

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE MARCH 25, 2019 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)
Wendy Wheaton Craig (Louisa)
Carla Mullen (Charlottesville)

Kathy Johnson Harris (Charlottesville)
Michael Powers (Albemarle)
Brian LaFontaine (Albemarle)

TRUSTEES ABSENT

Vice President Jane B. Kulow (Albemarle)
James West (Greene)

Lisa Woolfork (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Jerry Carchedi, Business Manager
Krista Farrell, Assistant Library Director
Ginny Reese, Staff Reporter & Greene Manager
Meredith Dickens, Collection Manager

Zach Weisser, Specialist
Susan Huffman, Nelson Manager
Ophelia Payne, Louisa Manager
Dr. Pamela Roland, Grow Nelson Library
JessiLane Braswell, Public Relations Specialist

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, March 25, 2019 at 3:00 PM in the meeting room of Nelson Memorial Library, 8521 Thomas Nelson Highway, Lovingston, VA 22949-0321, President McDuffie being in the chair. Trustee Powers suggested a wording change from 'Policy Manual' to 'Policy Manual Changes' in subheading (4) title and body in 'Old Business.' Trustee LaFontaine motioned for the approval of the February 25, 2019 minutes with the suggested amendments. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Craig praised Director Plunkett and Vice President Kulow for their work on the Virginia Festival of the Book (VaFOTB) event on Friday, March 22nd.

NEW BUSINESS

Manager Huffman welcomed the Board to Nelson Memorial Library. She thanked Director Plunkett and President McDuffie for all their work on Grow Nelson Library fundraising. She introduced Dr. Pamela Roland, Chair of the Grow Nelson Library fundraising committee.

TRUSTEE CONTINUING EDUCATION

Meredith Dickens, JMRL Collection Manager, Regional Collection Maintenance

Manager Dickens presented the theory and practice of the regional weeding and collection maintenance schedule. She showed how Google Drive allowed for easier data collection and storage in order to statistically analyze the collection.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

Trustee Powers (Policy Committee Chair) reported on the Policy Committee meeting. Director Plunkett presented redlined drafts for the four Reconsideration policies: Materials Selection (4.11), Suggestions and Complaints (4.235), Displays and Handouts (4.51), and Computer and Internet Access (4.7) to be voted on at the April 2019 Board meeting. He presented the most recent draft of the JMRL Policy Statement (Policy Section 1.0), also to be voted on at the April 2019 Board meeting. The Mission Statement is the next substantial policy up for review. A 'work group' will convene prior to April's Board

meeting. In May 2019, the Policy Committee will review the results of the 'work group' and determine if there are any suggested changes to the Mission Statement to recommend to the Board for adoption.

OLD BUSINESS

1. FY20 JMRL Budget Discussion

Director Plunkett reported on the funding request to Nelson County. JMRL asked for an increase of approximately \$45,000, with \$37,000 for a new Full-Time position, with the remainder for increases in benefits and compression adjustments. Greene County, Albemarle County, and the City of Charlottesville initial proposals included full funding for JMRL's requests, with respective boards set to review and vote on those proposals. Louisa County's initial proposal included a 3.9% increase, but not full funding. This would allow additional hours for Part-Time staff, and for the branch to remain open an additional four hours per week.

2. JMRL Five Year Plan Discussion

Director Plunkett reported that he had received no further Five-Year Plan feedback since the changes made during the Board's February 2019 meeting. The Board is still awaiting the updates to the Virginia State Standards.

3. FY20 Schedule of Library Closings Discussion

Director Plunkett distributed a draft of the FY20 Schedule of Library Closings (5.4). It calls for the same number of paid holidays as approved for FY19, and retained the allocation of an additional vacation day near December 25th. The draft can be voted on during the April 2019 Board meeting.

4. FY20 Fines and Fees Discussion

Director Plunkett said that Northside Library staff felt that, with the culmination of the free pilot program for the Maker Space 3-D printer, the library should begin charging to recuperate some of the costs associated with the filament and machine maintenance. Staff suggested, among other options, charging \$0.10 per gram or offering a free print per patron account per month. Director Plunkett will bring a draft of an updated Fines and Fees Schedule to the April 22nd Board Meeting.

5. Trustee Self-Evaluation Discussion

The Trustees decided that the Board should allocate more time to Trustee Self-Evaluation discussion and considered altering the submission form with this goal in mind.

LIBRARY DIRECTOR'S REPORT

The Friends of the Library Spring Book Sale will take place March 30 through April 7, 2019. Director Plunkett introduced JessiLane Braswell, JMRL's new Public Relations Specialist, and indicated that the 'working group' on public relations issues will begin to meet again. VaFOTB 2019 was a great success.

OTHER MATTERS

None.

FUTURE AGENDA ITEMS

Future agenda items include: a Board Budget Committee report on FY20 equipment requests; Continuing Education presented by Children's Manager Angela Critics on JMRL's Toy Library; discussion of and possible voting on four policies (Materials Selection (4.11), Suggestions and Complaints (4.235), Displays and Handouts (4.51), and Computer and Internet Access (4.7)). Discussion of the Fines and Fees Schedule (4.225). Discussion of and possible voting on FY20 Schedule of Library Closings (5.4). The next Board meeting will take place on April 22, 2019, at Northside Library, at 3 pm.

ADJOURNMENT

Trustee LaFontaine moved to adjourn. The motion passed unanimously and the meeting adjourned at 4:17 PM.