

# Jefferson-Madison Regional Library

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

## APPROVED

### 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

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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, 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.

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