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JEFFERSON-MADISON
REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – MARCH 23, 2026
Monday – 3:00 pm
GREENE COUNTY LIBRARY
(222 Main Street Suite 101
Stanardsville, VA 22973)
and
Presented Virtually or
via PHONE at 888 788 0099 (Toll Free)
(Webinar ID: 872 1602 7768)

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. Virginia Writes (Barry Trott, Adult Services Consultant, Library of Virginia)

3:50	**Committee Appointments and Report**

1. Technology Committee Report

3:55	**Old Business**

1. FY27 Budget Update
2. Second Reading and Potential Vote on JMRL Policy 2.9 (Volunteers)
3. Potential Vote on FY27 Schedule of Library Closings

4:10	**New Business**

1. Board Self Evaluation

4:20	**Library Director's Report**
4:25	**Other Matters**
4:30	**Future Agenda Items**
4:35	**Proposed Adjournment**

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

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, non-confidential 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.

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

Volunteers represent the Library to the public. All individual 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- DRAFT A

(p)	July 4, 2026	Saturday	Independence Day
(p)	September 7, 2026	Monday	Labor Day
	October 12, 2026	Monday	All Staff Training Day
(p)	November 11, 2026	Wednesday	Veterans Day
(p)	November 26, 2026	Thursday	Thanksgiving Day
(p)	November 27, 2026	Friday	Day after Thanksgiving
(p)	December 24, 2026	Thursday	
(p)	December 25, 2026	Friday	Christmas Day
(p)	December 26, 2026	Saturday	Day after Christmas
		Friday	New Year's Day
(p)	January 18, 2027	Monday	Martin Luther King, Jr. Day
		Monday	Presidents' Day
	March 28, 2027	Sunday	Easter (Central Library)
		Monday	Memorial Day
(p)		Saturday	Juneteenth

- (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.

- Library closes at 12:00 p.m. on Thanksgiving Eve (which is a paid half day for eligible staff) & 5:00 p.m. on New Year's Eve.

- In addition to the above 13.5 paid holidays, eligible staff receive 2 personal days. New regular staff members are eligible for personal days after 90 days of service.

- **Central Sunday Openings:** September 13, 2026 thru May 23, 2027 (Sunday after Labor Day through Sunday before Memorial Day weekend).

2026-2027 Schedule of Library Closings- DRAFT B

(p)	July 4, 2026	Saturday	Independence Day
(p)	September 7, 2026	Monday	Labor Day
	October 12, 2026	Monday	All Staff Training Day
(p)	November 11, 2026	Wednesday	Veterans Day
(p)	November 26, 2026	Thursday	Thanksgiving Day
(p)	November 27, 2026	Friday	Day after Thanksgiving
(p)	December 24, 2026	Thursday	
(p)	December 25, 2026	Friday	Christmas Day
(p)	December 26, 2026	Saturday	Day after Christmas
		Friday	New Year's Day
(p)	January 18, 2027	Monday	Martin Luther King, Jr. Day
		Monday	Presidents' Day
	March 28, 2027	Sunday	Easter (Central Library)
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(p)		Saturday	Juneteenth

- (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 13, 2026 thru May 23, 2027 (Sunday after Labor Day through Sunday before Memorial Day weekend).

Q1 Does our Board prepare to do its job by:

Answered: 8   Skipped: 0
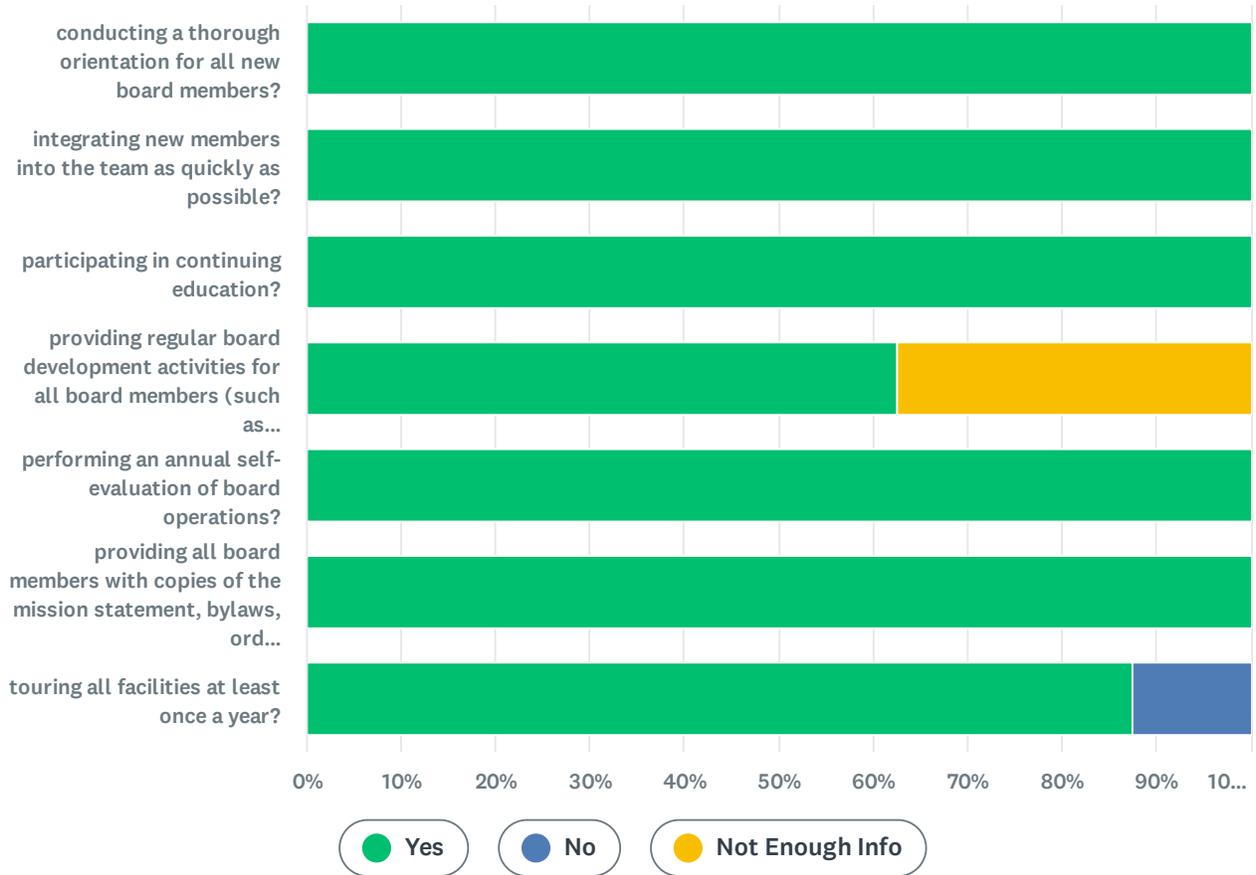
	Yes	No	Not Enough Info	Total
conducting a thorough orientation for all new board members?	100.00% 8	0% 0	0% 0	8
integrating new members into the team as quickly as possible?	100.00% 8	0% 0	0% 0	8
participating in continuing education?	100.00% 8	0% 0	0% 0	8
				56

	🟢 Yes	🔵 No	🟡 Not Enough Info	Total
providing regular board development activities for all board members (such as Center for Non-Profit Excellence or Virginia Library Association board growth opportunities)?	62.50% 5	0% 0	37.50% 3	8
performing an annual self-evaluation of board operations?	100.00% 8	0% 0	0% 0	8
providing all board members with copies of the mission statement, bylaws, ordinance, plan, library laws, and all other important documents of the library?	100.00% 8	0% 0	0% 0	8
touring all facilities at least once a year?	87.50% 7	12.50% 1	0% 0	8
				56

#	ANYTHING ELSE YOU'D LIKE TO TELL US ABOUT THIS TOPIC OR QUESTION?	
1	I am comfortable with the frequency of our visits to all facilities even though not all are visited at least once a year.	3/13/2026 7:35 PM
2	When I joined the board, the Director and I had a face to face meeting where the procedures for meetings, responsibilities of Board members were explained, and I had an opportunity to ask questions that I might have. This is when I received any pertinent manuals. The Director let me know that he was willing to answer any subsequent that came up or find answers that he was unable to answer.	3/4/2026 6:46 AM

Q2 Does our Board ensure good meetings by:

Answered: 8   Skipped: 0

	● Yes	● No	● Not Enough Info	Total

	● Yes	● No	● Not Enough Info	Total
limiting most meetings to two hours or less?		0% 0	0% 0	8
providing a comfortable meeting room conducive to business?				8
convening and adjourning on time?				8
having the board president lead the meetings?				8
sticking to the prepared agenda?				8
ensuring the board has enough information to make decisions?				8
working for consensus rather than fighting for a majority?	100.00% 8			8
discussing issues cordially, avoiding personal attack?		0% 0	0% 0	8

			96

	● No	● Not Enough Info	Total
	100.00%	0%	0%	
	8	0	0	8
including the director as a resource for all deliberations?	100.00% 8	0% 0	0% 0	8
		0% 0	0% 0	8
	100.00% 8	0% 0	0% 0	8
				96

#	ANYTHING ELSE YOU'D LIKE TO TELL US ABOUT THIS TOPIC OR QUESTION?	DATE
1	If a member indicates that he/she needs additional information, the decision is postponed and the subject is reached further.	3/4/2026 6:59 AM

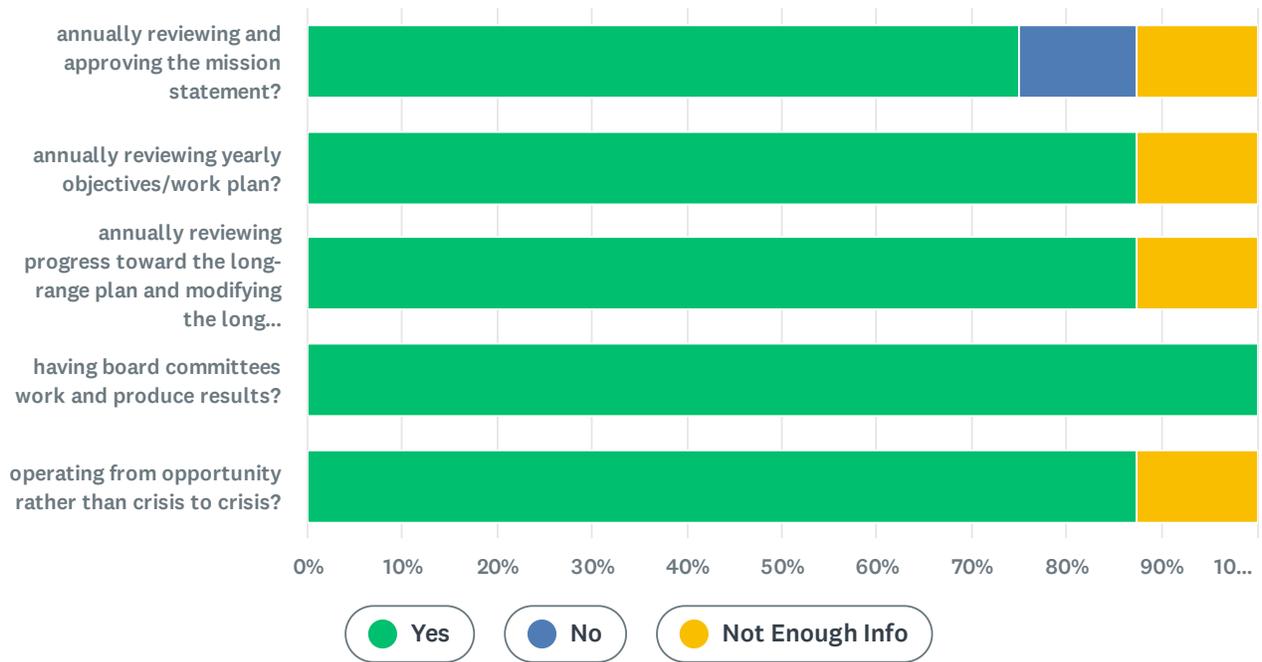# Q3 Do you as an individual Board member:

Answered: 8   Skipped: 0
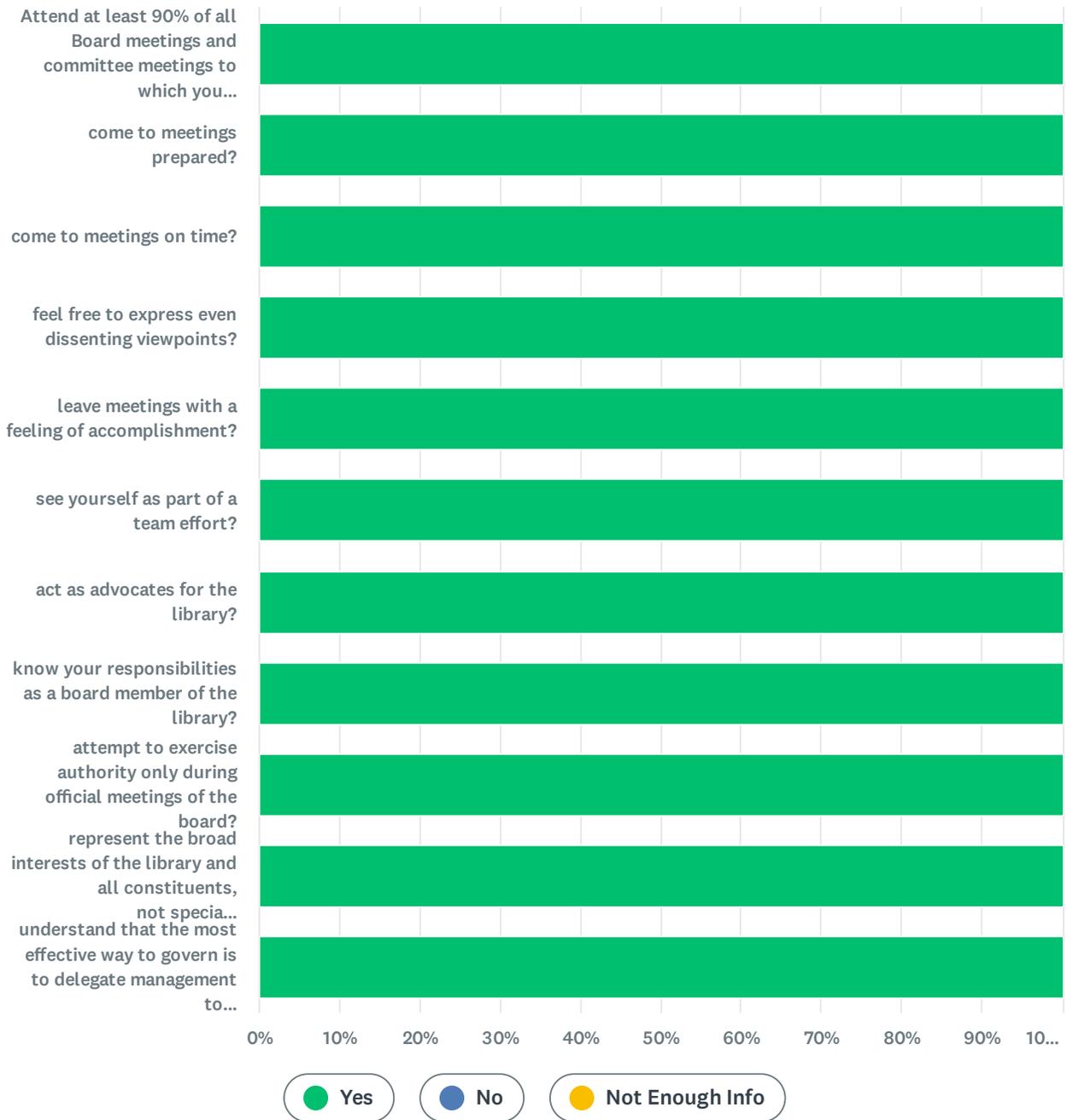
	Yes	No	Not Enough Info	Total
				88

	Yes	No	Not Enough Info	Total
Attend at least 90% of all Board meetings and committee meetings to which you are assigned?				8
come to meetings prepared?	100.00% 8			8
				8
				8
				8
see yourself as part of a team effort?				8
act as advocates for the library?				8
know your responsibilities as a board member of the library?				8
attempt to exercise authority only during official meetings of the board?	100.00% 8			8
				8
				8
				88

Q4 Does the Board plan for the future of the library by

Answered: 8   Skipped: 0

	Yes	No	Not Enough Info	Total
annually reviewing and approving the mission statement?				8
annually reviewing yearly objectives/work plan?				8
annually reviewing progress toward the long-range plan and modifying the long-range plan?	87.50% 7			8
				8
				8
				40

#	ANYTHING ELSE YOU'D LIKE TO TELL US ABOUT THIS TOPIC OR QUESTION?	DATE
1	The Strategic Plan is updated every 5 years. It is not clear to me that we review progress within the plan regularly. I would think this could be an activity of the Five Year Plan committee.	3/13/2026 7:47 PM

Q5 In which of the major categories above does the board show real strengths?

Answered: 5   Skipped: 3

#	RESPONSES	DATE
1	annually reviewing progress and having board committees produce results	3/9/2026 12:04 PM
2	Years of experience with JMRL and knowledge of previous decisions, etc.	3/7/2026 2:39 PM
3	Committees work and produce results	3/4/2026 9:51 AM
4	I think that the Board keeps its finger on the pulse of progress toward long term goals by establishing committees to monitor and report back to the entire group.	3/4/2026 7:24 AM
5	Operating from opportunity rather than crisis to crisis	2/25/2026 6:58 AM

Q6 In which of the major categories above does the board need improvement?

Answered: 5   Skipped: 3

#	RESPONSES	DATE
1	The rapid emergence of AI technologies represents a significant opportunity for organizations like ours, but the landscape is evolving at an extraordinary pace. The Board should ensure that JMRL is positioned to operate from opportunity rather than react from behind. This means investing in staff development, staying current with how these technologies can enhance library services and operations, and building enough institutional understanding to make informed decisions. The recent state-level survey revealed widespread misunderstandings about AI among library professionals — we should make sure JMRL is ahead of that curve, not part of it.	3/13/2026 7:47 PM
2	none	3/9/2026 12:04 PM
3	Operating from opportunity rather than crisis to crisis	3/4/2026 9:51 AM
4	I think that the Board plans well.	3/4/2026 7:24 AM
5	None	2/25/2026 6:58 AM

Q7 List any other questions or comments in the space provided below.

Answered: 1 Skipped: 7

#	RESPONSES	DATE
1	Board members should think proactively about public perceptions and opinions of the library, rather than passively observing as events unfold. This includes being attentive to the full range of ways patrons experience the library's identity — not only the collection, but newsletters, displays, programming, the partnerships we enter into, and the voices we amplify through our platforms. It is crucial that our library is seen as a resource for everyone and not as a platform for ideological advocacy. When a patron communicates strong discomfort with ideological symbolism featured by a library partner, that is a signal worth taking seriously at the Board level. Our community members must be able to trust JMRL to live up to the ALA's guidance that "It is not the responsibility of a library to promote one point of view over another." Even without specific intent, a pattern of choices and associations can create the impression that the library endorses a particular ideological position — and that undermines our credibility with the public and our standing with the sources of public funding we depend on.	3/13/2026 7:47 PM