



LIBRARY BOARD'S AGENDA – JULY 24, 2023

Monday – 3:00 pm

**NORTHSIDE LIBRARY (705 West Rio Road
Charlottesville, 22901)**

and

[Presented Virtually](#) or

via PHONE at 888 788 0099 (Toll Free)

(Webinar ID: 882 3877 0519)

- 3:00 p.m. Call to Order, Remote Participation Confirmation, & Disposition of the Minutes of the Previous Meeting**
- 3:05 Announcements & Public Comments**
- 3:35 Trustee Continuing Education**
1. Managing Collections Decisions with Data (Meredith Dickens, JMRL Collections Manager)
- 3:50 Committee Appointments and Reports**
1. Central Library Renovation Working Group Report
- 4:00 New Business**
1. Board Committee Assignments
 2. Public Library Association's (PLA) Digital Literacy Workshop Initiative Award Introduction
 3. Pass-Through Funding Granted from the Friends Family of Funds at the Charlottesville Area Community Foundation Introduction
- 4:25 Old Business**
1. Vote on Policies 2.1 and 2.11 (Public Employees' Code of Ethics and Library Employees' Code of Ethics)
- 4:40 Library Director's Report**
- 4:50 Other Matters**
- 4:55 Future Agenda Items**
- 5:00 Proposed Adjournment**



Jefferson-Madison Regional Library

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DRAFT

MINUTES OF THE JUNE 26, 2023 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Tony Townsend (Albemarle)
Meredith Cole (Charlottesville)
Wendy Wheaton Craig (Louisa)
Michael Powers (Albemarle) (virtual)
Kathy Johnson Harris (Charlottesville)

Vice President Aleta Childs (Nelson)
Martha Ledford (Greene)
Thomas Unsworth (Albemarle)
Anne Hemenway (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Catherine Fae, Reference and Adult Services Manager
Peter Morville, incoming Albemarle Trustee

Krista Farrell, Assistant Library Director
Sierra Hammons, Collection Specialist
Brandy Polanowski, incoming Louisa Trustee

CALL TO ORDER, REMOTE PARTICIPATION CONFIRMATION, & 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 on Monday, June 26, 2023 at 3:00 PM, at the Northside Library (705 West Rio Rd, Charlottesville, VA 22901), and live streamed using videoconferencing software. (A recording of the meeting is available at:

https://www.youtube.com/watch?v=qH10-_oC_uM&t=1s.) Trustee Ledford moved that Trustee Mike Powers's request to attend today's meeting of the JMRL Board remotely due to the distance between the principal residence and the meeting location be approved. Motion passed unanimously. Trustee Unsworth moved to accept the minutes for the May 22, 2023 Board Meeting as amended. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett welcomed Brandy Polanowski, from Louisa County, and Peter Morville, from Albemarle County, who have been appointed by their jurisdictions to replace Trustee Craig and Trustee Unsworth as JMRL Board Trustees, starting next month. The Director announced four books, one for each year of service on the JMRL Board of Trustees, to be added to the JMRL collection at the Scottsville Library in honor of Trustee Unsworth's service as Board Trustee. The Director also announced eight books to be added to the JMRL collection at the Louisa County Library in honor of Trustee Craig's years of service as Board Trustee. Public attendee Cynthia Ailing commented to say they were listening to today's Board meeting.

TRUSTEE CONTINUING EDUCATION

Catherine Fae, JMRL's Reference and Adult Services Manager, presented to the Board JMRL's Regional Reference Liaison Program, which assigns a Reference staff member to each branch as a point of contact and support.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

The Policy Committee met prior to the Board meeting and discussed Policies 2.1 and 2.11 (Public Employees' Code of Ethics and Library Employees Code of Ethics), Policy 5.1 (Meeting and Conference Rooms), and Policy 5.6 (Signage). Director Plunkett reported that the Board will vote on removing Policy 2.1, which will be rolled into Policy 2.11, leaving only one Ethics Policy. There will be a first reading of Policy 2.11 in New Business. There will be a potential first reading of Policy 5.1 in August.

NEW BUSINESS

1. *First Readings of Policies 2.1 and 2.11 (Public Employees' Code of Ethics and Library Employees' Code of Ethics)*
Policies 2.1 and 2.11 (Public Employees Code of Ethics and Library Employees' Code of Ethics) were presented to the Board for a first reading. Policy 2.1 will be presented to the Board next month for a potential vote of removal. Policy 2.11 will be presented to the Board next month for a potential vote, with the Policy renamed as "JMRL Employees' Code of Ethics".

2. *JMRL Employee Handbook Update*

Director Plunkett presented to the Board all updates made to the JMRL Employee Handbook since its initial endorsement in October 2021, as outlined in the Board handouts. Trustee Hemenway moved to endorse the JMRL Employee Handbook changes as presented. Motion passed unanimously.

OLD BUSINESS

1. *Vote on JMRL's FY24 Budget*

President Townsend reported that all jurisdictions have agreed to JMRL's proposed FY24 Budget. Trustee Ledford moved to adopt JMRL's FY24 Budget. Motion passed unanimously.

2. *Vote on JMRL Board's FY24 Slate of Officers*

President Townsend reminded the Board that the Nominating Committee proposed that President Townsend remain as Board President and Trustee Childs remain as Vice President, in FY24. Trustee Craig moved to approve the FY24 slate of officers as proposed. Motion passed unanimously. Director Plunkett reminded the Board that they will need two new Committee chairs in FY24, as Trustee Unsworth will be stepping down as chair of the Technology Committee and Trustee Craig will be stepping down as chair of the Budget/Finance Committee.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that over 2,500 attendees have attended JMRL's Summer Reading Kickoff events. JMRL has also had 2,748 sign ups for Summer Reading, as of Friday, which is about 400 more sign ups than last year. Director Plunkett announced that former JMRL Business Manager, Jerry Carchedi, has agreed to step in as JMRL's interim Business Manager while JMRL searches for a permanent Business Manager. JMRL has officially transitioned to JMRL's new website; Director Plunkett thanked JMRL employees Sara Elizabeth and Kayla Payne for their efforts toward this transition. Director Plunkett announced that JMRL is still working on website adjustments and is still receiving a lot of feedback via the general feedback form found on the website. Director Plunkett announced that, with full funding from all five jurisdictions, new Bookmobile services will be extended to both Nelson County and Louisa County in FY24. A proposed schedule of Bookmobile stops has been sent to Louisa and Nelson, which will include two Fridays each month in each location. Nelson Memorial Library's Outreach Vehicle is anticipated to arrive in mid-July. Director Plunkett reported that the Central Library Renovation Working Group will have its first meeting at Central on Wednesday, June 28. Director Plunkett announced that JMRL is the recipient of the Public Library Association's (PLA) Digital Literacy Workshop Initiative. The grant application was spearheaded by JMRL's Reference Librarian Abby Davis, with the support of Reference and Adult Services Manager, Catherine Fae. The Initiative is a collaboration between PLA and AT&T, and JMRL was awarded in both the offered categories, of up to \$7500, which were Support for Providing Digital Literacy Workshops and Support for Providing Affordable Connectivity Program Workshops. There will be a potential motion and vote next month for the Board to accept grant funds. Director Plunkett announced that he will be out of state next week.

OTHER MATTERS

Trustee Hemenway asked about FY24 Committee nominations and assignments, which will be discussed at the July Board meeting.

FUTURE AGENDA ITEMS

Possible future agenda items include Board Committee nominations, a second reading of Policy 2.11 (Library Employees' Code of Ethics), a potential motion to accept grant funding from PLA, and a Trustee continuing education. The next Board Meeting will be July 24, 2023 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 3:56pm.

JMRL FY24 Proposed Board Committees:

Library Board Committees

Budget/Finance Committee

- Aleta Childs, Chair
- Brandy Polanowski
- Peter Morville
- Anne Hemenway
- Martha Ledford
- Staff: Lindsay Ideson, AJ Mosley, David Plunkett

Meets as needed

Technology Committee

- Martha Ledford, Chair
- Peter Morville
- Michael Powers
- Staff: Kayla Payne, Sara Elizabeth, Michael Oden, David Plunkett

Meets as needed

5-Year Plan Committee

- Meredith Cole, Chair
- Aleta Childs
- Staff: Meredith Dickens, Krista Farrell, Susan Huffman, Kayla Payne, David Plunkett, Latasha Richards, Hayley Tompkins
- Friends of the Library: Proal Heartwell

Meets as needed

Policy Committee

- Michael Powers, Chair
- Kathy Johnson Harris
- Martha Ledford
- Anne Hemenway
- Staff: Krista Farrell, David Plunkett, Ginny Reese, Camille Thompson

Meets before the Board meeting usually every other month

Personnel Committee

- Kathy Johnson Harris, Chair
- Aleta Childs
- Meredith Cole
- Brandy Polanowski
- Staff: Krista Farrell, David Plunkett, Chris Smith



Potential Grant Funding Motions

Potential Motion for Funding Granted from the Public Library Association's (PLA) Digital Literacy Workshop Initiative:

I move that JMRL accept the Public Library Association's granted allocation of up to \$7500 and authorize the expenditure of that funding to support Digital Literacy Initiatives.

Potential Motion for Pass-Through Funding Granted from the Friends Family of Funds at the Charlottesville Area Community Foundation:

I move that JMRL accept the Friends Family of Funds at the Charlottesville Area Community Foundations' granted allocation of up to \$266,500 and authorize the pass-through expenditure of that funding for the support of library services.

PUBLIC EMPLOYEES' CODE OF ETHICS

1. ~~Employees will conduct themselves at all times in such a manner as to create respect for themselves as public servants and the jurisdictions they represent.~~
2. ~~Employees will place public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the public.~~
3. ~~Employees will not discriminate because of race, color, religion, age, sex, sexual orientation, disability, political affiliations, or national ancestry. Each employee will work to prevent and eliminate such discrimination in providing services, assigning work schedules, and in executing all personal actions.~~
4. ~~Employees will not have any material financial interest in any private business or professional activity which would be in conflict with their job responsibilities. Employees will not engage in any business activity or professional activity that would appear to be in conflict with their job responsibilities or that would tend to impair independence of judgment or action in the performance of official duties. (See Section 2.1-639.8 Code of Virginia.)~~
5. ~~Employees will refrain from using their positions for personal gain and will keep confidential all information not available to all citizens that is acquired by virtue of their position in the organization. (See Section 2.1-639.4, Code of Virginia.)~~
6. ~~Employees will not accept any personal gift, favor, service, money, or anything of value from the public which might reasonably tend to influence the impartial discharge of duties. (See Section 2.1-639.4 Code of Virginia.)~~

~~(Adapted from the City of Charlottesville Personnel Policies)~~

Revised 12/20/10

LIBRARY **JMRL** EMPLOYEES' CODE OF ETHICS

Jefferson-Madison Regional Library encourages employees to strive for the highest level of ethical conduct, and **JMRL employees are bound by the guidance on ethics in the City of Charlottesville's Personnel Policies. JMRL also generally follows the guidance on ethics for Library Employees set out by the American Library Association. To that end employees will:**

1. Provide the highest level of service to all library users through appropriate and usefully organized resources, equitable service policies, equitable access, and accurate, unbiased, and courteous responses to all requests.
2. Uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. Protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. Make a good faith effort to ~~recognize and~~ respect intellectual property rights **and recognize a balance between the interests of information users and rights holders.**
5. Treat co-workers and other colleagues with respect and fairness, and advocate conditions of employment that safeguard the rights and welfare of all employees.
6. Distinguish clearly in their actions and statements between their personal convictions and philosophies and their professional duties and do not allow personal beliefs to interfere with fair representation of the aims of the library or the provision of access to library resources.
7. Avoid situations in which personal interests might be advanced or financial benefits gained at the expense of the library patrons, colleagues, or Jefferson Madison Regional Library.
8. Strive for excellence by maintaining and enhancing knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the library profession.
9. **Affirm the inherent dignity and rights of every person and provide unbiased access to a full spectrum of information about social issues such as bias, inequity, oppression, diversity, inclusion, and racial and social justice.**

(Adapted from the American Library Association Statement on Professional Ethics, ~~2008~~2021)