

Jefferson-Madison Regional Library

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

APPROVED

MINUTES OF THE OCTOBER 23, 2023 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
Tim Carrier, Young Adult Services Manager

Krista Farrell, Assistant Library Director
Sierra Hammons, Collection Specialist

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, October 23, 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=gnV81WbkPnk>.) Trustee Ledford moved to accept the minutes for the September 25, 2023 Board Meeting as written. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett reported that Ginny Reese, JMRL's Greene County Library Branch Manager, will be retiring next month. JMRL's staff appreciation gift this year for All-Staff Training Day was a zip-up fleece with the JMRL logo. Director Plunkett announced that there are fleeces for Trustees. The Friends of the Library fall book sale raised \$150,000. No public comments.

TRUSTEE CONTINUING EDUCATION

Tim Carrier, JMRL's Young Adult Services Manager, presented to the Board JMRL's 2023 Summer Reading Wrap-Up. Summer Reading 2023 had over 3,900 registrants, which was a 10% increase from last year. The Summer Reading Program committee will meet tomorrow afternoon, October 24, 2023, to discuss and analyze Summer Reading feedback and results.

COMMITTEE APPOINTMENTS AND REPORTS

1. Central Renovation Working Group Report

Trustee Hemenway and Director Plunkett met with Juandiego Wade and with Natalie Oschrein recently to discuss the renovation and give a tour of the Central Library. Director Plunkett and Jane Kulow also met with Diantha McKeel and Jim Andrews. Director Plunkett also met with the County Administrator from Albemarle County and members of the County's budget staff to discuss the Central Library Renovation project. The Central Renovation Working Group will meet as a full group on October 24, 2023.

2. Policy Committee Report

The Policy Committee met prior to the Board meeting and discussed Policy 5.6 (Signage) and Policy 4.234 (Safe Child Policy). Trustee Powers reported that Policy 5.6 will be sent for legal review and JMRL branch manager feedback. Policy 5.6 will potentially be presented to the Board next month for a first reading.

3. Personnel Committee Report

The Personnel Committee met October 2, 2023 at Central Library and looked at budget requests. The Personnel Committee will be recommending to the Budget Committee a 2% cost of living pay increase for all staff, as well as an additional 3% pay increase (5% total) for staff that have been employed with JMRL for under eight years, and an additional 5% pay increase (7% total) for staff that have been employed with JMRL for over eight years. Trustee Harris reported that the Personnel Committee are also recommending to the Budget Committee two operational requests, which include an increase in substitute hours at Louisa County Library and an increase in hours as well as a reclassification to a position at the Greene County Library. Additional operational requests were prioritized for the Budget Committee to consider.

NEW BUSINESS

1. FY25 Budget Discussion

Director Plunkett reported that JMRL's salary study is still ongoing. JMRL is working with the City of Charlottesville to explore a transition from JMRL's current bands and stages payscale to a step/scale program. Director Plunkett stated that JMRL does not yet have the City data for FY25 retirement and medical costs. JMRL's operational costs should remain static for FY25. Director Plunkett met with representatives from each jurisdiction last week for the annual Pre-Budget meeting. The Budget Committee will be meeting November 1, 2023 and will then present a recommendation to the Board for a first reading, and a potential vote, in November.

OLD BUSINESS

NA

LIBRARY DIRECTOR'S REPORT

Director Plunkett and JMRL Friends of the Library manager Peter Manno attended the Virginia Library Association Awards and Scholarship Dinner on October 22, 2023 to accept the Friends of the Library of the Year Award, which will be housed at Gordon Avenue Library. Last week was Friends of the Library Week; be sure to thank a Friend. JMRL's All-Staff Training Day was last week at Zehmer Hall; staff feedback is still being gathered. Nelson and Louisa Libraries are now officially partners with the Dolly Parton Imagination Library, which means that all five JMRL jurisdictions are now participating in the program. Every child, up to five years old, in JMRL's jurisdictions are eligible to be mailed a free book every month. Greene County Library will be hosting a one year anniversary party October 24, 2023 for the Dolly Parton Imagination Library program. Director Plunkett reported that Crozet Library's 10-Year Anniversary Party was a successful event and had 210 attendees.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include committee reports from the Budget Committee and the Five-Year Planning Committee, an update from the Central Library Renovation Working Group, a potential first reading of Policy 5.6 (Signage), a potential vote on the proposed FY25 Budget, and a continuing education on JMRL's Delivery Services. The next Board Meeting will be November 27, 2023 at the Gordon Avenue Library.

ADJOURNMENT

The meeting adjourned at 3:47pm.
