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JEFFERSON-MADISON
REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – FEBRUARY 23, 2026

Monday – 3:00 pm

LOUISA COUNTY LIBRARY

(881 Davis Highway

Mineral, VA 23117)

and

[Presented Virtually](#) or

via PHONE at 888 788 0099 (Toll Free)

(Webinar ID: 894 9961 9155)

- 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 Public Relations Information (Dylan Padilla, PR Specialist)
- 3:50 Committee Appointments and Report**
1. Policy Committee Report
- 3:55 Old Business**
1. FY27 Budget Update
 2. Second Reading of JMRL Policies [4.21 \(Availability of Library Services\)](#), [5.1 \(Meeting and Conference Rooms\)](#), and [5.7 \(Audio-Visual Equipment Use\)](#)
- 4:05 New Business**
1. First Reading of JMRL Policy [2.9 \(Volunteers\)](#)
 2. FY27 Schedule of Library Closings
 3. One Small Step StoryCorps Grant
- 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 DECEMBER 22, 2025 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

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

Vice President Brandy Polanowski (Louisa)
Peter Morville (Albemarle)

TRUSTEES ABSENT

Martha Ledford (Greene)

Siri Russell (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director

Krista Farrell, Assistant Library Director

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, December 22, 2025 at 3:09 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://youtu.be/6CxX8cGdfKY>.) Trustee Powers moved that Trustee Brandy Polanowski and Trustee Peter Menville's requests to attend today's meeting of the JMRL Board remotely due to a personal matter, specifically travel and illness respectively be approved. Motion passed unanimously. Trustee Powers moved to accept the minutes as drafted for the November 17, 2025 Board Meeting as presented. Motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

No public comments.

TRUSTEE CONTINUING EDUCATION

No Continuing Education this month.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

The Policy Committee met prior to the Board meeting and discussed Policy 5.7 (Audio-Visual Equipment Use), Policy 5.1 (Meeting Room Use) and Policy 4.21 (Availability of Library Services) which will all be presented to the Board for a first reading in New Business. The Policy Committee also discussed Policy 2.9 (Volunteers).

OLD BUSINESS

1. Potential Vote on Endorsement of JMRL Employee Handbook

As the Continuing Education at the November Library Board meeting Director Plunkett reviewed the history of the JMRL Employee Handbook and any changes that have been made since the Board last endorsed the Handbook. Trustee Hemenway moved that the Library Board endorse the changes to the JMRL Employee Handbook. Motion passed unanimously.

2. Update on Library Director's FY26 Goals

Director Plunkett reviewed and updated the library board on the status of the Library Director's FY26 goals.

3. *FY27 Budget Update*

The Library's FY27 Proposed Budget has been approved by the Library Board and Director Plunkett and Trustees are now meeting with JMRL jurisdictional partners to review the budget requests. Vice President Polanowski, Director Plunkett and Louisa Branch manager Ophelia Payne met with the Louisa County administration and then also with the Louisa Library Foundation. Trustee Townsend and Director Plunkett met with Albemarle County administration. Albemarle recommended the Library be at the County Board meeting when Capital Projects are discussed. A meeting with the City of Charlottesville is scheduled; meetings with Greene County and Nelson County have yet to be scheduled. Final healthcare costs have not been determined but the current 15% increase estimate is expected to be accurate.

NEW BUSINESS

1. *First Readings of JMRL Policies 5.7 (Audio-Visual Equipment Use), Policy 5.1 (Meeting Room Use) and Policy 4.21 (Availability of Library Services)*

Policy 5.7 (Audio-Visual Equipment Use), Policy 5.1 (Meeting Room Use) and Policy 4.21 (Availability of Library Services) were all presented to the Board for a first reading.

LIBRARY DIRECTOR'S REPORT

Director Plunkett shared JMRL's 2025 rewind including statistics and most checked out titles for the year. This information can also be found on the JMRL website, social media and the JMRL blog. Director Plunkett is happy to announce that in partnership with the Festival of the Book, JMRL's 2026 Same Page title is "The House of Eve" by Richmond author Sadeqa Johnson. The City of Charlottesville has made changes at two major downtown parking garages (Market and Water St. garages). Central Library patrons can still have up to 3 hours of parking validation thanks to the JMRL Friends of the Library. If Trustees get questions from patrons, send them to Director Plunkett and he will send comments along to the City. Information about the new parking system is on signage at the Central Library and on the Central Library website. In March 2024 Director Plunkett told the Library Board that UVA Health was providing Blood pressure monitors for each JMRL location. Louisa library recently reported that a couple in the library used the blood pressure machine, found one of them to have alarmingly high blood pressure and credits Louisa library with saving their life that day. This library service was assumed to be educational at the time, but is now life saving. Greene County Branch Manager EJ Dowling has been selected to present at the 2026 SE Collaborative Online Conference on the highly successful Greene Branch Community Cookbook program.

OTHER MATTERS

N/A

FUTURE AGENDA ITEMS

Possible future agenda items include second readings and potential vote on Policy 5.7 (Audio-Visual Equipment Use), Policy 5.1 (Meeting Room Use) and Policy 4.21 (Availability of Library Services); a budget update and a potential committee report from the Budget/Finance Committee. The next Board Meeting will be January 26th, 2026 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 3:46 pm.

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 16⁸ 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.")

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 potentially a completion of 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. 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

AUDIO-VISUAL EQUIPMENT USE

Expires:

Name:

Parent/ Guardian's Name:

Address:

Library Card Number:

Telephone (home): (work):

Email:

I have received and read JMRL'S AUDIO-VISUAL EQUIPMENT USE POLICY. I agree to comply with its provisions, and specifically agree that:

- A valid JMRL library card in good standing is required to use JMRL Audio-Visual (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. **The user is responsible for securing all necessary permissions for public performance of any works exhibited while using JMRL Audio-Visual equipment.**
- All equipment users must sign JMRL's Library Audio-Visual Equipment Use Form. Card-holders under the age of 18 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 18 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.

Date: Signature: _____
(Parent's signature if the user is under the age of 18)

For Library Use Only

Approved: Yes No

Library Representative:

If not approved, state reason(s):

~~VOLUNTEERS~~

~~Library volunteers play an important role in libraries across the country including the Jefferson-Madison Regional Library system. It is important to create and sustain a volunteer program that assists the work of libraries. Effective use of library volunteers can extend the value of every tax dollar.~~

~~Jefferson-Madison Regional Library welcomes the participation of volunteers. Volunteers bring a positive attitude towards library services, and they generally gain a sense of personal achievement from learning new skills. Department and Branch Managers are encouraged to plan for and use them whenever and wherever appropriate; however, a volunteer shall not be considered as taking the place of a paid staff member.~~

~~Volunteers may conduct or assist with programs such as forums, discussion groups, and outreach programs. They may also perform appropriate Library tasks such as shelving, shelf-reading, book mending, weeding, and assisting with Library surveys. Generally, volunteers should be at least 13 years of age. All volunteer work must be approved by the Department or Branch Manager and be under the direct supervision of a paid staff member.~~

~~In accordance with the Library's Safe Child policy (Section 4.234), volunteers must wear JMRL badges and every reasonable effort shall be made to avoid situations where an employed or volunteer worker is alone with a child or youth in a closed room with no outside visual contact.~~

~~The Library has criminal background checks performed for prospective staff and volunteers. Volunteers may use the Library as an employment reference within the guidelines of the Library's Employment References policy (Section 2.44).~~

~~Adopted 5/2005 Revised 12/2015~~

DRAFT- VOLUNTEERS

Library volunteers play an important role in libraries across the country including the Jefferson-Madison Regional Library system. Effective use of library volunteers extends the value of every tax dollar and strengthens the Library's connection to the communities it serves. Jefferson-Madison Regional Library welcomes the participation of volunteers in support of its mission.

Role of Volunteers

Volunteers supplement the work of paid Library staff. Volunteers serve without compensation or employee benefits and shall not be considered as taking the place of paid Library staff. All volunteer work must be approved by the Department or Branch Manager.

Volunteer activities may include:

- Collection maintenance: Shelving, shelf-reading, book mending, and weeding
- Programs and outreach: Assisting with library programs, discussion groups, story times, and community outreach events
- Facility and event support: Setting up meeting rooms, assisting with Library events, and maintaining displays
- Administrative and technical assistance: Assisting with public engagement, data entry, and special projects

Volunteer Categories

JMRL recognizes these general categories of volunteers:

- Adult Volunteers: Generally individuals aged 18 and older.
- Teen Volunteers: Generally individuals aged 13 through 17. Teen volunteers provide valuable service to the Library while gaining skills and community engagement experience. Specific guidelines, expectations, and opportunities for teen volunteers are detailed in the Teen Volunteer Contract.
- Interns: The Library may host paid or unpaid interns through academic or professional programs. Provisions of this policy may not apply to or may differ for internship arrangements.

Application, Orientation, and Training

All prospective volunteers must complete a volunteer application. The Library may perform criminal background checks for prospective volunteers. Parental or guardian consent is required for all volunteers under the age of 18.

Volunteers represent the Library to the public. All volunteers will receive an orientation and any

training appropriate to their assigned role. Volunteers are required to acknowledge receipt and understanding of applicable guidelines and expectations, including the JMRL Volunteer Handbook.

Volunteer Service Expectations

Each volunteer shall have a designated Library staff point of contact responsible for providing direction, support, and oversight. All volunteer work must be under the supervision of a paid staff member. In accordance with the Library's Safe Child Policy (Section 4.234), volunteers must wear JMRL badges and every reasonable effort shall be made to avoid situations where a volunteer is alone with a child or youth in a closed room with no outside visual contact.

Volunteers shall not have access to patron records or other confidential patron information. The Library is committed to protecting patron privacy, and volunteer roles will be structured to maintain this standard.

Volunteers are expected to follow all applicable JMRL policies, including the Conduct Policy (Section 4.232). Failure to comply with Library policies or the expectations of the volunteer role may result in modification or termination of the volunteer arrangement. The Library may modify or end a volunteer's assignment or the volunteer relationship at any time and for any reason, at the discretion of the Department or Branch Manager or the Library Director.

Volunteers may use the Library as an employment reference within the guidelines of the Library's Employment References Policy (Section 2.44).

2026-2027 SCHEDULE OF LIBRARY CLOSINGS

(p)	July 4, 2026	Saturday	Independence Day
	October 12, 2026	Monday	All Staff Training Day
			Veterans Day
(p)	November 26, 2026	Thursday	Thanksgiving Day
(p)	November 27, 2026	Friday	Day after Thanksgiving
		Thursday	Christmas Eve
			Christmas Day
		Saturday	Day after Christmas

Commented [1]: 2 Saturday holidays, this and Juneteenth... comp time for half the staff, difficult to schedule and manage

Commented [2]: Meaning only 2 consecutive days of holiday for staff, 1 is going to be a scheduled day off (all staff will need a day of comp time, VERY difficult to manage/schedule). Consider shifting three days to Weds-Fri, but would mean folks working on day after Christmas.

- (p) Indicates staff paid holidays.
- If a paid holiday falls on a staff member's non-work day, the staff member will be given compensatory time off to be used during the fiscal year at their supervisor's discretion.
- In addition to the above 13 paid holidays, eligible staff receive 2 personal days. New regular staff members are eligible for personal days after 90 days of service.
- Library closes at 5:00 p.m. on Thanksgiving Eve & New Year's Eve.
- **Central Sunday Openings:** September 8, 2025 thru May 17, 2026 (Sunday after Labor Day through Sunday before Memorial Day weekend).

Commented [3]: In 2025, 4 of 5 JMRL jurisdictions closed at noon on Thanksgiving Eve.