulation of downloadable content. If considered as a jurisdiction, downloadable content could be projected to be the third highest jurisdiction within a short time. Beginning FY2019, downloadable content would be tracked by jurisdiction of the downloading patron. He would inform the jurisdictions during their yearly meeting to discuss the regional agreement. Greene County showed the largest gains (as a year over year percentage) of any jurisdiction).

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that he had sent a letter to Albemarle County staff to remind them of three JMRL projects to consider for an upcoming bond referendum. Libraries and library requests have, traditionally, assisted the passage of bond referendums. Poem in Your Pocket Date will take place Thursday, April 26, 2018. The How-To Festival will take place at Central Library on May 5, 2018, which would also see Free Comic Book Day and the distribution of free comics. Gordon Avenue Library renovations were proceeding accordingly and on schedule. Louisa County Library will receive new shelving in the Children's area.

FUTURE AGENDA ITEMS

Future agenda items include an early regular meeting in May to take place May 21, 2018 at Northside Library at 3:00 pm, and a meeting of the Policy Committee at 2:00 pm; an introduction of the new Collections and Technology Manager Josh Howard; and a report by Branch Manager Huffman on the Summer feeding program.

ADJOURNMENT

Trustee McDuffie motioned to adjourn. The motion passed unanimously and the meeting adjourned at 4:20 PM.