

# Jefferson-Madison Regional Library

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## A P P R O V E D

### MINUTES OF THE JUNE 25, 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)  
Jane B. Kulow (Albemarle)

Vice President Marcia McDuffie (Nelson)  
Stephen Walls Mathis (Greene)  
Brian LaFontaine (Albemarle)  
Carla Mullen (Charlottesville)

#### TRUSTEES ABSENT

#### OTHERS PRESENT

David Plunkett, Library Director  
Krista Farrell, Assistant Library Director  
Chris Smith, Reference Librarian & acting Staff Reporter  
Zach Weisser, Specialist  
Jerry Carchedi, Business Manager  
Willow Gale, Bookmobile Manager

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#### CALL TO ORDER & DISPOSITION OF THE MINUTES OF THE PREVIOUS MEETING

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was called to order on Monday, June 25, 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 motioned for the approval of the May 21, 2018 minutes. The motion to approve the May 21, 2018 minutes passed unanimously, Trustee Kulow arriving after the vote.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

In anticipation of his departure from the Board, Trustee Mathis was recognized with the customary emoluments for his years of service.

#### TRUSTEE CONTINUING EDUCATION

Manager Gale reported on the continuing partnership between the Bookmobile and Meals on Wheels (MoW). In addition to penning 'thank you' letters to clients, patrons, and volunteers, she had added to the standardized library card application form a list of theme and genre preferences for current MoW clients to fill out in order to provide recommendations to new patrons. The current partnership involves 11 very appreciative people.

#### COMMITTEE APPOINTMENTS AND REPORTS

*Nominating Committee submitting Marcia McDuffie as FY19 Board President and Jane Kulow as FY19 Board Vice President for Board Approval*

Trustee LaFontaine motioned to to approve the Nominating Committee's submission of current Vice President McDuffie as Board President and Trustee Kulow as Vice President for FY 2019. The motion to approve said members for office passed unanimously.

*Committee Assignments for FY19*

President McDuffie approved the Board Committee assignments as presented for FY 2019.

*Report from JMRL Five Year Plan Committee*

Trustee Kulow (reporting for the Committee) believed the Library's Mission Statement, having been developed over a decade prior, should come before the Board for review, and possibly the public for comment. The Committee was working on a shared documents folder, and believed the best course of action would be to develop a single survey which could be used as widely as possible. The brief survey would leave room for open-ended responses and consult stakeholders as widely as

possible, allowing an opportunity for the public to comment on the Library's Mission Statement. Once the survey is completed, assignments exist to outreach beyond already visiting patrons.

*Report on Friends of the Library Endowment Fund Advisory Committee Meeting*

Trustee McIntosh reported that the Library Endowment Fund (the Fund) had been left nearly one million dollars, which left the Fund with approximately \$2.4 million. With an increased principal, the Fund Advisory Committee believed that the limitation on use of the Fund to merely income (that is, interest) should be revisited in order to leverage capital projects for JMRL, with particular attention to Capital Improvement Projects (CIPs) for Nelson Memorial Library and Central Library.

## **OLD BUSINESS**

*Adoption of JMRL FY19 Budget*

Trustee McIntosh motioned to approve as submitted the Budget for FY 2019. The motion was approved unanimously.

*Adoption of Revised JMRL Policies 1.8 (FOIA Rights and Responsibilities) and 4.236 (Smoke-Free Library)*

Trustee Powers motioned to adopt revised Policies 1.8 (FOIA Rights and Responsibilities) and 4.236 (Smoke-Free Library). The motion was approved unanimously.

## **NEW BUSINESS**

*Introduction of JMRL's Business Manager, Jerry Carchedi*

Having been introduced to the Board by Director Plunkett, Business Manager Carchedi described salient aspects of his personal and employment history, including a successful quarter-century tenure with the City of Boston, especially the City Parks Department as Assistant Commissioner.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported on the Nelson Memorial Library renovations and additions. Budgetary discussions will continue with the Nelson County Board of Supervisors in July; if they agree to fund the project soon, construction might begin as soon as the coming calendar year. Required funding approached two million dollars, which includes staffing increasing. Construction accounts for half of the cost. Ideally the Charlottesville Area Community Foundation will be the repository for donations, given that they have a superior infrastructure for fundraising. He also thanked the Friends of the Library for supporting JMRL with close to \$150,000 in their annual budget. To begin in July 2018, communications will include a section with any handouts for items to be presented during the next immediate Board Meeting. Staff will be involved in the Five-Year Plan survey. Furthermore, a Civil Rights bus trip will depart from the Jefferson School African American Heritage Center (JSAAHC); the bus will tour major Civil Rights cities and landmarks. Librarians Abby Cox and Tasha Birckhead will, as requested and funded by Albemarle County, attend the tour and facilitate community discussion.

## **OTHER MATTERS**

Trustee Craig requested assistance with publicizing library programs and services to Louisa citizens. Director Plunkett said that, regarding programs and programming, select staff involved with such would be presenting Continuing Education at the next Board Meeting in July. Trustee Powers spoke about differentiating programming from ongoing services, and Director Plunkett said that promoting these services would likely involve the new Digital Services Coordinator. President McDuffie asked all Trustees to brainstorm and attend the August meeting with ideas to address Trustee Craig's issue.

## **FUTURE AGENDA ITEMS**

Future agenda items include: a Policy Committee report; a Five-Year Plan Committee report; Continuing Education delivered by programming staff; a discussion of the "travelling" Board Meeting schedule; consideration of events and possible closure to occur on August 11th and 12th of 2018 near Central Library; and a temporary change of Chair to Trustee Kulow in President McDuffie's absence.

## **ADJOURNMENT**

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