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JEFFERSON-MADISON REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – AUGUST 24, 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: 863 6227 0947)**

- 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 2026 Summer Reading Challenge (Heather Pehnec and Megan Smead, JMRL's
Young Adult and Children's Services Managers)
- 3:55 Committee Appointments and Report**
1. Policy Committee Report
2. Friends Family of Funds at the Charlottesville Area Community Foundation Advisory
Committee Report
- 4:05 Old Business**
1. Central Library Renovation Update
- 4:15 New Business**
1. FY27 Friends Family of Funds Grant Acceptance
- 4:25 Library Director's Report**
- 4:30 Other Matters**
- 4:35 Future Agenda Items**
- 4:40 Proposed Adjournment**

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Jefferson-Madison Regional Library

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DRAFT

MINUTES OF THE JULY 27, 2026 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Brandy Polanowski (Louisa)
Aleta Childs (Nelson)
Meredith Cole (Charlottesville)
Michael Powers (Albemarle)
Jennell Lynch (Charlottesville)

Vice President Martha Ledford (Greene)
Tony Townsend (Albemarle)
Peter Morville (Albemarle)
Anne Hemenway (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Sierra Nafziger, Collection Specialist
Maxwell Colvin, Business Manager

Krista Farrell, Assistant Library Director
Brittany Eversberg, Circulation Manager
Ophelia Payne, Louisa County 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, July 27, 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=tbpAIXzGRq8>.) Trustee Ledford proposed to accept the minutes for the June 22, 2026 Board Meeting as written. Motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett welcomed to the Board of Trustees Jennell Lynch, the Board's new Charlottesville Trustee. No public comments.

TRUSTEE CONTINUING EDUCATION

Brittany Eversberg (JMRL's Circulation Manager), Krista Farrell (JMRL's Assistant Library Director), and Ophelia Payne (JMRL's Louisa County Branch Manager) presented to the Board information on JMRL's Notary Services.

COMMITTEE APPOINTMENTS AND REPORTS

1. FY27 Library Board Committee Assignments

President Polanowski announced that Trustee Childs will be the new chair of the Personnel Committee and announced that Trustee Lynch will be joining the Policy Committee. Director Plunkett reported that previous JMRL employee Kayla Payne will need to be removed from the 5-Year Plan Committee as the JMRL staff member representative.

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)*

Trustee Townsend moved 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). Motion passed unanimously. Trustee Childs moved that JMRL adopt the new Policy

1.2 (JMRL Board Governance) as presented. Motion passed unanimously. Trustee Ledford moved that JMRL accept the changes to Policy 1.261 (Public Comments at Library Board Meetings) as presented. Motion passed unanimously.

NEW BUSINESS

1. Annual Review of Updates to JMRL's Employee Handbook

Director Plunkett shared with the Board a list of updates to JMRL's Employee Handbook since November 1, 2025, which included 1) May, 2026 - P. 28 - Added the word "Procedures" to the header "Disciplinary Action Procedures", 2) December, 2025 - Changed the Board endorsement date in the footer, 3) November, 2025 - Changed a reference on P. 20 from "Safe Child Policy" to "Safe Child Procedures" to reflect updates to those two documents, and 4) November, 2025 - Added a missing period to the end of a sentence on P. 10. Updates to the JMRL Employee Handbook will be reviewed by the Board annually in July.

2. Potential Motion to Accept Additional FY27 State Aid Funding

Trustee Powers moved 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. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that he and Trustee Ledford will take a field trip with Camille Thompson, Bookmobile & Outreach Services Manager, and the Bookmobile staff on a drive throughout Greene County to scout potential stops for the new route that's reaching Greene County this year. Director Plunkett stated that the hope is to launch Bookmobile services to Greene County in September 2026, which could include eight stops per month. JMRL staff will be meeting with the AI4VA project team tomorrow to discuss findings on how AI could help save time on JMRL's program calendar data. Director Plunkett updated the Board on the Central Library Renovation Project and announced that the responsibility for costs for renting operational space is going to be a project cost. However, those costs will cut into the available funds for the renovation project itself. Director Plunkett and Trustee Hemenway met with Jane Kulow, from the Friends of the Library Board, to begin organizing a fundraising group. The City of Charlottesville also confirmed that they had begun work on the request for proposal for architecture and engineering services which was funded for FY27. The City of Charlottesville and Albemarle County have finalized and signed a memorandum of understanding regarding project management. Director Plunkett updated the Board on JMRL going Fine Free, which has received mostly positive feedback, according to JMRL Branch Managers. JMRL's Summer Reading has seen around 7,000 signups over all age groups. JMRL's FY27 Budget Infographic has been posted on JMRL's website.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include a Policy Committee report, a potential Technology Committee report, and a report on the Charlottesville Area Community Foundation Advisory Committee meeting. The next Board Meeting will be August 24, 2026 at the Northside Library.

ADJOURNMENT

Trustee Ledford moved to adjourn the meeting at 4:12pm. Motion passed unanimously.

Report on Friends of the Library Family of Endowment Funds (as of 7/20/26):

Current Regional Funds Balances:

Fund Name:	Restrictions:	Current Balance:	Spendable Balance:
Art and Jane Hess Fund	Unrestricted	\$2,574,540.81	\$93,014.07
Celia Martin Fund	Unrestricted	\$850,229.29	\$32,233.61
Nerancy Bequest	Restricted to City of Charlottesville (available only for Central and Gordon Avenue)	\$471,070.82	\$18,995.71
Rachel Poole Fund	Restricted to "educational purposes" (has been used for scholarships/internships)	\$111,549.02	\$4,518.91

Current Branch Fund Balances:

Fund Name:	Restrictions:	Current Balance:	Spendable Balance:
Bookmobile Fund	Restricted to Bookmobile	\$13,918.11	0
Central Library Fund	Restricted to Central Library	\$65,766.23	\$2,312.10
Crozet Library Fund	Restricted to Crozet Library	\$36,209.57	\$740.71
Gordon Avenue Library Fund	Restricted to Gordon Avenue Library	\$1,242.26	\$47.19
Greene County Library Fund	Restricted to Greene County Library	\$71,903.34	\$2,963.21
Louisa County Library Fund	Restricted to Louisa County Library	\$17,910.72	\$657.42
Nelson Memorial Library Fund	Restricted to Nelson Memorial Library	\$152,536.36	\$7,226.22
Northside Library Fund	Restricted to Northside Library	\$17,316.33	\$365.75
Scottsville Library Fund	Restricted to Scottsville Library	\$4,195.93	\$178.07

Current Total Balances- \$4,388,388.79

Last Year Total Balances- \$3,751,471.96

Current Spendable Balance (4.5% of the rolling average daily balance across the prior three calendar years)- \$163,252.97

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Clarification on “spendable balances” from the Friends Agency Endowment Fund Agreement:

“The Advisory Committee may request distributions in excess of income by submission of a request detailing the rationale and need for such distribution satisfies one or more of the following requirements: (a) the distribution would enable the Agency to acquire or renovate a capital asset of the Jefferson-Madison Regional Library or to support the construction of a new Jefferson-Madison Regional Library facility, (b) the Agency is faced with unexpected financial needs that are unlikely to recur and the distribution will enable the Agency to meet those financial needs, or (c) the distribution is believed to be in the best interests of the community as determined by the Foundation's Governing Board or Executive Committee.”

Suggested Expenditures for FY27:

Total Request (\$250,000):

Programs and Events	\$0
Scholarships and Internships	\$0
Library Improvements	\$250,000

Potential Projects:

- \$25,000 to fund FY27 JMRL equipment purchases
- \$225,000 to fund a new Bookmobile (**pending a Friends of the Library donation of \$100,000 to the Bookmobile Fund**)

Total FY27 Disbursements: \$250,000

Per Fund Expenditures (Regional Funds):	Per Fund Expenditure (Branch Funds):
Art and Jane Hess Fund Total- \$110,000	Bookmobile Fund- \$110,000
Celia Martin Fund Total- \$30,000	
Total Regional Funds Proposed Expenditure- \$140,000	Total Branch Funds Proposed Expenditure- \$110,000

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Potential Motion for Grant Funding

I move that JMRL accept the Friends Family of Funds at the Charlottesville Area Community Foundation's granted allocation of \$250,000 and authorize the expenditure of that funding for the purchase of a new Bookmobile and library equipment.