

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 JUNE 24, 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
Thomas Unsworth, incoming Albemarle Board Trustee

Zach Weisser, Specialist
Krista Farrell, Assistant Library Director
Jerry Carchedi, Business 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, June 24, 2019 at 3:04 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 May 20, 2019 minutes. The motion passed unanimously, Trustees Woolfork and Kulow being absent for the vote.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett reported that the terms of Trustees Powers and LaFontaine will expire at the end of the month. Erica Younglove and Thomas Unsworth will occupy those seats. Collection materials had been purchased and donated to the outgoing Trustees' respective home libraries, one book for each year of service.

No public comments.

TRUSTEE CONTINUING EDUCATION

None scheduled.

NEW BUSINESS

1. McIntire Library Basement Discussion

Director Plunkett reported that the original McIntire Public Library building, shared between the Albemarle County Historical Society (ACHS) and JMRL, was recently leased to the ACHS by the City of Charlottesville for a term of three years. Director Plunkett and ACHS are negotiating over use of the basement space.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

Chair Powers reported that the Committee reviewed policies for inclusion of "hands-free" directives and decided to modify Safe Child Policy (4.234) and Staff Training and Development Policy 2.2. After a discussion and minor changes, Director Plunkett presented the final versions of both Policies, to be voted on at the July 2019 Board meeting. The committee also recommended the creation of an overarching policy to guide staff in public service.

Chair Powers presented the Mission Statement draft to discuss. President McDuffie indicated that the final formal draft will be distributed before the July 2019 Board meeting so that it can be voted on at that meeting.

Trustee Harris requested to see more people of color in the images included with the proposed FY2020 Budget.

2. Nominating Committee Report

Trustee Mullen recommended nominating President McDuffie to continue as President, and Trustee Craig to serve as Vice President for FY20. President McDuffie distributed the Committee membership for FY20. Trustee LaFontaine motioned to approve the Board officer nominations as presented. The motion passed unanimously.

OLD BUSINESS

1. Hands-Free Policies and Procedures Follow Up

Director Plunkett reported that the Staff Compensation Committee will draft competencies on equity and diversity for all staff to be evaluated on annually. Senior Staff will create a new centralized staff orientation, which will include customer service and implicit bias training elements. Director Plunkett intends to book Project Implicit to present at JMRL In-Service Day. He is seeking to collaborate with the Curry School of Education, City of Charlottesville Human Resources Department, and the Charlottesville Office of Human Rights to create training modules for staff. President McDuffie noted the importance of Strategic Plan Goal #3, Objective #8, to address diverse hiring at JMRL.

2. FY20 JMRL Budget Discussion and Planning Schedule and Vote

Director Plunkett presented the proposed Budget Planning Schedule for the FY21 budget. Trustee LaFontaine motioned to accept the Schedule. The motion passed unanimously.

Director Plunkett presented the FY20 Budget. Trustee LaFontaine motioned to accept the Budget. The motion passed unanimously.

3. JMRL Five Year Plan Discussion and Vote

Vice President Kulow motioned to accept the Five Year Plan with the ability to swap in the new Mission Statement as adopted in 2019. The motion passed unanimously.

4. Library Director Annual Objectives Discussion

Director Plunkett presented his objectives and visions for the current year based on goals from the JMRL Strategic Plan, and highlighted (i) creation of a customer service committee and guiding statement, with an emphasis on equitable service for a diverse population, (ii) expanding the Nelson Memorial Library, (iii) redesigning the public website. He clarified the yearly schedule to revisit Director objectives: set goals and objectives for the following year in June, conduct a mid-year discussion in December, and have the yearly evaluation in May.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that Virginia will publish a new Board Trustee Handbook. The State Library is also publishing an updated "Planning for Library Excellence" with state standards for public libraries. The Bookmobile will add two stops (Crescent Hall and Midway Manor) and lose one (The YMCA at McIntire Park).

OTHER MATTERS

Trustee Woolfork reported on an email she received from a patron asking for clarification regarding wet and dry food possession and consumption in the library; she will forward the email to Director Plunkett.

FUTURE AGENDA ITEMS

Future agenda items include votes on the JMRL Mission Statement, Safe Child Policy and Staff Training and Development Policy. The next Board meeting will take place on July 22nd, 2019, at Northside Library, at 3 pm.

ADJOURNMENT

Vice President LaFontaine moved to adjourn. The motion passed unanimously and the meeting adjourned at 4:15 PM.

(MM:DP:zw)