

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE AUGUST 27, 2018 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)

Vice President Jane B. Kulow (Albemarle)

Peter McIntosh (Charlottesville)

Wendy Wheaton Craig (Louisa)

Kathy Johnson Harris (Charlottesville)

Michael Powers (Albemarle)

Brian LaFontaine (Albemarle)

TRUSTEES ABSENT

Carla Mullen (Charlottesville)

James West (Greene)

OTHERS PRESENT

David Plunkett, Library Director

Krista Farrell, Assistant Library Director

Dr. Josh Howard, Collections and Tech. Manager

Zach Weisser, Specialist

Jerry Carchedi, Business Manager

Rachel Falkenstein, Albemarle County Planner

Andrew Knuppel, Albemarle County Planner

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, August 27, 2018 at 3:00 PM in the meeting room of Northside Library (705 West Rio Road, Charlottesville, VA 22901), President McDuffie being in the chair. Trustee LaFontaine motioned for the approval of the July 23, 2018 minutes. The motion passed unanimously, President McDuffie abstaining due to absence at the relevant meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee LaFontaine praised the new circulation desk at Scottsville Library. He passed on a patron's concerns about "Drag Queen Story Hour" programming nationally. Director Plunkett said that the event had taken place thrice in the last two years, one scheduled for Fall 2018, but that the event had never taken place at Scottsville. Trustee Craig reminded those present of the upcoming Friday Night Lights gathering at Louisa Library from 3pm-5pm. Director Plunkett honored Trustee McIntosh's nineteen years of service as a Trustee on this, his last Board meeting.

NEW BUSINESS

Rachel Falkenstein and Andrew Knuppel, Albemarle County planners presentation on Rio/29 small area plan

Planners Falkenstein and Knuppel presented the "high-level" plan for land encompassing the intersection of Rio Rd. and Route 29. They were receptive to reminders that parking and access to Northside Library remain a concern for Director Plunkett and the Board.

TRUSTEE CONTINUING EDUCATION

David Plunkett, JMRL programming and service publicity efforts

President McDuffie asked about outreach efforts to members of the community who were not already patrons. Director Plunkett said that a set of guidelines was being written for each branch location in order to simplify efforts for staff. Trustees Harris and Craig indicated their interest in any working group which might form around such efforts. President McDuffie reminded the Board that it was difficult for the smaller branches to spare staff members for outreach.

COMMITTEE APPOINTMENTS AND REPORTS

1. Report from JMRL Five Year Plan Committee

Chair Kulow reported that the Committee met the second week of August. Survey distribution began at the end of July 2018, both in print and digital format, in English and Spanish. The Committee hoped to double all goal achievements relative to the 2012 survey. This would require responses from over 5,000 people, with 30% of those responses to come from non-users. The survey will end at the close of September, 2018. The Committee is drafting the next Five-Year Plan. Trustee Craig said that she had difficulty accessing the survey from a mobile device, and that branch library home pages did not link to the survey in the same way that the JMRL home page did. She also said that the only question a non-user would be able to answer was "If you don't use the library, why?" President McDuffie also suggested adding incentivization, such as prizes after being entered into a drawing.

2. Report from JMRL Technology Committee

Chair Craig reported that Manager Howard had reviewed with the Committee members progress on the goals of the 2.5-Year Technology Plan, but they had run short on time, so that the review of goals would continue at a subsequent Technology Committee meeting.

OLD BUSINESS

1. Adoption of Revised JMRL Policy 1.21, Bylaws

Trustee LaFontaine motioned that Revised JMRL Policy 1.21, Bylaws, as presented and discussed at the prior meeting, be adopted. The motion passed unanimously.

2. Review of FY19 Library Board and Budget Schedule (with meeting venue changes)

Director Plunkett proposed Board meetings take place at three branch locations per annum from outside the Charlottesville and Albemarle County jurisdictions, and that one other branch from within the Charlottesville and Albemarle County area (i.e. Gordon, Scottsville, Crozet, or Central) be rotated in once per year. He suggested that outlying branch visits begin in either January or March, in the order of Louisa, Greene, Nelson, of the pertinent year. Any scheduled Committee meeting would still be held before the Board meeting and at the Board meeting location. Trustee LaFontaine recommended that a provision exist for rescheduling due to inclement weather. Trustee LaFontaine moved to approve as the FY19 Library Board and Budget Schedule: that Board meetings take place at Northside Library, except for January (Louisa), February (Greene), and March (Nelson), and another month during the year (either Gordon, Scottsville, Crozet, or Central), with Inclement Weather dates understood to be the Monday following the regularly scheduled meetings in January, February, and March. The motion passed unanimously.

3. Board Self Evaluation discussion

Director Plunkett said that all Self Evaluation questions originated from the Virginia State handbook, but that the Trustees might wish to revisit the questions and their formulation in the coming year. Regarding the results, "advocacy" was a common concern, so future discussions could define the term and any goals which might be incorporated into a strategic plan. Future budgeting of "continuing education" was also a concern. Trustee Kulow requested a primer on the interrelationships and meaning of the different items in the Budget in order to better understand and present them.

LIBRARY DIRECTORS REPORT

Director Plunkett reported that he will be attending Albemarle County's leadership meeting for senior staff in order for discuss the Library and thank County staff for their continued support. He reminded the Trustees that staff In-Service Day will take place on October 8 (i.e. Columbus Day), and that all were invited to the Doubletree in Charlottesville. He and Trustee McIntosh were developing a new agreement for the Friends Endowment Fund partly in order to allow some of the funds to be used for capital projects. President McDuffie and Director Plunkett would each officially witness the signing, but would not themselves be signatories. Furthermore, eight excellent candidates had presented themselves to replace outgoing Trustee McIntosh.

OTHER MATTERS

There were no other matters.

FUTURE AGENDA ITEMS

Future agenda items include: (1) Director Plunkett to present Budget priorities based on the Five-Year Plan; (2) an appearance by Scottsville Town Administrator Matt Lawless in order to discuss and garner support for a grant application to improve sidewalks near the Scottsville Library; (3) Continuing Education on the Summer Reading program. The next Board meeting will take place at 3pm on September 24, 2018 at Northside Library.

ADJOURNMENT

Trustee Kulow motioned to adjourn. The motion passed unanimously and the meeting adjourned at 4:37 PM.

(MM:DP:zw)