

Jefferson-Madison Regional Library

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

A P P R O V E D

MINUTES OF THE OCTOBER 22, 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)

Lisa Woolfork (Charlottesville)

TRUSTEES ABSENT

James West (Greene)

OTHERS PRESENT

David Plunkett, Library Director

Jerry Carchedi, Business Manager

Krista Farrell, Assistant Library Director

Josh Howard, Collections and Tech. Manager

Zach Weisser, Specialist

Ginny Reese, Greene Manager

Molly, Community Activist

Liz Rapp, Reference Librarian

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, October 22, 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 September 24, 2018 minutes (draft v.03). The motion passed unanimously, Trustee Woolfork being absent for the vote.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett announced the newest Trustee, Dr. Lisa Woolfork, replacing Peter McIntosh as one of the Charlottesville representatives.

NEW BUSINESS

Director Plunkett reported that the City of Charlottesville, as JMRL's fiscal agent, had confirmed that minutes pertaining to Board Meetings at which the Trustees voted on grants received by JMRL would constitute sufficient documentation for financial auditing purposes. In the future, all grant information will be included in Board handouts. Director Plunkett proposed that a recent grant for \$300 from the Public Library Association (PLA), to be used for informative displays regarding healthcare enrollment, be used as a test case. Vice President Kulow moved that the grant be accepted on behalf of JMRL from the PLA. The motion passed unanimously.

TRUSTEE CONTINUING EDUCATION

Liz Rapp, JMRL Reference Librarian on Health Literacy Initiatives

Librarian Rapp reported on grants to promote health literacy. The grant monies have been or will be used to purchase mobile devices with health apps for instructional purposes, host a program by health literacy speaker Helen Osbourne, purchase ten additional wifi hotspots, purchase and disseminate "Fit Kits" for breast cancer survivors, and to print and display information about enrolling for healthcare.

COMMITTEE APPOINTMENTS AND REPORTS

1. Report from JMRL Technology Committee

Chair Craig reported that Manager Howard completed his review of the state of the current Five-Year Plan, and that provisional wording changes had been made to the Technology portion of the Five-Year Plan goals.

2. Report from JMRL Five Year Plan Committee

Chair Kulow reported that the Committee continued to review the responses from the community survey. Director Plunkett hoped to use the November Board Meeting's "Continuing Education" segment to present fully on the findings. The responses generally adhered to expectations. The Committee planned to prepare a response to the community, and had completed the prize drawing for participants.

3. Report from JMRL Personnel Committee

Chair Mullen reported that the Committee met on October 15th to review personnel requests from branch managers which would affect the FY20 budget. The Committee reviewed twelve requests and recommended that seven of them be added to the budget and passed to the Budget Committee. The recommendations fell into two categories. (1) Increasing capacity and improving existing services. This included adding substitute hours to Central Children's, creating a part-time shelver substitute at Northside, converting a part-time branch support position at Louisa to full-time, and creating a branch support position at Nelson Memorial. (2) Formalizing a position for work already being done. This included redescription and appropriate compensation for specialist work at Louisa, and conversion of a substitute position to a benefited position at Scottsville. [See handout.]

3. Report from JMRL Budget Committee

Chair LaFontaine reported that the Committee had reviewed two versions of the budget: (1) A baseline version including year two of the salary compression adjustment and the anticipated 15% increase to medical insurance costs. (2) A version incorporating recommendations from the Personnel Committee. The Committee recommended version (2). [See handout.]

OLD BUSINESS

1. FY20 JMRL Budget Discussion

Director Plunkett reported that a proposed budget would be presented at the November 26th Board Meeting. Specifics to be added in the future and their expected dates include: costs for equipment, state aid (May or June 2019), healthcare costs (November 2018).

2. Voting on Expenditure from General Fund

Director Plunkett reported that JMRL currently maintained a General Fund balance of over \$400,000, which according to the regional agreement could not exceed 5% of the operating budget. At the September 24th Board Meeting he proposed that one year of service for the library's Integrated Library System (\$61,973) and a supplement to the book budget (\$100,000) be moved from the general fund into the operating budget. Trustee LaFontaine moved to transfer \$161,973 from the general fund into the operating budget to be used as according to Director Plunkett's proposal. The motion passed unanimously.

3. Friends/CACF Endowment Agreement

President McDuffie and Director Plunkett signed as witnesses the revised CACF Endowment Agreement which *inter alia* made provisions for managing income from the projected Nelson Memorial fundraising efforts and reimbursing the Friends of the Library for expenditures related to the Nelson Memorial expansion.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported on In-Service Day: (i) The breakout session on the Civil Rights Bus Tour was popular, and might be replicated at specific branch In-Service days; (ii) Librarian Megan England spoke about her upcoming book and the process of having it published. Director Plunkett reported on JMRL's cooperation with UVa preservation specialists to digitize home movies from film reels, some of which were screened at an event at Vinegar Hill Theatre. Director Plunkett and Assistant Manager Farrell had attended the annual Regional Agreement Review meeting, at which they reported on projected budgetary requests, the salary compression adjustment plan, and new positions at Nelson Memorial and Louisa.

OTHER MATTERS

Vice President Kulow reported that JMRL was well represented at VLA. JMRL staff were present on at least five panels, and Trustee Powers attended. Director Plunkett notified the the Trustees that *The Daily Progress* had reported that the Northpoint Development intended to earmark 15,000 sq. ft. for a library, which did not appear on Albemarle County's CIP.

FUTURE AGENDA ITEMS

Future agenda items include: results from the community survey and a "Continuing Education' segment providing a detailed look at the survey; reports by the Policy Committee, Five-Year Plan Committee, and Budget Committee. The next Board meeting will take place at 3pm on November 26, 2018 at Northside Library.

ADJOURNMENT

Vice President Kulow moved to adjourn. The motion passed unanimously and the meeting adjourned at 4:10 PM.

(MM:DP:zw)