

# Jefferson-Madison Regional Library

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## APPROVED

### MINUTES OF THE JUNE 23, 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  
Kayla Payne, Collections & Technology Manager

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, June 23, 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=TgNR8uAcXq0>.) Trustee Ledford moved that Trustee Anne Hemenway's request to attend today's meeting of the JMRL Board remotely due to a personal matter, specifically travel, be approved. Motion passed unanimously. Trustee Polanowski moved to accept the minutes for the May 19, 2025 Board Meeting as presented. Motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Polanowski announced that Ophelia Payne, JMRL Louisa County Library Branch Manager, will be joining the Personnel Committee. No public comments.

#### TRUSTEE CONTINUING EDUCATION

David Plunkett, JMRL's Library Director, presented to the Board a history of JMRL's Payscale. Discussion ensued.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Policy Committee Report*

The Policy Committee met prior to the Board meeting and discussed Policy 2.44 (Employment References), which will be presented to the Board for a first reading in New Business. The Policy Committee also discussed Policy 4.61 (Monticello Avenue Community Information Network) and Policy 1.23 (JMRL Board Committees), which are still undergoing review.

##### *2. Nominating Committee Report*

Trustee Hemenway reported that the Nominating Committee nominates Trustee Childs for Board President and Trustee Polanowski for Vice President for FY26. The Board will vote on FY26 Board Officers in New Business.

#### OLD BUSINESS

##### *1. FY26 JMRL Budget Adoption*

Trustee Ledford moved to adopt the proposed FY26 JMRL Budget. Motion passed unanimously.

##### *2. JMRL Payscale Adoption*

Director Plunkett presented to the Board the FY26 Payscale, which included a 5% increase already worked into the FY26 Budget. Trustee Childs moved to accept the JMRL Payscale for FY26. Motion passed unanimously.

##### *3. Discussion of Administrative Services Agreement Renewal*

Director Plunkett shared with the Board the Administrative Services Agreement with the City of Charlottesville, which is up for review every three years. Trustee Ledford moved that the Board vote to allow the Board President to sign the Agreement. Motion passed unanimously.

## **NEW BUSINESS**

### *1. First Reading for Removal of JMRL Policy 2.44 (Employment References)*

Policy 2.44 (Employment References) was presented to the Board for a first reading. Trustee Powers reported that the Policy Committee recommends that Policy 2.44 (Employment Reference) be removed from the Policy Manual and added to the JMRL Employee Handbook. Policy 2.44 (Employment References) will be presented to the Board next month for a second reading and a potential vote.

### *2. Director's Prioritized FY26 Goals*

Director Plunkett presented to the Board the JMRL Prioritized Director Goals for FY26, which include: 1) Advancing JMRL's payscale for the second year in a row, with the cooperation of JMRL's funding partners. 2) Securing funding for Architecture and Engineering costs for a FY27 Central Library design project from Charlottesville and Albemarle. Currently they are each projecting \$857,109 for this design, for a total of \$1,714,218 required in their combined budgets. 3) Develop a timeline and overall fundraising strategy for the Central Library renovation, in consultation with the Board, the Friends, Charlottesville, Albemarle, and the Central Library Working Group. 4) Develop a roadmap for website enhancements and explore strategies for the use of external funding and resources to meet that timeline.

### *3. Vote on FY26 Board Officers*

Trustee Ledford moved to have Aleta Childs be President and Brandy Polanowski be Vice President of the JMRL Board of Trustees for FY26. Motion passed unanimously, with President Townsend abstaining.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett shared with the Board an infographic handout that explains JMRL's budget flow process, which is a staff goal in JMRL's Five-Year Plan. Director Plunkett encouraged the Board to email him thoughts and feedback on the infographic. JMRL's Summer Reading signups have nearly doubled from last year, making this year the most successful summer reading program in recent history. This year's Summer Reading theme is "Color Our World." Participants receive a free tote bag when they sign up for Summer Reading. Director Plunkett reported that the JMRL Friends of the Library approved their FY26 Support for JMRL, totalling \$189,860. Director Plunkett reminded the Board that JMRL staff is moving forward with terminating the use of a collection agency, beginning FY26. JMRL Auto Renewals begin July 1, 2025. Director Plunkett congratulated Camille Thompson, JMRL Gordon Avenue Branch Manager, on graduating from the Charlottesville Regional Chamber of Commerce Leaders Lab Program. Director Plunkett announced that he would be out of state for a week, starting Friday June 27, 2025.

## **OTHER MATTERS**

Trustee Morville inquired about next steps for the Fines and Fees Working Group. The Fines and Fees Working Group is expecting to have another meeting in the next month. Director Plunkett reminded the Board that the new Board President will set Committee Assignments, and announced the Board will need a new chair for the Budget Committee. Director Plunkett also reminded the Board that the Advisory Committee for the Friends Family of Funds Charlottesville Area Community Foundation (CACF) will be meeting before the next Board meeting, which will include the new Board President and Vice President.

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a possible Continuing Education, a Fines and Fees Working Group Report, a Technology Committee Report, a second reading and possible vote for removal of Policy 2.44 (Employment References), and a possible vote on accepting a grant from CACF for FY26. The next Board Meeting will be July 28, 2025 at the Northside Library.

## **ADJOURNMENT**

The meeting adjourned at 4:21pm.

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