

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 NOVEMBER 26, 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)

James West (Greene)

Kathy Johnson Harris (Charlottesville)

Michael Powers (Albemarle)

Brian LaFontaine (Albemarle)

Lisa Woolfork (Charlottesville)

TRUSTEES ABSENT

OTHERS PRESENT

David Plunkett, Library Director

Jerry Carchedi, Business Manager

Krista Farrell, Assistant Library Director

Zach Weisser, Specialist

Ginny Reese, Greene Manager

Ophelia Payne, Louisa Manager

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, November 26, 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 October 22, 2018 minutes. The motion passed unanimously, Trustee Woolfork being absent for the vote.

ANNOUNCEMENTS AND PUBLIC COMMENTS

None.

NEW BUSINESS

December Director Evaluation Format

Director Plunkett outlined the process of Executive (Closed) Session for the purpose of conducting the Director Evaluation. He and President McDuffie had reviewed the evaluation rubric used during the former Director's tenure and decided that the form was comprehensive. Vice President Kulow asked if the most recent Director position description could be appended as a preamble. Trustee Powers asked to have access to the Director's employment contract during the evaluation itself. Director Plunkett will distribute the rubric to Trustees before the December Board meeting.

TRUSTEE CONTINUING EDUCATION

David Plunkett, Review of Strategic Plan Feedback Survey Results

Director Plunkett presented the results of the Strategic Plan Feedback Survey. Highlights included: (i) Nelson doubled the number of responses they had received during the previous planning process. Louisa also saw a significant increase. Both libraries made efforts to increase the number of high school students responding. (ii) Satisfaction with JMRL's collection was not as high as the other responses, and Director Plunkett suggested that increased funding could address that response. (iii) Many responders indicated they were unaware of the services and programs that JMRL offered. (iv) Beyond the Books, though excellent for branding and consistency, was reported by only 7.3% of the responders as their primary source for learning about JMRL programming.

COMMITTEE APPOINTMENTS AND REPORTS

1. Report from JMRL Five Year Plan Committee

Chair Kulow reported that during the Committee's last meeting they completed a detailed read-through of the draft of the Five Year Plan. JMRL Staff and Director Plunkett will review the Committee's draft and prepare a first full draft. After that, the full draft will return to the Board's Five Year Plan Committee and then to the Board for a vote, ideally by the February 2019 Board meeting. The intent is to have a completed and approved plan by the end of FY2019.

2. Report from JMRL Policy Committee

Chair Powers reported that the Committee met and discussed: (1) reviewing the policy manual's organization, (2) redesign of the website and how it can reflect changes to the policy manual's organization, (3) presentation and reading of draft language for the Library Programs Policy (JMRL Policy 4.38) and a new Reconsideration Policy (JMRL Policy 4.24), so that a vote on the policies could be held at the subsequent Board meeting on December 17, 2018, and (4) consolidating different Reconsideration Requests (materials, programs) into a single form.

OLD BUSINESS

FY20 JMRL Budget Discussion, Adoption of Proposed Budget

Director Plunkett distributed the proposed budget for FY20, including the increase percentages for each jurisdiction. The proposed budget shows medical insurance increases of 15%, which may decrease. He noted that numbers were based on Greene maintaining service, Louisa adding a new 20 hour position and upgrading an existing position; Nelson adding a position. He said that, once the proposed budget was approved by the Board, he will send it to the jurisdictions with the jurisdictional breakdown, and then schedule meetings between the Trustees and jurisdictional representation to take place in December 2018 and January 2019.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the auditors offered to present their most recent audit findings at the December 17, 2018 Board meeting. President McDuffie said that she would first like to know if the auditors believed there were substantive matters to discuss. He reported that the sign for the John Halliday Children's Room will be installed tomorrow. The Friends of the Library reported Fall Book Sale revenue of over \$120,000, the highest number in five years. The Bookmobile offers WiFi services now, which allows patrons to log into a JMRL WiFi. Director Plunkett reviewed the quarterly circulation report: downloadables now appear in their own category, and can be attributed to specific jurisdictions. Trustee Powers asked if the circulation report could continue to show the "total downloadables" category as in prior reports.

OTHER MATTERS

Director Plunkett reminded the Board that the first three meetings of 2019 will be held in the Louisa Library (January 2019), Greene Library (February 2019), and Nelson Memorial Library (March 2019). County staff and supervisors will be invited.

FUTURE AGENDA ITEMS

Future agenda items include: the Director Evaluation, a Volunteers update provided by Volunteer Coordinator Librarian Heather Pehne, voting on any applicable policies, and an introduction by Gail Ott (Gordon Branch Manager) and a tour of the renovated children's wing. The next Board meeting will take place on December 17, 2018, at Gordon Avenue Library, at 3 pm.

ADJOURNMENT

Trustee LaFontaine moved to adjourn. The motion passed unanimously and the meeting adjourned at 4:11 PM.