

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 MAY 20, 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
Ginny Reese, Staff Reporter & Greene Manager
Wendy Saz, Reference Librarian
Patrick Kilmer, Reference Support Staff Supervisor
Paul Harris
Beverly Colwell Adams
Jason Downer
Sara Rimm-Kaufman
Ellen Daniels
Chauncy Smith

Zach Weisser, Specialist
Lindsay Ideson, Northside Branch Manager
Krista Farrell, Assistant Library Director
Dr. Valerie Adams-Bass
Latisha Ross
Nancy Deutsch
Melissa Levy
Patrice Grimes
Johari Harris
Michael Mason

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, May 20, 2019 at 3:03 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 April 22, 2019 minutes. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

President McDuffie reported that the Nelson County Board of Supervisors signed the contract pertaining to the renovation and expansion of Nelson Memorial Library. Construction is projected to begin in early June 2019 and be completed within one year.

Public comments were made by members of the public in attendance, including Dr. Valerie Adams-Bass, Latisha Ross, Johari Harris, Jason Downer, Nancy Deutsch, Paul Harris, Sara Rimm-Kaufman, Chauncey Smith, Michael Mason, Patrice Grimes, and Beverly Colwell Adams. All comments were in reference to a recent incident at Northside Library in which a Library staff member took Dr. Adams-Bass' child (whose father was in the vicinity) by the hand twice in an attempt to have the child pick up books. Most speakers wanted to know what concrete steps the Library would immediately take to address this situation, and what long term training and policy steps would be taken to ensure that such a situation would never happen again. Several speakers offered their assistance in helping JMRL to understand and respond to the implicit bias seen in this incident.

TRUSTEE CONTINUING EDUCATION

1. *Patrick Kilmer, JMRL Central Reference Support Staff Supervisor, JMRL Interlibrary Loan (ILL) Services*
Supervisor Kilmer explained the process by which an Interlibrary Loan request is placed, received, researched, fulfilled, and returned to the lending institution, as well as deviations from that lifecycle.

NEW BUSINESS

1. Donation Acceptance

Director Plunkett reported that the estate of the late Mrs. Eugenia T. Bumpass donated \$10,000 to the Louisa County Library upon the disposition of her property. Trustee Mullen motioned for the Board to deposit the donation in the Louisa County Library Fund of the Friends Family of Funds at the Charlottesville Area Community Foundation. The motion passed unanimously.

2. FY20 Board and Budget Planning Schedule

Director Plunkett reviewed options for the draft Board Schedule for FY20, with meetings to take place at Northside Library except for a December meeting in Scottsville and meetings at Louisa County, Greene County, and Nelson Memorial Libraries to potentially occur in April, May, and June of 2020. Trustee Mullen suggested a meeting at Crozet Library as well. Director Plunkett will add those meetings to the draft schedule for discussion in June.

3. Streaming Media Contract

Director Plunkett reported that through the City of Charlottesville's procurement process the City approved a contract with Kanopy to provide streaming media services to Library patrons. Vice President Kulow motioned to approve the payment of \$20,000 on streaming media services out of the materials budget for the current fiscal year. The motion passed unanimously.

4. Hands-Free Policies and Procedures

Director Plunkett enumerated three institutional issues surrounding the incident at Northside Library on April 24. (1) The lack of an explicit "Hands-Free Policy," or wording to that effect in existing policies. While "Hands-Free Policies" do not appear to exist in public libraries throughout Virginia, he recommended that the Board rectify this at JMRL. After the incident he issued a Directive to all Library staff to reiterate that patrons should not be touched except insofar as they pose a danger to themselves or others. All staff at Central and Northside Library heard this "hands-free" directive during their recent In-Service Day trainings. (2) Dr. Adams-Bass did not receive a response for a week after sending an initial electronic communication; Director Plunkett is looking into the cause for this delay. (3) An antiquated mentality was displayed by staff in this incident which held that librarians were corrective "guardians" of materials rather than welcoming and inclusive facilitators. Staff training, explicit policies, and a more complete understanding of the Library's mission will be necessary in order to cultivate and reinforce the welcoming nature of the public library.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

Chair Powers reported that the Committee made progress on the Mission Statement draft, which will include a list of associated "Values." The Committee added a meeting in June 2019.

2. Nominating Committee Assignment

Trustee Mullen asked to present the list of nominated Board and Committee officers at the June 24 2019 Board meeting.

OLD BUSINESS

1. FY20 JMRL Budget Discussion

Director Plunkett reported that the FY20 Budget is now available online and includes the Equipment Fund budget. He and Trustee LaFontaine considered holding an additional Budget Committee Meeting in June 2019.

2. JMRL Five-Year Plan Discussion

Director Plunkett suggested that the Five-Year Plan, when adopted, include the caveat that the Mission Statement would be replaced when the Mission Statement was approved.

3. Library Director Annual Objectives Discussion

Director Plunkett presented his proposed Annual Objectives, and suggested changes to them, including prioritizing and expanding the Customer Service objective. Discussion ensued about what elements should be present in that objective. Vice President Kulow clarified that Director Plunkett at the 24 June 2019 Board meeting will present his edited goals for FY20.

4. Policy 4.225 (Circulation Policies-Fines and Fees) Discussion and Voting

Trustee LaFontaine motioned that JMRL Policy 4.225 (Circulation Policies-Fines and Fees) be adopted as presented at the April 22, 2019 Board meeting. The motion passed unanimously.

5. JMRL's Administrative Services Agreement with the City of Charlottesville

Director Plunkett presented the Administrative Services Agreement renewal to the Board. He reminded the Board that, according to the Agreement, JMRL adopts the City's Personnel Manual as its own. He had worked with the Assistant City Manager and altered language in the Agreement to ensure that personnel policies adopted by JMRL would, for JMRL staff, supercede City Personnel Manual policies in case of a conflict. He recommended that the Board authorize President McDuffie to sign the Agreement if and when the City approves it, unless substantial changes are made in the meantime. Trustee Craig so moved. The motion passed unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that hours at Louisa County Library will change on July 1, 2019 so as to be open to the public at 10:00 am Monday through Saturday; furthermore, renovations there will soon complete and allow for a grand re-opening in fall of 2019.

OTHER MATTERS

None.

FUTURE AGENDA ITEMS

Future agenda items include: a vote on FY20 Budget, a vote on the Five-Year Plan, voting on Board officers, reports from the Budget and Policy Committees, a continuation of the "hands-free" policy and attendant considerations. The next Board meeting will take place on June 24th, 2019, at Northside Library, at 3 pm.

ADJOURNMENT

Vice President Kulow moved to adjourn, The motion passed unanimously and the meeting adjourned at 4:51 PM.

(MM:DP:zw)