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JEFFERSON-MADISON
REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – FEBRUARY 24, 2025

Monday – 3:00 pm
LOUISA COUNTY LIBRARY
(881 Davis Highway
Mineral, VA 23117)
and
Presented Virtually or
via **PHONE at 888 788 0099 (Toll Free)**
(Webinar ID: 840 5153 6641)

- 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. Fines and Fees Data Report (David Plunkett, JMRL Director)
- 3:45 Committee Appointments and Reports**
1. Policy Committee Report
- 3:55 Old Business**
1. FY26 Draft Budget Update
- 4:05 New Business**
1. Fines and Fees Discussion
- 4:25 Library Director's Report**
- 4:30 Other Matters**
- 4:35 Future Agenda Items**
- 4:40 Proposed Adjournment**

***** Optional Tour of the Louisa County Library*****

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Jefferson-Madison Regional Library

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DRAFT

MINUTES OF THE JANUARY 27, 2025 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

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

Vice President Aleta Childs (Nelson)
Martha Ledford (Greene)
Peter Morville (Albemarle)
Anne Hemenway (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Jerry Carchedi, Business Manager
Sierra Nafziger, Collection Specialist

Sara Elizabeth, Digital Services Coordinator
Meredith Dickens, Collection Manager

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, January 27, 2025 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=LzqSiQYMXyg>.) Trustee Childs moved to accept the minutes for the December 16, 2024 Board Meeting as corrected. Motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

No announcements. No public comments.

TRUSTEE CONTINUING EDUCATION

Sara Elizabeth, JMRL's Digital Services Coordinator, presented to the Board information on JMRL's new Staff/Trustee Intranet. The new JMRL Intranet launched in December 2024. Once logged into their JMRL email accounts, JMRL staff and Trustees can access the new intranet at intranet.jmrl.org.

COMMITTEE APPOINTMENTS AND REPORTS

1. Technology Committee Report

The Technology Committee met for the first time since May 2023 and discussed JMRL's technology update and current status, and potential future goals and objectives. The Technology Committee will further discuss potential future goals and objectives, as well as review and define the scope of the Technology Committee, in April 2025. The Technology Committee will aim to meet quarterly going forward.

OLD BUSINESS

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

Policy 4.11 (Materials Selection) was presented to the Board for a second reading. Trustee Ledford moved to accept Policy 4.11 (Materials Selection) as revised. Motion passed unanimously.

2. FY26 Draft Budget Update

Director Plunkett reported that he and various Trustees have met with each of the five jurisdictions. The Board discussed an overall 30% increase in medical health care costs for JMRL in FY26. The FY26 Proposed Budget has been reworked and

updated to reflect this increase, and was sent to all five jurisdictions. Director Plunkett presented to the Board the potential schedule and FY26 Budget adoption dates for each jurisdiction.

3. *JMRL Box Truck Replacement*

Trustee Ledford moved 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. Motion passed unanimously.

NEW BUSINESS

1. *Midyear Update on Director Goals*

Director Plunkett provided a midyear update to the Board on the five Director Goals set for FY25. 1. Continue work on revising JMRL's pay scale and developing strategies for funding a new salary structure with jurisdictional partners. Director Plunkett reported that work on the new pay scale has stalled. In the meantime, a 5% increase to JMRL's pay scale and a 2% raise for staff are included in the proposed FY26 Draft Budget. 2. Modernization of JMRL's job descriptions is complete and publicly available online. 3. Work with the Central Library Renovation Working Group to secure this project's FY27 and FY29 plans in the Capital Improvement Program (CIP) budgets of both Charlottesville and Albemarle County for FY26. Begin early planning for fundraising in support of the FY29 construction. Director Plunkett reported that the working group has not yet met for FY25, and both Charlottesville and Albemarle currently anticipate sticking to last year's timeframe for their CIPs. 4. Formulate reasonable scenarios for Board review and evaluation regarding the possibility of a fine-free JMRL. The FY26 Draft Budget includes a movement of ongoing software costs from the equipment budget to the operating budget. The Board has received a Continuing Education on potential supplementary funding sources, specifically the Friends of the Library and the Friends Family of Funds, and was presented the results of a revenue analysis regarding FY23 fines that pinned the loss at roughly \$100,000. The Board will receive a future Continuing Education on fine-free efforts of other public libraries. 5. Continue to pursue JMRL website modernization and improvements, including developing long-term strategies for catalog stability and usability. Director Plunkett reported this project is ongoing. President Townsend reminded the Board that a formal evaluation of the Director Goals will be held during a closed session in May 2025.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that Gordon Avenue Library's holds locker usage has now surpassed the Crozet Library's locker usage, thanks to the new second bank of holds lockers funded by the Friends of the Library. Director Plunkett reported that it is time to start the JMRL/NAACP scholarship application process. Trustee Childs volunteered to serve on the review committee for the JMRL/NAACP scholarship again this year. JMRL's Poem in Your Pocket Day will be April 24, 2025, which is sponsored by the Friends of the Library. Director Plunkett announced that JMRL is encouraging Primary, Elementary, Middle School, and Home School readers to participate in the Virginia Readers' Choice Awards, March 1, 2025-April 30, 2025. Ballot boxes will be at all JMRL locations for participating readers; a blog post will be released this week to explain more. Director Plunkett announced that this year's Same Page Community Read will feature author Earl Swift's "Chesapeake Requiem." Earl Swift will be attending the Virginia Festival of the Book and visiting JMRL branches. All JMRL's book clubs will read "Chesapeake Requiem" in March and April 2025. JMRL will also have hundreds of giveaway copies for patrons, including a copy for all Library Board Trustees.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include a potential Continuing Education on library fines and fees, a Policy Committee report, and a FY26 Draft Budget Update. The next Board Meeting will be February 24, 2025 at the Louisa County Library.

ADJOURNMENT

The meeting adjourned at 4:15pm.