

# Jefferson-Madison Regional Library

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

## APPROVED

### MINUTES OF THE FEBRUARY 22, 2021 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)

Kathy Johnson Harris (Charlottesville)

Michael Powers (Albemarle)

Thomas Unsworth (Albemarle)

Lisa Woolfork (Charlottesville)

Tony Townsend (Albemarle)

#### TRUSTEES ABSENT

None.

#### OTHERS PRESENT

David Plunkett, Library Director

Ginny Reese, Staff Reporter & Greene Manager

Jerry Carchedi, Business Manager

Zach Weisser, Specialist

Krista Farrell, Assistant Library Director

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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 convened **VIRTUALLY WITH NO TRUSTEES PHYSICALLY CONGREGATED** on Monday, February 22, 2021 at 3:00 PM using videoconferencing software. (A recording of the meeting is available here:

[https://www.youtube.com/watch?v=WW\\_PpyB7uZ8](https://www.youtube.com/watch?v=WW_PpyB7uZ8)). The minutes for the December 28, 2020 Board Meeting were approved unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Harris was mentioned in the *Daily Progress* for inspiring Alex Zan's work in Charlottesville on Black History Pathway. Trustee Woolfork's podcast "Stitch Please," which explores sewing and social justice, was covered in the *Cville Weekly*.

#### TRUSTEE CONTINUING EDUCATION

1. *Poetry Programming (Tim Carrier, Young Adult Services Manager and Tasha Birkhead, Young Adult Librarian)*  
Manager Carrier and Librarian Birkhead presented on Poetry Programming. Though restrictions because of Covid have proven challenging, they hope to provide printed poems this year to the public during appointment visits. Lift Every Voice, a year-long celebration of 250 years of African poetry, takes place this year. *African American Poetry: 250 Years of Struggle & Song*, edited by Kevin Young, aims to highlight the diversity of African American poetry.

#### NEW BUSINESS

1. *FY21 General Fund Expenditure (Budget/Finance Committee Report)*  
Trustee Unsworth recommended to the Board a potential motion to allocate General Fund savings from FY21 as a one-time payment to staff providing full-time staff with one-time net payments of \$1000 and other staff one-time net payments of \$500, with the remainder (approximate \$20,000) to supplement the Materials Budget. Trustee Mullen moved for the Library Board to approve an expenditure in FY21 from JMRL's General Fund's Fund Balance of up to \$158,000 for one time lump sum payments to staff, and up to \$20,000 to supplement the Library's materials budget. The motion passed unanimously.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Personnel Committee Report*

Trustee Mullen reported that meetings with Albemarle County HR are taking place to discuss meeting the Virginia mandated \$15 minimum wage requirements. Regarding yearly leave accrual, Director Plunkett reported that many other comparable library systems offer an increase in the accrual rate at 10 years of service. JMRL only offers increases at 5 and 15 years.

Trustee Mullen suggested that JMRL add this accrual rate bracket. Trustee Unsworth moved that JMRL add an annual leave accrual period between ten and fifteen years of service. 40 hour employees between 10 and 15 years of service will accrue 140 vacation hours annually. 30-39 hour employees between 10 and 15 years of service will accrue 105 vacation hours annually. 20-29 hour employees between 10 and 15 years of service will accrue 70 hours annually, and 10-19 hour employees between 10 and 15 years of service will accrue 35 hours annually, and that such would be implemented beginning March 1 2021. All other leave accruals will remain unchanged. The motion passed unanimously.

*2. Employee Handbook Working Group Report*

Trustee Powers reported that a late version draft of the list of topics should be completed by the end of next week.

*3. Policy Committee Report*

Trustee Powers read a draft text of Conduct in the Jefferson-Madison Regional Library (JMRL Policy: Section 4.232) to be voted on at the next meeting. He read the draft text of Portraits in the Library (JMRL Policy: Section 2.81). Trustee Woolfork expressed an interest in the library preserving the ability to remove some of the existing portraits, as well as her concern that the new text of the policy would not allow the option for the library to add additional portraits in the future to help contextualize current portraits. Trustee Unsworth expressed support for Trustee Woolfork's objections, and her suggestions to change "will be restricted" to "may be restricted," and specifying that the policy applies only to unsolicited gifts of portraits rather than those chosen by the Library itself.

## **OLD BUSINESS**

*1. JMRL's COVID Response Plan Update*

Director Plunkett reported that staff are being vaccinated as 1B classified employees, but the progress is slow, as some are unable to schedule a first appointment yet. An Emergency Planning Committee meeting will be held tomorrow; hopefully JMRL will return to full service hours in April 2021. The next (distant) phase in Tier 3 involves allowing more patrons per appointment slot. Ideally Tier 2 would begin in the spring. He presented circulation and programming statistics for the last fiscal year.

*2. Proposed FY22 Budget*

Director Plunkett reported that the Albemarle County Board of Supervisors will receive the proposed County Budget this week. Over the next two weeks, other jurisdictions will review their proposed budgets, and a better understanding of funding will emerge.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that the FY20 Audit is complete; he will be distributing copies. The biggest change was the liability increase for the annual leave accrual due to the removal of the typical cap at the end of FY20; this liability will decrease at the end of FY21 when the cap is reinstated. Central and Northside have been providing virtual tech tutorials. JMRL was accepted in Community Web's Archive-It program, which provides three free years of *Archive-it*, an archival system for storing digital data. Historical Collection Librarian Burnett will undergo training specific to the program.

## **OTHER MATTERS**

None.

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a vote on JMRL's Conduct Policy and a potential presentation from the auditors. The next regularly scheduled Board Meeting will take place on March 22, 2021 with the meeting format and location to be determined.

## **ADJOURNMENT**

The meeting adjourned at 4:44pm.

(MM:DP:zw)