

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE SEPTEMBER 24, 2018 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)

Vice President Jane B. Kulow (Albemarle)

Wendy Wheaton Craig (Louisa)

Carla Mullen (Charlottesville)

Kathy Johnson Harris (Charlottesville)

Michael Powers (Albemarle)

Brian LaFontaine (Albemarle)

James West (Greene)

TRUSTEES ABSENT

OTHERS PRESENT

David Plunkett, Library Director

Ophelia Payne, Louisa Manager

Krista Farrell, Assistant Library Director

Dr. Josh Howard, Collections and Tech. Manager

Thomas Unsworth, Scottsville Town Clerk

Zach Weisser, Specialist

Tim Carrier, Young Adult Services Manager

Ginny Reese, Greene Manager

Molly, Community Activist

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, September 24, 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 August 27, 2018 minutes. The motion passed unanimously, Trustees Mullen and West abstaining.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett informed the Board that the City of Charlottesville intended to select a replacement for former Trustee McIntosh at the first Council Meeting in October. President McDuffie reported that Nelson County had selected an architectural firm to draw up plans for the expansion of the Nelson Memorial Library. Mr. Weisser read a letter in support of Drag Queen Story Hour.

NEW BUSINESS

Scottsville Town Clerk on Sidewalk Expansion

Mr. Unsworth asked the Board for a letter in support of Scottsville's application to the Virginia DOT to improve sidewalks downtown. Improvements concerned ADA compliance, sidewalk crossings, and connections to existing sidewalk. The plan would touch on sidewalks around Scottsville Library and connect pre-existing sidewalks there to other municipal areas. Trustee Powers moved that President McDuffie and Director Plunkett issue a letter in general support of the application for a sidewalk expansion. The motion passed unanimously.

TRUSTEE CONTINUING EDUCATION

Tim Carrier, JMRL Young Adult Services Manager with a Summer Reading Wrap Up

Manager Carrier reported on the Summer Reading Program. 6,500 sheets had been handed in, an increase of 100 from the previous year. The challenge sheets are offered in English and Spanish. This year saw a moderate increase in participation by teens and adults. He will complete a full report by November. The Program Committee would like to increase their cooperation with other programs, such as the Summer Food Program.

COMMITTEE APPOINTMENTS AND REPORTS

1. Report from JMRL Policy Committee

Chair Powers reported that the Policy Committee has two major goals: (1) Look at the Policy Manual with an eye to organization, redundancy, and public accessibility. (2) Review the Programming policy for clarity and improved detail. Areas identified to be addressed with more specific language are: (a) the purpose and goals of programming; (b) the purpose of "partners" or "sponsors," (c) any restrictions on programming, (d) disclaimers regarding support or endorsement. Vice President Kulow asked the Policy Committee members to incorporate ALA programming guidelines into their discussions, especially pertaining to supporting goals of diversity and inclusion, and said that programming decisions should be left to the professional librarians hired at JMRL. Trustee Powers indicated that he believed they were in agreement, except that he thought the aforesaid "goals" were not yet sufficiently articulated such that they could be cited in cases of planning, reconsideration, or disagreement.

2. Report from JMRL Publicity Workgroup

Director Plunkett reported on the workgroup's first meeting. Newsletters specific to each branch are being developed, with the ability for patrons to "opt-in." The workgroup is developing a list of services (as distinct from programs) at the library accessible through a traditional printed brochure or handout and also by web portal.

OLD BUSINESS

1. General Budget Objectives

Director Plunkett asked that costs for the second year of salary compression adjustment be included in the current budget. Other unfunded objectives from the current Strategic Plan included local staff and personnel costs and regional positions (Development Director and Outreach Services Director). The City of Charlottesville asked that JMRL budget for a 15% medical insurance cost increase.

2. General Fund Expenditures

Director Plunkett proposed that \$162,000 be moved into the Operations Budget, with \$100,000 to be spent on books and materials, and \$62,000 to pay the annual subscription fee for the Integrated Library System (ILS). He asked that a vote be taken at the next Board meeting. Trustee Powers clarified that this was only a portion of the amount currently in the General Fund.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Bookmobile added a stop at the Yancey Community Center. The Customer Service Task Force received system-wide feedback over the summer; the most common issue concerned ID requirements for checking out, followed by issues with payment by debit or credit card. Addressing the latter is in the Technology Plan draft. Other issues concerned shared permissions on accounts and account authorization. The Albemarle County Leadership Group agreed to place a request for full funding for state aid into their next legislative package. Director Plunkett handed out the agenda for In-Service Day (8 October 2018). President McDuffie will hand out service awards at the end of that day.

OTHER MATTERS

Trustee Powers reminded the Board that, in keeping with Roberts' Small Meeting Rules, "seconding" motions was not necessary and carried no official meaning.

FUTURE AGENDA ITEMS

Future agenda items include: (1) a report on the General Fund expenditures, (2) a report by the Five-Year Plan Committee, (3) a report by the Technology Committee, (4) a budget report, (5) review of the completed draft of the CACF agreement. The next Board meeting will take place at 3pm on October 22, 2018 at Northside Library.

ADJOURNMENT

Trustee West moved to adjourn. The motion passed unanimously and the meeting adjourned at 4:05 PM.