

# Jefferson-Madison Regional Library

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

## APPROVED

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

#### TRUSTEES PRESENT

President Tony Townsend (Albemarle)  
Brandy Polanowski (Louisa)  
Michael Powers (Albemarle)

Peter Morville (Albemarle)  
Martha Ledford (Greene)  
Anne Hemenway (Charlottesville)

#### TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)  
Meredith Cole (Charlottesville)

Vice President Aleta Childs (Nelson)

#### OTHERS PRESENT

David Plunkett, Library Director  
Meredith Dickens, Collection 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, 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=y1Q9J6QgGrA>.) 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.

---