



**LIBRARY BOARD'S AGENDA – SEPTEMBER 23, 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: 851 0432 0672)**

- 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. Notary Services at JMRL (David Plunkett, JMRL Director)
- 3:45 Committee Appointments and Reports**  
1. Policy Committee Report
- 3:55 Old Business**
- 4:00 New Business**  
1. FY26 Budget Planning and Prioritizing
- 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 AUGUST 26, 2024 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Tony Townsend (Albemarle)  
Brandy Polanowski (Louisa)  
Peter Morville (Albemarle)

Vice President Aleta Childs (Nelson)  
Kathy Johnson Harris (Charlottesville)  
Michael Powers (Albemarle)

#### TRUSTEES ABSENT

Anne Hemenway (Charlottesville)  
Martha Ledford (Greene)

Meredith Cole (Charlottesville)

#### OTHERS PRESENT

David Plunkett, Library Director  
Sierra Nafziger, Collection Specialist

Krista Farrell, Assistant Library Director  
Marien Ruiz-Villaman, Bookmobile & Outreach  
Services 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, August 26, 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=ryjsvo6x4Ws>.) Trustee Harris moved that Trustee Michael Powers's request to attend today's meeting of the JMRL Board remotely due to a personal matter, specifically travel, be approved. Motion passed unanimously. Trustee Polanowski moved to accept the minutes for the July 22, 2024 Board Meeting as written. Motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett announced eight books, one for each year of service on the JMRL Board of Trustees, to be added to the JMRL collection at the Gordon Avenue Library in honor of Trustee Harris's service as Board Trustee. Director Plunkett also announced that Siri Russell has been appointed by the City of Charlottesville as the new Board Trustee, replacing Trustee Harris, starting next month. No public comments.

#### TRUSTEE CONTINUING EDUCATION

Marien Ruiz-Villaman, JMRL's Bookmobile and Outreach Services Manager, presented to the Board information on JMRL's Bookmobile and Outreach Services. The Bookmobile has a collection of 10,670 items, with 1500-2000 items on the Bookmobile at any given time. The Bookmobile added 16 new stops in Nelson and Louisa counties in FY24, bringing the total Bookmobile stops to 55.

#### COMMITTEE APPOINTMENTS AND REPORTS

NA

#### OLD BUSINESS

1. *Vote on Friends Family of Funds Grant*

Trustee Harris moved that JMRL accept the Friends Family of Funds at the Charlottesville Area Community Foundation's granted allocation of up to \$114,100 and authorize the expenditure of that funding for the support of library services. Motion passed unanimously.

## **NEW BUSINESS**

### *1. FY26 Budget Planning*

Director Plunkett presented to the Board the FY25 Board Budget Schedule and discussed the timeline for personnel and operational budget requests. The Board will vote on the proposed FY26 Budget at the November 18, 2024 Board meeting. Director Plunkett discussed potential points of emphasis for the FY26 Budget: 1) staff compensation, 2) software costs, 3) retirement costs, and 4) healthcare costs. Director Plunkett also mentioned two items the Budget Committee will need to potentially discuss for FY25, which include the purchase of a new box truck and decisions regarding upcoming federal law changes concerning exempt-employees.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that the Federal Communications Commission voted last month to expand federal e-rate funding to include mobile hotspots, allowing reimbursement for hotspot costs. This funding would allow JMRL to potentially purchase more mobile hotspots and get up to 80% of the data costs paid for. Director Plunkett shared with the Board a thank you card from JMRL Crozet employee Cari Wood, who is the recipient of one of the scholarship funds given out by the Charlottesville Area Community Foundation Friends Family of Funds. Jennifer MacAdam-Miller's last day as JMRL's PR Specialist was Friday, August 23, 2024. Director Plunkett announced Dylan Padilla as JMRL's new PR Specialist, starting next week. JMRL's All-Staff Training Day is Monday, October 14, 2024 and will be at the Greene County Library and the Giuseppe Center; Trustees are invited to attend. The Virginia Library Association's (VLA) annual conference will be in Norfolk on October 16-18, 2024. All Trustees are invited to attend the VLA conference; the last day for registration is September 25, 2024. Trustee Powers will be presenting a Poster Session at the VLA conference on Wednesday, October 16, 2024.

## **OTHER MATTERS**

NA

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a Policy Committee report and a potential Continuing Education; the Board will also set Budget Priorities for the FY26 Budget. The next Board Meeting will be September 23, 2024 at the Northside Library.

## **ADJOURNMENT**

The meeting adjourned at 3:52pm.

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### **Potential JMRL Board Budget Priorities for FY26**

1. Secure funding to address lack of movement in JMRL's pay scale while work is ongoing on a new compensation plan
2. Secure funding to maintain current levels of library service in the region
3. Plan for moving software operational costs from the JMRL Equipment Budget to the JMRL Operating Budget