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

APPROVED

MINUTES OF THE MAY 21, 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  
Susan Huffman, Nelson Manager  
Ophelia Payne, Louisa Manager

Zach Weisser, Specialist  
Bill Lyons, Business Manager  
Bob Babyock, Louisa County Liaison  
Josh Howard, Collection and Technology Manager

The regular monthly meeting of the Jefferson-Madison Regional Library’s (JMRL) Board of Trustees was called to order on Monday, May 21, 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 April 23, 2018 minutes with one revision. The motion to approve the April 23, 2018 minutes passed unanimously. Trustees Mullen, Harris, and Kulow arriving after the vote.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Mathis reported that the Summer Kickoff will take place at Greene County Library on June 4th, 2018 at 6:00 pm. Trustee Craig said that engineering students and cycling enthusiasts associated with mitspokes.com have been offering workshops for community members to learn about technology and engineering. The next workshop will be held at Louisa County Library on June 1st, from noon to 5:00 pm. She and Manager Payne were actively seeking community sponsors. President McIntosh reported that he and Trustee McDuffie are on the Friends of the Library Endowment Fund and that he intends to recommend using funds to encourage the City of Charlottesville and Albemarle County to prioritize the renovation of Central Library.

COMMITTEE APPOINTMENTS AND REPORTS

Trustee Mathis reported the recommendations of the Policy Committee. (1) No changes would be made to JMRL Policy 4.236 : Smoke-Free Library; (2) Any email addresses in JMRL Policy 1.8 : FOIA Rights & Responsibilities should be changed from the specific personnel email (halliday@jmrl.org) to the position’s email (director@jmrl.org); (3) The Board Bylaws should be reviewed with further clarification from staff and trustees. A discussion of authorized electronic participation, proxy voting, and alternates should take place. The Board should weigh in on a definition for “Continuing Education” and what it constitutes. The Committee suggested including “staff presentations” under this category and recommended two specific amendments to the Bylaws: (i) defining “quorum” to be a “majority of the currently serving trustees,” and (ii) “all amendments must be approved by two-thirds of the currently serving trustees.” Regarding Article VI, Section 1, President McIntosh asked if wording changes were in necessary in order to clarify the timeline for making changes to amendments under discussion. Trustee Powers suggested that the wording be changed to “Proposed amendments shall be read and discussed at a regular meeting …”
BOARD FY2019 NOMINATING COMMITTEE
Director Plunkett requested the Board designate members to discuss nominees for President and Vice President for FY2019 so that the June agenda could announce the discussion and election thereof. Peter McIntosh and Stephen Walls Mathis will serve as this nominating committee.

CONTINUING EDUCATION: SUMMER FEEDING
Manager Huffman reported on the Summer Snack Program and Virginia: No Kid Hungry program which she had used at Nelson Memorial Library to provide meals during the summer for patrons. She hoped to add food and snacks to the goods distributed in cooperation with the school district’s “Reading Bus.” Director Plunkett said that Manager Payne oversaw similar programs in Louisa County. Trustee Kulow asked about promoting the programs. Manager Huffman reported that between 100 and 200 students had been served per week in 2017; Manager Payne reported that 487 free meals had been distributed.

FY2019 LIBRARY BUDGET
Director Plunkett reported that Nelson County’s budget was the only jurisdictional budget which had not been finalized. Bookmobile service was not extended to Rockfish Valley, and nor was the planned expansion of Nelson Memorial Library budgeted. Full funding was provided for by City of Charlottesville, Albemarle County, and Greene County. Louisa did not reach full funding, and substitute hours would be curtailed. President McIntosh suggested speaking to members of the Perry Foundation regarding Nelson funding.

DIRECTOR’S REPORT
Director Plunkett said that Gordon Avenue will reopen on Wednesday, May 30. An Ice Cream Social will take place at Gordon Avenue on Wednesday, Jun 13, from 6:30 – 8pm. Individual branch In-Service Days will be complete as of the end of the week. Beyond the Books will commence this week or next week. Lori Allshouse will be the Albemarle County representative for the JMRL Regional Agreement, and the budget will be presented to her.

OTHER MATTERS
Trustee Harris inquired as to the existence of a safety plan or emergency evacuation plan for JMRL branches in the event of a shooting. Director Plunkett said that emergency manuals were available, and that “active shooter training” recently took place at Central Library. Director Plunkett introduced Dr. Josh Howard, the new Collection and Technology Manager. The position of Business Manager had been accepted by Jerry Carchedi, who would be replacing Manager Lyons. President McIntosh praised the performance of Manager Lyons.

FUTURE AGENDA ITEMS
Future agenda items include: a vote to approve the budget, the discussion of Board President and Vice President for FY2019; the election of committee members for FY2019; a report of the Five-Year Plan Committee by Trustee Kulow; votes on JMRL Policies 4.236: Smoke-Free Library and 1.8 : FOIA Rights & Responsibilities; and introducing the new Business Manager Jerry Carchedi.

ADJOURNMENT
Trustee LaFontaine motioned to adjourn. The motion passed unanimously and the meeting adjourned at 4:00 PM.