



LIBRARY BOARD'S AGENDA – SEPTEMBER 25, 2023

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: 860 7688 5939)**

- 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 Library of Things Update (David Plunkett, JMRL Director)
- 3:50 Committee Appointments and Reports**
1. Central Library Renovation Working Group Report
- 3:55 New Business**
1. Resolution Recognizing Service of JMRL Employee Tim Carrier
2. FY25 Board Budget Priorities
3. Revision to FY24 Board Meeting and Budget Schedule
4. Potential Motion to Accept Additional FY24 State Aid Funding
- 4:20 Old Business**
1. Potential Vote on Policy 5.1 (Meeting and Conference Rooms)
2. Potential Vote on Policy 3.2 (Library Equipment Fund)
3. Five Year Plan Update
- 4:35 Library Director's Report**
- 4:40 Other Matters**
- 4:45 Future Agenda Items**
- 4:50 Proposed Adjournment**



Jefferson-Madison Regional Library

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

DRAFT

MINUTES OF THE AUGUST 28, 2023 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Tony Townsend (Albemarle)
Meredith Cole (Charlottesville)
Brandy Polanowski (Louisa)
Michael Powers (Albemarle)

Vice President Aleta Childs (Nelson)
Martha Ledford (Greene)
Peter Morville (Albemarle)
Anne Hemenway (Charlottesville)

TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Kayla Payne, Collections & Technology Manager

Krista Farrell, Assistant Library Director
Sierra Hammons, Collection Specialist

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, August 28, 2023 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=ZjkbzZ--_jc.) Trustee Childs moved that Trustee Hemenway's request to attend today's meeting of the JMRL Board remotely due to a personal matter, specifically being out of state, be approved. Motion passed unanimously. Trustee Ledford moved to accept the minutes for the July 24, 2023 Board Meeting as written. The motion passed unanimously, with Trustee Powers abstaining.

ANNOUNCEMENTS AND PUBLIC COMMENTS

No announcements. Public attendee Cynthia Alling commented regarding the name of the Library.

TRUSTEE CONTINUING EDUCATION

Kayla Payne, JMRL's Collections & Technology Manager, presented to the Board information and data on JMRL's technology offerings. Kayla Payne also announced upcoming JMRL technology offerings, which will include a Digital Media Lab at Central Library, a Teen Makerspace at Northside Library, a Business Center at Nelson Memorial Library, and a 24-hour library kiosk in Nellysford.

COMMITTEE APPOINTMENTS AND REPORTS

1. Central Library Renovation Working Group Report

The Central Library Renovation Working Group met for the second time last month, and discussed talking points for the Working Group to use when approaching the Board of Supervisors and City Council regarding the Central Library Renovation. Trustee Hemenway reported that staff from Albemarle County spoke at the meeting and talked about the process of funding for the Renovation project. The Central Library Renovation Working Group will be meeting August 29, 2023 at Central Library where City of Charlottesville staff will be in attendance.

2. Five-Year Plan Committee Report

Director Plunkett reported that the Five-Year Plan Committee met at the end of last month, with reports from each of the subcommittees. A community engagement survey for the public goes out September 1, 2023 which will be in both physical and digital formats. Director Plunkett stated that September's efforts will focus more on JMRL's core users and October will focus more on further outreach to community members not using the Library on a regular basis. The Five-Year Plan Committee, per the guidance of the State library, will also be working on a one-page, simplified visual plan to handout to

the public, covering core areas of the FY25-FY29 Five-Year Plan. Director Plunkett reported that the next goal of the Five-Year Plan Committee will be to gather all feedback from public surveys and incorporate them into a Five-Year Plan draft that will potentially be brought to the Board early 2024.

3. Policy Committee Report

The Policy Committee met prior to the Board meeting and discussed Policies 5.1 (Meeting and Conference Rooms), Policy 3.2 (Library Equipment Fund), and Policy 5.6 (Signage). Trustee Powers reported there will be a first reading of Policy 5.1 and 3.2 in New Business.

NEW BUSINESS

1. Potential First Reading of Policy 5.1 (Meeting and Conference Rooms)

Policy 5.1 (Meeting and Conference Rooms) was presented to the Board for a first reading. Policy 5.1 will be presented to the Board next month for a potential vote.

2. Potential First Reading of Policy 3.2 (Library Equipment Fund)

Policy 3.2 (Library Equipment Fund) was presented to the Board for a first reading. Director Plunkett reported that the Policy Committee is recommending the Board vote to remove Policy 3.2, as it is covered in the JMRL Regional Agreement. Policy 3.2 will be presented to the Board next month for a potential vote of removal.

3. Library Director FY24 Goals

Director Plunkett presented to the Board the JMRL Prioritized Director Goals for FY24, which include 1) Shepherd JMRL's Strategic Planning process through the creation of a new plan covering FY25-FY29, 2) Work with the City of Charlottesville HR department to begin an overhaul of JMRL's compensation plan, and 3) Work with the Central Library Renovation Working Group to advance this project. A discussion ensued about the potential need for an updated architectural design study for a Central Library Renovation. The Library Director Evaluation will be held during the May 2024 Board Meeting.

OLD BUSINESS

1. Annual Evaluations Timeline and Contents

Trustee Ledford moved that the Board move the annual Board self-evaluation to March from its current time period. Motion passed unanimously. Trustee Powers suggested the Board potentially update the Board meeting schedule to hold meetings at the Albemarle/Charlottesville branches on a two-year rotating schedule, rather than the current four-year rotating schedule. President Townsend stated this would be added to the September Board meeting agenda for discussion.

LIBRARY DIRECTOR'S REPORT

Director Plunkett announced that JMRL Friends of the Library won the Virginia Library Association's (VLA) Friends of the Library of the Year Award, marking the third year in a row that JMRL has won a VLA award. Trustees are welcome to attend the VLA conference Sunday, October 22, 2023 at Westfields Marriott Washington Dulles in Chantilly, VA. JMRL Reference Librarians Abby Davis and EJ Dowling will be presenting a session on Library Podcasting at the VLA conference. The Friends of the Library fall book sale will be held October 7-15, 2023 at the Albemarle Square Shopping Center. Crozet Library will be hosting an anniversary party on September 29, 2023, to celebrate its 10th year of services in the new building. The extension of Bookmobile Outreach services to Louisa County and Nelson County begins this Friday. Director Plunkett also announced that Jerry Carchedi has agreed to stay on as JMRL's Business Manager until the end of the fiscal year. Former Louisa County JMRL Trustee Tom Whitlock passed away.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include a potential vote on Policy 5.1 (Meeting and Conference Rooms) and Policy 3.2 (Library Equipment Fund), an update on JMRL's FY25-FY29 Five-Year Plan, a report from the Central Library Renovation Working Group, and a potential update to the Board Schedule. The next Board Meeting will be September 25, 2023 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 4:43pm.

Resolution

Recognizing Tim Carrier for His Years of Service to JMRL
September 25, 2023

WHEREAS, Tim Carrier began his career at JMRL in 1994 as the Library's Young Adult Services Manager ; and

WHEREAS, prior to Tim's hiring JMRL had never had a regional position in charge of coordinating Library service to Teens and Young Adults; and

WHEREAS, Tim has been the only regional Young Adult Services Manager that JMRL has ever had; and

WHEREAS, Tim has grown JMRL's Young Adult services to include hundreds of programs regionwide serving thousands of teens annually; and

WHEREAS, Tim has cultivated JMRL's Young Adult collection to include over 36,000 circulating items; and

WHEREAS, Tim has planned and developed a Young Adult services program that now includes multiple dedicated staff members across JMRL's service area; and

WHEREAS, Tim has been a guiding hand in providing public library service in Central Virginia as JMRL's Young Adult Services Manager, member of the JMRL management team, founding member and chair of the JMRL Young Adult Services Committee, member of the Youth and Family Programming Committee for the Virginia Festival of the Book, and member of the JMRL Strategic Plan Committee, Customer Service Committee, Poem in Your Pocket Committee, Programming and Summer Reading Programming Committees, and Web Committee; and

WHEREAS, Tim's many contributions to JMRL as a dedicated public servant for 29 years will be long appreciated by members of this community;

NOW, THEREFORE, BE IT RESOLVED on this 25th day of September, 2023 that the Jefferson Madison Regional Library Board hereby recognizes and extends their appreciation to Tim Carrier for his dedicated service to JMRL and the people of Charlottesville, Albemarle, Greene, Louisa, and Nelson.

Tony Townsend, Chair
JMRL Board



Potential JMRL Board Budget Priorities for FY25

1. Secure funding to address lack of movement in JMRL's pay scale while work is ongoing on a new compensation plan (related to Five Year Plan Goal #3).
2. Secure funding to maintain current levels of library service in the region (related to Five Year Plan Goal #1-6).
3. Plan for replacement of a JMRL delivery van (related to Five Year Plan Goal #1).

FY2024 Revised Library Board Meeting and Budget Schedule

July 24, 2023	Board Meeting (Northside Library)
August 28, 2023	Board Meeting (Northside Library) - Library Board self-evaluation
September 15, 2023	Department and Branch Managers submit personnel and operational (non-equipment) budget requests
September 25, 2023	Board Meeting (Northside Library) - Library Board sets budget objectives/guidelines
Early October	Personnel Committee meets to discuss personnel requests from library staff
October 23, 2023	Board Meeting (Northside Library) - Library Director presents branch and department budget requests to the Library Board; Library Board discusses and ranks budget requests, using recommendations from Personnel Committee
Early November	Budget Committee meets to draft 2024/25 proposed budget and sends draft to Library Board
November 27, 2023	Board Meeting (Gordon Avenue Library) - Proposed budget adopted by Library Board
December 18, 2023	Board Meeting (Northside Library) - One week early due to Christmas holiday
Dec 2023- Jan 2024	Library Trustees and Library Director meet with City/County officials to discuss proposed budget
January 15, 2024	Deadline for submitting proposed budget to jurisdictions
January 22, 2024	Board Meeting (Northside Library) - Library Director mid-year goals update, if requested
February 26, 2024	Board Meeting (Louisa County Library)
March/April 2024	Budget work sessions with Albemarle, Charlottesville, Greene, Louisa and Nelson
March 25, 2024	Board Meeting (Greene County Library) - Library Board self-evaluation
April 5, 2024	Department and Branch Managers submit Friends' budget requests and Equipment Budget Requests to Business Manager and Library Director
April 22, 2024	Board Meeting (Nelson Library) - Library Board reviews Five Year Plan
May/June 2024	Budget adoption by jurisdictions. Library Board Budget Committee reviews Equipment Budget requests and drafts Final Budget (with appended Equipment Budget) to send to the Library Board
May 20, 2024	Board Meeting (Northside Library) (Crozet Library) - One week early due to Memorial Day holiday. Library Director Annual Evaluation
June 24, 2024	Board Meeting (Northside Library) - Library Board adopts Final Budget. Library Director presents FY24 goals



Potential Motion for State Aid Funding

I move that JMRL accept the Library of Virginia's additional State Aid funding of \$151,704 and authorize the expenditure of that funding for library materials.

JMRL Policy: Section 5.1
MEETING AND CONFERENCE ROOMS

Current Version

The meeting 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, provided that the meetings are open to the public. 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). Where access to a meeting room is independent of the Library, restricting hours to when the Library is open does not apply. 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.

Library and Library-sponsored activities have first priority in scheduling; and, thereafter, the rooms are available for informational public gatherings. If a party reserving a meeting 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. The 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. Solicitation is not permitted in meeting rooms; however, local offices of Voter Registration and/or their designees may use library facilities to encourage voter registration.

The Library Director or Branch Manager may, upon application in writing, extend meeting room use beyond regular library hours. Such extensions may require that janitorial service fees be paid by the group or organization using the room.

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.

Guidelines for the use of the meeting rooms in each facility are available.

CONFERENCE ROOMS

The Jefferson-Madison Regional Library welcomes individuals and small groups to use the Library's conference rooms. The conference rooms are designed to meet the needs of Library users who want to work individually or in small groups for limited periods of time. The rooms are not available for social gatherings and are not intended for the conduct of daily business or regular "office hours."

Conference rooms may be reserved in advance for a single block of time of up to 3 hours. At the conclusion of the first 3 hours, users may reserve an additional block of time, up to an additional 3 hours, if a room is available. When not reserved or in use, rooms may be available on a first-come, first-served basis with the same time limits.

A valid JMRL library card shall be required to check out a conference room key. While in use, conference room doors must remain unlocked and windows may NOT be covered.

Covered drinks and dry snacks (e.g., food generally dispensed in vending machines) are permitted in conference rooms, but hot foods are prohibited.

Individuals and groups may not store personal belongings or supplies in conference rooms.

The following rules for the Library meeting rooms also apply to conference rooms:

1. The Library does not endorse the policies or beliefs of anyone using the rooms.
2. Library and Library-sponsored activities have first priority in scheduling.
3. If a party reserving a meeting room does not arrive within 15 minutes of the scheduled reservation time, library staff may make the room available to other users.
4. The rooms are not available for the sale, advertising, or promotion of products or services.
5. Solicitation is not permitted, except by local officers of Voter Registration to encourage voter registration.

Guidelines for the use of conference rooms are available.

Proposed Draft

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)
- 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.

~~LIBRARY EQUIPMENT FUND~~

~~The Jefferson-Madison Regional Library's Equipment Fund is generated by revenues from fees and fines collected from use of Library materials and equipment. The purpose of this fund is to support the orderly operation, maintenance, and replacement of Library equipment. This fund is intended to be the first source of funding for equipment needs. Annually, each June, all items to be purchased from the Equipment Fund will be presented to the Board for review.~~

Adopted June 26, 1990
Revised 8/96