

**LIBRARY BOARD'S AGENDA – MAY 20, 2024**

Monday – 3:00 pm

**CROZET LIBRARY**

**(2020 Library Avenue Crozet, 22932-3177) and  
and**

**[Presented Virtually](#) or**

**via PHONE at 888 788 0099 (Toll Free)**

**(Webinar ID: 841 5356 7806)**

- 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**
- 3:35 Committee Appointments and Reports**
1. Budget/Finance Committee Report
- 3:50 Old Business**
1. JMRL Five Year Plan Discussion
  2. Potential Second Reading JMRL Policy 4.53 (Community Partnerships)
- 4:10 New Business**
1. FY25 Equipment Budget Discussion
  2. Fine Revenue Discussion
  3. FY25 Board Meeting and Budget Schedule Discussion
- 4:45 Library Director's Report**
- 4:50 Other Matters**
- 4:55 Future Agenda Items**
- 5:00 \*\*Closed Session for Annual Director Evaluation\*\***
- 6:00 Proposed Adjournment**

**\*\*\* Optional Tour of the Crozet Library**

**grow. learn. connect.**



# Jefferson-Madison Regional Library

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

## DRAFT

### MINUTES OF THE APRIL 22, 2024 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Tony Townsend (Albemarle)  
Kathy Johnson Harris (Charlottesville)  
Brandy Polanowski (Louisa)  
Michael Powers (Albemarle)

Vice President Aleta Childs (Nelson)  
Peter Morville (Albemarle)  
Anne Hemenway (Charlottesville)  
Meredith Cole (Charlottesville)

#### TRUSTEES ABSENT

Martha Ledford (Greene)

#### OTHERS PRESENT

David Plunkett, Library Director  
Camille Thompson, Gordon Avenue Library Branch  
Manager

Krista Farrell, Assistant Library Director  
Sierra Nafziger, Collection Specialist  
Yulita Ellis, Nelson Memorial Library Branch Manager

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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, April 22, 2024 at 3:00 PM, at the Nelson Memorial Library (8521 Thomas Nelson Highway, Lovingston, VA 22949), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=76aXoaqLJE8>.) Trustee Harris moved that Trustee Meredith Cole's request to attend today's meeting of the JMRL Board remotely due to a personal matter, specifically a work obligation, be approved. Motion passed unanimously. Trustee Hemenway moved to accept the minutes for the March 25, 2024 Board Meeting as written. Motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett announced that Yulita Ellis has been promoted to JMRL's Nelson Memorial Library Branch Manager. Yulita Ellis will be giving a branch tour at the end of the Board meeting. No public comments.

#### TRUSTEE CONTINUING EDUCATION

Trustees were encouraged to reach out to President Townsend and Director Plunkett regarding future Continuing Education topic interest.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Policy Committee Report*

Trustee Powers reported that the Policy Committee met prior to the Board meeting and discussed Policy 4.234 (Safe Child) and Policy 4.53 (Library/Community Partnerships). Policy 4.234 (Safe Child) will be presented to the Board for a second reading in Old Business. Policy 4.53 (Library/Community Partnerships) will be presented to the Board for a first reading in New Business. The Policy Committee also reviewed the calendar of regularly scheduled policies up for ten-year review, and will discuss said policies at future meetings.

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

Trustee Cole reported that the Five-Year Plan Committee met last week to review the final draft of JMRL's FY25-29 Five-Year Plan, which will be presented to the Board in New Business. The Five-Year Plan Committee also discussed the parallel document of measurable objectives for staff, which is still in development.

## **OLD BUSINESS**

### *1. JMRL Mission Statement Review Discussion*

Director Plunkett spoke to the Library of Virginia regarding an annual mission statement review. Director Plunkett reported that the Library of Virginia recommends the Board see JMRL's mission statement annually and review it during strategic planning.

### *2. Potential Second Reading of Policy 4.234 (Safe Child)*

Policy 4.234 (Safe Child) was presented to the Board for a second reading. Director Plunkett reported back from legal counsel regarding clarification of language. Trustee Hemenway moved to approve Policy 4.234 (Safe Child) as revised. Motion passed unanimously.

## **NEW BUSINESS**

### *1. Potential First Reading of JMRL Policy 4.53 (Library/Community Partnerships)*

Policy 4.53 (Library/Community Partnerships) was presented to the Board for a first reading. Policy 4.53 (Library/Community Partnerships) will be presented to the Board next month for a second reading.

### *2. Discussion of Five-Year Plan*

Trustee Cole presented to the Board JMRL's FY25-29 Five-Year Plan. Director Plunkett showed the Board a working draft of the Five-Year Plan parallel document of measurable objectives for staff. The JMRL FY25-29 Five-Year Plan will be presented to the Board for further discussion in May, and will be presented to the Board for a vote in June.

### *3. Virginia Commission for the Arts Grant Acceptance*

JMRL has been awarded \$1500 for the Arts and Practice grant, which will be used to host teaching artists' music education programs at Nelson and Scottsville. JMRL has also been awarded \$900 for the Virginia Touring Grant, used to help book summer programs. Trustee Childs moved that JMRL accept the Virginia Commission for the Arts granted allocation of up to \$2400 and authorize the expenditure of that funding to support children's programming. Motion passed unanimously.

### *4. Director Evaluation Preparation*

The Board discussed preparation for the upcoming Director's Evaluation, which will take place during a Closed Session in May.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that JMRL's staff job descriptions have been revised and are currently being reviewed by staff for feedback. All JMRL job descriptions will be fully updated by the end of the fiscal year. The Literacy Volunteers of Charlottesville and Albemarle's Wordplay trivia event will be held at the Paramount on Thursday April 25, 2024; JMRL will have two teams participating this year. JMRL handed out over 2500 grant funded eclipse glasses earlier this month; patrons had to attend programs or participate in a JMRL make-and-take craft to receive glasses. JMRL's Poem in Your Pocket Day is Monday, April 29, 2024. May 4, 2024 is JMRL's How-To Festival as well as Free Comic Book Day. The Friends of the Library Spring Book Sale raised over \$165,000, with \$13,000 being raised from just members' night. The City of Charlottesville has passed their FY25 Budget, which includes full funding for JMRL.

## **OTHER MATTERS**

President Townsend announced it was time for the Board to form a Nominating Committee for FY25. Trustee Polanowski and Trustee Hemenway will make up the Board Nominating Committee.

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a second reading of Policy 4.53 (Library/Community Partnerships), a Five-Year Plan Discussion, a Budget Committee report, the Library Director Annual Evaluation, and a review of the FY25 Board Meeting and Budget Schedule. The next Board Meeting will be May 20, 2024 at the Crozet Library.

## **ADJOURNMENT**

The meeting adjourned at 4:27pm.

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# JMRL's Next Five Years



## STRATEGIC PLAN 2025 - 2029



### We serve our community

#### GOALS

JMRL will work with the community to serve everyone and provide library services that meet people where they are. JMRL will hire, train, and retain an exceptional staff to foster a customer focused environment.

#### STRATEGIES

- Identify underserved populations and work to bring library services to them by networking with community organizations and the groups they serve.
- Address the need for expanded and updated facilities, including mobile services and library kiosks.
- Review and revise JMRL's approach to its compensation plan.

### We inspire lifelong learning

#### GOALS

JMRL will promote learning at every stage of life both at the Library and in the community.

#### STRATEGIES

- Offer a diverse range of programs, resources, and services aimed at creating a culture of inclusion.
- Promote literacy of all kinds through programming and access to library resources.
- Expand outreach services within a coordinated, regional framework.

### We cultivate a welcoming environment for community engagement

#### GOALS

JMRL will work with stakeholders to provide modern, accessible, and safe spaces for staff and patrons.

#### STRATEGIES

- Evaluate and address the accessibility, availability, and safety of existing spaces.
- Educate stakeholders about the funding structures and operational needs of JMRL.
- Work with jurisdictional partners to preserve and update aging library buildings.

### We provide free, equitable, open access to information

#### GOALS

JMRL will facilitate discovery and delivery of a wide range of materials in a variety of formats. The Library will adopt new technologies to meet the changing needs of the community.

#### STRATEGIES

- Ensure that all resources provided to the community reflect its diversity and support its freedom to read.
- Promote awareness and discoverability of library resources, adapting to meet patron's information-seeking behavior.
- Provide the JMRL staff with the resources needed to deliver adaptable and flexible library service to the community.
- Provide equitable access and training for existing and emerging technologies.

## PREVIOUS STRATEGIC PLAN OUTCOMES (2019-2024)

Teacher Cards  
Page 4 of 12

Expanded  
Nelson Memorial  
Library

Installed Hold  
Pickup Lockers at  
6 Branches

New and Improved  
Website

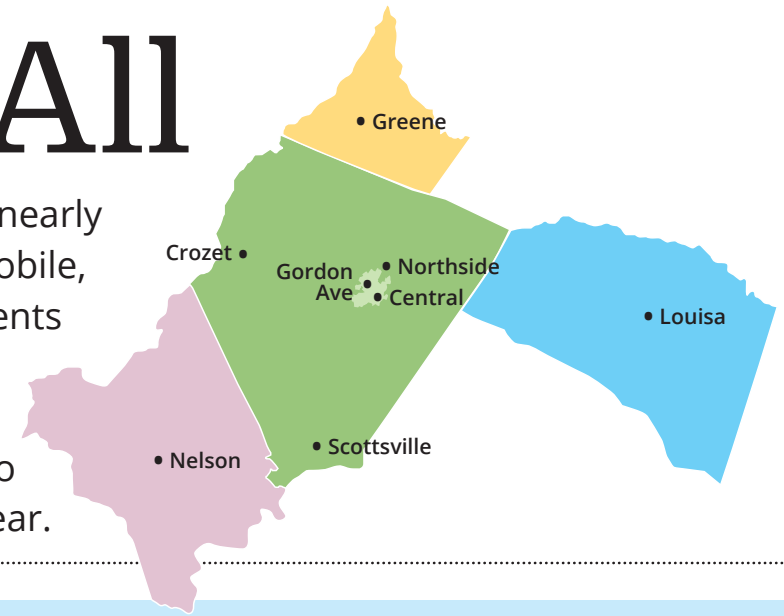
Bookmobile  
Services Expanded  
to Louisa & Nelson

Drive-Up Window  
at Gordon Ave.  
Library



# A Library for All

The Jefferson-Madison Regional Library system spans five localities and nearly 2,000 square miles in Central Virginia. Eight physical branches, a bookmobile, and a digital branch provide library services to more than 235,000 residents in Albemarle, Greene, Louisa, and Nelson counties and the City of Charlottesville. With combined holdings of just under 500,000 items, the library circulates more than 1.6 million items annually and offers access to online resources and downloadable books 24 hours a day, 365 days a year.



**OUR MISSION:** JMRL fosters personal growth and lifelong learning for all by connecting people with ideas, information, and each other.

**JMRL supports literacy of all kinds through our programs, resources, and services.**

## PROGRAMS

Storytimes, book clubs, workshops, community events

## RESOURCES

Physical and digital books, audiobooks, DVDs, media streaming, informational displays

## SERVICES

Reference assistance from professionally trained librarians, reader's advisory, technical support

## Early Literacy

Storytimes, STEM activities, Summer Reading, 1,000 Books Before Kindergarten

## Information Literacy

Professional research assistance and instruction, educational materials, displays

## Digital Literacy

Computer access, tech help, computer skills and cybersecurity classes

## Financial Literacy

Financial planning resources and classes, partnerships for free financial counseling, tax preparation

## Health Literacy

Health kits to check out, partnerships with local health community for screenings and seminars

## Civic Literacy

Census data, information on local government and community organizations, citizenship prep

## Cultural Literacy

Preservation of records, diverse collection, social and educational opportunities

## Lifelong Literacy

Outreach and programming to support continuous learning in all phases of life

## LIBRARY/COMMUNITY PARTNERSHIPS

JMRL regularly collaborates with community organizations in order to enhance its mission of connecting people with ideas, information, and each other. These collaborations could take the form of program partnership, the exchange or promotion of community services, or sharing of resources.

Established ways to partner with the Library include:

- JMRL Program Partnerships, as described in JMRL Policy 4.38 (Library Programs) and initiated at [jmrl.org/partner](http://jmrl.org/partner)
- Displays and bulletin board material, as described in JMRL Policy 4.51 (Displays and Handouts) with displays initiated by JMRL Form 5.51 (Display Use Permission Form)
- Volunteering **at the Library**, as described in JMRL Policy: Section 2.9, with more general information at [jmrl.org/volunteer](http://jmrl.org/volunteer)
- Displays of original art as described in JMRL Policy: Section 4.52
- **Library outreach to organizations or community events either offsite or as JMRL branch visits; [jmrl.org/outreach](http://jmrl.org/outreach)**

Organizations interested in partnering with the Library in ways not listed above should contact the Library Director at [director@jmrl.org](mailto:director@jmrl.org). A decision to partner will be guided by the Library's mission and values, and may be subject to approval by the Library Board of Trustees at the discretion of the Director. The Library may also seek to partner with other organizations or institutions in order to make use of outside skills, expertise or resources.

A Library partnership is generally limited in scope and does not constitute an endorsement by JMRL of the outside organization, nor does it establish a legal partnership; **or joint venture, or contractual relationship between the entities.**

<b>JEFFERSON-MADISON REGIONAL LIBRARY EQUIPMENT FUND - Summary FY2025</b>
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<b>Anticipated FY2024 Year-End Fund Balance</b>	<b>\$412,000</b>
Projected FY2025 Revenue	\$175,000
Projected FY2025 Expense	\$305,000
<b>Anticipated Year - End Fund Balance (6/30/2025)</b>	<b><u><u>\$282,000</u></u></b>

## FY2025 Equipment Fund Requests

Branches or Tech Svcs	Branch	Short Description	Units	Unit Cost	Total Cost
Branches	Administration	Collection fee contract	1	\$ 4,500	\$ 4,500
		Copier & Printer Lease contracts	1	\$ 37,000	\$ 37,000
		Credit Card fees	1	\$ 2,000	\$ 2,000
		Other contractual services	1	\$ 3,500	\$ 3,500
		Other Miscellaneous Services	1	\$ 7,000	\$ 7,000
<b>Administration Total</b>					<b>\$ 54,000</b>
Bookmobile	Bifokal Memory Kits		1	\$ 1,500	\$ 1,500
		Portable AED	1	\$ 1,000	\$ 1,000
		Shelving	1	\$ 2,000	\$ 2,000
<b>Bookmobile Total</b>					<b>\$ 4,500</b>
Central		Booktruck	1	\$ 550	\$ 550
		Booktrucks	2	\$ 439	\$ 878
		Table & Chairs	1	\$ 750	\$ 750
		Booktrucks	2	\$ 439	\$ 878
		Button Maker Kit	1	\$ 426	\$ 426
		Mobile Workstation	1	\$ 265	\$ 265
		Swivel Ball Chair	1	\$ 335	\$ 335
		Table	1	\$ 309	\$ 309
		Misc bins, chairs, shipping, etc.	1	\$ 5,000	\$ 5,000
		Booktruck	1	\$ 499	\$ 499
		Booktrucks	2	\$ 439	\$ 878
		Phone charging station	1	\$ 5,998	\$ 5,998
		Slatwall Panels	6	\$ 519	\$ 3,114
		<b>Central Total</b>			
Gordon Avenue		Book supports	85	\$ 9	\$ 765
		Picnic table	1	\$ 1,220	\$ 1,220
		Picnic Table Chairs	3	\$ 360	\$ 1,080
<b>Gordon Avenue Total</b>					<b>\$ 3,065</b>
Greene		Mobile display island	1	\$ 1,919	\$ 1,919
		OPAC desk station	1	\$ 259	\$ 259
		Table	1	\$ 468	\$ 468
		Learning/sensory wall 1 of 4	1	\$ 633	\$ 633
		Learning/sensory wall 2 of 4	1	\$ 298	\$ 298
		Learning/sensory wall 3 of 4	1	\$ 248	\$ 248
		Learning/sensory wall 4 of 4	2	\$ 107	\$ 214
<b>Greene Total</b>					<b>\$ 4,039</b>
Louisa		Marker Board	1	\$ 329	\$ 329
		Meeting room tables	7	\$ 705	\$ 4,935
		Staff refrigerator	1	\$ 650	\$ 650
<b>Louisa Total</b>					<b>\$ 5,914</b>
Nelson		I-Pads	3	\$ 350	\$ 1,050
		3D Printer	1	\$ 700	\$ 700
		Booktruck	1	\$ 559	\$ 559
		Display table	1	\$ 769	\$ 769
		Folding table	1	\$ 265	\$ 265
		I-Pad Stands	2	\$ 259	\$ 518
		Reading/Writing Center	1	\$ 499	\$ 499
<b>Nelson Total</b>					<b>\$ 4,360</b>
Northside		Book bins	2	\$ 1,875	\$ 3,750
		Book supports	1	\$ 1,000	\$ 1,000
		Bookcase	1	\$ 715	\$ 715
		Drafting stools	3	\$ 350	\$ 1,050
		Literature floor stand	1	\$ 1,125	\$ 1,125
		Printer cart	1	\$ 725	\$ 725
		Storage cabinet	1	\$ 900	\$ 900
<b>Northside Total</b>					<b>\$ 9,265</b>
Scottsville		Book display units	4	\$ 93	\$ 372
		Button Maker Kit	1	\$ 270	\$ 270
		Die Cutter	1	\$ 650	\$ 650
		Folding tables	2	\$ 216	\$ 432
		Magazine racks	2	\$ 120	\$ 240
		Pillows for Childrens Area	2	\$ 102	\$ 204
		Slatwall Panels	2	\$ 350	\$ 700
<b>Scottsville Total</b>					<b>\$ 2,868</b>

## FY2025 Equipment Fund Requests

Branches or Tech Svcs	Branch	Short Description	Units	Unit Cost	Total Cost	
<b>Branches Total</b>					<b>\$ 107,891</b>	
<b>Tech Services</b>	Central	Lock & Key Fob System	1	\$ 5,000	\$ 5,000	
		Playstation for YA area	1	\$ 400	\$ 400	
		Printer	1	\$ 1,100	\$ 1,100	
		Projector & Screen	1	\$ 1,000	\$ 1,000	
		Staff printer	1	\$ 1,000	\$ 1,000	
		TV for YA area	1	\$ 425	\$ 425	
	<b>Central Total</b>					<b>\$ 8,925</b>
	Crozet	Wireless Scanners	4	\$ 200	\$ 800	
	<b>Crozet Total</b>					<b>\$ 800</b>
	General	Antivirus Maintenance (Annual Cost)		1	\$ 10,500	\$ 10,500
Authority Control Software (Annual Cost) - WebDewey, BookWhere, Backstage, RDA Toolkit		1	\$ 2,500	\$ 2,500		
Barcode scanners		5	\$ 150	\$ 750		
Branch hotspot devices		8	\$ 200	\$ 1,600		
Deep Freeze Maintenance - Public PCs (Annual Cost)		1	\$ 1,500	\$ 1,500		
Envisionware Maintenance - Public PCs and Printing (Annual Cost)		1	\$ 5,600	\$ 5,600		
Fortres Maintenance - Public PCs (Annual Cost)		1	\$ 500	\$ 500		
Google Workspace Subscription (Annual Cost)		1	\$ 11,000	\$ 11,000		
Kajeet Hotspots (Annual Cost)		1	\$ 5,000	\$ 5,000		
Knowbe4 - Cybersecurity Subscription (Annual Cost)		1	\$ 4,000	\$ 4,000		
Locker Support and Maintenance (Annual Cost)		1	\$ 10,700	\$ 10,700		
ManageEngine Endpoint Central (Annual Cost)		1	\$ 7,000	\$ 7,000		
ManageEngine Servicedeskplus Ticketing Software (Annual Cost)		1	\$ 2,000	\$ 2,000		
Mosio Reference Chat Software (Annual Cost)		1	\$ 1,000	\$ 1,000		
NAS storage space		1	\$ 2,500	\$ 2,500		
Nelson Kiosk Maintenance (Annual Cost, years 2-5)		1	\$ 3,318	\$ 3,318		
Online Program Registration System - Trumba (Annual Cost)		1	\$ 2,700	\$ 2,700		
Receipt printers		5	\$ 300	\$ 1,500		
Removable DVD drives		8	\$ 31	\$ 250		
Replacement staff computer		1	\$ 2,400	\$ 2,400		
Replacement staff laptops		6	\$ 1,200	\$ 7,200		
Smartnet Maintenance (Annual Cost)		1	\$ 11,000	\$ 11,000		
Staff microcomputers		40	\$ 1,100	\$ 44,000		
T-Mobile Hotspots (Annual Cost)		1	\$ 1,500	\$ 1,500		
Touch screen monitors		10	\$ 1,200	\$ 12,000		
Web Filter Maintenance (Annual Cost)		1	\$ 2,800	\$ 2,800		
Webcams		20	\$ 30	\$ 600		
Website Hosting Platform (Annual, Billed Monthly ~\$1,700)		1	\$ 20,400	\$ 20,400		
Wireless Printing Subscription (Annual Cost)		1	\$ 5,800	\$ 5,800		
<b>General Total</b>					<b>\$ 181,618</b>	
Greene	Charging tower		1	\$ 600	\$ 600	
	Printer/Scanner for staff		1	\$ 260	\$ 260	
	Public scanner		1	\$ 350	\$ 350	
<b>Greene Total</b>					<b>\$ 1,210</b>	
Louisa	Phone system replacement		1	\$ 1,050	\$ 1,050	
	Printer		1	\$ 500	\$ 500	
<b>Louisa Total</b>					<b>\$ 1,550</b>	
Northside	Cash Register		1	\$ 400	\$ 400	
	Charging station		1	\$ 600	\$ 600	
	Lasercutter		1	\$ 1,700	\$ 1,700	
	Voice Translator		2	\$ 299	\$ 598	
<b>Northside Total</b>					<b>\$ 3,298</b>	
<b>Tech Services Total</b>					<b>\$ 197,401</b>	
					<b>\$ 305,292</b>	

## FY2023 Revenue Analysis

	<b>Branch Bank Deposits</b>		<b>Online (OPAC)</b>		<b>Square</b>	<b>Total</b>
<b>Contributions</b>	\$ 2,158	\$ -	\$ -	\$ 40		\$ 2,198
<b>Fees</b>	\$ 25,990	\$ 207	\$ -	\$ 8,995		\$ 35,192
<b>Fines</b>	\$ 31,688	\$ 19,504	\$ -	\$ 37,613		\$ 88,805
<b>Lost/Damaged</b>	\$ 1,410	\$ 8,657	\$ -	\$ 20,998		\$ 31,065
<b>Uncategorized</b>	\$ -	\$ 2,552	\$ -	\$ 8,241		\$ 10,793
<b>Out of Area</b>	\$ 11,550	\$ 720	\$ -	\$ 4,080		\$ 16,350
<b>Service Charges</b>	\$ -	\$ -	\$ -	\$ (2,570)		\$ (2,570)
						<b>\$ 181,833</b>
<b>TOTAL</b>	<b>\$ 72,796</b>	<b>\$ 31,640</b>	<b>\$ -</b>	<b>\$ 77,397</b>		<b>\$ 181,833</b>

### FY2025 Revised Library Board Meeting and Budget Schedule

July 22, 2024	<b>Board Meeting (Northside Library)</b>
August 26, 2024	<b>Board Meeting (Northside Library)</b>
September 13, 2024	Department and Branch Managers submit personnel and operational (non-equipment) budget requests
September 23, 2024	<b>Board Meeting (Northside Library)</b> - Library Board sets budget objectives/guidelines
Early October	Personnel Committee meets to discuss personnel requests from library staff
October 28, 2024	<b>Board Meeting (Northside Library)</b> - 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 2025/26 proposed budget and sends draft to Library Board
November 25, 2024	<b>Board Meeting (Scottsville Library)</b> - Proposed budget adopted by Library Board
December 23, 2024	<b>Board Meeting (Northside Library)</b>
Dec 2024- Jan 2025	Library Trustees and Library Director meet with City/County officials to discuss proposed budget
January 15, 2025	Deadline for submitting proposed budget to jurisdictions
January 27, 2025	<b>Board Meeting (Northside Library)</b> - Library Director mid-year goals update, if requested
February 24, 2025	<b>Board Meeting (Louisa County Library)</b>
March/April 2025	Budget work sessions with Albemarle, Charlottesville, Greene, Louisa and Nelson
March 14, 2025	Department and Branch Managers submit Friends' Endowment and Equipment budget requests to the Business Manager and Library Director
March 24, 2025	<b>Board Meeting (Greene County Library)</b> - Library Board self-evaluation
April 21, 2025	Department and Branch Managers submit annual Friends' requests to the Business Manager and Library Director
April 28, 2025	<b>Board Meeting (Nelson Library)</b> - 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 19, 2025	<b>Board Meeting (Central Library)</b> - One week early due to Memorial Day holiday. Library Director Annual Evaluation
June 23, 2025	<b>Board Meeting (Northside Library)</b> - Library Board adopts Final Budget. Library Director presents next fiscal year prioritized goals



# Jefferson-Madison Regional Library

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

**MOTION:** That the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.2-3711, subsection A.1, to discuss the performance evaluation and employment contract of the Library Director.

**MEETING DATE:** 05/20/2024

**RESOLUTION NO.:** 1

## **CERTIFICATION OF CLOSED MEETING**

*WHEREAS*, the Jefferson-Madison Regional Library’s Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

*WHEREAS*, Section 2.2-3711 of the Code of Virginia requires a certification by this Jefferson-Madison Regional Library’s Board of Trustees that such closed meeting was conducted in conformity with Virginia law;

*NOW, THEREFORE, BE IT RESOLVED* that the Jefferson-Madison Regional Library’s Board of Trustees hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Jefferson-Madison Regional Library’s Board of Trustees.

**VOTE:**

AYES

NAYES

**ABSENT DURING VOTE:**

**ABSENT DURING MEETING:**

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Tony Townsend, President  
Jefferson-Madison Regional Library’s Board of Trustees