

# Jefferson-Madison Regional Library

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

## APPROVED

### MINUTES OF THE AUGUST 28, 2023 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

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

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

#### TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)

#### OTHERS PRESENT

David Plunkett, Library Director  
Kayla Payne, Collections & Technology Manager

Krista Farrell, Assistant Library Director  
Sierra Hammons, Collection Specialist

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#### 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, August 28, 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=ZjkbzZ--\\_jc](https://www.youtube.com/watch?v=ZjkbzZ--_jc).) Trustee Childs moved that Trustee Hemenway's request to attend today's meeting of the JMRL Board remotely due to a personal matter, specifically being out of state, be approved. Motion passed unanimously. Trustee Ledford moved to accept the minutes for the July 24, 2023 Board Meeting as written. The motion passed unanimously, with Trustee Powers abstaining.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

No announcements. Public attendee Cynthia Alling commented regarding the name of the Library.

#### TRUSTEE CONTINUING EDUCATION

Kayla Payne, JMRL's Collections & Technology Manager, presented to the Board information and data on JMRL's technology offerings. Kayla Payne also announced upcoming JMRL technology offerings, which will include a Digital Media Lab at Central Library, a Teen Makerspace at Northside Library, a Business Center at Nelson Memorial Library, and a 24-hour library kiosk in Nellysford.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Central Library Renovation Working Group Report*

The Central Library Renovation Working Group met for the second time last month, and discussed talking points for the Working Group to use when approaching the Board of Supervisors and City Council regarding the Central Library Renovation. Trustee Hemenway reported that staff from Albemarle County spoke at the meeting and talked about the process of funding for the Renovation project. The Central Library Renovation Working Group will be meeting August 29, 2023 at Central Library where City of Charlottesville staff will be in attendance.

##### *2. Five-Year Plan Committee Report*

Director Plunkett reported that the Five-Year Plan Committee met at the end of last month, with reports from each of the subcommittees. A community engagement survey for the public goes out September 1, 2023 which will be in both physical and digital formats. Director Plunkett stated that September's efforts will focus more on JMRL's core users and October will focus more on further outreach to community members not using the Library on a regular basis. The Five-Year Plan Committee, per the guidance of the State library, will also be working on a one-page, simplified visual plan to handout to

the public, covering core areas of the FY25-FY29 Five-Year Plan. Director Plunkett reported that the next goal of the Five-Year Plan Committee will be to gather all feedback from public surveys and incorporate them into a Five-Year Plan draft that will potentially be brought to the Board early 2024.

### *3. Policy Committee Report*

The Policy Committee met prior to the Board meeting and discussed Policies 5.1 (Meeting and Conference Rooms), Policy 3.2 (Library Equipment Fund), and Policy 5.6 (Signage). Trustee Powers reported there will be a first reading of Policy 5.1 and 3.2 in New Business.

## **NEW BUSINESS**

### *1. Potential First Reading of Policy 5.1 (Meeting and Conference Rooms)*

Policy 5.1 (Meeting and Conference Rooms) was presented to the Board for a first reading. Policy 5.1 will be presented to the Board next month for a potential vote.

### *2. Potential First Reading of Policy 3.2 (Library Equipment Fund)*

Policy 3.2 (Library Equipment Fund) was presented to the Board for a first reading. Director Plunkett reported that the Policy Committee is recommending the Board vote to remove Policy 3.2, as it is covered in the JMRL Regional Agreement. Policy 3.2 will be presented to the Board next month for a potential vote of removal.

### *3. Library Director FY24 Goals*

Director Plunkett presented to the Board the JMRL Prioritized Director Goals for FY24, which include 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, and 3) Work with the Central Library Renovation Working Group to advance this project. A discussion ensued about the potential need for an updated architectural design study for a Central Library Renovation. The Library Director Evaluation will be held during the May 2024 Board Meeting.

## **OLD BUSINESS**

### *1. Annual Evaluations Timeline and Contents*

Trustee Ledford moved that the Board move the annual Board self-evaluation to March from its current time period. Motion passed unanimously. Trustee Powers suggested the Board potentially update the Board meeting schedule to hold meetings at the Albemarle/Charlottesville branches on a two-year rotating schedule, rather than the current four-year rotating schedule. President Townsend stated this would be added to the September Board meeting agenda for discussion.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett announced that JMRL Friends of the Library won the Virginia Library Association's (VLA) Friends of the Library of the Year Award, marking the third year in a row that JMRL has won a VLA award. Trustees are welcome to attend the VLA conference Sunday, October 22, 2023 at Westfields Marriott Washington Dulles in Chantilly, VA. JMRL Reference Librarians Abby Davis and EJ Dowling will be presenting a session on Library Podcasting at the VLA conference. The Friends of the Library fall book sale will be held October 7-15, 2023 at the Albemarle Square Shopping Center. Crozet Library will be hosting an anniversary party on September 29, 2023, to celebrate its 10th year of services in the new building. The extension of Bookmobile Outreach services to Louisa County and Nelson County begins this Friday. Director Plunkett also announced that Jerry Carchedi has agreed to stay on as JMRL's Business Manager until the end of the fiscal year. Former Louisa County JMRL Trustee Tom Whitlock passed away.

## **OTHER MATTERS**

NA

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a potential vote on Policy 5.1 (Meeting and Conference Rooms) and Policy 3.2 (Library Equipment Fund), an update on JMRL's FY25-FY29 Five-Year Plan, a report from the Central Library Renovation Working Group, and a potential update to the Board Schedule. The next Board Meeting will be September 25, 2023 at the Northside Library.

## **ADJOURNMENT**

The meeting adjourned at 4:43pm.

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