



grow. learn. connect

JEFFERSON-MADISON REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – AUGUST 25, 2025

Monday – 3:00 pm

**NORTHSIDE LIBRARY (705 West Rio Road
Charlottesville, 22901)**

and

[Presented Virtually](#) or
via **PHONE at 888 788 0099 (Toll Free)**
(Webinar ID: 854 8129 6589)

- 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. JMRL's 2025 Summer Reading Challenge (Heather Pehnec and Megan Smead, JMRL Young Adult and Children's Services Managers)
- 3:55 Committee Appointments and Reports**
1. Policy Committee Report
- 4:05 Old Business**
1. JMRL Overdue Fines Discussion
- 4:30 New Business**
1. Potential First Reading for Removal of JMRL Policy 4.61 (Monticello Avenue Community Information Network)
2. Virginia Commission for the Arts Grant Acceptance
- 4:35 Library Director's Report**
- 4:40 Other Matters**
- 4:45 Future Agenda Items**
- 4:50 Proposed Adjournment**

grow. learn. connect.



Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County

Jefferson-Madison Regional Library

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

DRAFT

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

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.

~~MONTICELLO AVENUE COMMUNITY INFORMATION NETWORK~~

~~Monticello Avenue is dedicated to promoting civic use of the World Wide Web by assisting community organizations in establishing web pages; educating residents about the resources available online; and organizing the growing amount of electronic community information. The City of Charlottesville, the County of Albemarle, and the Jefferson-Madison Regional Library jointly support Monticello Avenue.~~

~~MEMBER ORGANIZATION ELIGIBILITY~~

~~Any non-profit organization and/or agency that is based in or has a chapter in the City of Charlottesville or Albemarle County may apply for an account. These include:~~

- ~~1. Local governments and publicly funded agencies~~
- ~~2. Local school divisions and other educational entities~~
- ~~3. Regional entities that include Albemarle County and the City of Charlottesville~~
- ~~4. State and Federal agencies with a local presence~~

- ~~5. Local organizations with Federal tax exempt status~~

- ~~6. Neighborhood associations~~

~~This is not intended to be an exhaustive list. Monticello Avenue reserves the right to request relevant documentation from organizations and/or their representatives to establish eligibility. Organizations denied eligibility status may appeal to the Jefferson-Madison Regional Library Board of Trustees. The Jefferson-Madison Regional Library Board of Trustees is the final authority concerning eligibility.~~

~~Commercial (for-profit) entities and activities requiring a business license are not eligible to be Member Organizations on Monticello Avenue. Monticello Avenue websites may include links to for-profit locations. **All advertising and commercial activity must take place on other servers.**~~

~~Individuals are not eligible for an account to post information on Monticello Avenue. Monticello Avenue websites are reserved for eligible organizations and entities and may not be used to represent any one individual.~~

~~MEMBER ORGANIZATION RESPONSIBILITIES~~

~~To ensure a positive experience to all Monticello Avenue users, Member Organizations are required to adhere to the following criteria for Acceptable Use in addition to all applicable State and Federal laws. Monticello Avenue members are expected to use good judgment in all their online activities, and help provide a positive image of Monticello Avenue to the community.~~

~~The authorizing signature on the Monticello Avenue application form, serves as an agreement to be aware of and abide by the policies and procedures established for Monticello Avenue by the Jefferson-Madison Regional Library Board of Trustees.~~

~~Member Organizations must designate an account manager to be responsible for developing, submitting, and updating information. In addition to the account manager, organizations must name a contact person to serve as a secondary representative of the organization. These individuals are jointly~~

Revised 5/2005
Reviewed
12/2015

JMRL Policy: Section 4.61

responsible for ensuring that the account and password are used only by designated representatives for the development of materials for Monticello Avenue.

~~Member Organizations are responsible for all activity carried out through their account. Member Organizations may not post illegal materials or materials that advocate unlawful activities. Member Organizations must comply with current copyright laws. Copyrighted information may not be posted on Monticello Avenue without written permission from the copyright holder. Member Organizations are liable for any damage resulting from infringement of copyrights or for any other harm.~~

~~Monticello Avenue members are requested to act with respect for the values and individuality of others in the community. Use of language which expresses prejudice, harassment, or disdain for personal, religious, intellectual, racial, sexual, or other reasons is bad network citizenship.~~

~~It is not acceptable to use access to the Monticello Avenue server in ways that interfere with or disrupt users, services, or equipment on Monticello Avenue. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising; propagation of computer viruses; and using the network to make unauthorized entry to other computers, networks, or communication resources.~~

~~To serve both Member Organizations and visitors to hosted websites, Monticello Avenue has established content and style requirements (J-MRL Procedure: Section 4.62).~~

~~Member Organizations agree to hold harmless Monticello Avenue, its staff and volunteers, and the Jefferson-Madison Regional Library and its Library Board of Trustees from any activity resulting from the use of Monticello Avenue.~~

~~Member Organizations acknowledge that the Board of Trustees of the Jefferson-Madison Regional Library reserves the right to set policy for the operation and use of Monticello Avenue.~~



grow. learn. connect

JEFFERSON-MADISON
REGIONAL LIBRARY

Potential Grant Funding Motion

Potential Motion for Funding Granted from the Virginia Commission for the Arts:

I move that JMRL accept the Virginia Commission for the Arts Touring Artists granted allocation of up to \$600 and authorize the expenditure of that funding for the support of library services.