

Jefferson-Madison Regional Library

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

APPROVED

MINUTES OF THE MARCH 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)

Tony Townsend (Albemarle)

TRUSTEES ABSENT

Lisa Woolfork (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director

Ginny Reese, Staff Reporter & Greene Manager

Jerry Carchedi, Business Manager

Zach Weisser, Specialist

Krista Farrell, Assistant Library Director

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, March 22, 2021 at 3:00 PM using videoconferencing software. (A recording of the meeting is available here:

<https://www.youtube.com/watch?v=40zYNwtWQrY>). The minutes for the February 22, 2020 Board Meeting were approved unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Craig praised Trustee Woolfork's moderation of the Jacqueline Woodson Festival of the Book panel. The Friends will resume Sunday book sales again in March, and are exploring an additional location as well as "virtual trivia nights." Trustee Unsworth updated the Board on Scottsville's application to VDoT for sidewalk improvements; Scottsville was awarded a grant, but the total would be insufficient to cover the full scope of the project. Nevertheless, Scottsville Library would be the main terminus on the project.

TRUSTEE CONTINUING EDUCATION

1. Bibliostat (David Plunkett)

Director Plunkett provided information about Bibliostat, the reporting tool used by the State to collect data for the Public Libraries Survey each fiscal year.

NEW BUSINESS

1. Vote on Policy 4.232 (Conduct in JMRL)

Trustee Craig motioned to accept Policy 4.232 (Conduct in JMRL) as presented at the prior Board meeting. The motion passed unanimously.

COMMITTEE APPOINTMENTS AND REPORTS

1. Five-Year Plan Committee Report

President McDuffie presented the state of the Five-Year Plan. Goal 1, "Access and Outreach" and Goal 2 "Technology" are proceeding well. Section 3, Staffing, will see a review of salary compression issues. In FY22 a revised pay scale addressing state and federal minimum wage limits will be complete. Goal 4, "Collection" will see full update of the collection at Nelson Memorial Library by the end of FY21. FY22 will focus on enhanced financial support, including fundraising, for collection development; evaluating and updating the ESL collections, and developing a plan to update the digital collection. Goal 5,

"Finance," will include fundraising plans and exploring alternatives to Out of Area fees. With the completed renovations to Nelson Memorial Library, Goal 6, "Facilities" met a major benchmark.

2. Employee Handbook Working Group (WG) Report

Trustee Powers reported that the WG aspires to have a draft of section four (Workplace and Professional Conduct) for managers to review during the Managers Meeting on April 13. The Handbook is shaping up to be an "operational document." The WG is determining which information should be supported by codified legal principles or documents.

OLD BUSINESS

1. JMRL's COVID Response Plan Update

Director Plunkett reported that branches will continue to increase hours to offer as close to pre-pandemic operation hours as possible. Expanded hours will take a variety of formats. Two goals when the buildings open more fully are to continue to offer curbside service (which all branches have plans to continue) and virtual programming. The Emergency Planning Committee continues to plan for increased levels of "openness" and also changed quarantine requirements for materials to 24 hours or an immediate cleaning. Over 75% of staff have had at least one vaccination shot, and he estimates full immunization by early to mid April for staff who have participated in this program.

2. Proposed FY22 Budget

Director Plunkett reported that the all Jurisdiction staff had submitted budgets and they are in the hands of elected officials; all proposed full funding for JMRL except for Charlottesville, which proposed level funding. He continues to work with Charlottesville on the request (about \$35,000) which would largely treat COLA increases.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported on the 100 Years of Library Service Project. Trustee Harris provided an interview for Lorenzo Dickerson's film last week. The film is projected to be complete in July. JMRL continues to work with the Albemarle Charlottesville Historical Society on exhibit panels for the third floor of Central library. He believed the Budget Committee would have to distribute the cost of the \$15 minimum wage and associated salary compression adjustments costs over multiple fiscal years. Multiple members of JMRL's management, including Digital Services Coordinator Katharine Perdue, Branch Manager England, and Business Manager Carchedi, will be leaving JMRL by June 2021.

OTHER MATTERS

President McDuffie asked Trustees to email her regarding their stance on returning to in-person meetings.

FUTURE AGENDA ITEMS

Possible future agenda items include reports from the Personnel, Technology, and Budget Committees, as well as votes on Schedule 5.4 Schedule of Library Closings and Policy 4.225 Circulation Fines and Fees. The next regularly scheduled Board Meeting will take place on April 26, 2021 with the meeting format and location to be determined.

ADJOURNMENT

The meeting adjourned at 4:14pm.

(MM:DP:zw)