

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 DECEMBER 17, 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

Heather Pehnec, Reference Librarian / Volunteer
Coordinator

Zach Weisser, Specialist

Ginny Reese, Greene Manager

Ophelia Payne, Louisa Manager

Gail Ott, Gordon Manager

Peter Manno, Friends of the Library Book Sale
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, December 17, 2018 at 3:00 PM in the meeting room of Gordon Avenue Library (1500 Gordon Ave, Charlottesville, VA 22903), President McDuffie being in the chair. Trustee LaFontaine motioned for the approval of the November 26, 2018 minutes. The motion passed unanimously, Trustees Woolfork and Powers being absent for the vote.

ANNOUNCEMENTS AND PUBLIC COMMENTS

None.

NEW BUSINESS

Manager Ott welcomed the Trustees to Gordon Avenue branch. Mr. Manno commented on the Book Sale and the excellent continuing relationship between the Friends and the Board.

Presentation of Draft of JMRL's FY18 Audit: Director Plunkett reported that the FY2018 audit requires a few minor edits, which will be performed by Manager Carchedi and City of Charlottesville Chief Accountant Gail Hassmer, before a final draft is distributed to the Trustees. No presentation will be given by the auditors unless the Trustees decide otherwise. Director Plunkett pointed out an uncorrected misstatement seen in the draft audit the Board received with regard to FICA that required a compensatory entry in the current fiscal year for the misstated expense.

TRUSTEE CONTINUING EDUCATION

Heather Pehnec, JMRL Reference Librarian and Volunteer Coordinator, Volunteer Update

Librarian Pehnec reported on the Volunteer Program. She aims to increase consistency among the branches in terms of program functions, goals, background checks, identifying skilled volunteers, cooperation with outside groups, volunteer-led programs, and a volunteer handbook. FY2018 saw 129 volunteers donating 5,300 hours.

COMMITTEE APPOINTMENTS AND REPORTS

None.

OLD BUSINESS

1. Second Reading and Vote on JMRL Policies 4.24 (Reconsideration Policy) and 4.38 (Program Policy)

Trustee Craig motioned to approve JMRL Policies 4.24 (Reconsideration Policy) and 4.38 (Program Policy). The motion passed unanimously.

2. FY20 JMRL Budget Discussion

Director Plunkett reported that all meetings with the jurisdictions had been planned except for Nelson County. The Louisa meeting took place, and Board of Supervisors members will be invited to the January 28, 2019 JMRL Board meeting at Louisa Library. The rate for medical insurance is certain to decrease from the initial estimate provided by the City of Charlottesville.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that Manager Howard applied for a grant with UVA to expand 3-D printing and similar services (including laser and vinyl cutting) at Northside Library. The grant is provided by Library Services to Children and the Smithsonian Institute, and potentially includes a 19-hour-a-week, 3-year funded position. The Virginia Library Association now offers organizational memberships. JMRL will subscribe to this membership which will provide all Trustees and each JMRL employee with membership in VLA, at no cost to the employees. "Grow Nelson Library," the group responsible for fundraising for the Nelson Memorial Library expansion, met for the first time last week. Manager Huffman identified a chairperson for that group. She and Director Plunkett also have a planned meeting with Nelson County staff and an architect to discuss architectural plans. The website and donation portal is live at grownelsonlibrary.org, and will have content soon. A plaque memorializing Nancy Swygert has been installed at Gordon Avenue Library.

OTHER MATTERS

None.

FUTURE AGENDA ITEMS

Future agenda items include: a Policy Committee report; a Five-Year Plan Committee report; continuing education with Evan Stankovics, Adult Programming & Ref Serv Supervising Librarian at Northside, on the Job Fair program; and a welcome to any Louisa County staff or Board of Supervisors members at the next Board meeting, which will take place on January 28, 2018, at Louisa County Library, at 3 pm.

CLOSED SESSION- LIBRARY DIRECTOR'S ANNUAL EVALUATION

Trustee laFontaine moved to enter Closed Meeting pursuant to the Code of Virginia, Section 2.2-3711, subsection A.1, to discuss the performance evaluation of the Library Director. The motion passed unanimously.

The Board exited closed session.

President McDuffie stated that she would provide Director Plunkett a written summary of the evaluation discussion. President McDuffie stated that the Board was pleased with Director Plunkett's work this past year, and would like for Director Plunkett to accept a three year contract extension and a 2% raise. Director Plunkett accepted both offers.

ADJOURNMENT

Vice President Kulow moved to adjourn. The motion passed unanimously and the meeting adjourned at 4:45 PM.

Jefferson-Madison Regional Library

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

MOTION: That the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.2-3711, subsection A.1, to discuss the performance evaluation of the Library Director.

MEETING DATE: December 17, 2018

RESOLUTION NO.: 1

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Jefferson-Madison Regional Library's Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by this Jefferson-Madison Regional Library's Board of Trustees that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson-Madison Regional Library's Board of Trustees hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Jefferson-Madison Regional Library's Board of Trustees.

VOTE:

<u>AYES</u>	<u>NAYES</u>
<i>Marcia McDuffie</i>	
<i>Jim West</i>	
<i>Wendy Shegerson</i>	
<i>Brian F. Lintaw</i>	
<i>Joathy Johnson Harris</i>	
<i>Julie B. ...</i>	
<i>Lisa Wolf</i>	

ABSENT DURING VOTE:

Carla Mullin

ABSENT DURING MEETING:

Carla Mullin

Marcia McDuffie, President
Jefferson-Madison Library's Board of Trustees