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JEFFERSON-MADISON
REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – JANUARY 27, 2025

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: 827 7234 1909)

- 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. New JMRL Staff/Trustee Intranet (Sara Elizabeth, JMRL Digital Services Coordinator)
- 3:45 Committee Appointments and Reports**
1. Technology Committee Report
- 3:55 Old Business**
1. Potential Second Reading of Policy 4.11 (Materials Selection)
 2. FY26 Draft Budget Update
 3. JMRL Box Truck Replacement
- 4:25 New Business**
1. Midyear Update on Director Goals
- 4:30 Library Director's Report**
- 4:35 Other Matters**
- 4:40 Future Agenda Items**
- 4:45 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 DECEMBER 16, 2024 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Tony Townsend (Albemarle)
Meredith Cole (Charlottesville)
Brandy Polanowski (Louisa)
Michael Powers (Albemarle)

Martha Ledford (Greene)
Peter Morville (Albemarle)
Anne Hemenway (Charlottesville)
Siri Russell (Charlottesville)

TRUSTEES ABSENT

Vice President Aleta Childs (Nelson)

OTHERS PRESENT

David Plunkett, Library Director
Jerry Carchedi, Business Manager
Brittany Eversberg, Circulation 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, December 16, 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=k47U4snzrf4>.) Trustee Polanowski moved to accept the minutes for the November 18, 2024 Board Meeting as written. Motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

President Townsend announced he needed to leave by 4:15pm. No public comments.

TRUSTEE CONTINUING EDUCATION

Brittany Eversberg, JMRL's Circulation Manager, presented to the Board information on a JMRL Staff De-escalation Training Program. JMRL acquired a training series for additional training on de-escalation techniques and building positive rapport with patrons; these are housed on Niche Academy. Brittany Eversberg reminded the Board that Trustees have access to JMRL's Niche Academy offerings via their JMRL Board of Trustee email.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

The Policy Committee met prior to the Board meeting and finalized the review of Policy 4.11 (Materials Selection). The Policy Committee also discussed Policy 4.41 (Bookmobile), which is still undergoing review. Policy 4.11 (Materials Selection) will be presented to the Board in New Business for a first reading. The next Policy Committee meeting will be February 24, 2024, prior to the full Board meeting.

OLD BUSINESS

1. FY26 Draft Budget Update

Director Plunkett reported that the proposed FY26 Draft Budget, adopted by the Board last month, has been sent out to all five member jurisdictions. Director Plunkett also reported that the FY26 health care costs have not yet been finalized. Trustee Polanowski and Director Plunkett will meet with officials from Louisa County on Wednesday, December 18, 2024. Trustee Powers, Trustee Morville, and Director Plunkett will meet with officials from Albemarle County on Thursday,

December 19, 2024. Trustee Ledford and Director Plunkett will meet with officials from Greene County on January 7, 2025. Meetings with Charlottesville and Nelson will be held after the new year. The Board will vote on a final FY26 Budget in June.

NEW BUSINESS

1. Potential First Reading of Policy 4.11 (Materials Selection)

Policy 4.11 (Materials Selection) was presented to the Board for a first reading. Policy 4.11 (Materials Selection) will be presented to the Board next month for a second reading and a potential vote.

2. JMRL Box Truck Replacement

Director Plunkett provided information regarding JMRL's three current box trucks, the oldest of which is housed and used by the Friends of the Library. Director Plunkett reported that all of JMRL's purchasing of box trucks goes through the Fleet Department at the City of Charlottesville. The estimated cost for a new box truck for JMRL is \$86,318. Director Plunkett announced that JMRL will have funding available to make this mid-year purchase with the options to use funding from either 1) JMRL's Equipment fund, 2) JMRL's Reserve fund, or 3) savings made from JMRL's FY25 Budget; or a combination of the three options. JMRL's van will also potentially need to be replaced in the years to come. Director Plunkett will bring detailed options to the Board in January regarding JMRL's box truck replacement.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that Catherine Fae, JMRL's Reference and Adult Services Librarian, has agreed to be JMRL's new Crozet Branch Manager. JMRL is now hiring for the Reference and Adult Services Librarian position. Director Plunkett announced that last week JMRL received an anonymous gift of \$26,000 to be used on electronic materials this year. JMRL's BookLetter service is being discontinued and replaced with Wowbrary; information will be sent out to patrons in JMRL's monthly newsletter, as well as highlighted on JMRL's website. Director Plunkett shared with the Board JMRL's top circulating titles of 2024. JMRL's fire pump at the Central Library will be getting replaced. Director Plunkett and Krista Farrell are coordinating with the City of Charlottesville on timing as this will likely require the Central Library to be closed; Director Plunkett will keep the Board informed of any updates.

OTHER MATTERS

President Townsend extended thanks to all Board members and JMRL staff for their hard work.

FUTURE AGENDA ITEMS

Possible future agenda items include a Technology Committee report, a FY26 Draft Budget update, a second reading and potential vote on Policy 4.11 (Materials Selection), a detailed analysis on JMRL's box truck replacement, and a mid-year report on the Director's annual goals. The next Board Meeting will be January 27, 2025 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 3:54pm.

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, and this policy is guided by and consistent with, 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.~~
1. 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

Adopted 12/2014

Minor Update 4/22/19

press, or inclusion in standard bibliographies—professional selection resources as outlined in JMRL's Collection Management Plan.

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.

2. 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.
3. 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.
4. ~~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.
5. 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. ~~Materials~~ expressing different viewpoints on controversial issues will be acquired including those that may have unpopular or unorthodox positions.
6. 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.~~
7. 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.
8. 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.

Adopted 12/2014

Minor Update 4/22/19

Gifts of library materials of local authors are ~~subject~~ **evaluated based on** ~~to~~ the selection criteria of the [Local Voices eCollection](#).

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.~~

Requests for reconsideration are subject to evaluation according to the same selection standards as materials considered for purchase.

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~~ **may be** 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 **discarded or** disposed of through book sales, recycling, or donations.

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

Adopted 12/2014

Minor Update 4/22/19

MATERIALS SELECTION (CLEAN DRAFT)

To support the mission and values of the Jefferson-Madison Regional Library, lending materials are selected and made accessible to the public. JMRL provides the community with free and equal access to 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. These goals and boundaries will assist librarians in choosing from a vast array of materials available. The Library supports, and this policy is guided by and consistent with, 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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 - 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 professional selection resources as outlined in JMRL's Collection Management Plan.

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.

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Potential Motion

I move that the Board authorize JMRL to expend up to \$90,000 for the purchase of a new box truck from the library's operating fund balance.



JEFFERSON-MADISON REGIONAL LIBRARY

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JMRL Prioritized Director Goals for FY25:

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.
5. Continue to pursue JMRL website modernization and improvements, including developing long-term strategies for catalog stability and usability.

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Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County