

Jefferson-Madison Regional Library

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A P P R O V E D

MINUTES OF THE JANUARY 27, 2020 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)
Carla Mullen (Charlottesville)
Thomas Unsworth (Albemarle)
Lisa Woolfork (Charlottesville)
James West (Greene)

Erica Younglove (Albemarle)
Jane B. Kulow (Albemarle)
Vice President Wendy Wheaton Craig (Louisa)
Kathy Johnson Harris (Charlottesville)

TRUSTEES ABSENT

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
Jerry Carchedi, Business Manager
Robert Babyok, Louisa County Board of Supervisors

Zach Weisser, Specialist
Krista Farrell, Assistant Library Director
Letitia Shelton, Deputy City Manager (Charlottesville)

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 convened on Monday, January 27, 2020 at 3:00 PM in the meeting room of Northside Library, 705 West Rio Road, Charlottesville, VA 22901. The minutes for the December 16, 2019 Board Meeting were approved unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee West thanked Director Plunkett for meeting with the County Administrator in Greene about the Proposed Budget.

TRUSTEE CONTINUING EDUCATION

1. *JMRL Monthly Financial and Circulation Reports, David Plunkett and Jerry Carchedi (JMRL Director and Business Manager)*

Trustees received an informative presentation on reading and interpreting JMRL Monthly Financial and Circulation Reports.

NEW BUSINESS

1. *FY19 Audit Update*

Director Plunkett and Manager Carchedi received the draft of the FY19 Audit. They are waiting on the Management Discussion and Analysis form. When that is complete, Director Plunkett will send an electronic copy of the audit to Trustees and provide a paper copy for general access. No major findings were reported, and the Operating Budget fund balance was under 5%.

COMMITTEE APPOINTMENTS AND REPORTS

1. *Policy Committee Report*

Three Policies were reported on. Policy 2.6 "Travel Regulations" was read to the Board with redline changes; it will be voted on at the February 2020 Board Meeting. The Committee will continue to refine Policy 4.7 "Computer and Internet Access" and will bring it before the Board in March 2020. Policy 5.5 "Photography, Audio And Video Taping In Library Facilities" will be revised in accordance with more specific legal opinions and brought to the Board at a future date.

OLD BUSINESS

1. *FY21 JMRL Budget Discussion*

Director Plunkett reported that, the Proposed Budget having been distributed, he had heard back from relevant staff at every jurisdiction. Many were not optimistic about revenue projections. In some cases, increases for their own staff would be at or

under 2%. If Albemarle County raises their minimum hourly wage then the Personnel Committee will take that into consideration when they strategize for next year's proposals.

2. State Aid Advocacy

Director Plunkett reported that the full funding measure did not make it into the Governor's Budget. Currently, three amendments to fully fund state aid over a four year period exist, with two in the Senate and one in the House. Boilerplate letters encouraging adoption of these amendments will be provided to Trustees.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Library is accepting applications for the recently vacant positions of IT Supervisor and Historical Society Librarian. Director Plunkett submitted JMRL's quarterly outreach reports, statistical reports for the Greene, Louisa, and Nelson, a Return on Investment (ROI) report for the budget meeting with Louisa County staff on library usage during the new hours, a report on updates regarding the Nelson renovation project (including the fact that Nelson Library will effectively move into an "interior pop-up library" at the end of February 2020) and that the Grow Nelson Library fundraising effort is more than 80% of the way to achieving the Perry Challenge Grant requirement.

OTHER MATTERS

Trustee Woolfork said that she attended a presentation by Mr. McLellan regarding culturally competent reading programs. It would be an excellent community outreach initiative to support his efforts. Director Plunkett agreed.

FUTURE AGENDA ITEMS

Future agenda items include: a Five-Year Plan Committee report; presenting the updated Schedule of Fines and Fees to be voted on in April 2020; a vote on Policy 2.6 "Travel Regulations"; continuing education on weeding problematic juvenile materials; and a separate report by the auditors on the FY19 Audit. The next Board Meeting will take place at Northside Library on February 24, 2020.

ADJOURNMENT

Trustee Mullen motioned to adjourn the meeting. The meeting adjourned at 4:06pm.

(MM:DP:zw)