

# Jefferson-Madison Regional Library

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

## APPROVED

### 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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