



LIBRARY BOARD'S AGENDA – JULY 22, 2024

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: 869 0109 8213)

- 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. JMRL's Materials Selection and Collection Development (Meredith Dickens, Collections Manager)
- 3:45 Committee Appointments and Reports**
1. CACF Advisory Committee Report
- 3:55 Old Business**
1. Second Reading and Potential Vote on Policy 4.52 (Displays of Original Art), Policy 4.54 (Cooperation with Schools), and Policy 5.3 (Emergency Closing).
- 4:10 New Business**
1. Friends FY25 JMRL Support
 2. FY25 Trustee Committee Assignments
- 4:25 Library Director's Report**
- 4:30 Other Matters**
- 4:35 Future Agenda Items**
- 4:40 Proposed Adjournment**



Jefferson-Madison Regional Library

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MINUTES OF THE JUNE 24, 2024 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)
Kathy Johnson Harris (Charlottesville)

TRUSTEES ABSENT

Anne Hemenway (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Sierra Nafziger, Collection Specialist

Krista Farrell, Assistant Library Director
Camille Thompson, Gordon Avenue Branch Manager
Britt Ford, Gordon Avenue Young Adult Librarian

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, June 24, 2024 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=zuEM1aFC1Z4>.)

Trustee Harris moved that Trustee Aleta Child's request to attend today's meeting of the JMRL Board remotely due to temporary or permanent disability or other medical condition that prevents physical attendance be approved. Motion passed unanimously.
Trustee Ledford moved to accept the minutes for the May 20, 2024 Board Meeting as presented. Motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett announced that Trustee Childs was reappointed to the Board by Nelson County and Trustee Powers was reappointed to the Board by Albemarle County. Director Plunkett also reported that Trustee Harris's last Board Meeting will be in August. Applications for the City of Charlottesville seat on the Board are now open. No public comments.

TRUSTEE CONTINUING EDUCATION

Camille Thompson, Gordon Avenue Library Branch Manager, and Britt Ford, Gordon Avenue Library Young Adult Librarian, presented to the Board information on the Gordon Avenue Seed Library.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

Trustee Powers reported that the Policy Committee met prior to the Board meeting and discussed the finalized drafts of Policy 4.52 (Displays of Original Art), Policy 4.54 (Cooperation with Schools), and Policy 5.3 (Emergency Closing). Policies 5.3 (Emergency Closing), 4.54 (Cooperation with Schools), and 4.52 (Displays of Original Art) were presented to the Board for a first reading and will be presented to the Board next month for a second reading and a potential vote.

2. Nominating Committee Report

Trustee Polanowski reported that the Nominating Committee spoke with President Townsend and Trustee Childs who agreed to continue in their positions again for next year.

OLD BUSINESS

1. Vote on JMRL FY25 Budget

Trustee Ledford moved to accept the JMRL FY25 Budget as presented with the increase in State Aid. Motion passed unanimously.

2. *Discussion and Vote on JMRL FY25-29 Five Year Plan*

Trustee Morville moved to accept the JMRL FY25-29 Five Year Plan as crafted by the Five-Year Plan Committee. Motion passed unanimously. Trustee Powers moved that the Board endorse this version of the JMRL Strategic Implementation Plan. Motion passed unanimously.

NEW BUSINESS

1. *Potential First Readings of Policies 4.52 (Displays of Original Art), 4.54 (Cooperation with Schools), and 5.3 (Emergency Closing)*

First readings occurred during the Policy Committee Report.

2. *Operating Expenses in the Equipment Budget*

The Board discussed potentially moving selected expenses from the equipment budget to the operating budget in the future.

3. *Director's Prioritized FY25 Goals*

Director Plunkett presented to the Board the JMRL Prioritized Director Goals for FY25, which include 1) Continue work on revising JMRL's pay scale and developing strategies for funding a new salary structure with jurisdictional partners. This remains a multi-year process, so progress this year could include pursuing intermediary steps to address staff compression and lack of progress on JMRL's payscale, 2) Complete the modernization of JMRL's job descriptions, 3) Work with the Central Library Renovation Working Group to secure this project's FY27 and FY29 plans in the Capital Improvement Program budgets of both Charlottesville and Albemarle County for FY26. Begin early planning for fundraising in support of the FY29 construction, 4) Formulate reasonable scenarios for Board review and evaluation regarding the possibility of a fine-free JMRL, and 5) Continue to pursue JMRL website modernization and improvements, including developing long-term strategies for catalog stability and usability.

4. *Vote on FY25 Officers*

Trustee Polanowski moved that President Townsend continue on as President and Trustee Childs as Vice President of the Board for next year. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett announced that Trustee Powers's Poster Session titled "Regional Patron Usage: A Map-based Visualization" has been accepted and will be presented at the Virginia Library Association's annual conference in Norfolk in October 2024. Director Plunkett also announced that Alyssa Wood, recent graduate from Louisa County High School, has been named as the winner of the annual NAACP/JMRL Internship. Alyssa Wood started working at the Louisa County Library this month. Director Plunkett thanked Trustee Childs and Sylvia Elder for serving on the NAACP/JMRL Internship committee. Director Plunkett will be calling a meeting of the Advisory Committee to the Friends of the Library Endowment Fund at the Charlottesville Area Community Foundation in the next month or so to discuss FY25 Projects. The approved FY25 Projects will be presented to the Board at a later meeting; the Board will need to vote on accepting and expending any of the granted funds during that time. Congratulations to the new President of the Friends of the Library, former Louisa Trustee of the JMRL Board, Wendy Wheaton Craig. Wendy Wheaton Craig will be taking over for Proal Heartwell, whose four year tenure included record book sales and 2023 Virginia Library Association Friends of the Library of the Year Award. Congratulations to the newest Friends of the Library Board member Kathy Johnson Harris. Marien Ruiz-Villaman, JMRL's Bookmobile & Outreach Services Coordinator, has been selected to present at the National Association of Bookmobile & Outreach Services Conference in Indianapolis in October 2024.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include a Continuing Education on Collection Development, a potential report from the Advisory Committee of the Charlottesville Area Community Foundation, and a second reading and potential vote on Policy 4.52 (Displays of Original Art), Policy 4.54 (Cooperation with Schools), and Policy 5.3 (Emergency Closing). The next Board Meeting will be July 22, 2024 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 4:15pm.

Report on Friends of the Library Family of Endowment Funds (as of 6/25/24):

Current Regional Funds Balances:

- Art and Jane Hess Endowment Fund- \$2,046,971.02 (Uses are unrestricted)
- Celia Martin Fund- \$707,137.93 (Uses are unrestricted)
- Nerancy Bequest- \$411,400.43 (Uses are restricted to within City of Charlottesville, available only for Central and Gordon Avenue)
- Rachel Poole Fund- \$97,395.71 (Uses are restricted to educational purposes. This fund has been used for scholarships/internships.)

Current Branch Fund Balances:

- Bookmobile Fund- \$0 (Uses are restricted to the Bookmobile)
- Central Library Fund- \$49,152.07 (Uses are restricted to Central Library)
- Crozet Library Fund- \$13,092.43 (Uses are restricted to Crozet Library)
- Gordon Avenue Library Fund- \$993.26 (Uses are restricted to Gordon Avenue Library)
- Greene Library Fund- \$60,981.06 (Uses are restricted to Greene County Library)
- Louisa County Library Fund- \$14,262.57 (Uses are restricted to Louisa County Library)
- Nelson Memorial Library Fund- \$96,311.96 (Uses are restricted to Nelson Memorial Library)
- Northside Library Fund- \$6,787.06 (Uses are restricted to Northside Library)
- Scottsville Library Fund- \$3,567.04 (Uses are restricted to Scottsville Library)

Current Total Balances- \$3,508,052.54

Suggested Expenditures for FY25:

New Requests for FY25:

- Same Page Project- \$16,000 (from the Art and Jane Hess Fund)
- NAACP Scholarship- \$5,000 (from the Rachel Poole Fund)
- JMRL MLS Scholarships- \$3,500 (from the Rachel Poole Fund)
- Continuation of Funding Out of Area Fees for Scottsville Library Patrons- \$7500 (from the Celia Martin Fund)
- Nelson Memorial Library New Materials and Branch Improvements- \$10,000 (from the Nelson Memorial Library Fund)
- Central Young Adult Pilot Mobile Culinary Cart- \$14,000 (from the Nerancy Bequest)
- Scottsville Privacy Pod Expansion Project- \$12,000 (from the Art and Jane Hess Fund)
- Children's Computer Learning Stations Project (Systemwide)- \$19,000 (from the Art and Jane Hess Fund)
- Louisa County Library Modular Conference Room Project - \$15,000 (from the Art and Jane Hess Fund)
- Holds Pickup Locker Sunshades (Systemwide) - \$4,500 (from the Art and Jane Hess Fund)
- Gordon Avenue Library 2nd Holds Pickup Locker- \$7,600 (from the Nerancy Bequest)



Total FY24 Potential Disbursements: \$114,100

Per Fund Expenditures (Regional Funds):	Per Fund Expenditure (Branch Funds):
Art and Jane Hess Fund Total- \$80,500	Nelson Memorial Library Fund Total- \$10,000
Celia Martin Fund Total- \$7,500	
Nerancy Bequest Total- \$7,600	
Rachel Poole Fund Total- \$8,500	
Total Regional Funds Proposed Expenditure- \$104,100	Total Branch Funds Proposed Expenditure- \$10,000



DISPLAYS OF ORIGINAL ART

Original pieces of art ~~will~~ **may** be accepted for **temporary** display at all Library locations at the discretion of the Director and/or Branch Manager, **subject to the availability of designated display space**. In accepting art for display the Director and/or Branch Manager shall be guided by JMRL's Mission and criteria for selection of other materials. Student art shows qualify for display as components of Children's and Young Adult programming. Displays may not include defaming or obscene materials as defined by the United States Supreme Court, or material which could lead to a breach of peace or which advocate the violation of state **or federal** criminal laws. **The Library does not endorse any cause, opinion, or activity represented in displays of original art.**

Prior to display, artists **should contact their local branch library and** must complete **JMRL Form 4.52 (Display Use Permission Form)** ~~a Liability Release form~~ which will hold harmless the Library Trustees, employees, and JMRL jurisdictions, if loss or damage occurs while their materials are in the possession of the Library.

The Library reserves the right to limit or cancel an exhibit at any time. The Library will not act as agent for the sale of materials, and none of the exhibited materials may be priced. Artists will be allowed to display biographical information and their names and addresses so that patrons may contact them directly. **Requests to review or reconsider the propriety of displays of original art shall follow JMRL Reconsideration Policy: 4.24 by using JMRL Form: 4.24.**

COOPERATION WITH SCHOOLS

~~Jefferson Madison Regional Library supports cooperation with schools to the extent feasible.~~

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JMRL cooperates with public and private schools, childcare centers, and homeschooling families and cooperatives operating within the library's service area to support student learning, promote literacy, and provide access to library resources and services.

In order to support these educational endeavors, JMRL offers the following services:

- Group visits to JMRL branches to learn about library programs and services and to register students for library cards.
- Library staff visits to classrooms to teach about library programs and services and register students for library cards.
- Library staff visits to educational events (such as staff inservice days, back to school nights, literacy nights, etc.) to spread awareness of JMRL's programs and services and register participants for library cards.
- Requests may be made for Bookmobile visits to special school events as availability allows.
- Teacher cards for educators, allowing extended checkout periods and fine-free borrowing.

To request group or library staff visits, please fill out JMRL's group visits form at jmrl.org/outreach. To arrange library card registrations for a group, please contact your local branch library. For all other school partnership inquiries, use jmrl.org/contact to get in touch with a local branch or JMRL's Children's Services Manager for more information.

EMERGENCY CLOSING

The Library Director (or designee) shall determine when weather or other emergency conditions necessitate the closure, delayed opening, or early closing of any or all Library facilities. **Generally, in cases of bad weather the Library Director (or designee) will use county office buildings as a guide. For Charlottesville area libraries, the Albemarle County Office Buildings and Charlottesville City Hall will be the guide. For libraries in Greene, Louisa, and Nelson, county offices in Stanardsville, Louisa, and Lovingston, respectively, will be used as guides. The Bookmobile follows guidance set forth in JMRL Policy 4.41 (Bookmobile).**

JMRL will announce closures on jmrl.org, library social media, branch phone messages, and by sharing information with local media outlets. The best way to determine if a particular branch is open during an emergency is to check jmrl.org or call.

Library staff will consult JMRL's Emergency Action Plan for local guidance in the event of an emergency, and contact the Library Director or designee as soon as possible.

JMRL FY2025 Friends Support

Fund Number	Fund Name	FY2024 Budget	FY2025 Request	\$ Change	% Change
503	Reading Promotion	\$ 8,500	\$ 8,500	\$ -	0.0%
505	Children's Programs	\$ 40,000	\$ 45,000	\$ 5,000	12.5%
506	Children's Incentives	\$ 8,500	\$ 10,000	\$ 1,500	17.6%
507	YA Programs	\$ 8,500	\$ 8,500	\$ -	0.0%
508	Young Adult Incentives	\$ 4,800	\$ 5,500	\$ 700	14.6%
509	Programs In A Box	\$ 2,000	\$ 3,000	\$ 1,000	50.0%
510	Library Equipment	\$ 1,500	\$ 1,500	\$ -	0.0%
511	Discretionary Director	\$ 1,000	\$ 2,500	\$ 1,500	150.0%
512	Discretionary Assistant Director	\$ 500	\$ 500	\$ -	0.0%
	Bookmobile	\$ 1,500	\$ 1,500	\$ -	0.0%
	Central Adult Services/Reference	\$ 4,000	\$ 4,000	\$ -	0.0%
	Central Children's	\$ 2,000	\$ 2,500	\$ 500	25.0%
	Central Library	\$ 500	\$ 500	\$ -	0.0%
	Central YA	\$ 1,700	\$ 1,800	\$ 100	5.9%
	Crozet	\$ 5,000	\$ 5,500	\$ 500	10.0%
	Gordon Avenue	\$ 5,000	\$ 5,000	\$ -	0.0%
	Greene	\$ 5,000	\$ 5,000	\$ -	0.0%
	Louisa	\$ 4,450	\$ 5,000	\$ 550	12.4%
	Mont Avv	\$ 1,500	\$ 1,500	\$ -	0.0%
	Nelson	\$ 3,500	\$ 4,000	\$ 500	14.3%
	Northside	\$ 11,000	\$ 11,500	\$ 500	4.5%
	Scottsville	\$ 3,000	\$ 4,000	\$ 1,000	33.3%
513	Adult Programming (Movie Licenses)	\$ 2,500	\$ 2,500	\$ -	0.0%
514	Volunteer Coordination	\$ 1,500	\$ 1,500	\$ -	0.0%
515	Parking (Central)	\$ 1,200	\$ 750	\$ (450)	-37.5%
516	VLA Support	\$ 2,400	\$ 2,400	\$ -	0.0%
517	Library Awareness	\$ 1,500	\$ 1,500	\$ -	0.0%
518	BookPage/BookLetters	\$ 6,630	\$ 6,630	\$ -	0.0%
520	Poem in Pocket Program	\$ 1,200	\$ 1,200	\$ -	0.0%
521	Book Club Kits	\$ 3,500	\$ 3,500	\$ -	0.0%
522	Adult Programs	\$ 9,000	\$ 12,000	\$ 3,000	33.3%
526	Festival of the Book	\$ 4,000	\$ 4,000	\$ -	0.0%
527	Literacy Wordplay	\$ 600	\$ 1,200	\$ 600	100.0%
528	VLA Conference	\$ 1,000	\$ 1,000	\$ -	0.0%
531	Laundromat Libraries	\$ 500	\$ 500	\$ -	0.0%
	TOTAL	\$ 158,980	\$ 175,480	\$ 16,500	10.4%

JMRL FY25 Proposed Board Committees:

Library Board Committees

Budget/Finance Committee

- Aleta Childs, Chair
- Brandy Polanowski
- Peter Morville
- Anne Hemenway
- Martha Ledford
- Staff: Lindsay Ideson, Jerry Carchedi, David Plunkett

Meets as needed

Technology Committee

- Peter Morville, Chair
- Martha Ledford
- Michael Powers
- Staff: Kayla Payne, Sara Elizabeth, Fred Hylton, David Plunkett

Meets as needed

5-Year Plan Committee

- Meredith Cole, Chair
- Aleta Childs
- Staff: Meredith Dickens, Krista Farrell, Susan Huffman, Kayla Payne, David Plunkett, Latasha Richards, Hayley Tompkins
- Friends of the Library: Proal Heartwell

Meets as needed

Policy Committee

- Michael Powers, Chair
- New Charlottesville Trustee
- Martha Ledford
- Anne Hemenway
- Staff: Krista Farrell, David Plunkett, Ginny Reese, Camille Thompson

Meets before the Board meeting usually every other month

Personnel Committee

- Brandy Polanowski, Chair
- Aleta Childs
- Meredith Cole
- Staff: Krista Farrell, David Plunkett, Chris Smith