

# Jefferson-Madison Regional Library

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## APPROVED

### MINUTES OF THE JUNE 28, 2021 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Marcia McDuffie (Nelson) (in person)  
Carla Mullen (Charlottesville) (in person)  
Vice President Wendy Wheaton Craig (Louisa)  
(in person)  
Kathy Johnson Harris (Charlottesville) (virtual)

Michael Powers (Albemarle) (in person)  
Thomas Unsworth (Albemarle) (virtual)  
Tony Townsend (Albemarle) (virtual)  
James West (Greene) (in person)  
Lisa Woolfork (Charlottesville) (virtual)

#### TRUSTEES ABSENT

None

#### OTHERS PRESENT

David Plunkett, Library Director (in person)  
Ginny Reese, Staff Reporter & Greene Manager (in  
person)  
AJ Mosely, Business Manager (in person)

Aleta Childs, Incoming Nelson Trustee  
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 **AS A HYBRID MEETING WITH SOME TRUSTEES PRESENT VIRTUALLY AND SOME PHYSICALLY CONGREGATED** on Monday, June 28, 2021 at 3:00 PM using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=Nrqc66bQbmM>). Trustee West moved to accept the minutes for the May 24, 2021 Board Meeting. The motion passed unanimously. Trustee Mullen moved to accept the minutes for the closed meeting for the Director evaluation earlier in May with one change from draft minutes in that the Director was not present. The motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee McDuffie reported that she and Trustee Unsworth had discussed the comments from the Director's evaluation with the Director. He was recommended for the 2% raise that all JMRL staff are receiving and the Board appreciated his excellent work in keeping the Library moving forward safely in the past year. Trustee McDuffie introduced Aleta Childs, an member of the Grow Nelson campaign, who will be the new Nelson representative to the Board. Trustee Craig attended a webinar on advocacy for library trustees. Director Plunkett introduced and welcomed AJ Mosley, JMRL's new business manager. Manager Mosley has over a decade of experience in leadership in the non-profit sector. The Director presented several books to be donated to the Nelson Memorial Branch in honor of Trustee McDuffie's service as Board President.

#### TRUSTEE CONTINUING EDUCATION

NA

#### NEW BUSINESS

##### *1. FY22 Officer Voting*

Trustee Mullen, Officer Nominations Committee Chair thanked outgoing Board President Trustee McDuffie and Board Vice President Craig for their years of service and leadership to the JMRL Board. She then presented the new slate of officers who have agreed to serve: Trustee Unsworth as Board President, and Trustee Craig for another term as Board Vice President. Trustee Harris moved to elect Thomas Unsworth as Board President and Wendy Wheaton Craig as Vice President. The motion passed unanimously. Trustee McDuffie turned the meeting over to President Unsworth.

## 2. Director Goals - FY22

Director Plunkett summarized his FY22 goals to steer JMRL through the Library's Covid Response Plan, to secure Board approval for JMRL's Minimum Wage Adjustment Plan, and to present JMRL's Diversity Plan (Strategic Plan Goal #3, Objective #8) to the Board for review. Trustee Powers asked if there was interest from the Board in adding a Director goal about moving a Central renovation forward. After discussion, Trustees agreed to add Strategic Plan Goal #6, Objective #2 to the Director's FY22 goals.

## 3. ARPA Funding

Director Plunkett summarized the upcoming opportunity to apply for ARPA funding from the Library of Virginia. Director Plunkett is proposing that JMRL treat this as a grant, and focus the application on networking equipment, exterior hold lockers, and digital materials for the public.

## **COMMITTEE APPOINTMENTS AND REPORTS**

### 1. Policy Committee Report

The Policy Committee met prior to the full Board meeting, and discussed three policies: A potential new "Discrimination Policy", new "Religious Accommodations" policy, and an updated Policy 3.1 "Disposal of Library Equipment Policy." Policy 3.1 "Disposal of Library Equipment" was presented to the Board for a first reading.

## **OLD BUSINESS**

### 1. Vote on Policy 2.81 (Portraits in the Library)

Trustee McDuffie moved to accept the revised version of Policy 2.81 "Portraits in the Library". The motion passed unanimously.

### 2. Vote on FY22 Budget

Vice President Craig moved to adopt JMRL's FY22 Budget. Trustee West seconded. The motion passed unanimously.

### 3. JMRL's COVID Response Plan Update

Director Plunkett informed the Board that JMRL would be moving to Tier 1 of the Library's COVID 19 response plan on July 6, 2021. The major changes included adding meeting room and notary services at all branches, and returning all locations to pre-pandemic schedules. Staff are working on plans for indoor, outdoor, virtual, and hybrid programming. Staff masking guidelines will match guidelines for the public.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that the Grow Nelson Library fundraising committee has been chosen as the winner of the Virginia Library Association's George Mason award, presented to organizations whose activities have contributed to the development, growth, and extension of library and information services in the local community. Grow Nelson will be honored with a plaque at the VLA conference this fall. Over 95 patrons participated in the virtual Forgotten History of Pen Park: Unmarked Graves of Enslaved Persons program hosted by Northside staff, and more than 30 people attended an outdoor storytime in Market Street Park. The Friends of the Library are hosting a warehouse book sale on July 9-11 at the Albemarle Square shopping center. The City of Charlottesville has named Trustee Mullen's replacement. Meredith Cole will join the Library Board in September. Finally, the City of Charlottesville has changed auditing firms, so JMRL's FY21 audit will be performed by Robinson Farmer, Cox and Associates.

## **OTHER MATTERS**

Trustee Mullen brought up the issue of upcoming Board committee assignments. President Unsworth asks that Trustees consider potential assignments for future discussion. Trustee McDuffie reminded the Board of the upcoming Board self-assessment, and the Board's interest in potentially changing formats for that process.

## **FUTURE AGENDA ITEMS**

Possible future agenda items include discussion of ARPA funding and a vote on JMRL's Disposal of Library Equipment policy (3.1). The next Board Meeting will take place on July 26, 2021 with format and location to be determined.

## **ADJOURNMENT**

The meeting adjourned at 4:05pm.