

# Jefferson-Madison Regional Library

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## APPROVED

### MINUTES OF THE SEPTEMBER 28, 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)

Erica Younglove (Albemarle)  
Michael Powers (Albemarle)  
Thomas Unsworth (Albemarle)  
Lisa Woolfork (Charlottesville)

#### TRUSTEES ABSENT

#### OTHERS PRESENT

David Plunkett, Library Director  
Ginny Reese, Staff Reporter & Greene Manager  
Jerry Carchedi, Business Manager  
Angela Critics, Children's Services Manager

Zach Weisser, Specialist  
Krista Farrell, Assistant Library Director  
Sarah Hamfeldt, Reference and Adult Services Manager  
Hayley Tompkins, Crozet Branch Manager

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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, September 28, 2020 at 3:00 PM using videoconferencing software. (A recording of the meeting is available here: <https://www.youtube.com/watch?v=iltpTjsAuJk>). The minutes for the August 24, 2020 Board Meeting were approved unanimously. Trustee Harris abstaining.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

President McDuffie thanked the staff Emergency Planning Committee (EPC) for their continued efforts.

#### TRUSTEE CONTINUING EDUCATION

1. *Weeding Problematic Juvenile Materials, Angela Critics and Hayley Tompkins (JMRL Children's Services Manager and JMRL Crozet Branch Manager)*

Managers Tompkins and Critics reviewed procedures for treating problematic Juvenile materials. Such procedures are conceptually separate from, but often dovetail with, weeding of materials for MUSTIE criteria (misleading, ugly, superseded, trivial, irrelevant, elsewhere) as set out by the CREW method set out by the Texas State Library. Trustee Powers asked whether portions of CREW procedures were in conflict with ALA guidelines and current JMRL Policy.

#### NEW BUSINESS

1. *Library Board Self Evaluation*

President McDuffie sought to ensure that Trustees valued developing relationships with patrons and community and government decision-makers in their respective jurisdictions and that Trustees viewed their Board service as a source of enjoyment, pride, and feelings of accomplishment. The Board Self-Evaluation form also indicated that efforts should be made to make sure all Trustees feel comfortable and confident introducing and discussing their opinions. Furthermore, feedback indicated that the Board should focus on discussions of policy (rather than procedure) unless specific procedural issues were brought before the Board. The Board will work on updating the self evaluation form and process prior to next year's assessment.

2. *Budget Objectives for FY22*

Director Plunkett reported managers had submitted any requests which would result in changes to the Operating Budget. He will meet with heads of the jurisdictions to discuss JMRL's budget predictions for FY22. The only FY22 fiscal commitments in the Five-Year Plan are increased hours at Northside Branch carried forward from FY21. Other goals, such as a new full-time IT position, will be discussed at the Personnel Committee meeting next week. His priorities are Cost of Living

Adjustment (COLA) raises for staff, in pursuing which he sought Board support. Totals for medical and retirement costs would not be finalized until later in the budget process.

### *3. Friends Liaison Report*

Vice President Craig reported that the Sunday book bag sales continue. The Friends wish to acquire warehouse storage space for donated materials. Trustee Unsworth knew of a possible location. Financially, the Friends are suffering: staff, as well as JMRL programming, which draw funds from Friends book sale proceeds, are impacted. Other sources of raising money and fundraising are being pursued.

## **COMMITTEE APPOINTMENTS AND REPORTS**

None.

## **OLD BUSINESS**

### *1. JMRL's COVID-19 Response Plan*

Director Plunkett reported that Greene, Louisa, and Nelson branches transitioned to Tier 3 the prior week, providing in-library patron use by appointment. Remote desktop software, allowing staff to assist patrons at computers while social distancing, had proven successful. Overall, staff reported feeling safe.

### *2. Vote on JMRL Policy 1.4 Friends of the Library*

Trustee Mullen motioned to approve JMRL Policy 1.4 Friends of the Library. The motion passed unanimously.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported Central branch will add curbside Sunday service this coming weekend, which means JMRL will be providing service seven days a week. Digital providers Overdrive and RBDigital are merging and will provide access to patrons a single app, Libby. The McIntire Room working group recommends that the room at the Central Library be renamed the Swanson Case Courtroom. Public feedback will be accepted on this issue throughout October. The workgroup also suggested applying for a state historical marker for the exterior of the building and installing an informative display on the third floor in conjunction with JMRL's 100-year anniversary to detail a timeline of JMRL's history in the community.

## **OTHER MATTERS**

Next Monday, October 5, 2020, there will be a (closed) Special Session at Northside Library using proper PPE and social distancing for the annual Director Evaluation; any Trustees not available to appear in person may join by telephone.

## **FUTURE AGENDA ITEMS**

Future agenda items include: a report from the Personnel and Policy Committees and a Continuing Education segment on staff budget development. The next regularly scheduled Board Meeting will take place on October 26, 2020 with the meeting format and location to be determined.

## **ADJOURNMENT**

The meeting adjourned at 4:40 pm.

(MM:DP:zw)