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JEFFERSON-MADISON
REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – JULY 27, 2026

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: 864 9971 2862)

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 Notary Services, (Brittany Eversberg, Krista Farrell, and Ophelia Payne- JMRL Circulation Manager, Assistant Library Director, and Louisa County Branch Manager)

3:55 **Committee Appointments and Report**

1. FY27 Library Board Committee Assignments

4:05 **Old Business**

1. Second Reading and Potential Vote on Removal of Policies 1.2 Jefferson Madison Regional Library Board of Trustees, 1.22 - Board Goals and Planning, 1.26 Procedures at Board Meetings, 1.262 Public Hearings , 1.27 Board Meeting Minutes, 1.28 Policy Manual Changes, Updates to Policy 1.261 Public Comment at Library Board Meetings, and Replacement of Current Policy 1.2 with New Policy 1.2 JMRL Board Governance

4:15 **New Business**

1. Annual Review of Updates to JMRL's Employee Handbook
2. Potential Motion to Accept Additional FY27 State Aid Funding

4:25 **Library Director's Report**

4:30 **Other Matters**

4:35 **Future Agenda Items**

4:40 **Proposed Adjournment**

Jefferson-Madison Regional Library

201 East Market Street | Charlottesville, Virginia 22902 | (434) 979-7151 | FAX (434) 971-7035

DRAFT

MINUTES OF THE JUNE 22, 2026 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

Jennell Lynch (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Sierra Nafziger, Collection Specialist
Maxwell Colvin, Business Manager
Krista Farrell, Assistant Library Director
Zaharra Colla, JMRL/NAACP Intern

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, June 22, 2026 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=2KbywQk2KHw.) Trustee Townsend moved that Trustee Anne Hemenway's request to attend today's meeting of the JMRL Board remotely from North Carolina due to a personal matter, specifically travel, be approved. Motion passed unanimously. Trustee Ledford moved to approve the minutes for the May 18, 2026 Board Meeting as written. Motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett introduced Zaharra Colla, JMRL/NAACP Intern, who has been working at the Central Library this summer. Director Plunkett also introduced Maxwell Colvin, JMRL's new Business Manager. No public comments.

TRUSTEE CONTINUING EDUCATION

NA

COMMITTEE APPOINTMENTS AND REPORTS

1. *Nominating Committee Report*

Trustee Morville reported that Trustee Polanowski expressed interest in being Board President and Trustee Ledford expressed interest in being Vice President for FY27. The Board will vote on FY27 Board Officers in New Business.

2. *Policy Committee Report*

Trustee Powers reported that the Policy Committee met prior to the Board meeting and discussed a group of thematically related policies related to Board governance: Policies 1.2 (Jefferson-Madison Regional Library Board of Trustees), 1.22 (Board Goals and Planning), 1.26 (Procedures at Board Meetings), 1.262 (Public Hearings), 1.27 (Board Meeting Minutes), 1.28 (Policy Manual Changes). The Policy Committee also discussed an update to Policy 1.261 (Public Comment at Library Board Meetings) and the replacement of current Policy 1.2 with new Policy 1.2 (JMRL Board Governance).

OLD BUSINESS

1. *Potential First Reading on Removal of Policies 1.2 (Jefferson-Madison Regional Library Board of Trustees), 1.22 (Board Goals and Planning), 1.26 (Procedures at Board Meetings), 1.262 (Public Hearings), 1.27 (Board Meeting Minutes), 1.28 (Policy Manual Changes), Updates to Policy 1.261 (Public Comment at Library Board Meetings), and Replacement of Current Policy 1.2 with New Policy 1.2 (JMRL Board Governance)*

Policies 1.2 (Jefferson-Madison Regional Library Board of Trustees), 1.22 (Board Goals and Planning), 1.26 (Procedures at Board Meetings), 1.262 (Public Hearings), 1.27 (Board Meeting Minutes), and 1.28 (Policy Manual Changes) will be presented to the Board next month for a potential vote of removal. Policy 1.261 (Public Comment at Library Board Meetings) and the new Policy 1.2 (JMRL Board Governance) will be brought to the Board next month for a second reading and potential vote.

2. *FY27 JMRL Budget Adoption*

Trustee Cole moved to accept the adopted FY27 JMRL Budget as is before the Board. Motion passed unanimously.

3. *Updated JMRL Policy 4.225 Circulation Fines and Fees Adoption*

Trustee Morville moved that the Board accept the Circulation Fines and Fees effective July 1, 2026 as presented. Motion passed unanimously.

4. *Updated JMRL Pay Scale Adoption*

Director Plunkett presented to the Board the FY27 Pay Scale, which included a 5% increase already worked into the FY27 Budget. Trustee Ledford moved that the Board adopt the Jefferson-Madison Regional Library Pay Scale as presented. Motion passed unanimously.

NEW BUSINESS

1. *JMRL's Fine Free Public Relations Program*

Director Plunkett updated the Board on JMRL's Fine Free Public Relations Program to let the public know that JMRL will be going fine free starting July 1, 2026.

2. *Library Director's Prioritized FY27 Goals*

Director Plunkett presented to the Board the JMRL Director's Prioritized Goals for FY27, which include: 1) Continue work of advancing JMRL's compensation plan, with the cooperation of JMRL's funding partners. 2) Lead JMRL's participation in the Central Library Renovation Architecture and Engineering project. 3) Plan to replace JMRL's Bookmobile. Discussion ensued. The Board added a fourth goal for the Library Director for FY27: Implement and develop an Artificial Intelligence JMRL Procedure. Trustee Ledford moved that the Board accept the Goals as proposed and amended for the Library Director. Motion passed unanimously, with Trustee Townsend abstaining.

3. *Vote on FY27 Board Officers*

Trustee Morville proposed that Trustee Brandy Polanowski serve as President and Trustee Martha Ledford serve as Vice President of the JMRL Board of Trustees for FY27. Proposal passed unanimously, with Trustee Powers abstaining.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that JMRL's Bookmobile will need to be replaced soon. The Friends of the Library Board met last week and voted to transfer $100,000 to the Bookmobile Fund at the CACF. Director Plunkett reported that the City of Charlottesville and Albemarle County are working on a memorandum of understanding of project management for the Central Library Renovation Project. The language is currently unclear on who will be responsible for the costs of helping JMRL move/relocate during the renovation to maintain library services. JMRL currently has 5,500 Summer Reading signups. Over 3,000 patrons attended Summer Reading Kickoff events. Director Plunkett shared that the VLA Trustee and Friends Forum is available for all Board and Friends of the Library Trustees for training. Director Plunkett announced that he would be away next week and the latter half of the following week.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include a Continuing Education on Notary Services, a second reading on new Policy 1.2 (JMRL Board Governance, an annual update on JMRL's Employee Handbook, and Committee Assignments set by the Board President. The next Board Meeting will be July 27, 2026 at the Northside Library.

ADJOURNMENT

Trustee Townsend moved to adjourn the June meeting of JMRL Trustees at 4:21pm. Motion passed unanimously.

JMRL FY27
Proposed Board Committees:

Library Board Committees

Budget/Finance Committee

- Tony Townsend, Chair
- Brandy Polanowski
- Aleta Childs
- Anne Hemenway
- Martha Ledford
- Staff: Lindsay Ideson, Jerry Carchedi, David Plunkett

Meets as needed

Technology Committee

- Peter Morville, Chair
- Martha Ledford
- Michael Powers
- Staff: Jeremy Ljunggren, Sara Elizabeth, Fred Hylton, David Plunkett

Meets as needed

5-Year Plan Committee

- Meredith Cole, Chair
- Tony Townsend
- Staff: Meredith Dickens, Krista Farrell, Kayla Payne, David Plunkett, Latasha Richards,
- Friends of the Library: Proal Heartwell

Meets as needed

Policy Committee

- Michael Powers, Chair
- Martha Ledford
- Anne Hemenway
- Jennell Lynch
- Staff: Krista Farrell, David Plunkett, Camille Thompson

Meets before the Board meeting usually every other month

Personnel Committee

- ~~Brandy Polanowski, Chair~~
- Aleta Childs, Chair
- Peter Morville
- Meredith Cole
- Staff: Krista Farrell, David Plunkett, Chris Smith, Ophelia Payne

~~Jefferson Madison Regional Library~~
~~Board of Trustees~~

~~JMRL BOARD OF TRUSTEES' GOALS AND PLANNING~~

~~The Library Board will set goals for the library system annually and will develop a comprehensive five year plan that is updated annually to meet the requirements for State Aid to Public Libraries.~~

~~PROCEDURES AT THE JMRL BOARD OF TRUSTEES' MEETINGS~~

~~Guidance: *Robert's Rules of Order Newly Revised, 11th Edition*~~

~~Use the Procedure for Small Boards.~~

~~"In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, the following respects:" (pp. 487-488)~~

~~Members are not required to obtain the floor before making motions or speaking, which they can do while seated.~~

~~Motions need NOT be seconded.~~

~~There is no limit to the number of times a member can speak to a question and motions to close or limit debate generally should not be entertained.~~

~~Informal discussion of a subject is permitted while no motion is pending.~~

~~Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.~~

~~The chair need not rise while putting questions to vote.~~

~~The chair can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the board (which should be uniformly followed regardless of how many members are present), he or she usually can make motions and usually votes on all questions.~~

~~PUBLIC HEARING POLICY~~

~~At such time(s) as it wishes to seek public input on a specific topic the Jefferson-Madison Regional Library Board of Trustees may hold public hearings.~~

~~The Board will set the date, time and location of the hearing and make announcement to the public. The topic of the hearing will be clearly stated.~~

~~Sign up for speakers will begin 30 minutes prior to commencement of the hearing outside the door of the hearing room.~~

~~Speakers will be called in order to the podium by the Board Chair. Each speaker must state his or her name. Each speaker may speak for 5 minutes. Remarks will be addressed to the Board as a whole and must be confined to the topic of the hearing.~~

~~Written transcripts of remarks may be handed to the Board Chair.~~

~~The Board of Trustees will neither question nor respond to speakers during the hearing.~~

~~During public hearings the Board will try to hear everyone who wishes to speak on a topic, but sometimes discussion must be limited because of time constraints. The Chair may terminate the hearing after two hours even though all seeking to speak have not been heard.~~

~~**MINUTES OF THE JMRL BOARD OF TRUSTEES' MEETINGS**~~

~~**1. CONTENT OF MINUTES**~~

~~Guidance: *Robert's Rules of Order Newly Revised, 11th Edition*~~

~~"The minutes should contain mainly a record of what was done at the meeting, not what was said by the members." (p. 468)~~

~~**First section of the minutes should contain the following:**~~

~~• kind of meeting, i.e, regular, special, etc., the name of the organization~~

~~• the date, time~~

~~• the chairperson is present or the name of the person substituting~~

~~• names of Board members present, and names and times of late arrivals and early departures •~~

~~names of visitors to Board meetings~~

~~**Body of minutes:**~~

~~Should contain a separate paragraph for each subject matter, giving the name of the~~

~~mover. Record all main motions stating:~~

~~• the wording in which each motion was adopted or otherwise disposed of; the facts as to whether a motion may have been debated or amended being mentioned~~

~~• the disposition of the motion~~

~~• secondary motions that were not lost or withdrawn where necessary to record them for completeness or clarity, e.g. motions to recess or to suspend the rules~~

~~• the name of the maker of motions should be recorded~~

~~Record all points of order and appeals, whether sustained or lost, with the reasons given by the chair for its ruling.~~

~~Contain certifications and recorded votes as required by the Virginia Freedom of Information Act. The certification of Closed Meetings should be included.~~

~~If a Board member requests a specific discussion in the Minutes, it should be~~

~~included. **The last paragraph** should state the hour of adjournment.~~

~~**Additional rules and practices:**~~

~~When a vote count has been ordered, the number of votes on each side should be entered. The names of members voting aye, nay, present, or abstaining should be recorded.~~

~~The proceedings of a committee of the whole should not be entered in the minutes but the fact that the board went into a committee of the whole should be recorded.~~

~~The Virginia Freedom of Information Act requires that minutes be kept for any meeting of three or more Board members. It is therefore necessary to prepare and maintain minutes of committee meetings.~~

~~When a committee report is of great importance or should be recorded to show the legislative history of a measure, the Board can order it to be entered in the minutes. Otherwise it should be noted that a committee report was received and will be placed on file. This means that a file of committee reports should be maintained. These should be kept in the Administrative Offices.~~

~~If a report is to become a permanent official document of the Board, it should be formally adopted by the Board. Once this has been done, the document can be placed in a permanent file for documents of a similar nature, and/or, for one-of-a-kind documents, appended to the minutes of the meeting.~~

~~The name and subject of a guest speaker can be given, but no effort need be made to summarize his or her remarks.~~

~~The minutes will generally be limited in length to two 8.5” x 11” pages.~~

~~Signature~~

~~For Boards having a Secretary (member), the Secretary signs. For Boards without that officer, the Chair should sign.~~

~~2. PREPARATION OF MINUTES~~

~~The Board Secretary shall attend Board meetings for the purpose of recording the minutes for such meeting.~~

~~No minutes will be kept for closed meetings.~~

~~If the person regularly charged with recording minutes is not in attendance at a meeting, another person will be assigned this responsibility on an ad hoc basis.~~

~~The person recording the minutes shall use such aids for recordation of the minutes as shall seem necessary and sufficient. These might include the use of shorthand, audio tape recorder, or written notes.~~

~~The person recording the minutes shall prepare a draft of the minutes using the guidance provided in the Board’s policy on the prescribed content of minutes.~~

~~The preparer shall submit the minutes to the Board for review and action.~~

~~The Board Secretary will transmit a copy of the draft minutes by e-mail to all members of the Board and the Library Director. It should be the goal of the Library System to conduct this mailing within seven days of the applicable Board Meeting.~~

~~Board members should review the draft minutes for accuracy and for conformance with the Board’s~~

~~policy for the content, and if applicable, should call to the attention of other members any proposed corrections at the next regular meeting.~~

~~Revised 7/2016~~

~~JMRL Policy: Section 1.27~~

~~3. READING AND APPROVAL OF THE MINUTES~~

~~Guidance: *Robert's Rules of Order Newly Revised, 11th Edition*~~

~~When a draft of the minutes of the preceding meeting is sent to all members in advance, it is presumed that all members have had an opportunity to read them, and they are not read at the meeting unless this is requested.~~

~~Corrections, if any, and approval of the minutes are normally done by unanimous consent. The Chair then declares the minutes approved.~~

~~The formal copy of the minutes placed in the Minutes Book contains all corrections which were made. None of the draft copies circulated to members and marked by them is authoritative.~~

~~If, at a later time, an error or material omission in the minutes becomes reasonably established after their approval, the minutes can then be corrected by means of the motion to Amend Something Previously Adopted, which requires a two-thirds vote, or a majority vote with advance notice, or unanimous consent.~~

~~Procedures for Board Changes to the Policy Manual~~

1. ~~Any Trustee, staff, government or private individual or group may suggest a review of current policy or the addition of new policy for the Library to consider. Suggestions should be made in writing to the Library Director.~~

2. ~~The Library Director will work with Board committees or individuals to refine proposals, discuss policy changes with staff, and will submit final proposals to the Policy Committee.~~

3. ~~The Policy Committee will review final proposals and will determine the format and Policy Manual location for approved proposals.~~

4. ~~The written draft proposal will then be submitted to the Library Board by the Policy Committee.~~

5. ~~Following adequate time for consideration, generally one month, the Library Board will take official action on the proposal.~~

6. ~~If the proposal is approved by the Board, the Library Director will add the new policy to the Policy Manual, and notify the group or individual that initially requested the review of the outcome.~~

7. ~~The Policy Committee will review policies on a set schedule (no longer than ten years per policy) and make recommendations for the Library Board if any changes are deemed necessary.~~

Public Comments at Library Board Meetings

The Library Board welcomes citizen participation concerning regional library service, as discussed in Policies 4.231 (Suggestions, Feedback, and Complaints), and 4.24 (Reconsideration). ~~The Board may also hold public hearings on specific topics as described in 1.262 (Public Hearing Policy).~~

As an additional venue for feedback, a Public Comment period will be held at each regularly scheduled Library Board meeting. The following guidelines apply:

1. Public Comment will be scheduled as an agenda item early in each regularly scheduled Board meeting and up to one hour will be allowed for the comment period. If, at the conclusion of one hour there are remaining commenters who wish to speak, Public Comment will resume after all other agenda items have been completed.

2. Speakers will have a maximum of five minutes for their comments regardless of format. Each individual may speak only once during a meeting. Speakers may not "yield" time to other individuals.

3. Individuals speaking are requested to state their name and jurisdiction of residency.

4. When a Library Board meeting is held in a hybrid (in-person and remote) format, commenters may speak either in person or via tele- or video conference.

5. Commenters may request at least twenty four hours in advance that a written statement submitted to the Library Director be read aloud during Public Comment.

6. Members of the public audience shall refrain from applause and other forms of approval or disapproval, as a courtesy to each speaker. Signs are permitted in the meeting room so long as they are not attached to any stick or pole and do not obstruct the view of persons attending the meeting.

7. The Library Board does not directly supervise any library employees except for the Library Director, who is responsible for the management of library staff. The best mechanism to provide feedback on the performance of specific Library employees is to contact the Library Director. Comments about the performance of specific employees will be addressed by the Board of Trustees in Closed Meetings when requested by the Library Director.

8. The Board will not respond to speakers during Public Comment. However, the Board may direct staff to follow up with information or to provide further research to the Board~~.~~

The Library Board President is responsible for monitoring time and ensuring the orderly conduct of the meeting. The Library Board President may take steps to maintain order in circumstances that generally disrupt the Board's business, such as behavior by speaker or crowd that becomes unruly, derogatory or personally abusive toward specific individuals.

Adopted 2/1999
Revised 3/2023

Public Hearings

At such time(s) as it wishes to seek public input on a specific topic the Jefferson-Madison Regional Library Board of Trustees may hold public hearings.

The Board will set the date, time and location of the hearing and make announcement to the public. The topic of the hearing will be clearly stated. Remarks will be addressed to the Board as a whole and must be confined to the topic of the hearing.

Public hearings will be conducted using the procedures described above for public comment at regular Library Board Meetings.

Draft

The Jefferson-Madison Regional Library (JMRL) Board is created and guided by the Regional Agreement (Policy 1.24) between participating jurisdictions. The Board operates under its own bylaws (Policy 1.21), and relies on the guidance of the Library of Virginia's Virginia Public Library Trustee's Handbook for Governing Boards. The Board of Trustees governs the Library system by setting policy and by hiring, supporting, and annually evaluating the Library Director, who in turn is responsible for managing the day-to-day operations of the Library. Trustees also are bound by the Virginia State and Local Government Conflict of Interests Act.

This policy is intended to consolidate some operating procedures for the Library Board, and to communicate those clearly to trustees, library staff, and members of the public.

Board Organization:

- The Library Board will set goals for the Library Director and system annually and will develop a comprehensive five-year plan that is updated annually to meet the requirements for State Aid to Public Libraries.
- The Library Board uses Robert's Rules for Small Boards for meetings, which includes that members don't need to obtain the floor, motions don't need to be seconded, there is no limit to the number of times a member can speak, and informal discussion is permitted.
- Library Board meetings are open to the public in person or virtually, with the exception of any closed session portion of a regular meeting or any appropriately advertised virtual-only meeting. The Board annually posts a schedule of meeting times, dates, and locations on jmrl.org, and publicly posts an agenda with that same information at least three days prior to each meeting.
- Generally Library Board and Committee meetings are live-streamed, recorded, and made available for public viewing.
- Public comment at Library Board meetings is guided by JMRL Policy 1.261.
- When it wishes to seek public input on a specific topic, the Board of Trustees may hold public hearings as guided by JMRL Policy 1.261.
- Each spring, the Board adopts a budget and a meeting schedule for the coming year.

Minutes of Board Meetings:

- Minutes of the Library Board follow Virginia Freedom of Information Act laws and are formatted according to Robert's Rules of Order for Small Boards, including any certifications of closed sessions.
- It is the goal of the Library system to make draft minutes available to the Board and the Director within 7 working days of a meeting.
- Minutes are generally limited to two pages.
- The Library Director assigns a staff member to serve as the Board's minutes recorder.
- Reading and approval of Board meeting minutes follow guidance from Robert's Rules of Order for Small Boards.

Board Policy Changes:

- The Board regularly reviews each JMRL policy at least every ten years, and on the recommendation of the Policy Committee.
- Any Trustee, staff, government or private individual or group may suggest a review of current policy or the addition of new policy for the Library to consider. Suggestions should be made in writing to the Library Director, who will notify the requestor of the Board's decisions.
- The Policy Committee can recommend the creation, revision, or deletion of policies to the full Board. The full Board can task the Policy Committee with review and/or drafting of policies.

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JEFFERSON-MADISON REGIONAL LIBRARY

Potential Policy Motions

Potential Motion #1:

I move that JMRL remove policies 1.2 Jefferson Madison Regional Library Board of Trustees, 1.22 Board Goals and Planning, 1.26 Procedures at Board Meetings, 1.262 Public Hearings, 1.27 Board Meeting Minutes, and 1.28 Policy Manual Changes

Potential Motion #2:

I move that JMRL adopt the new Policy 1.2 (JMRL Board Governance) as presented

Potential Motion #3

I move that JMRL accept the changes to Policy 1.261 (Public Comments at Library Board Meetings) as presented

List of Updates to JMRL's Employee Handbook since November 1, 2025

- May, 2026- P. 28- Added the word "Procedures" to the header "Disciplinary Action Procedures"
- December, 2025- Changed the Board endorsement date in the footer
- November, 2025- Changed a reference on P. 20 from "Safe Child Policy" to "Safe Child Procedures" to reflect updates to those two documents.
- November, 2025- Added a missing period to the end of a sentence on P. 10

Potential Motion for State Aid Funding

I move that JMRL accept the Library of Virginia's additional State Aid funding of $56,712 for FY27 and authorize the expenditure of that funding for library materials.