



LIBRARY BOARD'S AGENDA – AUGUST 26, 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: 846 6713 5484)

- 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. Bookmobile and Outreach Services (Marien Ruiz-Villaman, Collections Manager)
- 3:45 Committee Appointments and Reports**
- 3:45 Old Business**
1. Vote on Friends Family of Funds Grant
- 4:00 New Business**
1. FY26 Budget Planning
- 4:15 Library Director's Report**
- 4:20 Other Matters**
- 4:25 Future Agenda Items**
- 4:30 Proposed Adjournment**

***** Optional Tour of the Bookmobile and Outreach Services Vehicle and Offices**



Jefferson-Madison Regional Library

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DRAFT

MINUTES OF THE JULY 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)
Martha Ledford (Greene)
Peter Morville (Albemarle)
Anne Hemenway (Charlottesville)

TRUSTEES ABSENT

Meredith Cole (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Meredith Dickens, Collection Manager

Krista Farrell, Assistant Library Director
Sierra Nafziger, 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, July 22, 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=LPqA1zE0VXA>.) Trustee Ledford moved to accept the minutes for the June 24, 2024 Board Meeting as written. Motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

No announcements. No public comments.

TRUSTEE CONTINUING EDUCATION

Meredith Dickens, JMRL's Collection Manager, presented to the Board information on JMRL's Materials Selection and Collection Development.

COMMITTEE APPOINTMENTS AND REPORTS

1. CACF Advisory Committee Report

President Townsend reported that the Charlottesville Area Community Foundation (CACF) Advisory Committee meets once a year to look at disbursements that have been requested of the Friends of the Library Family of Endowment Funds. Director Plunkett presented to the Board the suggested expenditures for FY25. The Board will vote on accepting and expending this grant from the Friends Family of Funds at the CACF for FY25 next month.

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)

JMRL Policy 4.52 (Displays of Original Art) was presented to the Board for a second reading. President Townsend moved to accept Policy 4.52 (Displays of Original Art) as presented. Motion passed unanimously. JMRL Policy 4.54 (Cooperation with Schools) was presented to the Board for a second reading. Trustee Harris moved that Policy 4.54 (Cooperation with Schools) be accepted. Motion passed unanimously. JMRL Policy 5.3 (Emergency Closing) was presented to the Board for a second reading. Trustee Harris moved that Policy 5.3 (Emergency Closing) be accepted as amended. Motion passed unanimously.

NEW BUSINESS

1. Friends FY25 JMRL Support

Director Plunkett presented to the Board information on the JMRL FY25 Friends Support for library programming.

2. FY25 Trustee Committee Assignments

President Townsend announced Trustee Morville as the new chair of the Technology Committee with Trustee Ledford stepping down as chair, and Trustee Polanowski as the new chair of the Personnel Committee. The new Charlottesville Trustee taking over for Trustee Harris will be on the Policy Committee. The Committee assignments for the Budget/Finance Committee and the Five-Year Plan Committee will remain unchanged.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported the JMRL Tech Services end of FY24 stats: 1) the average number of titles cataloged per month: 852, 2) total number of titles cataloged: 10,235, 3) average number of items added into the system per month: 2,078, and 4) total number of items added into the system: 42,000. JMRL logged over 29,000 books read for Summer Reading. Over 1,800 people attended Summer Reading kickoffs. For the first time, the Bookmobile was able to attend every single kickoff event, including two events in a day more than once. Central Library has been designated as a Cooling Center once again this summer; the City of Charlottesville provided exterior signage. Special thanks to Krista Farrell and Central staff for working with the City of Charlottesville. Director Plunkett reported that the excessive heat this summer has brought multiple HVAC issues to the Crozet Library and Northside Library, which resulted in only partial air conditioning to the buildings for several days. Special thanks to Albemarle County for working quickly and diligently to solve both issues. JMRL's Business Manager Jerry Carchedi is on extended leave until after Labor Day. Director Plunkett thanked JMRL's Kayla Payne, Brittany Eversberg, and Krista Farrell for picking up Jerry's duties during his absence. Jerry is completing his Appalachian Trail hike in New England, and reported that, as of last Thursday, he has hiked 9 miles a day, for a total of 144 miles, 32.5% complete, and 47,000ft elevation.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include potential Continuing Education on Bookmobile Outreach Services, a potential vote on CACF Advisory Committee Items, and a committee report from the Policy Committee. The next Board Meeting will be August 26, 2024 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 4:10pm.

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 Celia Martin 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- \$12,500	
Nerancy Bequest Total- \$7,600	
Rachel Poole Fund Total- \$3,500	
Total Regional Funds Proposed Expenditure- \$104,100	Total Branch Funds Proposed Expenditure- \$10,000

