

# Jefferson-Madison Regional Library

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## A P P R O V E D

### MINUTES OF THE APRIL 22, 2019 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

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

Vice President Jane B. Kulow (Albemarle)  
Kathy Johnson Harris (Charlottesville)  
Michael Powers (Albemarle)  
Brian LaFontaine (Albemarle)  
Lisa Woolfork (Charlottesville)

#### TRUSTEES ABSENT

(none)

#### OTHERS PRESENT

David Plunkett, Library Director  
Jerry Carchedi, Business Manager  
Ginny Reese, Staff Reporter & Greene Manager  
Angela Critics, Children's Services Manager

Zach Weisser, Specialist  
Lindsay Ideson, Northside Branch Manager  
Ophelia Payne, Louisa Branch Manager  
Neda Defibaugh, Young Adult Librarian

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#### 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, April 22, 2019 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 Harris motioned for the approval of the February March 25, 2019 minutes. The motion passed unanimously, Vice President Kulow abstaining and Trustee Woolfork arriving after the vote.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

President McDuffie reported that the site plans for the Nelson Memorial Library renovations have been approved and that contractor bids are due Wednesday April 24. There were no public comments.

#### NEW BUSINESS

1. *Lindsay Ideson, Northside Library Manager, Welcome*

Manager Ideson, Branch Manager since December 1991, highlighted certain facets of Northside's programming, including Children's Services such as Baby Storytime Slides, Fairy Houses, and the Summer Reading Challenge.

2. *Donation Acceptance*

Director Plunkett reported receiving a \$10,000 check from Mrs. Sharlet Massie in honor of Laurence Massie. The donation was given free of stipulations or special projects. The Board can accept the funds for the Regional Library or the endowments thereof, as the donation itself was to the Library; Director Plunkett requested Board approval to add Mrs. Massie's \$10,000 donation to the Art and Jane Hess Fund of the Friends Family of Funds at the Charlottesville Area Community Foundation. Trustee LaFontaine so moved. The motion passed unanimously.

#### TRUSTEE CONTINUING EDUCATION

1. *Angela Critics, Children's Services Manager, JMRL Toy Library*

Manager Critics described the new circulating Toy Library, which was conceived of by a UVA student and funded by educational grants. Originally restricted to Gordon Avenue Library, the collection is now available to all patrons. Items are cleaned by UVA students at Madison House after being returned and before the next circulation. Future projects include adding second sets for popular toys and increasing promotional efforts.

## **COMMITTEE APPOINTMENTS AND REPORTS**

### *1. Budget Committee Report*

The Budget Committee did not meet at its last appointed meeting time due to inclement weather. Director Plunkett presented the goals of that meeting. (1) Review JMRL's proposed Equipment Budget (EB) for FY 2020, with particular attention to the renovations at Nelson library. (2) Due to transferring costs of the ILS to the Operational Budget (OB) over the last three years, available funds in the EB have been increasing. Although the EB is not subject to the same overage restrictions as the OB (i.e. no percentage of the budget must be returned to the jurisdictions, per fiscal year, as is the case with the OB), available funds should be kept close to the budget line. With this in mind, one possible line item concerns a large initial payment for the next five-year ILS contract to allow for standardized yearly licensing fees of \$60,000 per year. Director Plunkett asked that, should contract renewal negotiations complete before the end of FY2019, the Board authorize up to \$50,000 from FY2019's OB to standardize the ILS costs over the next five years (the yearly costs would then be around \$60,000 from the OB). Trustee LaFontaine motioned that the Board so authorize these potential payments, given the date of finalization of negotiations. The motion passed unanimously.

### *2. Mission Statement Working Group*

Director Plunkett reported that the Working Group consisted mostly of Policy Committee members and library staff, and that the group had been called to order as an official Policy Committee meeting. Trustee Powers said that before the next Policy Committee meeting, the Committee would draft an informal report on the working group results to be reviewed at the May 20, 2019 Policy Meeting and presented to the Board during the June 24, 2019 Board meeting.

### *3. Nominating Committee Assignment*

President McDuffie asked for volunteers to staff the FY20 Nominating Committee. Trustees Mullen and Craig volunteered. President McDuffie said that the Committee should present officer recommendations at the May 2019 Board Meeting to be voted on at the June 2019 Board Meeting.

## **OLD BUSINESS**

### *1. FY20 JMRL Budget Discussion*

Director Plunkett reported that he and President McDuffie attended Nelson County budget worksessions. Nelson County Supervisors agreed to agree to CLI increases (about \$8,000) for FY20, but postponed consideration of JMRL's request for an additional 40 hours-per-week position until FY21. Albemarle County, City of Charlottesville, and Greene County committed to full funding. The budget on JMRL's website will be updated to reflect the final budget, scheduled to receive a vote at the June 2019 Board Meeting.

### *2. JMRL Five-Year Plan Discussion*

Director Plunkett reported that [jmrl.org/future](http://jmrl.org/future) had not received any submissions in the last six weeks. The Five-Year Plan Committee still awaits the reviewed Mission Statement and final word from the Library of Virginia regarding state benchmarks. However, the Library of Virginia indicated that these benchmarks would not be complete before the Five-Year Plan comes due.

### *3. FY20 Schedule of Library Closings Discussion*

Trustee LaFontaine motioned to accept the Schedule of Library Closings for FY20. The motion was approved unanimously.

### *4. FY20 Fines and Fees Discussion*

President McDuffie presented redlines on the Fines and Fees Schedule. Librarian Defibaugh presented on the 3-D Printer with respect to the recommended charges for certain 3-D printing requests (at \$0.10 per ounce of completed project). Voting on the Schedule will take place at the May 2019 Board Meeting.

### *5. Policies 1.0, 4.11, 4.235, 4.51, 4.7, 5.4 Discussion and Voting*

Regarding Policy reviews, Trustee Powers suggested that the wording "Minor Update" be added to the footer of any Policies that did not receive a full review as would normally be conducted according to the formal schedule of Policy reviews. Regarding the JMRL Policy Statement (Policy 1.0), Trustee Powers suggested that the wording "These policies may be amended at any time by the Board of Trustees" be changed to include " in accordance with JMRL Policy 1.28." Regarding Displays and Handouts (Policy 4.51) Trustee Craig suggested a grammatical change to "... or materials ... which advocate the

violation of state or federal criminal laws." Trustee LaFontaine motioned to accept the policies with suggested modifications by Trustees Craig and Powers. The motion passed unanimously.

#### *5. Quarterly Circulation Report*

Director Plunkett reported that circulation is up almost 2.5% from the same point last fiscal year. Downloadable checkouts, at 122,000 for the fiscal year, are a large part of that increase.

#### **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that the Third Annual How-To Festival will take place on May 4, 2019, and include a variety of subjects, such as goat husbandry, herb gardens, and unicycling. That date also happens to be Free Comic Book Day. The Friends Spring Book Sale brought in over \$100,000. April 25th is Poem In Your Pocket Day. April is National Poetry Month.

#### **OTHER MATTERS**

None.

#### **FUTURE AGENDA ITEMS**

Future agenda items include: the Director's goals for the next fiscal year, continuing education on Interlibrary Loans and Worldcat, reports from the Policy Committee and the Nominating Committee, and consideration of outlying branch rotations for Board Meeting locations. The next Board meeting will take place on May 20th, 2019, at Northside Library, at 3 pm.

#### **ADJOURNMENT**

Trustee Craig moved to adjourn, The motion passed unanimously and the meeting adjourned at 4:27 PM.

(MM:DP:zw)