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JEFFERSON-MADISON REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – OCTOBER 27, 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: 824 4676 1647)**

- 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 Budget and Financial Cycle (Jerry Carchedi, JMRL Business Manager)
- 3:55 Committee Appointments and Report**
1. Policy Committee Report
2. Personnel Committee Report
- 4:15 Old Business**
- 4:15 New Business**
1. FY27 Budget Discussion of Personnel Committee Recommendations
2. Potential First Readings of JMRL Policies 1.23 (JMRL Board Committees), 1.7 (Records
Retention), and 4.6 (Makerspaces)
- 4:45 Library Director's Report**
- 4:50 Other Matters**
- 4:55 Future Agenda Items**
- 5:00 Proposed Adjournment**

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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 SEPTEMBER 22, 2025 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

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

Anne Hemenway (Charlottesville)
Martha Ledford (Greene)
Peter Morville (Albemarle)

TRUSTEES ABSENT

President Aleta Childs (Nelson)

Siri Russell (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Jerry Carchedi, Business Manager

Sierra Nafziger, Collection Specialist
Barry Trott, Adult Services Consultant, Library of Virginia

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, September 22, 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=Gz2Oa9RL8Lg>.) Trustee Townsend moved to accept the minutes for the August 25, 2025 Board Meeting as presented. Motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett announced that Sierra Nafziger will be on leave for the next several Board meetings, starting next month, and that Krista Farrell will be stepping in as Board Secretary until Sierra returns. No public comments.

TRUSTEE CONTINUING EDUCATION

Barry Trott, Adult Services Consultant from the Library of Virginia, presented to the Board AI in Virginia Public Libraries Survey Results. Surveys went out to Virginia library directors and library staff. Director Plunkett announced that JMRL currently has a staff working group talking about the use of AI in public libraries.

COMMITTEE APPOINTMENTS AND REPORTS

NA

OLD BUSINESS

1. *Second Reading for Removal of JMRL Policy 4.61 (Monticello Avenue Community Information Network)*
Policy 4.61 (Monticello Avenue Community Information Network) was presented to the Board last month for a first reading. Trustee Powers reported that the Policy Committee's recommendation is to remove Policy 4.61 (Monticello Avenue Community Information Network), which would no longer require JMRL staff to offer this service and would enable JMRL staff to transition current users to other services. Trustee Townsend moved to remove Policy 4.61 (Monticello Avenue Community Information Network) from the JMRL Policy Manual. Motion passed unanimously.

NEW BUSINESS

1. Discussion and Potential Motion and Vote for the Removal of JMRL Fines for Most Overdue Materials Beginning July 1, 2026

Trustee Morville moved that JMRL cease collecting late fines for most overdue materials beginning July 1, 2026, with any exceptions outlined in JMRL Policy: Section 4.225, Circulation Fines and Fees. Motion passed unanimously. JMRL Policy: Section 4.225, Circulation Fines and Fees will be added to the Board Agenda before July 1, 2026 for review.

2. FY27 JMRL Budgetary Priorities

Director Plunkett presented suggestions for potential JMRL Board Budget Priorities for FY27, which included 1) Secure funding to continue positive progression on JMRL's pay scale, 2) Secure funding from Albemarle and Charlottesville for the Architecture and Engineering phase of the Central Library renovation project, 3) Secure funding for FY27 equipment needs, and 4) Secure funding to maintain current levels of library service in the region. The Personnel Committee is scheduled to meet next week to discuss JMRL personnel requests. The Budget Committee will be meeting at the end of October 2025. Trustee Townsend moved that the Board adopt these four priorities as Budget Priorities for FY27. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the JMRL Friends of the Library annual Fall Book Sale will be October 4-12, 2025, at the Albemarle Square Shopping Center (300 Albemarle Square), with member's night being Friday, October 3, 2025. The Paramount Theater on the Charlottesville Downtown Mall will be showing the documentary film "The Librarians" on Wednesday, October 8, 2025. After the film there will be a conversation with Lisa Varga, the Associate Executive Director of the American Library Association's Public Policy and Advocacy Office in Washington, D.C., and Director Plunkett. JMRL will meet with executive departments from Charlottesville, Albemarle, Greene, Louisa, and Nelson for a pre-budget meeting, which will be held the week of October 6, 2025. Director Plunkett will report back to the Board on the pre-budget meeting during the October 2025 Board meeting. The Gordon Avenue Library recently had a major emergency repair project in the front yard near the seated garden due to the original sewage line needing to be replaced. Director Plunkett extended thanks to the City of Charlottesville for identifying the issue and fixing it very quickly. There will need to be some landscaping work done at Gordon Avenue Library to help re-beautify the affected area. Director Plunkett reminded the Board that JMRL will be closed to the public on Monday, October 13, 2025 for JMRL's All-Staff Training Day, which will be at the Hillsdale Conference Center in Charlottesville. Local author Bruce Holsinger will be speaking at Central Library on Sunday, September 28, 2025 to talk about his novel "Culpability" which was named Oprah's Book Club Choice for this summer. The Bruce Holsinger event is free and open to the public, and does not require registration. The Crozet Library will be hosting an after-hours event with bestselling author Jan Karon on Friday, October 10, 2025; the event does require registration and is already full with a waitlist.

OTHER MATTERS

Trustee Hemenway inquired about possible PR announcements for the Board's motion to eliminate most overdue fines. Director Plunkett stated that any big PR announcement will most likely take place in the Spring 2026.

FUTURE AGENDA ITEMS

Possible future agenda items include a FY27 Budget update and committee reports from the Personnel Committee and the Policy Committee. The next Board Meeting will be October 27, 2025 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 4:16pm.



FY27 Personnel Committee Prioritized Recommendations

Top Priorities (Regional):

1. Per Board Budget Priorities, secure funding to continue positive progression on JMRL's pay scale

To Support Existing Services (Regional):

2. IT/Digital Branch- NEW 25 hr/week Web Content Specialist position (previously requested for FY23, FY24, FY25, and FY26)

To Support New Service (Local):

3. Bookmobile- ADD 8 additional weekly hours to Bookmobile Specialist position, bringing it from 32 hrs/week to 40 hrs/week (1664 to 2080 hrs/yr). This addition would bring Bookmobile service to Greene County. (Greene County and Albemarle County Cost).

To Support Existing Services (Local)

4. Louisa (Louisa County Cost)- 150 annual Branch Support Staff Substitute Hours
5. Mont Ave (Charlottesville and Albemarle County Cost)- Reclassification of 2 positions from Makerspace Lab Support to Makerspace Lab Specialist
6. Northside Children's/YA (Charlottesville and Albemarle County Cost)- 300 annual Youth Specialist Substitute hours
7. Northside (Charlottesville and Albemarle County Cost)- NEW 20 hr/week Branch Specialist position

JMRL BOARD COMMITTEES

1. Standing Committees Roles and Responsibilities:
 - a. Budget/Finance Committee
 - i. See JMRL policy 1.21 (Bylaws) Article IV, Section 1
 - b. Personnel Committee
 - i. See JMRL policy 1.21 (Bylaws) Article IV, Section 2
2. Special Committees (Ongoing) Roles and Responsibilities:
 - a. Policy Committee
 - i. Review JMRL policies to ensure they are in compliance with State and Federal laws.
 - ii. Review the JMRL policies ~~to keep it in compliance for~~ **alignment** with ~~updated~~ American Library Association recommendations.
 - iii. Advise the JMRL Board of Trustees when revisions need to be made in JMRL policy.
 - iv. Draft new policies and policy revisions when requested to do so by the JMRL Board of Trustees and/or the Director of the Library.
 - v. Review all ~~proposed~~ policies from other JMRL Board Committees **on a regular schedule (no more than 10 years).**
 - vi. ~~Keep JMRL policies up to date with changes and new policies approved by the Board of Trustees.~~
 - b. Technology Committee
 - i. Promote technological vision for JMRL.
 - ii. ~~Ensure that operational decisions regarding technology are delegated.~~ **Make library technology budget recommendations to JMRL Board of Trustees.**
 - iii. ~~Work with staff to draft and update JMRL's Technology Plan as part of JMRL's Strategic Plan.~~ **Review and suggest updates to technology elements of JMRL Strategic Plan and Strategic Implementation Plan.**
 - c. Strategic Plan Committee
 - i. Advise the Library Board and Library Director on JMRL's long range planning process.
 - ii. Review and revise long-range vision and plans; advocate vision and plans to **the** Library Board.
 - iii. Ensure that the Library Board, the municipalities that form JMRL, and the public are notified and engaged in JMRL's strategic planning process.
 - d. **Additional Special Committees or Working Groups may be created by the President, as described in Policy 1.21 (Bylaws) Article IV, Section 4.**
3. The JMRL Board of Trustees welcomes staff representation on ~~standing~~ committees and encourages attendance at Library Board and committee meetings, according to JMRL Procedure section 1.23.
4. ~~The Jefferson-Madison Regional Library Board of Trustees supports the creation and maintenance of a Staff Association when organized~~

by employees.

Revised 12/16/19

RECORDS RETENTION AND DISPOSITION

JMRL follows all requirements of The Library of Virginia's Records Retention and Disposition Schedules (the continuing authority under the provisions of the Virginia Public Records Act, Sections 42.1-76, et. seq. of the Code of Virginia).

In practice, this means:

- Certain records, such as budgets, board minutes, and official policies, are kept permanently.
- Other administrative, financial, and personnel records are retained for a set number of years, typically until audits are complete or legal requirements are met.
- Routine or temporary records are kept only as long as needed for administrative purposes.
- All confidential or privacy-protected records are securely destroyed once their retention period ends.

Library-specific implementation details for staff are described in Procedure 1.7 (Records Retention). The state-designated Records Officer for JMRL is the Library Director, who can be reached at director@jmrl.org.

~~The following schedule is a result of and partially derived from reviewing The Library of Virginia's Records Retention and Disposition Schedules (the continuing authority under the provisions of the Virginia Public Records Act, Sections 42.1-76, et. seq. of the Code of Virginia).~~

~~All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.~~

~~All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved. The retentions and dispositions listed apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc.~~

~~Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Destruction of confidential or privacy protected records will be done by shredding or pulping. "Deletion" of confidential or privacy protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.~~

DISPOSITION FOR ADMINISTRATIVE RECORDS

Upon Receipt

~~Unsolicited Applications and/or Resumes~~

~~Refers to applications or resumes received for which no position has been announced.~~

~~Retain Permanently~~

~~Audit Records—External Audit Report~~

~~Refers to audit of the library by an outside auditing firm.~~

~~Budget Records: Adopted Budget Files~~

~~Refers to budget adopted by the appropriate governing body (consists of final copy that outlines the approved expenditures for the year).~~

~~Correspondence of Board Chairperson~~

~~Refers to documents of incoming and outgoing letters, email, memoranda, faxes, notes and their attachments, in any format.~~

~~Legal Opinions~~

~~Refers to opinions requested by the board, employees or departments from attorneys on matters of law.~~

~~Minutes (Board/Committees)
(of Enforcement, Regulatory, or
Decision Powers)~~

~~Refers to documents of proceedings of various meetings of boards and/or committees having regulatory or decision powers.~~

~~Policy and Procedure Records
(Originator's Record Copy)~~

~~Policy(ies) or procedural guidance issued and/or approved by the board.~~

~~Retain until Superseded~~

~~Circulation Records—Patron History~~

~~Refers to the borrowing history of specific patrons. Items returned on time and undamaged do not become part of a patron's recorded history.~~

~~Employee Directories~~

~~Fixed Assets Files~~

~~Retain Until Employee Departure~~

~~Employee Personnel Files~~

~~Refers **only** to Supervisor's Copy.~~

~~Retain 30 Days~~

~~Computer/Equipment Sign-Up Sheets~~

~~Refers to sheets used, primarily for computer use sign up, for the purposes of control and maintenance of statistics.~~

Retain 1 Year

Interlibrary Loan Files

Meeting Room Use Records

Public Hearing Notices

~~Documents of issuance and publication of public hearings.~~

Retain 2 Years

~~Emergency Planning and
Related Records~~

~~Refers to disaster plans, emergency action plans,
contingency plans.~~

Retain 3 Years

Accounts Payable Records

~~Or until audit, whichever is longer.~~

Accounts Receivable Records

~~Or until audit, whichever is longer.~~

~~Agendas and Supporting
Documentation Files~~

~~Refers to scheduled and published agendas and
public notices of meetings along with materials
reviewed or used by the board in making
decisions. May include items presented to the
board or introduced by board members.~~

~~Attendance Records~~

~~Board/Conference/Committee Meetings
(Electronically Held Meetings)~~

~~Or until minutes are transcribed and approved,
whichever is greater.~~

~~Cash Reports and Records
(Settlement Records)~~

~~Or until audit, whichever is longer.~~

~~Cash Reports and Records
(Transmittal Records)~~

~~Or until audit, whichever is longer.~~

~~Compensation Board Records and Reports~~

~~Or until audit, whichever is longer. (Refers to
actions and activities of the board.)~~

~~Correspondence of Board Members~~

~~Refers to documents of incoming and outgoing
letters, email, memoranda, faxes, notes and their
attachments, in any format. (Note: Except for
Chairperson.)~~

~~Correspondence of Department and
Branch Managers~~

~~Refers to incoming and outgoing letters,
memoranda, faxes, notes and their attachments,~~

	in any physical format.
Credit Card Receipts	Or for the terms of the contract, whichever is longer.
Deposit Records	Or until audit, whichever is longer. (Refers to documents for the deposit of funds into bank accounts.)
Equal Employment Opportunity Commission Records and Reports	Or until closure of the unresolved personnel issues.
Exit Interviews	
Financial Accounting Reports	Or until audit, whichever is longer. (Refers to documents for financial transactions which provide reference information on the income and expenditures by the library.)
Freedom of Information Act	After final action. (Refers to requests to view official records or retrieve information from official records.)
Grant Files, Federal and State	Or until audit, or as long as required by the terms of the grant, whichever is longer.
Grievance Records and Reports	After closure.
Health Certificates	After departure from the position. Refers only to certificates required for that particular position.
Insurance Records and Reports	After policy expiration or until audit, whichever is longer. (Refers to insurance coverage carried by the library.)
Investigative Files, Records or Reports	Refers to records of any internal investigation of incidents, officers, employees, departments or operations and policies not covered by another general/specific schedule.
Leave Records	Or until audited, whichever is longer.
Pay Classification Records	
Payroll Records — Leave Records	Or until audit, whichever is longer.
Personnel Action Notices	Documents, which effect an individual's pay, grade, job title or classification, changes of pay

and/or status:

Promotions/Demotions, Layoffs,
Terminations or Tenure Records

Purchasing Records
(Bid and Bid Proposal Records)

~~Or~~ until audit, whichever is longer.

Purchasing Records
(Purchase Orders and Requisitions)

~~Or~~ until audit, whichever is longer.

Receipt Records

~~Or~~ until audit, whichever is longer. (Refers to documents for receipt of money by library—consists of copy of receipt issued to the payee.)

Recruitment Records

After position filled. Refers to hiring, interviewing and selection (remaining documents ~~after~~ transferring of relevant records to personnel file.)

Reimbursement Records/Reports

~~Or~~ until audit, whichever is longer. (Refers to reimbursement of money to employee for library related expenses borne out of pocket.)

Retirement Files
(Employment Records)

After death, Or until employee is no longer vested in the system.

Safety Records

After last action. (Refers to accident reports, accident investigations and safety policy statements, **except records required by OSHA or the Department of Labor and Industry.**)

Verification of Employment Records

Volunteer Records—Recruitment & Selection

Volunteer Records—Work History

Retain 5 Years

Accident/Illness Reports

After the incident. (Refers to documents of the occurrence of occupational injuries and illnesses such as OSHA Records.)

Annual Reports

Refers to annual reports submitted to the State Library and those produced for public use.

Budget Records: Budget Working Files

After budget adoption. (Refers to working files used to draw up/plan the budget for consideration)

	by the governing body).
Consultants' Reports and Related Documents	Refers to consultant reports produced by or for the library.
Contracts	After contract expiration or until audit, whichever is longer. (Refers to legal agreements between library and businesses, groups, and other organizations. Consists of signed contracts and supporting documentation.)
Incident Reports	
Litigation Case Files	After final disposition. (Refers to documents of current status of legal cases involving the library, board, employees or departments.)
Payroll Records (Deduction Authorizations)	After being superseded.
Payroll Records (Payroll)	Or until audit, whichever is longer.
Payroll Records (Time and Attendance)	Or until audit, whichever is longer. (Refers to work hours.)
Unemployment Insurance (Claim Files)	After case closure and audit.
Unemployment Insurance Records (Report Files)	Or until audit, whichever is longer.
Vouchers (Accounting)	Or until audit, whichever is longer. (Refers to document of the expenditure of funds by the library and is the authorizing document upon which the checks are issued.)
Worker's Compensation (Reports and Documentation)	After closure or audit, whichever is longer.

~~Retain 5 Years After Termination~~

Employee Personnel Files	Creation of a "History Summary Sheet" should be created prior to destruction of actual records.
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~~Retain 10 Years~~

Ledger, General	Refers to documents of fiscal transactions of the
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~~library—ledger documenting receipt, transfer, and expenditure of funds by agency.~~

Retain 10 Years After Closure

~~Legal Case Files~~

~~Refers to Administration's copies of suits by or against the library, its departments, officers or employees.~~

Retain 30 Years After Departure

~~Employee Health Records~~

~~Employee History Summary Sheets~~

General Administrative

~~Board/Conference/Committee Meetings
(Notes/Recordings)~~

~~Destroy after minutes are transcribed and approved. (Refers to notes or recordings of meetings, including stenographer's notes or audio or visual recordings.) **This does not apply to electronically held meetings.**~~

~~Computer System Test Records~~

~~Delete or destroy when no longer administratively useful.~~

~~Correspondence Routine Administrative
(Not Specified Elsewhere)~~

~~Retain as long as administratively necessary.~~

~~Discrimination Complaint Case Files—
Charges Files~~

~~Retain all records of the charge or the action until final disposition of the charge or action, then destroy.~~

~~Electronic Databases or Spreadsheets
(Administrative)~~

~~Delete or destroy entire file or individual records when no longer administratively useful.~~

~~Electronic Files
(Used Solely To Create a Hard
Copy Record)~~

~~Delete when no longer administratively useful. (Refers to electronic file created solely to produce a specific paper or other nonelectronic output, having no value in itself because it is a duplicate.)~~

~~Electronic Indexes or Finding Aids~~

~~Delete or destroy entire file or individual records when replaced or when related records are destroyed. (Refers to listings used to locate/identify names, files, phone numbers or records. Only value of the file is to locate or identify something else.)~~

Electronic Mail
(Non-Records)

Delete when no longer administratively useful.
(Refers to messages, mail, files, or other products sent or received electronically through a computer system, network and/or modem. Includes listserv messages, courtesy copies of messages, non-policy announcements, information only copies of messages.)

Correspondence of Board Chairperson, including email, must be retained permanently.

Correspondence of Board members, including email, must be retained for at least 3 years.

Input Documents

Retain until verified, then destroy. These documents are classified as duplicates once input is verified. (Refers to documents created for sole purpose of entering data into computer databases and spreadsheets.)

Job Descriptions

Retain until elimination of position or as long as administratively useful.

Monthly/Personnel Reports

Retain as long as administratively useful. (Refers only to documented activities by library managers to others. **Includes regular monthly reports.**)

Photo Release Forms

Retain until photos are no longer needed.

Policy and Procedure Records
(Others)

Retain until superseded, obsolete, or rescinded.
(Refers to policy or procedural guidance not issued or approved by the Board or to duplicate copies of approved material.)

Presentation Materials

Retain as long as administratively necessary.
(Refers to materials created for use in briefings, demonstrations, classes or seminars e.g., slides, overheads, flip charts, handouts.)

Printouts, Print Files,
or Master File Extracts

Destroy when no longer administratively useful.
(Refers to documents or files containing only information extracted from a master file or database when original information remains on the master file or database.)

Programs, Program Documentation,
and Instructions

Retain until all electronic records created using the programs have been destroyed or converted to another program or format; then delete or

~~destroy.~~

Publisher Permissions

~~Retain as long as administratively useful.~~

~~Security Backup and Recovery Copies and
Files of Electronic Records or Programs~~

~~Retain off-site until replaced or superseded or
retain as long as administratively necessary.
(Note: Includes circulation records.)~~

~~System Management or Control Records~~

~~Delete when no longer administratively useful.~~

~~Voice Mail Messages~~

~~Delete when no longer useful.~~

JMRL MAKERSPACES

In order to support the Library's mission to foster personal growth and life-long learning for all by connecting people with ideas, information, and each other, individual JMRL branches may offer Makerspaces.

These Makerspaces are self-directed learning and working spaces that foster creativity, experimentation, and learning by providing access to new technologies, skill building, equipment, computer hardware and software, and supplies intended to support individual projects.

Local funding dictates what level of equipment and staff support is offered at any branch. Users of JMRL Makerspaces must follow JMRL 4.232 (CONDUCT IN THE JEFFERSON-MADISON REGIONAL LIBRARY) and any other applicable library policies. There may be fees associated with the use of materials or specific training requirements for certain Makerspace offerings.