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# JEFFERSON-MADISON REGIONAL LIBRARY

## LIBRARY BOARD'S AGENDA – MAY 19, 2025

Monday – 3:00 pm

**CENTRAL LIBRARY**

**201 East Market St, Charlottesville, VA 22902**

**and**

**PRESENTED VIRTUALLY or via**

**TELEPHONE at 888 788 0099 (Toll Free)**

**(Webinar ID: 834 1731 5521)**

- 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. Central Library's Monticello Avenue Digital Media Lab and Makerspace Services (Fred Hylton, Supervising Technology Services Librarian)
- 3:50                            Committee Appointments and Reports**
1. Fines and Fees Working Group Report
  2. Budget/Finance Committee Report
- 4:10                            Old Business**
1. FY26 Board Meeting and Budget Schedule Discussion
- 4:15                            New Business**
1. Second Reading of Policy 4.41 (Bookmobile)
  2. Nominating Committee Discussion
  3. Automatic Renewals Discussion and Potential Vote
- 4:30                            Library Director's Report**
- 4:35                            Other Matters**
- 4:35                            Future Agenda Items**
- 4:40                            \*\*Closed Session for Annual Director Evaluation\*\***
- 5:30                            Proposed Adjournment**

**\*\*\* Optional Tour of the Central Library**

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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 APRIL 28, 2025 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  
Yulita Ellis, Nelson Memorial Library Branch 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, April 28, 2025 at 3:00 PM, at the Nelson Memorial Library (8521 Thomas Nelson Highway, Lovingson, VA 22949), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=tec02jzcGC8>.) Trustee Childs moved that Trustee Meredith Cole's request to attend today's meeting of the JMRL Board remotely due to a temporary or permanent disability or other medical condition that prevents their physical attendance be approved. Motion passed unanimously. Trustee Hemenway moved to accept the minutes for the March 24, 2025 Board Meeting as presented. Motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Yulita Ellis, Nelson Memorial Library Branch Manager, welcomed those in attendance and announced there would be a tour of the Nelson Memorial Library after the Board Meeting. Director Plunkett announced that he and President Townsend attended a meeting that Senator Kaine held at the Montgomery-Floyd Regional Library to discuss the closure of the Federal Institute for Museum and Library Services (IMLS). Director Plunkett shared with the Board that the Library of Virginia received notification that some amount of the federal funding known as Grants to States Funding is still coming through; the services JMRL was concerned about losing due to the lack of IMLS funding will be funded for at least another year. Director Plunkett thanked the Friends of the Library for their record-breaking Spring Book Sale, with special thanks to Peter Manno and Austin Connor. No public comments.

#### TRUSTEE CONTINUING EDUCATION

NA

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Fines and Fees Working Group Report*

The Fines and Fees Working Group met and reviewed different reports collected to identify information regarding the benefits or negatives about removing late fees. The Fines and Fees Working Group will meet again on May 12, 2025. Discussion ensued. Automatic renewals will be discussed by the Board during the May 19, 2025 Board Meeting.

##### *2. Technology Committee Report*

Trustee Morville reported that the Technology Committee met and received technology updates from JMRL staff Kayla Payne, Sara Elizabeth, and Fred Hylton. The Technology Committee discussed the Committee scope and purpose, and

Director Plunkett gave an update on JMRL IT budgeting. Trustee Morville highlighted for the Board the issue of compensation for all of JMRL staff, but specifically the IT department. Trustee Morville proposed adding to a future Board Agenda a discussion around lifting JMRL's payscale to a competitive level more quickly and what it would mean for the Board to be more proactive on this issue. The Technology Committee also made some suggested edits to JMRL Policy 1.23 (JMRL Board Committees), which will go to the Policy Committee after some wordsmithing.

### *3. Policy Committee Report*

The Policy Committee met prior to the Board meeting and discussed Policy 4.41 (Bookmobile), which will be presented to the Board for a first reading in New Business. The Policy Committee also discussed Policy 2.44 (Employment References), which is still undergoing review.

## **OLD BUSINESS**

### *1. Strategic Plan Review*

Trustee Cole and Director Plunkett met and discussed JMRL's progress on Strategic Plan goals in the Implementation Plan. Director Plunkett shared with the Board JMRL's Strategic Implementation Plan progress updates.

## **NEW BUSINESS**

### *1. Potential First Reading of Policy 4.41 (Mobile Library Services (Bookmobile))*

Policy 4.41 (Mobile Library Services (Bookmobile)) was presented to the Board for a first reading. Policy 4.41 (Mobile Library Services (Bookmobile)) will be presented to the Board next month for a second reading.

### *2. Potential Motion for Acceptance of Virginia Commission for the Arts Grant*

Trustee Ledford moved that JMRL accept the Virginia Commission for the Arts granted allocation of up to \$1300 and authorize the expenditure of that funding to support Children's programming. Motion passed unanimously.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported Charlottesville has adopted their FY26 Budget, which includes full funding for JMRL. Louisa County will vote on their FY26 Budget this evening, Albemarle County will vote on May 7, 2024, Greene County will vote May 13, 2025, and Nelson County will vote June 10, 2025. JMRL staff are completing a Draft FY26 Equipment Budget. The Board's Budget/Finance Committee will meet May 8, 2025 and craft a recommendation for the full Board to review at the May 19, 2025 Board meeting. Director Plunkett shared a note with the Board from an AARP volunteer doing tax aid at the Louisa County Library. JMRL's How-To Festival at the Central Library will take place Saturday, May 3, 2025. Director Plunkett shared with the Board information on the delay in materials from JMRL's primary vendor. The Central Library's fire pump is currently being replaced. In the meantime, the Central Library is under a Fire Watch while the fire suppression system is down over the next few weeks. A new HVAC system is also being installed in the Central Library Lab. Director Plunkett reported on the changes to JMRL's Summer Reading Program, which begins May 29, 2025.

## **OTHER MATTERS**

NA

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a Continuing Education from Fred Hylton on Monticello Avenue, a Fines and Fees Working Group report, a Budget/Finance Committee report, a second reading of Policy 4.41 (Mobile Library Services (Bookmobile)), automatic renewals discussion, the Director's Annual Review, and a discussion of JMRL's Board and Budget Schedule for FY26. The next Board Meeting will be May 19, 2025 at the Central Library.

## **ADJOURNMENT**

The meeting adjourned at 4:25pm.

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**JEFFERSON-MADISON REGIONAL LIBRARY****EQUIPMENT FUND - Summary****FY 2026**

<b>Anticipated FY2025 Year-End Fund Balance</b>	<b>\$361,755</b>
Projected FY2026 Revenue	\$156,000
Projected FY2026 Expense	\$245,174
<b>Anticipated Year - End Fund Balance (6/30/2026)</b>	<b>\$272,581</b>

# Equipment Fund - FY2026

Funding Source	Branch or Department	Short Description	Number of Units	Total Cost
Equipment Budget	Administration	Copier & Printer Lease contracts	1	\$ 37,000
		Addl Shipping/ Price Increases/ Assembly	1	\$ 10,000
		Other Miscellaneous Services	1	\$ 7,000
		Collection fee contract	1	\$ 4,500
		Other contractual services	1	\$ 3,500
		Credit Card fees	1	\$ 2,000
	<b>Administration Total</b>			<b>\$ 64,000</b>
	Central	Central - Misc Equipment	1	\$ 5,000
		Central Reference - Misc Equipment	1	\$ 5,000
		Delivery Bins	12	\$ 767
		Office Chairs	2	\$ 502
		Round Table YA	1	\$ 439
		Booktruck	1	\$ 424
	<b>Central Total</b>			<b>\$ 12,132</b>
	Crozet	Window Frosting	1	\$ 1,000
		Laptop Tables	2	\$ 850
		Booktrucks Double Sided	2	\$ 800
		Booktrucks Single Sided	2	\$ 750
		Café Tables	2	\$ 480
		Outdoor Bench	1	\$ 450
		Sign Holder	2	\$ 400
	<b>Crozet Total</b>			<b>\$ 4,730</b>
	Gordon Avenue	Wire Racks	4	\$ 2,270
		Bulletin Board	1	\$ 887
		Book Ends Non-Fiction	95	\$ 831
		Book Truck	1	\$ 604
		Trash Cans	2	\$ 465
	<b>Gordon Avenue Total</b>			<b>\$ 5,057</b>
	Greene	Rolling Stools	2	\$ 310
	<b>Greene Total</b>			<b>\$ 310</b>
	IT	Optiplex Micro Plus Computers	55	\$ 66,000
		E-Rate (JMRL 20% share)	1	\$ 31,306
		Staff Laptop Replacements	10	\$ 12,000

# Equipment Fund - FY2026

Funding Source	Branch or Department	Short Description	Number of Units	Total Cost
Equipment Budget	IT	Self-check Computers	6	\$ 7,200
		Misc IT supplies	1	\$ 5,000
		Receipt Printers	16	\$ 3,408
		Barcode Scanners and Stands	16	\$ 1,760
		Brother Printers	2	\$ 900
		Branch cash registers	2	\$ 808
		IT Total	\$ 128,382	
	Louisa	Sign Stands	1	\$ 549
	Louisa Total	\$ 549		
	Monticello Avenue	Server Replacement	1	\$ 7,200
		Laptop for Web Development	1	\$ 3,445
		Locking Bookshelf for Supply Storage	1	\$ 1,745
		Office Chairs	2	\$ 1,656
		Activity Table	1	\$ 765
		Standing Desk	1	\$ 400
		Booktruck	1	\$ 373
	Monticello Avenue Total	\$ 15,584		
	Northside	Stacker Chairs	18	\$ 6,606
		Adult Computer Chairs	4	\$ 2,680
		Information Desk Chairs	2	\$ 1,722
		Round Table with Power	1	\$ 634
		Floor Cushions	2	\$ 438
	Northside Total	\$ 12,080		
	Scottsville	Laptops	2	\$ 1,000
		Office Chairs	3	\$ 632
		Task Chairs	2	\$ 400
		Magazine Racks	2	\$ 318
	Scottsville Total	\$ 2,350		
Equipment Budget Total				\$ 245,174
Grand Total				\$ 245,174

### **FY26 Library Board Meeting and Budget Schedule**

July 28, 2025	<b>Board Meeting (Northside Library)</b>
August 25, 2025	<b>Board Meeting (Northside Library)</b>
September 12, 2025	Department and Branch Managers submit personnel and operational (non-equipment) budget requests
September 29, 2025	<b>Board Meeting (Northside Library)</b> - Library Board sets budget objectives/guidelines
Early October	Personnel Committee meets to discuss personnel requests from library staff
October 27, 2025	<b>Board Meeting (Northside Library)</b> - Library Director presents branch and department budget requests to the Library Board; Library Board discusses and ranks budget requests, using recommendations from Personnel Committee
October/November	Budget Committee meets to draft FY27 proposed budget and sends draft to Library Board
November 17, 2025	<b>Board Meeting (Crozet Library)</b> - Proposed budget adopted by Library Board, one week early due to Thanksgiving
December 29, 2025	<b>Board Meeting (Northside Library)</b>
Dec 2025- Jan 2026	Library Trustees and Library Director meet with City/County officials to discuss proposed budget
January 15, 2026	Deadline for submitting proposed budget to jurisdictions
January 26, 2026	<b>Board Meeting (Northside Library)</b> - Library Director mid-year goals update, if requested
February 23, 2026	<b>Board Meeting (Louisa County Library)</b>
March/April 2026	Budget work sessions with Albemarle, Charlottesville, Greene, Louisa and Nelson
March 13, 2026	Department and Branch Managers submit CACF Endowment and Equipment budget requests to the Business Manager and Library Director
March 23, 2026	<b>Board Meeting (Greene County Library)</b> - Library Board self-evaluation
April 17, 2026	Department and Branch Managers submit annual Friends' requests to the Business Manager and Library Director
April 27, 2026	<b>Board Meeting (Nelson Library)</b> - Library Board reviews Five Year Plan
May/June 2026	Budget adoption by jurisdictions. Library Board Budget Committee reviews Equipment Budget requests and drafts Final Budget (with appended Equipment Budget) to send to the Library Board
May 18, 2026	<b>Board Meeting (Gordon Avenue Library)</b> - One week early due to Memorial Day holiday. Library Director Annual Evaluation





# JEFFERSON-MADISON REGIONAL LIBRARY

June 22, 2026

**Board Meeting (Northside Library)** - Library Board adopts Final Budget. Library Director presents next fiscal year prioritized goals

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## **MOBILE LIBRARY SERVICES (BOOKMOBILE)**

### **OVERVIEW**

The Jefferson-Madison Regional Library (JMRL) provides Mobile Library Services primarily through its Bookmobile, a mobile library branch that brings services directly to communities throughout the region. Operating continuously since 1946, the Bookmobile houses its own browsable collection and serves those with limited access to physical library branches. Mobile Library Services extend JMRL's mission by reaching patrons who face barriers to in-person visits due to geographic location, physical limitations, transportation challenges, or other accessibility constraints.

### **SERVICES**

All Bookmobile stops are free and open to the public, even when located at residential communities, or private institutions. The Bookmobile is a fully functioning mobile library branch with the following features and services:

1. A browsable collection housed on the vehicle, with additional items housed in the Bookmobile offices
2. Borrowing of library materials with a 4-week loan period for most items
3. Ability to request and pick up holds from any JMRL location
4. Ability to accept the return of borrowed materials
5. Reader advisory services
6. Library card registration and renewal
7. Free public WiFi access
8. Access to information about other JMRL services and programs

The following services are generally not available through Mobile Library Services:

1. Printing or copying services
2. Public computer access
3. Notary services
4. Meeting room facilities

For the most current information about Mobile Library Services, including schedules and stop locations, please visit [jmrl.org/bookmobile](http://jmrl.org/bookmobile).

### **STOPS AND SCHEDULING**

Mobile Library Services operate through two primary service models:

1. Regularly scheduled stops at established locations, including community centers, senior living facilities, centrally-located spaces, and residential neighborhoods
2. Special outreach events at community festivals, schools, or other local gatherings

Decisions about establishing or modifying regularly scheduled stops are based on the following criteria:

1. Geographic alignment with current routes
2. Demonstrated community need or outreach value
3. Physical feasibility, including safe and sufficient space (parking, ADA accessibility) for the Bookmobile
4. Availability of staff and resources

To request a Mobile Library Services stop, individuals or organizations may submit a request through the form available at [jmrl.org/bookmobile](http://jmrl.org/bookmobile). Requests will be evaluated periodically, with final decisions made by the Library Director in consultation with the Bookmobile and Outreach Services Manager.

### **SERVICE AVAILABILITY**

The Bookmobile does not operate when public schools are closed due to poor road conditions in the jurisdiction scheduled for service that day.

Bookmobile service is available in JMRL jurisdictions which have specifically allocated funding for this service.

JMRL may offer additional outreach vehicles beyond the Bookmobile; (such as the Nelson Memorial Library outreach vehicle) based on community needs, funding, and available resources.

For current schedules, contact information, stop locations, and service hours, visit [jmrl.org/bookmobile](http://jmrl.org/bookmobile).

# Jefferson-Madison Regional Library

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

**MOTION:** That the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.2-3711, subsection A.1, to discuss the performance evaluation and employment contract of the Library Director.

**MEETING DATE:** 05/19/2025

**RESOLUTION NO.:** 1

## **CERTIFICATION OF CLOSED MEETING**

*WHEREAS*, the Jefferson-Madison Regional Library's Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

*WHEREAS*, Section 2.2-3711 of the Code of Virginia requires a certification by this Jefferson-Madison Regional Library's Board of Trustees that such closed meeting was conducted in conformity with Virginia law;

*NOW, THEREFORE, BE IT RESOLVED* that the Jefferson-Madison Regional Library's Board of Trustees hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Jefferson-Madison Regional Library's Board of Trustees.

### **VOTE:**

AYES

NAYES

**ABSENT DURING VOTE:**

**ABSENT DURING MEETING:**

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Tony Townsend, President  
Jefferson-Madison Regional Library's Board of Trustees