

## **APPROVED**

### **MINUTES OF THE JULY 26, 2021 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES**

#### **TRUSTEES PRESENT**

<u>President</u> Thomas Unsworth (Albemarle) (in person)	Michael Powers (Albemarle) (in person)
Carla Mullen (Charlottesville) (in person)	Aleta Childs (Nelson) (in person)
<u>Vice President</u> Wendy Wheaton Craig (Louisa) (in person)	James West (Greene) (in person)
Kathy Johnson Harris (Charlottesville) (virtual)	Lisa Woolfork (Charlottesville) (virtual)

#### **TRUSTEES ABSENT**

Tony Townsend (Albemarle)

#### **OTHERS PRESENT**

David Plunkett, Library Director (in person)	Buck Smith, guest (President, Cville Pride Community Network) (in person)
Ginny Reese, Staff Reporter & Greene Manager (in person)	Krista Farrell, Assistant Library Director (in person)
AJ Mosely, Business Manager (in person)	

#### **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, July 26, 2021 at 3:00 PM using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=zOPg29kKJ2Q&list=PL188X3z4fk1d5k0NCB4eM-TnvtvcEZxfz&index=2>. Trustee Powers moved to accept the minutes for the June 28, 2021 Board Meeting. The motion passed unanimously.

#### **ANNOUNCEMENTS AND PUBLIC COMMENTS**

Mr. Buck Smith spoke in favor of the June 10 virtual Drag makeup program at the Library and strongly supported the Library continuing to have programs like this.

#### **TRUSTEE CONTINUING EDUCATION**

Trustees viewed a video that is part of a series "Short Takes for Trustees" by the American Library Association. Trustees viewed segment #9 on Board Self Evaluation.

#### **NEW BUSINESS**

##### *1. Board Self-Evaluation Format*

Trustee Unsworth noted the self-evaluation survey that the Board has been using in past years has been updated and responses have changed to a yes/no format. Director Plunkett explained that all other Virginia Public Library Boards doing a self-evaluation are using this updated form. A suggestion question at the end would be useful to develop a matrix of the most looked for skills in a Trustee useful in selecting future Trustees.

##### *Discussion and Vote on FY22 Board and Budget Schedule*

Suggestions for amendments to a Draft Schedule shared by the Director included moving locations of the September and October meetings to Scottsville Library and Nelson Memorial Library respectively,

moving the December Board meeting up to December 13, and moving the location of the March meeting to Louisa. Trustee James West moved to adopt the amended Board and Budget Schedule as amended and the motion passed with unanimous approval.

*2. Reading of Religious Accommodations Policy*

Trustee Powers, chair of the Policy Committee noted that JMRL is obligated to provide religious accommodations by Federal law, but the new policy, coming out of the Employee Handbook effort, is meant to convey to employees the intent of the Library to respect the need for religious accommodations.

**COMMITTEE APPOINTMENTS AND REPORTS**

*1. Employee Handbook Working Group Report*

Trustee Powers reported that all chapters are now present in draft form. The full version should be ready for review by staff and the Board by August or September.

**OLD BUSINESS**

*1. ARPA Grant Application*

Director Plunkett described the three funding requests that the American Rescue Plan Act Application will contain: Exterior Hold Pickup Lockers for most branches (\$59,991.00), Remaining 20% of costs for networking equipment after Erate Cat 2 reimbursement (\$18,726.94), and Digital Content (ebooks/audiobooks/streaming)(\$16,741.06).

*2. Budget Committee Assignment*

All jurisdictions must be represented, therefore Nelson Trustee Aleta Childs agreed to be added to the Committee. Trustee Townsend (not present) will be asked to join and chair the Committee due to his long experience on the Library and Friends of JMRL Boards. There are chair vacancies on two other Board Committees: 5-Year Plan and Personnel.

*3. Vote on JMRL Policy 3.1 (Disposal of Library Equipment)*

Trustee Craig moved to approve the revised version of Policy 3.1 “Disposal of Library Equipment”. The motion passed unanimously.

**LIBRARY DIRECTOR’S REPORT**

Director Plunkett reported that in Tier 1 the library is successfully offering most services and locations are at full hours. In programs, currently the Library is offering a mix of virtual, hybrid and some in-person indoor and outdoor programs. The Delta variant is increasing the difficulty of decision making regarding Fall programs. The recent 3-day Friends of the Library sale was a resounding success raising \$37,299.

**OTHER MATTERS**

None.

**FUTURE AGENDA ITEMS**

Possible future agenda items include introduction to the Employee Handbook as Continuing Education, Board Self Evaluations, Vote on Religious Accommodations Policy (2.3), and Policy Committee Report. The next Board Meeting will take place on August 23, 2021 at the Northside Library.

**ADJOURNMENT**

The meeting adjourned at 4:32 pm.

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