

Jefferson-Madison Regional Library

201 East Market Street | Charlottesville, Virginia 22902 | (434) 979-7151 | FAX (434) 971-7035

APPROVED

MINUTES OF THE NOVEMBER 23, 2020 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)
Carla Mullen (Charlottesville)

Vice President Wendy Wheaton Craig (Louisa)
James West (Greene)

Michael Powers (Albemarle)
Thomas Unsworth (Albemarle)
Lisa Woolfork (Charlottesville)
Kathy Johnson Harris (Charlottesville)

TRUSTEES ABSENT

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
Jerry Carchedi, Business Manager

Zach Weisser, Specialist
Krista Farrell, Assistant Library Director
Sarah Hamfeldt, Reference and Adult Services 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 convened **VIRTUALLY WITH NO TRUSTEES PHYSICALLY CONGREGATED** on Monday, November 23, 2020 at 3:00 PM using videoconferencing software. (A recording of the meeting is available here: [*pending*]). The minutes for the October 26, 2020 Board Meeting were approved unanimously after amending to add Trustee Harris's name to those present.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee West stated his appreciation for the thorough job that Trustee Unsworth did as Chair of the Budget Committee.

TRUSTEE CONTINUING EDUCATION

1. *JMRL Compensation Committee Report (Krista Farrell, Assistant Library Director)*

Manager Farrell delineated some of the duties of the Compensation Committee, including: maintain title consistency, review reclassification requests, monitor trends in library evaluation systems, implement a new, simpler system by the end of 2023 in accordance with the current Five-Year Plan, implement adherence to new Virginia minimum wage requirements, review JMRL leave accrual rates, and update the Assessment Manual.

NEW BUSINESS

1. *Staff Leave Accrual Discussion*

Director Plunkett reported that the Compensation Committee recommended aligning JMRL vacation leave accruals with the City of Charlottesville leave accruals. He presented the different systems, including Albemarle County's and UVA's system. He reviewed responses to a survey he had sent to other library systems in Virginia: of 18 responses, 13 said they do not make a change until year 5; the others were very varied. Most systems are broadly similar to JMRL's. There would not be a direct budgetary impact; the impact would be in work-hours such that managers would have to adjust schedules to achieve full coverage. Managers reported to him that they believed it would be achievable. If JMRL would make this change it would affect 24 employees in the 3-5 year bracket, and 13 employees in the 10-15 year bracket, totalling about 1,100 vacation hours. That would equal about \$23,000 in additional liabilities. President McDuffie said a specific Committee should look at this, particularly with an eye to staff retention. Trustee Unsworth said that many of the flexible hours were used for extra programming now, and asked if recategorized shelvers would be able to cover tasks. Director Plunkett confirmed that they would. Trustee Powers asked what the service trade-off would look like. Trustee Mullen asked if the impact of the changes could be looked at branch-by-branch, and said the Personnel Committee would discuss this.

2. *Acceptance of All of Us Book Club Kit grant from the Network of the National Library of Medicine*

Director Plunkett reported that staff are seeking a motion from the Library Board to accept this grant from the Network of the National Library of Medicine for up to \$300 for the purchase of Book Club Kit books. Trustee West so moved, and the motion passed unanimously.

3. Removal of Policy 4.33, Printing and Copying

Trustee Powers motioned to remove Policy 4.33 Printing and Copying from the Policy Manual. The motion passed unanimously.

COMMITTEE APPOINTMENTS AND REPORTS

1. Budget Committee Report

Director Plunkett presented the Proposed Library Budget for FY22. The budget includes a 2% COLA raise for staff, a new position at Nelson, increased costs for retirement for the defined benefits plan, and 9 positions going to \$11 minimum wage step. The total increase to the budget is 2.4%. The percent of circulation per jurisdiction has shifted; Greene, Louisa, and Nelson's share of regional costs went down.

OLD BUSINESS

1. Potential Vote on JMRL's Proposed FY22 Budget

Thomas Unsworth moved to accept the Proposed FY22 Budget as presented. The motion passed unanimously.

2. JMRL's COVID Response Plan Update

Director Plunkett said that Crozet and Scottsville opened for Tier 3 service. He presented data on appointments scheduled. Monday December 14 is a "target planning date" for Gordon, Central, and Northside to move to Tier 3. A full two weeks of travel data will be available by that point. Protocols are still holding strong; there has been 100% compliance from the public. Last week, full Interlibrary Loan (ILL) services became available. The Trustees discussed increasing outreach efforts to see larger usage numbers. Trustee Woolfork reminded the Trustees that low usage numbers could equally be a result of changing habits due to the pandemic.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported a date for a virtual Customer Service Committee joint work session with trustees, staff, and members of the public; the Committee will white-board the Board's comments at that meeting. The Friends of the Library are open at Gordon Avenue for donations again Mondays through Saturdays 10-4. JMRL is taking on a partnership with the Office of Diversity of Inclusion at UVA on a community read of Dr. Martin Luther King's book *Where do we go from here?* and distribution of physical copies to members of the public. A zoom discussion for the entire community will take place January 25, 2021.

OTHER MATTERS

None.

FUTURE AGENDA ITEMS

Future agenda items include a report from the Policy Committee and Continuing Education on all JMRL Committees. The next regularly scheduled Board Meeting will take place on December 28, 2020 with the meeting format and location to be determined.

ADJOURNMENT

The meeting adjourned at 4:30pm.

(MM:DP:zw)