



LIBRARY BOARD'S AGENDA – OCTOBER 23, 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: 896 9925 2242)

- 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. 2023 Summer Reading Wrap-up (Tim Carrier, Young Adult Services Manager)
- 3:50 Committee Appointments and Reports**
1. Central Renovation Working Group Report
 2. Policy Committee Report
 3. Personnel Committee Report
- 4:05 New Business**
1. FY25 Budget Discussion
- 4:10 Old Business**
- 4:15 Library Director's Report**
- 4:20 Other Matters**
- 4:25 Future Agenda Items**
- 4:30 Proposed Adjournment**



Jefferson-Madison Regional Library

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DRAFT

MINUTES OF THE SEPTEMBER 25, 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
Willie Gentry, Louisa Board of Supervisors Liaison

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, September 25, 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=dk096gVipm4>.) Trustee Hemenway moved to accept the minutes for the August 28, 2023 Board Meeting as presented. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

President Townsend announced that the Crozet Library's 10 Year Anniversary Celebration will take place on Friday, September 29, 2023 at 3pm. No public comments.

TRUSTEE CONTINUING EDUCATION

Director Plunkett presented to the Board information on JMRL's Library of Things collection, which includes Memory kits, Kilowatt Reader kits, State Park parking passes, Discovery Museum passes, Frontier Culture Museum passes, a Toy Library, Hotspots, Maker Kits, and Health Kits. More information on the Library of Things collection can be found on the JMRL website.

COMMITTEE APPOINTMENTS AND REPORTS

1. Central Library Renovation Working Group Report

Trustee Hemenway reported that the Central Library Renovation Working Group has not fully met in the last couple of weeks. The Working Group has focused more on meeting individually with elected officials from Charlottesville and Albemarle. Director Plunkett and Trustee Hemenway met with City Councilor Brian Pinkston last week to discuss the renovation and give a tour of Central Library, and will meet with Juandiego Wade next week. Director Plunkett and Jane Kulow will be meeting with Diantha McKeel next week. The full working group will meet again in October.

NEW BUSINESS

1. Resolution Recognizing Service of JMRL Employee Tim Carrier

President Townsend read a resolution recognizing the service of JMRL employee Tim Carrier, who is retiring after 29 years of dedicated service as JMRL's Young Adult Services Manager.

2. FY25 Board Budget Priorities

Director Plunkett presented suggestions for potential JMRL Board Budget Priorities for FY25, which included 1) Secure funding to address lack of movement in JMRL's pay scale while work is ongoing on a new compensation plan (related to

Five Year Plan Goal #3) , 2) Secure funding to maintain current levels of library service in the region (related to Five Year Plan Goal #1-6), and 3) Plan for replacement of a JMRL delivery van (related to Five Year Plan Goal #1).

3. Revision to FY24 Board Meeting and Budget Schedule

Director Plunkett presented to the Board the proposed changes to the FY24 Board Meeting and Budget Schedule, which was discussed last month. The proposed schedule included moving the Library Board Self-Evaluation from August to March and adding an additional location rotation for the Board Meetings, which would result in meetings at either Central Library or Gordon Ave Library in November and either Scottsville Library or Crozet Library in May. Trustee Childs moved to revise the schedule of meetings. Motion passed unanimously.

4. Potential Motion to Accept Addition FY24 State Aid Funding

Director Plunkett announced the increase in State Aid funding from the Library of Virginia. JMRL is to receive an additional \$151,704 from State Aid for FY24. President Townsend moved that JMRL accept the Library of Virginia's additional State Aid funding of \$151,704 and authorize the expenditure of that funding for library materials. Motion passed unanimously.

OLD BUSINESS

1. Potential Vote on Policy 5.1 (Meeting and Conference Rooms)

Policy 5.1 (Meeting and Conference Rooms) was presented to the Board for a first reading last month. Trustee Ledford moved to accept the new version of Policy 5.1 (Meeting and Conference Rooms). Motion passed unanimously.

2. Potential Vote on Policy 3.2 (Library Equipment Fund)

Policy 3.2 (Library Equipment Fund) was presented to the Board last month for a first reading. Trustee Polanowski moved to remove Policy 3.2 (Library Equipment Fund). Motion passed unanimously.

3. Five Year Plan Update

Director Plunkett reported that the Five Year Planning Committee has received 600 responses so far to the community engagement survey that began September 1, 2023. The Committee will continue to gather responses until the end of October, before collating results and presenting a summary to the Board.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the JMRL Friends of the Library Fall Book Sale begins October 7, 2023 at the Albemarle Square Shopping Center; members only night will be on October 6, 2023. Director Plunkett reminded the Board that the VLA Award Ceremony for the Friends of the Library of the Year will be held in Northern Virginia on October 22, 2023. On October 9, 2023, all JMRL branches will be closed for JMRL's All Staff Training Day, which will be at Zehmer Hall Conference Center at UVA; Trustees are welcome to attend. JMRL's second year of Cross Training is underway. New employees will still need to train in circulation. Other staff members are welcome to cross train in an area of interest among different JMRL departments, some of which include Circulation, Reference, Technical Services, Collection Development, Friends of the Library, Delivery, and more. Director Plunkett presented to the Board final stats for JMRL's summer reading program. Nelson's Outreach Van has finally arrived, after two years, and is awaiting tags, titles, and a wifi connection. The Bookmobile has completed its first month of outreach services to Nelson and Louisa counties.

OTHER MATTERS

Trustee Hemenway discussed the possibility of adding Committee meeting dates to the Board Meeting and Budget Schedule. No changes were made at this time. Trustee Hemenway also discussed the possibility of working with the Virginia Commission for the Arts for library grants to display art in JMRL libraries.

FUTURE AGENDA ITEMS

Possible future agenda items include a FY25 Budget discussion, committee reports from the Personnel Committee and the Policy Committee, and a report from the Central Library Renovation Working Group. The next Board Meeting will be October 23, 2023 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 4:23pm.
