

Jefferson-Madison Regional Library

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APPROVED

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.
