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JEFFERSON-MADISON REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – OCTOBER 26, 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: 890 1352 0002)

- 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 Technology Infrastructure (Jeremy Ljunggren, JMRL Collections and Technology
Manager)
- 3:55 Committee Appointments and Report**
1. Personnel Committee Report
2. Budget Committee Report
3. Policy Committee Report
- 4:05 Old Business**
1. Central Library Renovation Update
- 4:15 New Business**
1. Potential First Reading of Policy 4.9 (Notary Public Services)
- 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

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

DRAFT

MINUTES OF THE SEPTEMBER 28, 2026 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

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

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

TRUSTEES ABSENT

Jennell Lynch (Charlottesville)

Peter Morville (Albemarle)

OTHERS PRESENT

David Plunkett, Library Director
Sierra Nafziger, Collection Specialist

Krista Farrell, Assistant Library Director
Maxwell Colvin, Business 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, September 28, 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=85likGiIlug>.) Trustee Hemenway moved that Aleta Childs' and Martha Ledford's request to attend today's meeting of the JMRL Board remotely from Nelson County and Greene County, respectively, due to family member's medical conditions that require members to provide care, be approved. Motion passed unanimously. Trustee Hemenway moved to approve the minutes for the August 24, 2026 Board Meeting. Motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett announced the new state law (2.2-3707) affecting local governance and Board operations: Public bodies may not take any final action on items added to the agenda after the meeting starts. No public comments.

TRUSTEE CONTINUING EDUCATION

Director Plunkett presented to the Board information on the Friends of the Library.

COMMITTEE APPOINTMENTS AND REPORTS

1. Technology Committee Report

The Technology Committee met and discussed JMRL's AI adoption and the AI4VA student project that occurred over the summer. The Technology Committee also discussed JMRL's calendaring software and workflow. JMRL's Tech Assets, Redundancy, and Security will be the topic for Board Continuing Education next month.

OLD BUSINESS

1. Central Library Renovation Update

Director Plunkett met with the team that will be leading the RFP (Request for Proposal) process, for design work, of the Central Library Renovation. The team consists of two City of Charlottesville employees, two Albemarle County employees, and Director Plunkett. The City Facilities Management has applied to the City Council schedule to request CMAR (Construction Manager at Risk) capability on the Central Library Renovation project, at the City Council's October 19, 2026 meeting. This would allow for the Construction Manager of the project to be identified and contracted during the Architecture and Engineering (A&E) phase of the project, and worked with as a consultant during this phase. The City of

Charlottesville has said it will take at least 4-5 months to close out any A&E schematic design phase. Director Plunkett also met with the Charlottesville Area Community Foundation to discuss how best to plan and leverage the existing Central Library fund's project. Director Plunkett met with the contractors for the Shannon Library at UVA to hear about experiences renovating an historic library in Charlottesville. Trustee Hemenway will be meeting with the Paramount to hear about their experiences during renovation.

2. Potential Motion to Accept Louisa County Library Foundation Grant

Trustee Cole moved that JMRL accept the Louisa Library Foundation's granted allocation of \$25,000 and authorize the expenditure of that funding for the purchase of books and materials at the Louisa County Library. Motion passed unanimously.

3. Potential Motion to Accept Virginia Commission for the Arts (VCA) Virginia Touring Artist Grant

Trustee Cole moved that JMRL accept the Virginia Commission for the Arts Virginia Touring Grants allocation of \$600 and authorize the expenditure of that funding for the support of library services. Motion passed unanimously.

NEW BUSINESS

1. FY28 JMRL Budgetary Priorities

Director Plunkett presented suggestions for potential JMRL Board Budget Priorities for FY28, which included 1) Secure funding to continue positive progression on JMRL's pay scale, 2) Secure funding to maintain current levels of library service in the region, 3) Secure funding for FY27 equipment needs, and 3) Secure funding for FY28 equipment needs. The Personnel Committee will be meeting later this week. The Budget Committee will be meeting in October. JMRL's Compensation Committee will be recommending to the Personnel Committee that JMRL undergo a fresh salary study. Trustee Powers moved that the Board endorse the Budget Priorities as presented. Motion passed unanimously. JMRL will meet with executive departments from Charlottesville, Albemarle, Greene, Louisa, and Nelson for a pre-budget meeting, which will be held October 14, 2026. Director Plunkett will report back to the Board on the pre-budget meeting during the October 2026 Board meeting.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Friends of the Library book sale starts Friday, October 2, 2026, which will be Member's Night, and will run through October 11, 2026. October 10th and 11th will be the book sale's half price day. All JMRL branches will be closed on October 12, 2026 for JMRL's annual All-Staff Training Day, which will be held at the Hillsdale Conference Center; Trustees are invited to attend. The annual Virginia Library Association's (VLA) conference will be in Norfolk on October 18-20, 2026. Members of JMRL staff will be attending the VLA Conference, with some staff presenting. All Trustees are VLA members and are invited to attend the VLA conference. JMRL's Bookmobile and Outreach Services Manager, Camille Thompson, will be attending the Association of Bookmobile and Outreach Services Conference in Columbus, OH. Camille will be looking to get a concrete sense of what model vehicle JMRL needs for Bookmobile services moving forward. The Crozet Library is in full swing getting ready for the Crozet Book Festival, which is Saturday October 24, 2026. The Bookmobile will also be attending the Crozet Book Festival. Director Plunkett shared with the Board new JMRL trifold welcome pamphlets. The locker add-ons, funded by the Friends of the Library last year, are ready to be installed at Greene and Louisa libraries, which should be completed later this week.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include a Continuing Education on Technology, a Personnel Committee report, a Policy Committee report, a potential first reading on JMRL's Notary Policy, and a Budget Committee report. The next Board Meeting will be October 26, 2026 at the Northside Library.

ADJOURNMENT

Trustee Cole moved to adjourn the meeting at 3:51pm. Motion passed unanimously.

FY28 Manager Requests Prioritized by the Personnel Committee

Top Priorities:

- **To Support Existing Services (Regional):**
 1. Per Board Budget Priorities, secure funding to continue positive progression on JMRL's pay scale. Staff Compensation Committee is recommending a 3% cola to the salary scale and a 2% raise for eligible staff, along with an additional 5% adjustment for staff in Band 2, Stages 1 and 2 of the pay scale. Additionally, the Compensation Committee is recommending that JMRL pursue an outside vendor to perform an updated salary study this fiscal year.
 2. IT/Digital Branch- NEW 25 hr/week Web Content Specialist position
- **To Support Existing Services (Local):**
 3. Louisa (Louisa County Cost)- 200 annual Branch Support Substitute hours
 4. Louisa (Louisa County Cost)- Upgrade existing 22 hr/week Branch Support position to Branch Specialist position
 5. Northside Reference (Charlottesville and Albemarle County Cost)- 200 annual Reference Specialist Substitute hours

Future Priorities:

- **To Support Existing Services (Local):**
 6. Mont Ave (Charlottesville and Albemarle County Cost)- 200 annual Makerspace and Digital Media Lab Specialist Substitute hours
 7. Northside Reference (Charlottesville and Albemarle County Cost)- ADD 10 hr/week to an existing 30 hr/week Part Time Reference Librarian position
 8. Central Children's (Charlottesville and Albemarle County Cost)- ADD 4 hr/week to a Youth Specialist position, bringing it from 20 hr/week to 24 hr/week
 9. Northside Reference (Charlottesville and Albemarle County Cost)- 200 annual Reference Librarian Substitute hours

NOTARY PUBLIC SERVICES

The Jefferson-Madison Regional Library offers free Notary Public services as a courtesy to the public. Notary services support the Library's mission by providing community access to a service with limited free alternatives in the region. Library staff volunteer to serve as notaries; serving as a notary is voluntary and is not assigned. In providing this service, Library notaries follow the Code of Virginia and the guidance of the Office of the Secretary of the Commonwealth.

Availability

Notary services are offered at participating JMRL locations where a commissioned staff notary is available and willing to serve. Availability varies by branch and is not guaranteed at any particular location, day, or time.

- Patrons should contact their branch in advance to confirm notary availability. Branches may require appointments or accommodate walk-in requests at the discretion of the branch manager, based on staffing and service demands.
- Notary services are provided during regular operating hours. Service is secondary to other library duties and may be limited or temporarily suspended at any time.
- Notary services may be subject to fees set by the Library Board. Any such fees are listed in JMRL Policy 4.225, Circulation Fines and Fees.
- JMRL pays application, training, supply, and renewal costs for staff notaries.

Guidelines

1. All persons signing a document must be present and must sign in the notary's presence. Documents signed in advance will not be notarized.
2. Each signer must present current, unexpired government-issued photo identification, even if the signer is known to the notary.
3. A maximum of three (3) documents per person per day may be notarized.
4. Documents must be complete, except for signatures, before notarization. Documents with blank fields will not be notarized.
5. The notary must be able to read the document and communicate directly with the signer without the use of a translator.
6. It is the patron's responsibility to provide any required witnesses. Witnesses must present photo identification. Library staff and patrons may not be solicited on library property to serve as witnesses.
7. In accordance with Virginia law, Library notaries do not certify copies of birth, death, marriage, or other vital records or court-issued documents, and do not complete or notarize Form I-9 (Employment Eligibility Verification).
8. Library notaries are not attorneys and cannot provide legal advice, recommend a type of notarization, or assist in preparing or completing documents.
9. Library notaries provide traditional paper notarizations only; electronic and remote (online) notarizations are not offered. Library notaries maintain a record (journal) of notarial acts as required by Virginia law.
10. A notary may decline to notarize any document at the notary's sole discretion, including when the identity of a signer, the completeness or authenticity of a document, or the circumstances of the request raise doubt or uncertainty.

For more information on notary services at any JMRL location, see jmrl.org/notary-services-request.

Adopted: 11/2006

Revised: 3/2016

Proposed revision: DRAFT — August 2026 (notional example for discussion)