

LIBRARY BOARD'S AGENDA – APRIL 22, 2024

Monday – 3:00 pm

NELSON MEMORIAL LIBRARY

**(8521 Thomas Nelson Hwy, Lovingson, 22949) and
and**

[Presented Virtually](#) or

via PHONE at 888 788 0099 (Toll Free)

(Webinar ID: 859 2261 8160)

- 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**
- 3:35 Committee Appointments and Reports**
1. Policy Committee Report
 2. Five Year Plan Committee Report
- 3:55 Old Business**
1. JMRL Mission Statement Review Discussion
 2. Potential Second Reading of Policy 4.234 (Safe Child)
- 4:15 New Business**
1. Potential First Reading of JMRL Policy 4.53 (Community Partnerships)
 2. Discussion of Five Year Plan
 3. Virginia Commission for the Arts Grant Acceptance
 4. Director Evaluation Preparation
- 4:45 Library Director's Report**
- 4:50 Other Matters**
- 4:55 Future Agenda Items**
- 5:00 Proposed Adjournment**

***** Optional Tour of the Nelson Memorial Library**

grow. learn. connect.



Jefferson-Madison Regional Library

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

DRAFT

MINUTES OF THE MARCH 25, 2024 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Tony Townsend (Albemarle)
Meredith Cole (Charlottesville)
Brandy Polanowski (Louisa)
Michael Powers (Albemarle)
Kathy Johnson Harris (Charlottesville)

Vice President Aleta Childs (Nelson)
Martha Ledford (Greene)
Peter Morville (Albemarle)
Anne Hemenway (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Jerry Carchedi, Business Manager

Krista Farrell, Assistant Library Director
Sierra Nafziger, Collection Specialist
EJ Dowling, Greene County Library Branch Manager

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, March 25, 2024 at 3:00 PM, at the Greene County Library (222 Main Street Suite 101, Stanardsville, VA 22973), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=E2W7h4ZXsUo>.) Trustee Ledford moved that Trustee Peter Morville's request to attend today's meeting of the JMRL Board remotely due to a temporary or permanent disability or other medical condition that prevents physical attendance be approved. Motion passed unanimously. Trustee Powers moved to accept the minutes for the February 26, 2024 Board Meeting. Motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

EJ Dowling, Greene County Library Branch Manager, welcomed everyone in attendance to the Greene County Library and announced there would be a branch tour at the end of the Board meeting. Director Plunkett announced that former Greene County Trustee to the Library Board, Jim West, passed away March 17, 2024. Director Plunkett also announced that JMRL was presented the award for Outstanding Website Serving a Population of Over 100,000 at the Virginia Public Library Directors Association (VPLDA) annual meeting last week. No public comments.

TRUSTEE CONTINUING EDUCATION

Director Plunkett presented to the Board information on The Friends of the Library, specifically how the finances impact JMRL. The Friends of the Library Spring 2024 Book Sale will be held April 6-14, with member's only night being April 5,

COMMITTEE APPOINTMENTS AND REPORTS

1. Central Library Renovation Working Group Report

Trustee Hemenway reported that both Albemarle County and City of Charlottesville have in their proposed Capital Improvement Program(CIP) budgets money for the Central Library renovations in FY 27 and FY29. Albemarle County and City of Charlottesville will vote on their proposed budgets in the weeks to come.

2. Five-Year Plan Committee Report

Trustee Cole reported that the Five-Year Plan Committee will meet before the April Board Meeting to review the FY2025-2029 Five-Year Plan draft. Director Plunkett announced that the goal for the Committee is to present the FY2025-2029 Five-Year Plan draft to the Board at the April Board meeting.

NEW BUSINESS

1. Potential Second Reading of Policy 4.234 (Safe Child)

Policy 4.234 (Safe Child) was presented to the Board last month for a first reading. Policy 4.234 was presented to the Board for a second reading. Discussion ensued regarding clarification of language. Director Plunkett will speak to JMRL's legal counsel and report back to the Policy Committee.

2. Discussion of JMRL FY25 Schedule 5.4 (Schedule of Library Closings)

Trustee Cole moved to accept the JMRL FY25 Schedule 5.4 (Schedule of Library Closings) as proposed. Motion passed unanimously.

3. Discussion of JMRL FY25 Schedule 4.225 (Circulation Fines and Fees)

Trustee Powers moved to adopt the JMRL FY25 Schedule 4.225 (Circulation Fines and Fees) as amended. Motion passed unanimously.

OLD BUSINESS

1. FY25 Budget Update

Director Plunkett reported that, currently, three of the five jurisdictions are recommending full funding of JMRL's operational budget for FY25; these have not been voted on yet. Greene and Nelson are still working on proposed budgets.

2. Library Board Self Evaluation Discussion

President Townsend presented the results of the Board Self Evaluation. Discussion ensued on a potential annual review of JMRL's Missions and Values. Director Plunkett will report back to the Board regarding findings from the Library of Virginia.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that Gordon Avenue Library's Deadly Knits program was highlighted on the Library of Virginia's blog The UncommonWealth. Director Plunkett also reported that the Northside Library will be losing the ten overflow parking spots, previously leased out by the Sentara building next door; the new owners of the location are not able to offer the parking spaces at this time. JMRL is working with UVA Health and the American Heart Association to bring blood pressure monitoring kits to the library, thanks to the support of the Bama Works foundation and JMRL's Catherine Fae for organizing. Director Plunkett thanked President Townsend and Trustee Childs for attending the library kiosk ribbon-cutting event in Nellysford. Same Page Community Read event, part of the Virginia Festival of the Book, wrapped up last Wednesday with over 175 attendees in person and 30-40 attendees via live stream watching Rachel Beanland's author talk. Greene County's phone system is experiencing issues. Greene County Library has a temporary cell phone available for patrons to call; the number is posted on the JMRL website. JMRL's annual NAACP scholarship is open and accepting applications until April 19, 2024. Trustee Childs will be serving on the review committee for the NAACP scholarship again this year.

OTHER MATTERS

Trustee Powers introduced a discussion topic regarding a potential wording update in the current Library Director's contract.

FUTURE AGENDA ITEMS

Possible future agenda items include committee reports from the Five-Year Plan Committee and the Policy Committee, a potential report from the Budget Committee, a potential reading of Policy 4.234 (Safe Child), a FY25 Budget Update, and planning for the Director's Evaluation. The next Board Meeting will be April 22, 2024 at the Nelson Memorial Library.

ADJOURNMENT

The meeting adjourned at 4:34pm.

SAFE CHILD DRAFT

Current Policy

The Jefferson-Madison Regional Library welcomes and encourages children of all ages to use its facilities and services.

While the Library strives to provide a safe environment, branches are public facilities open to all and the Library is not able to accept responsibility for the safety and supervision of children. The Library does not act *in loco parentis*, meaning staff do not take on the functions and legal responsibilities of a parent. Parents and caregivers are responsible for the safety, well-being, and supervision of their children when using the library.

Children of different ages require different levels of supervision. In order to safely provide the best service, library staff requires parents to follow these guidelines for adequate supervision:

| Age of Child | Supervision Responsibilities |
|--------------|---|
| 9 or younger | Parent/caregiver must maintain visual contact and conversational distance with the child while in the library. If a child is attending a library program parents must remain in the building. |
| 10 and older | Child may use the library unsupervised until closing. |
| 12 and older | May act as caregiver for younger children until closing. |

Just like with any user of the library, children must maintain proper behavior as described in Policy 4.232 (Conduct in JMRL). Staff is authorized to contact appropriate authorities if a situation appears to be dangerous or neglectful to a child, or if a parent/guardian or caregiver cannot be located or contacted within 30 minutes or if a child is suspected to be truant. **The library will make every effort to locate a parent or guardian if a child is not picked up by library closing time. Staff will remain with an unattended child after closing until a parent, guardian or the appropriate authorities arrive.**

In addition, library employees and volunteers who work with children and youth (under age 18) should observe the two-person rule or the open-door policy as described in JMRL Staff Procedure 4.234. Library staff should never make physical contact with any patron without prior consent from the individual or their caretaker, unless that patron is exhibiting behaviors dangerous to themselves or others.

To best serve the needs of library users of different ages, the Library has areas for targeted age groups and asks patrons to comply with these age guidelines during times when the intended audiences are likely to use these areas

JMRL's Next Five Years



We provide free, equitable, open access to information

GOALS

JMRL will facilitate discovery and delivery of a wide range of materials in a variety of formats. The Library will adopt new technologies to meet the changing needs of the community.

STRATEGIES

- Ensure that all resources provided to the community reflect its diversity and support its freedom to read.
- Promote awareness and discoverability of library resources, adapting to meet patron's information-seeking behavior.
- Provide the JMRL staff with the resources needed to deliver adaptable and flexible library service to the community.
- Provide equitable access and training for existing and emerging technologies.

**STRATEGIC PLAN
2025 - 2029**



We inspire lifelong learning

GOALS

JMRL will promote learning at every stage of life both at the Library and in the community.

STRATEGIES

- Offer a diverse range of programs, resources, and services aimed at creating a culture of inclusion.
- Promote literacy of all kinds through programming and access to library resources.
- Expand outreach services within a coordinated, regional framework.



We cultivate a welcoming environment for community engagement

GOALS

JMRL will work with stakeholders to provide modern, accessible, and safe spaces for staff and patrons.

STRATEGIES

- Evaluate and address the accessibility, availability, and safety of existing spaces.
- Educate stakeholders about the funding structures and operational needs of JMRL.
- Work with jurisdictional partners to preserve and update aging library buildings.



We serve our community

GOALS

JMRL will work with the community to serve everyone and provide library services that meet people where they are. JMRL will hire, train, and retain an exceptional staff to foster a customer focused environment.

STRATEGIES

- Identify underserved populations and work to bring library services to them by networking with community organizations and the groups they serve.
- Address the need for expanded and updated facilities, including mobile services and library kiosks.
- Review and revise JMRL's approach to its compensation plan.

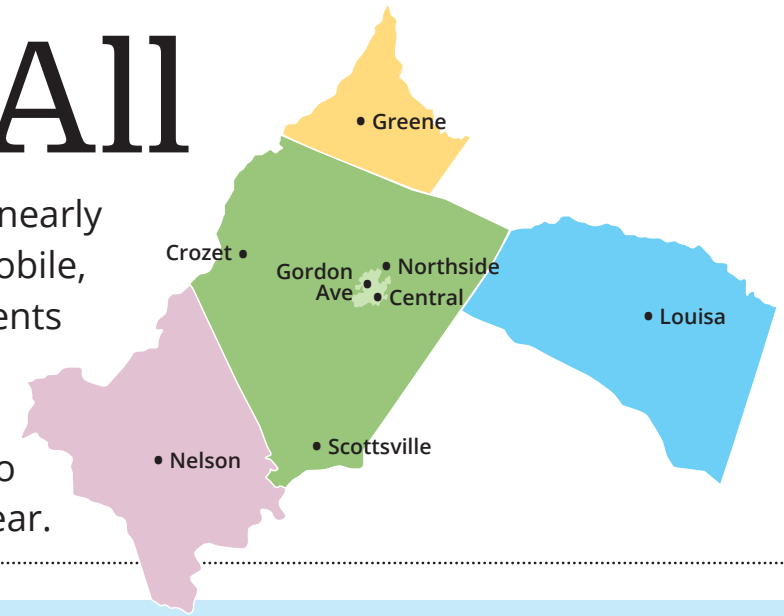
PREVIOUS STRATEGIC PLAN OUTCOMES (2019-2024)





A Library for All

The Jefferson-Madison Regional Library system spans five localities and nearly 2,000 square miles in Central Virginia. Eight physical branches, a bookmobile, and a digital branch provide library services to more than 235,000 residents in Albemarle, Greene, Louisa, and Nelson counties and the City of Charlottesville. With combined holdings of just under 500,000 items, the library circulates more than 1.6 million items annually and offers access to online resources and downloadable books 24 hours a day, 365 days a year.



OUR MISSION: JMRL fosters personal growth and lifelong learning for all by connecting people with ideas, information, and each other.

JMRL supports literacy of all kinds through our programs, resources, and services.

PROGRAMS

Storytimes, book clubs, workshops, community events

RESOURCES

Physical and digital books, audiobooks, DVDs, media streaming, informational displays

SERVICES

Reference assistance from professionally trained librarians, reader's advisory, technical support

Early Literacy

Storytimes, STEM activities, Summer Reading, 1,000 Books Before Kindergarten

Information Literacy

Professional research assistance and instruction, educational materials, displays

Digital Literacy

Computer access, tech help, computer skills and cybersecurity classes

Financial Literacy

Financial planning resources and classes, partnerships for free financial counseling, tax preparation

Health Literacy

Health kits to check out, partnerships with local health community for screenings and seminars

Civic Literacy

Census data, information on local government and community organizations, citizenship prep

Cultural Literacy

Preservation of records, diverse collection, social and educational opportunities

Lifelong Literacy

Outreach and programming to support continuous learning in all phases of life



Potential Grant Funding Motions

Potential Motion for Funding Granted from the Virginia Commission for the Arts:

I move that JMRL accept the Virginia Commission for the Art's granted allocation of up to \$2400 and authorize the expenditure of that funding to support Childrens programming.

The criteria for evaluation are grouped under general headings and pertain to the duties required of the Library Director. A rating range is provided for each criterion. In those areas where you feel that you do not have sufficient knowledge of the area to render a judgment, mark the item "Don't Know."

Job Description:

The Library Director is responsible for developing and supporting all efforts necessary to maintain public library services in support of the regional library's educational mission. The Library Director works closely with the Board of Trustees to develop short and long range plans, library policies, and budgets. The Library Director monitors library services, supervises staff and volunteers, coordinates public relations, provides orientation for new Trustees, oversees the maintenance and expansion of library facilities, and stays informed of developments and trends in library services. The Library Director serves as the regional library's representative to five local governments, is a member of the Library Endowment Committee, meets regularly with Friends of the Library and, along with the Library Board President, is the library's chief spokesperson.

Essential Responsibilities and Duties Include:

- Providing technical advice to the Library Board; recommending policies for Board action and carrying out Board policies
- Recommending and carrying out plans for extending library services
- Working with the Board and local governments to develop annual budgets
- Supervising all library staff and services; recruits, trains, evaluates staff and volunteers
- Overseeing library collections, collection development, and technical services
- Overseeing all aspects of the physical plant, grounds, and equipment
- Providing leadership on major development projects including construction and renovation of facilities
- Closely monitoring library revenues and expenditures
- Preparing regular reports on the library's progress and future needs
- Working with the Library Board to meet annual goals and objectives
- Maintaining an active program of internal and external communications (public relations)
- Actively supporting legislation beneficial to the library; knowing local and state laws germane to libraries
- Reporting regularly to the Library Board, local governments, and the public
- Staying aware of new trends in library services and technologies, legal issues facing libraries, and new ideas for programs
- Pursue and oversee application for appropriate grants
- Assuring the library remains eligible for state and federal grants
- Affiliating with state and national professional organizations
- Performing other duties as requested by the Board or that are essential to ensuring the library provides the best possible library services

Education, Experience and Skills:

- A Master’s degree in library science and eligibility for professional certification in the Commonwealth of Virginia are required
- Ten years of public library work experience with a minimum of 5 years in administrative or management positions
- Extensive experience in developing and managing budgets for entire libraries and/or substantial library projects

Organization Competencies:

- Excellent financial management skills
- A proven working knowledge of computer systems and the latest online library services
- Highly developed communication skills, verbal and written
- Effective interpersonal skills including diplomatic management abilities
- Ability to establish and maintain positive working relationships with colleagues, other government and community agencies, and the general public
- Ability to prepare comprehensive reports and present ideas clearly and concisely in verbal and written form
- A strong desire to support the library’s educational

1. **Technical Advisor to the Board.** Includes investigating innovative methods of service delivery; consulting with staff and Trustees appropriately to consider fit of new methods to needs of JMRL and their cost effectiveness; creating and implementing orientation for Board members; keeping the Board informed of relevant legislation pertaining to libraries and their policies.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Poor | | Good | | Excellent | Don't Know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

2. **Policy Recommendations to the Board.** Includes such things as completing adequate staff work prior to presentation to the Board; recommending reasonable policies and alternatives; making policy recommendations in advance of, rather than as a reaction to, a problem; making policy recommendations only when necessary and appropriate for the efficient operation of the library.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Poor | | Good | | Excellent | Don't Know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

3. **Relationship with Board of Trustees.** Includes such things as implementing Board decisions in a timely manner; representing Board policies and decisions in a professional manner to JMRL staff, regional leaders, and other; is open with Board and Trustees and does not have hidden agendas; attending all Board meetings (other than those at which Director’s salary or tenure is discussed); interacting with Trustees in an appropriate, professional manner; communicating issues, concerns, and news to Trustees in timely fashion between Board meetings.

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| Poor | | Good | | Excellent | Don't Know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

4. Relationship with jurisdictional governments. Includes such things as reporting regularly to five local government officials and public; responding to inquires promptly; knowing local and state laws and is appropriately involved with legislation at the local, state, and national levels relevant to JMRL; periodically advising and consulting local jurisdictions on facilities, services, and budgetary issues.

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| Poor | | Good | | Excellent | Don't Know |
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5. Public relations. Includes such things as effectively communicating services of the library to the public; establishing a proper and realistic balance between promotion of services and budget constraints; occasionally working in public areas of the library.

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| Poor | | Good | | Excellent | Don't Know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

6. Relationship with Friends of the Library. Includes such things as actively promoting the maintenance of the Friends group; communicating clearly the role and relationship of the Friends group to the Board.

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| Poor | | Good | | Excellent | Don't Know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

7. Community involvement. Includes such things as being aware of community issues; keeping informed of regional issues, particularly as they impact JMRL; occasionally having speaking engagements in the community; initiating and exploring opportunities for continued and increased community outreach.

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| Poor | | Good | | Excellent | Don't Know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

8. Professional/state awareness and activity in professional organizations. Includes such things as actively participates in ALA, VLA and other state or regional library associations; holds or has held offices in professional organizations; utilizes the services and consultants of the State Library.

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| Poor | | Good | | Excellent | Don't Know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

9. Fiscal management. Includes such things as preparing regular reports on the library's current progress and future needs; preparing an annual budget in consultation with the Board; gives current reports of expenditures against budget; completes all staff work in a timely manner prior to budget presentation; accounts for all necessary expenses; allocations are made or reserved for unanticipated expenses; funds are effectively allocated; mid-year corrections are minimized and explained if necessary; pursues funding with private or government agencies as opportunities arise.

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| Poor | | Good | | Excellent | Don't Know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

10. **Short and long-range planning.** Includes such things as recommending priorities that implement the library’s mission as defined by Board policy; priorities reflect community and individual branch needs; accomplishments reflect and relate to both short and long-range plans; plans are flexible enough to allow for unforeseen circumstances; provides adequate information to the Board on the implementation, revision, etc., of short and long-range planning.

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| Poor | | Good | | Excellent | Don't Know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

11. **Oversight of Library services, collections and program development.** Includes such things as effectively delegates selection and acquisition of all books and other materials; maintains an effective program for determining user needs and wants and translates these needs and wants into acquisitions and services; has evolved a plan enabling the library to respond to budget cuts or increases; cooperates with the Board to plan and carry out the library’s goals program.

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| Poor | | Good | | Excellent | Don't Know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

12. **Supervision of maintenance of physical plant.** Includes such things as assuring buildings and grounds are adequately maintained; maintains an ongoing program that provides adequate information on the need for new or remodeled facilities; new or remodeled facilities function appropriately and are aesthetically pleasing; new or remodeled facilities are constructed within budget.

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| Poor | | Good | | Excellent | Don't Know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

13. **Overall library staff management.** Includes such things as managing staff so the operations are friendly, efficient, and cost-effective; suggests improvements needed in salary and working conditions; utilizes the skills and initiative of staff to the library’s advantage; ensures that all state, local, and federal laws related to current employment practices are observed; implements in-service training for professional development of staff; provides opportunities and time for continuing education and advancement of staff.

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| Poor | | Good | | Excellent | Don't Know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

14. **Overall leadership abilities and qualities.** Includes such things as difficult decisions are made and implemented in a timely manner after consultations with appropriate JMRL personnel and Trustees (where appropriate); is objective in making necessary decisions and does not permit personal prejudices to intrude inappropriately; displays initiative rather than reacting to problems as they arise; maintains consistency in decisions affecting public-staff relations; sets example for staff through professional conduct, high principles, and business-like approach.

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| Poor | | Good | | Excellent | N/A |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

15. Judge each trait listed below.

| | Poor | | Good | | Excellent | Don't Know |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Cooperative attitude | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Organizes work well | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Takes initiative | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Demonstrates creativity | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Meets deadlines | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Shows tact | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Communicates well | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Shows enthusiasm for work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Sets professional example | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Receptive to new ideas | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Makes good decisions | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

16. Please provide a statement of overall assessment of David's performance as Director of JMRL this past year:

17. Keeping the five-year plan in mind, please list any goals, objectives, and/or projects you would like to see accomplished in 2019.

18. Please provide any additional comments or thoughts you'd like to share about David's performance, this survey, or related issues.