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JEFFERSON-MADISON
REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – DECEMBER 16, 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: 853 9944 5544)

- 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. Staff De-escalation Training Program (Brittany Eversberg, Circulation Manager)
- 3:45 Committee Appointments and Reports**
1. Policy Committee Report
- 3:55 Old Business**
1. FY26 Draft Budget Update
- 4:05 New Business**
1. Potential First Reading of Policy 4.11 (Materials Selection)
2. JMRL Box Truck Replacement
- 4:25 Library Director's Report**
- 4:30 Other Matters**
- 4:35 Future Agenda Items**
- 4:40 Proposed Adjournment**

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Jefferson-Madison Regional Library

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

DRAFT

MINUTES OF THE NOVEMBER 18, 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)
Anne Hemenway (Charlottesville)

TRUSTEES ABSENT

Siri Russell (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Jerry Carchedi, Business Manager
Anne Lindberg, Scottsville Branch 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, November 18, 2024 at 3:00 PM, at the Scottsville Library (330 Bird Street, Scottsville, VA 24590), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=a7hHIPW05xI>.) Trustee Childs moved to accept the minutes for the October 28, 2024 Board Meeting as written. Motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

No announcements. No public comments.

TRUSTEE CONTINUING EDUCATION

Anne Lindberg, JMRL's Scottsville Library Branch Manager, presented to the Board information on Scottsville Library's Little Free Food Pantry. The Little Free Food Pantry will be built by a local Eagle Scout and all food donations will be provided by the community. The Little Free Food Pantry will be to the left of the Scottsville Library's holds lockers and is planned to be available to the community by January 2025.

COMMITTEE APPOINTMENTS AND REPORTS

1. Budget Committee Report

Trustee Childs reported that the Budget Committee met on November 4, 2024 and discussed the proposed FY26 Draft Budget. Trustee Childs reported that the FY26 Draft Budget does not include the final number for healthcare costs. The Budget Committee is recommending to the Board that the JMRL FY26 Draft Budget be approved, with the finalized healthcare costs subject to change.

OLD BUSINESS

1. FY26 Draft Budget Discussion and Vote

Director Plunkett shared with the Board the JMRL FY26 Draft Budget. The FY26 Draft Budget includes 1) a 5% increase to the entire JMRL payscale, as well as an additional 2% raise for current staff, 2) \$130,000 software costs moved out of the Equipment Budget and into the Operational Budget, 3) allocating a portion a State Aid for salary support. Director Plunkett reported that JMRL has seen a 66% increase in State Aid since 2020. In 2020, JMRL received \$677,000 in State Aid. JMRL is anticipating \$1.2 million in State Aid for FY26. Discussion ensued regarding State Aid and salary support

for JMRL. Trustee Polanowski moved to adopt the FY26 Budget as proposed. Motion passed unanimously. Trustee Polanowski amended the previous motion and moved to take the FY26 Budget as is written in addition to the healthcare numbers finalization when it comes in. Amended motion passed unanimously.

NEW BUSINESS

NA

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that JMRL graduated 8 employees from the City of Charlottesville's HR Supervision One Class last week. Congratulations to Patrick Kilmer, Heather Pehnac, Amy Percy, Yulita Ellis, Fred Hylton, Amanda Farley, Mary Ann Kearns, and Megan Smead for finishing Supervisor One training. JMRL's job description project, which started early FY24, is in its final stages right now. The new job descriptions are now live on the City's Job Board. Director Plunkett also reported that JMRL's staff Intranet has been updated and is now live for JMRL staff and Trustees at intranet.jmrl.org. JMRL's Seventh Annual Food for Fines wrapped up yesterday; Director Plunkett will send out a final report. Louisa County Library now has a new phone system to help improve phone services. JMRL will also be looking to improve phone systems at Nelson Memorial Library and Scottsville Library in the future.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include a report from the Policy Committee and a potential report from the Technology Committee, a Budget Update, and a potential Continuing Education. The next Board Meeting will be December 16, 2024 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 3:49pm.

MATERIALS SELECTION

To support the mission and values of the Jefferson-Madison Regional Library, ~~library-lending materials are selected and made accessible to the public. The Library JMRL will provide citizens the community with free and equal access to the printed and recorded word and to the visual image library materials in a variety of printed and digital formats.~~ However, because no public library can afford to acquire or to house all materials available to libraries, a selection process must take place. ~~The Board of Trustees adopts this materials selection policy to guide librarians and to inform the public about the principles upon which selections are made. While a policy cannot replace the judgment of librarians, stating~~ These goals and indicating boundaries will assist librarians in choosing from a vast array of materials available. The Library supports the American Library Association's (ALA's) Bill of Rights, Freedom to Read, Free Access to Libraries for Minors, and Freedom to View Statement.

PHILOSOPHY

~~The Board of Trustees adopts this materials selection policy to guide librarians and to inform the public about the principles upon which selections are made. While a policy cannot replace the judgment of librarians, stating goals and indicating boundaries will assist in choosing from a vast array of materials available.~~

GUIDELINES FOR SELECTION AND USE OF MATERIALS

- ~~1. The Library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work or in relation to building the Library's collections and to serving the interest of all individuals and groups in the region. Different viewpoints on controversial issues will be acquired including those that may have unpopular or unorthodox positions.~~
2. The criteria for selection of materials for the Library's collections will include the following:
 - relevance to community needs and interests
 - quality of writing/production
 - importance of subject matter
 - timeliness
 - authority, significance, and/or reputation of the author, artist, publisher, or ~~producers~~ creators
 - readability, clarity, and/or ~~ease of use~~ accessibility
 - format, cost, and availability
 - public demand, through direct request and analysis of existing collection
 - evaluation of reviewers in trade and professional publications and critics in the popular press, or inclusion in standard ~~bibliographies~~ professional selection resources as outlined in JMRL's Collection Management Plan.

Adopted 12/2014

Minor Update 4/22/19

These criteria can be applied both to evaluate individual works and more broadly to assess entire resources, such as third-party online databases or electronic platforms that offer a curated selection of works.

3. The Library acknowledges the purpose and existence of other libraries in the Jefferson-Madison Regional Library ~~region~~ **service area (such as archival, scholarly, and special interest collections)**, and will not unnecessarily duplicate functions and materials.
4. The Library acknowledges a particular interest in local and state issues. Publications of the City and County governments and tax-supported agencies within the region are deemed to be of interest to the public and necessary to an informed electorate. The Library will collect ~~and retain~~ local documents in print and/or provide access electronically as appropriate.
5. ~~Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading abilities, it will always seek to select materials of varying complexity.~~ **The Library seeks to select materials reflecting a wide range of ages, voices, and educational and cultural backgrounds.**
6. **The Library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work or in relation to building the Library's collections and to serving the interest of all individuals and groups in the region. Different viewpoints on controversial issues will be acquired including those that may have unpopular or unorthodox positions.**
7. Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from ~~injury~~ **damage** or theft. ~~The use of rare and scarce items of great value may be controlled only to the extent required to preserve them from harm.~~
8. Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.
9. The selection of materials for the Jefferson-Madison Regional Library is the **designated** responsibility of the Collections Manager. **Library staff maintain guidelines for cataloging, classification, and placement and organization of materials within the collection in JMRL's Collection Management Plan.**

GIFTS OF LIBRARY MATERIALS

The Library accepts gifts of library materials for consideration as additions to its collections. Gifts are subject to evaluation according to the same selection standards as materials considered for purchase. The Library reserves the right to use any gift as it sees fit. Upon acceptance, all gifts become the property of the Library.

Gifts of library materials of local authors are ~~subject~~ **evaluated based on** ~~to~~ the selection criteria of the

Adopted 12/2014

Minor Update 4/22/19

[Local Voices collection.](#)

Materials of local historical or genealogical interest pertaining to the Library's service area ~~may~~ will be accepted ~~as follows:~~

- ~~— published histories of a general interest~~
- ~~— deed books, birth, marriage and death records~~
- ~~— census records~~
- ~~— church and cemetery records~~

~~Donors.~~ **Donations** of family histories and other **local historical records** ~~items not listed above~~ will generally be referred to local historical societies.

Ephemera of any type (e.g., pamphlets, flyers, or other short-lived printed material) will not be accepted.

The Library ~~does not attempt to~~ **attempts to** acknowledge acceptance of every gift it receives ~~but will provide acknowledgement upon request of the donor.~~

MATERIALS FROM NON-LIBRARY SOURCES

~~The Library does not accept either permanent or temporary loan of materials from any source. Individuals or organizations wishing to have materials available at the Library may submit them for review as gifts. The policies, standards, and procedures for gifts will apply.~~

REQUEST FOR PURCHASE CONSIDERATION

The Library welcomes suggestions from library users for titles to purchase as additions to its various collections (print books, digital content, periodicals, and audiovisual materials). All suggested titles are considered according to the criteria outlined in the Materials Selection Policy.

Not all titles suggested will be purchased. Library users may request notification of the Library's decision regarding the purchase of suggested items.

REQUEST FOR RECONSIDERATION

Any library user has the right to request reconsideration of an item in the collection, in accordance with JMRL Reconsideration Policy: 4.24. REQUEST FOR RECONSIDERATION forms (JMRL Form: Section 4.24) are available at each public service desk. ~~The Library supports the American Library Association's (ALA's) Bill of Rights, Freedom to Read, Free Access to Libraries for Minors, and Freedom to View Statement.~~

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Adopted 12/2014

Minor Update 4/22/19

WITHDRAWALS/DISCARDS

The Library uses weeding as a collection development tool. Its purpose is to maintain, throughout the system, library collections of high quality that are appropriate in size to the capacity of their locations and that are current, accessible and appealing to users.

Items are withdrawn from the collection when they are dated, worn, or damaged beyond repair, or if interest in a title or subject has decreased, **or according to the guidance of JMRL's Collection Management Plan**. Withdrawn items will be disposed of through book sales, recycling, or donations. Items deemed unfit for sale or donation will be discarded.

~~Items are withdrawn from the collection database when they are reported as lost and paid, or are missing for at least one year.~~

MATERIALS SELECTION (CLEAN DRAFT)

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