JEFFERSON-MADISON REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – AUGUST 28, 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: 892 9319 0892)

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. JMRL's Technology Offerings (Kayla Payne, JMRL Collections and Technology Manager)

3:50   **Committee Appointments and Reports**
   1. Central Library Renovation Working Group Report
   2. Five Year Plan Committee Report
   3. Policy Committee Report

4:05   **New Business**
   1. Potential First Reading of Policy 5.1 (Meeting and Conference Rooms)
   2. Potential First Reading of Policy 3.2 (Library Equipment Fund)
   3. Library Director FY24 Goals

4:25   **Old Business**
   1. Annual Evaluations Timeline and Contents

4:35   **Library Director's Report**

4:40   **Other Matters**

4:45   **Future Agenda Items**

4:50   **Proposed Adjournment**

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Jefferson-Madison Regional Library

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DRAFT

MINUTES OF THE JULY 24, 2023 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

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, July 24, 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=ylQ9J6QgGrA.) Trustee Ledford stated their appreciation for the thoroughness and quality of the minutes. Trustee Ledford moved to accept the minutes for the June 27, 2023 Board Meeting as amended. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

No announcements. Public attendee Cynthia Alling commented to say they were representing community members and hoped the Trustees are enjoying summer.

TRUSTEE CONTINUING EDUCATION

Meredith Dickens, JMRL's Collection Manager, presented to the Board information on how JMRL manages collection decisions with data. JMRL currently has 493,732 physical items in the collection, which saw 1,282,486 total circulations over the past year. More collection data can be found in the Technical Services Monthly Report, which is available to all Trustees.

COMMITTEE APPOINTMENTS AND REPORTS

1. Central Library Renovation Working Group Report

The Central Library Renovation Working Group met at the end of June, along with members of the community, where Director Plunkett gave a brief overview of the Central Library and the renovations that have taken place since the 1970s, with the last big renovation being in the 1980s. Trustee Hemenway reported that the funding for the Central Library renovation has to come from both the City of Charlottesville and Albemarle. The Working Group looked at the 2015 design study by Train and Associates, and discussed what to improve upon and possible new approaches. Trustee Hemenway stated the Working Group talked about adding members and speaking to local elected officials, and had a tour of the Central Library.

NEW BUSINESS

    1. Board Committee Assignments

President Townsend announced the addition of Trustees Polanowski, Morville, and Hemenway to the Budget/Finance Committee, with Trustee Childs as the new chair, fulfilling the requirement to have all jurisdictions represented. Trustee Morville was assigned to the Technology Committee, with Trustee Ledford as the new chair. Trustee Hemenway joined the Policy Committee and Trustee Polanowski joined the Personnel Committee. Trustee Ledford moved to accept the Committee assignments as presented. The motion passed unanimously.

    2. Public Library Association's (PLA) Digital Literacy Workshop Initiative Award Introduction

Director Plunkett announced that JMRL is the recipient of the Public Library Association's (PLA) Digital Literacy Workshop Initiative Award, of up to $7,500. Trustee Powers moved that JMRL accept the Public Library Association's granted allocation of up to $7,500 and authorize the expenditure of that funding to support digital literacy initiatives. Motion passed unanimously.

    3. Pass-Through Funding Granted from the Friends Family of Funds at the Charlottesville Area Community Foundation Introduction

Trustee Ledford moved 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 the funding for the support of library services. Motion passed unanimously.

OLD BUSINESS

    1. Vote on Policies 2.1 and 2.11 (Public Employees' Code of Ethics and Library Employees' Code of Ethics)

Trustee Hemenway moved to remove Policy 2.1 (Public Employees' Code of Ethics) and to replace it with JMRL Policy 2.11 (Library Employees' Code of Ethics). Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that JMRL's Bookmobile services expansion to Nelson County and Louisa County is hoping to start in August or September. Director Plunkett announced that the Technical Services Monthly Report, which can be found on the Trustee page of the JMRL website (jmrl.org/board-trustees), includes the final statistical information for FY23. Including digital materials, JMRL circulated 1.68 million total items last fiscal year. Digital circulation surpassed Northside Library as JMRL's busiest branch. Director Plunkett announced that on August 12th the Nelson Memorial Library will be hosting the Library of Virginia LVA on the Go program, focusing on local history and genealogy. On August 16th, Crozet Library will be hosting a partnership program with DMV Connect. The Charlottesville Area Community Foundation will be helping fund a privacy pod for Central Library this upcoming year. The privacy pods at Greene and Crozet are up and running, along with Louisa. Director Plunkett announced that Cathy Schafrik is the new Greene County Administrator. JMRL rolled out a new courtesy email notification system for overdue items and items on hold, which is more customizable.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include reports from the Policy Committee, the Central Library Renovation Working Group, and the 5-Year Plan Committee, a potential continuing education on JMRL's technology offerings, as well as a potential Board Self Evaluation. The next Board Meeting will be August 28, 2023 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 4:05pm.

Current Version

The meeting rooms are available for use during hours the Library is open on equal terms to all groups in the community, regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public. The fact that a group is permitted to use a room does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All literature and publicity regarding meeting room activities must clearly identify the sponsor(s). Where access to a meeting room is independent of the Library, restricting hours to when the Library is open does not apply. Meeting room use requires completion of a JMRL Meeting Room Registration form (JMRL Form: Section 5.1) by an authorized group/organization representative with a valid JMRL library card.

Library and Library-sponsored activities have first priority in scheduling; and, thereafter, the rooms are available for informational public gatherings. If a party reserving a meeting room does not arrive within 15 minutes of the scheduled reservation time, library staff may make the room available to other users. When not in use, rooms may be available to individuals on a first-come, first-served basis for up to 3 hours per day. The rooms are not available for programs involving the sale, advertising, or promotion of commercial products or services, regardless of purpose, except programs of Jefferson-Madison Regional Library, Friends of Jefferson-Madison Regional Library, the Virginia Library Association, the Virginia Festival of the Book, or the Jefferson-Madison Regional Library Board of Trustees, at which programs performers/presenters are permitted to sell sound recordings, videos and books related to their performance/presentation. Library staff shall not be involved in such sales in any fashion. Solicitation is not permitted in meeting rooms; however, local offices of Voter Registration and/or their designees may use library facilities to encourage voter registration.

The Library Director or Branch Manager may, upon application in writing, extend meeting room use beyond regular library hours. Such extensions may require that janitorial service fees be paid by the group or organization using the room.

Meetings or classes held in library meeting rooms must be open to the public free of charge. Fees to cover only the cost of materials and supplies may be charged by publicly-funded institutions and accredited educational facilities.

Guidelines for the use of the meeting rooms in each facility are available.

CONFERENCE ROOMS

The Jefferson-Madison Regional Library welcomes individuals and small groups to use the Library's conference rooms. The conference rooms are designed to meet the needs of Library users who want to work individually or in small groups for limited periods of time. The rooms are not available for social gatherings and are not intended for the conduct of daily business or regular "office hours."

Conference rooms may be reserved in advance for a single block of time of up to 3 hours. At the conclusion of the first 3 hours, users may reserve an additional block of time, up to an additional 3 hours, if a room is available. When not reserved or in use, rooms may be available on a first-come, first-served basis with the same time limits.

A valid JMRL library card shall be required to check out a conference room key. While in use, conference room doors must remain unlocked and windows may NOT be covered.
Covered drinks and dry snacks (e.g., food generally dispensed in vending machines) are permitted in conference rooms, but hot foods are prohibited.
Individuals and groups may not store personal belongings or supplies in conference rooms.

The following rules for the Library meeting rooms also apply to conference rooms:
1. The Library does not endorse the policies or beliefs of anyone using the rooms.
2. Library and Library-sponsored activities have first priority in scheduling.
3. If a party reserving a meeting room does not arrive within 15 minutes of the scheduled reservation time, library staff may make the room available to other users.
4. The rooms are not available for the sale, advertising, or promotion of products or services.
5. Solicitation is not permitted, except by local officers of Voter Registration to encourage voter registration.
Guidelines for the use of conference rooms are available.

Proposed Draft

The Jefferson-Madison Regional Library (JMRL) offers several options for members of the public seeking individual or group rooms. These rooms are intended to be used by the public for civic, cultural, and educational activities and for discussion of current public questions. Each JMRL location may have different types of rooms available to the public, but in general JMRL rooms include:

- Meeting Rooms- For use by groups of three or more. Meetings must be free and open to the public and reservations are generally required in advance.
- Conference Rooms and Privacy Pods- For individual or small group meetings, generally not open to the public at large. Check with your local branch for availability and reservation requirements.

JMRL rooms are available for use during hours the Library is open on equal terms to all groups in the community, regardless of the beliefs and affiliations of their members. The following guidelines apply to public use of JMRL rooms:

- JMRL's Conduct Policy (4.232) applies in all JMRL rooms
- Rooms are not intended for the conduct of daily business or regular "office hours."
- No individual may be turned away from a Meeting Room, nor can meeting organizers require an individual to provide any identifying information as a prerequisite for attending.
- Only JMRL's Conference Rooms and Privacy Pods are available for private use.
- Solicitation is not permitted at JMRL, including in JMRL rooms; however, local offices of Voter Registration and/or their designees may use library facilities to encourage voter registration.
- JMRL's rooms are not available for programs involving the sale, advertising, or promotion of commercial products or services, regardless of purpose, except programs of Jefferson-Madison Regional Library, Friends of Jefferson-Madison Regional Library, the Virginia Library Association, the Virginia Festival of the Book, or the Jefferson-Madison Regional Library Board of Trustees, at which programs performers/presenters are permitted to sell sound recordings, videos and books related to their performance/presentation. Library staff shall not be involved in such sales in any fashion.
- Meetings or classes held in library Meeting Rooms must be open to the public free of charge. Fees to cover only the cost of materials and supplies may be charged by publicly-funded institutions and accredited educational facilities.

- The fact that a group is permitted to use a room does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All literature and publicity regarding meeting room activities must clearly identify the sponsor(s).
- Rooms are not available for social gatherings such as birthday parties, reunions, showers, etc.
- Library sponsored events have first priority in scheduling, and JMRL reserves the right to reschedule public meetings if a conflict with library events occurs. JMRL will make a good faith effort to make other arrangements for a public booking if a conflict arises.
- If a party reserving a JMRL room does not arrive within 15 minutes of the scheduled reservation time, library staff may make the room available to other users. When not in use, rooms may be available to individuals on a first-come, first-served basis for up to 3 hours per day.
- For Meeting Room bookings, JMRL will publicly post the name of hosting organizations.
- Meeting Room use requires completion of a JMRL Meeting Room Registration form (JMRL Form: Section 5.1) by an authorized group/organization representative with a valid JMRL library card. Individuals under 18 years of age will need parental signature on Form 5.1; any juvenile use of Conference or Meeting Rooms or Privacy Pods must comply with JMRL's Safe Child Policy (4.234)
- JMRL's rooms are only available during library hours, unless by special arrangement with the Library Director or their designee. Any after-hours usage of rooms may require a fee, and all JMRL policies will apply during usage.
- JMRL-sponsored activities and events are not subject to the guidelines of this policy.

For more information on procedures for rooms at any JMRL branch, see jmrl.org/meeting-rooms. Details on use of JMRL rooms may vary from branch to branch.

LIBRARY EQUIPMENT FUND

The Jefferson-Madison Regional Library's Equipment Fund is generated by revenues from fees and fines collected from use of Library materials and equipment. The purpose of this fund is to support the orderly operation, maintenance, and replacement of Library equipment. This fund is intended to be the first source of funding for equipment needs. Annually, each June, all items to be purchased from the Equipment Fund will be presented to the Board for review.

Adopted June 26, 1990
Revised 8/96

JMRL Prioritized Director Goals for FY24:

1. Shepherd JMRL's Strategic Planning process through the creation of a new plan covering FY25-FY29.
2. Work with the City of Charlottesville HR department to begin an overhaul of JMRL's compensation plan This is likely a multi-year process, so progress this year could include pursuing intermediary steps to address staff compression and lack of progress on JMRL's payscale.
3. Work with the Central Library Renovation Working Group to advance this project. Progress could include updating JMRL's Capital Improvement Program submissions to Albemarle County and the City of Charlottesville, and facilitating discussions between Working Group members and elected officials and staff from each jurisdiction.

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FY2024 Library Board Meeting and Budget Schedule

July 24, 2023 — **Board Meeting (Northside Library)**

August 28, 2023 — **Board Meeting (Northside Library)** - Library Board self-evaluation

September 15, 2023 — Department and Branch Managers submit personnel and operational (non-equipment) budget requests

September 25, 2023 — **Board Meeting (Northside Library)** - Library Board sets budget objectives/guidelines

Early October — Personnel Committee meets to discuss personnel requests from library staff

October 23, 2023 — **Board Meeting (Northside Library)** - Library Director presents branch and department budget requests to the Library Board; Library Board discusses and ranks budget requests, using recommendations from Personnel Committee

Early November — Budget Committee meets to draft 2024/25 proposed budget and sends draft to Library Board

November 27, 2023 — **Board Meeting (Gordon Avenue Library)** - Proposed budget adopted by Library Board

December 18, 2023 — **Board Meeting (Northside Library)**- One week early due to Christmas holiday

Dec 2023- Jan 2024 — Library Trustees and Library Director meet with City/County officials to discuss proposed budget

January 15, 2024 — Deadline for submitting proposed budget to jurisdictions

January 22, 2024 — **Board Meeting (Northside Library)**- Library Director mid-year goals update, if requested

February 26, 2024 — **Board Meeting (Louisa County Library)**

March/April 2024 — Budget work sessions with Albemarle, Charlottesville, Greene, Louisa and Nelson

March 25, 2024 — **Board Meeting (Greene County Library)**

April 5, 2024 — Department and Branch Managers submit Friends' budget requests and Equipment Budget Requests to Business Manager and Library Director

April 22, 2024 — **Board Meeting (Nelson Library)** - Library Board reviews Five Year Plan

May/June 2024 — Budget adoption by jurisdictions. Library Board Budget Committee reviews Equipment Budget requests and drafts Final Budget (with appended Equipment Budget) to send to the Library Board

May 20, 2024 — **Board Meeting (Northside Library)** - One week early due to Memorial Day holiday. Library Director Annual Evaluation

June 24, 2024 — **Board Meeting (Northside Library)** - Library Board adopts Final Budget. Library Director presents FY24 goals

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Successful board teams pay attention to the process of how they operate. Just as we evaluate the progress of our library, we should also assess the operation of the board team and determine how we can do the job better.

It's up to us to hold ourselves accountable for good performance. To do that correctly, we should take time every year to formally evaluate the board's and our own individual performance.

The purpose of the evaluation is not to find fault with board members or the full board, but to examine strengths, weaknesses, and opportunities for improvement. The formal self-evaluation should be followed with a plan to improve board performance.

Thinking back over the last fiscal year (July 2022 to June 2023) answer the following questions as honestly as you can. Take a minute on each to recall the past year's meetings and events to help you arrive at an accurate assessment.

All responses are anonymous and all will be shared with the full board at the next meeting.

Your Trustee's Handbook was used as the basis for this survey.

Note: Please contact David at dplunkett@jmrl.org if you have any questions or problems with the evaluation.

Board Preparation

Think back to when you started and to when the most recent board member joined. Reflect back over the last year and answer the following questions thinking about the Board of Trustees as a whole body.

1. Does our Board prepare to do its job by:

	Yes	No	Not Enough Info
conducting a thorough orientation for all new board members?	○	○	○
integrating new members into the team as quickly as possible?	○	○	○
participating in continuing education?	○	○	○
providing regular board development activities for all board members?	○	○	○
performing an annual self-evaluation of board operations?	○	○	○
providing all board members with copies of the mission statement, bylaws, ordinance, plan, library laws, and all other important documents of the library?	○	○	○
touring all facilities at least once a year?	○	○	○

Anything else you'd like to tell us about this topic or question?

Think back over the past year as you answer these questions.

2. Does our Board ensure good meetings by:

	Yes	No	Not Enough Info
limiting most meetings to two hours or less?	○	○	○
providing a comfortable meeting room conducive to business?	○	○	○
convening and adjourning on time?	○	○	○
having the board president lead the meetings?	○	○	○
sticking to the prepared agenda?	○	○	○
ensuring the board has enough information to make decisions?	○	○	○
working for consensus rather than fighting for a majority?	○	○	○
discussing issues cordially, avoiding personal attack?	○	○	○
following a business-like system of parliamentary rules?	○	○	○
including the director as a resource for all deliberations?	○	○	○
confining all discussion to policy issues and avoiding management issues?	○	○	○
encouraging all board members to participate in discussion and not letting one or two persons dominate?	○	○	○

Anything else you'd like to tell us about this topic or question?

Do individual Board members:

3. Do individual Board members:

	Yes	No	Not Enough Info
Attend at least 90% of all Board meetings and committee meetings to which they are assigned?	○	○	○
come to meetings prepared?	○	○	○
come to meetings on time?	○	○	○
feel free to express even dissenting viewpoints?	○	○	○
leave meetings with a feeling of accomplishment?	○	○	○
see themselves as part of a team effort?	○	○	○
act as advocates for the library?	○	○	○
know their responsibilities as board members of the library?	○	○	○
attempt to exercise authority only during official meetings of the board?	○	○	○
represent the broad interests of the library and all constituents, not special interests?	○	○	○
understand that the most effective way to govern is to delegate management to the director?	○	○	○

Anything else you'd like to tell us about this topic or question?

Think about how the Board plans for the future.

4. Does the Board plan for the future of the library by

	Yes	No	Not Enough Info
annually reviewing and approving the mission statement?	○	○	○
annually reviewing yearly objectives/work plan?	○	○	○
annually reviewing progress toward the long-range plan and modifying the long-range plan?	○	○	○
having board committees work and produce results?	○	○	○
operating from opportunity rather than crisis to crisis?	○	○	○

Anything else you'd like to tell us about this topic or question?

5. In which of the major categories above does the board show real strengths?

6. In which of the major
categories above does the board need improvement?

7. List any other questions or comments in the space provided below.

8. What are the ten skill sets that are most critical to have represented on JMRL's Board?