

Jefferson-Madison Regional Library

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A P P R O V E D

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

TRUSTEES PRESENT

Vice President (and acting President)

Jane B. Kulow (Albemarle)

Peter McIntosh (Charlottesville)

Michael Powers (Albemarle)

Kathy Johnson Harris (Charlottesville)

James West (Greene)

Brian LaFontaine (Albemarle)

Carla Mullen (Charlottesville)

Wendy Wheaton Craig (Louisa)

TRUSTEES ABSENT

President Marcia McDuffie (Nelson)

OTHERS PRESENT

David Plunkett, Library Director

Krista Farrell, Assistant Library Director

Angela Critics, Children's Manager

Tim Carrier, Young Adult Manager

Michael Murphy, Assistant City Manager

James Mooney, Charlottesville Police Dept. Detective

Tim Mailor, Albemarle County Police

Zach Weisser, Specialist

Jerry Carchedi, Business Manager

Sarah Hamfeldt, Reference Manager

Allison Wrabel, reporter for *The Daily Progress*

Carolyn Williams, VA State Police

Chris Crawford, VA State Police

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, July 23, 2018 at 3:00 PM in the meeting room of Northside Library (705 West Rio Road, Charlottesville, VA 22901), Acting President Kulow being in the chair. Trustee McIntosh motioned for the approval of the June 25, 2018 minutes. The motion to approve the June 25, 2018 minutes passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee McIntosh reported that President McDuffie was still recovering well from surgery, and will chair the next Board meeting in August. Director Plunkett welcomed Trustee Jim West, replacing Trustee Mathis as the Greene County representative. Trustee McIntosh thanked Director Plunkett, Assistant Director Farrell, *The Daily Progress*, and Central staff for all their work with the Miniature Golf event. There were no public comments.

NEW BUSINESS

- 1. Presentation from Brian Wheeler, City of Charlottesville Director of Communications on the City's Preparation for Anniversary Events on August 11/12. Board Discussion on Status of Central Library on August 11 to Follow.*

Assistant City Manager Murphy reported that planning had been ongoing since February, including integrating national incident manual procedures. Possibly thousands of people might be present downtown. A perimeter, in part to prevent driving and parking in and around downtown, would be established from 6:00pm Friday 10th until 6:00am Monday 13th unless an emergency event extends that time. He also requested that control of Central branch be ceded to law enforcement during the time the perimeter was active. The City of Charlottesville advised the Library to close on August 11th and 12th.

Trustee McIntosh inquired what alternatives had been considered as control centers. Detective Mooney said that personnel numbers would be increased from the previous year in order to provide relief. Trustee McIntosh asked that any access to Central take place through the loading dock entrance, and that the building remain darkened during daylight hours. Detective Mooney replied that the loading dock entrance was sufficient, and that no snipers

would be posted on the roof. Acting President Kulow formulated the two requests :that (1) Central Library close on Saturday August 11, 2018 and (2) the Board authorize the Director to take any arrangements necessary to allow Charlottesville Police Department and operational partners access through the loading dock only, for purposes of relief, from 4:00pm Friday 10th to 9:00am Monday 13th. Director Plunket recommended that both requests be accepted, and that Central be staffed by a small administrative group from 4:00pm until 5:00pm on the 10th, with Central to open again at 9:00am on the 13th. Trustee McIntosh moved to accept Acting President Kulow's formulation. Trustee LaFontaine seconded the motion. The motion passed unanimously.

TRUSTEE CONTINUING EDUCATION

Sarah Hamfeldt, JMRL programming process

Reference Manager Hamfeldt spoke about the 'lifecycle' of Library programming, which meets or exceeds all applicable National and State benchmarks. Planning and execution involves four committees, branch staff, and funding efforts. All programs had increased in attendance and number of programs year-over-year, except for Children's, which was already at capacity. Most programs were held at Library branches, and almost 6% were held at off-site locations. There was no shortage of patrons asking to host or lead a program.

COMMITTEE APPOINTMENTS AND REPORTS

1. Report from JMRL Five Year Plan Committee

Committee Chair Kulow reported that a survey draft had been developed and was in the process of being tested with small groups. Director Plunkett indicated that it should be considered a "Feedback Survey." The "mission statement" had been added as well as another open-ended question. Testers indicated it only took a few minutes to complete. The next Strategic Planning Committee meeting will take place August 14, 2018, in order to list as many community partner organizations for potential outreach with the goal of locating people who were not current Library users. The meeting will also address drafts to an update of the Strategic Plan outlining committee member responsibilities.

2. Report from JMRL Policy Committee

Committee Chair Powers reported that the Committee was ahead-of-schedule regarding required policy item reviews, so at upcoming meetings they will review the Policy Manual as a whole in order to determine its purpose and its ideal organization. Director Plunkett will present at the August Board meeting.

OLD BUSINESS

1. Discussion/Adoption of Revised JMRL Policy 1.21, Bylaws

Trustee Powers presented the recent "red line" changes in full which had already been distributed. He also pointed out that Director Plunkett would post online any "blue line" changes made during that day's Committee meeting and current Board meeting. Trustee Powers noted the recommendation to exclude any wording about "business items" in Article III, Section III, as it was thought that a quorum was met at the beginning of a Board meeting. Acting President Kulow said that she considered the Bylaws to have been read and presented, and that they could be voted on at the next meeting.

2. Review of FY19 Library Board and Budget Schedule

Director Plunkett presented the Schedules, which did not include visits to branches other than Northside. Trustee LaFontaine said that the public had rarely if ever appeared during Budget discussions in the fall, and that 'meet-and-greets,' at least in Scottsville, were poorly attended. Director Plunkett suggested enlisting individual Trustees. Acting President Kulow was interested in Trustees helming public programs to coincide with roll-out of the Strategic Planning Survey. She also mentioned the possibility of synchronizing outreach meetings or 'traveling meetings' with any pertinent jurisdictional meetings, especially those conducted by the local Board of Supervisors. Trustees Mullen, Powers, and McIntosh voiced their interest in visiting Crozet and Gordon Libraries every other year. Director Plunkett said that each branch would be included on the 'traveling meeting' schedule at least once every two years.

LIBRARY DIRECTORS REPORT

Annual Board self-evaluations: Director Plunkett asked that any edits to the self-evaluation questionnaire be completed by July 27th, at which point he would distribute the surveys. Responses should be returned by August 20th in order for him to present the results at the August Board meeting.

End of Year Statistics: Director Plunkett said that almost all growth could be seen in circulation of downloadable content.

Nelson Memorial Library: Director Plunkett and Manager Huffman attended the Nelson County Board of Supervisors (BOS) meeting during which the BOS voted to go to bid for architectural services for the expansion to Nelson Memorial Library. They voted unanimously to authorize county staff to pursue funding to expand the library. JMRL estimates for construction and architectural costs totalled around two million dollars.

Charlottesville Area Community Foundation (CACF): Trustee McIntosh and Director Plunkett met with a representative to consolidate the Friends of the Library Endowment Fund under a single agreement, with 'subfunds' for each branch.

Annual Audit: Director Plunkett presented the mandatory letter sent by the auditors to contact them if fraud had been observed.

John Halliday Children's Room: Trustee McIntosh presented estimates on signage, and Director Plunkett agreed to pursue additional estimate details.

OTHER MATTERS

There were no other matters.

FUTURE AGENDA ITEMS

Future agenda items include: (1) Board self evaluations, (2) a vote on the Bylaws, (3) a presentation on publicizing programming and services. (4) Albemarle County planning staff presented the Small Area plan for the land near the intersection of Rio Rd. and Rte. 29 to Northside staff, and offered to present the results of their discussion to the Board in August or September.

ADJOURNMENT

Trustee LaFontaine motioned to adjourn. The motion passed unanimously and the meeting adjourned at 4:46 PM.