

# Jefferson-Madison Regional Library

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## APPROVED

### MINUTES OF THE JULY 28, 2025 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Aleta Childs (Nelson)  
Siri Russell (Charlottesville)  
Tony Townsend (Albemarle)  
Michael Powers (Albemarle)

Vice President Brandy Polanowski (Louisa)  
Martha Ledford (Greene)  
Peter Morville (Albemarle)  
Anne Hemenway (Charlottesville)

#### TRUSTEES ABSENT

Meredith Cole (Charlottesville)

#### OTHERS PRESENT

David Plunkett, Library Director  
Meredith Dickens, Collection 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, July 28, 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=7xyTXcYnubA>.) Trustee Powers moved to accept the minutes for the June 23, 2025 Board Meeting as presented. Motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Townsend announced that artwork by Judy Townsend is now on display in the Quiet Room at the Northside Library this month and next month. No public comments.

#### TRUSTEE CONTINUING EDUCATION

Meredith Dickens, JMRL's Collection Manager, presented to the Board JMRL's updated Collection Management Plan. The updated Collection Management Plan will be linked in the Policy Manual on the JMRL website for public access.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Technology Committee Report*

Trustee Morville reported that the Technology Committee met last week and discussed Monticello Avenue planning for the Virtual Village and the JMRL website enhancement timeline planning. JMRL is currently reaching out to the 25-30 organizations utilizing the Monticello Avenue Virtual Village and gauging next steps. The Technology Committee will meet again next quarter and look at a potential first draft roadmap for the JMRL website.

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

Trustee Polanowski reported that the Fines and Fees Working Group met last week and reviewed the initial metrics for autorenewals that started July 1, 2025. The Fines and Fees Working Group is recommending that the Library Board proceed with a discussion and vote on the removal of late fines starting July 1, 2026. Director Plunkett shared with the Board a finalized list of metrics that would help the Board evaluate any changes made to the fines and fees structure moving forward: 1) On Time Check-ins>Returns, 2) Hold Wait Times, 3) Collection Turnover Rate, 4) Differential in Blocked Cards, and 5) Differential in New Cards. Discussion of fines and fees will be added to the August 25, 2025 Board meeting agenda, with a potential vote in September.

## **OLD BUSINESS**

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

Policy 2.44 (Employment References) was presented to the Board last month for a first reading and potential removal from the Policy Manual, and moved to the JMRL Employee Handbook. Trustee Townsend moved that the Board remove Policy 2.44 (Employment References) from the JMRL Policy Manual. Motion passed unanimously.

## **NEW BUSINESS**

### *1. FY26 Committee Assignments*

Director Plunkett shared with the Board the JMRL FY26 Proposed Board Committees. Trustee Townsend will be the new chair of the Budget/Finance Committee, with Trustee Morville stepping off the Committee. Trustee Townsend will be joining the 5-Year Plan Committee, with President Childs stepping off the Committee. Trustee Morville will be joining the Personnel Committee, along with Ophelia Payne as JMRL staff representative, with President Childs stepping off the committee. The Committee assignments for the Technology Committee and Policy Committee will remain unchanged.

### *2. FY26 Friends Family of Funds Grant Acceptance*

Director Plunkett presented to the Board a report on Friends of the Library Family of Endowment Funds, as well as the Advisory Committee Recommended Grant for FY26. Trustee Townsend moved that JMRL accept the Friends Family of Funds at the Charlottesville Area Community Foundations' granted allocation of up to \$112,672 and authorize the expenditure of that funding for the support of library services. Motion passed unanimously.

### *3. Louisa County Community Fund Grant Acceptance*

JMRL wrote a grant to the Louisa County Community Fund requesting \$3,000 to pay for an internship specifically for the Louisa County Library for next summer. Trustee Polanowski moved that JMRL accept the Louisa County Community Funds' granted allocation of \$3,000 and authorize the expenditure of that funding for the support of library services. Motion passed unanimously.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett updated the Board on JMRL's Summer Reading program, which has been the busiest summer at JMRL in, at least, the last twenty-two years. JMRL has seen a 130% increase in Summer Reading signups over last year. Director Plunkett announced that JMRL has turned on "holds pickup" at the Nellysford Kiosk. As of two weeks ago, patrons can now place holds online at JMRL.org and select "Nellysford Kiosk" as a pickup location. JMRL Autorenewals were turned on on July 1, 2025 and Director Plunkett reported that all is going well so far. JMRL has received positive feedback from the public regarding Autorenewals. Director Plunkett expressed thanks to the Friends of the Library who have committed to supporting JMRL programming for FY26 with a record of \$189,000 in support, which is an 8% increase from FY25. Director Plunkett reported that JMRL's Collection and Technology Manager, Kayla Payne, is leaving JMRL and will be the new IT Operations Manager at the City of Charlottesville.

## **OTHER MATTERS**

Trustee Hemenway shared with the Board an article in Charlottesville City Lifestyle magazine featuring JMRL's Paws to Read program. Trustee Russell announced that she is expecting and is due on August 17, 2025, and will therefore not be in attendance at the August Board meeting, as well as possibly a couple other future meetings.

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a Fines and Fees discussion and a Policy Committee report. The next Board Meeting will be August 25, 2025 at the Northside Library.

## **ADJOURNMENT**

The meeting adjourned at 4:06pm.

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