

Jefferson-Madison Regional Library

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APPROVED

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

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.