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# JEFFERSON-MADISON REGIONAL LIBRARY

## LIBRARY BOARD'S AGENDA – DECEMBER 22, 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: 834 9765 5350)**

- 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**
- 3:35                    Committee Appointments and Report**  
1. Policy Committee Report
- 3:45                    Old Business**  
1. Potential Vote on Endorsement of JMRL Employee Handbook  
2. Update on Library Director's FY26 Goals  
3. FY27 Budget Update
- 4:15                    New Business**  
1. First Reading of JMRL Policies [4.21 \(Availability of Library Services\)](#), [5.1 \(Meeting and  
Conference Rooms\)](#), and [5.7 \(Audio-Visual Equipment Use\)](#)
- 4:20                    Library Director's Report**
- 4:25                    Other Matters**
- 4:30                    Future Agenda Items**
- 4:35                    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 NOVEMBER 17, 2025 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Aleta Childs (Nelson)  
Meredith Cole (Charlottesville)  
Tony Townsend (Albemarle)  
Michael Powers (Albemarle)

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

#### TRUSTEES ABSENT

Siri Russell (Charlottesville)

#### OTHERS PRESENT

David Plunkett, Library Director  
Jerry Carchedi, Business Manager

Meredith Dickens, Collections Manager  
Catherine Fae, Crozet Branch Manager

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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, November 17, 2025 at 3:00 PM, at the Crozet Library (2020 Library Ave, Crozet, VA 22932), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=7sqYF5tzl4>.) Trustee Ledford moved that Vice President Brandy Polanowski's request to attend today's meeting of the JMRL Board remotely due to a personal matter, specifically work obligations, be approved. Motion passed unanimously. Trustee Ledford moved to accept the minutes for the October 27, 2025 Board Meeting. Motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett introduced the Friends of the Library handbook from the Library of Virginia.

#### TRUSTEE CONTINUING EDUCATION

Director Plunkett presented to the Board JMRL's Employee Handbook, including updates that have been made since June 2023. Trustee Powers recommended adding this Handbook to the annual calendar of documents for regular Board review. Potential vote to endorse the amended contents of the JMRL Employee Handbook at the next meeting.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Budget Committee Report*

Trustee Townsend reported that the Budget Committee met October 27, 2025 and reviewed the two proposals for the budget. In both, the chief tenet was continuing to raise the pay scale by 5% and a 2% raise for staff. Additional pieces included expanding bookmobile service in Greene County, adding staff hours at Northside Library, etc. The Committee recommends presenting to the jurisdictions the proposal with a 9.2% overall total increase. This proposal includes a built-in 15% increase in health insurance costs, the actual cost of which will remain unknown until after jurisdictional deadlines have passed. Trustee Townsend thanked Director Plunkett and Business Manager Jerry Carchedi for their work on this budget.

#### OLD BUSINESS

##### *1. Second reading and vote on JMRL Policy 1.7 (Records Retention and Disposition)*

Trustee Powers reviewed the revisions to Policy 1.7. Director Plunkett confirmed the parallel staff procedure document has now been updated. Trustee Hemenway moved that JMRL Policy 1.7 (Records Retention and Disposition) be adopted as amended. Motion passed unanimously.

2. *Reading and vote on JMRL Policy 4.6 (Makerspaces)*

Trustee Powers reviewed the proposed new Policy 4.6. Trustee Morville moved to adopt Policy 4.6 (Makerspaces) as written. Motion passed unanimously.

3. *Second Reading and vote on JMRL Policy 1.23 (JMRL Board Committees)*

Trustee Powers reviewed the updates to Policy 1.23. Trustee Hemenway moved that the Board adopt JMRL Policy 1.23 (JMRL Board Committees) as amended. Motion passed unanimously.

## **NEW BUSINESS**

1. *Discussion and Potential Vote on JMRL FY27 Proposed Budget*

Director Plunkett thanked the Budget Committee for their work on the budget proposals. Director Plunkett mentioned actual healthcare costs won't be known until mid-December, but jurisdictional deadlines will be before then. Trustee Townsend moved to adopt the proposed Library operating budget for fiscal year 26-27 as presented by the Budget Committee to the Library Board, authorizing the Library Director to adjust healthcare figures as new information becomes available. Motion passed unanimously.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that each branch is handing out booklets from the Library of Virginia listing resources related to the 250th anniversary of the American Revolution, and related events for the celebration of this anniversary, including exhibits and an essay or art contest. JMRL sometimes has challenges navigating emergency communications in an environment shared with University and multiple jurisdictions of local law enforcement. Recently JMRL staff at Gordon Avenue enacted an emergency closing due to a notification from the University alert system of a "Run, Hide, Fight" alert at nearby Shannon Library, but without direct guidance from City officials. Director Plunkett prefers to err on the side of safety in these cases of uncorroborated alerts. Trustee Powers expressed support for additional communication infrastructure for staff alerts, should the need arise. The canned food drive ends 11/18/25. There is a winter book drive running through December 1st, collecting children's books benefitting preschools, Head Start programs, and UVA's chapter of Remote Area Medical. Jolyn Bullock, specialist at Louisa Library, was recognized for her leadership with the Dolly Parton Imagination Library at the Impact Luncheon sponsored by the Louisa Chamber of Commerce. Scottsville Library was named Community Partner of the Year for the James River Boys and Girls Club. JMRL Friends Board member Jane Kulow and Director Plunkett met with Fred Missel, newly elected member of the Albemarle Board of Supervisors to tour the Central Library, and to discuss Library services and the Central Library renovation project.

## **OTHER MATTERS**

No other matters.

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a potential vote to endorse the JMRL Employee Handbook, a committee report from the Policy Committee, a midyear report on the Director's goals, and a potential budget update. The next Board Meeting will be December 22, 2025 at the Northside Library.

## **ADJOURNMENT**

Trustee Powers moved to adjourn. The meeting adjourned at 4:05pm.



# JEFFERSON-MADISON REGIONAL LIBRARY

201 E. Market Street | Charlottesville, VA  
434.979.7151 | FAX 434.971.7035 | [jmrl.org](http://jmrl.org)

## **JMRL Prioritized Director Goals for FY26:**

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 timeline for website enhancements and explore strategies for the use of external funding and resources to meet that timeline.

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## **AVAILABILITY OF LIBRARY SERVICES**

State law, Code of Virginia 42.1-55, requires that, "The service of books in library systems and libraries receiving state aid shall be free and shall be made available to all persons living in the county, region, or municipality."

1. Circulation privileges are available only to those individuals holding current Jefferson-Madison Regional Library cards. (See Section 4.221 "Library Card Eligibility.") Library card holders 16<sup>8</sup> and older have full access to all JMRL services, except where prohibited by law.
2. The Library Director or Branch Manager may limit the use of the Library or its services when excessive demands by groups (see Section 4.231 "Group Visits") or individuals curtail service to the general public.
3. The use of the Library or its services may be denied for due cause. Such cause may be failure to return materials or pay penalties, destruction of Library property, disturbance of other patrons, or other objectionable or illegal conduct on Library premises. (See Section 4.232 "Conduct in the Jefferson-Madison Regional Library.")

Revised 12/16/19

## **MEETING AND CONFERENCE ROOMS**

The Jefferson-Madison Regional Library (JMRL) offers several options for members of the public seeking individual or group rooms. These rooms are intended to be used by the public for civic, cultural, and educational activities. Each JMRL location may have different types of rooms available to the public, but in general JMRL rooms include:

- Meeting Rooms- For use by groups of three or more. Meetings must be free and open to the public and reservations are generally required in advance.
- Conference Rooms and Privacy Pods- For individual or small group meetings, generally not open to the public at large. Check with your local branch for availability and reservation requirements.

JMRL rooms are available for use during hours the Library is open on equal terms to all groups in the community, regardless of the beliefs and affiliations of their members. The following guidelines apply to public use of JMRL rooms:

- JMRL's Conduct Policy (4.232) applies in all JMRL rooms
- Rooms are not intended for the conduct of daily business or regular "office hours."
- No individual may be turned away from a Meeting Room, nor can meeting organizers require an individual to provide any identifying information as a prerequisite for attending.
- Only JMRL's Conference Rooms and Privacy Pods are available for private use.
- Solicitation is not permitted at JMRL, including in JMRL rooms; however, local offices of Voter Registration and/or their designees may use library facilities to encourage voter registration.
- JMRL's rooms are not available for programs involving the sale, advertising, or promotion of commercial products or services, regardless of purpose, except programs of Jefferson-Madison Regional Library, Friends of Jefferson-Madison Regional Library, the Virginia Library Association, the Virginia Festival of the Book, or the Jefferson-Madison Regional Library Board of Trustees, at which programs performers/presenters are permitted to sell sound recordings, videos and books related to their performance/presentation. Library staff shall not be involved in such sales in any fashion.
- Meetings or classes held in library Meeting Rooms must be open to the public free of charge. Fees to cover only the cost of materials and supplies may be charged by publicly-funded institutions and accredited educational facilities.
- The fact that a group is permitted to use a room does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All literature and publicity regarding meeting room activities must clearly identify the sponsor(s).

- Rooms are not available for social gatherings such as birthday parties, reunions, showers, etc.
- Library sponsored events have first priority in scheduling, and JMRL reserves the right to reschedule public meetings if a conflict with library events occurs. JMRL will make a good faith effort to make other arrangements for a public booking if a conflict arises.
- If a party reserving a JMRL room does not arrive within 15 minutes of the scheduled reservation time, library staff may make the room available to other users. When not in use, rooms may be available to individuals on a first-come, first-served basis for up to 3 hours per day.
- For Meeting Room bookings, JMRL will publicly post the name of hosting organizations.
- Meeting Room use requires completion of a JMRL Meeting Room Registration form (JMRL Form: Section 5.1) by an authorized group/organization representative with a valid JMRL library card. Individuals under 18 years of age will need parental signature on Form 5.1; any juvenile use of Conference or Meeting Rooms or Privacy Pods must comply with JMRL's Safe Child Policy (4.234)
- Most JMRL meeting and conference rooms have audio-visual (AV) equipment available for public use. AV use requires a signed JMRL Form: Section 5.7 (Audio-Visual Equipment Use) acknowledging responsibility for the equipment, and may have to complete training in advance of use. Check with your local branch for more information.
- JMRL's rooms are only available during library hours, unless by special arrangement with the Library Director or their designee. Any after-hours usage of rooms may require a fee, and all JMRL policies will apply during usage.
- JMRL-sponsored activities and events are not subject to the guidelines of this policy.

For more information on procedures for rooms at any JMRL branch, see [jmrl.org/meeting-rooms](http://jmrl.org/meeting-rooms). Details on use of JMRL rooms may vary from branch to branch.



## **AUDIO-VISUAL EQUIPMENT USE**

~~The Jefferson-Madison Regional Library welcomes library card holders to use its audio-visual (A/V) equipment for civic, creative, cultural, and educational activities. Library audio-visual equipment is available at select branches for use during hours the Library is open on equal terms to all card holders in the community.~~

~~Library and Library-sponsored activities have first priority in scheduling; and, thereafter, the equipment is available for use, and may be reserved for use on a specific day during the current month or the subsequent three months in advance. If Library A/V equipment is not reserved, it may be requested on a first come, first served basis.~~

~~Library equipment users must agree to the following guidelines:~~

- ~~• A valid JMRL library card in good standing is required to use JMRL A/V equipment.~~
- ~~• Any material created with library equipment must not be made available for sale, advertising purposes, or the promotion of commercial products or services.~~
- ~~• Compliance with copyright laws in the use of Library equipment is the responsibility of the user.~~
- ~~• All equipment users must sign JMRL's Library Audio-Visual Equipment Use Form. Card holders under the age of 16 must have the form signed by a legal guardian, who will be held financially responsible for the costs of replacement of any damaged or lost equipment. Card holders must also sign JMRL's Meeting Room Registration Form, and agree to JMRL's Meeting Room policy. Card holders under the age of 16 must have JMRL's Meeting Room Registration Form signed by a legal guardian.~~
- ~~• Card holders will be held financially responsible for any damaged or lost equipment at the rate provided by the branch library at the time of form sign-up.~~
- ~~• Equipment and all peripheral materials (cords, adapters, plug-ins, etc.) checked out to the user must be returned in the condition in which they were checked out on the same day in which they were checked out.~~
- ~~• Library A/V equipment may not leave the interior of the branch where it was checked out.~~
- ~~• Card holders agree not to use A/V equipment to take audio or video footage of any individuals without their explicit permission.~~
- ~~• Card holders agree not to hold JMRL liable or responsible for any personal injury occurring while using library equipment.~~
- ~~• JMRL does not guarantee the availability of any A/V equipment, and is not responsible for the performance of said equipment.~~

~~Upon filling out JMRL's Library Equipment Use Form, patrons will be given a list of available equipment (along with replacement prices should said equipment be damaged in any way).~~

Adopted 2/2015